



Registrant/Swimmer/Parent/Guardian



Welcome to the 2017-2018 swimming season! Please take a moment to review this brief explanation of the registration process required of all swim clubs and individual registrants.

Each swim club in the province of Saskatchewan is a member of the national governing body for swimming called Swimming Canada and the provincial governing body called Swim Saskatchewan. In return for government sport funding, all governing organizations are required to report on membership. Non-identifying statistics are obtained directly from the data collected in the Registration system. With your assistance to provide accuracy, we can comply with our requirements and continue to benefit from strong government support, virtually all of which is directed towards the support of swimmers, coaches and clubs. All swim clubs are required to process all registrations to Swim Saskatchewan and Swimming Canada via the online registration system. **In compliance with PIPEDA and Provincial Legislation, consent to the collection and use of personal information is required. All registrants are therefore required to complete the PIPEDA Registration Consent Form giving consent to the collection and use of personal information as described in the form. The club will provide you this form at registration.**

Officials' Registration: Upon activation of the registration of an Official an email notification will be sent to the Official giving access to the registration account, to confirm the contained personal information, and refresh the username and password for re-entry. The email will be from systems@swimming.ca and the subject line will be titled: **Registration of Swimming Officials**. Contact your club's Officials Administrator for assistance.

Swimmer Registration: The final step of registering with the swim club is the confirmation of primary contact and demographic information related to your family and swimmer(s) in the registration system. When the club Registrar creates a swimmer registration invoice an auto-email is generated to the primary contact email address asking for review and confirmation of the submitted information. This email will be from registration@swimming.ca and the subject line will be titled: **Swimmer Registration Confirmation**. The link can be accessed once and you will have the option to create your own username and password for re-accessing the account. It only takes a couple of minutes to review and update your contact information and swimmer details. If you require assistance with this confirmation step, your club's Registrar is the person who can assist you.

This registration step includes answering four questions: (i) Aboriginal Ancestry (ii) Para-Swimming (iii) Deaf/Hard of Hearing and (iv) Citizenship. Providing this information is voluntary and will be used for statistical and informational purposes. It will not be used by your Provincial Section or Swimming Canada for any prohibited purpose as per The Canadian Human Rights Act and Provincial Human Rights legislation.

(i) The voluntary Aboriginal Ancestry question is being asked so that the Provincial Swimming Organization knows which swimmers are eligible for the North American Indigenous Games and to perhaps direct families and/or clubs toward any event or funding opportunity within the Province. In some Provincial jurisdictions, these statistics are also required as part of government funding reporting requirements. For the Aboriginal Ancestry questions, you have 4 options to choose from: 1) Status/Treaty, 2) Non-Status, 3) Métis or 4) Inuit

(ii) Answering the Para-Swimming question will help Swimming Canada, Swim Saskatchewan and your swim club to direct opportunities that are specifically targeted to swimmers with a disability (Para-Swimmers) (refer to: <https://www.swimming.ca> see: *RESOURCES/PARA-SWIMMING*). For the Para-swimming question you have 3 options: 1) Physical, 2) Visual or 3) Intellectual

(iii) Answering the voluntary Deaf / Hard of Hearing question is to assist in identifying individuals who may be eligible for participation in events specifically targeted to swimmers who are deaf / hard of hearing.

(iv) If the registrant is not a Canadian Citizen or Permanent Resident (Landed Immigrant) please indicate this. Canadian citizenship question is asked to identify individuals who are not eligible to set National records or represent Canada in an international competition. The default is Canadian citizen.

NOTE: It is only upon completing the online registration that you/your swimmer are considered officially registered and a member of **[INSERT NAME OF CLUB]** and then covered by the insurance policy. Similarly, this registration process must be completed before entries into a swim meet can be submitted and accepted. Registration must be completed within two weeks (14 days) of commencing participation. Your information is held by the Club, Swim Saskatchewan and Swimming Canada in compliance with the [Swimming Canada Privacy Policy](#).

Thank you and have a great swimming season!

Melinda Rock, natloffice@swimming.ca
Swimming Canada Registrar

Jodi Nicholson-Hachey
Swim Sask Provincial Registrar
office@swimsask.ca (306) 780-9291

Swim Club Registrar name here
[Swim Club Name] Registrar
[Contact info here]



**Personal Information Protection & Electronic Documents Act
PIPEDA CONSENT FORM**



To be completed by ALL Swimmers and Coaches in Masters, Summer and Winter Clubs

Swimmer or Coach Name (Please Print): _____
First Name Last Name

Club Name (Please Print): _____

Please read carefully, complete and sign the consent section below. Please also refer to Swim Saskatchewan Privacy Policy G-11. (The policy can be found on the website at <http://www.swimsask.ca> under the heading *About Us*, then click on *Policies*.) The Personal Information Protection & Electronic Documents Act requires that consent be obtained for the collection, use and disclosure of personal information about individuals.

Personal information from club registration will be used and/or disclosed by Swim Sask for registration swimming activities, High Performance Team participation, pre-meet registrations, results (media), and club/provincial records. All information collected from or pertaining to the swimmer will be used in accordance with Swim Saskatchewan Inc. Board of Directors Privacy Policy G-11. Should a parent/guardian or swimmer wish to restrict the release of and/or publication of personal information within the standard operating parameters of competitions and Swim Saskatchewan Inc., the individual or parent/guardian must sign the appropriate section below and the information will be withheld or modified. This form must be completed and signed by all swimmers (or their parent/guardian) and by all coaches and officials annually.

Operational uses and disclosures of personal information by Swim Sask include, but are not limited to:

1. Forwarding Swimmer/Coach/Official personal information for input into SNC registration database;
2. Forwarding Swimmer/Coach personal information to Masters Swimming Canada (MSC) and/or in the MSC registration database.
3. Publishing individual photos that are taken at competitions or awards presentations
4. Publishing photos or videos that are used in electronic or print media.
5. Publishing swimmers' names, genders, ages, club affiliations and results in swimming newsletters and other communications, in print form, electronic, posted to Swim Sask website or otherwise.
6. Compiling swimmers' names, genders, ages and club affiliations in team lists or databases to enable clubs to send data and meet entries to other clubs, coaches, officials or to Swim Sask, SNC or MSC
7. Other activities within the swimming community.

Please indicate your consent for Swim Saskatchewan to use/disclose information supplied by yourself.

Sign EITHER A or B below (Sign only one; not both)

A. I consent to the collection, use and disclosure of information as outlined above and in Swim Saskatchewan Privacy Policy G-11.

Signature of Swimmer or Coach	Signature of Swimmer's Parent/Guardian If swimmer under age 18	Date
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B. I consent to the collection, use and disclosure of the information as outlined above and in Swim Saskatchewan Privacy Policy G-11, ONLY for the following purposes: (use reverse side if necessary)

Signature of Swimmer or Coach	Signature of Swimmer's Parent/Guardian If swimmer under age 18	Date
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Note to Clubs (please include in your club's annual registration package)

- **This form must be renewed annually.**
- This form is to be kept on file by the club until such time as consent is withdrawn or the person/family ceases to be a member of Swim Saskatchewan, and must be renewed annually.
- When transferring to another club in SK, a new consent form must be completed and filed with the new/accepting club.
 - **This form only needs to be sent to Swim Saskatchewan if Part B is completed.**



Personal Information Protection & Electronic Documents Act

OFFICIALS REGISTRATION CONSENT FORM



Official's Name: _____ Club Name: _____

Official's Email: _____ Gender: Male / Female

Please Read Carefully; complete and sign this form.

A Parent or Legal Guardian must sign for those registrants under the age of 18.

The Canadian Personal Information Protection & Electronic Documents Act (and equivalent provincial legislation) requires that consent be obtained prior to the collection and use of all personal information.

The personal information provided at registration will be used for the purposes reasonably associated with officiating activities conducted by the Club, PS and/or Swimming Canada. These purposes include national, provincial, and event registration, insurance coverage, certification, and event participation. Some of the information you provide is for purposes including association registration, insurance coverage and:

- a) Reporting and publishing name, certification level, gender, club affiliation on Swimming Canada web pages or news releases and reports and;
- b) Compiling statistical reports
- c) Reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized third parties;
- d) Making direct contact with registrants, volunteers and staff as necessary for the operations of the Club, Swim Saskatchewan and Swimming Canada.

The personal information collected will include name, gender, and year of birth, contact information, club of affiliation, certification level and progression.

Swimming Canada complies with the obligation and responsibility to the World Anti-Doping Agency - WADA (or its agents) to provide information upon request.

Additional personal information may be collected from time to time. Consent for the use of this personal information may be inferred where its uses are obvious and it has been voluntarily provided. When not obvious, the purposes for collection will be provided prior to, or at the time of collection; either orally or in writing.

Complete texts of the Privacy/Personal Information Policies (variously the "Policy" or the "Policies") may be found for Swimming Canada at: <https://www.swimming.ca/Privacy> and for the Swim Saskatchewan at http://www.swimsask.ca/pdf/Policy_Privacy.pdf

Should a registrant wish to review their personal information held by the Club, Swim Saskatchewan, or Swimming Canada they must make a request to the appropriate organization pursuant to that organization's Policy. Further, registrants may withdraw consent to use their personal information pursuant to the Policies. Such a withdrawal however, may require the cancellation of registration with and suspension of activities with; the Club, Swim Saskatchewan and Swimming Canada. All registrants or their legal guardian must sign a copy of this form each season.

I hereby consent to the collection and use of personal information as described above.

Signature of Official (age 18 or older) or Parent/Guardian

Date

Swimming Canada may, at its discretion at any point, request a valid Police Records Check (PRC) or Vulnerable Sector Check (VSC) or similar, from any registrant. Upon official notice of request the registrant has 30 days to comply or will be suspended in the interim until provided. The results of the PRC or VSC or similar will be reviewed to determine whether or not the registrant may continue to be active with Swimming Canada. Any person appearing on any National Sex Offender Registry is not eligible to register, or participate in any capacity; paid or unpaid.