

SWIM SASKATCHEWAN



**Better Lives
Through Swimming**

2020-2021

Club Affiliation FORMS

**Please print individual pages or
electronically complete forms.**

August 11, 2020

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www.swimsask.ca

This Swim Sask Club Affiliation and Registration Package is a supplement to the Swimming Canada document: [National Registration Policy, Procedures and Rules Manual](#). Please use these documents together as you register your club, coaches, swimmers, and officials.

These forms are to be used in conjunction with the [Swim Saskatchewan 2020-2021 Club Affiliation and Registration Package](#)



Club Affiliation

Welcome to the 2020-2021 swim season in Saskatchewan. Please find the necessary information and [hyperlinks \(blue and underlined\)](#) enclosed to affiliate your club and register your members for the 2020-2021 season with Swim Saskatchewan.

Swim Saskatchewan is a club-based sport. Clubs affiliate and register all registrants (swimmers, coaches and officials) of their club as members with Swim Saskatchewan and Swimming Canada.

Membership in Swim Saskatchewan is a pre-requisite to compete in sanctioned meets, to be eligible for any Swim Saskatchewan services, programs and/or awards, funding and for coverage under the Sask Sport (SSI) sport liability and sport accident insurance.

As per Swimming Canada Registration rules all swimmers, coaches and officials must be registered in the Swimming Canada Registration, Tracking and Results (RTR) system within 2 weeks/14 days of commencing participation. Registration is an ongoing process. New swimmers, coaches and official's registration are accepted throughout the season.

All components of registration are mandatory. For a club to affiliate and register for the 2020-2021 season the following is required:

1. Minimum of 5 swimmers who will register with Swim Sask
2. Pay the club affiliation fee
3. Complete the online Club Affiliation Form here: <https://form.jotform.com/202096103389252>
4. Submit via email to office@swimsask.ca the following documents:
 - a) Club Declaration Form - Facility Rules
 - c) Club Declaration Form – COVID-19
 - d) Club Registrar – RTR Access Form
 - e) Additional User – RTR Access Forms
 - f) "Return To" Plan ** for COVID-19 following the Swim Sask Return to Sport: Swimming guidelines and template: [Plan LINK](#) [Template Link](#)

Clubs will be notified via email once the club has been affiliated and activated.

Responsibilities of Club Affiliation and membership:

- Register all swimmers (this includes learn to swim), coaches (and coaches of learn to swim) and officials annually.
- Pay all fees, dues, levies, assessments, and charges in a timely manner.
- Adherence to and compliance with:
 - [Swim Sask Policies](#)
 - [Swimming Canada Policies](#)
 - [Swimming Canada Registration Procedures and Rules](#)
 - [Swimming Canada Rules and Facility Rules](#)
 - [Sask Sport Inc Policies](#)

Specific to COVID 19:

- [Swimming Canada Return to Swimming Framework](#)
- [Swim Sask Return to Sport: Swimming](#)
- [Government of Sask: Reopen Sask Document](#)



2020-2021 Online Club Affiliation Form

To complete the online club affiliation form you will require the following information:

1. Club email address, physical address, and phone number.
2. Names, emails, and phone numbers for your club:
 - Leadership team (board members, owner(s), Athletic Director)
 - Registrar, Treasurer, Club Officials Administrator (COA), Team Manager
 - Head Coach and Admin staff (if applicable)
 - Masters Club Contact (if year-round age group club also affiliates as a master's club).
3. As well as your club's:
 - Corporate registry number from ISC
 - Social Media accounts (website, Facebook, twitter, YouTube, Instagram, etc)

When you ready to complete the form click the green box below:

[CLICK HERE TO COMPLETE THE ONLINE CLUB AFFILIATION FORM](#)





CLUB DECLARATION: COVID-19

The Government of Saskatchewan has provided guidelines for sport to return to activity. Sask Sport has requested Provincial Sport Organizations to develop Return to Sport Guidelines to support member clubs in their return to sport. Swim Sask's Return to Sport: Swimming plan is based on the guidelines published by the Government of Saskatchewan, Swimming Canada's Return to Swimming resource document and other stakeholder resources. Prior to restarting, Swim Sask member clubs should use these Return to Sport: Swimming guidelines to develop their required Return to Swimming Plan and assist their club to work towards a careful and gradual restart of club activities.

In the process of developing a club's Return to Swimming Plan, one size does not fit all. Each club has unique issues which need to be factored into their Return to Swimming Plan. Modifications and changes to standard practice protocols will be required, and these modifications will need to be practical and tailored to your unique facility and participant needs. While there can be some flexibility in a club's Return to Swimming Plan, all swimming and swimming related training activities in Saskatchewan must operate within current provincial health restrictions to promote the safety of our communities. To assist our clubs, all clubs are asked to follow the Swim Sask "Return-To Plan" Checklist to ensure that the club has clear policies that include but are not limited to ensure:

- Compliance with Public Health measures which includes but is not limited to anyone with symptoms not attending any swim club specific or related activity.
- Swimmers are able to participate in a secure environment where physical distancing, personal hygiene and safe social interactions are enforced.
- Coaches and swimmers displaying related symptoms are able to be off sick and at home to enable self-isolation for 14 days (at minimum).
- Coaches and swimmers have fewer club related contacts (shorter times, fewer people), through such measures as staggered shifts, smaller training groups, occupancy limits, virtual meetings, and working/training from home where the nature of the work permits.
- Higher frequency of cleaning of 'high touch' areas of facilities and equipment, availability of hand sanitizer and encouraging good hygiene.
- Assessments of risks are present in your club's operation.

I hereby declare that the above-named club has a written plan that follows the Government of Saskatchewan's Re-Open Sask, Swim Sask Return to Sport: Swimming and Swimming Canada Return to Swimming Framework documents while adhering to the SHA public health policies to ensure member safety. The clubs plan will be publicly posted and communicated it to all members prior to the club returning to sport. Only Swim Sask registered swimmers and coaches will participate in activities offered provided they have all completed the Acknowledgment and Assumption of Risk Form. **I understand that there is no liability or legal defence coverage for our club as per the [Contagion Exclusion Endorsement](#) with our Insurer.**

Signed by:

Club President's Name: _____

Club President's Signature and Date: _____

Other Club Board Member Name and Position: _____

Other Club Board Member Signature and Date: _____

Club Head Coach Name: _____

Club Head Coach Signature and Date: _____



CLUB DECLARATION: FACILITY RULES

The Facility Rules and Guidelines of Swimming Canada are effective September 1, 2018 and shall influence all decisions surrounding facility usage for competition and training in Canada. The Facility Rules and Guidelines are to be used in conjunction with Swimming Canada Rules for all sanctioned competitions in Canada. The Facility Rules and Guidelines (Section 3 – CFR TR01), stated below, are to be used for all affiliated Swimming Canada clubs in their **daily training environment** and **sanctioned competitions**.

CFR – TR01 – Dive Entries

Diving – A minimum water depth of 1.35 metres, extending from 1.0 metre to at least 6.0 metres from the end wall is required for pools with starting platforms.

A minimum water depth of 1.20 metres, extending from 1.0 metre to at least 5.0 metres from the end wall is required for pools where diving takes place from the permanent deck or bulkhead, where the height is not more than 0.35 metres from the water surface.

When the water depth is less than 1.20 metres, no diving is permitted.

Water Depth	
Less than 1.2m	No Diving, in water starts only
1.2m – 1.35m	Diving from the permanent deck or bulkhead where the height is not more than 0.35m from water surface is permitted.
1.35m (equal to or greater than)	Diving from starting platform (max 0.75m from water surface as per FR 2.7)

I hereby declare that I have read, understand and agree to abide by the Facility Rules and Guidelines of Swimming Canada, including but not limited to section 3 – CFR TR01 as set out above.

CLUB NAME and CLUB CODE: _____

Club President's Name: _____

Club President's Signature and **Date:** _____

Club Head Coach Name: _____

Club Head Coach Signature and **Date:** _____

Meet Manager or other Club Board Member Name and Position: _____

Meet Manager or other Club Board Member Signature and **Date:** _____



Should you have any questions or concerns, please contact questions@swimming.ca and/or office@swimsask.ca



Club Registrar RTR Access/Compliance Declaration Form for access to the Swimming Canada RTR System

Complete and fax (306 525-4009) or scan and email to office@swimsask.ca

Swim Saskatchewan's registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for personal information from people outside the Saskatchewan swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and that the information will be used according to the purposes that were expressed to the registrant upon collection.

The club Registrar is the primary custodian of the registration data for each club. The club Registrar's direct resource for guidance or assistance is the Provincial Registrar. The club Registrar assigns Meet Manager and Officials Administrator access. Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the club's Registrar can complete and submit an *Additional User Application* to the (PSO) Executive Director requesting user access for an additional user from within their organization. The club Registrar assumes the responsibility of educating each site user within the club, of the requirement to respect and protect the confidentiality and privacy of personal information. The club Registrar is responsible for removing access to the system access for inactive users.

Registrants can view, correct and/or update their personal information within the database at any time by accessing their information in system with their username and password as created by them during their 'final step' of registration. Upon completion of club's annual affiliation with Swim Sask including submission of this waiver, the registrar will be given password protected access to the Swimming Canada National Registration site in order to begin the club's registration process for the season.

COMPLIANCE DECLARATION:

As Registrar for my club I agree **that I will not share my username and password for the registration system with anyone** without the consent of Swim Sask. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Privacy Acts; I will use the system as it is intended, for the purposes of maintaining the club registration data with Swim Saskatchewan. I understand and agree to the obligation to enter current and accurate registration data for each registrant at the time of registration or renewal of registration, and that each registrant is required to complete the registration process by confirming their recorded personal information in the 'final step' of online registration.

Please print legibly

CLUB NAME: _____

Registrar's Name: _____ Phone: _____

Registrar's Signature: _____

Registrar's email: (required for access): _____

I will also require access to the RTR as Club Official's Administrator: Yes / No (please select one)



Club's Name: _____

Club Registrar's Signature: _____

**A Club Registrar manages and maintains (edits and views) swimmer and coach registration, invoices, transfers and can run various reports. This access is the most comprehensive. Should an additional Registrar be requested, an additional Club Registrar RTR Access/Compliance Declaration Form will need to be submitted.*



Additional User RTR Access Form

for access to the Swimming Canada RTR System

Complete and fax (306 525-4009) or scan and email to office@swimsask.ca

Swim Saskatchewan's registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for contact information from people outside the Saskatchewan swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and is used according to the purposes that were expressed to the registrant upon collection.

The club Registrar is the primary custodian of the registration data for each club. The Registrar assigns additional users. Additionally, there may be a requirement for another representative in the organization to access the online system. As the primary custodian, the club's Registrar must use this form to apply in writing, to the Executive Director of Swim Sask, for additional user online system access.

COMPLIANCE DECLARATION:

As a representative for my club I agree that I will not share the access code to the Online Registration system with anyone without the consent of Swim Sask. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Acts: I will use the system as it is intended.

Please print legibly

CLUB NAME: _____

Additional User: Name (please print): _____

Additional User Email (required for access): _____
Please print legibly

Additional User Signature: _____

Please circle the RTR access you are requesting (each provides access to different information within the RTR; and are not the same as Club Registrar):

- **Club Treasurer** – Can view invoices initiated in the RTR (Swimmer, coach, post meet; can run a team roster report)
- **Team Manager** – can view a team roster report; can download meet entry and results files.
- **Club Official's Administrator (COA)** – Can view and edit officials, transfer officials and look up officials.
- **Meet Manager** - this access can be given by the Club Registrar (add meets, meet sanctioning, entry files, results files, can run a roster check, access meets), look up officials and swimmers.

Team Manager

Club Official's Administrator

Club Treasurer

Meet Manager

President's Name (please print): _____

President's Signature: _____