

# SWIM SASKATCHEWAN

**2020-2021**

## **Club Affiliation and Registration Package**



**This document is best used electronically  
as a pdf to access all hyperlinks.**

**Better Lives  
Through Swimming**

**updated August 18, 2020**

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.

To affiliate your club please complete: [Swim Saskatchewan 2020-2021 Club Affiliation FORMS](#)



## Swim Saskatchewan 2020-21

Welcome! The 2020-2021 season will be unique as we embark on our first season within guidelines to ensure our clubs and members can participate in sport in a safe and healthy way during the COVID-19 pandemic.

The Club Affiliation and Registration Package is meant to provide clubs with a guide for the current season to register swimmers, coaches, and officials.

Currently, the Government of Sask is not allowing any competitions or tournaments. Even though there are not any competitions we ask that you to register your swimmers and coach in the category that you normally would.

Should you need support or assistance please reach out to the Swim Sask office:

2205 Victoria Ave.  
Regina, SK S4P 0S4  
Email: [office@swimsask.ca](mailto:office@swimsask.ca)  
Phone: 306 780-9291  
Fax: 306 525 -4009  
[www.swimsask.ca](http://www.swimsask.ca)

# SWIM SASK



## Swim Saskatchewan 2020-21

### Mission

Swim Saskatchewan is the Provincial Sport Governing Body that provides: Leadership, Resources and Support to advance Competitive Swimming.

### Vision

Better Lives Through Swimming

### Values

Pursuit of Excellence; Respect; Inclusive; Ethics; Collaboration; Transparency

- Swim Saskatchewan is a member of [Swimming Canada](#) and therefore affiliated clubs are also members of Swimming Canada.
  - Swim Saskatchewan is a member of [Sask Sport Inc.](#)
  - Swim Saskatchewan is funded by [Sask Lotteries](#).

### Swim Sask affiliated clubs and their registered members have access to:

- Swim Sask services
- Swim Sask programs
- Swim Sask awards
- Swim Sask funding
- Sanctioned competitions
- Coverage under the Sask Sport liability and sport accident insurance.

### 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](#)

Swim Sask supports equal opportunity, prohibits discriminatory practices and is committed to providing an environment in which all individuals are treated with respect and fairness.



## 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 be eligible for any Swim Saskatchewan services, programs and/or awards, funding, to compete in sanctioned meets and for coverage under the Sask Sport/ Swim Sask 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.

**For those clubs that have returned to swimming over the summer and intend on keep swimming and start the new season on Sept 1, the club will need to be fully affiliated (documents received, affiliation fee received, 'return to' plan received) by August 31. The Club Registrar will then need to initiate the swimmer and coach registration process asap on Sept 1 or after.**

**All components of registration are mandatory. For a club to affiliate and register for the 2020-2021 season the following must be submitted to Swim Sask:**

Clubs must have a minimum of 5 swimmers who will register with Swim Sask.

All components of registration are mandatory. For a club to affiliate and register for the 2020-2021 season the following must be submitted to Swim Sask:

### **Club Affiliation Requirements**

1. Pay the club affiliation fee
2. Complete the online Club Affiliation Form here: <https://form.jotform.com/202096103389252>
3. Submit all of the following via email to [office@swimsask.ca](mailto:office@swimsask.ca)
  - 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 Current version of Swim Sask Return to Guidelines [here](#) and Template for Clubs [here](#)

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



## Fees: Club, Coach and Swimmers

Member fees can be paid via the following methods:

1. cheque payable to Swim Sask and mailed to the Swim Sask office; 2205 Victoria Ave Regina, S4P 0S4
2. e-transfer sent to [office@swimsask.ca](mailto:office@swimsask.ca)
3. payment in person during office hours

Clubs can maintain an account balance with Swim Sask to have credit available in our accounting system. This will help expedite registrations; each time a registration invoice is created in the RTR we can mark it as paid by applying the credit balance.

Account statements will be sent to the club treasurer monthly during the swim season.

*Note: no registration fees are required for parents/guardians of swimmers, volunteers, officials, or any other individual members of Swim Sask as defined in Policy M-2.*

### Club Affiliation Fee

All registration fees are non-refundable and non-transferable.

<u>Club Type</u>	<u>Annual Fee</u>	<u>Affiliation Period</u>
Age Group Club	<b>\$100</b>	September 1 – August 31
Masters Swim Club	<b>\$30</b>	September 1 – August 31
Varsity Team	<b>\$100</b>	September 1 - April 30
Summer Club	<b>\$60</b>	May 1 – August 31

### Coach Registration Fees

All registration fees are non-refundable and non-transferable.

<b>Swim Sask and Swimming Canada Fee</b>	<b>\$45.00</b> fee includes Swimming Canada fee of \$21.00. Payable to Swim Sask.
	<b>And in addition,</b>
<b>Canadian Swim Coaches Association (CSCA)</b>	Fees vary on <a href="#">CSCA category of membership</a> Payable to CSCA directly.



## Swimmer Fees

### Registration Category

### Fees

All fees include the necessary Swimming Canada fees  
All registration fees are non-refundable and non-transferable.

#### COMPETITIVE

**Competitive 10 and under**

**\$80.00/swimmer**

**Competitive 11 and over**

**\$130.00/swimmer**

Competitive swimmers of all ages. Swimmers wishing to take part in unlimited sanctioned events. September 1 through August 31. Competitive swimmer fees are based on the swimmer's age as of December 31 of the current swimming season. Fees will be reduced by 50% for **NEW** swimmers who register on or after April 1. Reduced fee is not applicable to upgrades from Non-Competitive to Competitive.

#### VARSITY

**Varsity**

**\$50.00/swimmer**

Swimmers who will compete at USPORTS/RSEQ competitions with a Varsity Team. Team members of a Varsity Team; U SPORTS only September 1 through April 30

**Varsity-Open**

**\$80.00/swimmer**

Canadian Varsity Team registered Swimmers who wish to also compete for an Age Group Club at Swimming Canada sanctioned competitions during the Varsity competitive season and beyond. September 1 through August 31. Registration must be finalized prior to April 30. To register swimmers in this category, they must first be registered with a Varsity Team. **Contact Swim Sask prior to registering swimmers in this category.**

**Varsity Year Round**

**\$130/swimmer**

This category is applicable to the U of R only should they choose to want to operate past the traditional March/April. This is a new category and allows the swimmers to compete at both USPORTS/RSEQ competitions and Swimming Canada sanctioned events (including Swimming Canada National Competitions) representing a Varsity Team for the entire season; September 1 to August 31. If a swimmer is registered Varsity Year-Round then they cannot also register with an Age Group club; they would need to transfer from Varsity Year-Round Club to Year-Round Age Group Club.

#### PRE-COMPETITIVE

(note: this was previously called non-competitive)

**Learn to Swim**

**\$25.00/swimmer**

**Fitness**

**\$25.00/swimmer**

Swimmers enrolled in sessional "Learn to Swim" and "Fitness" type programs. Swimmers ages 17 and under, not intending to participate in sanctioned competitive events. Sept 1 through Aug 31. Upgrades to competitive after April 1, the fee of \$80 or \$130 will be less the \$25 Non-Competitive fee.

#### MASTERS

**Masters**

**\$25.00/swimmer**

Masters Swimmers participating in master's only events. Limited to swimmers aged 18 and over September 1 through August 31

**Masters-Open**

**\$155.00/swimmer**

Masters Swimmers who wish to compete in sanctioned master's competitions and Year Round Age Group competitions. Limited to swimmers aged 18 and over. September 1 through August 31

#### SUMMER

**Summer**

**\$30.00/swimmer**

Summer is for swimmers who plan to ONLY compete in summer swimming sanctioned competitions May 1-August 31.

**Summer-Open**

**\$65.00/swimmer**

Summer swimming Swimmers who plan to compete in the summer swimming sanctioned competitions AND in Swim Sask/Swimming Canada sanctioned competitions excluding Swimming Canada National Competitions during the applicable period May 1 - August 31. Those wishing to try out for 2021 Sask Games will need to register in this category.

#### OTHER

**Limited Event**

**\$20.00/swimmer**

Targeted as a single competitive opportunity into an external organization's event (i.e. North American Indigenous Games, World Police and Fire Games) which is sanctioned by Swimming Canada. It may also be used for an open water event which is sanctioned by either Swimming Canada or a PS, for the duration of the approved single sanctioned event.



## Letter to Club Registrar

Thank you for taking on the role and responsibility of Club Registrar. 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 Sask. All governing organizations are required to report on membership in return for government sport funding. Statistics are obtained directly from the data collected in the Registration Tracking and Results System (RTR). 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. For this reason, all swim clubs are required to process all registrations to Swim Sask and Swimming Canada via the RTR. **An individual's registration is required to be completed within two weeks of commencing participation.**

### GETTING STARTED

Swim Sask Provincial Registrar, Jodi Nicholson – Hachey will have provided you with a *Club Registrar Compliance Declaration*, which outlines the obligation and commitment to protect swimmers' personal information. Each Club Registrar is required to return the completed declaration to the PS prior to obtaining access to the RTR.

### ADDITIONAL USERS

There may be a need to add an additional user such as the Treasurer or a Team Manager, to have access to the meet result files as well as an Officials Administrator to handle registration of Officials. If this is the case please complete the [Additional User Registration System Access Compliance Declaration form](#) and submit to Swim Sask. The Provincial Registrar will create login access to the RTR for these additional users and a permission email will be sent to the user.

### RESOURCES

The Provincial Registrar is your direct resource and contact. Support Request: a support request tab is located in the site menu for technical assistance in the registration system. [Swimming Canada National Registration Procedure and Rules Manual](#) (Scroll to Resources). This document provides the details of Swimming Canada's Registration fees, rules, and procedures.

*Club Registrar Guide* (links located in the RTR on the user's Updates page)

*Meet Manager Guide* (links located in the RTR on the user's Updates page)

### SWIMMER REGISTRATION

**Confirm a valid email address for each swimmer/family and coach before beginning the registration process.** Do not assume that the email address that is in the RTR from the last registration is correct. An invalid email address or the club email address shall not knowingly be entered by the Club Registrar as it would prevent communication concerning options regarding Canadian Anti-Spam Legislation, privacy consent and/or registration information.





## Swimmer registration is considered complete when:

1. the Provincial Registrar marks the swimmer invoice as paid.
2. the family has logged into the system from the auto generated email that is sent after the club registrar creates an invoice in the system, and the family has:
  - a. primary contact information and swimmer information in the system has been confirmed by the parent/guardian/swimmer;
  - b. electronically signed the [Acknowledgement and Assumption of Risk Form \(NEW\)](#)
  - c. preference to receive commercial emails has been indicated (as per the Personal Information Protection and Electronic Documents Act, PIPEDA); (NEW) and
  - d. the swimmer/parent/guardian has agreed to comply to (NEW) the [Swimming Canada Code of Conduct and Professional Ethics Policy and abide by all other Swimming Canada Policies.](#)

**\*\*Club Registrar's – if you have previously been completing the 4 steps above for a family, you will no longer be able to do so, as you cannot sign the Acknowledgment of Risk Form on their behalf as this is a legal document.**

Completed registration is indicated by the swimmer status showing as 'Registered' and with a check mark ✓ in the 'Account Updated' column on the Swimmer List page. All 4 of the above items must be completed prior to the status showing 'Registered'. Entries for a swim meet can only be accepted when the swimmer's registration is complete.

## COACH REGISTRATION

Please confirm a valid email address for all coaches prior to initiating a registration – and advise them on this requirement. Do not assume that the email address in the RTR from last year is still valid or the one they currently use. Coach registration is only complete once the status states 'Registered'. Resend the 'CSCA email' from the RTR if your coach's status is 'CSCA Account Pending', reminding them to complete their CSCA registration and screening. If the coach status is 'Requirements not Met' or 'Non-Compliant Coach' the coach has not yet completed the PSO Requirements for Registration. These requirements include screening, submission of a Criminal Record Check which includes Vulnerable Sector Check, and Respect in Sport certification mandated by the government of Saskatchewan as well as meeting the minimum NCCP Coaching Education Requirements.

Coaches are also required to electronically sign the Acknowledgement and Assumption of Risk Form as part of the CSCA registration in order for registration to be complete. (NEW)

## OFFICIALS REGISTRATION

It is a requirement that all Officials are registered on an annual basis within the Swimming Canada Registration System. Procedures and Rules for registration are outlined in the registration manual as referred to above. Officials are required to electronically sign the Acknowledgement and Assumption of Risk Form in order for registration to be complete. (NEW)

**Wishing you a good swimming season,**

Heather Birenbaum  
Manager, Membership Services, Swimming Canada  
[hbirenbaum@swimming.ca](mailto:hbirenbaum@swimming.ca)

Jodi Nicholson-Hachey  
Swim Sask Provincial Registrar,  
[jodi@swimsask.ca](mailto:jodi@swimsask.ca)





## Accessing the RTR system

As the club's primary custodian of membership data and registration, the Club Registrar must maintain confidentiality and adhere to the Club Registrar RTR Access/Compliance Declaration Agreement. **Do not share your login information with anyone.**

To gain access to the RTR, clubs must be affiliated with Swim Saskatchewan. Once a club has successfully affiliated (forms received, and fees paid), Swim Sask will then set up the Club Registrar in the RTR.

The Club Registrar must complete the Club Registrar RTR Access/Compliance Declaration Form. Once received, the Swim Sask Provincial Registrar, will email the registrar with a login name and a default password. The club registrar will then be able to login to the RTR system (and can then change the password). The Club Registrar is the primary custodian of the registration data for each club.

It is recommended that clubs assign additional users to apply for access to the RTR using the [Additional User Access Form](#). These users include: Club Treasurer, Team Manager, Club Official's Administrator, Meet Manager (also Entry person); each role has access to different data within the RTR.

Role	RTR Access includes:
Club Registrar	Edit and add swimmers and coaches, invoices, transfers and can run various reports. This access is the most comprehensive access. <i>Maximum of 2 registrars per club.</i>
Club Treasurer	View invoices initiated in the RTR (swimmer, coach, post meet; can run a team roster report); pay CSCTA invoices online.
Team Manager	View a team roster report; download meet entry and results files.
Club Official's Administrator (COA)	View and edit official's data and training; transfer officials and look up officials.
Meet Manager and Entry person <i>this access can be granted by the Club Registrar</i>	Add meets, meet sanctioning, import/export entry and result files, run a roster check, access meets, look up officials and swimmers.

*Note: Coaches do not need Team Manager access; they can access everything they need to via their coach access.*

### RTR SHUTDOWN

Monday August 24th - Last day of access for swimmers, coaches, officials, COA, Club Registrars and Meet Managers. The system re-opens for 2020-2021 season on Tuesday September 1<sup>st</sup>

Similar to last year, we will be offering ZOOM live webinars to assist club registrars with getting started for the new season (meeting details will be sent out to club registrars after the club completes the 2020-2021 affiliation. **Meeting dates are: Tuesday Sept 8 at 7pm and/or Wednesday Sept 9 at 7pm**

To get started it is essential that the data in the RTR system matches exactly to your Team Unify and/or Hytek Team Manager data. This will reduce the possibility of meet entries being rejected when it comes time to upload entries in the RTR. Once you have RTR access you will need to cross reference your Hytek and/or Team Unify data for accuracy and consistency.



## Swimmer Registration Checklist



- **Registration must be complete within 14 days of commencing participation.**
- All registration fees are payable to Swim Sask and are non-refundable and non-transferable.
- Include the letter addressed to all registrants in your club registration package. See Appendix.
- Once a swimmer is registered, they will be assigned a Swimming Canada ID number (9 digits).
- Update Hytek and/or Team Unify data to ensure that names, gender and DOB match exactly to the RTR data. If these do not match exactly, there will be issues when uploading meet entries or results.
- Once swimmers are registered in the RTR system, you will need to **create an invoice**. After you create these invoices in the RTR, **ensure that the registrar forwards the invoices to the club treasurer for prompt payment**. Your treasurer can have access to the RTR system by completing the Additional User Request form.
- KidSport is a children's charity which assists children of families facing financial obstacles to participate in community sport programs so that all kids can play. Sask Sport is licensed to deliver this program in Sask. Application can be made by clubs and/or individuals for funding. See link below.

### Key Messages for your Members

- ✓ **\*NEW – All swimmers and coaches will be required to complete the online consent Acknowledgement of Risk during their Swimming Canada registration and should be completed prior to engaging in any club activities.**
- ✓ Swimmers are not registered until entered online, payment is received by Swim Sask, swimmer account is updated from autogenerated Swimming Canada email and a status of 'Registered' shows in RTR.
- ✓ Ensure swimmers have a valid and current email address. Emails are required to register swimmers
- ✓ It will be very important that all parents/guardians of swimmers, review all information in their Swimming Canada account for accuracy and to update their PASSWORD.
- ✓ There will be some data that can only be changed by the Club Registrar (i.e. DOB and Name).
- ✓ Please ensure that your members contact the club registrar for any issues.

### Reference Links for Swimmer Registration

- [Acknowledgement and Assumption of Risk Form](#)
- [Registration Fees and category of members policy](#)
- [Kid Sport link for funding](#)



So **ALL** Kids Can Play!



## Coach Registration Checklist



- **Registration must be complete within 14 days of commencing participation.**
- Coaches are not considered registered until entered online, payment is received by Swim Sask and CSCA, accounts are updated from the autogenerated emails from Swimming Canada and the CSCA, Respect in Sport completed and CRC/VSS are received.
- Coaches are registered in CSCTA category; ensure the category matches the coach's role and certification requirements. Registrar to work with the Head Coach to determine coaching category for each coach.
- Once coaches are activated in the RTR by placing into a category; the registrar will **create an invoice. Ensure the invoices are forwarded to the club treasurer for prompt payment.**
- **Two invoices** will be generated in the RTR (1. SWIMSK is paid directly to Swim Sask and 2. CSCA is paid directly to the CSCA, there is pay online feature for CSCA).
- All registered coaches become members of Swim Sask, Swimming Canada and the CSCA.
- Coaches can be associated with more than once club. The registration fees only must be paid once unless an upgrade is required, then the difference in payment is required.

### Key Messages for your Members

- ✓ **\*NEW** – All coaches will be required to complete the online consent Acknowledgement of Risk during their Swimming Canada registration and should be completed prior to engaging in any club activities.
- ✓ **All Coaches** (all sports) in Saskatchewan **MUST complete** [the online Respect in Sport \(RiS\) module](#). If a coach has done RiS in another sport, they must login into their RiS account and can select Swim Sask as an additional sport so that we can verify certification. Coaches must also re-certify every 5 years.
- ✓ All coaches aged 18 & Over must submit a CRC and VSV every 3 years and must be submitted within 14 days of commencing coaching duties. – [See screening policy](#)
- ✓ Ensure coaches have a valid and current email address in the RTR.
- ✓ **\*NEW: Date of Birth will be required for ALL coaches.**
- ✓ Coaches must complete the CSCA criminal screening questions from the auto-generated email prior to being considered registered and able to access the system.
- ✓ Coaches can associate with more than one club and can select clubs within their coaching account in the RTR.

### Reference Links for Coach Registration

- [Acknowledgement and Assumption of Risk Form](#)
- [Swim Sask Coach Registration and Compliancy Policy](#)
- [Swim Sask Screening Policy](#)
- [NCCP Coach Training](#), [The Locker](#) and [Respect in Sport Training](#)
- [Canadian Sport Centre Saskatchewan](#) and [True Sport](#)



## Official's Registration Checklist



- **Registration must be complete within 14 days of commencing participation.**
- **\*\*NEW\*\***To register, an official must complete the following online JOTFORM link:  
<https://form.jotform.com/201806837477262>
- The Club Official's Coordinator (COA) will register official's each season, this is not the role of the club registrar. The Club Registrar will submit an Additional User System Access Waiver (page 18) to the PSO prior to assigning the Club Officials Administrator (COA), or other club designate, to process the registration of officials.
- Include the letter addressed to all registrants in your club registration package. See APPENDIX.
- COA's collect completed official's certification cards and enter data into the RTR for their club.
- Those officials not affiliated with a club pursue their Swimming Canada Officials registration directly through Swim Sask (i.e.: Referee who no longer has children in the sport and are not affiliated with a club).
- Any person appearing on the National Sex Offender Registry is not eligible to register or participate in any capacity; paid or unpaid.

### Key Messages for your Members

- ✓ **\*NEW** – All officials will be required to complete the online consent Acknowledgement of Risk during their Swimming Canada registration and should be completed prior to engaging in any club activities.
- ✓ Ensure that all officials have a valid and current email address.
- ✓ Each official will have their own account separate from swimmer(s) accounts. All information entered in the RTR Officials account will remain (including contact information) season to season.
- ✓ Officials MUST be registered before taking any online education. It is incumbent upon the Official to manage their certification levels.

### Reference Links for Official Registration

- [Acknowledgement and Assumption of Risk Form](#)
- [Swim Sask Screening Policy](#)
- [Swim Sask Official's Policies Page](#)
- [Officials Certifications Pathway](#)
- [Officials Clinics](#)



## APPENDIX

- **Swimmer 2020-2021 Registration Letter, Swimming Canada**
- **Facility Rules and Guidelines**
- **COVID-19 “Return To” Plan**
- **Club Codes**
- **Varsity Year-Round Teams**





## SWIMMER - 2020-2021 REGISTRATION LETTER

[LINK TO LETTER TO INCLUDE IN YOUR CLUBS REGISTRATION MATERIALS CAN BE FOUND HERE](#)

Dear Swimmer/Parent/Guardian,

Welcome to the 2020-2021 swimming season! Please take a moment to review this brief explanation of the swimmer registration process required of all swim clubs.

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 or Provincial Section (PS) called Swim Sask. 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 Tracking and Results system (RTR). 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 Sask and Swimming Canada via the RTR.

**The final steps of registering with your swim club includes answering four mandatory questions:**

1. Signing the Acknowledgement and Assumption of Risks Form
2. Agreement to abide by Swimming Canada's policies
3. Indication of your preference to receive emails of a commercial nature
4. Confirmation of primary contact and demographic information related to your family and swimmer(s) in the RTR.

In addition to the mandatory questions, there are four optional declarations to be completed in the RTR. 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.

1. **Indigenous Descent** – asked so that the Provincial Section 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. You have four options to choose from:  
a) Status/Treaty, b) Non-Status, c) Métis or d) Inuit.
2. **Impairment Declaration** – helps Swimming Canada, Swim Sask and your swim club to direct opportunities that are specifically targeted to swimmers with a disability (Para Swimmers) There are three options to choose from:  
a) Physical, b) Visual or c) Intellectual.  
*Refer to: <https://www.swimming.ca/en/resources/> see: RESOURCES/PARA-SWIMMING*
3. **Hard of Hearing** – assists in identifying individuals who may be eligible for participation in events specifically targeted to swimmers who are deaf/hard of hearing.
4. **Citizenship** – identifies individuals who are not eligible to set National records or represent Canada in an international competition. If the swimmer is not a Canadian Citizen or Permanent Resident (Landed Immigrant) please be sure to indicate this as the default to this question is Canadian citizen.

**NOTE: It is only upon answering the above questions in the RTR that you/your swimmer are considered officially registered and a member of [INSERT NAME OF CLUB] and then covered by insurance. This registration process must be completed before entries into a swim meet can be submitted and accepted.** Your information is held by the Club, Swim Sask and Swimming Canada in compliance with the [Swimming Canada Privacy Policy](#).

Thank you and have a great swimming season!

Heather Birenbaum  
Manager, Membership Services, Swimming Canada  
[hbirenbaum@swimming.ca](mailto:hbirenbaum@swimming.ca)

Jodi Nicholson-Hachey  
Swim Sask Registrar  
[jodi@swimsask.ca](mailto:jodi@swimsask.ca)

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



## Facility Rules and Guidelines

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 (Section 2 FR 2.3 and CFR 2.3.1). The Facility Rules and Guidelines (Section 3 – CFR TR01), are to be used for all affiliated Swimming Canada clubs in their daily training environment.

### Swimming Canada Declaration

All clubs and their members must abide by the Swimming Canada Facility Rules and Guidelines for competitions and training. The club will ensure all their members are aware of the new Facility Rules and Guidelines. Club representatives are required to sign the [Swimming Canada Club Declaration Form – Facility Rules](#) by **September 1st of each season** confirming they are in compliance with the Swimming Canada Facility Rules and Guidelines.

### Swim Saskatchewan Safety Requirements – Dive Starts

The Swim Sask Safety requirements, specifying pool conditions for the use of Swim Sask sanctioned activities (training and/or competition), requires that:

All pools used for Swim Sask competitions and/or club training purposes, must be listed with Swim Sask and acknowledge the requirements for Dive Starts which include water depth, height of blocks and height of deck and/or bulkhead.

***FR 2.3 Depth – A minimum depth of 1.35 metres, extending from 1.0 metre to at least 6 metres from the end wall, is required for pools with starting blocks. A minimum depth of 1.0 metre is required elsewhere.***

***CFR 2.3.1 A minimum water depth of 1.2 metres, extending from 1.0 metres 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.***

#### 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)

If the minimum water depth is less than 1.35 meters, starting blocks must **NOT** be used. It is recommended that the starting blocks be moved to the deep end of the pool as soon as possible or removed.





## COVID-19 “Return to” Plan

Clubs are required to prepare a “return to” plan, prior to engaging in any club activities, that prioritizes health and safety while returning to sport progressively and follows the guidelines set out by Swim Sask, Sask Health Authority (SHA) and Swimming Canada.

The following must be included in the clubs “return to” plan but are not limited to:

1. COVID-19 Club Declaration Form
2. Establishment of a “return to” committee and contact information
3. List of facilities and assurance of any third-party insurance and guideline adherence
4. Acknowledgment and Assumption of Risk Form
5. Risk Assessment
6. Overarching Health Measures
7. Progressive, controlled programming plans for all program areas
8. Daily training environment
9. Communication Plan
10. Re-evaluation Plan
11. Resources/Reference Links
12. Other

**Updated “return to” plans must be submitted to Swim Sask prior to the new season.**

Club’s should work closely with their local facility/municipality to understand any different restrictions and limitations. Facilities may also open at different times across the province. Clubs should develop guidelines and protocols that align with Swim Sask, Swimming Canada and the SHA.

## Reference Links COVID-19 Plan

- [Swim Sask Return to Swimming Document](#)
- [Swim Sask Club Return to Template](#)



## Club Codes

(based on 2019-2020 season)

All swim clubs registered with Swimming Canada have a unique club code; Swim Sask Clubs are listed below:

	<u>Club Name</u>	<u>Code</u>	<u>Club Type</u>	<u>District</u>	
1	Battlefords Kinsmen Swim Club	BKSC	Age Group Club	Rivers West	
2	Flatland Sport Centre Inc.	FS	Age Group Club	Regina Sport	
3	Saskatoon Goldfins Swim Club	GOLD	Age Group Club	Saskatoon District	
4	Saskatoon Laser Swim Club	LASER	Age Group Club	Saskatoon District	
5	Moose Jaw Kinsmen Flying Fins Swim Club	MJKFF	Age Group Club	South West	
6	Meadow Lake Manta Ray Swim Club	MRSC	Age Group Club	Rivers West	
7	Prince Albert Sharks Swim Club	PASS	Age Group Club	Lakeland	
8	Regina Optimist Dolphin Swim Club	ROD	Age Group Club	Regina District	
9	Regina Y'S Men's Marlins Swim Club	RYMM	Age Group Club	Regina District	
10	Swift Current Barracudas	SCB	Age Group Club	South West	
11	Yorkton Storm Swim Club	YSSC	Age Group Club	Parkland	
1	University of Regina Cougar Swimming	UofR	Varsity/University	Regina Sport	
1	Battlefords Kinsmen Swim Club	BKSC	Masters	Rivers West	
2	Saskatoon Goldfins Swim Club	GOLD	Masters	Saskatoon District	
3	Prince Albert Masters	PASS	Masters	Lakeland	
4	Regina Masters Swim Club	RMSC	Masters	Regina District	
5	Regina Y Naughts Masters Swim Club	RYN	Masters	Regina District	
6	U of S Masters	USMSC	Masters	Saskatoon District	
7	Yorkton Storm Swim Club	YSSC	Masters	Parkland	
1	Assiniboia Aquarian Swim Club	AASC	Summer	S	South West
2	Biggar Barracuda Swim Club	BBSSC	Summer	N	Rivers West
3	Elrose Swim Club	EPSS	Summer	S	Rivers West
4	Estevan Golden Eels Swim Club	EGESC	Summer	S	South East
5	Gravelbourg & District Swim Club	GSC	Summer	S	South West
6	Humboldt Hammerheads Swim Team	HHST	Summer	N	Prairie Central
7	Kindersley Swim Club	KSK	Summer	N	Rivers West
8	Melfort Marlins Swim Club	MMSST	Summer	N	Lakeland
9	Nipawin Lions Swim Club	NLS	Summer	N	Lakeland
10	Oxbow Aquatic Club	OAC	Summer	S	South East
11	Regina Piranhas Summer Swim Club	RPSSC	Summer	S	Regina Sport
12	Rocanville Tiger Sharks Swim Club	RTS	Summer	S	South East
13	Rosetown Royal Speed Swim Team	RRST	Summer	N	Rivers West
14	Saskatoon Sharks Summer Swim Club	S4C	Summer	N	Saskatoon District
15	Swift Current ACT Swim Club	SCACT	Summer	S	South West
16	Shellbrook Silver Fins	SSF	Summer	N	Lakeland
17	Weyburn Silver Seals Swim Club	WSS	Summer	S	South East
18	Watrous Whitecaps Swim Club	WWSSC	Summer	N	Prairie Central



## Varsity Year-Round Teams

*New for the 2020-2021 season, Varsity Teams will have the option to operate on a year-round basis (September 1-August 31). Swimmers registered with Varsity Year-Round Teams will have the option to represent their Varsity Team at all Swimming Canada Competitions (including National Competitions) with a start date between September 1 and August 31.*

*This is the University's choice as to whether they wish to continue to operate their swim club from Sept to April 30, or whether they wish to operate for the entire season.*

*This document will summarize the rules and procedures for Varsity Year-Round Teams and registered Swimmers as outlined in the [2020-2021 National Registration Procedures and Rules Manual](#).*

### Club Registration

Varsity Teams must register with Swim Sask on an annual basis. Registration is for the period of September 1 to April 30 or September 1 to August 31 of each year. Teams must inform Swim Sask if they plan to operate from September 1 to August 31 at the time of registration and/or notify the PS prior to April 30 and comply with Swim Sask registration policies, procedures or guidelines related to year round and varsity programs.

### Swimmer Registration

	<b>Varsity</b>	<b>Varsity Year-Round</b>
<b>Definition</b>	Swimmers who will compete at USPORTS/RSEQ competitions with a Varsity Team.	Swimmers who will compete at USPORTS/RSEQ competitions and Swimming Canada sanctioned events (including Swimming Canada National Competitions) with a Varsity Team.
<b>Eligibility</b>	Team members of a Varsity Team. U SPORTS or RSEQ only	Team members of a Varsity Team or other senior aged athletes at the discretion of the PS and University
<b>Affiliation Period</b>	September 1 through April 30	September 1 through August 31
<b>Swimmer Registration Type</b>	Varsity	Varsity* or Varsity Year-Round
<b>Registration Fee</b>	\$50	\$130
<b>Registration with Age Group Club</b>	Swimmer can register as Varsity-Open with an Age Group Club prior to April 30 or can register in the Competitive-Open registration type after April 30	Swimmer will not be permitted to register with an Age Group Club as they will be registered with their Varsity-Team from September 1 to August 31
<b>Team Representation at Competition</b>	Swimmer may represent their Varsity Team in any Swimming Canada competition, including Swimming Canada National Competitions between September 1 and April 30	Swimmer may represent their Varsity Team in any Swimming Canada competition, including Swimming Canada National Competitions between September 1 and August 31.
<b>Club Transfer</b>	No transfer is required when Swimmer registered in Varsity registration type	Transfer from last registered Age Group Club when registered in the Varsity Year-Round registration type (automatically initiated through the RTR)

*\*Swimmers who are registered with a Varsity Year-Round Team still have the option of representing an Age Group Club by registering in the Varsity registration type.*