



Swim Saskatchewan 2018

Summer Swimming Club Affiliation and Registration Package

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

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SUPPORTED BY:



March 16, 2018



2018 Summer Swim Season Registration

Welcome to the 2018 summer swimming season in Saskatchewan. This is the first season that all summer swimmers, coaches and officials will register online in the Swimming Canada Registration, Tracking and Results (RTR) system. Please find the necessary documents and links enclosed to register your team for the 2018 Summer Season as a Summer Club with Swim Saskatchewan.

The Swim Sask Summer Swim program operates May 1-August 31, 2018 as part of the 2017-18 season.

As per Swimming Canada Registration rules all swimmers, coaches and officials must be registered in the national registration system within 2 weeks of commencing participation. Registration is an ongoing process. New swimmers, coaches and official's registration is an ongoing process. Swim Sask accepts registrations throughout the year.

Clubs agree to register all swimmer, coaches and officials as part of being an affiliated club. Any unregistered swimmers, coaches or officials pose a risk management issue to the individual, the club and the entire Sask swimming community. Registration ensures coverage under the Sask Sport-Swim Sask insurance policy.

All components of registration are mandatory.

Accessing the RTR system

To gain access to the Swimming Canada Registration, Tracking and Results (RTR) system your club must affiliate with Swim Saskatchewan. Once your club has successfully affiliated, Swim Sask will set up the Club Registrar in the RTR. The club Registrar is the primary custodian of the registration data for each club.

The club registrar must complete the Club Registrar RTR Access/Compliance Declaration Form. Once received, the 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).

Additional users can 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.

Payment of Fees and Account Statements

Fees can be paid via the following methods:

1. cheque payable to Swim Sask and mailed to the Swim Sask office;
2. e-transfer sent to office@swimsask.ca

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 summer 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 Registration

The following forms **ARE REQUIRED** to register your club for the 2018 summer swim season. A separate document will be available with these documents in one file for easy completion and submission.

Club Affiliation Form	page 15
Club Board of Directors Contact Information Form	page 16
Club Registrar – RTR Access Form	page 17
Additional User – RTR Access Form	page 18

Complete all forms (they can be completed in ink or using pdf fill and sign). Scan and return the completed forms via email to office@swimsask.ca. You can e-transfer payment to office@swimsask.ca or mail payment to Swim Sask at 2205 Victoria Avenue, Regina, SK. S4P 0S4

Summer Club Affiliation Fee

are payable to Swim Sask and are non-refundable and non-transferable

\$60

(includes \$35 for SSI Registration and \$25 for Summer Swimming Provincial Finals Individual High Points Awards)

Summer Club Affiliation Checklist



Important reminders and helpful tips for getting started ONLINE in the RTR system.

All components of registration are mandatory.

- Complete and submit the Club Affiliation Form (page 15)
- Pay Club Affiliation Fee
- Complete and submit the Club Board of Directors Contact Information Form (page 16)
- Complete the Registrar Access Form (page 17)
- Complete the Additional User Access Form (page 18)

Reference Links for Club Registration

- [Swim Sask Board of Director Policies](#) (pages 49-50)
- [Swim Sask Registration Policy](#) (pages 1-2)
- [Swimming Canada National Registration Policy, Procedures and Rules](#) (page 19)
- [Swimming Canada Club Registrar Guide](#)
- [Swim Sask Website](#)



Updated Summer Club Codes

All swim clubs registered with Swimming Canada have a unique club code. Moving our summer swimming registration online, required four of our clubs to select new codes as the codes they have been using in the summer swim program in Saskatchewan were not available within the Swimming Canada RTR system. Please take note of the clubs with updated club codes (in red). You will want to update your Hytek systems to ensure the new codes are used NOT the former codes.

<u>Club Name</u>	<u>Club Code</u>	<u>City</u>	<u>Club Type</u>	<u>Former Code</u>
Assiniboia Aquarian Swim Club	AASC	Assiniboia	Summer	
Biggar Barracuda Swim Club	BBSSC	Biggar	Summer	BBSC
Estevan Golden Eels Swim Club	EGESC	Estevan	Summer	
Gravelbourg & District Swim Club	GSC	Gravelbourg	Summer	
Humboldt Hammerheads Swim Team	HHST	Humboldt	Summer	
Melfort Marlins Swim Club	MMSST	Melfort	Summer	MMSC
Nipawin Lions Swim Club	NLS	Nipawin	Summer	NLSC
Oxbow Aquatic Club	OAC	Oxbow	Summer	
Regina Pirahnas Summer Swim Club	RPSSC	Regina	Summer	
Rosetown Royal Speed Swim Team	RRST	Rosetown	Summer	
Saskatoon Sharks Summer Swim Club	S4C	Saskatoon	Summer	
Shellbrook Silver Fins	SSF	Shellbrook	Summer	
South East Regional Gators	SERG	Moosomin	Summer	
Swift Current ACT Swim Club	SCACT	Swift Current	Summer	
Watrous Whitecaps Swim Club	WWSSC	Watrous	Summer	WWSC
Weyburn Silver Seals Swim Club	WSS	Weyburn	Summer	



Dear Club Registrar,

WELCOME, 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 Saskatchewan. 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 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. For this reason, all swim clubs are required to process all registrations to Swim Saskatchewan and Swimming Canada via the online registration system. An individual's registration is required to be completed within two weeks of commencing participation.

The Provincial Registrar will have provided you with a Registrant PIPEDA Consent form and a Letter to the Swimmer/Parent. The letter and consent form must be included in your club's registration package to each swimmer/family. A signed consent to the collection of personal information is required from each registrant prior to being entered in the registration system, including Officials. **If the registrant does not consent to the collection and use of the personal information as outlined in the Consent form please do not enter their information in the registration system but contact your Provincial Registrar and provide the PSO with a copy of the declined consent form.**

GETTING STARTED: The Provincial Registrar will have also 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 registration system.

ADDITIONAL USERS: There may be a need to add an additional user such as a Team Manager in your club to have access to the meet result files and an Officials Administrator to handle registration of Officials. If this is the case please complete the Additional User Application form which can be found on page 15 and submit to Swim Saskatchewan. The Provincial Registrar will create login access and a permission email will be sent to the user.

RESOURCES:

The Provincial Registrar, Jodi Nicholson-Hachey is your direct resource and contact - jodi@swimsask.ca or 306 780 9291

Support Request: a support request tab is located in the site menu for technical assistance in the registration system

Swimming Canada National Registration Policy, Procedure and Rules Manual (Link) This document provides the details of Swimming Canada's Registration policy, fees, rules and procedures. Club Registrar System User Guide (links located in the Registration system on the user's Updates page). Meet Manager System User Guide (links located in the Registration system on the user's Updates page)

SWIMMER REGISTRATION:

Confirm a valid email address for each swimmer/family before beginning the registration process. Do not assume that the email address that is in the system 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 the Provincial Registrar marks the swimmer invoice as paid **and** the primary contact information and swimmer information in the system has been confirmed by the parent/guardian/swimmer.

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. Entries for a swim meet can only be accepted when the swimmer's registration is complete.

For Club Registrars that complete the swimmer/contact confirmation process and enter the required data on the registrant's behalf, you will need to collect the answers for the Aboriginal Ancestry, citizenship and Para Swimming questions in your own Club registration process, so that you can properly answer them on their behalf.

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 system from last year is still valid or the one they currently use. Coach registration is only complete once the status states 'Registered'. Resend the 'CSCTA email' from the system if your coach's status is 'CSCTA Account pending', reminding them to complete their registration process.

OFFICIALS REGISTRATION

It is a requirement that all clubs now register their Officials in the registration system. Procedure and Rules for registration are outlined in the Registration manual as referred to above.

Thank-you!

Melinda Rock, natloffice@swimming.ca



Swimmer Registration

ALL swimmers must be registered. Swimmers are not considered registered until entered online, payment is received by Swim Sask and the swimmer account is updated from the autogenerated email from Swimming Canada and has a status of “registered” in the RTR system.

Swimmer Registration Fees

(payable to Swim Sask and are non-refundable and non-transferable)

Summer Swimmer - \$23

A Summer Swimmer only competes in summer swimming sanctioned competitions.

Summer – SNC Swimmer - \$35

A Summer-SNC Swimmer competes in both summer and winter/age group swimming sanctioned competitions.

Summer Swimmer Registration Checklist

Important reminders and helpful tips for getting started ONLINE in the RTR system.



- Register ALL swimmers in the RTR system within 2 weeks (14 days) of commencing participation.
- Include the letter addressed to all registrants (page 12) in your club registration package.
- Include the PIPEDA in your club registration package. Swimmers are required to complete the PIPEDA annually before being activated in the RTR system.
- Return to Swim Sask copies of any PIPEDA Forms that were completed and signed in Section B
- Ensure swimmers have a valid and current email address. Emails are required to register swimmers
- Once a swimmer is registered, they will be assigned a Swimming Canada ID number (9 digits). They will no longer use the Club Code 4-digit code previously used in SK Summer Swimming (i.e.: GSC1234)
- It will be very important that all parents/guardians of swimmers, review all information in their Swimming Canada account for accuracy. 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.
- For summer swimmers, age is calculated based on their age at April 30, 2018. Please note that the age showing in the RTR system will be their actual age.
- Update **Hytek 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.

Reference Links for Swimmer Registration

- [Swim Sask Registration Policy](#) (pages 1-2)
- [Swimming Canada National Registration Policy, Procedures and Rules](#) (pages 20-24)
- [Swimming Canada Club Registrar Guide](#)
- [Swimmer and Coach PIPEDA](#)



Coach Registration

ALL coaches must be registered. Coaches are not considered registered until entered online, payment is received by Swim Sask and the required fees (Swim Sask and CSCTA) are paid and the coach accounts are updated from the autogenerated emails from Swimming Canada and the CSCTA.

Swim Sask strongly recommends that all coaches, whether paid employees or volunteers, are screened by their club on a regular basis. Such screening should include an extensive interview / review process which includes:

- Ensuring coaches meet the [minimum requirements](#) to actively coach with an affiliated club.
- In advance of hiring, complete reference checks including contacting the PSO and CSCTA.
- Criminal Record Check, and/or Child Abuse Registry (C.A.R.) and Vulnerable Sector Check
- NOTE: any person appearing on the National Sex Offender Registry is not eligible to register or participate in any capacity; paid or unpaid.

All Coaches in all sports in the province of Saskatchewan **MUST complete** [Respect in Sport Training](#)

Coach Registration Fees

(payable to Swim Sask and are non-refundable and non-transferable)

Summer Coach - \$75

(includes Swimming Canada/Swim Sask (\$35) and CSCTA (\$40) fees)

Coach Registration Checklist

Important reminders and helpful tips for getting started ONLINE in the RTR system.

- Register ALL coaches in the RTR system within 2 weeks (14 days) of commencing participation.
- Coaches are required to complete the PIPEDA annually before being activated in the RTR system.
- Ensure coaches have a valid and current email address. Emails are required to register coaches.
- Return to Swim Sask copies of any PIPEDA Forms that were completed and signed in Section B.
- **Summer Swim Coaches are registered in category D as members of the CSCTA.**
- Coaches must complete the CSCTA criminal screening questions from the auto-generated email prior to being considered registered and able to access the system.
- Once coaches are registered in the RTR, the registrar will **create an invoice. Ensure that the registrar forwards the invoices to the club treasurer for prompt payment.**
- There are 2 coach invoices (Swim Sask and CSCTA); **BOTH fees are to be paid Swim Sask who will pay the CSCTA fee on the club's behalf.**
- All registered coaches become members of Swim Sask, Swimming Canada and the CSCTA.

Reference Links for Coach Registration

- [Swim Sask Registration Policy](#) (pages 5-7)
- [Swimming Canada National Registration Policy, Procedures and Rules](#) (pages 25-28, 35)
- [Swimming Canada Club Registrar Guide](#)
- [Swimmer and Coach PIPEDA](#)
- Training/Certification Links: [NCCP Coach Training](#), [The Locker](#) and [Respect in Sport Training](#)



Official's Registration

ALL officials must register. To register, an official must sign the officials PIPEDA seasonally. Upon receipt of the signed PIPEDA, the Club Official's Administrator (COA) can then activate an official in the RTR.

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.

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.

Official's Registration Checklist



Important reminders and helpful tips for getting started ONLINE in the RTR system.

- Register ALL officials in the RTR system within 2 weeks (14 days) of commencing participation.
- Include the letter addressed to all registrants (page 12) in your club registration package.
- Officials are required to complete the PIPEDA annually before being activated in the RTR system.
- 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.
- Return to Swim Sask copies of any PIPEDA Forms that were completed and signed in Section B
- Officials MUST be registered before taking any online education.
- It is incumbent upon the Official to manage their certification levels.
- COA's collect completed official's certification cards and enter data into the RTR for their club.
- Only officials with an email address and those listed after 2001 in the Swim Sask database will appear in the RTR. If an official with your club does not appear in the RTR, they can be added with an email address. Historic data has been retained.

OFFICIAL'S EDUCATION

- Swim Saskatchewan will be running Mass Clinics to train officials within our Province. We recommend that this included in your club registration information so that members are aware of the process to be trained as officials and how to register.

Reference Links for Official Registration

- [Swimming Canada National Registration Policy, Procedures and Rules](#) (page 30)
- [Swim Sask Official's Policies Page](#)
- [Swim Sask COA Guide](#)
- [Officials Certifications Pathway](#)
- [Mass Clinic Policy](#)
- [Officials PIPEDA](#)
- [Swim Sask Official's Clinics](#)



Meet Sanctioning, Entries, Results



Meet Sanctioning, Entry and Results Checklist

Important reminders and helpful tips for getting started ONLINE in the RTR system.

SANCTIONING

- Meet packages will now be uploaded for sanctioning within the RTR system. The meet referee must review the meet package BEFORE being uploaded for sanctioning.
- The Hytek event file will also be directly uploaded into the RTR system.

MEET ENTRIES and RESULTS

- Clubs will download the Hytek event file from the RTR system or the Meet List on the Swimming Canada site.
- Meet entry files will be uploaded in the RTR system or on the Meet List on the National System. Entry deadline date will be listed. Entries will be accepted until 10pm SK time on deadline date.
- Swimmers MUST be registered, and fees paid BEFORE they can be entered in a swim meet.
- Parents/guardians of swimmers must review all information in their account for accuracy. 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.
- Update Hytek 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.
- Coaches must have a status of 'registered' before they will be able to upload entry file.
- Meet results times will start to compile this summer in the RTR system. Results will NOT show for previous seasons. Results will then compile from Summer 2018 onward.
- For summer swimmers, age is calculated based on their age at April 30, 2018. Please note that the age showing in the RTR system will be their actual age.

Reference Links for Meet Sanctioning, Entries, Results

- [Meet Entry Guide](#)
- [Swim Sask Summer Swimming Technical Package](#)
- [Swim Sask Meet Management/Hosting Page](#)
- [Swim Sask Official's Policies Page](#)
- [Swimming Canada Live and Upcoming Meets page](#)
- [Officials Clinics Page](#)
- [Pool Depth Declaration](#)
- [2018 Summer Event Schedule](#)



Freedom of Information & Protection of Privacy Act - PIPEDA

A Personal Information Protection & Electronic Documents Act (PIPEDA) consent form must be included in your clubs' registration package and collected from each family, coach and official upon registration.

If a swimmer/parent, or coach or official refuses to give consent, contact the Swim Sask office for further instructions.

All contact information for swimmers, coaches and officials will be taken from the National Registration system: please ensure accuracy. Although swimmer registration appears to be the priority, the onus is on the club registrar to **update all club contact** information including coaches and board members.

Club Registrars – Swim Sask takes the issues of privacy of personal information very seriously and the Freedom of Information & Protection of Privacy Act reaffirms this position. Registration or affiliation with Swim Sask implies that we have the consent of the registrant/affiliate to access the personal information collected. This information can be used for the purposes of updating the registration database or other related Swim Sask business. All members have a reasonable opportunity to “opt-out”.

Note: The Federal Personal Information Protection & Electronics Documents Act (PIPEDA) governs Swimming Canada's collection of information and requires a signed consent form when collecting personal information. The consent form must be included in your Club's registration package and collected when registering swimmers and coaches. If a coach, swimmer or family chooses not to sign the consent form, do NOT register them in the online registration site. Please contact the Swim Sask office for further instructions. A person/parent may wish to sign with exceptions and in that case the unaccepted wishes are respected with notification to the appropriate individuals in the club. If no exceptions are listed the club cannot rightfully register the swimmer in their name and must use extreme caution to adhere to the wishes of the parent/swimmer.

Reference Links for PIPEDA

- [Swim Sask Privacy Policy](#)
- [Swimmer and Coach PIPEDA](#)
- [Officials PIPEDA](#)



2018 Summer Club Affiliation and Registration Forms

The following letter and 2 forms **MUST** be included in your club registration packages for ALL swimmers, coaches and officials.

*Swimming Canada letter to Swimmers and Parents/Guardians	page 12
*PIPEDA – Swimmer and Coach	page 13
*PIPEDA – Officials	page 14

The following forms and payments are **required** to affiliate your summer swim club with Swim Saskatchewan:

- 1. Club Affiliation Form** **page 15**
- 2. Club Board of Directors Contact Information Form** **page 16**
- 3. Club Registrar – RTR Access Form** **page 17**
- 4. Additional User – RTR Access Form** **page 18**
- 5. Club Affiliation Fee of \$60**

Complete all forms (they can be completed in ink or using pdf fill and sign). Scan and return the completed forms via email to office@swimsask.ca.

Fees can be sent via e-transfer to office@swimsask.ca or mailed to Swim Sask at 2205 Victoria Avenue, Regina, SK. S4P 0S4

**These forms will be provided separately to easily insert or include in your registration package.*



Dear Registrant/Swimmer/Parent/Guardian

Welcome to the 2018 summer 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 Jodi Nicholson-Hachey
Swimming Canada Registrar 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

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.



Club Affiliation Form

The club affiliation fee, this form, the list of club board members and the signed club registrar RTR access/compliance declaration must be submitted to Swim Sask for the 2018 season before the Registrar will be granted access to the RTR system and for the club to become active/affiliated with Swim Sask for the season.

Club Name: _____

Club Code: _____

Our Club is registered and incorporated with Sask Corporate Registry (ISC)? Yes / No

If yes, please provide your corporation number: _____

Club Email (this will be used on the Swim Sask website for contact info): _____

Club Mailing Address: _____

City: _____

Postal Code: _____

Please list ALL pools and facilities used for training *(add extra sheet to provide a complete list if not enough space below)*

<u>Facility Name and Address</u>	<u>Used for</u> (circle one or both)
	Training / Competition
	Training / Competition
	Training / Competition

Please list your Club Social Media Accounts:

Facebook Name and Link: _____

Twitter Name and Link: _____

Instagram Name and Link: _____

Any # or @ you use regularly for your club: _____

By completing and signing below, this will certify the agreement of the above-named club, that the club will abide by Swim Saskatchewan Bylaws and Policies <http://www.swimsask.ca/about-us/policies.html> and Swimming Canada document: *National Registration Policy, Procedures and Rules* ([Link](#))

Name: _____ **Position/Office Held in Club:** _____

Signature: _____

Name: _____ **Position/Office Held in Club:** _____

Signature: _____



Club Board of Directors Contact Information

2018 Summer Club Directors, Officers and Staff must be listed below.

If a club does not have these various position, then cross out a title and write in the name of a position that your club has.

Club Name: _____

<u>Position</u>	<u>Name</u>	<u>Email</u>	<u>Phone</u>
President			
Vice President			
Treasurer			
Secretary			
Club Registrar			
Meet Manager			
Club Officials Administrator (COA)			
Club Rep for Swim Sask Summer Committee			
Head Coach			
Coach			
Coach			
Coach			
Coach			
Coach			



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

OR mail to Swim Sask for Registration site access

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 with 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 (PSO) 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 Saskatchewan. 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)

President's Name: _____

President's Signature: _____



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
OR mail to Swim Sask for Registration site access

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 & Phone number: _____

Additional User Signature: _____

Additional User Email (required for access) _____

Please print legibly

Please circle the purpose(s) for which access to the online system is required:

Team Manager Club Official's Administrator Club Treasurer Meet Manager

Other: Please specify: _____

President's Name (please print): _____

President's Signature: _____