

# SWIM SASKATCHEWAN

## 2018-19

### Club Affiliation and Registration Package

*Age Group  
Masters  
Varsity*



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.

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

## Better Lives Through Swimming

SUPPORTED BY:



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)

**updated: August 27, 2018**



## Swim Saskatchewan 2018-19

### **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 Member Code of Conduct policy](#) as it relates to the business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel, office environment and meetings;
  - [Swim Sask policies, procedures and by-laws](#);
  - [Sask Sport Inc Policies](#)
  - [Swimming Canada Policies](#);
  - [Swimming Canada Rules and Facility Rules](#);

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.



## 2018-19 Club Affiliation

Welcome to the 2018-19 swim season that runs September 1-August 31 in Saskatchewan. Please find the necessary documents and links enclosed to affiliate your club and register your members for the 2018-19 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 of commencing participation. Registration is an ongoing process. New swimmers, coaches and official's registration are accepted throughout the year.

**All components of registration are mandatory.**

## Accessing the RTR system

To gain access to the RTR system clubs must be affiliated with Swim Saskatchewan. Once a club has successfully affiliated (forms received, and fees paid), 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).

It is recommended that additional users 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; 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

The following are required to be considered for club affiliation with Swim Saskatchewan:

- A minimum of 5 swimmers must register with Swim Sask as members of a club.
- Club Affiliation Fee
- Club Affiliation Form (page 16)
- Club Declaration Form - Facility Rules (page 17)
- [Club Board of Directors and Contact Information Online Form](#) (link here or page 18)
- Club Registrar – RTR Access Form (page 19)
- Additional User – RTR Access Form (page 20)

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](mailto:office@swimsask.ca). A club is not considered affiliated until the **entire** affiliation package is received.

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

### Club Affiliation Fee

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

**Age Group/Winter Clubs: \$100.00**

**Masters Swim Clubs: \$30.00**

**Varsity Clubs: \$100.00**

## Reference Links for Club Registration

- [Swim Sask Board of Director Policies](#) (pages 45)
- [Swim Sask Board of Director Policies](#) related to Code of Conduct and Suspension of Membership (pages 57-63)
- [Swim Sask Registration Policy](#) (pages 1-2)
- [National Registration Policy, Procedures and Rules Manual](#)
- [Swimming Canada Club Registrar Guide](#)
- [Swim Sask Website](#)



## Registrar Notes

1. The Registrar is the club's primary custodian of membership data and registration.
2. Maintain Confidentiality and adhere to the Club Registrar RTR Access/Compliance Declaration Agreement.
3. Read the letter on the following page from Swimming Canada addressed to Registrars.
4. The RTR will be shut down August 27 to 31 and will open for the 2018-19 season September 1, 2018.
5. After September 1<sup>st</sup>, Club Registrars will be activated for clubs that have completed ALL the affiliation requirements. Once this is complete, club registrars will be sent their RTR access codes.
6. The Swimming Canada letter as well as PIPEDA forms **MUST** be included in your club registration packages for **ALL** swimmers, coaches and officials:
  - o Swimming Canada letter to Swimmers and Parents/Guardians (page 18)
  - o [PIPEDA – Swimmer and Coach](#)
  - o [PIPEDA - Officials](#)
7. All swimmers, coaches and officials must be registered.
8. All swimmers, coaches and officials are required to complete a PIPEDA form BEFORE being entered in the RTR system.
9. Officials will be activated upon receipt of the Officials PIPEDA; the Club Official's Administrator manages this at the club level.
10. Once you begin to register swimmers 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.





## 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 is your direct resource and contact - [jodi@swimsask.ca](mailto: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 National Registration Policy, Procedures and Rules Manual June 18, 2018. 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](mailto:natloffice@swimming.ca)



## Freedom of Information & Protection of Privacy Act – PIPEDA form

### REQUIRED BY ALL SWIMMERS, COACHES AND OFFICIALS

**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. Links to these forms can be found below.**

**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.

## Links to PIPEDA forms and policy

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



**Dear Registrant/Swimmer/Parent/Guardian**

Welcome to the 2018-19 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](mailto: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](mailto: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, <a href="mailto:natloffice@swimming.ca">natloffice@swimming.ca</a>	Jodi Nicholson-Hachey Swim Sask Provincial Registrar <a href="mailto:office@swimsask.ca">office@swimsask.ca</a> (306) 780-9291	<b>Swim Club Registrar name here</b> <b>[Swim Club Name] Registrar</b> <b>[Contact info here]</b>
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## Swimmer Registration

**ALL swimmers must register each season (September 1 – August 31) within 14 days of commencing participation.** 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

All registration fees are payable to Swim Sask and are non-refundable and non-transferable.

### Winter Non-Competitive \$25/swimmer

**This is for swimmers enrolled in sessional “Learn to Swim” programs, “Fitness” programs and Summer Camps.** The non-competitive swimmer fees will be applied towards payment of the Winter Competitive Swimmer fee for a Non-competitive swimmer who upgrades to a Winter Competitive Swimmer in the same season. If a swimmer wishes to upgrade to Competitive after April 1, the registration fee is still the full fee of \$70.00 or \$115.00 less the \$25.00 Non-Comp fee. This Non-Competitive fee includes a \$13.00 Swimming Canada fee.

### Winter Competitive

**10 and under \$70.00/swimmer**

**11 and over \$115.00/swimmer**

**Winter 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.

The reduced fee is not applicable to upgrades from non-competitive to competitive.

The above fees include the following Swimming Canada fees: \$25.00 for 8 and under swimmers, \$45.00 for 9 & 10-year old’s; \$65.00 for swimmers aged 11 to 14 and \$85.00 for swimmers aged 15 & Over.

### Masters

**Masters \$35.00/swimmer**

**Masters-Open \$150.00/swimmer**

**Masters Registration categories** are limited to swimmers 18 and over; age calculated as of date of registration.

**Masters category** is for swimmers who wish to compete in sanctioned Masters Competitions only.

The fee includes Swimming Canada Fee of \$3.50, and a Masters Swimming Canada Fee of \$23.00

**Masters-Open category** is for Masters Swimmers who wish to compete in sanctioned Masters competitions **AND** sanctioned Winter Swimming Age Group competitions and Swimming Canada competitions. This fee includes both the Masters fee + Winter Competitive fee.

### Varsity

**Varsity \$45.00/swimmer**

**Open Varsity \$70.00/swimmer**

**The Varsity category** is for swimmers who will only represent/compete at meets as a university varsity swimmer. This registration category is only valid from Sept 1 until March 31. After April 1, any varsity swimmer that wishes to continue to swim must register through an age group club.

[Swimming Canada National Registration Policy, Procedures and Rules Manual](#)

Fee includes Swimming Canada fee, \$42.50.

**The Open Varsity category** is for swimmers who wish to **dual register** with both a University/Varsity Team and an Age Group Clubs so that they can either compete for their home club or their university team. For Eligibility Rules please see item 4.2 on page 21 of the *Swimming Canada National Registration Policy, Procedures and Rules Manual May 24, 2017*

### Limited Event

**\$20.00/swimmer** (includes \$10.00 Swimming Canada fee)

[Swimming Canada National Registration Policy, Procedures and Rules Manual](#)



## Registrar Checklist for: Swimmer Registration

Important reminders and helpful tips

- Include the letter addressed to all registrants (page 8) 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).
- 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.
- 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.

## Reference Links for Swimmer Registration

- [Swim Sask Board of Director Policies](#) (pages 49-50)
- [Swim Sask Registration Policy](#) (pages 1-2)
- [National Registration Policy, Procedures and Rules Manual](#)
- [Swimming Canada Club Registrar Guide](#)
- [Swimmer and Coach PIPEDA](#)
- [KidSport link for funding](#)



So **ALL** Kids Can Play!



## Coach Registration

**ALL coaches must register each season (September 1 – August 31) within 14 days of commencing participation.** Coaches are not considered registered until entered online, payment is received by Swim Sask and CSCTA and accounts are updated from the autogenerated emails from Swimming Canada and the CSCTA. **All Coaches** in all sports in the province of Saskatchewan **MUST complete** [the online Respect in Sport \(RiS\) module](#)

## Coach Registration Fees

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

<b>Swim Sask and Swimming Canada Fee</b>	<b>\$35.00</b> fee includes Swimming Canada fee of \$21.00 Payable to Swim Sask.
<b>Canadian Swim Coaches Association (CSCTA)</b>	Fee varies on <a href="#">CSCTA category of membership</a> Payable to CSCTA directly.

## Registrar Checklist for: Coach Registration

Important reminders and helpful tips

- Coaches 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 coaches have a valid and current email address. Emails are required to register coaches.
- 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.
- 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 activated 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 two invoices, the SWIMSK is paid directly to Swim Sask while the other CSCTA is paid directly to the CSCTA.
- All registered coaches become members of Swim Sask, Swimming Canada and the CSCTA.

Swim Sask **strongly recommends** that all clubs conduct an extensive interview/review process for all coaches, whether paid employees or volunteers. This process should include:

- 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.
- Upon hiring; clubs should provide an employment contract which includes but is not limited to coach certification minimum requirements to actively coach with a Swim Sask affiliated club.

## Reference Links for Coach Registration

- [Swim Sask Board of Director Policies](#) (pages 51-53)
- [Swim Sask Registration Policy](#) (pages 5-7)
- [National Registration Policy, Procedures and Rules Manual](#)
- [Swimming Canada Club Registrar Guide](#)
- [Swimmer and Coach PIPEDA](#)
- Training/Certification Links: [NCCP Coach Training](#), [The Locker](#) and [Respect in Sport Training](#)
- [Canadian Sport Centre Saskatchewan](#)
- [True Sport](#)



## Official's Registration

**ALL officials must register each season (September 1 – August 31) within 14 days of commencing participation.** 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.

### Registrar Checklist for: Official Registration

Important reminders and helpful tips



- Include the letter addressed to all registrants (page 8) 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.

### 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.

**Mass Official's Clinics are held in the Fall, Winter and Spring as per the Mass Clinic Policy. The Fall Mass Official's Clinic is scheduled for September 22, 2018 in Regina and Saskatoon.**

## Reference Links for Official Registration

- [Swim Sask Board of Director Policies](#) (pages 54)
- [National Registration Policy, Procedures and Rules Manual](#)
- [Swim Sask Official's Policies Page](#)
- [Swim Sask COA Guide](#)
- [Officials Certifications Pathway](#)
- [Mass Clinic Policy](#)
- [Officials PIPEDA](#)
- [Swim Sask Official's Clinics](#)



## 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.



## Meet Sanctioning, Entries, Results

- Meet packages are uploaded for sanctioning within the RTR system.
- The meet referee must review the meet package BEFORE being uploaded for sanctioning
- **Note: The pool Depth Declaration Form is changing, and the revised form will be sent out later. In addition, during the 2018-19 season, a Certified Pool Survey will be required for all pools that host sanctioned time trials or competitions. More details will be coming at later date.**
- The Hytek event file is also directly uploaded into the RTR system.
- **Meet Package Requirements and Sanctioning Application**

The description of diving conditions must be included when requesting sanctioning within the RTR and must be included in the meet package based on the Facility Rules for Dive Starts. The following language must be included in all Meet Packages for meets sanctioned across Canada (when competitions are double ended, more than one of the below may be included to distinguish between ends):

***Starts will be conducted from Starting Platforms (blocks) as per FINA FR 2.3 and SW 4.1;***

***and/or***

***Starts will be conducted from the Deck or Bulkhead as per Canadian Facility Rule CFR 2.3.1 and CSW 4.1.1;***

***and/or***

***In-water starts will be conducted as per Canadian Facility Rule CFR 2.3.1 and CSW 4.1.2.***

- 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.

## 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](#)
- [Swimming Canada Facility Rules and Guidelines](#)



## Appendix of Forms

The following forms in addition to the club affiliation fee are required by September 1st to be considered for club affiliation with Swim Saskatchewan:

- Club Affiliation Form (page 16)
- Club Declaration Form - Facility Rules (page 17)
- [Club Board of Directors and Contact Information Online Form](#) (link here or page 18)
- Club Registrar – RTR Access Form (page 19)
- Additional User – RTR Access Form (page 20)

**Please note: the Club Board of Directors Form must be sent in by September 1<sup>st</sup>. Changes to the Board can be made by submitting an updated form after your club holds their AGM and board elections. We require a list of current board members for affiliation.**

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](mailto:office@swimsask.ca). A club is not considered affiliated until the **entire** affiliation package is received.

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

**SUPPORTED BY:**





## 2018-19 Club Affiliation Form

Club Name: \_\_\_\_\_

Club Code: \_\_\_\_\_

Our Club is registered and incorporated with

Sask Corporate Registry (ISC)?      Yes / No

Club Type:

Winter/Age Group / Varsity / Masters

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

<u>Facility Name</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: \_\_\_\_\_

**By completing and signing below, this will certify the agreement that the above-named club will:**

- Register all swimmers (this included learn to swim), coaches and officials annually;
- Pay all fees, dues, levies, assessments and charges in a timely manner;
- Adherence to and compliance with:
  - [Swim Sask Member Code of Conduct policy](#) as it relates to the business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel, office environment and meetings;
  - [Swim Sask policies, procedures and by-laws](#);
  - [Sask Sport Inc](#)
  - [Swimming Canada Policies](#);
  - [Swimming Canada Rules and Facility Rules](#).

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 FORM – 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**: \_\_\_\_\_

**NOTE:** Measure for actual water depth; don't take posted depths as actual water depths.

If posted pool depth is 2.0m or less then please measure for actual water depth, as we have learned that in some cases, the posted depth is the pool cell and not the water. If posted depth is 2.0 m or above, then only measure if you can.

Should you have any questions or concerns, please contact [questions@swimming.ca](mailto:questions@swimming.ca) and/or [office@swimsask.ca](mailto:office@swimsask.ca)



## **Club Board of Directors and Contact Information Online Form**

Club Directors, Officers and Staff must be provided.

**Please note: the Club Board of Directors Form must be sent in by September 1<sup>st</sup>. Changes to the Board can be made by submitting an updated form after your club holds their AGM and board elections. We require a list of current board members for affiliation.**

**[Complete this form online HERE](#)**



## 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](mailto: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](mailto: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: \_\_\_\_\_