



**SWIM
MANITOBA**

SWIM NATATION MANITOBA

2018 – 2019

Club Affiliation and Registration Package

Age Group

Masters

Varsity

145 Pacific Avenue
Winnipeg MB
R3B 2Z6

204-925-5778

www.swimmanitoba.mb.ca

This Swim Manitoba Club Affiliation and Registration Package is a supplement to the Swimming Canada document.

Please use these documents together as you register your club, coaches, swimmers & officials.



Our Vision Leading a thriving and supportive swimming community that encourages long term athlete development while targeting Olympic success



Our Mission To create a culture, environment and support system which enables and encourages personal excellence in all aspects of the sport from fitness and fun to championship performances



Our Core Goals
Unsurpassed professionalism
Respect
Integrity
Commitment to excellence
Accountability

Swim Manitoba is

	Athlete centered	Personal excellence oriented
	Focused on developing the whole athlete	Progressive
	Coach Driven	Professionally certified
	Critical thinking	Administratively supported
Decisive	Calculated risk focused on advancing our sport	Innovative

Swim Natation Manitoba / Swim Manitoba is a member of Swimming Canada and therefore affiliated clubs in good standing are also members of Swimming Canada.

Swim Manitoba is a member of Sport Manitoba and is funded by Sport Manitoba and Manitoba Lotteries.

Swim Manitoba affiliated clubs and their registered members have access to:

- ❖ Swim Manitoba services
- ❖ Swim Manitoba programs
- ❖ Swim Manitoba awards
- ❖ Swim Manitoba funding
- ❖ Sanctioned Competitions
- ❖ Coverage under the Sport Manitoba Group Associations liability and sport accident insurance

Responsibilities of Club Affiliation and membership:

- ❖ Register all swimmers (including “learn to swim”), coaches (including 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 Manitoba Member Code of Conduct Policy as it relates to the business, activities and events including but not limited to: competitions, practices, tryouts, training camps, clinics, travel, office environment and meetings.
- ❖ Swim Manitoba policies, procedures and by-laws
- ❖ Sport Manitoba policies
- ❖ Swimming Canada policies
- ❖ Swimming Canada rules and Facility rules

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

2018 – 2019 Season Welcome

Welcome to the 2018-2019 Swim Season that commences September 1 and concludes August 31. The necessary steps, forms and links are contained within this document to affiliate your club and register all your members for the swim season.

Clubs affiliate and register all their registrants: coaches, officials and swimmers of their club as members with Swim Manitoba and Swimming Canada.

Membership with Swim Manitoba is a prerequisite to compete in sanctioned meets, to be eligible for any Swim Manitoba services, programs, funding and coverage under the Sport Manitoba Group Associations liability and sport accident insurance.

Swimming Canada Registration rules require that **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 throughout the season, with new swimmers, coaches and officials registrations accepted throughout the season. **All components of registration are mandatory**

Accessing the RTR System

To gain access to the RTR (Swimming Canada Registration, Tracking and Results System), clubs must affiliate with Swim Manitoba. Once a club has successfully affiliated (all forms received & fees paid), Swim Manitoba will set up the Club Registrar in the RTR system. 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 Swim Manitoba Provincial Registrar, will email the registrar with a login name and default password. The Club Registrar will then be able to login to the RTR system. Thereafter a password change option will be available.

It is recommended that additional users such as Team manager, Entries manager, Club Officials administrator, apply for access to the RTR system filing an Additional User Access/Compliance Declaration Form.

Payment of Fees

Fees can be paid by the following methods:

- ❖ Cheque payable to Swim Manitoba & mailed to Swim Manitoba 145 Pacific Ave Winnipeg MB R3B 2Z6
- ❖ E-transfer sent to the office swim@sportmanitoba.ca
- ❖ Payment in person cheque or exact cash amount at:
[Swim Manitoba 206 – 145 Pacific Ave Winnipeg MB R3B 2Z6](#)

No registration fees are applied to: Officials, volunteers or parents/guardians of swimmers

Club Affiliation Requirements

The following are mandatory requirements to be considered for club affiliation with Swim Manitoba

- ❖ Club Affiliation Fee
- ❖ Club Affiliation Form
- ❖ Club Declaration Form – Facility Rules * NEW *
- ❖ Club Board of Directors and Contact Information Form
- ❖ Club Registrar – RTR Access Form
- ❖ Additional User – RTR Access Form
- ❖ All Coaches Respect in Sport Numbers, NCCP Number and certification level
- ❖ Verification of MB Child Abuse & Criminal Record checks completed
- ❖ Confirm & supply updated/reviewed Bylaws and separate Code of Conduct policies covering swimmers, coaches & board members. Links to club website or pdf emailed documents are acceptable

Completed forms should be scanned & emailed to swim@sportmanitoba.ca or
Mailed to our office [Swim Manitoba 206 – 145 Pacific Ave Winnipeg MB R3B 2Z6](#)

A club is not considered affiliated until the **ENTIRE affiliation package** is completed and received along with payment.

Note for 2019-2020 Season:

Mandatory MB Child Abuse & Criminal Record checks will be mandated for all coaches (paid or volunteer)

Please contact Swim Manitoba office for access to reduced fees for MB Child Abuse & Criminal Record checks

By-laws and Code of Conduct Policies

By-laws and a Code of Conduct Policy will help prevent uncertainty, inconsistency and will promote transparency. For clubs that already have these in place, Swim Manitoba requires an annual review, minutes from the meeting where the review is noted and a copy website link or PDF document filed with Swim Manitoba.

In order to assist in developing these documents, Swim Manitoba has provided a link to Sport Manitoba's website resource area, where you will find documents that would be a valuable resource in assisting your organization in updating or developing bylaws and other policy documents.

<http://www.swimmanitoba.mb.ca/ClubResources.aspx>

It is up to each club to determine their needs and legal requirements. Please be advised that these documents are in addition to the existing registration requirements.

Sport Support Line for Abuse, Harassment, Bullying or Hazing in Sport Call **1-877-737-9875**

Registrar Notes

Welcome and thank you for taking on this critical role within your club to ensure registration for all swimmers, coaches and officials is done accurately, timely and within the highest level of confidentiality as mandated by Swimming Canada, Swim Manitoba and PIPEDA Policies of Canada.

As first point of contact for your clubs registration requirements, please be assured Swim Manitoba is simply an email or phone call away to assist you with your role as club registrar. We look forward to working with you for the new season.

- ❖ The Registrar is the club's primary custodian of membership data and registration
- ❖ Maintain Confidentiality and adhere to the Club Registrar RTR Access / Compliance Declaration
- ❖ Read the letter on the following page from Swimming Canada addressed to the Registrars
- ❖ The RTR will be closed August 27 – 31st and will open for the 2018-2019 season September 1, 2018
- ❖ After September 1st, the club Registrars will be activated for clubs that have completed **ALL the AFFILIATION requirements and payment is received**. Once this is complete, club registrars will be sent an email with their RTR access codes.
- ❖ The Swimming Canada letter as well as PIPEDA forms **MUST** be included in your club registration package to ALL swimmers, coaches and officials
- ❖ All swimmers, coaches and officials must be registered
- ❖ All swimmers, coaches and officials are required to complete a PIPEDA form **BEFORE** being entered in the RTR system
- ❖ Officials will be activated upon receipt of the Officials PIPEDA; the Club Official's administrator manages this at the club level
- ❖ Once you begin to register swimmers it is essential that the data in the RTR system matches exactly to your Team Hy-Tek manager and/or Team Unify 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 Hy-Tek and/or Team Unify data for accuracy.



Letter to the Registrar

CLUB REGISTRAR - 2018-2019

Dear Club Registrar,

WELCOME: Thank you for taking on the role and responsibility of Club Registrar. Each swim club in the province of Manitoba is a member of the national governing body for swimming called Swimming Canada and the provincial governing body called Swim Natation Manitoba. 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 Natation Manitoba 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 PS with the 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 Registration System Access Compliance Declaration form* found at [Swim MB Clubs - Registration](#) and submit to Swim Natation Manitoba. The Provincial Registrar will create login access and a permission email will be sent to the user.

RESOURCES:

The Provincial Registrar is your direct resource and contact.

Swim Manitoba swim@sportmanitoba.ca 204-925-5778

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](#) (Scroll to Resources). This document provides the details of Swimming Canada's Registration policy, fees, rules and procedures.

Club Registrar Guide (links located in the Registration system on the user's Updates page)

Meet Manager 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

The registration system is now accepting Officials registrations. 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. There is no charge in Manitoba for Officials registration.

Regards,

Melinda Megan Rock Manager, Membership Services

Swimming Canada mrock@swimming.ca

Freedom of Information & Protection of Privacy Act – PIPEDA Form

Freedom of Information & Protection of Privacy Act consent form must be included in your clubs' registration package and collected from each family, coach and official upon registration.

If a parent, swimmer, coach or official refuses to give consent, contact the SMB 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 swimmers, coaches, officials and board members on an ongoing basis. Please ensure you do not simply carry forward information from previous seasons, all information must be current.

Club Registrars – Swim Manitoba 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 Manitoba 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 Manitoba 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, coaches & officials.

If a family, coach or official **chooses not to sign** the consent form, **DO NOT REGISTER** the swimmer, coach or official in the online registration site. Please contact the Swim Manitoba office for further instructions.

A person/parent, coach or official 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, coach or official in their name and must use extreme caution to adhere to the wishes of the parent/swimmer, coach or official.

Registrar Registration Check List



No component of Swim Manitoba's registration is optional. Failure to complete or submit any part may jeopardize your club's affiliation with Swim Manitoba.

Swimmer Registration

- ❖ Include the letter addressed to all registrants in your club registration package
- ❖ Include the PIPEDA in your club registration package. Swimmers are required to complete the PIPEDA annually BEFORE entering information into the RTR system.
- ❖ Ensure all registrants have a valid and current email address. Emails are required to register all swimmers and will be used for contact by Swimming Canada & Swim Manitoba
- ❖ Once a new swimmer is registered, they will be assigned a Swimming Canada ID number. Returning swimmers information must match RTR data.
- ❖ It is imperative that all parents/persons review all information in their Swimming Canada account for accuracy. There will be some data that can only be changed by the Club Registrar (ie: DOB and name). Please ensure that your members contact the club registrar with any issues.
- ❖ Update your Hy-Tek and/or Team Unify data to ensure names, gender, DOB match exactly to the RTR data.
- ❖ All swimmers must be registered in the RTR system within 14 days of commencing participation. This includes your "learn to swim" program participants.
- ❖ Once swimmers are registered in the RTR system, you will need to create an invoice in the RTR system. Ensure this is forwarded to our club treasure for prompt payment.

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.

Sport Manitoba is licensed to deliver this program. Application can be made by clubs or individuals for possible funding.

<http://www.kidsportcanada.ca/manitoba>



Registrar Registration Check List



No component of Swim Manitoba's registration is optional. Failure to complete or submit any part may jeopardize your club's affiliation with Swim Manitoba.

Coaches Registration

- ❖ All coaches (employed or volunteer) must be registered in the RTR system within 14 days of commencing participation. Coaches are not considered registered until entered into the RTR system, payment is received by Swim Manitoba and CSCTA accounts are paid and updated via the auto generated emails from Swimming Canada.
- ❖ **All Coaches in Manitoba MUST COMPLETE and hold a current**
 - Respect in Sport Certificate (RIS)
 - Making Ethical Decisions (MED)
 - Minimum status of Fundamentals Level 1 in training
 - Club Head Coaches Age Group & Varsity must have a minimum status of Fundamentals Level 1 certified Member in good standing of Manitoba Swim Coaches Association (MSCA)
 - Member in good standing of Swim Manitoba, Swimming Canada & CSCTA
- ❖ All coaches should provide to their clubs MB Child Abuse Registry Check & Criminal Record Check
Please contact Swim Manitoba for access to reduced registry fees for MB Child Abuse & Criminal Record Checks
- ❖ Include the letter addressed to all registrants in your club registration package
- ❖ Include the PIPEDA in your club registration package. Coaches are required to complete the PIPEDA annually BEFORE entering information into the RTR system.
- ❖ Ensure all registrants have a valid and current email address. Emails are required to register all Coaches and will be used for contact by Swimming Canada & Swim Manitoba
- ❖ It is imperative that all coaches review all information in their Swimming Canada account for accuracy.
- ❖ Ensure Coaches update their information from the auto generated email from Swimming Canada, complete the required criminal screening questions on the CSCTA, Swimming Canada & The Locker
- ❖ Once Coaches are registered in the RTR system, you will need to create an invoice (2 part) in the RTR system. Ensure this is forwarded to our club treasure for prompt payment. One payment goes directly to CSCTA, the other directly to Swim Manitoba.

It is the responsibility of each club to ensure their coaches (employed or volunteer) have all certification and registration requirements completed prior to first day of employment/volunteering.

**** For 2019-2020 Season:** coach status will not be updated to "Registered" status in the RTR system until all of the following requirements have been completed and submitted: *Respect in Sport Certificate Number * Making Ethical Decisions * Member of MSCA *MB Child Abuse Registry * Criminal Record Check * NCCP Number & Coaching Level & Status

It is strongly recommended that all clubs conduct an extensive interview/review process for all coaches, whether paid or volunteers. This process should include: *In advance of hiring, complete reference checks including contacting the PSO & CSCTA * Criminal Record Check, MB Child Abuse Registry Check * Vulnerable Sector Check 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 Manitoba affiliated club.



<http://www.swimmanitoba.mb.ca>

Coaches Registration – Respect in Sport Policy

Swim Manitoba is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment and abuse.

Purpose of the Policy:

- ❖ Swim Manitoba requires that all coaches participating in swimming have completed the online Respect in Sport program and maintain certified status
- ❖ This policy will be in addition to any training or certification that Swimming Canada, CSCTA requires as part of its coach membership and registration policies and procedures

Scope and Application:

- ❖ This policy applies to Swim Manitoba Staff, all coaches registered with Swim Manitoba and all coaches registered with Masters Swim Manitoba

Enforcement:

- ❖ Any coach not having completed the program within 60 days of becoming a registered coach with Swim Manitoba or Masters Swim Manitoba or who does not maintain certified status in the time frame established by Swim Manitoba may have his or her coaching registration suspended until such time that the course is completed
- ❖ Sustained non-compliance with this policy may result in additional discipline as determined by the Board of Directors of Swim Manitoba in accordance with Swim Manitoba policy and bylaws.

Review and Approval:

- ❖ This policy was amended and approved by the Board of Directors on 10 February 2014, and will be reviewed by the Governance Committee as required.

2018 – 2019 Swim Season Fee Schedule

2018- 2019 Swim Season Fee Schedule						
Registration Type	Registration Category	Swim Canada	Swim Manitoba	Manitoba Swim Coaches Association	Masters Swimming Canada	CSCTA
		Fees	Fees	Fees	Fees	Fees
Competitive	Fundamental - 8 & U	25.00	23.00			
Competitive	Skills 9 - 10	45.00	34.50			
Competitive	Development 11 - 14	65.00	46.00			
Competitive	Open 15 & O	85.00	46.00			
Competitive	Open - Varsity	42.50	46.00			
University	Varsity Sept 1 - Mar 31	42.50	23.00			
Competitive	Unattached - CAN non-resident Canadian	101.00	85.00			
Non Competitive	Sessional Learn to Swim / Fitness	13.00	2.50			
Summer	Summer May 1 - Aug 31	1.00	30.00			
Summer	Summer SNC May 1 - Aug 31	12.00	30.00			
Masters	MSC	4.00	10.50		23.00	
Masters	MSC - Open -sanctioned SNC meets	89.00	86.00		23.00	
Limited Event	Limited Event	10.00	20.00			
Coach	Coach A1 - Head Coach	20.00		10.00		245.00
	Coach A2 - Head Coach			10.00		185.00
	Coach B - Assistant Coach			8.00		185.00
	Coach C - Assistant Coach			8.00		55.00
	Coach D - Non Competitive Coach			8.00		40.00
	Coach E - Associate (PSO/SNC use only)		<i>Must be registered with an age group club - must apply directly to Swim MB</i>			
Official	Level I, II, III, IV, V	0.00	0.00			
Affiliation	Club - Age Group	0.00	35.00 + vote fee			
	Club - Varsity		35.00 + vote fee			
	Club - Masters		35.00			
Note: PSO or MSC Registration Fees are established by the Provincial Sector or Masters Swimming Organization						
		Items subject to GST				

Registrar Registration Check List



No component of Swim Manitoba's registration is optional. Failure to complete or submit any part may jeopardize your club's affiliation with Swim Manitoba.

Officials Registration

- ❖ Include the letter addressed to all registrants in your club registration package
- ❖ Include the PIPEDA in your club registration package. Officials are required to complete the PIPEDA annually BEFORE entering information into the RTR system.
- ❖ Ensure all registrants have a valid and current email address. Emails are required to register all Officials and will be used for contact by Swimming Canada & Swim Manitoba
- ❖ Club Officials Coordinator should be responsible for all registration requirements for club Officials
- ❖ Once an Official is registered, they will be assigned a Swimming Canada ID number. Returning Officials information must match RTR data.
- ❖ It is imperative that all persons review all information in their Swimming Canada account for accuracy. There will be some data that can only be changed by the Club Registrar (ie: DOB and name). Please ensure that your members contact the club registrar with any issues.
- ❖ Update your Hy-Tek and/or Team Unify data to ensure names, gender, DOB match exactly to the RTR data
- ❖ All Officials must be registered in the RTR system within 14 days of commencing participation.
- ❖ It is incumbent upon the Official to manage their certification levels
- ❖ Officials must be registered before taking any online education

There are no fees for Officials

**** NEW****Facility Rules & 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 2.31). The Facility Rules and Guidelines (Section 3 – CRF TR01), are to be used for all affiliated Swimming Canada clubs in their daily training environments.

Swimming Canada Declaration

All clubs and their members must abide by 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 Manitoba Safety Requirements – Dive Starts

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

All pools used for Swim Manitoba competitions and/or club training purposes, must be listed with Swim Manitoba 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 meters 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 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.

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 – 1.35 m	Diving from the permanent deck or bulkhead where the height is not more than 0.35m from the water surface is permitted.
1.35m (equal to or greater than)	Diving from starting platform (max 0.75m from water surface as per FR2.7)

If the minimum water depth is less than 1.35 metres, 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.



Club Declaration Form – Facility Rules - Form

The Facility Rules and Guidelines of Swimming Canada are effective September 1, 2018 and shall influence all decisions surrounding facility usage for competitions 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 – 1.35 m	Diving from the permanent deck or bulkhead where the height is not more than 0.35m from the water surface is permitted.
1.35m (equal to or greater than)	Diving from starting platform (max 0.75m from water surface as per FR2.7)

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: _____ Date: _____

Club Head Coach Name: _____

Club Head Coach Signature: _____ Date: _____

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

Meet Manager or other Club Board Member Signature and Date: _____ 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 2.0m or above, then only measure if you can.

Should you have any questions or concerns, please contact questions@swimming.ca and/or swim.ed@sportmanitoba.ca

Club Board of Directors and Contact Information - Form

All Directors and Officers must be listed below to be covered by Sport Manitoba Group Associations liability insurance

CLUB NAME: _____ **CLUB CODE:** _____

MAIN CLUB CONTACT:

Name: _____ Phone: _____ Email: _____

Club President: Name: _____ Phone: _____ Email: _____

Vice President: Name: _____ Phone: _____ Email: _____

Treasurer: Name: _____ Phone: _____ Email: _____

Secretary: Name: _____ Phone: _____ Email: _____

Club Registrar: Name: _____ Phone: _____ Email: _____

Meet Manager: Name: _____ Phone: _____ Email: _____

Officials Chair: Name: _____ Phone: _____ Email: _____

Director at Large: Name: _____ Phone: _____ Email: _____

Director at Large: Name: _____ Phone: _____ Email: _____

Director at Large: Name: _____ Phone: _____ Email: _____

Director at Large: Name: _____ Phone: _____ Email: _____

Club Affiliation – Form

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CLUB NAME: _____ CLUB CODE: _____

Club Mailing Address: _____ City: _____ Postal Code: _____

Club Website: _____

MAIN CLUB CONTACT:

Name: _____ Phone Number: _____ Email: _____

Club Affiliation Fees

Affiliation Fees:

Age Group

Total # Swimmers	Votes	Club Affiliation Fee	GST	Total Due	Check
1 - 4	0	35.00	1.75	\$ 36.75	<input type="checkbox"/>
5 - 15	1	35.00	1.75	\$ 36.75	<input type="checkbox"/>
16 -30	2	70.00	3.50	\$ 73.50	<input type="checkbox"/>
31 - 60	3	105.00	5.25	\$ 110.25	<input type="checkbox"/>
61 - 120	4	140.00	7.00	\$147.00	<input type="checkbox"/>
121 - 240	5	175.00	8.75	\$183.75	<input type="checkbox"/>
241 - 480	6	210.00	10.50	\$220.50	<input type="checkbox"/>

Varsity

Total # Swimmers	Votes	Club Affiliation Fee	GST	Total Due	Check
1 - 15	0	35.00	1.75	\$ 36.75	<input type="checkbox"/>
16 -30	0	70.00	3.50	\$ 73.50	<input type="checkbox"/>
31 - 60	0	105.00	5.25	\$ 110.25	<input type="checkbox"/>
61 - 120	0	140.00	7.00	\$147.00	<input type="checkbox"/>
121 - 240	0	175.00	8.75	\$183.75	<input type="checkbox"/>
241 - 480	0	210.00	10.50	\$220.50	<input type="checkbox"/>

Masters

Total # Swimmers	Votes	Club Affiliation Fee	GST	Total Due	Check
1 - 15	0	35.00	1.75	\$ 36.75	<input type="checkbox"/>

This form **is an invoice for Club Affiliation fees** that should be present to the Club Treasurer for immediate payment to Swim Manitoba.

Registration numbers are based upon:

Returning Clubs – last season's membership numbers New Clubs – this season's registration numbers at September 15

Our Club is registered and incorporated with: Manitoba Business Registry: NO Yes #: _____

Club type: Age Group Varsity Masters

Club Affiliation – Form **Page 2 of 2**

Please list ALL facilities used for training (add extra sheet to provide complete list if space required)

Facility Name	Tank Location	Used for (circle one or both) Training / Competition
_____	_____	Training / Competition
_____	_____	Training / Competition
_____	_____	Training / Competition
_____	_____	Training / Competition

Please list your Clubs 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 (including “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 Manitoba Member Code of Conduct policy as it relates to the business, activities, and events including but not limited to, competitions, practices, tryouts, training camps, clinics, travel, office environment and meetings
- ❖ Swim Manitoba policies, procedures and by-laws
- ❖ Sport Manitoba
- ❖ Swimming Canada Policies
- ❖ Swimming Canada Rules and Rules and Facility Guidelines

Club President’s Name: _____ Signature: _____ Date: _____

Club Vice President’s Name: _____ Signature: _____ Date: _____

Club Treasurer’s Name: _____ Signature: _____ Date: _____

Club Head Coach Name: _____ Signature: _____ Date: _____

This **form is an invoice** for Club Affiliation fees that should be present to the Club Treasurer for immediate payment to Swim Manitoba.



CLUB REGISTRAR ACCESS & COMPLIANCE DECLARATION



Complete, scan and email or mail to Swim Natation Manitoba for Registration site access

Swim Natation Manitoba’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 Manitoba 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 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 Waiver Application* to the Swim Natation Manitoba 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 Swim Natation Manitoba 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.

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 Natation Manitoba. 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 Natation Manitoba. 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.

CLUB NAME: _____

Registrar’s Name: _____

Phone number: _____

Registrar’s Signature: _____

Registrar’s email (required for access): _____

President’s Name: _____ President’s Signature: _____

I will also require access to the RTR as Club Official’s Administrator: Yes No

President’s Name: _____ President’s Signature: _____



ADDITIONAL USER – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

Complete form, scan and email or mail to Swim Natation Manitoba for Registration site access



Swim Natation Manitoba'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 Manitoba 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. 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 Natation Manitoba, 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 Natation Manitoba. 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.

CLUB NAME: _____

Additional User Name: _____ Phone number: _____

Additional User Signature: _____

Additional User Email (required for access): _____

Please state the purpose for which access to the online system is required: (Team Manager, Officials

Administrator etc.): _____

President's Name: _____ President's Signature: _____



LETTER TO REGISTRANT - 2018-2019 REGISTRATION



To be included in club registration packages

Dear Registrant/Swimmer/Parent/Guardian,

Welcome to the 2018-2019 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 Manitoba is a member of the national governing body for swimming called Swimming Canada and the provincial governing body called Swim Natation Manitoba. 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 Natation Manitoba 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 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 or Official Registration - Activated*. 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) Indigenous Descent (ii) Para-Swimming (iii) Citizenship (iv) Hard of Hearing. 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 Indigenous Descent 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 question, 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 Natation Manitoba 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 to choose from: 1) Physical, 2) Visual or 3) Intellectual.

(iii) Answering the voluntary 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 [redacted] 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 Natation Manitoba and Swimming Canada in compliance with the [Swimming Canada Privacy Policy](#).

Thank you and have a great swimming season!

Melinda Megan Rock
Manager Membership Services
Swimming Canada
mrock@swimming.ca

Karen Williams
Provincial Registrar
Swim Natation Manitoba
swim@sportmanitoba.ca

[redacted]
[redacted]
[redacted]
[redacted]



Personal Information Protection & Electronic Documents Act

SWIMMER REGISTRATION CONSENT FORM



Club Name: _____

Registrant Name: _____

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 you provide to the Club from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Club, the Province and/or Swimming Canada. These purposes include national, provincial and event registration, insurance coverage, training and competition participation and competition result and ranking publication and:

- a) Ensuring swimmers train and compete in an age appropriate environment;
- b) Establishing athlete eligibility for selection to swim teams;
- c) Establishing pertinent medical records and baseline performance data to assist coaching decisions in a national team competitive or training setting;
- d) Reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized third parties;
- e) Reporting and publishing athletes' name, gender, age, club affiliation on Swimming Canada and the respective PS web pages or in results, news releases and ranking reports and;
- f) Making direct contact with registrants, volunteers and staff as necessary for the operations of the Club, Swim Natation Manitoba and Swimming Canada.

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 Swim Natation Manitoba at [Swim MB - Clubs - Registration](#)

Should a registrant wish to review their personal information held by the Club, Swim Natation Manitoba, 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 Natation Manitoba 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 Registrant (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. The Swimming Canada CEO or their designate, at their discretion, may issue an emergency suspension to any registrant or member.



Personal Information Protection & Electronic Documents Act

COACH REGISTRATION CONSENT FORM



Club Name: _____

Coach Name: _____

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, certification, and event participation, and:

- a) Reporting and publishing name, certification level, gender, club affiliation on Swimming Canada and the respective PS 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 Natation Manitoba 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 Natation Manitoba at [Swim MB - clubs - registration](#)

Should a registrant wish to review their personal information held by the Club, Swim Natation Manitoba, 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 Natation Manitoba 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 Registrant (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. The Swimming Canada CEO or their designate, at their discretion, may issue an emergency suspension to any registrant or member.



Personal Information Protection & Electronic Documents Act OFFICIALS REGISTRATION CONSENT FORM



Club Name: _____

Registrant Name: _____

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, certification, and event participation, and:

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

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Should a registrant wish to review their personal information held by the Club, Swim Natation Manitoba, 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 Natation Manitoba 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 Registrant (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. The Swimming Canada CEO or their designate, at their discretion, may issue an emergency suspension to any registrant or member.