



NATIONAL REGISTRATION POLICY,
PROCEDURES AND RULES MANUAL
JUNE 1, 2016



TABLE OF CONTENTS

POLICY.....	4
National Registration Policy	4
DEFINITIONS AND OVERVIEW	6
Definitions.....	6
Overview: Swimming Canada Registration	9
Swimming Canada Registration Fees for 2016-17, 2017-18 & 2018-19.....	10
OPERATIONAL PROCEDURE AND RULES.....	11
National Procedure and Rules - Associations	11
National Registration Procedures and Rules - CIS University Team and CEGEP College Team	13
National Procedure and Rules - Club Code	15
National Registration Procedure and Rules – Provincial Sections.....	16
National Registration Procedures and Rules – Age Group Clubs, University/College Teams, Summer Clubs, Masters Swimming Clubs, Other Type Clubs	17
National Registration Procedures and Rules - Swimmers	19
National Registration Procedures and Rules – Coaches.....	23
National Registration Procedures and Rules – Officials	27
National Registration Procedure & Rules – Swimmer Transfers.....	28
National Registration Procedure and Rules - Cross Province Swimmer Registration.....	29
National Registration Procedure and Rules - Suspended Swimmers	30
Registration Procedure and Rules – Canadian Swim Coaches and Teachers Association - CSCTA.....	31
Registration Procedure and Rules– Masters Swimming Canada - MSC.....	32
FORMS.....	33
Permanent Non-Resident Swimmer Registration Form.....	33
Privacy Policy Compliance Form.....	34
Swimming Canada Unattached; permanent non-resident Canadian	34
Provincial Section Privacy Policy Compliance Declaration	36



Club Registrar Compliance Declaration.....	37
Additional User – Registration System Access Compliance Declaration - template	38
SWIMMER REGISTRATION CONSENT FORM – PSO TEMPLATE	39
OFFICIALS REGISTRATION CONSENT FORM – PSO TEMPLATE.....	40



POLICY

NATIONAL REGISTRATION POLICY

Policy Section: Board
Policy Subsection: Sport Development Committee
Policy Title: National Registration

Policy Statement

Swimming Natation Canada (SNC) maintains a national registry, including Provincial Section members, Special Interest Group members (High Performance Clubs, CSCTA, Athletes Council, OCRC, MSC), clubs, swimmers and coaches.

Purpose

National Registration, guided and directed through a central point, is intended to make it possible for swimmers to make a smooth transition between developmental levels and governing jurisdictions. The national registration process also serves to track and monitor the demographic profile of the Swimming Canada membership for the purposes of reporting, strategic planning and programming. National registration system data is tied to competition entries, results, rankings and records for the purposes of accurate and prompt postings, and development and maintenance of competitive results history.

Application

Swimming Canada sets rules and procedures for all aspects of swimmer registration. Provincial Section members have the obligation to inform clubs and club registrants on procedures and consents required. Provincial Section members may introduce procedures and rules in addition to Swimming Canada's standards and requirements.

An on-line database will be maintained by Swimming Canada for the purpose of Provincial Section, special interest group members, club, university/college team, coach, officials and swimmer registrations under the supervision and accountability of the CEO or delegate.

All Provincial Section members, special interest group members, swimmers, coaches and officials must be registered on an annual basis.

Responsibilities

<i>Body</i>	<i>Action</i>
CEO	Ensure the maintenance, protection and archive of a national registration database for the purposes outlined in this policy. Determine and communicate the requirements for registration of Provincial Section members, special interest group members, clubs, coaches, officials, and swimmers to the Provincial Sections. Develop and implement procedures that address requests for transfer between clubs and provinces, and for resignation from Swimming Canada.

Limitations

Personal registration information cannot be used by SNC without expressed written consent of the individual as outlined in the Board: Privacy Policy.



References

Board Policy: Privacy

Swimming Canada General By-Laws

National Registration Policy, Procedures and Rules Manual

Swimming Rules of Swimming Canada

Approved: August 28, 2007

Reviewed: May, 26, 2009

Approved: October 23, 2009

Reviewed: May 7, 2013

Approved: September 18, 2015



DEFINITIONS AND OVERVIEW

DEFINITIONS

“Affiliation” means fully registered;

“Age Group Club” means a club registered with SNC and the Provincial Section for the purpose of competition (depending on the province, this may include both age group and masters competitions);

“Annual Meeting” means the annual general meeting of the Members;

“Association” means two or more registered Clubs and/or University Teams within a single provincial jurisdiction that applies for, and receives annual approval, from their respective Provincial Section to form an Association. Registered Associations are considered a “Club” for the purposes of competition entries and results.

“Club” means any organized group of persons associated for the purpose of swimming that has been approved for affiliation and registered, through the applicable PSO, with SNC and includes registered Age Group Clubs, Masters Clubs and Summer Clubs;

“College/Cegep Team” means a swimming team approved for affiliation and registered with the Réseau du Sport Étudiant du Québec (RSEQ), with the FNQ and with SNC. A Registered college/cegep team is considered a “Club” in the National registration and result system. A college/cegep Team is considered a separate entity than a registered SNC Age Group Club;

“Coach” means a duly registered individual who meets the coaching certification requirements of SNC.

“Competition” or “Meet” or “Time Trial” means a sanctioned swimming competition;

“CSCTA” means the Canadian Swim Coaches and Teachers Association;

“Exhibition” means that the time posted in a sanctioned competition by the swimmer shall be official, but not eligible to score points or to receive awards;

“FINA” means the “Fédération Internationale de Natation”;

“High Performance Centres” and “Intensive Training Program (ITP)” refers to high performance training entity in Canada as identified by Swimming Canada. Centres or ITP’s are not considered as Clubs or Associations in the registration system.

“High Performance Clubs” are Special Interest Group Members as identified annually as the first through sixth performance clubs by total team points scored at the swim meet designated annually by SNC for such determination;

“Independent Coach”: means a coach (or coach in training) who is not affiliated with any one club, but applies for registration directly with the Provincial Section or National Office, and is approved for registration in category E for the purposes of enrolling in certification courses, acting as a mentor coach, temporary substitute coach or coach consultant in a daily training environment. The designation of Independent Coach does not directly apply to National or Provincial staff coaches, or Swimming Canada High Performance Centre and Intensive Training Program coaches.



“Inactive Club” means a club that has not fulfilled their club affiliation requirements for their respective province. An inactive club is a club that ceases to operate during the swimming year. Clubs that are inactive are unable to access the registration system, ineligible to apply for a meet sanction and unable to enter swimmers into a competition;

“Inactive” or “Out of water” refers to a swimmer that was registered on or after September 1st, but is not currently participating in Club activities and assigned this status by the club registrar;

“Masters Club” means a club concurrently registered with Masters Swimming Canada (MSC);

“Masters Swimmer” means a registrant choosing to register in a Masters type category; who is aged 18 or over at the time of registration;

“Masters Swimming Canada (MSC)” means the incorporated entity Masters Swimming Canada which deals with matters involving masters swimming in Canada;

“Member-in-Good-Standing” means that the registrant has met and fulfilled the registration requirements of SNC;

“Members’ Meetings” means the Annual Meeting and Special Meetings;

“National Team” means the National Swim Team as determined by SNC from time to time;

“New registrations” refers to first time registrations that swimming year and University-Varsity swimmers who upgrade to the Competition Open membership category after the completion of the Varsity season.

“OCRC” refers to the Officials, Rules and Competitions Committee. The OCRC is designated to perform critical tasks related to swimming officiating and competition in Canada:

“Official” means a duly registered individual who meets the officiating certification requirements of SNC.

“Pending” refers to a registration process that has been initiated but requires and awaits final approval;

“Provincial Section (PS)” means that geographically defined provincial or territorial swimming organization, which is a Member as described herein;

“Registrant” means all individuals or entities of SNC including those individuals and associations, incorporated or unincorporated, as described herein who have met the requirements of registration and the registration has been completely processed;

“Registration” and all references to “register”, “registered” means the registration of a registrant upon payment of such registration fee as may be determined from time to time by SNC, the compliance by such registrant with all other registration procedures of SNC, and the inclusion of such registrant’s name in the registration data of SNC;

“Sanctioned Competition” means a swimming competition approved under the authority of SNC in an approved facility having the minimum standards of SNC with the expectation of qualified officials who conduct the competition under the published rules; and where the results of the competition are entered in the SNC results database;

“Summer Club” means a club registered with SNC, the Provincial Section and the Provincial Summer Swimming Association. For the purposes of registration the summer season is recognized as May 1 to August 31 each year;



“Suspended Club” means a club who loses their SNC and Provincial Section affiliation status as a result of SNC or Provincial Section disciplinary action. All rights for the club are revoked during the suspension period. Members-in-Good-Standing of the suspended club are eligible to transfer to another club as per the National Transfer Policy;

“Suspended Coach” means a coach whose registration has been suspended as a result of a disciplinary action initiated, and/or approved by SNC. Suspended coaches may not participate in any interaction or activity with SNC registrants or until registration has been reinstated to ‘Active’ status.

“SNC” means Swimming/Natation Canada;

“Swimming Canada National Level Event or Designated Competition” means competitions which are designed and run in accordance with the meet format determined from time to time by Swimming Canada;

“Special Meeting” means a duly-called special meeting of the members that is not an annual meeting;

“Swimmer” means an “eligible competitor” as defined by the rules of FINA and SNC;

“Unattached” means that the person so designated does not represent a club when competing in an SNC sanctioned competition;

“University Team” or “Varsity Team” means a swimming team affiliated with the Canadian Interuniversity Sports (CIS) or CEGEP and affiliated with a Provincial Section. A Registered University Team is considered a “Club” in the National registration and result system. A University Team is considered a separate entity than a registered SNC Age Group Club;

“Voting Members” means Provincial Section Members and Special Interest Group Members as defined in the General By-Laws of SNC



OVERVIEW: **SWIMMING CANADA REGISTRATION**

Any member, registrant and/or volunteer, upon registration or participation in any role, is committing to behaviour in compliance with the general code of conduct of Swimming Canada, the PSO's and Special Interest Group Members. SNC 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 SNC.

MEMBER	REGISTRATION PROCESS
Provincial Sections	Process for PSO's to register with SNC is outlined in the National Registration Procedures and Rules - Provincial Sections and the Swimming Canada By-Laws
Special Interest Group - CSCTA - Athletes Council - OCRC - MSC	Process includes submission of required information as outlined in the National Registration Procedures and Rules and the SNC By-Laws MSC fees – based on MSC registrations on August 31; stated on fee page
Special Interest Group - High Performance Clubs	As stated in the By-Laws of SNC, the organization contacts six High Performance clubs based on performances at the highest corporation designated swimming competition.
REGISTRANTS	REGISTRATION PROCESS
Clubs	Clubs apply for and are nominated for affiliation with SNC through their respective Provincial Sections as outlined in National Registration Procedures and Rules – Clubs. Club Types: - Age Group clubs - University teams (College: CEGEP) - Summer clubs - Masters clubs - Other (Event specific entity; e.g. Canada Games, World Police and Fire Games, Open Water Events)
Swimmers	Annual Swimmer registration process is outlined in National Registration Procedures and Rules – Swimmer Registration. - Swimmers affiliate annually with SNC by registering with a Club and/or University team - Online registration is processed by the Club Registrar and completed upon receipt of payment by the PS Registrar and confirmation of collected personal information. - Fees are dependent on registration class, type and category; <ul style="list-style-type: none"> > Competitive; Fundamental (age 8 & under), Skills (9-10), Development (11-14), Open (15 & over) > Competitive Open-Varsity (available Sept 1- Mar 31, valid Sept 1 to Aug 31) registering with home club and holds concurrent University Varsity registration > University – Varsity (valid Sept 1-Mar 31) registering with CIS or CEGEP team only > Non-Competitive – Sessional Learn-to-Swim/Fitness/ I Can Swim > Summer (Summer, Summer – SNC) > Other Limited Event (single event affiliation) > Unattached Canada (permanent Non-Resident Canadians) > Masters – MSC participants only > Masters – MSC Open; eligible to participate in SNC sanctioned event
Coaches	Coach registration process is outlined in the National Registration Procedures and Rules – Coach Registration. Coaches must be certified or “in-training” status with the CAC under NCCP and be annually registered with SNC and also be an annually registered member in good standing with the CSCTA.
Officials	Officials registration process is outlined in the National Registration Procedures and Rules – Officials page.



SWIMMING CANADA REGISTRATION FEES FOR 2016-17, 2017-18 & 2018-19

Registration Type	Category	2016-17 fees	2017-18 fees	2018-19 fees
Competitive	Fundamental (8&U)	\$23.00	\$24.00	\$25.00
Competitive	Skills (9-10)	\$43.00	\$44.00	\$45.00
Competitive	Development (11-14)	\$63.00	\$64.00	\$65.00
Competitive	Open (15&O)	\$83.00	\$84.00	\$85.00
Competitive	Open-Varsity	\$41.50	\$42.00	\$42.50
University	Varsity (Sept 1-Mar 31)	\$41.50	\$42.00	\$42.50
Competitive	Unattached-CAN (<i>non-resident Canadian</i>)	\$100.00	\$100.00	\$100.00
Non-Competitive	Sessional Learn to Swim / Fitness	\$11.00	\$12.00	\$13.00
Summer	Summer (May1-Aug31)	\$1.00	\$1.00	\$1.00
Summer	Summer-SNC (May1-Aug31)	\$11.00	\$12.00	\$13.00
Masters	MSC	\$3.00	TBC	TBC
Masters	MSC-Open	\$86.00	TBC	TBC
Limited Event	Limited Event	\$9.00	\$10.00	\$10.00
Coach	Coach A1 – Head Coach Coach A2 – Head Coach Coach B – Assistant Coach Coach C – Assistant Coach Coach D – Non-Competitive Coach Coach E – Associate (PSO/SNC use only)	\$14.00	\$20.00	\$21.00
Official	Level I, II, III, IV, V	0	0	0
Affiliation	Club	0	0	0
Affiliation	High Performance Club Member (6)	0	0	0
Affiliation	University Team	0	0	0

Note: Provincial Registration Fees are set by the Provincial Section

Provincial Section Swimmer and Coach Registration fees invoicing schedule

Swimming Canada invoices the Provincial Section for the season's swimmer and coach registration fees in April and October based on registration statistics collected on March 31 and August 31 respectively.



OPERATIONAL PROCEDURE AND RULES

NATIONAL PROCEDURE AND RULES - ASSOCIATIONS

1. Purpose:

Whereas SNC embraces the concept of Associations as a means to exercise “economies of scale” in providing an enhanced training and competitive atmosphere for swimmers, it has been deemed appropriate that Provincial Sections (PS) will be tasked with reviewing their respective Association applications and ensuring annual compliance to the operating structure requirements. The following rules and procedures govern the formation, structure and function of an Association.

2. Procedure and Rules:

- 2.1 Clubs and University Teams must apply for affiliation and register with their PS as individual clubs.
- 2.2 Clubs and/or University Teams wishing to form an Association must apply to the respective Provincial Section for Association approval.
- 2.3 An Association must register with the respective Provincial Section on an annual basis and undergo an annual review to ensure adherence to the operation structure outlined below. Registration is for the period of September 1 to August 31 of each year.
- 2.4 A Club and/or University Team may be a member of only one Association at any given time.
- 2.5 A registered Association will not be granted voting status within the provincial or national jurisdictions
- 2.6 Associations do not process swimmer or coach registrations. Swimmers are required to register with a Club and Coaches to be registered with a club or the Provincial Section
- 2.7 Athlete transfer procedures are not affected by the existence of an Association; however, swimmers moving within clubs in an association may still compete for the Association during the unattached period.
- 2.8 Provincial Sections will set their own annual association fees, payable no later than October 31st of each year, or upon approval of new Association status by the PS Executive Director / Technical Director
- 2.9 Associations in all provinces are required to meet the following operating structure requirements prior to approval/renewal. PSO's may set additional requirements
 - a) An Association must provide proof of incorporation in the respective provincial jurisdiction as a legal entity (a registered “not-for-profit” society or a “for profit” business)
 - b) An Association must provide signed, written agreements by the President and Head Coach of each program or club involved
 - c) An Association must have a constituted Board of Directors and provide an outline of the Association's formal decision-making structure
 - d) A Technical Director or Consultant must be named, whose role is to improve the quality of swimming in the Association; specifically, the Technical Director will create an annual plan that includes regularly planned Association training sessions, training camps, coaching education/mentoring opportunities, ancillary activities and a competition schedule, to be submitted to the PS Executive Director/Technical Director prior to September 30 of each year. Expected results and performance measures for years 1, 2 and 3 must be included in this submission
 - e) A Club and/or University team may join an established Association at any time
 - f) A Club and/or University team may not transfer or change Associations except after the final SNC designated competition of the season and prior to September 30 each year
 - g) A Club and/or University team may compete representing an individual club/team, or their respective Association at any competition, but all swimmers of the program must compete as that entity for the entire competition
- 2.10 Annual Review: Each Association will be reviewed on an annual basis by the Executive Director or their designate. The purpose is to ensure compliance to requirements stated in the operating structure outline. The Executive Director will give non-compliant Association(s) a three-month period to make



the appropriate changes to their operating structure. Failure to comply will result in suspension of the Association.

- 2.11 A Provincial Section may create Associations for the purposes of Provincial Team or Regional Team representation. Any club registered in the respective Province can be affiliated with the Association. Examples of Provincial Team Associations are TOBA, TEAMNL, ZONE9, etc.



NATIONAL REGISTRATION PROCEDURES AND RULES - CIS UNIVERSITY TEAM AND CEGEP COLLEGE TEAM

1. Purpose:

The national registration process serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning, programming, event sanctioning and reporting requirements. The University/College team and Varsity swimmer registration cycle begins annually on September 1st and expires on March 31st.

2. Procedure and Rules:

- 2.1 Canadian Interuniversity Sports (CIS) and CEGEP (FNQ only) College swimming teams affiliate with SNC for the swim season through their provincial section.
- 2.2 A provincial section may levy its own University Team registration/affiliation fee in addition to any required SNC fee
- 2.3 All swimmers participating in a CIS University or CEGEP College program must be registered in the *University-Varsity* or *University-College* category with the University/College team through the SNC Registration database system.
- 2.4 All swimmers participating in an FNQ affiliated CEGEP swimming program must be registered in the *University-College* category with the CEGEP team through the SNC registration database system.
- 2.5 All swimmers registered in the *University-Varsity* or *University-College* registration category may represent the University Team or CEGEP College in any SNC competition including SNC designated competitions with a start date between September 1 and March 31.
- 2.6 Between September 1 and March 31, swimmers registered in the *University-Varsity* and *University-College* category and wishing to represent their home/age group club in a competition, must register concurrently with their Age Group club in the *Competitive Open-Varsity* registration category. A *Competitive Open-Varsity* registration with the club is valid through August 31. See: *Registration Rules and Procedures - Swimmers*.
- 2.7 After March 31, swimmers who were registered only with the University/College team, in the *University-Varsity* or *University-College* category who wish to continue to train and compete must be registered with their Age Group club in the *Competitive-Open* category. Should a swimmer register with a club other than the one they were previously registered with, a transfer shall be initiated.
- 2.8 Swimmers attending an educational institution outside of Canada wishing to compete for their Canadian Age Group club must be registered directly with the club in the *Competitive-Open* Category.

Scenarios:

- Varsity swimmers who are registered with only their University team may represent their University team at any sanctioned competition (including SNC designated events) that have a competition start date between September 1 and March 31.
- Likewise, Varsity swimmers wishing to compete for only their University team at CIS affiliated competitions and SNC competitions (including SNC designated competitions) from September 1 to March 31 register in the *University-Varsity* category only (registration valid from September 1 to March 31)
- Varsity swimmers who are registered concurrently with both a University Team and an Age Group club may represent either their varsity Team or their Age-Group club, at competitions that have a competition start date between September 1 and March 31. The swimmer may only represent one of these two entities in a single competition.



- Likewise, Varsity swimmers wishing to also represent their Age Group club in any sanctioned competition at any point in a season, must register concurrently in the *Open-Varsity category* with their home/age group club (registration valid from September 1 to August 31).
- For competitions that have a start date between April 1 and August 31, the swimmer can only represent their Age Group club.

NOTE: Only swimmers attending a Canadian University can register in either the University-Varsity or Open-Varsity category.



NATIONAL PROCEDURE AND RULES - CLUB CODE

1. Purpose:

Whereas Swimming/Natation Canada (SNC) has a desire to collect performance data for all members; and whereas SNC wishes to rank and/or display performance data from time to time as a member service; it is in the interest of the organization to represent such data as accurately and reliably as possible. To facilitate such a service, it is important to standardize and regulate the use of “club codes” as part of the equation towards collecting and compiling consistent and reliable data.

2. Procedure and Rules:

- 2.1 All clubs currently affiliated with a Provincial Section (PS) and thereby affiliated with SNC shall have a distinct “club code” of a maximum of 5 common digits, to be used for the purposes of identifying such clubs through the common entry procedures as practiced in sanctioned competitions in Canada.
- 2.2 It is the responsibility of both the entering club and the meet management to ensure these rules and procedures are adhered to.
- 2.3 In the case of existing duplicate codes, the longest standing club will be given first right to retain the original club code. The second club will be offered alternatives or can suggest alternatives to be used provided that they do not create duplication. SNC must determine that the history of the second club’s results and swimmers will not be affected by the change of club code.
- 2.4 New clubs may suggest or be assigned a code by the PS. The PS is required to check with the National Registrar to ensure the availability of the requested code. The National Registrar will determine that the code is not a duplicate.
- 2.5 Clubs wishing to change their name and code must apply to the PS requesting a new name and code which the PS will be required to confirm with the National Registrar that it does not duplicate any existing club code.
- 2.6 In the following scenarios where a registered swimmer is not eligible to represent their club in a competition, the following alternate club codes can be used to enter a competition. The use of the following does not change the registration affiliation of the swimmer;
 - a) UNAB, UNBC, UNNL etc.: club code designation for a registered swimmer during the 60 day unattached period for 2nd or subsequent transfers when they are ineligible to represent their new club in a competition
 - b) UNVAR: club code designation for any/all University registrants complying with NCAA regulations while competing in an SNC sanctioned competition. This member must also be a registered member of a Canadian Age Group club, or in the case of Simon Fraser University (SFU); be registered as University-Varsity between September 1 and March 31.
 - c) UNMQC, UNMSK, UNMNB etc.: club code designation for a Masters type swimmer who does not register with a club, but registers directly with the PSO where applicable.
- 2.7 UNCAN, “Unattached Canada”; this club code designation is reserved for permanent non-resident Canadian citizens, who have registered directly with SNC for the purposes of competing at a Trials event or a selection competition.
- 2.8 SKNCC, ONNCC, NBNCC etc. is the club code designation for the entities set up by SNC in the registration system for registration of Independent Coaches, initiated by the Provincial Registrar. The entity name and code will be “Province abbreviation, Non-Club Coach” These club codes will not be accepted in any meet entry process.
- 2.9 HPCVIC, HPCVAN, HPCONT, HPCMTL and ITPMTL will be the entities and club codes set up by SNC to be used to register Swimming Canada High Performance Coaches at the respective Centre by the Provincial Registrar. These club codes serve only as an entity for coach registration, not for swimmer registration or meet entries.
- 2.10 Each Province will create a club entity for the purposes of registering PSO coaches or staff or Learning Facilitators, Master Learning Facilitators with the Province, Swimming Canada and the CSCTA. The



name and code may vary from province to province and should reflect the PSO name. Examples are SWIMBC, SWIMNL, FNQ.

NATIONAL REGISTRATION PROCEDURE AND RULES – PROVINCIAL SECTIONS

1. Purpose:

The national registration process serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning, reporting and programming. The membership cycle begins annually on September 1st and ends on August 31st.

2. Procedure and Rules:

- 2.1. Provincial Sections register annually with SNC through the online registration system and upon meeting submission requirements as outlined below.
- 2.2. The Provincial Section Information page in the online registration system is required to be updated annually upon access to the system for a new season.
- 2.3. The authority over its members, and the privileges and responsibilities of members, are defined in the By-Laws and Policies of the respective Provincial Section and SNC.
- 2.4. While each Provincial section has the authority to create and enforce their own requirements and procedures for swimmer, club, coach, official and association affiliation and annual renewal processes, the Provincial Sections are required to include and uphold any Swimming Canada requirements and procedures.
- 2.5. The Provincial Section Privacy Policy Compliance Declaration is required to be completed annually and submitted to the National Registrar prior to gaining access to the registration system. *The Declaration is included as an enclosure in this manual.*
- 2.6. In compliance with the SNC Privacy policy, the Provincial Section is required to circulate and collect completed Club Registrar system access waivers annually from each affiliated club in their province. *A template is included as an enclosure in this manual.*
- 2.7. In compliance with the SNC Privacy policy, the Provincial section will ensure that the Clubs include a Registration Consent Form in the annual registration package distributed to registrants. The Provincial Registrar is required to notify the National Registrar of any registrant who does not consent to the collection and use of personal information as stated on the form. *A template is included as an enclosure in this manual.*
- 2.8. The Provincial Section will ensure that Clubs submit completed Registration System access waivers for Additional Users of the online registration system, such as meet managers, team managers, officials administrators, or others as developed, and that they are given system access according to their declared purpose. *A template included as an enclosure in this manual.*
- 2.9. The Provincial Registrar is required to confirm previous season Provincial Section registration statistics in the system upon receipt of notification from the National Registrar at the beginning of a season.
- 2.10. Provincial Section is required to confirm or submit changes to their respective swimmer types, swimmer categories and provincial fees to the National Registrar annually by August 15th.
- 2.11. The following are required to be submitted electronically or by mail, annually to SNC Finance Staff or National Registrar;
 - a) Charitable Donation Return of Information form (must be received by September 15th)
 - b) Provincial Section Audited financial statements (must be received by September 15th)
 - c) Annual General Meeting minutes or link to online location (within 30 days of PSO AGM)
 - d) Updates or revisions to Constitution, Bylaws and Policy Manuals or link to online location (within 30 days of PSO AGM)



NATIONAL REGISTRATION PROCEDURES AND RULES – AGE GROUP CLUBS, UNIVERSITY/COLLEGE TEAMS, SUMMER CLUBS, MASTERS SWIMMING CLUBS, OTHER TYPE CLUBS

1. Purpose:

The national registration process, guided and directed through a central point, serves to track and monitor the demographic profile of the SNC registrants for the purposes of strategic planning, reporting and programming. The registration cycle begins annually on September 1st and ends on August 31st.

2 Procedure and Rules:

- 2.1 Age Group Clubs must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to August 31 of each year.
- 2.2 University Teams and CEGEP Teams (FNQ) must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to March 31 of each year.
- 2.3 Summer Clubs must register with their respective Provincial Section on an annual basis. Registration is for the period of May 1 to August 31 of each year.
- 2.4 Masters Clubs must register with their Provincial Section and/or their Provincial Masters Organization on an annual basis. Registration is for the period of September 1 to August 31 of each year.
- 2.5 Associations must apply for approval and affiliation with their respective Provincial Section office. Associations will undergo an annual review, conducted by the Provincial Section, to ensure adherence to the Operating Structure outlined in the Associations Procedure. Associations must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to August 31 of each year. *See: National Registration Procedures and Rules – Associations, within this manual.*
- 2.6 Club/Team registration becomes final upon payment of all applicable fees to the applicable Provincial Section and the submission of required club contact information and other documentation as set by the Provincial Section.
- 2.7 While club affiliation is applied for and approved through the Provincial Section, upon acceptance and affiliation, clubs are also agreeing to comply with the policies, procedures and rules of Swimming Canada
- 2.8 Clubs may only run programs within the provincial boundaries of their geographical location and may only register with a Provincial Section within the provincial boundaries of their geographical location.
- 2.9 Clubs from the Yukon Territory and Northwest Territories wishing to join Swimming Canada shall apply for affiliation with the Provincial section as follows; Yukon Territory; Swim BC, Northwest Territories; Swim AB. Any club located in Nunavut wishing to affiliate with SNC is requested to contact the national office for direction.
- 2.10 Clubs affiliating with a PSO will be classified as one of the following:
 - a) Age Group Club
Accepting registrations for swimmers wishing to participate or compete in sanctioned events including developmental programming, training and/or competition.
Affiliation period: September 1 to August 31
 - b) Masters Swimming Club
Accepting registrations for swimmers aged over 18 who wish to train and/or compete in Masters Events
Affiliation period: September 1 to August 31
 - c) University Team or College Team (CEGEP – QC)
Member of Canadian Interuniversity Sport affiliated University or CEGEP affiliated College league
Affiliation period: September 1 to March 31
 - d) Summer Club
Accepting registrations for Summer League developmental programming, training and/or competition. Affiliation period: May 1 to August 31



e) Other Type Club

An entity set up to accept registrations and entries for a Limited Event, specifically a single competitive event registration. For Swimming Canada or PSO use.

Affiliation period: duration of single event only.



NATIONAL REGISTRATION PROCEDURES AND RULES - SWIMMERS

1. Purpose:

National registration, guided and directed through a central point, is intended to make it possible for swimmers to make a smooth transition between clubs, developmental levels and governing jurisdictions. The national registration process also serves to track and monitor the demographic profile of the SNC registrants for the purposes of strategic planning, reporting, risk management and programming. An accurate record of the registrants from season to season ensures integrity of the integrated competition entry, result, record and ranking data.

2. Overview:

- 2.1. Swimming Canada supports a club based model, meaning SNC's registrants must register with a Swimming Club who is an affiliated member of the respective Provincial Section member.
- 2.2. Registration of swimmers must be processed annually by the Club Registrar in the SNC online registration system through their respective Provincial Section.
- 2.3. Swimmer registration becomes effective upon payment of all applicable fees to the appropriate Provincial Section by the club, and upon verification, completion and confirmation of the swimmer and primary contact information in the Swimming Canada national registration system by the swimmer/parent/guardian.
- 2.4. Registration must be completed within two weeks (14 days) of commencing participation. *Refer to fee table in this manual for annual SNC registration category fees.*
- 2.5. In order to compete in FINA/SNC sanctioned competitions, swimmers must be registered as COMPETITIVE, through their respective Club and Provincial Section.
- 2.6. Swimmers who wish to register with a Club that is different from the previous Club that they were formally registered with, must first be released from their former Club. *Refer to the National Transfer Procedure and Rules and the National Cross Province Swimmer registration contained in this manual.*
- 2.7. Swimmers may only register with a club within provincial boundaries of their permanent residence with the exceptions noted in the National Cross Province Registration Procedure contained in this manual.
- 2.8. Permanent non-resident Canadian citizens may be registered directly with SNC for the purposes of attending an SNC Designated competition to be eligible to be selected to represent Canada internationally.
- 2.9. REGISTRATION CLASSES: and Type
 - a) COMPETITIVE: Fundamental (8&U), Skills (9-10), Development (11-14), Open (15 & O), Open Varsity
 - b) UNIVERSITY: Canadian University team registration (CIS), College team registration (CEGEP)
 - c) NON-COMPETITIVE: Non Competitive, I Can Swim, Summer camp
 - d) MASTERS: Masters MSC, MSC-Open
 - e) SUMMER: Summer non-competitive or Summer-SNC (specific to Summer league clubs)
 - f) OTHER: Limited Event; single competitive event registration into an external organization's event, which is sanctioned by SNC

3. Fundamental Swimmer Registration Procedure and Rules:

- 3.1. All swimmers must register annually.
- 3.2. All Age Group swimmers must register with a Canadian Age Group Swim Club who is a member in good standing with the respective Provincial Section.
- 3.3. A swimmer may only register with one Age Group Club at a time.
- 3.4. All University / College (CEGEP) swimmers must register with a CIS or CEGEP affiliated Varsity Team who is a registered member in good standing with the respective Provincial Section. Concurrent registration with an Age Group Club is permitted.



- 3.5. A swimmer's registration must be completed within two weeks (14 days) of commencing participation with a Club
- 3.6. The registration process includes registration with the Club, Provincial Section and Swimming Canada, processed in the national online registration system, and confirmed by the swimmer/parent/guardian in the online system.
- 3.7. It is the responsibility of the Club or Team registrar to initiate registration.
- 3.8. Swimming Canada does not refund registration fees to withdrawing swimmers.
- 3.9. Registration between September 1 and March 31 will be invoiced at full cost (see fee table) with no rebates for the current year.
- 3.10. Provincial Fees are determined by the Provincial Section.
- 3.11. If a club is suspended or dissolves, swimmers must transfer their registration to another swim club who is a member in good standing with the respective Provincial Section in order to maintain their registration status and be eligible to be entered in events. .

4. Category Specific Procedure and Rules:

4.1 REGISTRATION CLASS: COMPETITIVE

TYPES (4): FUNDAMENTAL (8&U)
SKILLS (9-10)
DEVELOPMENT (11-14)
OPEN (15 & O)

DEFINITION: Registration category for swimmers of all ages

ELIGIBILITY: swimmers wishing to take part in unlimited sanctioned events

VALID: September 1 through August 31

- a) Category assignment is based on the swimmers age as of Dec 31 in the current season
- b) Swimming Canada fees for New Registrations after March 31, in the four Competitive Categories (Fundamental, Skills, Development and Open, will be reduced by 50%.
- c) "New registrations" refers to first time registrations that swimming year and University-Varsity swimmers who upgrade to the Competitive-Open membership category.

4.2 REGISTRATION CLASS: COMPETITIVE

TYPE: OPEN-VARSITY

DEFINITION: Registration category for Canadian University/CEGEP Team registered swimmers who wish to compete for their Age Group club at SNC sanctioned competitions during the University/CEGEP competitive season and beyond.

ELIGIBILITY: Swimmers must concurrently be registered with a Canadian University/CEGEP Team in the University – Varsity category.

VALID: Registration valid September 1 through August 31. Competitive Open-Varsity category registration process must be finalized prior to March 31.

- a) Varsity swimmers who are registered concurrently with both a Canadian University team and their Age-Group Club may compete only for either their varsity team or their home/age-group club at competitions that have a competition start date between September 1 and March 31. For competitions that have a start date between April 1 and August 31, the swimmer can only represent their Age Group club.
- b) A swimmer registered with an age group club, in the Competitive Open category prior to registering with a University, can subsequently be moved to the Competitive Open-Varsity category and a new invoice created. The new invoice will show a credit for the cost of a university-varsity registration fee.
- c) Varsity swimmers attending a post-secondary educational institution outside of Canada who wish to compete for their home Age Group club at competitions must register with the club in the Competitive Open category



4.3 REGISTRATION CLASS: UNIVERSITY

TYPE: VARSITY

DEFINITION: University Registration category for swimmers who will compete at CIS/CEGEP/College competitions with University/CEGEP designated team.

ELIGIBILITY: Team members of a University type club; Canadian University Team (CIS) / CEGEP / College-Leagues

VALID: September 1 through March 31

- a) All Varsity team swimmers participating in a Canadian University/CEGEP/College-League program must be registered as registration type University Varsity by the University/CEGEP
- b) Swimmers wishing to compete concurrently in Swimming Canada sanctioned competitions representing their Age Group club from September 1 to August 31 will register prior to March 31 with the Age Group club in the Competitive Open-Varsity category or after March 31 in the Competitive Open category.
- c) Clarification: Varsity swimmers who are registered with a University team may swim for their University team at competitions that have a competition start date between September 1 and March 31 or prior. Swimmers who are registered concurrently with both a University team and their Age Group club may swim for either their University team or their Age Group club at competitions that have a competition start date between September 1 and March 31. For competitions that have a start date between April 1 and August 31, the swimmer can only represent their SNC club.
- d) If not concurrently registered as Competitive Open-Varsity; University Varsity registered swimmers wishing to compete in SNC competitions with a start date between April 1 and August 31 will register with their Age Group club in the Competitive Open category at the reduced fee after March 31. Provincial Sections have the authority to apply swimmer fee reductions to their PS fees.
- e) A swimmer attending an educational institution outside of Canada and who wishes to also register with their Canadian Age Group club, must do so in the Competitive Open category.
- f) Varsity swimmers who wish to compete in Varsity competitions and Masters Competitions will register as a University-Varsity member AND as a Masters-MSA member.

4.4 REGISTRATION CLASS: NON-COMPETITIVE

TYPE: Non-Competitive Learn-to-Swim/ Fitness / Summer Camp

DEFINITION: Registration category non-competitive is limited to those enrolled in sessional "Learn to Swim" programs and "Fitness" type programs.

ELIGIBILITY: Non-competitive swimmer not intending to participate in sanctioned competitive events

VALID: September 1 through August 31

- a) The SNC fee shall apply for an unlimited number of sessions in the swimming year.
- b) Members in the Non-Competitive category may compete as EXHIBITION in ONE competitive sanctioned event or authorized "racing" opportunity by the regional associations/provincial section per swimming year (September 1 to August 31); their results from the sanctioned event will be uploaded to the results and rankings.
- c) Swimmers in the Non-Competitive category who wish to compete in additional sanctioned competitions or regional associations/provincial section "racing" opportunities" beyond the one permitted EXHIBITION opportunity must be upgraded to the appropriate Competitive registration category.
- d) Non-Competitive registrants moving into the Competitive stream will have their Competitive category fee pro-rated by the Non-Competitive fee. No fee discounts shall be applied after March 31st.
- e) No fee discount shall be applied to new Non-Competitive registrations after March 31st.

4.5 REGISTRATION CLASS: SUMMER



TYPE(S): Summer - Summer Association
Summer – SNC Age Group

DEFINITION: Summer- Association registration category is targeted for summer swimming association member who plan ONLY to compete in Summer Swimming Association sanctioned competitions.
Summer – SNC Age Group registration category is targeted for summer swimming association members who plan to compete in the summer swimming association sanctioned competitions AND in non-designated SNC sanctioned competitions during the applicable period May 1 through August 31.

ELIGIBILITY: Participants of a Summer Swimming Association who are registered in the SNC registration system.

VALID: May 1 through August 31

- a) Summer Swimming Registration Fees are set by the applicable Summer Swimming Association
- b) Provincial Fees are set by the Provincial Section
- c) Summer Provincial Registration Fees are set by the Provincial Section
- d) Swimmers wishing to compete in any SNC designated competitions must register in the appropriate SNC Competitive Category.
- e) Swimmers in the Summer-SNC Age Group Registration Category are not permitted to regularly train with an SNC club and will not be included in any SNC rankings.

4.6 REGISTRATION CLASS: MASTERS

TYPE(S): MSC (Masters Swimming Canada)
MSC-Open

DEFINITION: Registration category MSC is targeted for Masters swimmers participating in Masters only events. Registration category MSC-Open is targeted for Masters registered swimmers who wish to compete in SNC Sanctioned competitions

ELIGIBILITY: Masters registration categories are limited to swimmers aged 18 & over

VALID: September 1 through August 31

- a) MSC allows for registration with more than one club. The second and subsequent registrations must reflect the same Swimmer ID number.
- b) SNC sets the SNC fee for each Masters category registration
- c) Provincial Sections or Provincial MSO's set the Provincial Section fees. For those PSO's using the SNC online system, they also collect the MSC Fee.
- d) Masters swimmers registering in the Masters MSC-Open Category will automatically be registered concurrently in the Masters MSC category

4.7 REGISTRATION CLASS: OTHER

TYPE: Limited Event registration

DEFINITION: The Limited Event registration is targeted as a single competitive event registration into an external organization's event, which is sanctioned by SNC. (i.e. Canada Games, North American Indigenous Games, World Police and Fire Games, Open Water Events)

ELIGIBILITY: Eligible participants into the specific external organization's sanctioned event, swimmers are registered by the PSO into the event designated as 'Other' type

VALID: valid for the duration of the approved single sanctioned event

- a) A sanctioned 'Other' type Event entity, accepting registrations for the single competitive event can only be set up in the registration system by the Provincial or National Registrar.
- b) This registration type is limited to a single entry of participants, not currently registered in FINA, SNC, PS, Club programs, into the sanctioned Provincial, National or International competition or event.
- c) The respective Provincial Registrar is designated as the registrar for the event.



NATIONAL REGISTRATION PROCEDURES AND RULES – COACHES

1. Purpose:

The national registration process serves to both ensure membership compliance and to track and monitor the demographic profile of Swimming Canada for the purposes of strategic planning, reporting, risk management and programming. The registration cycle begins annually on September 1st and ends on August 31st.

2. Overview:

REGISTRATION CLASS: COACH

CATEGORIES (6):

- A1 Head Coach attending National level/SNC designated events
- A2 Head Coach Provincial level events; not permitted to attend National level/SNC designated events.
- B Assistant Coach attending National level/SNC designated events;
- C Assistant Coach attending Provincial and Invitational events;
- D Non-competitive coach, Masters coach, Triathlon coach, Swimming Canada affiliated Summer Club coach.
- E *Associate Coach (Swimming Canada / PSO use only, see information below)*

VALID: registration valid September 1 to August 31

3. Rules and Procedures:

- 3.1. All Coaches working with registered Swimming Canada swimmers must register annually as a Coach via the Swimming Canada online registration system, prior to becoming active in a coaching position.
- 3.2. The coach registration process is initiated in the online registration system by a Registrar and requires the coach to meet the registration requirements of Swimming Canada, the CSCTA and the Provincial Section.
- 3.3. Registration is complete when the Swimming Canada, CSCTA and Provincial Section registrations have been processed fully in the online registration system and the coach has met the minimum certification qualifications as state below and full payment has been made.
- 3.4. All coaches must be a minimum of 15 years of age to actively coach in a Swimming Canada affiliated program.
- 3.5. The registration period for coaches is September 1 to August 31 of each competitive season.
- 3.6. Coaches working with Swimming Canada registered swimmers must be registered in A1, A2, B, C or D category.
- 3.7. It is incumbent upon the Coach to manage their certification levels.



Minimum Certification Prerequisites for Coach Registration Categories (chart)

Registration Category	Minimum Certification Prerequisites for Coach Registration Category	Event Level
A1	Senior Coach (Level 3) IN TRAINING = Complete Multi-Sport Competition Development modules – Coaching & Leading Effectively, Developing Athletic Abilities, Psychology of Performance, Managing Conflict, Prevention and Recovery, Leading Drug Free Sport and the Swimming 301 pre-course workbook https://www.swimming.ca/en/definition-training-certification/	Head Coach attending National Level Events
B	Age Group Coach (Level 2) IN TRAINING = Complete Multi-Sport Competition Introduction modules – Design a Basic Sport Program, Basic Mental Skills, Teaching and Learning and the Swimming 201 pre-course workbook https://www.swimming.ca/en/definition-training-certification/	Assistant Coach attending National Level Events
A2	Fundamentals Coach (Level 1) TRAINED (Not more than one year) = Successfully complete Swimming 101 pre-course workbook AND Swimming 101 course https://www.swimming.ca/en/definition-training-certification/ Fundamentals Coach (Level 1) CERTIFIED = Successful evaluation of all of the Fundamentals Coach (Level 1) evaluation requirements https://www.swimming.ca/en/definition-training-certification/	Head Coach attending Provincial Meets. Not permitted to attend National Level Events
C	Fundamentals Coach (Level 1) TRAINED (Not more than one year) = Successfully complete Swimming 101 pre-course workbook AND Swimming 101 course https://www.swimming.ca/en/definition-training-certification/ Fundamentals Coach (Level 1) CERTIFIED = Successful evaluation of all of the Fundamentals Coach (Level 1) evaluation requirements https://www.swimming.ca/en/definition-training-certification/	Assistant Coach attending Provincial and Invitational Events Not permitted to attend National Level Events
D	Fundamentals Coach (Level 1) IN TRAINING = Successfully complete Swimming 101 pre-course workbook https://www.swimming.ca/en/definition-training-certification/ Or Swimming Teacher IN TRAINING = Red Cross Water Safety Instructor or I Can Swim Teacher or Lifesaving Instructor NCCP application has been received and Make Ethical Decision training is complete. https://www.swimming.ca/en/definition-training-certification/ Or Community Sport TRAINED (Not more than two years) https://www.swimming.ca/content/uploads/2015/10/certification-pathway-community-sport.pdf <i>This is the default category for Coaches from other organizations such as Triathlon, Special Olympics etc., where they do not have a valid Swimming Canada NCCP certification</i>	Non-competitive Coach, Masters coach, Triathlon coach, Swimming Canada affiliated Summer Club Coach.
E	No minimum certification prerequisites <i>Swimming Canada and Provincial Registrar use only</i>	Attending only NCCP certification or other education events



-
- 3.8. Swimming Canada National Level Events (SNC Designated events) include:
- Olympic, World, Commonwealth, Pan Pacific, Pan American TRIALS;
 - Paralympic, Para Pan Pacific, Para Pan American TRIALS;
 - Canadian Swimming Championships;
 - Eastern Open and Western Open
 - Canadian Age Group Swimming Championships;
 - Can Am Para-swimming Championships;
- 3.9. All returning Coaches (all categories) have until November 30th to become at a minimum Swimming Teacher CERTIFIED or Fundamentals Coach Level 1 CERTIFIED.
- 3.10. First year Coaches (all categories) have until November 30th to complete the following:
- a) Community Sport Coach course to achieve Community Sport Coach IN-TRAINING status OR
 - b) Be registered in a Swimming 101 course and complete the Swimming 101 Pre-Course Workbook to achieve Fundamentals Coach (Level 1) IN-TRAINING status OR
 - c) Complete at least one of the following: Red Cross WSI / I Can Swim Teacher application to achieve 'Swimming Teacher in-training' status.
- 3.11. First year coaches referred to in the previous point (3.11) are not eligible to coach at any sanctioned competition unless they are being mentored and accompanied by a coach certified at a higher level.
- 3.12. Community Sport Coaches and Swimming Teacher IN-TRAINING coaches are not eligible to attend any sanctioned competition unless being supervised and accompanied by a mentor coach certified at a higher level.
- 3.13. Swimming 101 candidates are eligible to attend sanctioned competitions once the Swimming 101 course has been completed.
- 3.14. A Community Sport Coach may coach two swimming seasons at this level, and prior to November 30 of their third swimming season must progress to Fundamental Coach (level 1) IN-TRAINING status.
- 3.15. Red Cross WSI / I Can Swim Teacher candidates have until November 30th of their second year to become, at a minimum, Swimming Teacher CERTIFIED.
- 3.16. Swimming 101 Candidates have until November 30th of their second year to become, at a minimum, Level 1 Fundamentals Coach CERTIFIED.
- 3.17. First year coaches beginning after November 30th have 30 days to complete the Community Sport Coach course to achieve Community Coach IN-TRAINING status OR Swimming 101 Pre-Course Workbook to achieve Fundamentals Coach IN-TRAINING status OR complete the Red Cross WSI / I Can Swim Teacher application to achieve Swimming Teacher IN-TRAINING status.
- 3.18. It is recommended that Community Sport Coaches and Swimming Teacher IN-TRAINING coaches not attend sanctioned competitions unless being supervised by a mentor coach certified at least one level above.
- 3.19. Coaches who plan to challenge an NCCP certification must submit all of the requirements as part of the challenge process and pay the appropriate challenge fee before November 30th in order to register with Swimming Canada. Coaches starting work with a Club for the first time after November 30th have 30 days to complete, submit and pay the appropriate Challenge fee.
- 3.20. Coaches who have completed the Coach Challenge process and have been granted IN-TRAINING or TRAINED status at a given level, will, for the purposes of this policy be considered CERTIFIED at the



level below.

- 3.21. In the case of extraordinary circumstances, a coach that doesn't meet any of the aforementioned requirements may appeal to the Swimming Canada Sport Director or their designate for temporary access to a Swimming Canada designated meet.
- 3.22. A coach who does not meet any of the aforementioned requirements may appeal to their Provincial Section office for temporary access to Provincial Level meets.
- 3.23. Independent coaches may apply to register directly with the Provincial Section, not affiliating with a club, and; provided they have the right NCCP requirements, be registered in any appropriate category (A1, A2, B, C or D) however they will be limited to the following:
- a) An Independent Coach may serve as substitute Coach, a mentor Coach or a Coach consultant in a daily training environment within the province of their registration. (registered in A1, A2, B, C, D categories)
 - b) An Independent coach may take NCCP courses and professional development offered by Swimming Canada or the Provincial Sections. (*at minimum, register in Category E, Associate Coach*)
 - c) An Independent Coach, *except those registered in Category E*, may only attend club level events where the club head coach is present.
 - d) An Independent Coach, *except those registered in Category E*, may attend Provincial meets as defined by the Provincial Sections.
 - e) An Independent Coach, registered in any Category, may not coach swimmers at a Swimming Canada National Level Events.
 - f) Should an Independent Coach wish to attend Swimming Canada National Level Events they must become registered with a club or transfer their registration to a club.
 - g) Should an Independent Coach, *except those registered in Category E*, wish to provide coaching services outside of the province of their current registration, they must become registered as an Independent coach with the new province Provincial Section in the appropriate category.
 - h) A Provincial section may have registration requirements in addition to the Swimming Canada requirements, which the coach is required to meet in order to become fully registered.
- 3.24. A Provincial Section will register an Independent coach in the provincial non-Club Coach entity which has been set up by the Provincial Registrar for this purpose as outlined in Procedures and Rules - Club Code, in this document (e.g. BCNCC, NBNCC; *Province Non-Club Coach*)
- 3.25. Provincial Coaches will be registered by the Provincial Registrar using the entity set up for this purpose as outlined in the Procedures and Rules – Club Code. Choose the registration category which matches the individual's duties and responsibilities. (e.g.
- 3.26. NCCP Master Learning Facilitators and Learning facilitators who are not affiliated with a club will be registered by the Provincial Registrar in the entity set up for staff and Provincial coaches as outlined in the Procedures and Rules – Club Code. Choose the registration category which matches the individual's duties and responsibilities.
- 3.27. Registration category E (Associate Coach) is reserved for Independent Coaches or individuals being registered for the purpose of coach education/certification or to be a recipient of information distributed by the CSCTA or Provincial Section by a Provincial Registrar or National Registrar. Choosing Category E is restricted to Swimming Canada or Provincial section registrar use only.



NATIONAL REGISTRATION PROCEDURES AND RULES – OFFICIALS

1. Purpose:

The national registration process serves to track and monitor the demographic profile of SNC for the purposes of strategic planning, risk management and programming. Registering officials is a means of tracking an officials' participation and certification progression.

2. Overview:

All Officials must be registered annually through the SNC online registration system by a Club Officials Administrator or Provincial Officials Administrator. Officials will not be required to pay a fee to register with SNC. A Provincial Officials registration fee may be set by the Provincial section.

REGISTRATION CLASS: OFFICIAL

TYPES (5): LEVEL I - Red pin
 LEVEL II - White pin
 LEVEL III - Orange pin
 LEVEL IV - Green pin
 LEVEL V - Blue pin

DEFINITION: An individual pursuing officiating certification in order to volunteer qualified officiating services at a sanctioned swimming competition.

ELIGIBILITY: Individual volunteers

VALID: Registration valid September 1 to August 31

3. Procedure and Rules:

- 3.1 All Officials must be registered annually as an Official in the SNC online registration system within two weeks (14 days) of commencing activity as an Official.
- 3.2 The Club Registrar will submit an Additional User System Access Waiver to the PSO prior to assigning an Officials Administrator, or other club designate, to process the registration of Officials.
- 3.3 Those Officials not affiliated with a Club pursue their SNC Officials registration directly through their Provincial Swimming Organization.
- 3.4 The registration period for officials is September 1 to August 31 of each competitive season.
- 3.5 It is incumbent upon the Official to manage their certification levels.



NATIONAL REGISTRATION PROCEDURE & RULES – SWIMMER TRANSFERS

1. Purpose:

Whereas Swimming Canada has a vested interest in creating an environment where both clubs and registered individuals have reasonable opportunity to pursue success; and whereas SNC wishes to support the freedom of choice for a swimmer's training opportunities within reason and in support of the club system, it has been deemed appropriate to apply a nation-wide Swimmer Transfer Procedure to govern the movement of swimmers club to club and province to province.

2. Rules and Procedure:

The transfer process shall act as a formal mechanism to terminate a swimmer's affiliation with one club and to initiate his/her affiliation with a new club. A transfer is not only intended to relocate a swimmer's registration and competition history but to safeguard clubs and act as a preventative measure to dissuade swimmer recruitment, and to serve as a method to identify any financial conflicts/issues with a swimmer's previous club.

- 2.1 A swimmer may be registered with only one club and/or one varsity team. A swimmer may be registered with a varsity team only or with both a club and varsity team from September 1 to March 31. A swimmer may represent only one of these entities in a single competition.
- 2.2 A swimmer changing clubs at any time will complete the National Swimmer Transfer Procedure, even if a period of inactivity is involved.
- 2.3 A swimmer wishing to change clubs must make a request to the Club Registrar of the new club to initiate a transfer. An email transfer request is sent to the current (releasing) Club and the Provincial Section (PS).
- 2.4 The releasing Club will be defined as the last club that the swimmer was registered with; irrespective of how long ago the swimmer was registered with that club.
- 2.5 If the swimmer has no outstanding commitments (financial or other) to that club, the former club must release the swimmer immediately.
- 2.6 A transfer is effective on the date the approval is formally given by the Provincial Section.
- 2.7 Upon approval of the first transfer in the swimming season, by the releasing Club and Provincial Section, the swimmer may then represent his/her new club in a competition.
- 2.8 Second and subsequent transfers within the same swimming season (September 1 to August 31), following approval by the releasing Club and PS, shall be accompanied by a new 60 day unattached status period where a swimmer is considered registered, but may not represent his/her new club in a competition (including scoring points or swimming in a relay) and must be entered into meets as "unattached - province" (i.e. UNBC, UNON, UNNS). Reference: National Club Code Procedures and Rules in this Manual
- 2.9 A swimmer transferring to a club in another Provincial Section (PS) will pay the full provincial and any upgrade fees, if applicable, of the new PS. For transfers April 1st onwards, Provincial Sections have the authority to apply swimmer reduction fees. The SNC fee will not be charged twice.
- 2.10 A swimmer who has been suspended by the Club, Province or SNC is required to follow the *National Suspended Swimmer Procedure and Rules* contained in this manual.

Notes:

- > These transfer rules apply only to transfers between Age Group Clubs. Swimmers moving between an Age Group Club and a University, Masters or Summer Club are not considered transfers.
- > These transfer rules state that the former (or releasing) club will be defined as the last club that the swimmer was registered with; irrespective of how long ago the swimmer was registered with that club. For example: registering with a new club at the start of a season is considered the first transfer for that season, any subsequent transfers would require a period where the swimmer would not be eligible to represent the new club in a competition for 60 days. See: *National Procedures and Rules – Club Codes* in this manual, for clarification of club code use.

3. Procedure for members of a suspended club to transfer

- 3.1 Members of a suspended club are eligible to transfer to another club as per the National Transfer Procedure and Rules.
- 3.2 The transfer of a member of a suspended club is initiated by the receiving club. In this case the Provincial Registrar has the authority to release the swimmer and process the transfer.



NATIONAL REGISTRATION PROCEDURE AND RULES - CROSS PROVINCE SWIMMER REGISTRATION

1. Purpose:

Whereas Swimming Canada wishes to support both the choice for a swimmer's training opportunities and provincial jurisdiction related to membership, it has been deemed appropriate to apply a nation-wide Cross-Province Registration Procedure to govern the registration of swimmers from one province to a club in a non-resident province. The National Swimmer Transfer Procedure must be complied with for all potential cross-province swimmer registrations involving the transfer of a registered swimmer or a formerly registered swimmer.

2. Cross Province Swimmer Registration Rules and Procedure:

This procedure shall act as a formal mechanism to initiate a swimmer registration with a club from a different provincial jurisdiction than their permanent provincial residence.

- 2.1 Swimmers wishing to register or transfer to a club in a different provincial jurisdiction from their permanent residence must provide notice of their intent to the National Registrar and the Provincial Registrar of their home residence.
- 2.2 Swimmers wishing to register or transfer to a club in a different provincial jurisdiction must be a member-in-good-standing in the province in which they are currently registered with and must demonstrate that the majority of training shall be on-site with the new club. An email from the Head Coach of the "receiving club" outlining the on-site training expectations to both the national and provincial registrars shall fulfill the requirement. Pending successful proof of this requirement, the registration or transfer request shall not be unreasonably withheld.
- 2.3 Swimmers wishing to register or transfer to a satellite program of a club in a different provincial jurisdiction shall only be considered if the satellite program and the root club are within 100km of one another.
- 2.4 Swimmers who cannot demonstrate that the majority of training will be done with the proposed new club will be denied the opportunity to register with that club/province.
- 2.5 Age Group swimmers from a geographic location where the closest affiliated SNC club is in a different provincial jurisdiction; and where the closest affiliated club in the swimmer's home provincial jurisdiction is greater than 100 km away; may apply to the national registrar for consideration.
- 2.6 This Procedure does not apply to the following situations where specific SNC rules shall govern:
 - a) Swimmers competing in the CIS/NCAA.
 - b) Swimmers enrolled in a graduate studies program and who are post CIS/NCAA eligible.
 - c) Swimmers who are Canadian citizens and permanently residing outside of Canada.
 - d) SNC High Performance Centres or SNC Intensive Training Program
 - e) Masters swimmers



NATIONAL REGISTRATION PROCEDURE AND RULES - SUSPENDED SWIMMERS

1. Purpose:

Whereas Swimming Canada has a vested interest in creating an environment where both clubs and individuals have reasonable opportunity to pursue success; and whereas SNC wishes to support disciplinary actions imposed by the Clubs and the Provincial Sections on its members, it has been deemed appropriate to apply a nation-wide Suspended Swimmer Procedure.

2. Suspended Swimmer Procedure:

The Suspended Swimmer process shall act as a formal mechanism to support disciplinary actions imposed by a Club or Provincial Section on their members.

2.1 Clubs who have suspended a member from entering competitions must inform the Provincial Registrar, who will consult with the Provincial Section ED and/or Board. The Provincial Registrar has the authority to activate the swimmer's *suspended status* in the membership database.

2.2 A swimmer with a *suspended status* will be prohibited from entering a sanctioned competition.

2.3 A swimmer with a *suspended status* will retain his/her training privileges and is entitled to insurance privileges unless otherwise noted in the terms of their suspension.

2.4 A swimmer with a *suspended status* wishing to change clubs must make a request to the Club Registrar of the new club to initiate a transfer. The Club Registrar of the receiving club must provide notice of their intent to the Provincial Registrar. The Provincial Registrar has the sole authority to initiate this transfer and will do so only after discussion with the current (releasing) club.

2.5 Once the swimmer's suspended status is removed by the club, a club official must inform the Provincial Registrar who will consult with the Provincial Section ED and/or Board and has the authority to remove the *suspended swimmer status*.

2.6 The *suspended swimmer status* will not be carried over from one swimming season (September 1 to August 31) to the next.

2.7 The specific terms of a suspension could affect the basic suspension terms listed above.



REGISTRATION PROCEDURE AND RULES – CANADIAN SWIM COACHES AND TEACHERS ASSOCIATION - CSCTA

(Special Interest Group Member)

1. Purpose:

Swimming Canada's national registration process serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning, reporting and programming. As per the By-Laws of SNC, the application for membership requires the following procedures and rules to be met. The membership cycle begins annually on September 1st and ends on August 31st.

2. Procedure and Rules:

- 2.1 As a Special Interest Group member, the CSCTA must register annually with SNC's National Registrar. The required information is contained in this document. The authority over its members and the rights and responsibilities of members are defined in the Bylaws and Policies of the CSCTA.
- 2.2 SNC's long standing partnership with the CSCTA requires registered coaches working with a SNC club or organization to also become registered with CSCTA.
- 2.3 The following submissions are required annually from CSCTA to SNC via the National Registrar:
 - a) The CSCTA is required to notify SNC's National Registrar of any changes to their respective coach types or categories annually by August 15th for updating in the online system
 - b) Office, Staff and Board of Directors contact information or link to the location online
 - c) Audited financial statements (most recent)
 - d) Annual General Meeting minutes or link to the online location
 - e) Updates to Constitution, Bylaws and Policy Manuals or link to the location online
 - f) Confirmation of previous season annual membership statistics at August 31st (prior to September 30th)

3. Coach Registration Categories:

- TYPES (5):
- A1 Head Coach attending National Level / SNC designated events;
 - A2 Head Coach at Provincial level events not permitted to attend National level/SNC designated events);
 - B Assistant Coach attending SNC designated meets;
 - C Age Group Assistant Coach attending Provincial and Invitational events;
 - D Age Group Non-competitive coach, Masters coach, Triathlon coach, Swimming Canada affiliated Summer Club coach.
 - E Associate Coach (Swimming Canada / PSO Registrar use only)

See: *National Registration Procedures and Rules - Coach Registration* within this manual



REGISTRATION PROCEDURE AND RULES– MASTERS SWIMMING CANADA - MSC

(Special Interest Group Member)

1. Purpose:

Swimming Canada's national registration process serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning, reporting and programming. As per the By-Laws of SNC, the application for membership requires the following procedures and rules to be met. The membership cycle begins annually on September 1st and ends on August 31st.

2. Procedure and Rules:

2.1 As a Special Interest Group member, MSC must register annually with SNC's National Registrar. The required information is contained in this document. The authority over its members and the rights and responsibilities of members are defined in the Bylaws and Policies of MSC.

2.2 Swimming Canada's membership fee for MSC is based on the number of registered swimmers per season. SNC will invoice MSC in September upon confirmation of the final registration stats at August 31.

2.3 The following submissions are required annually from MSC to SNC via the National Registrar:

- a) Office, Staff and Board of Directors contact information or link to the online location
- b) Audited financial statements (most recent)
- c) Annual General Meeting minutes or link to the online location
- d) Updates to Constitution, Bylaws and Policy Manuals or link to the online location
- e) Confirmation of previous season annual membership statistics for each province as of August 31st (prior to September 30th)
- f) In the event that MSC collects fees on behalf of SNC, MSC will forward the fees collected to SNC no later than October 31 of each year

2.4 Masters Type Registration Categories are limited to swimmers aged 18 & older at the time of registration.

3. Masters Type Registration Categories:

Masters MSC
Masters MSC-Open

See: *National Registration Rules and Procedures - Swimmer Registration* within this manual for specific category details.



FORMS

PERMANENT NON-RESIDENT SWIMMER REGISTRATION FORM

For Canadian Citizens, Born in, or Outside of Canada, and Permanently Residing Outside of Canada with intentions of being considered for selection to a National Team

To be eligible to register with Swimming Canada as Unattached (UNCAN) the applicant is required to submit government issued proof of permanent residency in a country outside of Canada or a notarized letter from the country confirming permanent residency in a country outside of Canada, proof of permanent address of residence and a copy of current Canadian passport.

Swimmer Information

Surname: _____ Given Name: _____
Birth date: (mm/dd/yyyy) ___ / ___ / _____ Gender: (m) ___ (f) ___
Address: street: _____ city: _____
state: _____ country: _____
postal code: _____ e-mail: _____
Telephone: home: _____ other: _____
Canadian Passport Number: _____ (*Attach photocopy of current passport*)
Have you been selected to a National Team and represented a country other than Canada in an international competition? Yes ___ No ___
If yes, which country? _____
Which competition? _____ Which year? _____

Parent / Guardian Information (applies to swimmers under 18 years of age)

Surname: _____ Given Name: _____
Address: street: _____ city: _____
state: _____ country: _____
postal code: _____ e-mail: _____
Telephone: home: _____ other: _____

Payment & Information:

- Annual registration fee for non-resident Canadian Unattached status with SNC is \$100.00 CAD. The registration period is September 1 to August 31.
- Swimmer's club code and name for meet entries will be UNCAN (Unattached Canada)
- Swimmer is required to notify Swimming Canada if the swimmer will use the club code designation: UNCAN at a FINA affiliate sanctioned competition outside of Canada.
- Please complete the credit card information below or attach and submit a cheque or money order.

Please note: *Registration process must be completed 30 days prior to a Trials competition to be eligible to enter.*

VISA / MasterCard #: _____ expiry date (mm/yy) ___ / ___
Name on card: _____ card security code _____

Submit application to National Registrar at natloffice@swimming.ca



PRIVACY POLICY COMPLIANCE FORM

SWIMMING CANADA UNATTACHED; PERMANENT NON-RESIDENT CANADIAN

Swimming/Natation Canada (SNC) protects and keeps confidential all personal information of its members.

The collection of personal information shall be limited to that which is necessary for the purposes identified by Swimming/Natation Canada below. Information shall be collected by fair and lawful means.

Except as set out in the SNC Privacy Policy, personal information is not disclosed to third parties without prior consent from the member or their parent/guardian. Signed consent forms are kept on file until such time as a member wishes to withdraw consent or leaves the organization.

REGISTRATION CONSENT FORM Swimming Canada – UNATTACHED; non-resident Canadian

Swimmer's Name: _____ (the "Swimmer")

Registration Number (if registered in prior season): _____

Please carefully read, complete and sign this form.
A parent or legal guardian must sign for those swimmers under the age of 18.

The Canadian *Personal Information Protection & Electronic Documents Act* requires that consent be obtained prior to the collection and use of all personal information.

The personal information you provide to Swimming/Natation Canada (SNC) from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Association. These purposes include registration, insurance coverage, training and competition participation, competition results' publication, rankings 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' names, genders, ages, club affiliations on Swimming Canada webpages or in results, news releases and ranking reports; and
- f) making direct contact with swimmers as necessary for the operations of 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 Swimming/Natation Canada Privacy Policy (the "Policy") may be found on the Swimming Canada website www.swimming.ca at: <https://www.swimming.ca/Privacy>.



Should a swimmer wish to review their personal information held by Swimming Canada, they must make a request to the Organization pursuant to its Policy. Further, swimmers may withdraw consent to use their personal information pursuant to the Policy. Such a withdrawal however, may require the cancellation of registration with and suspension of activities with Swimming Canada.

All swimmers or their parent or legal guardian must sign a copy of this consent form.

I hereby consent to the collection and use of my personal information as described above.

Signature of Swimmer (18 or older)
or Parent/Guardian

Date

Print name and relationship to Swimmer
(if signed by Guardian)



PROVINCIAL SECTION PRIVACY POLICY COMPLIANCE DECLARATION

SNC is governed by the *Personal Information Protection and Electronic Documents Act* (PIPEDA) in matters involving the collection, use and disclosure of personal information.

Swimming/Natation Canada (SNC) requests the consent of its registrants to collect and use personal information primarily for registration and performance purposes. Personal registration information shall include name, address, date of birth, gender, club affiliation, para-swimming classification (if applicable), aboriginal declaration (if applicable), citizenship status, address, e-mail addresses, telephone numbers, officials certification qualifications.

Provincial Sections are subsidiaries of SNC for reporting purposes under the SNC Privacy Policy. Because PS's have a more direct relationship with registrants, PS's shall, by way of the clubs, obtain the consent of members to collect and disclose to SNC, personal information solely for the purposes identified in the SNC Privacy Policy.

PROVINCIAL SECTION PRIVACY POLICY COMPLIANCE DECLARATION

In accordance with the SNC Privacy Policy, the swim club registrar shall be responsible for obtaining a signed consent form from each registrant, swimmer or parent/guardian prior to registration each year. The club registrar shall keep the signed consent forms on file at the club office.

Each PS shall provide SNC with a signed declaration that personal information received from its members shall be disclosed with consent for the purposes of SNC as identified in the SNC Privacy Policy. <https://www.swimming.ca/Privacy>

PROVINCIAL SECTION _____

Hereby declares that personal information received from registrants shall be disclosed with consent for the purposes of Swimming/Natation Canada as outlined in the SNC Privacy Policy and in compliance with the federal *Personal Information Protection and Electronic Documents Act* or the provincial privacy laws, if more stringent than PIPEDA.

Signature of Executive Director or PS Registrar: _____

Date: _____



Club Registrar Compliance Declaration – template

Template *WORD version available from National Registrar

Complete and fax, scan and email or mail to (PSO) for Registration site access

(PSO name)'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 (province) 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. There may be a requirement for an additional user in the system. 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 Waiver Application* to the (PSO) Executive Director requesting user access for an additional user from within their organization. The club Registrar assumes the responsibility of educating each site user within the club, of the requirement to respect 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.

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 (PSO). 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 (PSO). I understand 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: _____



ADDITIONAL USER – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION - TEMPLATE

Template *WORD version available from National Registrar

Complete form and fax, scan and email or mail to (PSO) for Registration site access

(PSO name)'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 (province) 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 (PSO), 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 (PSO). 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: _____



Personal Information Protection & Electronic Documents Act

SWIMMER REGISTRATION CONSENT FORM – PSO TEMPLATE

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/Natation Canada (SNC). These purposes include national, provincial and event registration, insurance coverage, training and competition participation and competition result publication. The information you provide is for purposes including association registration, insurance coverage 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 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, [Provincial Section](#) and SNC.

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 SNC at: <https://www.swimming.ca/Privacy> and for the [Provincial Section](#) at [add website location](#)

Should a registrant wish to review their personal information held by the Club, [Provincial Section](#), or SNC 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, [Provincial Section](#) and SNC. 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



Personal Information Protection & Electronic Documents Act OFFICIALS REGISTRATION CONSENT FORM – PSO TEMPLATE

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, PSO and/or Swimming/Natation Canada (SNC). These purposes include national, provincial, and event registration, insurance coverage, certification, and event participation. Some of the information you provide is for purposes including association registration, insurance coverage and:

- a) Reporting and publishing name, certification level, gender, club affiliation on Swimming Canada web pages or news releases and reports and;
- b) Compiling statistical reports
- c) Reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized third parties;
- d) Making direct contact with registrants, volunteers and staff as necessary for the operations of the Club, [Provincial Section](#) and SNC.

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 SNC at: <https://www.swimming.ca/Privacy> and for the [Provincial Section](#) at [website](#)

Should a registrant wish to review their personal information held by the Club, [Provincial Section](#), or SNC 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, [Provincial Section](#) and SNC. 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

SNC 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 days to comply or will be suspended in the interim until provided. The results of the PRC or VSC or similar will similar will be reviewed to determine whether or not the registrant may continue to be active with SNC