



Club Affiliation Registration 2021 - 2022

Welcome to the 2021 - 2022 Swim Season a season of growth and renewal. Swim Manitoba looks forward to working together with and supporting clubs as we begin a new season of renewal, growth and excitement as we re-establish Club swimming in Manitoba. Your role as Registrar is fundamental in this renewal and we thank you for taking on this important responsibility.

As always, please don't hesitate to contact Swim MB for assistance.

Karen Williams
swim@sportmanitoba.ca
Manager Membership Services

All the following documents **MUST be sent electronically** in PDF format or electronic link to Swim Manitoba swim@sportmanitoba.ca as part of the annual Club Affiliation Registration Requirements.

Steps/Forms 1 -11 can be found on the following pages, along with this document as fillable forms on our website [Swim Manitoba Registration](#)

A Club is not considered registered until the ENTIRE Registration package is received and processed including the Club Registration Fee payment.

All fees and invoices can be paid by:

E-transfer via: swim@sportmanitoba.ca

Cheque payable to: [Swim Manitoba](#)

Mailed to: [Swim Manitoba 145 Pacific Ave Winnipeg MB R3T 2Z6](#) *[Items mailed are subject to delay](#)*



Club Contact Information

Club Name:

Club Code:

Address:

City:

Postal Code:

Website:

Club Main Communication Administrator

Full Name

Phone

Email

Club President

Full Name

Phone

Email

Club Vice President or General Manager - please indicate

Full Name

Phone

Email

Club Treasurer

Full Name

Phone

Email

Club Head Coach

NCCP #

Full Name

Phone

Email

Club Registrar

Full Name

Phone

Email

Club Meet Manager

Full Name

Phone

Email

Club Officials Administrator

Full Name

Phone

Email

Pool Booking Administrator

Full Name

Phone

Email



Coach Compliance and Validation Declaration Form

I hereby declare that I have verified all club coaches required documentation for validity and compliance. I understand and agree to abide by Coach Compliance requirements and to keep the information current and confidential throughout the season.

CLUB NAME: _____

Club President Name & Signature: _____

Club Registrar Name & Signature: _____

Date (dd/ mmm/ yyyy): _____

Should you have any questions,

please contact: swim@sportmanitoba.ca

Reference:

[Club Coach Compliance & Validation Excel Document](#) - sent directly to club by Swim Manitoba

[Club Coach Self Declaration form](#): [click here](#)



Facility Rules – Club Declaration Form

The Facility Rules and Guidelines of Swimming Canada are effective September 1, 2018 and shall influence all decisions surrounding facility usage for competitions and training in Canada. The Facility Rules and Guidelines are to be used in conjunction with Swimming Canada Rules for all sanctioned competitions in Canada. The Facility Rules and Guidelines (Section 3 – CFR TR01), stated below, are to be used for all affiliated Swimming Canada clubs in their daily training environment and sanctioned competitions.

CFR – TR01 – Dive Entries

Diving – A minimum water depth of 1.35 metres, extending from 1.0 metre to at least 6.0 metres from the end wall is required for pools with starting platforms.

A minimum water depth of 1.20 metres, extending from 1.0 metre to at least 5.0 metres from the end wall is required for pools where diving takes place from the permanent deck or bulkhead, where the height is not more than 0.35 metres from the water surface.

When the water depth is less than 1.20 metres, **no diving is permitted.**

Water Depth	
Less than 1.2m	No Diving, in water starts only
1.2m – 1.35 m	Diving from the permanent deck or bulkhead where the height is not more than 0.35m from the water surface is permitted.
1.35m equal to or greater than	Diving from starting platform (max 0.75m from water surface as per FR2.7)

I hereby declare that I have read, understand, and agree to abide by the [Facility Rules and Guidelines of Swimming Canada](#), including but not limited to section 3 – CFR TR01 as set out above.

CLUB NAME: _____ CLUB CODE: _____

Club President’s Name & Signature: _____

Club Head Coach Name & Signature: _____

Meet Manager Name & Signature: _____

Date (dd/ mmm/ yyyy): _____

NOTE: Measure for actual water depth: don’t take posted depths as actual water depths. If posted pool depth is 2.0m or less then please measure for actual water depth, as we have learned that in some cases, the posted depth is the pool cell and not the water.

Should you have any questions or concerns,

please contact: questions@swimming.ca and/or swim.ed@sportmanitoba.ca





Club Affiliation Form 4 of 11 **Club Registration Affiliation Form Invoice & Fee Chart**

Complete, email and e-transfer fees to: Swim Manitoba swim@sportmanitoba.ca

Club Name:

THIS FORM ACTS AS YOUR CLUB AFFILIATION INVOICE for 2021-2022 season

No fee increase

Total # Swimmers	Club Affiliation Fee	GST	Total Due	Check appropriate box
1 - 4	35.00	1.75	\$ 36.75	
5 - 15	35.00	1.75	\$ 36.75	
16 - 30	70.00	3.50	\$ 73.50	
31 - 60	105.00	5.25	\$110.25	
61 - 120	140.00	7.00	\$147.00	
121 - 240	175.00	8.75	\$183.75	
241 - 480	210.00	10.50	\$220.50	

Include all swimmers in categories of – pre-competitive, competitive, varsity, Masters within Age Group club

Masters Clubs (Masters Clubs that are not affiliated with an Age Group or all year Varsity club)

Total # Swimmers	Club Affiliation Fee	GST	Total Due	Check this box
5 - 200	35.00	1.75	\$ 36.75	

Your Registration numbers are based upon:

Returning Clubs – last season’s membership numbers

New Clubs – this season’s registration numbers on 30 September

*Due to Covid-19 affect on registration in 2021-2021, registration review will be done 15 Nov 2021

This form acts as **your invoice for Club Affiliation fees** that should be presented to your Club Treasurer for immediate payment to Swim Manitoba and included with your affiliation package.

Club type: Age Group Varsity Masters

Is your Club registered and incorporated with Manitoba Business Registry:

NO Yes If Yes Registry #: _____

Swimming Canada CEO, or their designate, at their discretion, may issue an emergency suspension to any registrant or member.



Club Registrar RTR Access/ Compliance Declaration Form

Club Affiliation Form 5 of 11

for access to the Swimming Canada RTR System

Complete and email to Swim Manitoba swim@sportmanitoba.ca

Swim MB’s registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for personal information from people within and outside the Manitoba swimming community. The club must ensure that the information requested is reasonably associated with the organization’s functions and that the information will be used according to the purposes that were expressed to the registrant upon collection. Club Registrars must be over the age of 18 at September 1st.

The club Registrar is the primary custodian of the registration data for each club. **The club Registrar’s direct resource for guidance or assistance is the Provincial Registrar.** The club Registrar assigns meet Manager and Officials Administrator access. Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the club’s Registrar can compete and submit an Additional user Waiver Application to Swim MB’s Executive Director requesting user access for an additional user from within their organization. The club Registrar assumes the responsibility of educating each site user withing the club, of the requirements to respect and protect the confidentiality and privacy of personal information. The club Registrar is responsible for removing access to the Registration Tracking and Results (RTR) System for inactive users.

Registrants can view, correct and/or update their personal information within the RTR at any time by accessing their information in the RTR with their username and password as created by them during their “final step” of registration.

Upon completion of your club’s annual affiliation with Swim MB, including submitting this waiver, the registrar will be given password protected access to the Swimming Canada National Registration site to begin the club’s registration process for the season.

DECLARATION Additional User

As Registrar for my club, I agree **that I will not share my username and password for the registration system with anyone** without the consent of Swim MB. 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 RTR as it is intended, for the purposes of maintaining the club registration data with Swim Canada and Swim Manitoba. I understand and agree to the obligation to enter current and accurate registration data for each registrant at the time of registration or renewal of registration, and that each registrant is required to complete the registration process by confirming their recorded personal information in the ‘final step’ of online registration.

CLUB NAME: _____

Registrar’s Name: _____ Phone: _____

Registrar’s email: (required for RTR access) _____

Registrar’s Signature: _____

Authorized by

Club President’s Name: _____

President’s Signature: _____

Date (dd/ mmm/ yyyy): _____





Additional User RTR Access/ Compliance Declaration Form

Club Affiliation Form 6 of 11

for access to the Swimming Canada RTR System

Complete and email to Swim Manitoba swim@sportmanitoba.ca

Swim MB’s registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for personal information from people within and outside the Manitoba swimming community. The club must ensure that the information requested is reasonably associated with the organization’s functions and that the information will be used according to the purposes that were expressed to the registrant upon collection. Club Additional User(s) must be over the age of 18 at September 1st.

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 Registration Tracking and Results System (RTR). As the primary custodian, the club’s Registrar must use this form to apply in writing, to the Executive Director of Swim MB, for additional user online system access

DECLARATION Additional User

Additional User(s)

As a representative for my club, I agree **that I will not share my username and password for the registration system with anyone** without the consent of Swim MB. 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 RTR as it is intended, for the purposes of maintaining the club registration data with Swim Canada and Swim Manitoba.

CLUB NAME: _____

Additional User Name: _____ Phone: _____

Additional User email: (required for RTR access) _____

Additional User Signature: _____

Please state the purpose for which access to the online system is required by the additional user:

Authorized by

Club President’s Name: _____

President’s Signature: _____

Date (dd/ mmm/ yyyy): _____





Club Affiliation Form 7 of 11

Swim MB Waiver for Club Registrar - 18 & over waiver

Club Affiliation Form 8 of 11

Swim MB Waiver for Additional RTR User(s) – 18 & over waiver

Club Affiliation Form 9 of 11

Swim MB Provided - Coach Compliance Excel Spreadsheet

Club Coach Compliance & Validation Excel Document - sent directly to club by Swim Manitoba

Club Affiliation Form 10 of 11

Club Link to Electronic Storage of All

Swim MB Assumption of Risk and Swim MB Waivers for all coaches, swimmers, officials, volunteers

Please ensure you are editing your storage drive, updating, and deleting forms as required. Note those turning 18 during the season, must complete the 18 & over waiver following their date of birth.

Swim MB Assumption of Risk and Waivers need only be completed once in the club registration history.

Club Affiliation Form 11 of 11

CLUB Policies and Financials

All of the following documents **MUST be sent electronically** in PDF format or electronic link to Swim Manitoba swim@sportmanitoba.ca as part of the annual Club Affiliation Registration Requirements. **All Club Policies must include reviewed dates.**

1. Club - Bylaws and policies
2. Club - Code of Conduct – for Athlete, Coaches, Officials, Board Members, Staff
3. Club - Dispute Resolution Policy
4. Club - Travel Policy
5. Club - Most current Audited Financial statements

If required Policy templates can be found at: [Policy Templates](#)

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