



## CLUB REGISTRAR – 2022-2023



Dear Club Registrar,

Thank you for taking on the role and responsibility of Club Registrar. Each swim club in the province of Manitoba is a member of the national governing body for swimming called Swimming Canada and the provincial governing body called Swim Natation Manitoba. All governing organizations are required to report on membership in return for government sport funding. Statistics are obtained directly from the data collected in the Registration Tracking and Results System (RTR). With your assistance to provide accuracy, we can comply with our requirements and continue to benefit from strong government support, virtually all of which is directed towards the support of swimmers, coaches and clubs. For this reason, all swim clubs are **required to process all registrations** to Swim Natation Manitoba and Swimming Canada via the RTR. An individual's registration is required to be completed within two weeks of commencing participation.

### GETTING STARTED:

The Provincial Registrar will have provided you with a *Club Registrar Compliance Declaration*, which outlines the obligation and commitment to protect swimmers' personal information. Each Club Registrar is required to return the completed declaration to the PS prior to obtaining access to the RTR.

### ADDITIONAL USERS:

There may be a need to add an additional user such as a Team Manager in your club to have access to the meet result files and an Officials Administrator to handle registration of Officials. If this is the case please complete the *Additional User Registration System Access Compliance Declaration forms* <https://www.swimmanitoba.mb.ca/clubs> and submit to Swim Natation Manitoba. The Provincial Registrar will create login access to the RTR and a permission email will be sent to the user.

### RESOURCES:

The Provincial Registrar is your direct resource and contact.

*Club Registrar Guide* (links located in the RTR on the user's Updates page)

*Meet Manager Guide* (links located in the RTR on the user's Updates page)

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

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

### SWIMMER REGISTRATION:

Confirm a valid email address for each swimmer/family before beginning the registration process. Do not assume that the email address that is in the RTR from the last registration is correct. An invalid email address or the club email address shall not knowingly be entered by the Club Registrar as it would prevent communication concerning options regarding Canadian Anti-Spam Legislation, privacy consent and/or registration information.

Swimmer registration is considered complete when:

1. the Provincial Registrar marks the swimmer invoice as paid;
2. the primary contact information and swimmer information in the system has been confirmed by the parent/guardian/swimmer;
3. the Acknowledgement and Assumption of Risk Form is electronically signed;
4. preference to receive commercial emails has been indicated (as per the Personal Information Protection and Electronic Documents Act, PIPEDA); and
5. the swimmer/parent/guardian has agreed to comply to the [Swimming Canada Code of Conduct and Professional Ethics Policy](#) and abide by all other [Swimming Canada Policies](#).

Completed registration is indicated by the swimmer status showing as 'Registered' and with a check mark ✓ in the 'Account Updated' column on the Swimmer List page. Entries for a swim meet can only be accepted when the swimmer's registration is complete.



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### COACH REGISTRATION:

Please confirm a valid email address for all coaches prior to initiating a registration, do not assume that the email address in the RTR from last year is still valid or the one they currently use.

Coach registration is considered complete when:

1. the Provincial Registrar marks the PSO coach invoice as paid;
2. the CSCA Registrar marks the CSCA invoice as paid;
3. the coach information in the system has been confirmed by the coach;
4. the Acknowledgement and Assumption of Risk Form is electronically signed;
5. preference to receive commercial emails has been indicated (as per the Personal Information Protection and Electronic Documents Act, PIPEDA);
6. the swimmer/parent/guardian has agreed to comply to the [Swimming Canada Code of Conduct and Professional Ethics Policy](#) and abide by all other [Swimming Canada Policies](#).;
7. screening as per Swim Natation Manitoba and the CSCA has been completed; and
8. approved Safe Sport Training has been completed.
9. Swim Natation Manitoba Coach Compliance documents and spreadsheet must be kept current with updated copies remitted as required throughout the season.

Coach registration is only complete once the status states '**Registered**'. If the coach status is '**Requirements not Met**' or '**Non-Compliant Coach**' the coach has not yet completed the Swimming Canada, PSO or CSCA Requirements for Registration as indicated above.

**Wishing you a good swimming season,**

Karen Williams  
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