

Club Affiliation Registration**Check List**

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

All Policies must include reviewed dates.

- Bylaws and policies
- Code of Conduct – for Athlete, Coaches, Officials, Board Members, Staff
- Dispute Resolution Policy
- Travel Policy
- Financial statements from previous year end

Templates for Bylaws and policies templates, if required can be found at [Swim MB Club Resources](#)

Club Affiliation Required Forms

- Coach Compliance and Validation Declaration
- Facility Rules – Declaration - Facility list for all location's pages 1 & 2
- Board & Contact Information
- Affiliation Declaration, Fee/invoice
- Swim Canada Club Registrar Compliance Declaration – RTR
- Swim MB Waiver for Club Registrar - RTR
- Swim Canada Additional User Compliance Declaration - RTR
- Swim MB Waiver for Additional User - RTR
- Coach Compliance excel spreadsheet – spreadsheet provided by Swim MB
- Your link to electronic storage of all Assumption of Risk and Waivers

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](#)



COACH COMPLIANCE and VALIDATION DECLARATION

I hereby declare that I have verified all club coaches required documents 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 Code: _____

Coach Compliance Officer Name: _____

Coach Compliance Officers Signature: _____

Coach Compliance Officer email: _____

Coach Compliance Officer phone: _____

Date signed: dd-mmm-yyyy _____

Authorized by:

Club Presidents Name: _____

Club Presidents Signature: _____

Date signed: dd-mmm-yyyy _____

Should you have any questions, please contact: swim@sportmanitoba.ca



CLUB DECLARATION FORM – FACILITY RULES

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

CFR –TR01 – Dive Entries

Diving – A minimum water depth of 1.35 metres, extending from 1.0 metres 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 metres to at least 5.0 metres from the end wall is required for pools where diving takes place from the permanent deck or bulkhead, where the height is not more than 0.35 metres from the water surface.

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

Water Depth	
Less than 1.2m	No Diving, in water starts only
1.2m – 1.35m	Diving from the permanent deck or bulkhead where the height is not more than 0.35m from water surface is permitted.
1.35m (equal to or greater than)	Diving from starting platform (max 0.75m from water surface as per FR 2.7)

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

Club Name: _____

Club President's Name: _____

Club President's Signature: _____

Club Head Coach Name: _____

Club Head Coach Signature: _____

Date (dd-mmm-yyyy): _____

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


2 - Club Declaration – Facility Rules – List

page 2 of 2

Please list ALL Facilities used for Training (add extra sheet if additional space required)

		Used for	
Facility	Tank Location - full address	Competition	Training

NOTE: The Swimming Canada Facility Rules Declaration Form applies to and must be confirmed for ALL Training & Competition facilities.

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

Head Coach Name: _____ Signature: _____ Date: _____

Board & Contact Information

Club Name: _____ Club Code: _____

Address: _____

City: _____ Postal Code: _____

Website: _____

Club Main Communication Coordinator:

Full Name: _____ Phone: _____

Email: _____

Club President:

Full Name: _____ Phone: _____

Email: _____

Club Treasurer:

Full Name: _____ Phone: _____

Email: _____

Club Head Coach:

Full Name: _____ NCCP#: _____
Phone: _____

Email: _____

Club Registrar:

Full Name: _____ Phone: _____

Email: _____

Club Additional RTR User:

Full Name: _____ Phone: _____

Email: _____

Club Officials Administrator:

Full Name: _____ Phone: _____

Email: _____

Club Meet Manager:

Full Name: _____ Phone: _____

Email: _____

Club Pool Booking Administrator:

Full Name: _____ Phone: _____

Email: _____



Club Registration Affiliation

Invoice & Fee Chart

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

Swim Manitoba Club Affiliation - 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

This form is **your invoice for Club Affiliation fees**, 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 #: _____



CLUB REGISTRAR COMPLIANCE DECLARATION

Complete and submit to Swim Natation Manitoba for access to the Registration, Tracking and Results System (RTR).

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

The Club Registrar is the primary custodian of the registration data for each club. The Club Registrar’s direct resource for guidance or assistance is the Provincial Registrar. The Club Registrar assigns Meet Manager access to the RTR. Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the Club Registrar can complete and submit an *Additional User Waiver Application* to Swim Natation Manitoba Member Services swim@sportmanitoba.ca requesting user access for an additional user from with their organization. The Club Registrar assumes the responsibility of educating each site user within the club, of the requirement to respect and protect the confidentiality and privacy of personal information. The Club Registrar is responsible for removing access to the RTR for inactive users.

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

Upon completion of club’s annual affiliation with Swim Natation Manitoa including submission of this waiver, the registrar will be given password protected access to the RTR 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 Tracking and Results System with anyone without the consent of Swim Natation Manitoba 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 Natation Manitoba. I understand and agree to the obligation to enter current and accurate registration data for each registrant at the time of registration or renewal of registration, and that each registrant is required to confirm their personal information in the RTR as recorded by the Club Registrar as part of the completion of the registration process.

CLUB NAME: _____

Registrar’s Name: _____ Phone: _____

Registrar’s Signature: _____

Registrar’s email: (required for access) _____

Authorized by:

President’s Name: _____

President’s Signature: _____

Date: dd / mmm / yyyy _____



ADDITIONAL USER – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

Complete and submit to Swim Natation Manitoba for access to the Registration Tracking and Results System (RTR)

Swim Natation Manitoba's registration data is confidential information protected under federal and provincial Acts. This information is not to be divulged to outside agencies. Best judgement must be applied when asked for contact information from people outside the Manitoba swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and 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. If another representative in the Club requires access to the RTR, this form must be completed and sent to Swim Natation Manitoba, for additional user online system access.

COMPLIANCE DECLARATION

As a representative for my Club, I agree that I will not share my access code to the RTR with anyone without the consent of Swim Natation Manitoba. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Acts; I will use the system as it is intended.

CLUB NAME: _____

Additional Users' 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, Meet Manager, Officials Administrator etc.)

President's Name: _____

President's Signature: _____

Date: dd/mmm/yyyy _____