

Welcome to the 2023 – 2024 swim season. Swim Manitoba looks forward to working with and supporting clubs throughout the new season.

As always, please do not hesitate to reach out to myself or a staff member if there is anything we can do to assist, guide, and support you in achieving a successful 2023-2024 season.

Seasonally Swim Manitoba approves all member clubs in the province through the affiliation process. Swim Manitoba member Clubs agree to abide by all policies, rules, and regulations as well as the bylaws of Swim Manitoba. As a member club please ensure you familiarise yourself with all Swim Manitoba policies and ensure you have read and understand the Club Affiliation & Registration requirements. In order to be approved for membership, maintain active club status, and maintain insurance coverage through Swim Manitoba, clubs must complete the online affiliation in full.

The Swim Manitoba online affiliation will collect, information for your club and staffing whether paid or not paid, required filling documents, and on-going changes in your clubs' operations. All clubs applying for affiliation with Swim Manitoba are required to submit all documentations in order to be approved for membership.

Swimming Canada sets rules and procedures for all aspects of swimmer, coach, and officials' registration. Provincial sections such as Swim Manitoba, have the obligation to ensure clubs and club registrants are informed and follow the rule as outlined in the [2023-2024 National Registration Procedures and Rules](#).

Affiliation and registration information is available on our [Swim Manitoba website](#), opening Sep 5 2023. Coach compliance spreadsheet will be sent directly to each club via email.

Deadline for returning clubs to affiliate is **15 September 2023**.  
New Clubs must be pre-screened and complete a full new club application.

Note:

- Swimmers' registration must be completed **within 14 days of commencing participation**.  
SNC National Registration Procedures and Rules item 4 – 4.3
- Coaches' registration and compliance must be completed **within 14 days of commencing activity as a coach**, paid, or not paid.  
SNC National Registration Procedures and Rules item 7 – 7.3

Thank you, Swim Manitoba looks forward to working together for a successful new season.





## CLUB REGISTRAR – 2023-2024



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 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 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* [Swim MB Waivers](#) and submit to Swim 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. The swimmer/parent/guardian has agreed to comply to the [Swimming Canada Code of Conduct](#) and abide by all other [Swimming Canada Policies](#);
5. The swimmer/parent/guardian agrees to be under the jurisdiction of the [Office of the Sport Integrity Commissioner](#) (OSIC) and be subject to the terms in [the Universal Code of Conduct to prevent and address maltreatment in sport](#) (UCCMS) for the duration of Swimming Canada National Events in which they are taking part;
6. Preference to receive commercial emails has been indicated (as per the Personal Information Protection and Electronic Documents Act, PIPEDA)



## CLUB REGISTRAR – 2023-2024



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 in the RTR. Entries for a swim meet can only be accepted when the swimmer's registration is complete.

### 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. The coach has agreed to comply to the [Swimming Canada Code of Conduct](#) and abide by all other [Swimming Canada Policies](#).
6. The coach agrees to be under the jurisdiction of the [Office of the Sport Integrity Commissioner](#) (OSIC) and be subject to the terms in the [Universal Code of Conduct to prevent and address maltreatment in sport](#) (UCCMS) for the duration of Swimming Canada National Events in which they are taking part;
7. Preference to receive commercial emails has been indicated (as per the Personal Information Protection and Electronic Documents Act, PIPEDA);
8. Screening as per Swim Manitoba and the CSCA has been completed; and
9. Approved Safe Sport Training has been completed.
10. Respect in Sport certification
11. Making Ethical Decisions
12. MB Child Abuse Record Check – coaches 18 & over
13. Criminal Record Check – coaches 18 & over
14. Coach Self Declaration form
15. Swim Manitoba: Assumption of Risk – coaches 17 & under, Waiver – coaches 18 & over

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  
Swim Manitoba Provincial Registrar  
Manager Membership Services  
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Heather Birenbaum  
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## SWIMMER - 2023-2024 REGISTRATION

Dear Swimmer/Parent/Guardian,

Welcome to the 2023-2024 swimming season! Please take a moment to review this brief explanation of the swimmer registration process required of all swim clubs.

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 or Provincial Section (PS) called Swim Manitoba. In return for government sport funding, all governing organizations are required to report on membership. Non-identifying statistics are obtained directly from the data collected in the Registration 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. All swim clubs are required to process all registrations to Swim Manitoba and Swimming Canada via the RTR.

The final steps of registering with your swim club includes the following mandatory steps:

1. Confirmation of primary contact and information and preferred language related to your family and swimmer(s) in the RTR
2. Signing the Acknowledgement and Assumption of Risks Form
3. Agreement to comply to the [Swimming Canada Code of Conduct](#) and abide by all other [Swimming Canada Policies](#);
4. Agreement to be under the jurisdiction of the [Office of the Sport Integrity Commissioner](#) (OSIC) and be subject to the terms in [the Universal Code of Conduct to prevent and address maltreatment in sport](#) (UCCMS) for the duration of Swimming Canada National Events in which they are taking part;
5. Indication of your preference to receive emails of a commercial nature
6. Confirmation of Canadian citizenship status – identifies eligibility of swimmer to set records or national team selection.

**NOTE: It is only upon completing the above steps in the RTR that you/your swimmer are considered officially registered and a member of [INSERT NAME OF CLUB] and then covered by insurance. This registration process must be completed before entries into a swim meet can be submitted and accepted.** Swimmer registration is considered complete when they show as ✓ **Registered** on Swimming Canada registration database system. Your information is held by the Club, Swim Manitoba, and Swimming Canada in compliance with the [Swimming Canada Privacy Policy](#).

In addition to the mandatory questions, there are five optional declarations that may be completed in the RTR. Providing this information is voluntary and will be used for statistical and informational purposes as well as for program development. It will not be used by your Provincial Section or Swimming Canada for any prohibited purpose as per The Canadian Human Rights Act and Provincial Human Rights legislation.

1. **Gender Identification** – allows swimmers to self-declare their gender identification (Cisgender, Non-Binary, Transgender). This optional self-declaration will have no effect on the gender of registration but will provide valuable information in order to continue to develop and grow programming.
2. **Indigenous Descent** – identifies eligibility for the North American Indigenous Games and/or regional/provincial funding opportunities (if available). In some Provincial jurisdictions, these statistics are also required as part of government funding reporting requirements.
3. **BIPOC Declaration** – this optional self-declaration will provide information for government reporting and to develop and grow programming.
4. **Impairment Declaration** – helps Swimming Canada, Swim Manitoba and your swim club to direct opportunities that are specifically targeted to swimmers with a disability (Para Swimmers)  
*Refer to: <https://www.swimming.ca/en/resources/>*
5. **Hard of Hearing** – assists in identifying individuals who may be eligible for participation in events specifically targeted to swimmers who are deaf/hard of hearing.

Thank you and have a great swimming season!

Heather Birenbaum  
Acting Associate Director, Operations  
Swimming Canada  
[hbirenbaum@swimming.ca](mailto:hbirenbaum@swimming.ca)

Karen Williams  
Swim Manitoba Provincial Registrar  
Manager Member Services  
[swim@sportmanitoba.ca](mailto:swim@sportmanitoba.ca)

Swim Club Registrar name here  
[Swim Club Name] Registrar  
[Contact info here]



## 2023 - 2024 Registration Fee Chart

### Swim Canada - Swim Manitoba - CSCA

Swimmer categories			Swim Canada	Swim Manitoba	GST	Total Fee
Competitive	8 & Under	Fundamental	33.50	33.30	0.00	66.80
Competitive	9 - 10 year old	Skills	53.50	48.25	0.00	101.75
Competitive	11 -14 year old	Development	73.50	63.20	0.00	136.70
Competitive	15 & Over	Open	93.50	63.20	3.16	159.86
Competitive	Varsity	U Sport Sep 1 - Mar 31	46.75	30.15	1.51	78.41
Pre-Competitive	17 & under	No Competitions	14.50	16.25	0.81	31.56
Summer Swim	May 1 - Aug 31		3.50	35.00	1.75	36.75
Masters **	18 & Over		12.50	16.25	0.81	29.56
<b>Officials categories</b>	All levels		0.00	0.00	0.00	0.00

#### Coach categories

A1 - Head Coach			34.00	9.52	0.48	44.00
A2 – Head Coach	No SNC events		34.00	9.52	0.48	44.00
B - Assistant Coach			34.00	7.62	0.38	42.00
C - Assistant Coach	No SNC events		34.00	7.62	0.38	42.00
D - Non-competitive	No sanctioned events		34.00	7.62	0.38	42.00
E - Associate Coach	Must be registered & associated with a MB Age Group Club		34.00	0.00	0.00	34.00

* CSCA info
245.00
185.00
185.00
55.00
40.00
0.00

#### Swim Manitoba

#### Total number club Swimmers = club affiliation fee + GST

Swim Manitoba Club Affiliation number of registered		1 - 15	16 - 30	31 - 60	61 - 120	121 - 240	241-345
Age Group Club	All Swimmer Type	45.50	91.00	136.50	182.00	227.00	272.50
Varsity Club	All Swimmer Type	45.50	91.00	136.50	182.00	227.00	272.50
Masters Club	All Swimmer Type	45.50	45.50	45.50	45.50	45.50	45.50

**\* Swim MB collects fees on behalf of Swim Canada and Swim MB only. Any and all other fees must be paid directly to vendor**

\*\* Masters Swimmers registered with Swim Canada and Swim Manitoba via the RTR System, are not obliged to additionally register with Masters Swimming Canada, Canadian Independent Masters Swimmers Canada or Masters Swimming Ontario.

\*\*\* Masters Swimming Canada, Canadian Independent Masters Swimmers Canada, and Masters Swimming Ontario are not affiliated members of Swim Canada or Swim Manitoba.