



# Registration/Affiliation Information Package 2016-2017





Welcome to the new swim season.

Swimming Canada sets rules and procedures for all aspects of swimmer and coach registration. Provincial sections, such as Swim Alberta have the obligation to ensure clubs and club registrants are informed and follow the rules as outlined. Swim Alberta also has a set of policies, rules and regulations that it implements in addition to, and to support Swimming Canada's standards and requirements. The swim season runs 1 September to 31 August; all memberships, regardless of when a member joins, expire on 31 August.

### **Important Registration Information and Links**

#### CLUB AFFILIATION:

Swim Alberta approves all member clubs in the province. Swim Alberta member Club's agree to abide by all policies, rules and regulations as well as the bylaws of Swim Alberta. As a member club you need to familiarize yourself with all Swim Alberta policies and ensure you have read and understand the [Club Membership Policy](#). For information on all Swim Alberta policies please check [here](#).

[Club Affiliation Form](#) - This online form must be completed in full and submitted to affiliate your club with Swim Alberta for the 2016-2017 swim season. In addition to completing the affiliation form, Swim Alberta must also receive Club Affiliation Fees.

Any clubs with outstanding invoices will not be eligible to affiliate until their account has been settled.

#### REGISTRATION:

[Swimming Canada National Registration Policy](#) - Swimming Canada sets rules and procedures for all aspects of **swimmer, coach and officials** registration. It is the club's responsibility to ensure it has read and understood this policy. Swimmer registration is considered complete when they show as **Registered** on Swimming Canada registration database.

[Swim Alberta Coach Registration and Minimum Requirements](#) - Swim Alberta has adopted and approved requirements for all coaches working for an affiliated Swim Club in Alberta. A Coach Registration and Compliance Checklist has been provided in this registration package that you can use as a guideline to ensure adherence to the Swim Alberta policy. Coaches are considered registered when they meet compliance.

Officials - The Swimming Canada registration database is used to track the qualifications of officials. Officials are considered registered when they update their account at the beginning of each swim season.

**Please see page 8 of this package for more detailed information on ensuring you are properly registering swimmers and coaches.**



[Affiliation & Registration information page](#) – For more helpful information on affiliation and registration, please see the Swim Alberta website.

The following additional information is included in this package:

1. Fees Schedule for the 2016-2017 season
2. Protection of Personal Information form - please provide to your membership for completion, swimmers and officials.
3. Sample Coach Registration and Compliance Checklist
4. Letter to Club Registrars from Swimming Canada
5. Letter to Swimmers/Parents from Swimming Canada - you can use this letter as it is or change it as you see fit.

**The national online registration system will be unavailable from 25 August 2015 until 2 September 2015 for the roll over to the new swim season. The Club Affiliation online form will be available during this time.**

Thank you.

Val Carr  
val@swimalberta.ca  
Membership Co-ordinator



## 2016-2017 Fees and Penalties

### Affiliation fees:

Year round swim club – Not for Profit	=	\$350.00
Year round swim club – For Profit	=	\$350.00
Varsity teams	=	\$150.00
Masters swim club (20+ members)	=	\$60.00
Masters swim club (11-19 members)	=	\$40.00
Masters swim club (<10 members)	=	\$20.00

### Swimmer fees: Participants in all swim club run programs must be registered with Swim Alberta.

#### Year round clubs:

Competitive Fundamental (8 years & under)*	=	\$161.00
Competitive Skills (9-10 years)*	=	\$161.00
Competitive Development (11-14 years)*	=	\$181.00
Competitive Open (15 years & Over)*	=	\$181.00
Non-competitive	=	\$41.00
Open Varsity	=	\$125.50
University Varsity (used by Varsity Teams only)	=	\$64.50

\*Discount of 50% on Swim Alberta portion of fees for new, year round competitive registrations begins 1 April.

#### Masters clubs:

Swimmers registering with a club	=	\$50.00
Swimmers registering unattached	=	\$65.00
Masters Open	=	\$205.00

### Coach fees:

#### Year round and masters clubs:

Alberta Coaches Council/Swimming Canada	=	\$53.00
Canadian Swim Coaches & Teachers Association	=	Varies



## Coach Registration and Minimum Requirements - Compliance Checklist

*This is provided as a guideline checklist to assist clubs and is not intended to replace the Coach Registration and Minimum Requirements Policy.*

A full copy of the [Coach Registration and Minimum Requirements Policy](#) is available on the Swim Alberta website.

Feel free to provide this to your individual coaches or use it to track the information that is required for your coaches to become compliant.

### Step 1: Understand the certification process

- Review the [Coach Certification](#) page on the Swim Alberta website. It has important information to help clubs understand the certification process for coaches.
- Verify the NCCP # of your coach. They should be able to provide you with this information. All coaches can also access their certification attained through the “Locker” provided through the Canadian Association of Coaches. Here is information on how to use and access [The Locker](#).

### Step 2: Clarify certification level

First Year Coaches must have taken either Swimming 101 or the Community Coach course

- Coach has enrolled in or completed either Swimming 101 or the Community Coach course
- Coach has completed the Swimming 101 pre-course workbook

Returning Swimming 101 Coaches have till November 30<sup>th</sup> to complete certification.

- Making Ethical Decisions completed
- Swimming 101 evaluation completed

Community coaches may coach for two consecutive seasons before taking Swimming 101.

### Step 3: Police Vulnerable Sector Search (VSS) Check submitted

- Submit a valid Police/VSS check as per the [screening policy](#). An updated and valid Police VSS check is required every 3 years as per the policy.

### Step 4: Screening Questionnaire Complete

- Complete the Swim Alberta Screening Questionnaire.

Swim Alberta Screening Questionnaire – [Online format](#)    [Downloadable format](#)

Special Note: A screening questionnaire is required by both the CSCTA and Swim Alberta. Both organizations require you to complete a screening questionnaire that is specific to each organization. This ensures we confirm to our screening requirements as well as our privacy policies.

### Step 5: Registrations Complete

- Registered member and has paid fees to Swim Alberta
- Registered member and has paid fees to Swimming Canada (done through Swim Alberta)
- Registered member, fees submitted and screening questionnaire completed for the CSCTA.



## Personal Information Protection & Electronic Documents Act Swimmer Registration Consent Form

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, Swim Alberta, 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") are available for [SNC](#) and for [Swim Alberta](#).

Should a registrant wish to review their personal information held by the Club, Swim Alberta, 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, Swim Alberta 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

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, Swim Alberta 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") are available for [SNC](#) and for [Swim Alberta](#).

Should a registrant wish to review their personal information held by the Club, Swim Alberta, 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, Swim Alberta 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 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.*



[Click here to download the Swimming Canada as a Word document](#)

Dear Club Registrar:

**WELCOME:** Thank you for taking on the role and responsibility of Club Registrar. Each swim club in the province of Alberta is a member of the national governing body for swimming called Swimming/Natation Canada (SNC) and the provincial governing body called Swim Alberta. 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 system. 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 Alberta and Swimming Canada via the online registration system. An individual's registration is required to be completed within two weeks of commencing participation.

The Provincial Registrar will have provided you with a Registrant [PIPEDA Consent form](#) and a [Letter to the Swimmer/Parent](#). The letter and consent form must be included in your club's registration package to each swimmer/family. A signed consent to the collection of personal information is required from each registrant prior to being entered in the registration system, including Officials. **If the registrant does not consent to the collection and use of the personal information as outlined in the Consent form please do not enter their information in the registration system, but contact your Provincial Registrar and provide the PSO with the a copy of the declined consent form.**

#### **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 system 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 the Provincial Registrar marks the swimmer invoice as paid **and** the primary contact information and swimmer information in the system has been confirmed by the parent/guardian/swimmer.

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 completed.

For Club Registrars that complete the swimmer/contact confirmation process and enter the required data on the registrant's behalf, you will need to collect the answers for the Aboriginal Ancestry and Para Swimming questions in your own Club registration process, so that you can properly answer them on their behalf.

#### **COACH REGISTRATION:**

Please confirm a valid email address for all coaches prior to initiating a registration – and advise them on this requirement. Do not assume that the email address in the system from last year is still valid or the one they currently use. Coach registration is only complete once the status states '**Registered**'. Resend the 'CSCTA email' from the system if your coach's status is '**CSCTA Account pending**', reminding them to complete their registration process.

#### **OFFICIALS REGISTRATION**

The registration system is now capable of accepting Officials registrations. It is a requirement that all clubs now register their Officials in the registration system. Procedure and Rules for registration are outlined in the Registration manual as referred to above.

#### **RESOURCES:**

The [Provincial Registrar](#) is your direct resource and contact

[Support Request](#): a support request tab is located in the menu for technical assistance in the registration system  
[Swimming Canada National Registration Policy, Procedure and Rules Manual](#). This document provides the details of Swimming Canada's Registration policy, fees, rules and procedures.

[Club Registrar and or Meet Manager System User Guide](#) (links located in the Registration system on the user's Updates page)





Dear Registrant/Swimmer/Parent/Guardian

Welcome to the 2016-2017 swimming season! Please take a moment to review this brief explanation of the registration process required of all swim clubs and individual registrants.

Each swim club in the province of Alberta is a member of the national governing body for swimming called Swimming/Natation Canada (SNC) and the provincial governing body Swim Alberta. 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 system. 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 Alberta and Swimming Canada via the online registration system.

**In compliance with PIPEDA and Provincial Legislation, consent to the collection and use of personal information is required. All registrants are therefore required to complete the PIPEDA Registration Consent Form giving consent to the collection and use of personal information as described in the form. The club will provide this form at registration.**

Officials' Registration: Upon activation of the registration of an Official an email notification will be sent to the Official giving access to the registration account, to confirm the contained personal information, and refresh the username and password for re-entry. The email will be from [systems@swimming.ca](mailto:systems@swimming.ca) and the subject line will be titled: Registration of Swimming Officials. Contact your club's Officials Administrator for assistance.

Swimmer Registration: The final step of registering with the swim club is the confirmation of primary contact and demographic information related to your family and swimmer(s) in the registration system. When the club Registrar creates a swimmer registration invoice an auto-email is generated to the primary contact email address asking for review and confirmation of the submitted information. This email will be from [registration@swimming.ca](mailto:registration@swimming.ca) and the subject line will be titled: Swimmer Registration Confirmation. The link can be accessed once and you will then have the option to create your own username and password for re-accessing the account. It only takes a couple of minutes to review and update your contact information and swimmer details. If you require assistance with this confirmation step, your club's Registrar is the person who can assist you.

This registration step includes answering four questions: (i) Aboriginal Ancestry (ii) Para-Swimming (iii) Deaf / Hard of Hearing (iv) Citizenship. Providing this information is voluntary and will be used for statistical and informational purposes. It will not be used by your Provincial Swimming Organization or Swimming Canada for any prohibited purpose as per The Canadian Human Rights Act and Provincial Human Rights legislation.

(i) The voluntary Aboriginal Ancestry question is being asked so that the Provincial Swimming Organization knows which swimmers are eligible for the North American Indigenous Games and to perhaps direct families and/or clubs toward any event or funding opportunity within the Province. In some Provincial jurisdictions, these statistics are also required as part of government funding reporting requirements. For the Aboriginal Ancestry questions you have 4 options to choose from: 1) Status/Treaty, 2) Non-Status, 3) Métis or 4) Inuit

(ii) Answering the Para-Swimming question will help Swimming Canada, Swim Alberta and your swim club to direct opportunities that are specifically targeted to swimmers with a disability (Para-Swimmers) (refer to: <https://www.swimming.ca> see: TEAMS/PARA-SWIMMING). For the Para-swimming question you have 3 options to choose from: 1) Physical, 2) Visual or 3) Intellectual

(iii) Answering the voluntary Deaf / Hard of Hearing question is to assist in identifying individuals who may be eligible for participation in events specifically targeted to swimmers who are deaf / hard of hearing.

(iv) If the registrant is not a Canadian Citizen or Permanent Resident (Landed Immigrant) please indicate this. Canadian citizenship question is asked to identify individuals who are not eligible to set National records or represent Canada in an international competition. The default is Canadian citizen. Please uncheck to indicate not being a citizen or permanent resident.

NOTE: It is only upon completing the online registration that you/your swimmer are considered officially registered and a member of **[INSERT NAME OF CLUB]** and then covered by the insurance policy. Similarly, this registration process must be completed before entries into a swim meet can be submitted and accepted. Registration must be completed within two weeks (14 days) of commencing participation. Your information is held by the Club, [Swim Alberta](#) and Swimming Canada in compliance with the [SNC Privacy Policy](#).

Thank you and have a great swimming season!

Kirsty Hahto, [natloffice@swimming.ca](mailto:natloffice@swimming.ca)  
Swimming Canada Registrar

Val Carr  
Swim Alberta  
[val@swimalberta.ca](mailto:val@swimalberta.ca)

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

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to becoming a  
partner in your  
good health.



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