



ASSA/Swim Alberta Club Affiliation Application Process 2022



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Dear ASSA Members.

Welcome to the 2022 Alberta Summer Swimming Association (ASSA) - Summer Swim Season!

Alberta Summer Swimming (ASSA) would like to extend a warm welcome back to returning members and welcome to new faces. The ASSA is hopeful that this season will be full of events and competitions, memories, and excitement throughout the province.

After a year of changing on the fly and trying to find new ways to participate while maintaining physical distancing both in and out of the pool, it is exciting to see another season filled with competitions. This season will offer many great opportunities for participants, coaches, officials and volunteers.

The summer swimming community works together and strives to support each other as a sports community. This makes swimming unique and is what separates us from other sports. Our community is made up almost entirely of volunteers, and it is the tireless efforts of volunteers that keep our sport functioning.

Volunteers Wanted!

If you are looking to get involved in the sport of Swimming, please reach out to your local swim club and ask how you can get active in supporting swimming.

Your support is greatly appreciated.

Communications and Social Media

Stay up to date on the 2022 ASSA Summer Swim Season information by visiting the ASSA Website (assa.ca). Updates include program updates, competition information, and changes in COVID-19 restrictions. We will continue to update you on what they mean for our swimming community. Updates will be shared via email and posted on assa.ca and our social media accounts.

You can also follow us on social media.

Check out our Twitter, Instagram, and Facebook pages for more updates and information.

Facebook: Alberta Summer Swimming Association (@albertasummerswim)
Instagram: ASSA (alberta_summer_swimming)
Email: albertasummerswimming@gmail.com

The ASSA and our Membership all strive to foster a sports environment that is safe, inclusive, and free from harassment, abuse, and maltreatment for all of our participants, volunteers, coaches, officials, and athletes. With the swimming season about to get underway, please take a moment to refresh yourself on the [Safe Sport Guiding Principles](#). The Safe Sport Principles are embedded in all codes of conduct with the ASSA, and all swimming competitions are hosted as Safe Sport Events.

Alberta Summer Swimming is looking forward to the season ahead. Hopefully, all athletes, coaches, officials, parents and guardians, and volunteers will return to the sports community that they know and enjoy.

Good luck in your 2022 swim season! See you at the pool.

Lynnette Thoresen
President - ASSA

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The Alberta Summer Swimming Association (ASSA) and Swim Alberta would like to take this opportunity to welcome you to 2022.

The ASSA and Swim Alberta approve all summer member clubs in the province. The ASSA and Swim Alberta member Club's agree to abide by all policies, rules and regulations as well as the bylaws of the ASSA ([Bylaws & Policies](#)) and Swim Alberta ([Bylaws & Policies](#)). As a summer member club you need to familiarize yourself with the ASSA Rules & Regulations and Policies & Procedures and all Swim Alberta policies. Ensure you have read and understood the ASSA Membership Renewal policy and the Swim Alberta Club Membership Renewal Policy.

In order to be approved for membership and maintain insurance coverage through Swim Alberta, clubs must complete the online affiliation form in full.

Through the online affiliation form, information will be collected required filings and any changes in operation. In addition, information regarding staffing, whether paid or unpaid, will be collected.

All clubs will be required to submit in order to be approved for membership:

- Copy of current By-laws - stamped by Registrar of Corporate Registries (if changes were made from the 2021 submission)
- Copy of current audited or signed financial statements - presented to membership at AGM
- Copy of current Proof of Filing - stamped by Registrar of Corporate Registries
- Copy of most recent AGM Minutes
- Safe Sporting Environment Policy – approved by your board
- Equity, Inclusion, and Universal Access Policy – approved by your board
- Code of Conduct and Ethics Policy – approved by your board
- Discipline and Complaints Policy – approved by your board
- Recruitment and Screening Policies for Staff/Coaches and Volunteers – approved by your board
- Registrar waiver form for access to RTR
- COA waiver form for access to the RTR
- Affiliation fee payment

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

Return to Swimming & Competition information is available on the Swim Alberta [website](#).

Affiliation and registration information is available on the ASSA [website](#).

Thank you.

Val Carr | Member Services Manager
val@swimalberta.ca

Registration information:

All new swimmers, coaches, and officials must complete the Acknowledgement & Assumption of Risk form. All returning Swimmers, coaches, and officials must consent to Swimming Canada policies and can access the form through the national registration system.

[Swimming Canada National Registration Procedures & Rules](#) - 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. Coaches are considered registered when they meet compliance.

New coaches are required to complete either the Safe Sport or the Respect In Sport.
Safe Sport - <https://safesport.coach.ca/participants-training> OR
Respect In Sport - <https://swimming-canada.respectgroupinc.com/>

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. Clubs will require a Club Officials Administrator as all new officials must be entered into the online database before they can access the Introduction to Swimming Officiating, Safety Marshal, Chief Timer, and Clerk of Course e-learning modules. All officials must have accounts in the database prior to accessing the E-Learning modules.

The swim season runs 1 September to 31 August; all memberships, regardless of when a member joins, expire on 31 August.

Reminder:

By 1 May 2022, all ASSA clubs must provide proof of the following Policies, as adopted and approved by the Club Board of Directors. Policies will be uploaded to the Affiliation Application form.

Safe Sporting Environment Policy

Equity, Inclusion, and Universal Access Policy

Code of Conduct and Ethics Policy

Discipline and Complaints Policy

Recruitment and Screening Policies for Staff/Coaches and Volunteers

If templates are required, please contact Swim Alberta.



2022 Fees and Penalties

(Fees include: ASSA, Swim Alberta and Swimming Canada fees unless noted otherwise)

Affiliation fees:

Summer Club affiliation fee = \$75

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

Summer = \$51.25

Coach fees:

Coach fee = \$153.00

(Includes memberships with ASSA, Swim Alberta, Swimming Canada and the Canadian Swim Coaches Association D membership.)

Swim Alberta Penalties and Fines

As the governing body for competitive swimming in Alberta, Swim Alberta will enforce penalties and fines as it relates to sanctioned competitions and non-compliance with registration. These penalties and fines include, but are not limited to:

Non-Registered Swimmer (entered into sanctioned competitions) = \$100 per swimmer/event.

Suspended Clubs due to non-compliant coaches = \$100 per athlete entered into the competition.

ASSA Penalties and Fines

Ineligible swimmer (entered into a sanctioned competition) = \$100 per swimmer/event.*

(* Exhibition swimmers incorrectly registered and competing at sanctioned events)

Membership fees are
non-refundable and
non-transferable.

Affiliation Check List:

Step 1:

- Familiarize yourself with the ASSA Membership Renewal policy ([Bylaws & Policies](#)) and the Swim Alberta Club Membership Renewal Policy ([Bylaws & Policies](#)).

Step 2: Gather digital copies of required documentation

- By-Laws - Stamped by Corporate Registries (*if changed from 2021 submission*)
- Proof of Filing - Stamped by Corporate Registries
- AGM Minutes - Minutes from last AGM
- Financial Statements - Audited or Signed (*as presented to club's membership*)
- Safe Sporting Environment Policy (*as adopted by the club*)
- Equity, Inclusion, and Universal Access Policy (*as adopted by the club*)
- Code of Conduct and Ethics Policy (*as adopted by the club*)
- Discipline and Complaints Policy (*as adopted by the club*)
- Recruitment and Screening Policies for Staff/Coaches, and Volunteers (*as adopted by the club*)

Step 3: Gather all contact information

- Board of Directors contact information (*all board members must be listed*)
- Head Coach contact information

Step 4: Gather completed waivers

- Registrar waiver form - signed by registrar and president - Required
- Club Officials Administrator waiver form - signed by registrar and president - Required
- Treasurer waiver form - signed by treasurer and president - *Optional*

Step 5: Gather Employee and Independent Contractor Information

- Name and position required for employees
- Name and position required for independent contractors

Step 6: Affiliation Form - Online

- Complete the Club Affiliation Application
- Upload the required documentation
- Upload the signed waivers
- Submit the affiliation payment (*online option available through application*)

Forms:

The below forms are available as fillable PDF's. They must be saved onto a computer, electronically completed, and re-saved before being submitted and uploaded to the affiliation application.

Access to the national registration, tracking, and results (RTR) database is provided through the submission of waiver forms for club's registrars, club officials administrators, and treasurers. Waivers forms are available below.

List of Forms:

Swimming Canada Club Registrar Letter

Swimming Canada Swimmer Letter

Club Registrar Waiver *(Submit through the Club Affiliation Application)*

Club Officials Administrator Waiver *(Submit through the Club Affiliation Application)*

Treasurer Waiver - *Optional (Submit to Swim Alberta through the Club Affiliation Application)*



CLUB REGISTRAR – 2021-2022



Dear Club Registrar.

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 Canada 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 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 Alberta 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 *Registrar Waiver form*, which outlines the obligation and commitment to protect swimmers' personal information. Each Club is required to return the completed waiver to Swim Alberta prior to obtaining access to the RTR.

ADDITIONAL USERS:

As the Registrar, you have the ability to add Meet Managers and provide them limited access to the RTR. Team Managers, COA's, and Treasurers will be required to complete the appropriate waiver form and return it to Swim Alberta prior to obtaining access.

RESOURCES:

The Provincial Registrar is your direct resource and contact.

Support Request: a support request tab is located in the site menu for technical assistance in 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 swimmer invoice is marked as paid;
2. the primary contact information and swimmer information in the system has been confirmed by the parent/guardian/swimmer (required annually);
3. the Acknowledgement and Assumption of Risk Form is electronically signed (new registrants only);
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.

COACH REGISTRATION:

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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 RTR from last year is still valid or the one they currently use. 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 all compliance requirements.

Wishing you a good swimming season,

Heather Birenbaum
Manager, Membership Services, Swimming Canada
hbirenbaum@swimming.ca

Val Carr
Manager Membership Services, Swim Alberta
val@swimalberta.ca



SWIMMER - 2021-2022 REGISTRATION



Dear Swimmer/Parent/Guardian,

Welcome to the 2021-2022 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 Swim Alberta is a member of the national governing body for swimming called Swimming Canada and the provincial governing body or Provincial Section (PS) called 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 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 Alberta and Swimming Canada via the RTR.

The final steps of registering with your swim club includes answering four mandatory questions:

1. Signing the Acknowledgement and Assumption of Risks Form
2. Agreement to abide by Swimming Canada's policies
3. Indication of your preference to receive emails of a commercial nature
4. Confirmation of primary contact and demographic information related to your family and swimmer(s) in the RTR.

In addition to the mandatory questions, there are four optional declarations to be completed in the RTR. Providing this information is voluntary and will be used for statistical and informational purposes. 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. **Indigenous Descent** – asked so that the Provincial Section 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. You have four options to choose from: a) Status/Treaty, b) Non-Status, c) Métis or d) Inuit.
2. **Impairment Declaration** – helps Swimming Canada, Swim Alberta and your swim club to direct opportunities that are specifically targeted to swimmers with a disability (Para Swimmers) There are three options to choose from: a) Physical, b) Visual or c) Intellectual.
Refer to: <https://www.swimming.ca/en/resources/> see: RESOURCES/PARA-SWIMMING
3. **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.
4. **Citizenship** – identifies individuals who are not eligible to set National records or represent Canada in an international competition. If the swimmer is not a Canadian Citizen or Permanent Resident (Landed Immigrant) please be sure to indicate this as the default to this question is Canadian citizen.

NOTE: It is only upon answering the above questions 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. Your information is held by the Club, Swim Alberta and Swimming Canada in compliance with the [Swimming Canada Privacy Policy](#).

Thank you and have a great swimming season!

Heather Birenbaum, Swimming Canada
Membership Services
hbirenbaum@swimming.ca

Val Carr, Swim Alberta
Membership Services
val@swimalberta.ca

[] Registrar
[]

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**REGISTRAR WAIVER FORM:
REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION**

Swim Alberta’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 contact information from people outside the Alberta 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. The Registrar assigns Meet Managers access to the Registration Tracking and Results System (RTR).

Additionally, there may be a requirement for another representative in the organization to access the RTR. Waiver forms are available online: <https://swimalberta.ca/clubs/affiliation-registration/>.

COMPLIANCE DECLARATION

As a representative for my club I agree that I will not share the access code to the RTR with anyone without the consent of Swim Alberta. 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: _____

Registrar Name: _____

Registrar Signature: _____

Registrar Email:
(required for access) _____

President’s Name: _____

President’s Signature: _____

Date: _____



CLUB OFFICIALS ADMINISTRATOR WAIVER FORM: REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

Swim Alberta'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 contact information from people outside the Alberta 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. The Registrar assigns Meet Managers access to the Registration Tracking and Results System (RTR).

Additionally, there may be a requirement for another representative in the organization to access the RTR. Waiver forms are available online: <https://swimalberta.ca/clubs/affiliation-registration/>.

COMPLIANCE DECLARATION

As a representative for my club I agree that I will not share the access code to the RTR with anyone without the consent of Swim Alberta. 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: _____

COA Name: _____

COA Signature: _____

COA Email: _____
(required for access)

President's Name: _____

President's Signature: _____

Date: _____



**TREASURER WAIVER FORM:
REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION**

Swim Alberta'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 contact information from people outside the Alberta 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 Treasurer has access only to the invoices (swimmer, coach, post meet invoices) for their club created within the Registration Tracking and Results System (RTR).

COMPLIANCE DECLARATION

As a representative for my club I agree that I will not share the access code to the RTR with anyone without the consent of Swim Alberta. 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: _____

Treasurer Name: _____

Treasurer Signature: _____

Treasurer Email:
(required for access) _____

President's Name: _____

President's Signature: _____

Date: _____

We look forward
to becoming a
partner in your
good health.



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