



# **Swim Alberta Club Affiliation Application Process**

**Year Round & Masters Clubs  
2021-2022**



Welcome to the 2021-2022 swim season. Swim Alberta looks forward to working with and supporting clubs as we emerge from the pandemic and begin to resume activities and programs in a more meaningful way. As always, please reach out to either myself or another staff member if there is anything we can do to help, guide or assist you in achieving a successful 2021-2022 season.

Swim Alberta approves all member clubs in the province. Swim Alberta member Clubs agree to abide by all policies, rules and regulations as well as the bylaws of Swim Alberta. As a member club familiarise yourself with all Swim Alberta policies and ensure you have read and understand the [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 audited or signed financial statements - presented to membership at AGM
- Copy of current Proof of Filing - stamped by Registrar of Corporate Registries (if incorporated)
- Copy of most recent AGM Minutes
- Waiver forms for access to 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.

As we emerge from COVID-19, some requirements and guidelines remain in place. Please be sure to familiarise yourself with these by visiting our website, [Return to Swimming & Competition](#).

Affiliation and registration information is available on our [website](#). The affiliation form link will be sent to eligible clubs directly.

Swim Alberta policies are available on our [website](#).

Thank you.

Val Carr  
val@swimalberta.ca  
Manager Membership Services



## Registration information:

All swimmers, coaches, and officials must complete the Acknowledgement & Assumption of Risk form, unless having previously done so. Swimmers, coaches, and officials 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.

**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, sign the Acknowledgement & Assumption of Risk form, and consent to Swimming Canada policies. 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 active accounts in the registration system prior to accessing the E-Learning modules and being on deck in an officiating capacity.

**Pre-Competitive Membership Category** - Available to I Can Swim and Learn to Swim aged 17 and under, and PARA Specific programs.

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

## 2021-2022 Fees and Penalties

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

### Affiliation fees:

**For the 2021-2022 season Swim Alberta will once again be reducing all club affiliation fees by 50%. Clubs should plan to pay full affiliation fees for the 2022-2023 season.**

Year round swim club – Not for Profit	=	\$400.00	2021/2022 fee =	\$200.00
Varsity teams	=	\$200.00	2021/2022 fee =	\$100.00
Masters swim club (20+ members)	=	\$60.00	2021/2022 fee =	\$30.00
Masters swim club (11-19 members)	=	\$40.00	2021/2022 fee =	\$20.00
Masters swim club (<10 members)	=	\$20.00	2021/2022 fee =	\$10.00

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

Year round clubs:

Competitive Fundamental (8 years & under) *	=	\$172.00
Competitive Skills (9-10 years) *	=	\$172.00
Competitive Development (11-14 years) *	=	\$192.00
Competitive Open (15 years & Over) *	=	\$192.00
Open Varsity	=	\$132.50
Pre-Competitive (17 years & under)	=	\$28.00
<i>(I Can Swim, Learn to Swim, PARA specific programs)</i>		

Membership fees are non-refundable and non-transferrable.

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

University Varsity (used by Varsity Teams only)	=	\$70.50
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Masters clubs:

Swimmers registering with a club	=	\$37.00
Swimmers registering unattached	=	\$54.00
Masters Open	=	\$196.00

### Coach fees:

Swim Alberta/Swimming Canada	=	\$69.00
Canadian Swim Coaches Association	=	Varies

### 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.

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.

## Affiliation Check List:

### Step 1:

- Familiarize yourself with the [Club Membership Renewal Policy](#)

### Step 2: Gather digital copies of required documentation (*Required annually*)

- AGM Minutes - Minutes from last AGM
- Financial Statements - Audited or Signed
- Proof of Filing - Stamped by Corporate Registries (Incorporated Clubs only)

### Step 3: Gather all contact information

- Board of Directors contact information
- Staff contact information
- 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 COA and president - Required for age group clubs/Optional for masters clubs
- 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 Application 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 uploaded to the online affiliation application.

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

List of Forms:

Swimming Canada Club Registrar Letter

Swimming Canada Swimmer Letter

Club Registrar Waiver *(Submit to Swim Alberta through the Club Affiliation Application)*

Club Officials Administrator Waiver - Required for age group clubs/Optional for masters clubs *(Submit to Swim Alberta 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:**

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](mailto:hbirenbaum@swimming.ca)

Val Carr  
Manager Membership Services, Swim Alberta  
[val@swimalberta.ca](mailto: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](mailto:hbirenbaum@swimming.ca)

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

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



**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

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\*\*\*\*\*

CLUB NAME: \_\_\_\_\_

COA Name: \_\_\_\_\_

COA Signature: \_\_\_\_\_

COA Email: \_\_\_\_\_  
(required for access)

President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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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.



Govern, lead, and support competitive swimming.