



2016-2017 Membership & Registration Information

Welcome to a new swimming season! The 2016-2017 swim season will commence September 1, 2016.

The SNC registration system continues to improve and SNC continues to address enhancements. Your feedback is always welcome. If you have recommendations or comments concerning the on-line registration system, please submit directly to SNC or Swim Ontario via email or through the Support Request tab on the registration site.

Included in this package is a letter to club Registrars from Swimming Canada – please read carefully. Also included is a letter to Swimmers/Parents from Swimming Canada – you can use this letter as it is or change it as you see fit.

The on-line registration system will be unavailable August 25-31, 2016 for the roll over to the new swim season.

Club Affiliation

Member Club affiliation fees are based on the total number of swimmers (Competitive and Non-Competitive) registered with Swim Ontario on August 31, 2015. Clubs are charged \$5.00 per swimmer plus HST (minimum \$100.00 plus HST- Maximum \$1,000.00 plus HST). In addition each club will pay \$100.00 Club Coach fee and this amount is added to the affiliation fee. Please see Affiliation Fee schedule for amount owing. Affiliation fees and forms are required by August 31, 2016.

University Affiliation

University club affiliation fee is \$50.00 plus HST (Sept. 1 – March 31)

The University affiliation form must be completed, signed and submitted with payment by August 31, 2016.

Associations

Associations must apply to Swim Ontario annually and meet the operating structure as determined by SNC/Swim Ontario (see SNC/Swim Ontario procedure – Associations)

The annual fee for Associations is \$100.00 plus HST.

Affiliation Requirements

On September 1, 2016 access will be granted to club registrars who have completed the affiliation process as follows:

1. Complete and submit the Registrar Compliance Declaration (Registrar Waiver).
2. Complete and submit the Additional System User Waiver form for Club Officials Chair/Administrator for access to official's registration. (if Registrar is same person they require this form as well for access to official's registration)
3. Submit Incorporation status and documents including Certificate of Status.
4. Complete and submit Club affiliation fees and signed form.
5. Complete and submit signed Code of Conduct and Ethics form
6. Complete and sign PIPEDA compliance form.
7. Complete and sign Coach/Swimmer/Officials Membership form acknowledging requirement to register all swimmers, coaches and officials.
8. Screening – Club Personnel Declaration
9. Pay any outstanding invoices/gold bonus from the previous season.

Once all of the above are received,

- Swim Ontario will activate the registrar with access to the SNC registration system. The registrar will receive an email with their login name and default password.
- The registrar can then login to the system at <http://www.swimming.ca/registration.aspx>.
- The registrar may change their password at any time during the year. Usernames should not be email addresses.
- The Club Registrar Help Guide updated version will be available when you log into the system.
- Additional User Waiver form – this form is required if your club requires team managers to have access to the on-line system. Club Officials Administrators will be required to submit this form. The form must be submitted directly to Swim Ontario. The Club registrar cannot directly provide access without consent from Swim Ontario.

Please note that if there is a change in Registrar during the year, a new Club Registrar Compliance Declaration (Registrar Waiver) must be completed and sent to Swim Ontario. Registrars **must not** share access.

Swimmer Registration

All clubs shall consist of at least 10 registered swimmers. Clubs not in compliance will be subject to termination. Failure to renew Club affiliation after 90 days of a new season automatically terminates the club. If lapsed club wishes to affiliate after 90 days they are required to apply as per the “Affiliation of a New Club and Change Procedure”.

Clubs must be prepared to demonstrate that the majority of swimmer training shall be on-site with the affiliated club as registered on the club’s certificate of insurance (swimmers training with SNC/SO training centres and CIS/NCAA affiliated teams are exempt). Clubs who cannot demonstrate the majority of training done on-site may be denied the opportunity to affiliate with Swim Ontario.

Swimmer registration must be completed within 2 weeks (14 days) of commencing participation.

Incorporation

All clubs must be incorporated. (Organizations/Clubs that are the property of Government of Canada (Armed Forces) is exempt). Clubs must include proof of incorporation just once unless significant change occurs. If a significant change does occur to the structure and operation of the club, the club is obliged under our procedures to inform Swim Ontario and seek approval for future affiliation. Swim Ontario’s status of “member club affiliation” is not transferable to any party without expressed written approval of Swim Ontario. Clubs that are incorporated as “non share” or “owner/operator” must ensure that they seek approval for significant changes (ex. Change in ownership).

As part of the affiliation requirements, Clubs will be required to submit to Swim Ontario a Certificate of Status.

The Certificate of Status provides the current status of the corporation (active, dissolved or in default). To order the certificate please see government website http://www.oncorp.com/home/certificate_status.asp
This will be an annual requirement of affiliation.

Concussion Guidelines

Please review “Concussion Guidelines” on Swim Ontario website as prepared by the Ministry of Tourism, Culture and Sport to assist clubs in mitigating risk of concussions and return to play.

Registration of Registrants (swimmers, coaches, officials, volunteers)

In order to promote effective long-range planning and budgeting, Swimming Canada developed a three-year registration fee schedule.

Registration Type	Category	2016-17 Fees	2017-18 Fees	2018-19 Fees
Competitive	Fundamental (8&U)	\$23.00	\$24.00	\$25.00
Competitive	Skills (9-10)	\$43.00	\$44.00	\$45.00
Competitive	Development (11-14)	\$63.00	\$64.00	\$65.00
Competitive	Open (15&O)	\$83.00	\$84.00	\$85.00
University	Varsity	\$41.50	\$42.00	\$42.50
Competitive	Open-Varsity	\$41.50	\$42.00	\$42.50
Competitive	Unattached-Canada	\$100.00	\$100.00	\$100.00
Non-Competitive	Sessional Learn to Swim/Fitness	\$11.00	\$12.00	\$13.00
Limited Event	Limited Event	\$9.00	\$10.00	\$10.00
Coach	Coach A-1 - Head Coach Coach A2 – Head Coach Coach B – Assistant Coach Coach C – Assistant Coach Coach D – Non-Competitive	\$14.00	\$20.00	\$21.00
Official	Level I, II, III, IV, V	0	0	0

Swimming Canada Registration Policy, Procedure and Rules Manual

https://www.swimming.ca/docs/About%20Us/MEMB_POL_REG_PROC_MANUAL-EN.pdf

Any swimmer participating in a Swim Ontario sanctioned event must be registered in the appropriate COMPETITIVE or NON-COMPETITIVE category. **Clubs must register all swimmers** (including but not limited to all competitive, non-competitive, development, recreational, learn to swim), coaches and officials with Swim Ontario and SNC, **and provide accurate contact/residential address information.** Registration must be completed within 2 weeks (14 days) of commencing participation.

Note: Swimmers must do the majority of their training on-site with the affiliated club they register with (swimmers training with SNC/SO training centres and CIS/NCAA affiliated teams are exempt).

Swimmer Categories:

Competitive swimmers are classified as swimmers who take part in sanctioned competitions while Non-Competitive swimmers do not participate in sanctioned competitions (see specific category for details). Swimmers may be upgraded from Non-Competitive to Competitive at any time paying the difference in fees. Swimmers may move from Competitive to Non-Competitive, however not within the same season.

Fees: Registration between September 1 and March 31 will be invoiced at full cost. New registrations after March 31 in the four Competitive categories (Fundamental, Skills, Development and Open) will be reduced by 50% of the SNC fee. Swim Ontario fees will not be discounted and will remain at full cost for the entire season.

Please note that fees are based on category and ages as of December 31st, 2016.

The Swim Ontario Board of Directors approved a registrant fee increase for the 2016-17 season.

REGISTRATION TYPE: **NON-COMPETITIVE**

Type	Category	SNC Fees	Swim Ontario Fee	HST	TOTAL FEE
Non-Competitive	Non-Competitive	\$11.00	\$30.00	\$3.90	\$44.90
Non-Competitive	Summer (July 1 – Aug. 31)	\$11.00	\$5.00	\$0.65	\$16.65

Non-Competitive:

The Non-Competitive category is limited to those enrolled in “Learn to Swim Programs” and “Fitness” programs. The SNC Fee shall apply for an unlimited number of sessions in that swimming year. Members in the Non-Competitive category may compete as **EXHIBITION** in **ONE** competitive sanctioned event per swimming year (September 1 to August 31); their results from the sanctioned event must be uploaded to www.swimming.ca. Swimmers in the Non-Competitive category who wish to compete in additional sanctioned competitions beyond the one permitted **EXHIBITION** opportunity **MUST** be upgraded to the appropriate Competitive category **prior** to the 2nd competition.

The Non-Competitive Summer category is only in effect for July 1 – August 31.

REGISTRATION TYPE: **COMPETITIVE**

Type	Category	Age (as of Dec 31)	SNC Fees	Swim Ontario Fees	HST	Total Fee
Competitive	Fundamental	8 & U	\$23.00	\$60.00	\$7.80	\$90.80
Competitive	Skills	9-10	\$43.00	\$60.00	\$7.80	\$110.80
Competitive	Development	11-14	\$63.00	\$60.00	\$7.80	\$130.80
Competitive	Open	15&O	\$83.00	\$60.00	\$7.80	\$150.80

Competitive:

The four Competitive registration categories (*Fundamental, Skills, Development and Open*) allow members to enter unlimited sanctioned competitions.

The lower cost of registration fee for *Fundamental and Skills category* (8 & U, 10 & U swimmers) is aimed at encouraging movement from the ‘Non-Competitive’ to the ‘Competitive’ registration categories.

REGISTRATION TYPE: **COMPETITIVE**

Type	Category	SNC Fees	PSO Fees	HST	TOTAL
Competitive	Open-Varsity	\$41.50	\$6.00	\$0.78	\$48.28

Varsity swimmers wishing to compete for their home club at SNC competitions must register concurrently in the Open-Varsity category with their home club and in the University-Varsity category with the University team. The Competitive-Open-Varsity member is valid for the swim year (Sept. 1 to August 31).

REGISTRATION TYPE: **UNIVERSITY**

Type	Category	SNC Fees	PSO Fees	HST	TOTAL
University	Varsity	\$41.50	\$6.00	\$0.78	\$48.28

Swimmers participating in a University/CEGEP/College-League program **MUST** register in this registration type. The University-Varsity category is targeted for swimmers who will compete at CIS/CEGEP/College competitions and in any SNC competition; this membership category is valid from September 1 to March 31. Varsity swimmers wishing to compete in SNC competitions from April 1 to August 31 will register with a SNC club in the Competitive-Open category prior to April 1.

REGISTRATION TYPE: **OTHER**

Type	Category	SNC Fees	Swim Ontario Fees	HST	Total Fee
Other	Limited Event Membership	\$9.00	\$40.00	\$5.20	\$54.20

Other:

The **Limited Event Membership** category is targeted as a “one-off membership”. This membership is limited to a single sanctioned competition (i.e. World Police/Fire Games, NAIG, etc) for those not participating and registered in FINA, SNC, PSO, SNC Club programs (training/competition).

Submitting payment: Once the registrar completes the initial registration, they must create an invoice and forward to Swim Ontario a copy of the invoice and one cheque made payable to Swim Ontario for full invoice amount. You may also pay by Visa or MasterCard (2.5% service charge will be added) by calling into the Swim Ontario office (416 426-7222) the credit card information.

Please remember registration is an ongoing process and that **all club members must be registered within 2 weeks (14 days) of commencing participation**. Swim Ontario accepts swimmer registrations throughout the year. Please ensure all new swimmers register with Swim Ontario in the appropriate category. Swimmer upgrades are accepted on the registration system at any time. Please be sure to create an invoice after each batch of upgrades. Swimmers will be activated once the invoice has been paid **AND** the family has updated the contact information.

Refunds: Refund of Swim Ontario swimmer membership registration fees are only considered for a valid medical reason with a written request received by Swim Ontario.

Foreign Swimmers: The Foreign Swimmer Identification form must be completed for swimmers who are non-landed immigrants or who are not Canadian citizens. Also required is a “Letter of Permission” from the country the swimmer left prior to registering or competing in Canada. A foreign swimmer ranked in the top 100 in the world shall not be registered with a club unless approved in advance by Swimming Canada in writing.

Swimmer transfers: In accordance with the Swimming Canada transfer policy, a transfer must be initiated by the club to which the swimmer is transferring through the Swimming Canada Registration system; the family cannot initiate a transfer. See the step by step process in the Club Registrar User Guide.

The system sends an auto email to the releasing club requesting the transfer. The releasing club must act on the transfer within 5 days of receiving the request. The only reason a transfer can be withheld is outstanding financial obligations. The transfer can be held for a maximum of 30 days after which time the transfer is done automatically.

There is no SNC unattached period following the first transfer in a swim season (September 1 – August 31). Swimmers who invoke a second and subsequent transfers within the same swimming season (September 1 to August 31), following approval by the PSO, shall begin a 60 day unattached status period. During this period, swimmers may not represent any club (score points or swim in a relay) and must enter meets as “unattached” Swimon – code UNON.

The transferring swimmer must have a certified coach in good standing, of a member club in good standing, who takes on the “Coach of Record” status for the swimmer during the “unattached” period.

A coach may not have more than 2 “unattached” swimmers at any given time unless they are members of the same nuclear family.

Note: Transfers are not required for Varsity Swimmers to their previously affiliated/registered club. Transfers do apply to Varsity swimmers transferring to clubs other than their previously affiliated/registered club.

PIPEDA: Swim Ontario takes the issue of privacy of personal information very seriously and the Swim Ontario Personal Information Policy reaffirms this position. A copy of this policy is located on our website. Registration or affiliation with Swim Ontario implies that we have the consent of the registrant/affiliate to access the personal information collected. This information can be used for the purposes of updating the registration database or other related Swim Ontario business. All members have a reasonable opportunity to “opt out” as indicated in our policy.

The Federal Personal Information Protection & Electronics Document Act (PIPEDA) governs SNC's collection of information and requires a signed consent form when collecting personal information. The consent form must be included in your club's registration package and collected from each family/official upon registration. In order to align with Swimming Canada, we have adopted the form that they have provided. These forms are kept on file with the club and not forwarded to Swim Ontario, however the club must submit to Swim Ontario the Club PIPEDA compliance form.

Coach Membership Registration: Clubs are required to pay a \$100.00 Club Coach Membership fee collected with club affiliation. Additionally clubs are required to ensure every coach is registered on line with SNC for a fee of \$14.00 per coach and a Swim Ontario fee of \$10.00 (+ HST) per competitive coach and \$5.00 (+ HST) per non-competitive coach. Coaches will register with CSCTA when they register on the SNC system. CSCTA fees are payable to CSCTA.

Expected Coaching Minimums:

Due to the changes in the NCCP definitions and program and the current delivery method, if you have any questions as to your NCCP status, please contact Lindsay Taylor at lindsay@swimontario.com or Christy Yaremczuk at christy@swimontario.com

Club Responsibility: Swim Ontario expects all clubs to maintain a minimum level certified coaches on deck for practices and competition. Failure to comply may result in fines and penalties up to and including expulsion. Qualified coaches are required to ensure compliance with insurance coverage, LTAD delivery and many other points fundamental to our sport.

It is required that every member club of Swim Ontario employ officially recognized NCCP coaches (paid or volunteer) as follows:

1. **Head Coach** – certified at a minimum of NCCP Fundamentals Coach or designated congruency **and** a member of SNC/Swim Ontario & CSCTA.
2. **Assistant Coach** (responsible for conducting practices on their own) – certified at a minimum of NCCP Fundamentals or designated congruency **and** a member of SNC/Swim Ontario & CSCTA.
3. All coaches **MUST** apply for membership and register as members of SNC/SWIM Ontario & CSCTA. Swim Ontario reserves the right to refuse membership.
4. Coaches without any certification or are Trained (but not certified) must be under the direct supervision of a minimum certified Level I NCCP Fundamentals Coach or designated congruency at all times, during training and competition. Please refer to the Swimming Canada National Registration Procedures and Rules – Coaches policy for complete requirements.
5. Clubs are responsible for submitting electronic colour head shot pictures of all their registered coaches eligible to attend sanctioned competitions to Swim Ontario.
6. Swim Ontario will create coaching compliance cards and send them to the home club.

All coaches MUST register as members of SNC/Swim Ontario & CSCTA.

NOTE: It is required that ALL coaches applying for membership with Swim Ontario, must submit to Swim Ontario a Vulnerable Sector Check as part of the membership application process. Please see Screening – Club Personnel Procedure. **Vulnerable Sector Checks will be considered valid for maximum of 3 years from date of issue. In years 2 and 3 an Offence Declaration is required.**

Effective September 1, 2016, Swim Ontario will share the VSC with CSCTA and Swimming Canada.

Official Membership Registration: Clubs are required to ensure every official is registered on the Swimming Canada registration site. There will be a Swim Ontario fee of \$5.00 + HST per official charged to the club.

Once the Officials Administrator/Chair completes the initial registration, they must create (generate) an invoice and send payment to Swim Ontario (payable to Swim Ontario) for full invoice amount. You may also pay by Visa or MasterCard (2.5% service fee will be added) by calling into the Swim Ontario office (416 426-7220) the credit card information.

Please remember registration is an ongoing process and that **all club members including officials must be registered**. Swim Ontario accepts official's registrations throughout the year. Please be sure to create an invoice after each batch of registrations. Officials will be fully registered once the invoice has been paid **AND** the official has updated the contact information.

Club Contact Information: It is the responsibility of the club registrar to update all accurate club contact information including coaches, officials and club board members on the Swimming Canada registration system and the Swim Ontario website under club profiles.

Forms and Documents:

All forms and documents are on the Swim Ontario website

http://www.swimontario.com/index_cs.php?id=1847

1. **Club Registrar Compliance Declaration (Registrar Waiver)**
2. **Additional User Registration System Access Waiver (Officials Chair)**
3. **Foreign Swimmer Form**
4. **National Registration Policy, Procedures and Rules Manual**
5. **PIPEDA Consent and Compliance Form**
6. **Club Affiliation package – memo, forms and fee schedule**
7. **Swimmer, Coach and Officials Registration Agreement**
8. **Code of Conduct and Ethics Agreement form**
9. **Screening Procedure – Club Personnel and Declaration**
10. **Offence Declaration**
11. **Club Registrar User Guide (on SNC System)**
12. **Letter to club Registrars from SNC – please read carefully**
13. **Sample letter clubs may use to send to Swimmers/Parents from Swimming Canada**