



2017-2018 Membership & Registration Information

Welcome to a new swimming season! The 2017-2018 swim season will commence September 1, 2017.

The Swimming Canada registration system continues to improve and Swimming Canada continues to address enhancements. Your feedback is always welcome. If you have recommendations or comments concerning the online registration system, please submit directly to Swimming Canada 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 online registration system will be unavailable from end of day August 24th until September 1, 2017 for the transition to the new swim season.

Please note this information package does not include Masters Integration information. The Masters Information package will be sent to clubs separately.

AFFILIATION

Forms and Documents:

All forms and documents can be found [HERE](#)

Club Affiliation (form [HERE](#))

Member Club affiliation fees are based on the total number of swimmers (Competitive and Non-Competitive) registered with Swim Ontario on August 31, 2016. 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 [HERE](#) for listing of each club's affiliation fee. Affiliation fees and forms are required by August 31, 2017.

Club Requirements

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 Swimming Canada/SO training centres and U Sport/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.

Clubs must register all swimmers (including but not limited to all competitive, non-competitive, development, recreational, learn to swim within 2 weeks (14 days) of swimmers commencing participation), coaches and officials in the Swimming Canada registration system.

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.

Incorporation: All clubs must be incorporated. (Organizations/Clubs that are the property of Government of Canada (Armed Forces) are 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 a Certificate of Status every third season. In alternate years a Declaration confirming that Incorporation information has not changed since the last Certificate of Status was submitted to Swim Ontario.

Clubs must also report board of director changes to Ministry of Government Services

<http://www.eservicecorp.ca/business-owners/update-directors-officers/>

PIPEDA (form [HERE](#))

Swim Ontario takes the issue of privacy of personal information very seriously and the Swim Ontario Personal Information Policy reaffirms this position. The Federal Personal Information Protection & Electronics Document Act (PIPEDA) governs Swimming Canada'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. Clubs must sign the Declaration form confirming they are abiding by the procedure.

Comprehensive Code of Conduct and Ethics (See procedure [HERE](#))

All clubs and their members must abide by the Swim Ontario Comprehensive Code of Conduct and Ethics. The club will ensure all their members are aware of the Code and sign the declaration confirming they are in compliance with the procedure.

Screening - Club Personnel (See procedure [HERE](#))

All clubs must collect Police Record Checks or Vulnerable Sector Checks for persons involved with member club activities. Clubs will keep Police Record Checks on file at the club headquarters and submit all Vulnerable Sector Checks to Swim Ontario. Clubs will submit to Swim Ontario a list of names identifying who and what type of screening has been submitted.

Concussion Guidelines:

Please review [Concussion Guidelines](#) as prepared by the Ministry of Tourism, Culture and Sport to assist clubs in mitigating risk of concussions and return to play.

University Affiliation (form [HERE](#))

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, 2017.

Associations

Associations must apply to Swim Ontario annually and meet the operating structure as determined by Swimming Canada/Swim Ontario ([see Swimming Canada/Swim Ontario procedure – Associations](#))

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

Affiliation Check List

On September 1, 2017 access will be granted to club registrars who have submitted the following

1. [Affiliation fee](#)
2. [Affiliation form](#)
3. [Registrar Compliance Declaration](#)
4. [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)
5. [Declaration](#)
6. Pay any outstanding invoices/gold bonus from the previous season

Once all of the above are received,

- Swim Ontario will activate the registrar and the officials administrator (if applicable) with access to the Swimming Canada 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 – Registration System Access Compliance Declaration form – this form is required if your club requires team managers and/or Officials Administrators to have access to the online system and should 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.

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. Swim Ontario Board of Directors determine provincial fees annually.

SWIMMING CANADA 3 YEAR FEE SCHEDULE

Registration Type	Category	2017-18 Fees	2018-19 Fees	2019-20 Fees
Competitive	Fundamental (8&U)	\$24.00	\$25.00	\$26.00
Competitive	Skills (9-10)	\$44.00	\$45.00	\$46.00
Competitive	Development (11-14)	\$64.00	\$65.00	\$66.00
Competitive	Open (15&O)	\$84.00	\$85.00	\$85.00
University	Varsity	\$42.00	\$42.50	\$43.00
Competitive	Open-Varsity	\$42.00	\$42.50	\$43.00
Competitive	Unattached-Canada	\$100.00	\$100.00	\$100.00
Non-Competitive	Sessional Learn to Swim/Fitness	\$12.00	\$13.00	\$13.00
Limited Event	Limited Event	\$10.00	\$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 Coach E – Associate (PSO/SC use only)	\$ 20.00	\$21.00	\$22.00
Official	Level I, II, III, IV, V	0	0	0

The National Registration Policy, Procedures and Rules Manual (May 24, 2017) [HERE](#)

SWIMMER REGISTRATION

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 Swimming Canada, **and provide accurate contact/residential address information.** Registration must be completed within 2 weeks (14 days) of commencing participation.

Reminder: Swimmers must do the majority of their training on-site with the affiliated club they register with (swimmers training with Swimming Canada/SO training centres and U Sports/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% for the Swimming Canada fee only. 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, 2017.

REGISTRATION TYPE: NON-COMPETITIVE

Type	Category	SNC Fees	Swim Ontario Fee	HST	TOTAL FEE
Non-Competitive	Non-Competitive	\$12.00	\$30.00	\$3.90	\$45.90
Non-Competitive	Summer (June 1 – Aug. 31)	\$12.00	\$5.00	\$0.65	\$17.65

The Non-Competitive category is limited to those enrolled in “Learn to Swim Programs” and “Fitness” programs. The Swimming Canada 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. Non-competitive registrants moving into the Competitive stream will have their Competitive category fee pro-rated by the Non-competitive fee. No fee discounts shall be applied after March 31st.

The Non-Competitive Summer category is only in effect for June 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	\$24.00	\$60.00	\$7.80	\$91.80
Competitive	Skills	9-10	\$44.00	\$60.00	\$7.80	\$111.80
Competitive	Development	11-14	\$64.00	\$60.00	\$7.80	\$131.80

Competitive	Open	15&O	\$84.00	\$60.00	\$7.80	\$151.80
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The four Competitive registration categories (***Fundamental, Skills, Development and Open***) allow members to enter unlimited sanctioned competitions.

REGISTRATION TYPE: COMPETITIVE

Type	Category	SNC Fees	PSO Fees	HST	TOTAL
Competitive	Open-Varsity	\$42.00	\$6.00	\$0.78	\$48.78

Varsity swimmers wishing to compete for their home club at Swimming Canada 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	\$42.00	\$6.00	\$0.78	\$48.78

Swimmers participating in a U Sports/CEGEP/College-League program MUST register in this registration type. The University-Varsity category is targeted for swimmers who will compete at U Sports/CEGEP/College competitions and in any Swimming Canada competition; this membership category is valid from September 1 to March 31. Swimmers wishing to compete concurrently in Swimming Canada sanctioned competitions representing their Age Group club from September 1 to August 31 will register prior to March 31 with the Age Group club in the Competitive Open-Varsity category or after March 31 in the Competitive Open category. A swimmer attending an educational institution outside of Canada and who wishes to also register with their Canadian Age Group club, must do so in the Competitive Open category, not Varsity.

REGISTRATION TYPE: OTHER

Type	Category	SNC Fees	Swim Ontario Fees	HST	Total Fee
Other	Limited Event Membership	\$10.00	\$40.00	\$5.20	\$55.20

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, Swimming Canada, PSO, Swimming Canada Club programs (training/competition).

Submitting payment

Payment options include:

1. Club Cheque – payable to Swim Ontario
2. Visa or MasterCard (2.5% service charge will be added) call (416 426-7222) with credit card information
3. E-transfers/Direct Deposits to heather@swimontario.com

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 Swimming Canada 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.

COACH REGISTRATION

Clubs are required to pay a \$100.00 Club Coach Membership fee collected with club affiliation. All coaches must be a minimum of 15 years of age and must register in one of the five “registration categories”. These categories are aligned with the CSCTA categories. The coach registration process is initiated in the online registration system by the club Registrar and requires the coach to meet the registration requirements of Swimming Canada, the CSCTA and Swim Ontario.

Coach Registration fees – Swimming Canada fee \$20.00 per coach; 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 Swimming Canada registration system. CSCTA fees are payable to CSCTA. Registration is complete when the Swimming Canada, Swim Ontario and CSCTA registrations have been processed fully in the online registration system and the coach has met the minimum certification qualifications and full payment has been made. The status will show in the system as “Registered”.

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 Swimming Canada/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 Swimming Canada/Swim Ontario & CSCTA.
3. All coaches **MUST** apply for membership and register as members of Swimming Canada/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. Cards must be visible at all sanctioned competitions in Ontario. A coach compliance list will also be posted on the Swim Ontario website.

Please review the complete **Swimming Canada Coach Registration Procedures and Rules** - [HERE](#)

Vulnerable Sector Checks

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. Swim Ontario will share the VSC with CSCTA and Swimming Canada. 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.**

OFFICIALS 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.

Payment options include:

4. Club Cheque – payable to Swim Ontario
5. Visa or MasterCard (2.5% service charge will be added) call Nicole Parent (416 426-7220) with credit card information
6. E-transfers/Direct Deposits to heather@swimontario.com

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.