Welcome to a new swimming season! The 2019-2020 swim season Registration, Tracking and Results (RTR) system access to clubs who have completed the affiliation process will begin Tuesday September 3, 2019.

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.

As part of the Affiliation Package, Swimming Canada provides a letter to the Club Registrar - please read carefully. A Letter to Swimmers/Parents from Swimming Canada is also included – you can use this letter as it is or change it as you see fit.

The online registration system will be unavailable from August 26th until September 3, 2019 for the transition to the new swim season.

NEW FOR THIS SEASON

- Club Presidents and Club Registrars will be sent the “Edit Link” from their club’s 2018 Affiliation form to complete the 2019 Affiliation form.
- Clubs can update their information and once they submit their affiliation form, an email notification with attached PDF of required documents for signatures will be sent to the applicant (all documents in the checklist will be attached).
- Once these documents are signed, the club can scan and upload via the edit link or send directly to heather@swimontario.com
- Clubs will be provided with a list of facilities for which Dive Start Certificates were completed by the club. Please ensure to complete the Insurance Certificate section carefully based on the information provided in the attached document.
- Coaches will now be required to complete a PIPEDA Form every season
- University Teams will now complete a Declaration document

HELPFUL HINT

A Coach invoice can only be processed if ALL coaches on the invoice have completed their screening documents (i.e. Vulnerable Sector Check and/or Offence Declaration Form).

Club Registrars are encouraged to generate an invoice with only the Head Coach to ensure the invoice can be processed. This ensures at least one coach is fully registered for the club to be able to upload entries for competitions.

All other coaches can be put on a separate single invoice.
AFFILIATION

Forms and Documents:

**New for this season** – An email with an “Edit Link” to the on-line affiliation form submitted last season will be sent to each club requiring them only to update the information. Clubs will be asked to confirm the information as accurate for each section. Clubs wishing to submit a new on-line form can do so [HERE](#). All additional forms must be replaced with the 2019-2020 edition. Additional forms and documents that require multiple signatures are not part of the on-line form however they will be sent pre-filled based on the information provided and will simply require signatures. They can also be found [HERE](#). Completed forms with signatures can be uploaded with the “Edit Link” or mailed separately.

**Age Group Club and Integrated Age Group with Masters Affiliation (form [HERE](#))**

Member Club affiliation fees are based on the total number of **competitive swimmers only** (Age group and Masters) who were registered with Swim Ontario on August 31, 2018. Clubs are charged $6.00 per swimmer plus HST (minimum $100.00 plus HST- Maximum $1,500.00 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, 2019.

**Club Requirements**

Swim Ontario member clubs agree to abide by all policies, rules and regulations as well as the bylaws of Swim Ontario. Member clubs should familiarize themselves with Swim Ontario procedures – [HERE](#)

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 Age Group Club” or “Affiliation of a New Masters Club”.

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, coaches and officials in the Swimming Canada registration system. This includes but is not limited to all competitive, non-competitive, development, recreational, learn to swim, and Masters swimmers as well as all coaches and officials within 2 weeks (14 days) of registrant commencing participation.

**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 Age Group 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, Age Group Clubs will be required to submit a Certificate of Status every third season (next due September 2020). In alternate years a Declaration confirming that Incorporation information has not changed since the last Certificate of Status was submitted to Swim Ontario.


PIPEDA (form HERE for swimmers, HERE for coaches and HERE for officials)
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 as well as coaches on staff. 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.
Swimming Canada Facility Rules and Guidelines (HERE)
All clubs and their members must abide by the Swimming Canada Facility Rules and Guidelines for competitions and training. The club will ensure all their members are aware of the new Facility Rules and Guidelines and sign the Swimming Canada Club Declaration – Facility Rules Form by confirming they are in compliance with the Swimming Canada Facility Rules and Guidelines.

Swim Ontario Dive Start and Length Compliance Certificates (HERE)
All pools used for Swim Ontario competitions and/or club training purposes, must be listed with Swim Ontario as certified with regard to the requirements for the diving rules which include water depth, height of blocks and height of deck and/or bulkhead. Pools used for competition, must be listed with Swim Ontario as certified regarding to length of the pool for recognition of Provincial and National Records. Please read the updated Swim Ontario Comprehensive Facility Rules Compliance Document for details.
All Dive Start and Length Compliance Certificates for pools listed on the Affiliation Form must be on file with Swim Ontario for the club or completed by September 1, 2019 as part of the Affiliation process. A list of facilities for which Dive Start and Length Compliance Certificates were completed by the club was sent with the Affiliation package as an attachment.

University Team Affiliation (form HERE)
University Team affiliation fee is $50.00 plus HST (Sept. 1 – April 30)
NEW: Swimming Canada has extended University Team affiliation to April 30, 2020
The University online affiliation form must be completed, and all supporting documents signed and submitted with payment by August 31, 2019.

Masters Only Club Affiliation (form HERE)
Masters Only Club fee will be based on total number of Master swimmers August 31, 2018. Masters Only Clubs are charged $5.00 per swimmer plus HST (minimum $45.00 plus HST- Maximum $400.00 plus HST) and will not be charged the $100.00 Club Coaching Fee.

Masters Only Club Requirements
All Masters only clubs (excludes age group club offering masters programming) shall consist of at least five (5) registered swimmers, one (1) Head Coach (NCCP Swimming Certified and compliant with Swim Ontario’s screening procedure) and one (1) Club Director or Designate (other than the Head Coach) operating in the Province of Ontario, Incorporation is not a requirement.

For New Masters Only Clubs please see the procedure for Application of a New Masters Club (HERE) and please note that for the 2019/20 season the application fee has been waived.

Affiliation Check List – see last page of this memo
Registration of Registrants
(swimmers, coaches, officials, volunteers)

The National Registration Policy, Procedures and Rules Manual (May 31, 2019) 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, masters), 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: Age Group 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 and Masters Swimmers 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, 2019.
REGISTRATION TYPE: NON-COMPETITIVE

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>SNC Fees</th>
<th>Swim Ontario Fee</th>
<th>HST</th>
<th>TOTAL FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Competitive</td>
<td>Non-Competitive</td>
<td>$13.00</td>
<td>$35.00</td>
<td>$4.65</td>
<td>$52.55</td>
</tr>
<tr>
<td>Non-Competitive</td>
<td>Summer (June 1 – Aug. 31)</td>
<td>$13.00</td>
<td>$10.00</td>
<td>$1.30</td>
<td>$24.30</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>Age (as of Dec 31)</th>
<th>SNC Fees</th>
<th>Swim Ontario Fees</th>
<th>HST</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive</td>
<td>Fundamental</td>
<td>8 &amp; U</td>
<td>$31.00</td>
<td>$80.00</td>
<td>$10.40</td>
<td>$121.40</td>
</tr>
<tr>
<td>Competitive</td>
<td>Skills</td>
<td>9-10</td>
<td>$51.00</td>
<td>$80.00</td>
<td>$10.40</td>
<td>$141.40</td>
</tr>
<tr>
<td>Competitive</td>
<td>Development</td>
<td>11-14</td>
<td>$71.00</td>
<td>$80.00</td>
<td>$10.40</td>
<td>$161.40</td>
</tr>
<tr>
<td>Competitive</td>
<td>Open</td>
<td>15&amp;O</td>
<td>$91.00</td>
<td>$80.00</td>
<td>$10.40</td>
<td>$181.40</td>
</tr>
</tbody>
</table>

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

REGISTRATION TYPE: COMPETITIVE

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>SNC Fees</th>
<th>PSO Fees</th>
<th>HST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive</td>
<td>Varsity-Open</td>
<td>$45.50</td>
<td>$6.00</td>
<td>$0.78</td>
<td>$52.28</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>SNC Fees</th>
<th>PSO Fees</th>
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<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td>Varsity</td>
<td>$45.50</td>
<td>$6.00</td>
<td>$0.78</td>
<td>$52.28</td>
</tr>
</tbody>
</table>

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 April 30. 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 April 30 with the Age Group club in the Competitive Varsity-Open category or after April 30 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

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>SNC Fees</th>
<th>Swim Ontario Fees</th>
<th>HST</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Limited Event Membership</td>
<td>$10.00</td>
<td>$60.00</td>
<td>$7.80</td>
<td>$77.80</td>
</tr>
</tbody>
</table>

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).

REGISTRATION TYPE: MASTERS

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>SNC Fees</th>
<th>Swim Ontario Fees</th>
<th>HST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>Non-competitive</td>
<td>$10.00</td>
<td>$3.50</td>
<td>$0.46</td>
<td>$13.96</td>
</tr>
<tr>
<td>Masters</td>
<td>Masters</td>
<td>$10.00</td>
<td>$30.00</td>
<td>$3.90</td>
<td>$43.90</td>
</tr>
<tr>
<td>Masters</td>
<td>Independent</td>
<td>$10.00</td>
<td>$44.25</td>
<td>$5.75</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

The Masters category is targeted for Masters Swimmers age 18 & over, participating in Masters only events.

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 to etransfers@swimontario.com Please email a password separately

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.

Transfers of Masters swimmers are not required.
COACH REGISTRATION
Age Group 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.

HELPFUL HINT
Coach registration cannot be processed without receipt of a Vulnerable Sector Check, it is advised that club registrars generate an invoice with only the Head Coach, which will not delay submitting competition entries.

Coach Registration fees – Swimming Canada/Swim Ontario fees are payable to Swim Ontario. 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, required screening has been submitted to Swim Ontario and full payment has been made. The status will show in the system as “Registered”.

REGISTRATION TYPE: COACH

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>SNC Fees</th>
<th>PSO Fees</th>
<th>HST</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach</td>
<td>Non-competitive</td>
<td>$27.00</td>
<td>$10.00</td>
<td>$1.30</td>
<td>$38.30</td>
</tr>
<tr>
<td>Coach</td>
<td>Competitive</td>
<td>$27.00</td>
<td>$20.00</td>
<td>$2.60</td>
<td>$49.60</td>
</tr>
</tbody>
</table>

Expected Coaching Minimums:
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 Level 1 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 certified 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. In order to be on deck at competitions, all returning coaches must be at minimum Level 1 Fundamentals Certified, and all first year coaches must have taken the Swimming 101 course. Please refer to the Swimming Canada National Registration Procedures and Rules – Coaches policy for complete requirements.

5. Coach certifications must be active, with the appropriate amount of professional development points collected in the coaches five year cycle. Coaches who have a January 2020 expiry date who do not have enough points upon registration will be contacted by Swim Ontario.

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, provided that they are received from within 365 days 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.

<table>
<thead>
<tr>
<th>REGISTRATION TYPE: OFFICIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Official</td>
</tr>
</tbody>
</table>

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 to etransfers@swimontario.com Please email a password separately

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.
**Affiliation Check List**

On Tuesday September 3, 2019 access will be granted to club registrars who have submitted the following

1. **Affiliation fee**
2. **Completed (Edited) online Affiliation form**
3. **Registrar Compliance Declaration**
4. **Additional User Access Declaration Form** for Club Officials Chair/Administrator, Treasurer or Team Manager access.
5. **Age Group Club Declaration Form** or
6. **Masters Only Club Declaration Form** or
7. **University Team Declaration Form**
8. **Swimming Canada Club Declaration - Facility Rules Form**
9. 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](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 System Access Declaration form – this form is required if your club requires team managers, Officials Administrators or Treasurer 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. More than one access can be included on one form.

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.