Masters Membership, Registration and Competition

Joining Swim Ontario

Updated June 2019
Joining Swim Ontario

Integration of Masters with Swim Ontario – Fees
For additional details on each of these steps please click on title.

**Step 1 - Club Membership Application / Fees**

<table>
<thead>
<tr>
<th>Application</th>
<th>Season</th>
<th>Deadline</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOMC Clubs</td>
<td>2019-2020</td>
<td>open</td>
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</tr>
<tr>
<td>SOMC Clubs</td>
<td>2020-2021</td>
<td>March 2020</td>
<td>$750</td>
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<tr>
<td>New Masters Club</td>
<td>2019-2020</td>
<td>open</td>
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</tr>
<tr>
<td>New Masters Club</td>
<td>2019-2020</td>
<td>March 2020</td>
<td>$750</td>
</tr>
</tbody>
</table>

**Step 2 – Annual Affiliation Club Fees**

<table>
<thead>
<tr>
<th>Application</th>
<th>Affiliation Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO Masters Only Clubs</td>
<td>Based on competitive registrant from the previous season $45 min and $400 maximum</td>
<td>See Club Operations webpage</td>
</tr>
<tr>
<td>SOMC Clubs</td>
<td>$45 + HST 2019-2020</td>
<td>$50.85</td>
</tr>
<tr>
<td>New Masters Club</td>
<td>$45 + HST 2019-2020</td>
<td>$50.85</td>
</tr>
</tbody>
</table>

*Due with application or affiliation*

**Step 3 – Administration** - no fees.

**Step 4 - Registrants Fees**

<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>Masters</td>
<td>Masters</td>
<td>$10</td>
<td>$30.00</td>
<td>$3.90</td>
<td>$43.90</td>
</tr>
<tr>
<td>Masters</td>
<td>Non-competitive</td>
<td>$10</td>
<td>$3.50</td>
<td>$0.46</td>
<td>$13.96</td>
</tr>
<tr>
<td>Masters Coach</td>
<td>D</td>
<td>$27</td>
<td>$10</td>
<td>$1.30</td>
<td>$38.30 **</td>
</tr>
<tr>
<td>Official</td>
<td>Level I to V</td>
<td>$0</td>
<td>$5</td>
<td>$0.65</td>
<td>$5.65</td>
</tr>
</tbody>
</table>

**Step 5 –Competitions Fees**

<table>
<thead>
<tr>
<th>Type</th>
<th>Sanction Fee</th>
<th>Post Meet Fees</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitational</td>
<td>$50</td>
<td>$1.00 per swim</td>
<td>Open to any registered SNC/Masters swimmers.</td>
</tr>
<tr>
<td>In House competition</td>
<td>$0</td>
<td>$0</td>
<td>Open to registered SNC / Masters swimmers of Host club only. 1 session / max 3 hours</td>
</tr>
<tr>
<td>Time Trial</td>
<td>$0</td>
<td>$0</td>
<td>Open to registered SNC/ Masters swimmers 50 swimmers / 2 events each 1 session / max 2 hours</td>
</tr>
</tbody>
</table>
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Definitions
For easy reference, unless the context otherwise requires, some acronyms the swimming community uses are,

(a) “FINA” means Federation Internationale de Natation Amateur;
(b) "AC" means Aquatics Canada;
(c) "SNC" means Swimming/Natation Canada
(d) “PSO” Provincial Sporting Organization (Swim Ontario)
(e) "AGM" means Annual General Meeting;
(f) "MTCS" means Ministry of Tourism, Culture and Sport;
(g) "SOCC" means Swim Ontario Coaches Committee;
(h) "SOOC" means Swim Ontario Officials Committee;
(i) "OAHOF" means Ontario Aquatic Hall of Fame
(j) "NCCP" means National Coaches’ Certification Programme
(k) “LTADS” means Long Term Athlete Development Strategy
(l) “CSTCA” means Canadian Swim Coaches and Teachers Association
(m) “MSC” Masters Swimming Canada
(n) “MSO” Masters Swimming Ontario
(o) “CSIO” Canadian Sports Institute – Ontario
(p) “SOMC” means a club recognized by the Swim Ontario Masters Committee
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Structure of Competitive Swimming

This chart depicts the functional lines of governing authority for the sport of competitive swimming and the manner in which Canadian organizations are affiliated to each other and to other world bodies.

Swim Ontario

The Ontario Section of the Canadian Amateur Swimming Association (now SNC) was founded in 1922. During the early years of swimming, the majority of the swimming clubs were located in the Southern Ontario area and affiliated with the local Y.M.C.A. In 1951, Ontario had 28 affiliated clubs and 569 swimmers. The C.A.S.A. Ontario Section changed its name to Swim Ontario in 1988 to better reflect the change at the national level.

There are over 100 clubs with approximately 19,000 registered swimmers, 1,000 coaches, 8,000 officials and numerous volunteers throughout Ontario.

Swim Ontario is the non-profit sport governing body responsible for the organization and regulation of swimming in the province. Swim Ontario promotes excellence by structuring, regulating and supporting programs, which encourage the maximum development of each individual swimmer. It is directed by a volunteer Board of Directors and its policies are administered by a full-time professional staff located in Toronto.

Swim Ontario creates and enhances the image of competitive swimming as a sport that involves fun, strength, attainment of personal excellence, dedication, health, safety and discipline - in short a sport of superior values.

You can find out more about Swim Ontario at www.swimontario.com.
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Swim Ontario Obligations

Affiliated Clubs

Provincial and National Programs

- Administer programs that are of technical and administrative high quality.
- Administer programs that affect as many swimmers as possible.
- Complete and maintain event approval records to comply with SNC, Swim Ontario and insurance standards.

Communications

- Provide regular and timely communications on program and administrative matters to the membership.
- Host an Annual Conference/Annual General Meeting that provides an opportunity for information sharing.
- Maintain liaison with associated organizations

Finance

- Operate within the bounds of prudent financial responsibility.

Insurance

- Provide the highest quality liability, O&D and accident insurance possible at a reasonable cost for our membership.

Club Administrative Assistance

- Provide as many quality fundraising and sponsorship opportunities as possible for club participation and programs.
- Provide as many quality promotional and marketing tools for use by clubs in their efforts to promote programs and operations.
- Provide administrative and technical assistance when requested.

Leadership

- Provide effective and responsive leadership in technical and administrative operational areas.

Records

- Maintain functional database records on membership, statistics, and event economic impact, finances, events and competitions, awards, history, and Hall of Fame matters.

The Ministry/CSIO

The expectations of the government change over time but the expectations of Swim Ontario to maintain its relationship as the provincial sporting organization for swimming are,
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- Be recognized by an NSO.
- Have a minimum of 300 member athletes with representation in each of the Ministry’s three regions.
  - Swim Ontario had 19,000 swimmers and clubs in all parts of Ontario.
- Must have existed for a minimum of three years as a non-share capital corporation.
  - Swim Ontario can trace its history back to 1922 and is one of the oldest sports in the province.
- Must have a duly constituted volunteer board of directors in place.
  - Swim Ontario has a governance board of seven directors.
- Must have financial statements for the past three years.
- Must collect membership dues. Membership dues include all registrants of Swim Ontario.
  - Swim Ontario charge dues both to comply with Ministry recognition and for insurance obligations.
- Must have a board-approved strategic planning process in place.
  - The current Swim Ontario strategic plan extends to 2020 and can be found HERE.
- Must have liability insurance with a minimum coverage of $5,000,000.
  - Swim Ontario insurance exceeds this expectation. For more information go to www.swimontario.com/page.php?id=1623

Swimming Canada

Alignment with the NSO is a requirement both for management of the sport as well as expectations from sponsors, Aquatics Canada and more. Swim Ontario is a voting member of Swimming Canada and the relationship embodies communication, registration categories, funding, high performance and more.

Registration Fees
- Utilizing the Swimming Canada registration system, Swim Ontario collects the declared fees for and on behalf of Swimming Canada annually.

Programs
- Conduct provincial swimming programs to a standard expected by Swimming Canada (in the best manner for the swimmer).
- Swimming Canada gives the provincial associations the right to "sanction" or approve events on their behalf. Sanctions and approvals must meet SNC standards of conduct and safety.
- Conduct national programs and events according to the standards and guidelines established by Swimming Canada.

Sponsorship
- Respect all Swimming Canada and Swim Ontario sponsors for national events and provincials competitions (e.g. programs of which SNC and Swim Ontario have ownership)
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Organization Structure

Swim Ontario has a professional-driven focus to the management of the operation. As well committees are formed and designed to provide direction and advice on specific matters. Sport Development Committee, Coaches committee, High performance coaches committee, officials committee and all the others have agreed upon terms of reference.

The current organizational chart is under review and awaiting board approval.

Swim Ontario Masters Committee

The integration of the Masters category into Swim Ontario is a transitional process. The committee has agreed that all procedures and fees found therein are best positioned for this year, however, fees and procedures will be consistently monitored and reviewed as necessary for future membership seasons. Swim Ontario recognizes that the integration of Masters will also require review of our By-Laws for possible amendment.

Currently the Swim Ontario Masters Committee has moved under the operational arm of the organization.

The committee members can be found at http://www.swimontario.com/page.php?id=3205

Step 1 - Club Membership / Affiliation

Representation within Swim Ontario is primarily through clubs as all swimmers, coaches and officials are registered with clubs and there are no un-affiliated swimmers. However, coaches and officials may be considered independent as per the SNC National Registration policy. Swimmers, coaches and officials duly registered are covered by insurance and considered by Swim Ontario as ‘registrants’.

Application

A masters club must apply to Swim Ontario to become an affiliated masters club. Club affiliation has some key minimum criteria to consider,

- All individual members of the club must register. At minimum there needs to be at least 5 members registered in the Masters categories.
- Clubs need a coach
  - The coach must be certified at level 1 Fundamentals
    - By December 1, 2019
  - The certified status requires the Coaches Association of Canada’s (CAC) “Making Ethical Decisions” evaluation module.
- Clubs should be incorporated and thus have a Board of Directors. This ensures that the ownership and representation of the club is known and clear.
  - The Government of Ontario has excellent resources for incorporation processes of a profit or not-for profit organization.
- Clubs need to affiliate and include all training facilities on the insurance affiliation.
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- Unincorporated clubs will require a letter from their aquatic facility provider stating that they are an organized training group that rents pool time and runs organized programs observing all facility risk management policies.
- The application form includes all information needed for affiliation.
- Affiliation is an annual process.

Depending on application period, there are two (2) categories of application to become a member of Swim Ontario that offers masters programming exclusively.

<table>
<thead>
<tr>
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<td>2020-2021</td>
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- SOMC Clubs have a streamline application form that can be found [HERE](#).
- New Masters Clubs application form can be found [HERE](#).

The application will be reviewed, and any questions asked and confirmation from Swim Ontario of acceptance will be given.

Your club name and call letters must not already be taken within the national Swimming Canada system. For example there is only one COBRA or UBC in the country.

For full details please reference the Swim Ontario Procedure Manual – Affiliation of a SOMC Club or New Masters Club ([Link to procedures](#)).

**Step 2 – Club Fees**

With the application complete there are annual fees to consider.

- Please note annual affiliation documents and fees are required
  - Affiliation fees are calculated based on the annual competitive registration numbers with fees $5 per registrants with a minimum $45 and maximum $400
  - New or SOMC clubs submitting an application to join Swim Ontario and new Masters clubs, a flat fee of $45 + HST has been established.
  - There will be no Club Coach Fee, only individual coach registration fees will be charged.

**Step 3 – Administration**

Clubs will need to identify annually a registrar to Swim Ontario during the application/affiliation process. This registrar will be responsible for entering information into the national registration database. There are resources available via the Swimming Canada Club Registrar Help Guide. The registrar is responsible for entering fundamental club information, volunteer board information, swimmer, coach and official information. Template registration forms for the season can be found on -line ([www.swimontario.com/page.php?id=1847](http://www.swimontario.com/page.php?id=1847)).
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Affiliation Check List
In September access will be granted to club registrars who have submitted the operational documents found at http://www.swimontario.com/page.php?id=1847

Once the application is approved,

- 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 Club registrar cannot directly provide access without consent from Swim Ontario.
- 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 Swimming Canada Club Registrar Help Guide updated version will be available when you log into the system.

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.

Affiliated clubs must register all of their swimmers (Masters or Masters non-competitive Categories), coaches and officials through the Swim Ontario registration process and procedures. Any unregistered swimmers, coaches and officials are not insured under the “Accidental Death & Dismemberment” policy to participate in any Swim Ontario activity (training, competition, or social) in which the Swim Ontario certificate of insurance binder is submitted. In addition, the club would be considered in violation of Swim Ontario policy and procedure and therefore not be insured under the “Commercial General Liability” and the “Directors and Officers” insurance policies. Club directors would then be placing their own personal assets at risk.

- All masters clubs shall consist of at least 5 registered swimmers. Clubs not in compliance will be subject to termination.
- Clubs must register all masters swimmers 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:
Masters clubs are not required to be incorporated. However for those clubs who are incorporated please note that clubs must report board of director changes to Ministry of Government Services http://www.eservicecorp.ca/business-owners/update-directors-officers/
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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 (copies are accepted). Clubs will submit to Swim Ontario a list of names identifying who and what type of screening has been submitted.

**Coach Vulnerable Sector Checks:** All coaches need to undertake the compliance for vulnerable sector checks. Swim Ontario also wishes to ensure that reasonable steps have been undertaken to ensure criminal convictions contravening our screening process do not encroach on coaching professionalism and responsibilities.

**Personal Information Protection & Electronics Document Act (PIPEDA)**
 formas [HERE](#) – one for swimmer and one for official

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 swimmer/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 Masters Declaration form confirming they are abiding by the procedure (operational document with masters club application).

**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. While some clubs may have their own code of conduct it is the Swim Ontario Code of Conduct which will be used should anyone access the Dispute and Complaints procedure.

**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.

**Step 4 - Registration of Registrants**
The National Registration Policy, Procedures and Rules Manual [HERE](#)

Masters and Masters non-competitive Swimmer Categories:

A Masters category swimmer is classified as swimmers aged 18 and over that participate in masters programming activities and who may compete in masters competition. A Masters non-competitive
swimmer is classified as swimmers aged 18 and over that participate in programmed training and social activities only. A Masters Non-Competitive swimmer may compete in ONE competitive sanctioned event or authorized “racing” opportunity per swimming year (September 1 to August 31); Ontario Masters Provincials and National Masters Championships are not eligible competitions. Swimmers in the Masters Non-Competitive category who wish to compete in additional sanctioned competitions or racing opportunities beyond the one permitted opportunity MUST be upgraded to the Masters category prior to their second competition, failure to do so may result in penalties. A masters swimmer can be part of more than one masters club.

**Fees:** A registered masters swimmers must pay a registration fee to Swimming Canada & Swim Ontario. Registration membership ends on August 31 of each year. Swim Ontario will collect the Swimming Canada on their behalf.

- **REGISTRATION TYPE: MASTERS**

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>SNC Fees</th>
<th>SO Fees</th>
<th>HST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>Masters</td>
<td>$10</td>
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<td>$10</td>
<td>$3.50</td>
<td>$0.46</td>
<td>$13.96</td>
<td></td>
</tr>
</tbody>
</table>

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. Swimmers will be activated once the invoice has been paid AND the swimmer has updated their contact information.

**Coach registration**
All coaches must be a minimum of 15 years of age and must register with Swimming Canada and CSCTA. 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.

A Masters coach may already be registered with an Age Group Club. Coaches registered with an Age Group Club will need to indicate the Masters Club within their Swimming Canada account.

Please see [Club Registrar guide](#) for instructions.

- **REGISTRATION TYPE: COACH**

<table>
<thead>
<tr>
<th>Type</th>
<th>Category</th>
<th>SNC Fees</th>
<th>PSO Fees</th>
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</thead>
<tbody>
<tr>
<td>Masters Coach</td>
<td>D</td>
<td>$27</td>
<td>$10</td>
<td>$1.30</td>
<td>$38.30 **</td>
</tr>
</tbody>
</table>

The registration of Coaches on the system automatically will generate the CSCTA invoice with applicable fees.

CSCTA fees are payable to CSCTA (these can be paid directly online). Registration is complete when the Swimming Canada, Swim Ontario and CSCTA registrations have been processed fully in the online system.
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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”.

Masters Clubs have until Dec. 1, 2019 to ensure they have a coach with the minimum certification or find
a certified coach, 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 HERE.

Please review the complete Swimming Canada Coach Registration Procedures and Rules - HERE

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.

Full details on registration of Officials can be found HERE on the Swim Ontario website including step by step instructions.

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.

Payment options include:

1. Club Cheque – payable to Swim Ontario
2. Visa or MasterCard (2.5% service charge will be added)
   a. Call / email Heather Dwinnell (416-426-7222 heather@swimontario.com ) for swimmers and coaches registrations with credit card information
   b. Call / email Nicole Parent (416 426-7220 nicole@swimontario.com ) for officials registration with credit card information
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3. E-transfers/Direct Deposits requests to etransfers@swimontario.com

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.

Step 5 – Training and Competitions

Swim Ontario affiliation and insurance go hand in hand. Swim Ontario insures and sanctions all practices and competition.

Insurance

An affiliated club’s practice and competitive activities are only insured provided all registration policies and procedures are adhered to.

As such, registered swimmers are automatically insured and by extension must participate under the guidelines Swim Ontario defines for safe swimming. To introduce non-registered swimmers into a sanctioned activity or practice compromises everyone’s insurance. In the recent past, Swim Ontario clubs have been significantly fined or suspended for allowing the participation improperly registered swimmers.

Competition

All upcoming sanctioned competitions in Canada can be found at

https://www.swimming.ca/en/events-results/live-upcoming-meets/
Masters swimmer can enter Masters Type meets only. Only fully registered swimmers can enter competition. Meet Managers are instructed to only accept entries of swimmers with registrant status “registered”.

The entries system accepts entries generated by Hy-Tek Team Manager, team unify or Splash software. A lite version of Hy-Tek Team Manager is available to Masters swimmers to help manage their entries. (http://www.hy-tekltd.com/swimming-management-software.html). The event file is downloaded from the “Upcoming meets” website, imported into Team Manager. Entries are then managed in Team Manager and exported for upload to the SNC system.

**Competition Sanction**

Only clubs seeking to run a competition need apply for competitive sanction. A Meet Manager account on the registration system is necessary to apply for competition sanction. A Club registrar can create a Meet Manager account (see Registrar Help Guide).

All sanction applications are made through the Swimming Canada registration system. All entries are to be submitted through the online entry system. Clubs wishing to host a competition are asked to review the Meet Sanction and Obligations Procedure found in the Swim Ontario Procedure Manual and the Masters Meets Procedure.

Meet Managers are encouraged to review the Swimming Canada Meet Manager Guide which details the sanction application process.

Swim Ontario has also provides meet managers with Template Meet packages. Visit http://www.swimontario.com/page.php?id=3031 for additional details