

Legend

- **H:** housekeeping
- **M/MC/BoD:** Changes due to Masters Integration, recommended by Masters Committee and Staff, for Board of Director approval
- **M/MC/ED:** Changes due to Masters Integration, recommended by Masters Committee and Staff, for Executive Director approval
- **M/MC/F&A:** Changes due to Masters Integration, recommended by Masters Committee and Staff, for Finance & Audit approval
- **STAFF/BoD:** Staff recommended changes not relating to Masters Integration for Board of Director approval
- **STAFF/ED:** Staff recommended changes not relating to Masters Integration for ED approval
- **M/MC/SNC:** Changes due to Masters Integration, recommended by Masters Committee and Staff based on SNC procedure

Updates and Changes

1. **(H)** Updates throughout that apply to both ED and Board of Director procedures
 - a. Replaced CIS with U Sports
 - b. Replaced swimmeet.ca with swimming.ca
2. **(H) (APPROVED)** Under Definition: added definitions for “Age Group Club”, “Masters Club”, “MSC”
3. **(STAFF/ED) (APPROVED AUGUST 2017) Swim-A-Thon Receipts** (procedure O-001-05): changed title to Swim-A-Thon. Removed referenced to charitable receipts and Swimming Canada charitable status and kept the program details and 10% admin fee.
4. **(STAFF/ED) (APPROVED) Tax receipts – National Officials Travel Procedure** (procedure O-001-07): removed entirely as program is suspended and tax receipts will no longer be issued.
5. **(STAFF/BoD) (APPROVED AUGUST 2017) Screening – Club Personnel** (procedure O-002-07): Added following for clarification
 - a. VSCs must have been issued within the past 365 days
 - b. Coaches may use the same VSC for multiple clubs they are associated with within a season, however, a coach switching clubs must submit a new VSC.
6. **(STAFF/ED) (APPROVED AUGUST 2017) Insurance: Certificates of Insurance and Notification to Travel** (procedure O-002-04):
 - a. Added under Notice of Travel: “Any Masters Club having registrants travelling outside the province are exempt from this requirement, however, the club is encouraged to complete the Notice of Travel.”
 - b. Changed from Club Incident report to Swim Ontario Incident report to be submitted to Swim Ontario.
7. **(STAFF/ED) (APPROVED AUGUST 2017) Concussion Protocol** (procedure ?): Added following
 - a. Incident Reports to be submitted to Swim Ontario
 - b. Coaches are encouraged to take Making Headway in Sport e-module available through Coaches Association of Canada

8. **(STAFF/ED) (APPROVED AUGUST 2017) Personal Information Protection** (Procedure O-003-01) : removed links to PDF documents and added link to webpage that most current version of forms will be posted. Eliminates the need to change the link every year. Changed the wording for club compliance for PIPEDA form to Declaration Form (new for 2017-18 and beyond).
9. **(M/MC/ED) (APPROVED AUGUST 2017) Club/Team Affiliation** (Procedure M-001-01):
 - a. Added Masters will also be registered with MSC.
 - b. Clarified the 10 swimmer requirement by indicating “Age Group Club” instead of Club.
 - c. Added “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 (other than the Head Coach) operating in the Province of Ontario.
 - d. Under Regulations: reformatted bullets to be clear.
 - e. Under Review Period: eliminated list of documents as these change throughout the years and provide webpage where all these document are located.
 - f. Under review Period where discussion on Club Affiliation fees:
 - i. Added sub-bullets to clarify each calculation of affiliation fees
10. **(M/MC/ED) (APPROVED AUGUST 2017) Club Officials Development Program** (Procedure M-001-05):
 - a. Added “FINA rules” for competitions
 - b. Added “Age Group” to subject to indicate this applies to Age Group Clubs only
 - c. Added “Varsity and Masters Clubs are exempt from ODP but are encouraged to engage in the training of officials”
11. **(M/MC/ED) (APPROVED AUGUST 2017) Associations** (Procedure M-001-06): Updated with SNC revised procedures
12. **(M/MC/ED) (APPROVED AUGUST 2017) Athlete & Coach registration and Proof of Residence for Competitions** (Procedure M-001-07):
 - a. Added “Registrants can only be registered with 1 Age Group Club.”
 - b. Eliminated exemption for Masters swimmers for foreign swimmers attending Swim Ontario masters meet.
13. **(M/MC/BoD) (APPROVED AUGUST 2017) Affiliation of a New Club** (Procedure M-001-09): changed to **Affiliation of a New Age Group Club**
 - a. Added “This procedure applies to New Age Group Clubs that may offer additional masters programming”
 - b. Clarified MED component requirement for Head Coach
 - i. “Head Coaches be certified at a minimum of level 2 with Coaches Association of Canada’s “Making Ethical Decisions” evaluation module.”

14. **(M/MC/BoD) (APPROVED AUGUST 2017) Affiliation of a New Masters Club** (Procedure M-001-10): **New procedure**
 - a. *SOMC Club means a club recognized by the Swim Ontario Masters Committee on August 31, 2017*
15. **(M/MC/F&A) (APPROVED AUGUST 2017) Swimmer Registration** (Procedure M-002-02):
 - a. Rewording first paragraph to following to explain how age group clubs that offer masters programming will operate. “All affiliated clubs must register all of their swimmers as either competitive, non-competitive or masters through the Swim Ontario registration process and procedures. Age Group Clubs that offer masters programming will be assigned a masters only club designation with different club code and login to the SNC registration system. All masters swimmers from age group clubs will be registered with that designated masters club. Masters Clubs may only register master swimmers.”
 - b. Added to transfer requirements “MSC Masters category exempt from this requirement”
 - c. Added to table the definition for MSC Masters “Registration category Masters MSC is targeted for Masters swimmers participating in Masters only events. Masters registration categories are limited to swimmers aged 18 & over. MSC allows for registration with more than one club. The second and subsequent registrations must reflect the same Swimmer ID number.”
16. **(M/MC/SNC) (APPROVED AUGUST 2017) Cross Province Swimmer registration** (Procedure M-002-03):
 - a. Updated link to national registration procedure for 2017. Note this needs to change every year.
 - b. Added following “this procedure does not apply to masters swimmers”
17. **(M/MC/ED) (APPROVED AUGUST 2017) Swimmer Transfer** (Procedure M-002-04):
 - a. Added following “this procedure does not apply to masters swimmers”
18. **(H) Masters Swimming Ontario** (Procedure M-003-06): **Deleted**
19. **(STAFF/BoD) (APPROVED AUGUST 2017) Independent Coach Registration** (Procedure M-003-08):
 - a. Updated procedure with SNC National Registration wording and numbering
 - b. As per 3.23 of that policy, “*Independent coaches who are not affiliated with any one club, may apply for registration directly to the Provincial Section or National Office. If approved, the PSO or NSO registrar can proceed with registration*”
 - c. As per 3.24 of that policy, “*A Provincial section may have registration requirements in addition to the Swimming Canada requirements, which the coach is required to meet in order to become fully registered*”

20. **(M/MC/ED)** **(APPROVED AUGUST 2017)** **Meet Sanction Obligation & Procedure** (Procedure C-001-01):
- a. Added “Masters (specific additional procedures apply)” to the categories of competitions (sanction type) – similar to OUA meets.
 - b. Added Masters meet deadline for sanction: 4 weeks – same as Invitational meet.
 - c. Reworded a bullet on requirement for Level 4 competition coordinator.
 - d. Adjusted some errors in wording
 - e. Note: *procedure is the same for a masters meet. Same process for application – the masters specific procedure has specific instructions.*
 1. Clarification received from Greg King: MSC Competition/Rules Committee Chair. *MSC now uses FINA Masters rules (have been for last two years) with a couple of amendment. Ontario was the only province using the old MSC rule book. MSC also use the SNC Safety and Warm-up Procedure with a couple of amendments. He will have website updated to include a one pager with safety & warm-up procedures and old MSC rule book removed from website. Recommended wording “Masters Swimming Canada (MSC) competitions are sanctioned by Swimming Canada and governed by MSC rules and regulations. MSC has adopted the FINA rules, however MSC does allow competitors 18-24 age group to compete in domestic meets. Swimming Canada recognizes the need for Provincial Sections to implement and adopt their own rules and regulations.”*
21. **(H)** **Non-conforming Sanctioned Meets** (Procedure C-001-05)
- a. Updated referee with competition coordinator
 - b. Updated results upload within 48 hours to match meet sanction obligation procedure
22. **(H)** **OUA varsity and OUA Varsity / Club meets** (Procedure C-001-02)
- a. Updated referee with competition coordinator
 - b. Updated results upload within 48 hours to match meet sanction obligation procedure
23. **(M/MC/ED)** **(APPROVED AUGUST 2017)** **Masters Meets** (Procedure C-001-06): **NEW Procedure**
- a. See notes from Meet Sanction Obligation & Procedure – point e.
24. **(H)** **SNC Warm-up Procedure** (Procedure C-001-03):
- a. Updated to just the link to current procedure.