



PROCEDURE MANUAL

SECTION	MEMBERSHIP - CLUBS	PROCEDURE #	M-001-07
RESPONSIBILITY	STAFF		
SUBJECT	Athlete & Coach Registration and Proof of Residence for Competitions	EFFECTIVE	September 2009
AUTHORIZED BY	Executive Director	REVISED	November 2013

Support

Swim Ontario Policy

M – 001 ... Swim Ontario is a not for profit sport governing body responsible for the organization and regulation of competitive swimming in Ontario.

Swimming Rules of SNC

GR 1.2.1.1 Swimmers entering meets in Canada must comply with all FINA, SNC and PS eligibility rules.

GR 1.1.1.3 The PS may make special rules and regulation for age group and senior events.

This procedure applies to all competitions sanctioned by Swim Ontario. This procedure is aimed at ensuring all athletes and coaches in competition are properly registered, insured and that they are residents of the country or province for which they claim residence.

Registration

Ontario and Canadian Athletes

Meet Managers must ensure that all swimmers and coaches are duly and properly registered with SNC.

For athletes, meet managers must secure both

- 9 digit ID number and
- date of birth

For coaches, meet managers must ensure proof of registration via CSCTA in compliance with all SO and SNC policies and procedures. This is done through the Swimming Canada online registration system and the meet entry process. Through this route, meet managers can feel assured that the swimmer and coach is duly registered. Without this information, the swimmer and coach registration is suspect and meet managers must confirm the information within a reasonable period of time. Exemptions may be considered, please see Proof of Residence Exemption.

Non-Canadian or Non-Ontario Athletes/Coaches/Clubs

The non-Ontario swimmer and coach must be able to prove two things upon demand to compete within the province.

- Registration with a FINA affiliated governing body (USA Swimming for example)
 - o Athlete number and
 - o Date of birth and
 - o Proof of registration and
 - o Proof of Insurance
- Residency within the country of the governing body may be demonstrated by either the parent or swimmer and coach which may include:
 - o Student ID
 - o Drivers license
 - o Green Card
 - o Other government documentation proving residency as accepted by Swim Ontario

This procedure does not apply to the following situations where specific Swim Ontario and SNC rules shall govern:

- o Swimmers competing in the OUA/CIS/NCAA.
- o National Swimming Centre swimmers.

- o Masters swimmers

Procedure

Any competition which has the potential for attracting non SNC Registered swimmers and coaches must include a notice of registration and residency.

SAMPLE TEXT FOR MEET PACKAGE

All swimmers and coaches must be duly registered and residents of the governing body for which they are competing. All swimmers and coaches must be in good standing with their respective governing swim body.

All swimmers and coaches must have primary residence within the province/state or country for which they claim registration. Proof of residency may be green card, student ID, drivers license, college residence or other document as deemed acceptable by Swim Ontario and shall be submitted with the Proof of Residence and Registration Status form to Swim Ontario.

Athletes and Coaches competing in Ontario must,

- Have paid for competitive registration status prior to entering the meet.
 - o Non Canadian clubs must register and pay for the registration of their athletes with their respective national governing swim body.
- Be residents of the governing body for which they are registered
 - o Exemptions are permitted. Please see Swim Ontario for form and filing information.
 - o All swimmers and coaches must be residents of the country, province or state for which they are representing. Proof of residency may be passport, student ID, Green card, , drivers license or other document as deemed acceptable by Swim Ontario and shall be provided within 24 hours of request by Meet Management or Swim Ontario.

A penalty will be levied against any club found to have entered an athlete or coach in the meet without first registering the athlete and coach and paying for registration or for registering an athlete and coach without proper residency. This may be applied to either the meet host club, the club with the unregistered swimmer, unregistered coach or both. Submitting a meet entry without the athlete/s and coach/s being properly registered and that registration paid beforehand or without proper residency will lead to Swim Ontario penalties as deemed appropriate.

For non-Canadian swimmers the registration process may vary but in each case the swimmer must be able to prove they are a resident of the country for which they claim registration then provide an identification number. Meet managers must ask for this proof prior to accepting entries. Failure to ensure that all swimmers and coaches are duly registered will result in both the host club and/or the offending club to face strict penalties including but not limited to either a fine, withdrawal of sanction rights and even suspension.

All information of registration and proof of residency by the submitting club is required to be completed and received by the host club prior to competition. An application and “Proof of Registration and Residency” form and a “Request for Exemption” form should be used by Meet Management and can be found on the Swim Ontario website under “FORMS” in the “SWIM MEET FORMS” section.

All forms and copies of information attesting to resident and registration compliance must be submitted by the host club to the Swim Ontario offices within 7 days prior to entry of the competition. Failure to submit this information by the required deadline may result in competition entry denial/rejection .Swim Ontario Office - Fax: 416-426-7356 Email: info@swimontario.com or lindsay@swimontario.com

Responsibility

Action

Meet Manager	Ensure language is included in meet package, forms/documents are signed and submitted to Swim Ontario no later than 7 days prior to competition.
Swim Ontario	Receive and review Proof of Residency forms and act immediately on any concerns

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.



PROCEDURE MANUAL

SECTION	MEMBERSHIP - CLUBS	PROCEDURE #	M-001-08
RESPONSIBILITY	STAFF		
SUBJECT	Proof of Residence Exemption Request	EFFECTIVE	September 2009
AUTHORIZED BY	Executive Director	REVISED	November 2013

Support

Swim Ontario Policy

M – 001 ... Swim Ontario is a not for profit sport governing body responsible for the organization and regulation of competitive swimming in Ontario.

Swimming Rules of SNC

GR 1.2.1.1 Swimmers entering meets in Canada must comply with all FINA, SNC and PS eligibility rules.

GR 1.1.1.3 The PS may make special rules and regulation for age group and senior events.

Swim Ontario is flexible and appreciates that cases occur when living/residing in Ontario and training within the jurisdiction of another governing body is not a matter of convenience but necessity. This exemption will confirm the privilege to train and coach outside Ontario and compete within Ontario without issue.

Procedure

Completion and acceptance of the required form prior to competition within Ontario.

1. Download form from website called: "Proof of Residence Exemption Request"
2. Complete all requested information
3. Fax/email to Swim Ontario
Swim Ontario Office
Fax: 416-426-7356
Attention: Heather Dwinnell - (heather@swimontario.com)
4. Swim Ontario receives, accept or deny status

Whenever the swimmer or coach is competing in Ontario the swimmer or coach name and exemption status must be indicated with the meet submission.

Responsibility	Action
Swimmer Seeking Exemption	Submit form to Swim Ontario annually or no later than 7 days prior to the competition.
Swim Ontario	Executive Director reviews request and convey standing to swimmer or coach.
<p>Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.</p>	