



Club Registrar RTR Access/Compliance Declaration Form for access to the Swimming Canada RTR System

Complete and fax (306 525-4009) or scan and email to office@swimsask.ca

Swim Saskatchewan's registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for personal information from people outside the Saskatchewan swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and that the information will be used according to the purposes that were expressed to the registrant upon collection.

The club Registrar is the primary custodian of the registration data for each club. The club Registrar's direct resource for guidance or assistance is the Provincial Registrar. The club Registrar assigns Meet Manager and Officials Administrator access. Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the club's Registrar can complete and submit an *Additional User Application* to the (PSO) Executive Director requesting user access for an additional user from within their organization. The club Registrar assumes the responsibility of educating each site user within the club, of the requirement to respect and protect the confidentiality and privacy of personal information. The club Registrar is responsible for removing access to the system access for inactive users.

Registrants can view, correct and/or update their personal information within the database at any time by accessing their information in system with their username and password as created by them during their 'final step' of registration.

Upon completion of club's annual affiliation with Swim Sask including submission of this waiver, the registrar will be given password protected access to the Swimming Canada National Registration site in order to begin the club's registration process for the season.

DECLARATION:

As Registrar for my club, I agree **that I will not share my username and password for the registration system with anyone** without the consent of Swim Sask. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPEDA and respective provincial Privacy Acts; I will use the system as it is intended, for the purposes of maintaining the club registration data with Swim Saskatchewan. I understand and agree to the obligation to enter current and accurate registration data for each registrant at the time of registration or renewal of registration, and that each registrant is required to complete the registration process by confirming their recorded personal information in the 'final step' of online registration.

Please print legibly

CLUB NAME: _____

Registrar's Name: _____ Phone: _____

Registrar's Signature: _____

Registrar's email: (required for access): _____

President's Name: _____

President's Signature: _____

**A Club Registrar manages and maintains (edits and views) swimmer and coach registration, invoices, transfers and can run various reports. This access is the most comprehensive. Should an additional Registrar be requested, an additional Club Registrar RTR Access/Compliance Declaration Form will need to be submitted.*

