

SWIM SASKATCHEWAN



**Better Lives
Through Swimming**

2021-2022

Club Affiliation FORMS

August 5, 2021

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www.swimsask.ca

This Swim Sask Club Affiliation and Registration Package is a supplement to the Swimming Canada document: [National Registration Policy, Procedures and Rules Manual](#). Please use these documents together as you register your club, coaches, swimmers, and officials.

These forms are to be used in conjunction with the [Swim Saskatchewan 2020-2021 Club Affiliation and Registration Package](#)



Club Affiliation

Welcome to the 2021-2022 swim season in Saskatchewan. Please find the necessary information and [hyperlinks \(blue and underlined\)](#) enclosed to affiliate your club and register your members for the 2021-2022 season with Swim Saskatchewan.

Swim Saskatchewan is a club-based sport. Club's affiliate and register all registrants (swimmers, coaches and officials) of their club as members with Swim Saskatchewan and Swimming Canada.

Membership in Swim Saskatchewan is a pre-requisite to compete in sanctioned meets, to be eligible for any Swim Saskatchewan services, programs and/or awards, funding and for coverage under the Sask Sport (SSI) sport liability and sport accident insurance.

As per Swimming Canada Registration rules all swimmers, coaches and officials must be registered in the Swimming Canada Registration, Tracking and Results (RTR) system within 2 weeks/14 days of commencing participation. Registration is an ongoing process. New swimmers, coaches and official's registration are accepted throughout the season.

SWIM SASK CLUB AFFILIATION PROCESS/REQUIREMENTS:

All components of registration are mandatory.

Clubs must:

- Have a minimum of 5 swimmers who will register with Swim Sask.
- Pay the club affiliation fee
- Complete the online Club Affiliation Form here: <https://form.jotform.com/202096103389252>
- Complete and submit ALL the following forms via email to office@swimsask.ca
 - a) Club Declaration Form - Facility Rules
 - c) Club Declaration Form – COVID-19
 - d) Club Registrar – RTR Access Form
 - e) Additional User – RTR Access Forms
- Provide an electronic copy of Club's Policies, Bylaws, and Team Manual/Handbook by September 30, 2021, to office@swimsask.ca

Clubs will be notified via email once the club has been affiliated and activated.

Responsibilities of Club Affiliation and membership:

- Register all swimmers (this includes learn to swim), coaches (and coaches of learn to swim) and officials annually.
- Pay all fees, dues, levies, assessments, and charges in a timely manner.
- Adherence to and compliance with:
 - [Swim Sask Policies](#)
 - [Swimming Canada Policies](#)
 - [Swimming Canada Registration Procedures and Rules](#)
 - [Swimming Canada Rules and Facility Rules](#)
 - [Sask Sport Inc Policies](#)



2021-2022 Affiliation Steps

When you ready to begin your club's affiliation you can proceed through these steps (green shaded boxes are hyperlinked with an online option)

1. MINIMUM OF 5 SWIMMERS

2. PAY CLUB AFFILIATION FEE

3. ONLINE CLUB AFFILIATION FORM LINK

To complete the online club affiliation form you will require the following information:

1. Club email address, physical address, and phone number.
2. Names, emails, and phone numbers for your club:
 - Leadership team (board members, owner(s), Athletic Director)
 - Registrar, Treasurer, Club Officials Administrator (COA), Team Manager
 - Head Coach and Admin staff (if applicable)
 - Masters Club Contact (if year-round age group club also affiliates as a master's club).
3. As well as your club's:
 - Corporate registry number from ISC
 - Social Medial accounts (website, Facebook, twitter, YouTube, Instagram, etc)

4. CLUB DECLARATION FORM LINK

5. CLUB REGISTRAR RTR ACCESS FORM LINK

6. ADDITIONAL USER RTR ACCESS FORM LINK

7. COPY OF CLUB BYLAWS, POLICIES AND CLUB HANDBOOK



CLUB DECLARATION: COVID-19

I hereby declare that the _____ Swim Club understands that COVID-19 is still circulating within our communities and internationally and that public health measures and individual protective practices can help us to reduce the spread. Therefore, the swim club will:

- follow all current local, regional, provincial and national guidelines and orders as they pertain to creating a safe space to operate the sport of swimming during the COVID-19 pandemic.
- ensure that athletes, coaches, staff and volunteers [stay home/self-isolate](#) if they have [symptoms](#); be aware of [risks associated with different settings](#); be aware when travelling outside of your community and maintain individual protective practices such as [physical distancing](#) and [wearing a well-fitted and properly worn face mask](#), as appropriate (www.canada.ca July 6, 2021 statement)

Signed by:

Club President's Name: _____

Club President's Signature and Date: _____

Other Club Board Member Name and Position: _____

Other Club Board Member Signature and Date: _____

Club Head Coach Name: _____

Club Head Coach Signature and Date: _____



CLUB DECLARATION: FACILITY RULES

The Facility Rules and Guidelines of Swimming Canada became effective September 1, 2018, and shall influence all decisions surrounding facility usage for competition and training in Canada. The Facility Rules and Guidelines are to be used in conjunction with Swimming Canada Rules for all sanctioned competitions in Canada. The Facility Rules and Guidelines (Section 3 – CFR TR01), stated below, are to be used for all affiliated Swimming Canada clubs in their **daily training environment and sanctioned competitions**.

CFR – TR01 – Dive Entries

Diving – A minimum water depth of 1.35 meters, extending from 1.0 meter to at least 6.0 meters from the end wall is required for pools with starting platforms.

A minimum water depth of 1.20 meters, extending from 1.0 meter to at least 5.0 meters from the end wall is required for pools where diving takes place from the permanent deck or bulkhead, where the height is not more than 0.35 meters from the water surface.

When the water depth is less than 1.20 meters, no diving is permitted.

Water Depth	
Less than 1.2m	No Diving, in water starts only
1.2m – 1.35m	Diving from the permanent deck or bulkhead where the height is not more than 0.35m from water surface is permitted.
1.35m (equal to or greater than)	Diving from starting platform (max 0.75m from water surface as per FR 2.7)

I hereby declare that I have read, understand and agree to abide by the Facility Rules and Guidelines of Swimming Canada, including but not limited to section 3 – CFR TR01 as set out above.

CLUB NAME and CLUB CODE: _____

Club President's Name: _____

Club President's Signature and **Date**: _____

Club Head Coach Name: _____

Club Head Coach Signature and **Date**: _____

Meet Manager or other Club Board Member Name and Position: _____

Meet Manager or other Club Board Member Signature and **Date**: _____

Should you have any questions or concerns, please contact questions@swimming.ca and/or office@swimsask.ca





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.*





Additional User RTR Access 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 contact 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 is 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 Registrar assigns additional users. Additionally, there may be a requirement for another representative in the organization to access the online system. As the primary custodian, the club's Registrar must use this form to apply in writing, to the Executive Director of Swim Sask, for additional user online system access.

COMPLIANCE DECLARATION:

As a representative for my club I agree that I will not share the access code to the Online 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 Acts: I will use the system as it is intended.

Please print legibly

CLUB NAME: _____

Additional User: Name (please print): _____

Additional User Email (required for access): _____
Please print legibly

Additional User Signature: _____

Please circle ONLY the RTR access you are requesting
Each role provides access to different information within the RTR

- **Club Treasurer** – Can view invoices initiated in the RTR (Swimmer, coach, post meet; can run a team roster report)
- **Team Manager** – can view a team roster report; can download meet entry and results files. Coaches do not need this as they have access in their coach account.
- **Club Official's Administrator (COA)** – Can view and edit officials, transfer officials and look up officials.
- **Meet Manager** - this access can be given by the Club Registrar (add meets, meet sanctioning, entry files, results files, can run a roster check, access meets), look up officials and swimmers.

Team Manager

Club Official's Administrator

Club Treasurer

Meet Manager

President's Name (please print): _____

President's Signature: _____

