

**Swim Saskatchewan Inc.
BOARD OF DIRECTORS POLICIES**

Type: Governance
Name: Registration Fees
Authority: Board of Directors

Policy Number: G-8.1
Date Approved: January 2003
Date Revised: March '03, June '04, Oct '05,
June '06, Jan '07, Jan'08, June '08,
Oct '08, June '09, May 2010, July 2010,
June 2012, June 2013, June 2014,
Nov 2014, June 2015, Jan 2016,
June 2017, June 2018, Jan 2019,
June 2019, Jan 2021

Reference: Swim Sask Bylaws Art. 5, Sect. 3; Board Policy G-8 and Swimming Canada National Registration Procedures and Manual.

Registration fees are non-refundable and non-transferable.

Club Registration fees:

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|---------------------------|-----------|--|
| Age Group Clubs: | \$ 100.00 | |
| Summer Clubs: | \$ 60.00 | (\$35 for Swim Sask Club Affiliation and \$25.00 for Summer Swimming Provincial Finals Individual High Point Awards) |
| Master Swim Clubs: | \$ 30.00 | |
| University Varsity Teams: | \$100.00 | |

Swimmer Registration fees:

Age Group Competitive Swimmers: Fees will be based on the swimmer's age as of December 31 of the current swimming season

10 & under swimmers - \$80
11 & Over - \$130

Fees will be reduced by 50% for NEW swimmers who register on or after April 1. Reduced fee is not applicable to upgrades from Pre-Competitive to Competitive.

The above fees include the following Swimming Canada fees:

\$31 for 8 and under swimmers, \$51 for swimmers aged 9 and 10;
\$71 for swimmers aged 11 to 14 and \$91 for swimmers aged 15 & Over

Age Group Pre-Competitive Swimmers: \$25 (includes \$13 Swimming Canada fee)

This is for swimmers enrolled in sessional "Learn to swim" and "Fitness" type programs and Summer camp.

The Pre-Competitive swimmer fee will be applied towards payment of the Age Group Competitive Swimmer fee for a Pre-Competitive swimmer who upgrades to an Age Group Competitive Swimmer in the same season. If a Pre-Competitive swimmer upgrades after April 1, the registration fee is \$80 or \$130, less the \$25 Pre-Competitive fee.

Policy G-8.1 continued...

Swimmer Registration fees continued:

Summer Swimmers: \$30 effective Summer 2020 (includes \$2.25 Swimming Canada fee) This category is for summer swimmers who plan to ONLY compete in summer swimming sanctioned competitions.

Summer–Open: \$65 (includes \$14 Swimming Canada fee). This category is for summer swimmers who will compete in Sask Games and/or who wish to compete in Age Group club competitions, that permit swimmers registered in the Summer-Open category to compete during the applicable period of May 1 through to August 31.

Varsity Swimmers: \$50 (effective Sept 2019 and includes \$45.50 Swimming Canada fee). This is for swimmers who will only represent/compete at meets as a university varsity swimmer. This registration category is only valid from Sept 1 until April 30. After May 1, any Varsity swimmer that wishes to continue to swim must register through an age group club.

Varsity-Open Swimmers: \$ 80 (effective Sept 2019 and includes \$45.50 Swimming Canada fee). This is for Varsity swimmers who wish to dual register with both a University/Varsity Team and an Age Group Clubs so that they can either compete for their home club or their university team.

Limited Event: \$20.00 (includes \$10 Swimming Canada fee)
The Limited Event registration is for a single competitive event registration into an external organization's event, which is sanctioned by Swimming Canada or for an Open Water Event.

Masters Swimmers: \$25.00 (includes \$10 Swimming Canada Fee).
This category is for Masters Swimmers who wish to compete in sanctioned Masters competitions only. NOTE: Masters Registration categories are limited to swimmers aged 18 and over; age calculated as of date of registration.

Masters-Open: \$155 (Masters fee + Age Group Competitive 11 & Over fee)
This category is for Masters Swimmers who wish to compete in sanctioned Masters competitions AND sanctioned Age Group Club competitions where the meet information package indicates that the competition is open to swimmers registered in Masters-Open category and therefore accept that the Swimming Rules of Swimming Canada preside over the competition.

NOTE: Masters Registration categories are limited to swimmers aged 18 and over; age calculated as of date of registration.

Coach Registration fees:

Coach: \$45 effective; which includes Swimming Canada fee of \$27 payable to Swim Sask.
NOTE: Coaches must also be members of the Canadian Swim Coaches Association (CSCA)
PLUS pay the applicable fees **directly to the CSCA**.

CSCA registration fees are based on the category of membership they are registered in. Coaches attending Swimming Canada National Competitions (i.e. Western Can Champs, Junior Canadian Champs, Trials, Canadian Swimming Champs) must be registered in a category that includes Swimming Canada National Competitions.

No registration fees are required by Swim Sask for parents/guardians of swimmers, volunteers, officials, or any other individual members of Swim Sask as defined in Policy M-2.

Swim Saskatchewan Inc.
BOARD OF DIRECTORS POLICIES

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|-------------------|---|-----------------------|--|
| Type: | Membership | Policy Number: | M-2 |
| Name: | Swimmers, Officials & Committee Members/Volunteers | Date Approved: | September 2003 |
| Authority: | Board of Directors | Date Revised: | June '05, June '06, Jan '07, June '07, June '08, Aug '08, June '09, May '10, Feb '11, June '11, Jan '12, June '12, Nov '12, June '13, Nov '15, Jan '16, June '18 |

Reference: Swim Sask Bylaws Art. 2 3 and Swimming Canada National Registration Procedures and Rules Manual

All swimmers that are a registrant/member of a Swim Sask affiliated club must be registered annually in one of the following categories. Membership with Swim Sask is a prerequisite for coverage under Swim Sask sport liability and accident insurance and to host a sanctioned competition. The authority of Swim Sask over its members, and the rights and responsibilities of membership in Swim Sask are defined in the Bylaws and in these Policies.

Individual swimmers must register with a club in order to compete in sanctioned meets, or to be eligible for any Swim Sask programs or awards.

An *Age Group Competitive* Swimmer is a swimmer who is registered with a Year-round Age Group Swim Club. The registration period for Age Group Swimmers is September 1 to August 31. Year-round Age Group swimmers may not compete in summer swimming or masters swimming program competitions.

A Year-round *Pre-Competitive* swimmer is either a swimmer in any Year-Round Age Group Club Introductory or Learn to Swim Program, I Can Swim, Summer camp or a swimmer that is swimming for Fitness. The registration period for a Pre-Competitive swimmer is September 1 to August 31.

Registered Pre-Competitive swimmers in a year-round age group club may compete as Exhibition in ONE sanctioned competition per swim year (September to August).

A *Summer* Swimmer is a swimmer who is registered with a Summer Swim Club. The registration period for Summer Swimmers is May 1 to August 31. Summer swimmers may only compete in the summer swimming program competitions.

Summer swimmers may register through their summer club as *Summer-Open* which would allow the summer swimmer to swim in both Summer Club meets and in any Year-round Age Group Swimming Competition, during the summer season of May 1 to August 31.

All swimmers wishing to register as either Age Group Competitive or Pre-Competitive must do so through a Year-round club and all swimmers wishing to register as a Summer Swimmer or Summer-Open must do so through a summer club.

A *Master* Swimmer is a swimmer aged 18 & Over who is registered to swim in the Masters Program with a Masters Swim Club or who is registered with Swim Sask as an independent in the Masters club called SAMS. The registration period for Master Swimmers is September 1 to August 31. Masters swimmers may not compete in summer or Year-round Age Group swimming program competitions.

Masters swimmers may register through their Masters Club as *Masters-Open* which would allow the Masters swimmer to swim in both Masters meets and in any Year-round Age Group Swimming Competition that the meet information package indicates that the competition is open to swimmers registered in the Masters-Open category. These swimmers must compete in the in the 15 & Over or Open/Senior age category. If the Age Group competition has qualifying standards to enter the competition, then those standards must be met. These swimmers must accept that the Swimming Rules of Swimming Canada, not the Masters Swimming Rules, preside over the competition.

A *Varsity* swimmer is a swimmer who is a member of a university/college swimming team. A Varsity swimmer may swim in any sanctioned competitions across the country until April 30 in each swim year. Any Varsity swimmer who wishes to swim in sanctioned competitions after May 1 must first be registered as a Year-Round Age Group competitive swimmer.

A university/college swimmer may be registered simultaneously with a university/college swimming team and with Swim Sask as an age group competitive swimmer in the *Varsity-Open* category or with a university/college swimming team.

Limited Event Registration is for a swimmer who wishes to participate as a single competitive opportunity into an external organization's event (i.e. North American Indigenous Games, World Police and Fire Games) which is sanctioned by Swimming Canada. It may also be used for a mass participation Open Water Event which is sanctioned by either Swimming Canada or Swim Sask. The swimmer is registered for the single event to provide swimmer accident insurance only and cannot compete in a regular Year-round Age Group, Summer or Masters competition sanctioned by Swim Sask.

Special Olympic swimmers that are members of a 'Games' team (i.e. Western Canada Games, Canada Games) must be registered as an Age Group Competitive Swimmer.

All committee members, volunteers, executives, employees, directors, officers, managers, officials, and parents and legal guardians of swimmers, while acting for or on behalf of the organization, are members of Swim Sask.

Officials must register annually through the Swimming Canada registration system as per policy M-2.2

Swim Saskatchewan Inc.

BOARD OF DIRECTORS POLICIES

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|-------------------|--|-----------------------|--|
| Type: | Membership | Policy Number: | M-2.1 |
| Name: | Coach Registration, NCCP Training & Certification and Compliancy | Date Approved: | June 2013 (previously part of M-2) |
| Authority: | Board of Directors | Date Revised: | June 2014, Nov 2015, Jan 2017, June 2018, June 2019 |

Reference: Swim Sask Bylaws Article 2, Swim Sask Screening Policy G-10, Sask Sport Policies, Swimming Canada National Registration Procedures and Screening and Safe Sport policy.

Purpose: Swim Sask is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.

All Coaches in Saskatchewan must meet the following minimum requirements and standards:

1. All coaches must be a minimum of 15 years of age to actively coach with an affiliated club in Canada.
2. All coaches must register annually as a Coach with Swim Sask, Swimming Canada and the CSCTA, through the Swimming Canada Registration, Tracking and Results (RTR) system, prior to becoming active in a coaching position. The registration period is from September 1 to August 31.
3. All coaches must complete the CSCTA Screening questions on a yearly basis within 14 days of commencing coach duties.

Each of the following must be completed for all coaches in Saskatchewan within 14 days of commencing coaching duties:

4. All coaches aged 18 and older must submit a Police/Criminal Record Check **and** a Vulnerable Sector Search to Swim Sask every 3 years.
5. All coaches must have completed the online Respect in Sport (RiS) certification as required by Sask Sport Inc.
6. All Age Group and Masters club coaches must meet the minimum NCCP training and certification requirements as outlined in the most current version of the Swimming Canada document titled: “*National Registration Procedures and Rules Manual.*” Found at: <https://swimming.ca/en/national-registration-policy-procedures/>

Summer Club coaches minimum NCCP Training and Certification requirements can be found on page 3

Enforcement:

- Coaches that are not registered or have not completed any of the requirements listed above by the deadlines, and are therefore not compliant, are not eligible to act in a coaching capacity, which includes club practices and competitions (sanctioned or unsanctioned.)
- Swim Saskatchewan Executive Director and/or Program Coordinator will advise clubs of coaches that are not compliant.
- Clubs will remove any coach not meeting the requirements until such time that the necessary course or requirements are completed and verified by Swim Saskatchewan.
- Any affiliated club's non-compliance with this policy may result in further discipline as determined by the Board of Directors or in accordance with Swim Sask policy.

NCCP and RiS Administration:

Swim Sask Executive Director and Program Coordinator have administrative access to the NCCP Database; called "The Locker" and to the RiS database to oversee functions such as report generation and monitoring.

Clubs have the duty to ensure that:

- a) All coaches are members of Swim Sask, Swimming Canada and Canadian Swim Coaches and Teachers Association (CSCTA)
- b)* That all coaches meet the minimum NCCP Training and certification requirements as outlined in the most current version of the Swimming Canada document titled: "*National Registration Policy Procedures and Rules Manual.*" Found at:
<https://swimming.ca/en/national-registration-policy-procedures/>
- c) All coaches hold a valid Respect in Sport (RiS) certification within 14 days of commencing coaching duties.
- d) Swim Sask highly encourage that clubs have a contract/agreement with all coaches and that all of the minimum requirements and standards are included.

Summer Swimming NCCP Training and Certification Requirements

| Summer Coaches |
|---|
| <ul style="list-style-type: none">• Summer Club Coaches that have taken the Swimming 101 course are eligible to coach at sanctioned competitions on his/her own. |
| <ul style="list-style-type: none">• Coaches that have taken the Community Coach Course or have completed one of the Swimming Teacher Applications, may only attend sanctioned competitions while being supervised at the competition by a certified coach that is Fundamentals coach certified or above. |
| Summer Club Requirements for First Year Coaches |
| <p style="text-align: center;"><u>Summer Cubs with a Swimming 101 Trained Coach</u></p> <ul style="list-style-type: none">• first year Summer club coaches have until June 15th or the date of the first swim meet, whichever is earlier, to complete the Community Coach Course, <u>OR</u> Swimming 101 Pre-Course workbook <u>OR</u> complete the Swimming Teacher Red Cross WSI Application <u>OR</u> I Can Swim Teacher Application. |
| <p style="text-align: center;"><u>Summer Clubs without a minimum Trained Swimming 101 Coach</u></p> <ul style="list-style-type: none">• first year Summer Club coaches must complete the Community Coach Course, <u>OR</u> Swimming 101 Pre-Course workbook <u>OR</u> complete the Swimming Teacher Red Cross WSI Application <u>OR</u> I Can Swim Teacher Application by May 1st |
| Summer Club Requirements for Returning Coaches |
| <ul style="list-style-type: none">• Returning Summer Club coaches that are Swimming Teacher candidates must be fully certified by June 15th of their 2nd year. |
| <ul style="list-style-type: none">• Returning Summer Club coaches that are Swimming 101 Candidates must take the Swimming 101 course by May 31st of their 2nd year and during their 2nd season, must work on their post course tasks and have their on-deck assessment done. They must then be fully certified by May 1st of their 3rd year (i.e. a coach that starts coaching in the 2014 summer season must complete the Swimming 101 pre-course workbook by June 14, 2014. Then take the Swimming 101 course by May 31, 2015 and then must be fully Level 1 Fundamentals Coach 'certified' by May 1, 2016). |

Swim Saskatchewan Inc.

BOARD OF DIRECTORS POLICIES

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|-------------------|-------------------------------------|-----------------------|----------|
| Type: | Membership | Policy Number: | M-2.2 |
| Name: | Officials Registration & Membership | Date Approved: | Nov 2015 |
| Authority: | Board of Directors | Date Revised: | Jan 2017 |

Reference: Swim Sask Bylaws Article 2 and Swimming Canada National Registration Policy, Procedures & Rules Manual

All Club Officials must be registered annually through the Swimming Canada RTR system by a Club Officials Administrator or Provincial Officials Administrator.

The Registration period for all Officials is September 1 to August 31

All Officials must be registered annually within two weeks (14 days) of commencing activity as an Official.

Swim Saskatchewan Inc.

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|-------------------|--------------------------|-----------------------|-----------|
| Type: | Membership | Policy Number: | M-2.3 |
| Name: | Suspension of Membership | Date Approved: | June 2011 |
| Authority: | Board of Directors | Date Revised: | |

Reference: Swim Sask Bylaws Article 2

Any Member (see definition of Members in Policies M-1, M-2, M-2.1 & M-2.2) of Swim Saskatchewan may be suspended by the Swim Saskatchewan Board of Directors. Members may be suspended for;

- (i) Non-payment of Swim Saskatchewan fees, dues, levies, assessments and charges; or,
- (ii) Cause.

"Cause" shall include, but shall not be limited to, the following:

- (a) Disqualification for unethical or unsportsmanlike behaviour in a regional, provincial, national or international competition;
- (b) Failure to comply with the rules of Swim Saskatchewan, including the Member Code of Conduct (Policy M-3) and any other internal policies and procedures of Swim Saskatchewan
- (c) Suspensions by any of the following:
 - Canadian Center for Ethics in Sport (CCES)
 - Coaching Association of Canada (CAC)
 - FINA, (the International governing body for all aquatic Sports),
 - The Aquatic Federation of Canada (AFC)
 - Swimming Canada
 - Canadian Swim Coaches and Teachers Association (CSCTA)
 - Sask Sport (the provincial sport federation that all provincial sport governing bodies in Saskatchewan belong to)
 - Coaches Association of Saskatchewan (CAS)
 - Saskatchewan Swim Coaches & Teachers Association (SSCA)
 - Other Provincial Sport Governing Bodies (PSGB) in Saskatchewan
 - Other Swimming Provincial Sections or
 - Swim Saskatchewan and its Member clubs.

Suspension imposed or endorsed by CCES, CAC, FINA, AFC, Swimming Canada, CSCTA, Sask Sport, CAS, SSCA, other Saskatchewan PSGB's, other Swimming Provincial Sections or Swim Saskatchewan and its Member clubs shall be recognized, honoured and upheld by Swim Saskatchewan and by all Members Clubs.