



## CLUB REGISTRAR – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION

*Complete and submit to Swim Sask for access to the Registration Tracking and Results System (RTR). Forms can be emailed to [programcoordinator@swimsask.ca](mailto:programcoordinator@swimsask.ca)*

Swim Saskatchewan's registration data is confidential information protected under federal and provincial Acts. This information is not to be 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 access to the RTR. Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the Club Registrar can complete and submit an *Additional User Registration System Access Compliance Declaration* to Swim Saskatchewan 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 RTR for inactive users.

Registrants can view, correct and/or update their personal information within the RTR at any time by accessing their profile in the RTR with their username and password as created by them during registration.

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

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### DECLARATION

As Registrar for my Club, I agree **that I will not share my username and password for the Registration Tracking and Results System with anyone** without the consent of Swim Saskatchewan. 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 RTR 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 confirm their personal information in the RTR as recorded by the Club Registrar as part of the completion of the registration process.

*Please print legibly.*

CLUB NAME: \_\_\_\_\_

Registrar's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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.*