



2019 - 2020

Club Affiliation and Registration Package

Masters

for Masters Clubs that are not affiliate with an age group club

This Swim Manitoba Club Affiliation and Registration Package is a supplement to the Swimming Canada Registration document.

Please use these documents together as you register your club, coaches, swimmers & officials.

Our Vision Swim Manitoba leads the development and promotion of competitive swimming in collaboration with the swimming community

Our Mission Swim Manitoba leads a thriving and supportive swim community, inspiring Manitobans to embrace swimming as a sport for life

Keeping our Sport Safe for All

Swim Manitoba supports and is a member of [Safe Sport](#) and [Respect in Sport](#)

Swim Manitoba supports equal opportunity, prohibits discriminatory practices and is committed to providing an environment in which all individuals are treated with respect and fairness.

2019 - 2020 Season Welcome

Welcome to the 2019 - 2020 Swim Season that commences September 1 and concludes August 31. Thank you for taking on the critical role and responsibility of Club Registrar, it is a very important position in supporting club operations and Swim Manitoba's mandate.

Clubs in Manitoba are both members of the national body – Swimming Canada and the provincial governing body - Swim Manitoba and as such the Swimming Canada Registration, Tracking and Results System, or RTR, is integral to your role. The intent of this manual is to provide you with the information and instructions to assist you in your role, ensuring Swim Manitoba participants are duly registered and covered by organizational policies, insurance and eligible for programs and competition.

As a sport governing organization, Swim Manitoba – Swim MB, is required to report on membership to support accountabilities for government funding. Statistics obtained from the data collected in the RTR are fundamental to this process. With your assistance and diligence, we can comply with our requirements and continue to benefit from government support, a significant portion of which is directed towards the support of swimmers, coaches and clubs.

Another key role in the registration process is the mitigation and management of risk. Insurance coverage is directly tied to the rights of membership, and as such individuals from all participant categories must appear and be appropriately registered to receive this benefit, and to safeguard the participation of themselves and all other members.

Membership with Swim Manitoba is a prerequisite to compete in sanctioned meets, to be eligible for any Swim Manitoba services, programs and coverage under the Sport Manitoba Group Associations liability and sport accident insurance.

Swimming Canada Registration rules require that all swimmers, coaches and officials must be registered in the Swimming Canada Registration, Tracking and Results (RTR) system within 2 weeks of commencing participation. Registration is an ongoing process throughout the season, with new swimmers, coaches and officials' registrations accepted throughout the season. All components of registration are mandatory

As you proceed in your role as Club Registrar, we encourage you to share your comments and suggestions to improve this document, the Swim MB registration tools (forms, etc.) and the Swimming Canada RTR. Feel free to submit feedback either directly to Swimming Canada and/or Swim MB via email, or through the Support Request tab in the RTR. This registration package will be posted on the Swim MB website, and every effort will be made to keep it current with changes to the registration procedures and corrections.

Please don't hesitate to contact Swim MB Membership Services Manager for assistance at:

Karen Williams
Membership Services Manager
swim@sportmanitoba.ca
204-925-5778

2019 – 2020 Registration Season

There are a few changes in the registration process for this season:

- Coach and Swimmer fee increases are at the Swimming Canada end and are intended to cover the cost of Swimming Canada's [Safe Sport](#) Program
- Swim Manitoba's fees for Clubs, Coaches and Swimmers do not increase from last season
- Swim Manitoba / Swim Canada will NO longer collect Masters Swimming Canada Fees for them. This is effective 1 September 2019
- Coach Registration is a comprehensive accountability process requiring the submission of several documents and certifications for ALL coaches
- Club Officials Administrator – Registration Waiver – PIPEDA
- Meet Manager – Registration Waiver – PIPEDA

Continuing registration processes from previous seasons:

- Club Registration is a comprehensive accountability process requiring the submission of several documents, bylaws, policies and financial documents
- These checks and balances are implemented to help develop both awareness and dialogue around essential documents such as bylaws and policies

Table of Contents

Registration Process	4
Club Registration Affiliation	5 – 6
Club Registrar	7
Coach Registration and compliance	8 – 11
Meet Manager	12
Officials Registration and compliance	13
Swimmer Registration and compliance	14 - 16
2019-2020 Registration Fees & Categories	17
Forms & Links	18

Registration Process

The registration period runs September 1 to August 31, all memberships, regardless of when member joins, expire on August 31 annually. Annually the Registration Process must be adhered to.

Through the registration process, Swim MB maintains access to membership, and inherently approves clubs as a Member Club. As a registered member, Swim MB clubs are required to abide by all policies, rules, regulations and bylaws of Swim MB, Swimming Canada and Sport MB. As an essential club representative, you must familiarize yourself with all Swim MB policies.

For information on all Swim MB policies, click [Swim MB bylaws & policies](#)

For information on all Swimming Canada bylaws and policies, click [SNC Bylaws](#) [SNC Policies](#)

Swimming Canada sets rules and procedures for all aspects of swimmer, coach and official's registration. Provincial Sections PS, such as Swim MB, have the obligation to ensure clubs and club registrants are informed and follow the rules as outlined. Swim MB also has a set of rules and regulations that it implements in addition to and to support Swimming Canada's standards and requirements.

Club registrations are completed through the Registration, Tracking and Results system RTR. Which can be found at www.swimming.ca/registration. Club Registrars have access to this system once club registration affiliation requirements are met at the Provincial Sections PS level – Swim Manitoba.

Registration is a systematic approach; please ensure you process and complete in this order:

- 1- Club Registration Affiliation
- 2- Club Registrar Registration and compliance verification
- 3- Coach Registration and compliance verification
- 4- Meet Manager Registration and compliance verification
- 5- Officials Administrator and compliance verification
- 6- Swimmer Registration and compliance verification
- 7- On going registrations of coaches, swimmers & officials throughout the season

Please don't hesitate to contact Swim MB Membership Services Manager for assistance at:

Karen Williams
Membership Services Manager
swim@sportmanitoba.ca
204-925-5778

1 - Club Registration Affiliation and compliance

page 5 - 6

To register affiliate your club please:

- 1- Complete the Club Registration Affiliation form
- 2- Provide Swim MB with the required supporting documents listed on the Club Registration Affiliation form
- 3- Pay the Club Registration Affiliation fee to Swim Manitoba

Once the club registration affiliation criteria are met, the Club Registrar will be provided information to gain access to the RTR system and be able to proceed with coach, swimmer, meet manager and official's registrations. The Club Registrar access information will be emailed to the Club Registrar by Swim Manitoba.

Check list for Club Registration Affiliation Requirements

The following documents **MUST be sent electronically in PDF format to Swim Manitoba** as part of the 2019-2020 Club Registration Affiliation. ALL Policies to include reviewed dates.

- ☐ Club's bylaws
- ☐ Club's Code of Conduct – Athlete, Coaches, Officials, Board Members
- ☐ Club's Dispute Resolution Policy

The following documents must be included as part of the 2019-2020 Club Registration Affiliation

- ☐ Coach Compliance Declaration Form
- ☐ Club Registration Affiliation Contact / Board Information Form
- ☐ Club Facility Rules Declaration Form for all locations club utilizes
- ☐ Club Registration Affiliation Fee and Invoice
- ☐ Registration Waiver – Club Registrar
- ☐ Registration Waiver – Additional Club Registrar(s)

A Club is not considered registered until the ENTIRE Registration Affiliation submission is complete and received along with the Club Registration Fee payment.

Completed Club Registration Affiliation documents should be emailed to: swim@sportmanitoba.ca

By-laws and a Code of Conduct Policy will help prevent uncertainty, inconsistency and will promote transparency. It is strongly recommended that Club policies and bylaws are reviewed annually.

In order to assist in developing these documents, Swim Manitoba has provided a link to Swim Manitoba's website resource area, where you will find documents that would be a valuable resource in assisting your organization in updating or developing bylaws and other policy documents. <http://www.swimmanitoba.mb.ca/ClubResources.aspx>

It is up to each club to determine their needs and legal requirements. Please be advised that these documents are in addition to the existing registration requirements.

Maintaining Club Registration Affiliation

- To maintain the relationship between a club and Swim MB, it is critical to maintain current information and updated privacy forms to keep Swim MB apprised of any and all changes that may occur during the season and that are related to the club registration. This may include:
- Change in Board of Directors
- Change in Club Registrar
- Updates to Club Contact information
- Coaching changes
- Club policies and bylaws

Change in Board of Directors

Swim MB provides Directors and Officers liability insurance to those named on the current seasons club registration submission. It is the Club's responsibility to inform Swim MB of all changes to ensure our information is accurate and current. If your Board has had any changes following the annual registration affiliation process, submit the Change in Board of Directors form to update our records.

Payment of invoices

- Submit Swimmer Invoice payment to Swim Manitoba via
- **All invoices can be paid by:**
- **E-transfer** sent to the office via: swim@sportmanitoba.ca
- Cheque payable to: [Swim Manitoba](#) mailed to: Swim Manitoba 145 Pacific Avenue Winnipeg MB R3T 2Z6

2 - Club Registrar – Registration and compliance

page 7

- ☐ Registration Waiver – Club Registrar PIPEDA
- ☐ Registration Waiver – Additional Club Registrar(s) PIPEDA

Registrar Login to RTR System

The Club must be fully registered and confirmed prior to RTR System access information being provided

- Once the Club is fully registered and confirmed, the Club Registrar will receive an email containing a temporary username and password to login.
- All login and passwords are reset at the start of every season

Logging in for the first time

- Review My Info page and update Club Registrars information
- Ensure you update username and password from the temporary information provided
- Review Club Info page and update as required
- Review Tab information

Updates	My Info	Club Info	Manage Users	Swimmers	Coaches	Invoices	Transfers	Report	Swimmer Lookup
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Updates	– pertinent information posted by Swimming Canada/Swim MB related to the Club Registrar
My Info	– The club registrar’s contact information
Club Info	– The clubs contact information
Manage Users	– Manage the meet manager and volunteers with RTR access
Swimmers	– Manage swimmer registration and information, Roster check
Coaches	– Manage coach registration and information
Invoices	– swimmer, coach, and post meet invoices
Transfers	– manage swimmer transfers
Report	– generate reports such as: team manager report, registration reports, results etc.
Swimmer Lookup	– to lookup any swimmer registered in the RTR System in Canada

3 – Coach Registration and compliance verification

page 8 - 10

ALL coaches / teachers/ instructors paid or volunteer, must be registered through the RTR System and comply with the Coach Requirements. Please consult with your Head Coach to determine which category each coach / teacher / instructor should be registered in. This requirement includes those working with competitive, non-competitive, learn to swim and fitness level swimmers.

Minimum Coaching Requirements for **ALL COACHES** of **MASTERS** Programs

- Masters Club Coaches must:
 - Be minimum of 18 years of age at 1st day of coaching
 - Complete the Swimming Canada PIPEDA – Coach Registrant Consent Form
- All Coaches of Masters Swimming Programs must:
 - Complete the Introduction to Masters Swimming Coaching online module
 - Complete the Coaching Association of Canada’s Making Ethical Decisions online module
 - Complete the Respect in Sport online module
- All Coaches of Masters Swimming Programs must be:
 - Complete Introduction to Masters Swimming Coaching online module
 - OR
 - Fundamentals Coach Level 1 in training = Successfully complete Swimming 101 pre-course workbook
 - OR
 - Swimming Teacher in training = Red Cross Water Safety Instructor or I Can Swim Teacher or Lifesaving Instructor NCCP application has been received and Making Ethical Decisions training is complete
 - OR
 - Community Sport Trained (Not more than 2 years)

Registrars are responsible for certifying that all Coaches provide current documentation

All coaches volunteer or paid must adhere to and provide documentation to their clubs for verification of the following:

- ☐ Respect in Sport – registration number & expiry date (data information annually, recertification every 5 years)
- ☐ Making Ethical Decisions – date of completion (data information annually, recertification tba by NCCP)
- ☐ MB Child and Adult Abuse Registry Check – registration number and validation date (data information annually, rechecked every 3 years & prior to employment)
- ☐ Criminal Record Check – registration number and validation date (data information annually, rechecked every 3 years & prior to employment)
- ☐ Vulnerable Sector Search – if born prior to 29 February 1986. (data annually, If proof of prior result search is available, it is considered current.) (rechecked every 3 years & prior to employment)
- ☐ Disclaimer – annually
- ☐ Registration Waiver – Coach PIPEDA
- ☐ CSCTA – Canadian Swim Coaches & Teachers Association annual screening & registration – via CSCTA website
- ☐ Safe Sport – have read, understand and comply with all aspects of Safe Sport (annual verification)
- ☐ Coach Compliance Excel Form –see Appendix
- ☐

For MB Child and Adult Abuse Registry and Criminal Record Check pay for service and form access, please contact Swim Manitoba. If residing outside of Winnipeg, Criminal Record Checks must be done through your local RCMP office.

3 – Coach Registration in RTR System

- How To -

page 8 -10

Remove Coaches - remove any coach that are not returning to your club

- Coaches Menu – click the box beside Coaches name – click Remove Coaches - Confirm

Add Coaches – adding new coaches to your team

- Add Coaches – click add Coaches
- Search – type the coaches name in the Search box - review list of coaches
- If coach was previously registered with another team, select **ADD**
- If the coach is **NOT listed**, fill out the coach's information then select **ADD NEW**

Registering Coaches - All coaches need to be registered at the start of each season. Previously registered coaches will be moved into a Pending status. Process to register them is:

- Select coaches of the same category by clicking the box beside their name
- Use the Category drop down menu at the Coaches List page - select the appropriate category
- Click Move to Category
- Repeat with all coaches or categories

Generate Swim MB and CSCTA invoices

- Go to Invoices tab then Coaches invoice
- Select coaches with the checkbox
- Click Generate Invoices button – this generates two separate invoices, one for Swim MB and one for CSCTA. Both can be reviewed under Invoice Summary
- Submit **SEPARATE payments** to Swim MB and CSCTA – Swim MB by e-transfer or cheque – CSCTA online through their website, links are associated with each coach

Coaches must complete CSCTA screening questions through their personal CSCTA accounts

- Club Registrars can **resend the CSCTA email** with the screening questions under Coaches Tab – select the coach and click Resend CSCTA email. An email will be automatically sent to the coach for them to update their account.

Sport Support Line for Abuse, Harassment, Bullying or Hazing in Sport Call **1-877-737-9875**

Member in good standing of Manitoba Swim Coaches Association (MSCA)

Member in good standing of Swim Manitoba, Swimming Canada & CSCTA

Keeping our Sport Safe for All

- Swim Manitoba supports and is a member of [Safe Sport](#) and [Respect in Sport](#) Respect in the Workplace
- Swim Manitoba supports equal opportunity, prohibits discriminatory practices and is committed to providing an environment in which all individuals are treated with respect and fairness

4 – Meet Manager Registration and compliance

page 11

The Swimming Canada registration database is used to track the Meet Managers and allow them access to the RTR System for the purpose of managing meets, sanctioning applications, receive entries and process results.

The Club Registrar is required to add a Meet Manager to the RTR System.

Club Meet Manager Registration and compliance verification

- Registration Waiver – Club Officials
- Registered in RTR as the Club Meet Manager
- Swimming Canada PIPEDA – Officials Registrant Consent Form
- Must have a personal account in the database prior to accessing the E-Learning modules

There are NO Fees associated with Meet Managers registration with Swim MB or RTR System

- ☐ Meet Manager – PIPEDA Consent Form - mandatory if hosting meet(s)

It is the responsibility of the Club Registrar to ensure the safe and confidential storage of all PIPEDA forms for their club. **DO NOT** send PIPEDA forms to Swim MB or Swim Canada.


If there is a refusal to comply, please contact Swim MB for further instruction on how best to handle this situation.

4 - Meet Manager Registration in RTR System

- How To –

page 11


Previous Meet Manager - to Update and activate

- Go to Manage Users then Meet Managers
- Beside the Username, select the Edit Pencil 
- Update the information required and save with the Update tab
- This sends an email to the Meet Manager with login information

To Add - New Meet Manager

- Go to Manage Users then Meet Managers
- Select Add New
- Fill out the information fields and save with the Update tab
- This sends an email to the Meet Manager with login information

To Delete a Meet Manager

- Beside the Username, click delete button 

5 - Officials Administrator and compliance

page 12

The Swimming Canada registration database is used to track the qualifications of officials. Officials are considered registered when they update their account at the beginning of each swim season. All officials must have accounts in the database prior to accessing the E-Learning Modules.

Club Officials Administrator

- Registered in RTR as the Club Officials Administrator
- Registration Waiver – Club Officials Administrator
- Swimming Canada PIPEDA – Officials Registrant Consent Form
- Must have a personal account in the database prior to accessing the E-Learning modules

All Officials above Timer Status

- All Officials above Timer Status must be registered through the RTR System
- Must complete Swimming Canada PIPEDA – Officials Registrant Consent Form

There are NO Fees associated with Officials registration with Swim MB or RTR System

- ☐ Officials – PIPEDA Consent Form – mandatory all clubs

It is the responsibility of the Club Officials Director / Registrar to ensure the safe and confidential storage of all PIPEDA forms for their club. **DO NOT** send PIPEDA forms to Swim MB or Swim Canada.

If there is a refusal to comply, please contact Swim MB for further instruction on how best to handle this situation.

5 – Club Officials Administrator Registration in RTR System

- How To –

page 12

To Add – Club Officials Administrator

- Club Registrar must submit an Additional User–Registration System Access Compliance Declaration to Swim MB prior to assigning an Officials Administrator, or other club designate, to process the registration of Officials

6 – Swimmer Registration and compliance

page 13 - 15

Once you begin to register swimmers it is essential that the data in the RTR system matches exactly to your Team Hy-Tek and/or Team Unify data. This will reduce the possibility of meet entries being rejected when it comes time to upload entries in the RTR. Once you have RTR access you will need to cross reference your Hy-Tek and/or Team Unify data for accuracy.

It is the responsibility of the Club Registrar to ensure **ALL** swimmers no mater their age or ability, who are participating within your club are registered through the RTR System.

Swimmer registration is considered complete when they show as **Registered** in the RTR system.

ALL Swimmers in your club must

- Registered in RTR System
- Swimming Canada PIPEDA – Swimmer Registrant Consent Form
- Must update and keep current their personal account in the database

6 – Swimmer Registration

- How to -

page 13 – 15

To start the season, the best practice is for the Club Registrar to review the club roster and remove swimmers that are not returning to your club for the new season.

- Select Swimmers Roster from the menu
- Review your club roster
- Note those swimmers that are NOT returning to your club for the new season

Remove a Swimmer - Swimmer that is not returning to your club

- Select the **Swimmers** tab from the menu – click on Swimmers - (not roster)
- Using the checkboxes on the left, select the swimmers that are NOT returning to your club for the new season
- Click **Remove Swimmers** button

Removing a swimmer from your roster does not delete them from the RTR system, they will retain their swimmer ID and can be added back at any time.

6 – Swimmer Registration

- How to -

page 13 – 15

Previous Swimmer - to Update and activate

- Ensure you have CURRENT **Primary Contact *Email *Home Address*

At the start of the season, all previously registered swimmers are listed as *Pending* and will have to be registered through the following steps:

ENSURE all swimmers have current and accurate email address, primary contact and home address! Use S

- **Show Contact Info** to see extended view of swimmer info and **click** the pencil  to edit as required

Move all previously registered swimmers into their appropriate member category by:

- Select the checkboxes for the swimmers of the same member category
- Using the **Member Type** dropdown menu at the top of the page, select the category they are moving into
- Click **Move to Category button**, then you will see a confirmation window appear. Verify the information and click **OK** to proceed

If you put a swimmer in the wrong category, select their checkbox then click **Return to Pending**. The swimmer will return to the Swimmers menu without a member category.

Producing an invoice

- Select Invoices Tab, then Swimmer Invoices in the menu
- Select swimmers to add to the invoice by using the checkboxes
- Click Generate an Invoice

The invoice will be generated and can be printed or downloaded as a PDF. It also appears in **the Invoice Summary** with a status of Pending PSO Approval.

Separate invoices per swimmer is not advised at start up, with groups of athletes being registered at the same time, it is better to have group invoices.

Payment of invoices

- Submit Swimmer Invoice payment to Swim Manitoba via
- **All invoices can be paid by:**
- E-transfer sent to the office via: swim@sportmanitoba.ca
- Cheque payable to: **Swim Manitoba** mailed to: Swim Manitoba 145 Pacific Avenue Winnipeg MB R3T 2Z6
- Exact Cash amount at: Swim Manitoba 206 - 145 Pacific Avenue Winnipeg

6 – Swimmer Registration

- How to -

page 13 – 15

Primary Contact – must confirm swimmer’s information online

- Primary Contact’s will receive an email from Swimming Canada with their swimmer’s information, they need to review the email and **confirm** that the information is correct
- The Club Registrar can resend the registration email under the **Swimmers Tab** menu, selecting the swimmer’s checkbox and clicking the **Resend Email** button.

Only when ALL steps have been completed will you see the Swimmer show up as **Registered** on your swimmer list

- Select the **Swimmers** Tab from the menu - click on Swimmers - (Not Roster)
- Select **ADD Swimmer**, then
- Select **Previously registered swimmers**
- Enter Last name, First name, gender, DOB OR ID Number
- Click search
- Beside the swimmers listed, click select to add them

If you are adding a swimmer who is listed under another club, this will initiate a transfer request and you will receive “A transfer request for Swimmer Name as been sent to RELEASING Club Named. Approval is required before the swimmer will appear on your Swimmer list.

To Add - New Swimmer

- Before adding a new swimmer please ENSURE you have the following information for that swimmer:

**Full legal name * Gender *Date of Birth *Primary Contact *Email *Home Address*

There are 2 types of swimmers that can be added:

-Non-registered swimmers: a swimmer that have never been associated with any club registered with Swimming Canada

-Previously registered swimmers: a swimmer that has been registered with any club registered with Swimming Canada

Adding New Non-Registered Swimmer

- Select **Swimmer Tab** from menu, click **Add Swimmer** button
- Select **Registering for the first time** (never been associated previously)
- Fill out swimmer information and repeat for other new swimmers
- Click the **Add Swimmer** button
- A popup window will appear to confirm information, click OK
- Repeat as required

2019 – 2020 Registration Season

Fees and Penalties

2019 - 2020 Swim Season Fee Schedule					
Registration Class	Registration Category	Swim Canada	Swim Manitoba	MSCA Manitoba Swim Coaches Association	CSCTA Canadian Swim Coaches Association
Club Affiliation Fee	Club Masters		35.00		
Masters Swimmers	Masters Swimmers	10.00	10.50		
Masters Coach	Coach D - Masters Coach	27.00		8.00	TBA
Masters Coach	Coach E - Associate - Application required -for Coaches that are currently registered with an age group club	27.00	application required	0.00	TBA
Officials	Level I, II, III, IV, V *	0.00	0.00	0.00	0.00
			Items subject to GST		

Penalties and Fines

As the governing body for competitive swimming in Manitoba, Swim MB will enforce penalties and fines as it relates to sanctioned competitions and non-compliance registration.

Non-Registered Swimmer entered in a sanctioned competition = \$100 per swimmer per event

Suspended Clubs due to non-compliant coach = \$100 per swimmer entered in a sanctioned competition

APPENDIX

Forms Links

2019 – 2020 Registration Season

1 September 2019 – 31 August 2020

Package for	MASTERS CLUB		Word Docs
Club Registration Affiliation 8 pages	Information, requirements & forms	Click here Masters Club Affiliation Registration	Open by View - Edit
Club Registrar	Information, requirements & forms	Click here Registrar	Open by View - Edit
Coach	Information, requirements & forms & Excel verification document	Click here Coach	Open by View - Edit
Meet Manager	Information, requirements & forms	Click here Meet Manager	Open by View - Edit
Officials Administrator & Officials	Information, requirements & forms	Click Here Officials	Open by View - Edit
Swimmer	Information, requirements & forms	Click Here Swimmer	Open by View - Edit