

**Club Affiliation Registration****Check List**

All following documents **MUST be sent electronically in PDF** format or electronic link to Swim Manitoba as part of the Club Affiliation Registration.

All Policies must include reviewed dates.

- ☐ Bylaws and policies
- ☐ Code of Conduct – for Athlete, Coaches, Officials, Board Members, Staff
- ☐ Dispute Resolution Policy
- ☐ Travel Policy
- ☐ Financial statements from previous year end

Templates for Bylaws and policies templates, if required can be found at [Swim MB Club Resources](#)

### Club Affiliation Required Forms

- ☐ 1- Coach Compliance and Validation Declaration
- ☐ 2- Facility Rules – Declaration - Facility list for all location's pages 1 & 2
- ☐ 3- Board & Contact Information
- ☐ 4 - Affiliation Declaration, Fee/invoice
- ☐ 5- Swim Canada Club Registrar Compliance Declaration - RTR
- ☐ 6- Swim Canada Additional User Compliance Declaration - RTR
- ☐ 7- Swim MB Waiver for Club Registrar - RTR
- ☐ 8- Swim MB Waiver for Additional User - RTR
- ☐ 9- Coach Compliance excel spreadsheet
- ☐ Your link to electronic storage of all Assumption of Risk and Waivers

A Club is not considered registered until the ENTIRE Registration package is received and processed including the Club Registration Fee payment.

### All fees and invoices can be paid by:

E-transfer via: [swim@sportmanitoba.ca](mailto:swim@sportmanitoba.ca)

Cheque payable to: [Swim Manitoba](#)

Mailed to: [Swim Manitoba 145 Pacific Ave Winnipeg MB R3T 2Z6](#)

**1- Coach Compliance and Validation Declaration Form**

I hereby declare that I have verified all club coaches required documents for validity and compliance. I understand and agree to abide by Coach Compliance requirements and to keep the information current and confidential throughout the season.

Club Name:

Club Code:

Club President Name:

President Signature:

Club Registrar Name:

Registrar Signature:

Dated:

Should you have any questions, please contact: [swim@sportmanitoba.ca](mailto:swim@sportmanitoba.ca)

Reference: Club Coach Compliance & Validation Excel Document

**2- Club Declaration Form – Facility Rules**

page 1 of 2

The Facility Rules and Guidelines of Swimming Canada are effective September 1, 2018 and shall influence all decisions surrounding facility usage for competitions 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 metres, extending from 1.0 metre to at least 6.0 metres from the end wall is required for pools with starting platforms.

A minimum water depth of 1.20 metres, extending from 1.0 metre to at least 5.0 metres 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 metres from the water surface.

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

Water Depth	
Less than 1.2m	No Diving, in water starts only
1.2m – 1.35 m	Diving from the permanent deck or bulkhead where the height is not more than 0.35m from the water surface is permitted.
1.35m (equal to or greater than)	Diving from starting platform (max 0.75m from water surface as per FR2.7)

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

Club Name:

Club Code:

Club President Name:

President Signature:

Club Head Coach Name:

Head Coach Signature:

Meet Manager Name:

Meet Manager Signature:

Dated:

**Note:** measure for actual water depth: don't take posted depths as actual water depths. If posted pool depth is 2.0m or less, then please measure for actual water depth, as we have learned that in some cases, the posted depth is the pool cell and not the water. Should you have any questions or concerns, please contact [questions@swimming.ca](mailto:questions@swimming.ca) and /or [swim.ed@sportmanitoba.ca](mailto:swim.ed@sportmanitoba.ca)

**2 - Club Declaration – Facility Rules – List**

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**Please list ALL Facilities used for Training (add extra sheet if additional space required)**

Used for

Facility	Tank Location - full address	Competition	Training

**NOTE:** The Swimming Canada Facility Rules Declaration Form applies to and must be confirmed for ALL Training & Competition facilities.

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 President's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Coach Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3 -****Board & Contact Information**

Club Name	Club Code
Address	City
Postal Code	Website
Club Main Communication Coordinator	
Full Name	Phone
Email	
Club President	
Full Name	Phone
Email	
Club Treasurer	
Full Name	Phone
Email	
Club Head Coach	NCCP #
Full Name	Phone
Email	
Club Registrar	
Full Name	Phone
Email	
Club Additional Registrar	
Full Name	Phone
Email	
Club Officials Administrator	
Full Name	Phone
Email	
Club Meet Manager	
Full Name	Phone
Email	
Pool Booking Administrator	
Full Name	Phone
Email	



4 -	<b>CLUB AFFILIATION DECLARATION</b>	<b>FEE CHART &amp; INVOICE</b>
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Age Group Clubs    Varsity Clubs

Total # Swimmers	AGM Votes	Club Affiliation Fee	GST	Total Due	Check appropriate box
1 - 4	0	35.00	1.75	\$ 36.75	
5 - 15	1	35.00	1.75	\$ 36.75	
16 - 30	2	70.00	3.50	\$ 73.50	
31 - 60	3	105.00	5.25	\$110.25	
61 - 120	4	140.00	7.00	\$147.00	
121 - 240	5	175.00	8.75	\$183.75	
241 - 480	6	210.00	10.50	\$220.50	

Masters within Age Group Clubs are to be included in the Total # Swimmers

All swimmers/participants must be included in the Total # of swimmers

Masters Clubs

Total # Swimmers	AGM Votes	Club Affiliation Fee	GST	Total Due	Check box
5 - 200	0	35.00	1.75	\$ 36.75	

This form acts as **your invoice for Club Affiliation fees** that should be presented to your Club Treasurer for immediate payment to Swim Manitoba and included with your affiliation package.

**Club type:**    ☐ Age Group    ☐ Varsity    ☐ Masters

**Our Club is registered and incorporated with Manitoba Business Registry:**

☐ NO    ☐ Yes    If Yes Registry #:

Registration numbers are based upon:

Returning Clubs – last season's membership numbers

New Clubs – this season's registration numbers on 15 September

**CLUB REGISTRAR COMPLIANCE DECLARATION***Complete form and email to Swim MB*

Swim MB'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 Manitoba's 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 the 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 Waiver Application to [swim@sportmanitoba.ca](mailto:swim@sportmanitoba.ca), 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 registration with Swim MB 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 MB. 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 MB and Swimming Canada. 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.

Club Name:

Club Code:

Registrar's Name:

Registrar Signature:

Registrar Email:

Phone:

**Authorized by:**

Club President Name:

President Signature

President Email:

Phone:



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**ADDITIONAL USER – REGISTRATION SYSTEM ACCESS****COMPLIANCE DECLARATION***Complete form and email to Swim MB*

Swim MB'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 Manitoba 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 for additional user online system access.

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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 MB. 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.

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

Additional Users Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional User Signature: \_\_\_\_\_

Additional User Email (required for access) \_\_\_\_\_

Please state the purpose for which access to the online system is required: (Team Manager, Officials Administrator etc.) \_\_\_\_\_

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Authorized by:

President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Date (dd/ mmm/ yyyy): \_\_\_\_\_

Swimming Canada CEO, or their designate, at their discretion, may issue an emergency suspension to any registrant or member.