



## CLUB REGISTRAR - 2020-2021



Dear Club Registrar,

Thank you for taking on the role and responsibility of Club Registrar. Each swim club in the province of Manitoba is a member of the national governing body for swimming called Swimming Canada and the provincial governing body called Swim Natation Manitoba (Swim MB). All governing organizations are required to report on membership in return for government sport funding. Statistics are obtained directly from the data collected in the Registration Tracking and Results System (RTR). With your assistance to provide accuracy, we can comply with our requirements and continue to benefit from strong government support, virtually all of which is directed towards the support of swimmers, coaches, and clubs. For this reason, all swim clubs are required to process all registrations to Swim MB and Swimming Canada via the RTR. An individual's registration is required to be completed within two weeks of commencing participation.

### GETTING STARTED:

The Provincial Registrar will have provided you with a *Club Registrar Compliance Declaration*, which outlines the obligation and commitment to protect swimmers' personal information. Each Club Registrar is required to return the completed declaration to the PS prior to obtaining access to the RTR.

### ADDITIONAL USERS:

There may be a need to add an additional user such as a Team Manager in your club to have access to the meet result files and an Officials Administrator to handle registration of Officials. If this is the case, please complete the *Additional User Registration System Access Compliance Declaration form* <https://www.swimmanitoba.mb.ca/club-registration> and submit to Swim MB. The Provincial Registrar will create login access to the RTR and a permission email will be sent to the user.

### RESOURCES:

The Provincial Registrar is your direct resource and contact.

Support Request: a support request tab is located in the site menu for technical assistance in the registration system.

Swimming Canada National Registration Procedure and Rules Manual (Scroll to Resources). This document provides the details of Swimming Canada's Registration fees, rules, and procedures.

*Club Registrar Guide* (links located in the RTR on the user's Updates page)

*Meet Manager Guide* (links located in the RTR on the user's Updates page)

### SWIMMER REGISTRATION:

Confirm a valid email address for each swimmer/family before beginning the registration process. Do not assume that the email address that is in the RTR from the last registration is correct. An invalid email address or the club email address shall not knowingly be entered by the Club Registrar as it would prevent communication concerning options regarding Canadian Anti-Spam Legislation, privacy consent and/or registration information.

Swimmer registration is considered complete when:

1. the Provincial Registrar marks the swimmer invoice as paid
2. the primary contact information and swimmer information in the system has been confirmed by the parent/guardian/swimmer
3. the Acknowledgement and Assumption of Risk Form is electronically signed
4. preference to receive commercial emails has been indicated (as per the Personal Information Protection and Electronic Documents Act, PIPEDA); and
5. the swimmer/parent/guardian has agreed to comply to the [Swimming Canada Code of Conduct and Professional Ethics Policy](#) and abide by all other [Swimming Canada Policies](#).

Completed registration is indicated by the swimmer status showing as 'Registered' and with a check mark ✓ in the 'Account Updated' column on the Swimmer List page. Entries for a swim meet can only be accepted when the swimmer's registration is complete.

### COACH REGISTRATION:

Please confirm a valid email address for all coaches prior to initiating a registration – and advise them on this requirement. Do not assume that the email address in the RTR from last year is still valid or the one they currently use. Coach registration is only complete once the status states 'Registered'. Resend the 'CSCA email' from the RTR if your coach's status is '**CSCA Account Pending**', reminding them to complete their CSCA registration and screening.



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If the coach status is '**Requirements not Met**' or '**Non-Compliant Coach**' the coach has not yet completed the PSO Requirements for Registration. These requirements include screening and approved safe sport education mandated by Swimming Canada as well as any additional requirements set by the province. Coaches are also required to electronically sign the Acknowledgement and Assumption of Risk Form as part of the CSCA registration in order for registration to be complete.

### Club Coach Compliance and Validation Requirements

Swim MB Club Coach Compliance and Validation Requirements		Recertification
Criminal Record Registry	18 & Over	Please check Swim MB 2020-2021 Club Coach Compliance and Validation excel document
CSCA Registered	All	
Disclaimer	All	
MB Child & Adult Abuse Registry	18 & Over	
MED	All	
MSCA Registered	All	
NCCP Certification	All	
Respect in Sport	All	
Safe Sport	All	
Swim MB - Assumption of Risk	17 & Under	
Swim MB - Waiver	18 & Over	
Vulnerable Sector Search	born prior to 29 Feb 1986	

### OFFICIALS REGISTRATION

The registration system is now accepting Officials registrations. It is a requirement that all clubs now register their Officials in the registration system. Procedure and Rules for registration are outlined in the registration manual as referred to above. Officials are required to electronically sign the Acknowledgement and Assumption of Risk Form and Swim MB waiver in order for registration to be complete

### ALL SWIMMERS, COACHES, OFFICIALS, CLUB BOARD MEMBERS, STAFF & VOLUNTEERS

Are required to sign and club registrar to maintain safely

17 & Under – Assumption of Risk – Swim MB

18 & Over – Waiver – Swim MB

It is the responsibility of the Club Registrar to ensure the safe and confidential storage of all forms for their club.

**DO NOT** send Swim MB Waiver or Assumption of Risk forms to Swim MB or Swim Canada.

**Wishing you a good swimming season,**

Heather Birenbaum  
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