



2020 - 2021

Club Affiliation and Registrar Package

Age Group Club Varsity Team

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

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

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](#) [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.

2020 - 2021 Season Welcome

Welcome to the 2020 - 2021 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 as a Provincial Sport continue to benefit from government support, a significant portion of which is directed towards the support of swimmers, coaches, clubs, and officials.

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, funding 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

2020 – 2021 Registration Season

- Changes in the registration process for this season:
MUST COMPLETE – Every swimmer, coach, official, volunteer, board member and staff
 - Swim MB Assumption of Risk for - 17 & under
 - Swim MB Waiver for -18 & over document
 - Safe electronic storage of all Assumption of Risk and Waivers must be adhered to by the club & a link to the electronic storage must be provided to Swim MB
 - Swim Canada Acknowledgement and Assumption of Risk Form via the RTR
 - Club must maintain secure electronic storage of all -Assumption of Risk and Waivers for all club members. Private electronic link must be provided to Swim MB.

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
- Swim Manitoba's fees for Clubs, Coaches and Swimmers will not increase again this season
- Coach Registration is a comprehensive accountability process requiring the submission of several documents and certifications for ALL coaches. The excel spreadsheet in appendix is required

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Registration Process

Club Registrar

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 Class A member. 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:

[Swim MB - Bylaws and Policies](#)

For information on all Swimming Canada bylaws and policies:

[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 aAffiliation requirements are met at the Provincial Sections 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 registration and compliance verification
- 6- Swimmer registration and compliance verification
- 7- On going registrations of coaches, swimmers & officials throughout the season
- 8- Club Registrar Guide, instructions, and updates for the RTR are located on the Registrars front page of the RTR login

Please do not hesitate to contact Swim MB Membership Services Manager for assistance.

Karen Williams

Membership Services Manager

swim@sportmanitoba.ca

204-925-5778

1 - Club Registration Affiliation and Compliance

To register and affiliate your club please:

- Club Registrars must be a minimum of 18 years of age at start of new season 1 September
- 1- Complete the Club Registration Affiliation document
- 2- Provide Swim MB with the required supporting documents listed on the Club Registration Affiliation form
- 3- Pay the Club Registration Affiliation fee

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, and official's registrations. The Club Registrar access information will be emailed to the Club Registrar by Swim MB.

Note: all accesses to the RTR system terminate on 31 August annually

Club Affiliation Requirements

CHECK LIST

The following documents **MUST be sent electronically by electronic link or PDF to Swim Manitoba** as part of the Club Registration Affiliation. ALL Policies to include reviewed dates.

- ☐ Club Bylaws
- ☐ Club Code of Conduct – Athlete, Coaches, Officials, Parents, Board Members
- ☐ Club Dispute Resolution Policy
- ☐ Club Travel Policy
- ☐ Club Financial statements from the previous year end

The following documents must be included as part of the Club Registration Affiliation and submitted by electronic link or PDF to Swim Manitoba. [Document links in appendix - page 13](#)

- Club Registration Affiliation Contact / Board Information Form
- Club Facility Rules Declaration Form for all locations club utilizes
- Club Registration Affiliation Fee and Invoice
- Coach Compliance Declaration Excel spreadsheet
- Registration Waiver – Club Registrar
- Registration Waiver – Additional Club Registrar(s)
- ☐ Club electronic storage link to Swim MB for – Assumption of Risk and Waivers for all club members

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 changes to:
 - Change in Board of Directors
 - Change in Club Registrar
 - Updates to Club Contact information
 - Coaching changes
 - Club policies and bylaws updates

1 - Club Registration Affiliation and Compliance

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 any changes during the season, please submit a Change in Board of Directors form to update our records.

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. [Club Resources](#)

It is up to each club to determine their needs and legal requirements.

A Club is not considered registered until all Registration Affiliation requirements are remitted and processed, Club Registration Fee is paid and processed.

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

2 - Payment of Fees and Invoices

- **Fees and Invoices can be paid to Swim Manitoba by:**
- E-transfer via: swim@sportmanitoba.ca
- Cheque payable to: [Swim Manitoba](#)
- Cheques mailed to: [Swim Manitoba 145 Pacific Ave Winnipeg MB R3T 2Z6](#)

Note: Payments of Invoices produced within the RTR registration system are payable to Swim Manitoba. Swim MB will forward payment portions on your behalf to Swim Canada as outlined on each invoice.

Note: CSCA - Canadian Swim Coaches Association invoices MUST BE PAID DIRECTLY TO CSCA as indicated on the RTR generated CSCA invoice.

| 2020 - 2021 SNC SNM Registration Fee Chart | | | | | | | |
|--|---|---|---------------|---------|-----------|-----------|-----------|
| Swim Canada - Swim Manitoba - No fee increases in 2020-2021 | | | | | | | |
| Swimmer Type | | Swim Canada | Swim Manitoba | GST | Total Fee | | |
| Competitive - Fundamental | 8 & Under | 31.00 | 21.90 | 1.10 | \$54.00 | | |
| Competitive - Skills | 9 - 10 year old | 51.00 | 32.86 | 1.64 | \$85.50 | | |
| Competitive - Development | 11 -14 year old | 71.00 | 43.81 | 2.19 | \$117.00 | | |
| Competitive - Open | 15 & Over | 91.00 | 43.81 | 2.19 | \$137.00 | | |
| Varsity | Varsity Year-Round | 91.00 | 43.81 | 2.19 | \$137.00 | | |
| Varsity Open | U Sport Sep 1 - Apr 30 | 45.50 | 21.90 | 1.10 | \$68.50 | | |
| Pre-Competitive 17U | 17 & Under pre-competitive | 13.00 | 2.38 | 0.12 | \$15.50 | | |
| Masters ** | 18 & Over | 10.00 | 10.00 | 0.50 | \$20.50 | | |
| Masters - Open Limited Event | Limited 1 sanctioned event | 95.00 | 81.90 | 4.10 | \$181.00 | | |
| Summer | May 1 - Aug 31 | 2.25 | 33.33 | 1.67 | \$37.25 | | |
| Limited Event Membership Age Grp | Limited 1 sanctioned event | 10.00 | 19.05 | 0.95 | \$30.00 | | |
| Officials | All levels | 0.00 | 0.00 | 0.00 | \$0.00 | | |
| | | | | | | CSCA * | |
| A1 - Head Coach | | 27.00 | 9.52 | 0.48 | \$37.00 | \$245.00 | |
| A2 – Head Coach | No SNC events | 27.00 | 9.52 | 0.48 | \$37.00 | \$185.00 | |
| B - Assistant Coach | | 27.00 | 7.62 | 0.38 | \$35.00 | \$185.00 | |
| C - Assistant Coach | No SNC events | 27.00 | 7.62 | 0.38 | \$35.00 | \$55.00 | |
| D - Non-competitive | No sanctioned events | 27.00 | 7.62 | 0.38 | \$35.00 | \$40.00 | |
| E - Associate Coach | Must be associated with a MB Age Group Club | 27.00 | 0.00 | 0.00 | \$27.00 | \$0.00 | |
| | | | | | | | |
| Swim Manitoba No fee increase | | Total number club Swimmers = club affiliation fee + gst | | | | | |
| Swim Manitoba Club Affiliation | | 1 - 15 | 16 - 30 | 31 - 60 | 61 - 120 | 121 - 240 | 241 - 480 |
| Age Group Club | All Swimmer Type | 35.00 | 70.00 | 105.00 | 140.00 | 175.00 | 210.00 |
| Varsity Club | All Swimmer Type | 35.00 | 70.00 | 105.00 | 140.00 | 175.00 | 210.00 |
| Masters Club | | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 |
| | | | | | | | |
| * Swim Manitoba collects fees for Swim Canada and Swim Manitoba only. Any and all other fees must be paid directly to vendor | | | | | | | |
| | | | | | | | |
| ** Masters Swimmers registered with Swim Canada and Swim Manitoba via the RTR System, are not obliged to additionally register with Masters Swimming Canada, Canadian Independent Masters Swimmers Canada or Masters Swimming Ontario. Masters Swimming Canada, Canadian Independent Masters Swimmers Canada, and Masters Swimming Ontario are not affiliated members of Swim Canada or Swim Manitoba. | | | | | | | |

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.

3 – Club Registrar Registration and Compliance

CHECK LIST

- ☐ Registration Waiver – Swim MB Club Registrar Waiver
- ☐ Registration Waiver – Swim Canada Waiver
- ☐ Registration Waiver – Swim MB Additional Club Registrar(s)
- ☐ Registration Waiver – Swim Canada Additional Club Registrar(s)

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 RTR login and passwords are reset at: 1 September annually

Logging into the RTR for the first access in the new season

- 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 |
|---------|---------|-----------|--------------|----------|---------|----------|-----------|--------|----------------|

| | |
|----------------|---|
| 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 |

It is the responsibility of the Club Registrar to ensure the safe and confidential storage of all forms for their club.
DO NOT send Waiver or Assumption of Risk 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 – Coach Registration and Compliance Verification

Coach(es) refers to all coaches / teachers / instructors, paid or volunteer

All coaches must be registered through the RTR System and comply with all Coach Requirements. Please consult with your Head Coach to determine which category each coach should be registered in. This requirement includes those working with non-competitive and “Learn to Swim / I Can Swim” level swimmers.

Minimum Coaching Requirements for all coaches

- All coaches must be minimum of 15 years old
- All coaches must complete the Swimming Canada Waiver/PIPEDA – Coach Registrant Consent Form
- All coaches must complete the Swim MB Waiver or Assumption of Risk - Coach Registrant Consent Form
- Returning Coaches must be minimally certified Fundamental Coach Level 1 certified or Swimming Teacher certified by November 30
- First year coaches have until November 30 to complete one of the following:
 - Swimming 101 Pre-Course Workbook and be on the Swim MB enrolment list for Swimming 101 course
 - Complete at least one of the following applications to achieve Swimming Teacher in-Training status:
 - Red Cross WSI or I Can Swim Teacher
 - Swimming 101 candidates have until November 30 of their second year to become, at a minimum, Level 1 Fundamentals Coach certified
 - Red Cross WSI / I Can Swim Teacher candidates have until November 30 of their second year to become, at a minimum, Swimming Teacher certified

Registrars are responsible for certifying that all Coaches provide current documentation of

All coaches 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 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 once IF proof of prior clear full result search is provided to employer, it is considered current and does not need to be redone)
- ☐ **Disclaimer** – annually
- ☐ **Registration Waiver or Assumption of Risk - Coach PIPEDA - SNC & Swim MB**
- ☐ **CSCA** – Canadian Swim Coaches Association annual screening & registration – via CSCA website
- ☐ **NCCP 1** – Fundamentals certified and active status (data information annually, active status annually)
- ☐ **NCCP 2 & above** – in training or certified and active status (data information annually, active status annually)
- ☐ **Safe Sport** – have read, understand, and comply with all aspects of Safe Sport (annual verification)
- ☐ **Coach Compliance Excel Form** (annual verification) – see Appendix

MB Child Abuse Registry and Criminal Record Check - pay for service and forms access available via [Swim MB Website](#)
If residing outside of Winnipeg, Criminal Record Checks must be done through your local RCMP office.

Sport Support Line *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

5 – Meet Manager Registration and Compliance

CHECK LIST

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 must complete

- Meet Manager must be minimum of 18 years of age at start of new season 1 September
- Meet Manager E-learning Module certified - [Officials Resources](#)
- ☐ Registration Waiver – Swim MB Club Officials Waiver
- ☐ Registration Waiver – Swim Canada Waiver
- ☐ Registered in the RTR as the Club Meet Manager

All Meet Mangers must have 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

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

Keeping our Sport Safe for All

- Swim Manitoba supports and is a member of [Safe Sport](#) [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.

6 – Officials Administrator and Compliance

CHECK LIST

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 personal accounts in the database prior to accessing the E-Learning Modules.

Club Officials Administrator

- Official Administrator must be minimum of 18 years of age at start of new season 1 September
- Official Administrator E-learning Module certified - [Officials Resources](#)
- ☐ Registered in RTR as the Club Officials Administrator
- ☐ Registration Waiver 18 & Over – Club Officials Administrator
- ☐ Swimming Canada Waiver – 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 in the RTR System
- Must complete Swim MB Waiver or Assumption of Risk form
- Must complete Swimming Canada Waiver– Officials Registrant Consent Form

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

All Officials and Volunteers must complete

- ☐ Swim MB Waiver 18 & Over or Assumption of Risk 17 & Under
- ☐ Swim Canada waiver via RTR system

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

7 – Swimmer Registration and Compliance

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 participating within your club** are registered through the RTR System.

Swimmer registration is considered complete when they show as **Registered** in the RTR system. The age category the swimmer will be registered in is determined by the age of the swimmer on December 31.

ALL Swimmers in your club must complete

- Registered in RTR System
- Swim MB Waiver 18 & Over signed and electronically filed with the club
- Assumption of Risk 17 & Under signed and electronically filed with the club
- ☐ Swimming Canada Waiver via RTR System
- ☐ Swimmers must update and keep current their personal account in the database

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 from releasing club is required before the swimmer will appear on your Swimmer list.

INFORMATION REQUIRED TO ADD - 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*

** Have they been registered with Swim Canada before*

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

**Do not create a new profile for Previously registered swimmers, a transfer request must be used to avoid fie duplication*

It is the responsibility of the Club Registrar to ensure the safe and confidential storage of all forms for their club.
DO NOT send 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.

APPENDIX

Link to Documents

CLUB

- [Affiliation](#)
- [Registrar](#)
- [Additional Registrar\(s\)](#)
- [Board of Directors](#)
- [Contact Information](#)
- [Declarations](#)
- [Update from original filing - Board of Directors](#)
- [Update from original filing - Contact Information](#)

Registrar

- [Declaration and Compliance](#)
- [Swim MB - Waiver](#)

RTR Registered

Coach

- [Declaration and Compliance](#)
- [Excel sheet - compliance verification](#)

RTR Registered

CSCA Registered and screened

Meet Manager

- [Declaration and Compliance](#)
- [Swim MB - Waiver](#)

RTR Registered

**Officials
Administrator**

- [Declaration and Compliance](#)
- [Swim MB - Waiver](#)

RTR Registered

**Swimmers
ALL Club
Swimmers**

- [Declaration and Compliance](#)
- [Swim MB - Assumption of Risk - 17 & Under](#)
- [Swim MB - Waiver - 18 & Over](#)

RTR Registered

**Registrants
Letter**

- [Mandatory Letter to your Membership](#)

NEW REQUIREMENTS - Required by ALL Members

Assumption of Risk - 17 years old & Under

Waiver - 18 years old & Over

Required by ALL: Board Members, Club Staff, Coaches, Swimmers, Officials, Volunteers

- **IT IS** the responsibility of the Club Registrar to ensure the safe and confidential storage of all forms for their club
- **DO NOT** send Waives or Assumption of Risk forms to Swim MB or Swim Canada
- Assumption of Risk and Waivers must be stored electronically and link to storage provided to Swim MB