



**AFFILIATION &
REGISTRATION GUIDE
2023-24**

Updated September 1 – **SNC coach fee corrected**

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Welcome to a new swimming season! The 2023-24 swim season Registration, Tracking and Results (RTR) system access to clubs who have completed the affiliation process will begin **Tuesday September 5, 2023**.

Your feedback is always welcome, if you have recommendations or comments concerning the online registration system, please submit directly to Swimming Canada or Swim Ontario via email or through the Support Request tab on RTR site.

As part of the Affiliation Package, Swimming Canada provides a [letter to the Club Registrar](#) - please read carefully. A [Letter to Swimmers/Parents](#) from Swimming Canada is also included – you can use this letter as it is or change it as you see fit.

The online registration system will be unavailable from **August 25th until September 5, 2023** for the transition to the new swim season.

NEW FOR 2023-24 SEASON

1. Conference participation fee added to affiliation fee at reduced rate for 1 participant.
2. Affiliation Form question regarding posting of phone numbers and email addresses for club representatives on the club profile page of the Swim Ontario website.
3. Tryout Information
 - a. It is each club's responsibility to track and enforce the [Swim Tryout Protocols](#) and timelines with respect to Swim Ontario's Policy and Procedure.
 - i. Family/Swimmer MUST execute a [temporary Assumption of Risk](#) from the club before first tryout.
 - ii. Complete the Swimming Canada/Swim Ontario registration process in the RTR within the 14 day tryout period.
 1. includes executing the 2023-2024 Assumption of Risk in the RTR.
 - b. **To be clear, Tryout Swimmers cannot continue past day 14** unless FULLY REGISTERED with Swim Ontario/Swimming Canada.
4. All registration information and forms can be found on the [Club Resources webpage](#)

AFFILIATION

Forms and Documents:

An email with an "Edit Link" to the on-line affiliation form submitted last season will be sent to each club requiring them to update their information. Clubs will be asked to confirm the information as accurate for each section. Clubs wishing to submit a new on-line form can do so [HERE](#). All additional forms must be replaced with the 2023-2024 edition. Additional forms and documents that require multiple signatures are not part of the on-line form however they will be sent pre-filled based on the information provided and will simply require signatures. They can also be found [HERE](#). Completed forms with signatures can be uploaded using the link [HERE](#), emailed directly to heather@swimontario.com or mailed separately to 875 Morningside Ave. Suite 3040 Toronto, ON M1C 0C7 with payment.

Club Requirements:

Swim Ontario member clubs agree to abide by all policies, rules and regulations as well as the bylaws of Swim Ontario. Member clubs should familiarize themselves with Swim Ontario procedures – [HERE](#)

Clubs must be prepared to demonstrate that the majority of swimmer training shall be on-site with the affiliated club as registered on the club's certificate of insurance (swimmers training with Swimming Canada/SO training centres and U Sport/NCAA affiliated teams are exempt). Clubs who cannot demonstrate the majority of training done on-site may be denied the opportunity to affiliate with Swim Ontario.

Clubs must register all swimmers, coaches and officials in the Swimming Canada registration system. This includes but is not limited to all competitive, pre-competitive, development, recreational, learn to swim, and Masters Swimmers as well as all coaches and officials within 2 weeks of commencing activities with Swim Ontario and Swimming Canada.

NOTE: Participants MUST have a “registered”/”active” status in the RTR in order to continue with activities BEFORE the two week grace period has ended.

Club Contact Information:

It is the responsibility of the Club to update all accurate club contact information including coaches, officials and club board members on the Swimming Canada registration system.

The following information from the affiliation form will also be published on the [Find a Club page](#) on the Swim Ontario website: Club Name, Primary Pool Address, Club Phone, Region, Website, Club Email Address and contact information (phone and email address) for the Club President, Head Coach and Club Official Chair.

Clubs will now have the option to declare which phone numbers and email addresses to be made public or not.

Changes to personnel mid-season will require an **edited submission of the on-line affiliation form**. Contact Heather heather@swimontario.com to obtain the correct Edit Link for the affiliation form for changes.

Incorporation:

All Age Group clubs must be incorporated. Organizations/Clubs that are the property of the Government of Canada (Armed Forces) are exempt. As part of the affiliation requirements, Age Group Clubs will be required to submit a Certificate of Status every third season. Clubs will be required to submit the Declaration confirming that Incorporation information has not changed since the last Certificate of Status was submitted to Swim Ontario.

As part of incorporation, Clubs must also report board of director changes to the Ministry of Government Services.

- **For Ontario incorporations:** visit the Ontario.ca website [HERE](#) to update information or order a certificate.
- **For federal incorporations:** visit the government website [HERE](#) to order a certificate of status and update information.

Significant Changes ([HERE](#)):

Clubs must include proof of incorporation just once unless significant change occurs. Clubs that are incorporated as business corporations (previously sometimes called: “non-share” or “owner/operator”) must ensure that they seek approval for significant changes (ex. change in ownership, name, location etc.) to obtain approval to maintain an affiliation with Swim Ontario. These significant changes are outlined in the [Existing Club Restructuring and Significant Change Procedure](#). Organizations/Clubs that are the property of the Government of Canada (Armed Forces) are required to comply with the Existing Club Restructuring and

Significant Change Procedure except as it relates to incorporation related changes. These approvals are necessary for the proper functioning of the sport across the province, including the use of the national Registration and Tracking of Results (RTR) system.

PIPEDA (See Swimming Canada Use of Personal Information [HERE](#))

The Federal Personal Information Protection & Electronics Document Act (PIPEDA) governs Swimming Canada's collection of information. Due to updates to the Canadian Privacy Law for non-profits, PIPEDA Consent forms no longer need to be signed. Registrants will be required to indicate whether they want to receive commercial emails when confirming their personal information in the RTR.

Comprehensive Code of Conduct and Ethics (See procedure [HERE](#))

All clubs and their members must abide by the Swim Ontario Comprehensive Code of Conduct and Ethics. The club will ensure all their members are aware of the Code and sign the declaration confirming they are in compliance with the procedure.

Screening Requirements (See procedure [HERE](#))

Clubs are responsible for ensuring that all employees, board members, volunteers or other service providers who are in designated positions, are required to provide valid Security Screening documents or in years 2 and 3, an Offence Declaration as outlined in the Screening Requirements Procedure and these are on file at the time they register their club for the current year. Swim Ontario may request at their discretion that Clubs provide copies of a CRC, [LPIC](#) or Offence Declaration in their possession.

Registration requirements on the RTR

Consent forms are included in the Swimming Canada Registration, Tracking and Results System (RTR) for families, coaches and officials and must be completed for the new season. The participant will not be fully registered until the documents are executed by the registrant (and/or the registrant parent/guardian if a minor) in the RTR. The Club Registrar are NOT to complete these on behalf of the registrant.

The documents to be executed are:

- Acknowledgement and Assumption of Risk
- Swim Ontario Code of Conduct and Concussion (Rowan's Law) Acknowledgements
- Offence Declaration (coaches only)

Registrants will not have a "registered" / "active" status until these requirements have been completed.

Participants MUST have a "registered"/"active" status in the RTR in order to continue with activities **BEFORE** the two week grace period has ended.

Instructions:

Registrants will need to login to their accounts on the RTR to execute the documents. Swimmer registration instructions for the execution of documents can be found [HERE](#)

1. **Registrants must be registered within two weeks of beginning any activity.**
 - a. Acknowledgement and Assumption of Risk and Rowan's Law requirements for the 2023-24 season will be completed and tracked through the RTR site and part of the registration process to get a "green" checkmark.

- b. Participants **MUST** have a “registered”/”active” status in the RTR **in order to continue with activities BEFORE the two week grace period has ended.**
- c. “Account Pending” status means the required documents have not been completed by the registrant.

The Club Registrar will be able to run a Report from the RTR indicating who has completed the required documents. Go to **REPORT/CONSENT REPORT**.

Swimming Canada Facility Rules and Guidelines ([HERE](#))

All clubs and registrants must abide by the Swimming Canada Facility Rules and Guidelines for competitions and training. The club will ensure all their registrants are aware of the Facility Rules and Guidelines and sign the [Swimming Canada Club Declaration – Facility Rules Form](#) by confirming they are in compliance with the Swimming Canada Facility Rules and Guidelines.

Insurance Certificates:

Swim Ontario requires that all facilities (pools and non-aquatic facilities) and additional information requested on insurance certificates be included on the affiliation form.

Current insurance certificates are valid until November 30, 2023.

The information provided on the affiliation form will be used for the request for new insurance certificates submitted from the insurance company for renewal. Clubs must ensure all facilities are listed and additional information required included on their affiliation form as part of the affiliation process.

It is important that all facilities that clubs are using and plan to use during the season be named on the affiliation form. Clubs must update their affiliation form up to and including November 1 to ensure all facilities are listed on their annual certificate of insurance.

Annual insurance Certificates are provided by BFL Canada for the period December 1 – November 30 for all age group and masters clubs who meet the requirements.

Clubs will still be permitted to apply for and request additional certificates of insurance for additional insured throughout the membership term. These applications will be subject to review and authorization by Swim Ontario.

Swim Ontario Dive Start and Length Compliance Certificates ([HERE](#))

All pools used for Swim Ontario competitions and/or club training purposes, must be listed with Swim Ontario as certified with regard to the requirements for the diving rules which include water depth, height of blocks and height of deck and/or bulkhead. Pools used for competition must be listed with Swim Ontario as certified regarding the length of the pool for recognition of Provincial and National Records. Please read the [Swim Ontario Comprehensive Facility Rules Compliance Document](#) for details.

All Dive Start and Length Compliance Certificates for pools listed on the Affiliation Form must be on file with Swim Ontario for the club or completed by September 1, 2023 as part of the Affiliation process.

Age Group Club and Integrated Age Group with Masters Affiliation (form [HERE](#))

Member Club affiliation fees are based on the total number of **competitive swimmers only** (Age group and Masters) who were registered with Swim Ontario on August 31, 2022. Clubs are charged \$6.00 per swimmer plus HST (minimum \$100.00 plus HST- Maximum \$1,500.00 plus HST). In addition each club will pay \$100.00 Club Coach fee and \$200.00 Conference fee for 1 participant. These fees will be added to the total affiliation

fee. Please see [HERE](#) for listing of each club's affiliation fee. Affiliation fees and required documents are required by August 31, 2023 to obtain access to the RTR on September 1, 2023.

All age group clubs shall consist of at least 10 registered swimmers. Clubs not in compliance will be subject to termination. Failure to renew Club affiliation after 90 days of a new season automatically terminates the club. Clubs wishing to affiliate after 90 days are required to apply as per the "Affiliation of a New Age Group Club" or "Affiliation of a New Masters Club".

Varsity Team Affiliation (form [HERE](#))

Varsity Team affiliation fee is \$50.00 plus \$200.00 Conference fee for 1 participant and HST (Sept. 1 – April 30)
Varsity – Year Round affiliation fee is \$100.00 plus \$200.00 Conference fee for 1 participant and HST (Sept 1 – August 31)

The Varsity online affiliation form must be completed, and all supporting documents signed and submitted with payment by August 31, 2023. Please see [HERE](#) for listing of each team's affiliation fee (last page).

Masters Only Club Affiliation (form [HERE](#))

Masters Only Club fee will be based on the total number of Master swimmers August 31, 2022. Masters Only Clubs are charged \$5.00 per swimmer plus HST (minimum \$45.00 plus HST- Maximum \$400.00 plus HST) plus \$200.00 Conference fee for 1 participant. Masters clubs will not be charged the \$100.00 Club Coaching Fee, . Please see [HERE](#) for listing of each club's affiliation fee.

Masters Only Club Requirements

All Masters only clubs (excludes age group club offering masters programming) shall consist of at least five (5) registered swimmers, one (1) Head Coach (NCCP Swimming Certified and compliant with Swim Ontario's screening procedure) and one (1) Club Director or Designate (other than the Head Coach) operating in the Province of Ontario, Incorporation is not a requirement.

For New Masters Only Clubs please see the procedure for Application of a New Masters Club (see procedure [HERE](#)) and please note that for the 2023-24 season the application fee has been waived.

REGISTRATION OF REGISTRANTS

(swimmers, coaches, officials, volunteers)

The National Registration Policy, Procedures and Rules Manual (June 30, 2023) [HERE](#)

Swimmer Registration

Any swimmer participating in a Swim Ontario sanctioned event (including training) must be registered in the appropriate COMPETITIVE or PRE-COMPETITIVE category. **Clubs must register all swimmers** (including but not limited to all competitive, pre-competitive, development, recreational, learn to swim, masters) with Swim Ontario and Swimming Canada, **and provide accurate contact/residential address information within 2 weeks of commencing activities. Participants MUST have a "registered"/"active" status in the RTR in order to continue with activities BEFORE the two week grace period has ended.**

Option gender identification declaration will be found in the RTR. Swimmer/family will have an optional declaration for swimmer registration:

Gender Identification – allows swimmers to self-declare their gender identification (Cisgender, Non-Binary, Transgender). This optional self-declaration will have no effect on the gender of registration but will provide valuable information in order to continue to develop and grow programming.

Reminder:

Age Group Swimmers must do the majority of their training on-site with the affiliated club they register with (swimmers training with Swimming Canada/SO training centres and U Sports/NCAA affiliated teams and Masters Swimmers are exempt).

Swimmer Tryouts

It is each club's responsibility to track and enforce the [Swim Tryout Protocols](#) and timelines with respect to Swim Ontario's Policy and Procedure.

- Family/Swimmer MUST execute a [temporary Assumption of Risk](#) from the club before first tryout.
- Complete the Swimming Canada/Swim Ontario registration process in the RTR within the 14 day tryout period.
 - o includes executing the 2023-2024 Assumption of Risk in the RTR

To be clear, Tryout Swimmers cannot continue past day 14 unless FULLY REGISTERED with Swim Ontario/Swimming Canada.

Acknowledgement and Assumption of Risk requirements:

The Acknowledgement and Assumption of Risk Attestation is required as part of the registration process through the RTR. They must be executed by the swimmer and/or parent/guardian (if the swimmer is a minor) to be fully registered.

Registrants will not have a “registered” status until the required documents have been completed in the RTR.

Rowan's Law Requirements:

All sport organizations must require that athletes under 26 years of age, or the parent (for athletes under 18) acknowledge their commitment to the [Swim Ontario Concussion Management Procedure](#) and confirm that they have reviewed the Rowan's Law Concussion Awareness Resources provided by the Government of Ontario <https://www.ontario.ca/page/rowans-law-concussion-awareness-resources> .

The Acknowledgements for Rowan's Law requirements are part of the registration process on the RTR. The Parent/Guardian or athlete over 18 years of age must complete the document on the RTR.

**Registrants will not have a “registered” status until
these required documents have been completed in the RTR.**

Swimmer Categories:

Competitive swimmers are classified as swimmers who take part in sanctioned competitions while Pre-Competitive swimmers do not participate in sanctioned competitions (see specific category for details). Swimmers may be upgraded from Pre-Competitive to Competitive at any time paying the difference in fees. Swimmers may move from Competitive to Pre-Competitive, however not within the same season.

Fees:

Registration between September 1 and March 31 will be invoiced at full cost. New registrations after March 31 in the four Competitive categories (Fundamental, Skills, Development and Open) will be reduced by 50% for

the Swimming Canada fee only. Swim Ontario fees will not be discounted and will remain at full cost for the entire season.

Please note that fees are based on category and ages as of December 31st, 2023.

Registration Class: Pre-Competitive

Class	Type	SNC Fees	Swim Ontario Fee	HST	TOTAL FEE
Pre-Competitive	Pre-Competitive	\$14.50	\$35.00	\$4.55	\$54.05
Pre-Competitive	Summer (June 1 – Aug. 31)	\$14.50	\$10.00	\$1.30	\$25.80

The Pre-Competitive category is limited to those enrolled in “Learn to Swim Programs” and “Fitness” programs and who are 17 years of age & under. The Swimming Canada Fee shall apply for an unlimited number of sessions in that swimming year. Members in the Pre-Competitive category may compete as **EXHIBITION** in **ONE** competitive sanctioned event per swimming year (September 1 to August 31); their results from the sanctioned event must be uploaded to the RTR site. Swimmers in the Pre-Competitive category who wish to compete in additional sanctioned competitions beyond the one permitted **EXHIBITION** opportunity **MUST** be upgraded to the appropriate Competitive category **prior** to the 2nd competition. Pre-competitive registrants moving into the Competitive stream will have their Competitive category fee pro-rated by the pre-competitive fee. No fee discounts shall be applied after March 31st.

The Pre-Competitive Summer category is only in effect for June 1 – August 31.

Registration Class: Competitive

Class	Type	Age (as of Dec 31)	SNC Fees	Swim Ontario Fees	HST	Total Fee
Competitive	Fundamental	8 & U	\$33.50	\$80.00	\$10.40	\$123.90
Competitive	Skills	9-10	\$53.50	\$80.00	\$10.40	\$143.90
Competitive	Development	11-14	\$73.50	\$80.00	\$10.40	\$163.90
Competitive	Open	15&O	\$93.50	\$80.00	\$10.40	\$183.90

The four Competitive registration categories (**Fundamental, Skills, Development and Open**) allow members to enter unlimited sanctioned competitions. Type assignment is based on the swimmers age as of December 31 in the current season. Swimmers attending an educational institution outside of Canada wishing to compete for their Canadian Age Group club must be registered directly with the club in the Competitive-Open type.

Registration Class: Competitive

Class	Type	SNC Fees	Swim Ontario Fees	HST	TOTAL
Competitive	Varsity-Open	\$46.75	\$6.00	\$0.78	\$53.53

Varsity swimmers wishing to compete for their home club at Swimming Canada competitions must register concurrently in the Varsity-Open type with their home club and in the Varsity-Varsity type with the U SPORTS/CEGEP Team in the Varsity Type. The Competitive-Varsity-Open member is valid for the swim year (Sept. 1 to August 31).

Registration Class: Varsity

Class	Type	SNC Fees	Swim Ontario Fees	HST	TOTAL
Varsity	Varsity	\$46.75	\$6.00	\$0.78	\$53.53
Varsity	Varsity Year-Round	\$93.50	80.00	\$10.40	\$183.90

Swimmers participating in a U Sports/CEGEP program MUST register in this registration type. The Varsity-Varsity type is targeted for swimmers who will compete at U Sports/CEGEP and in any Swimming Canada competition; this membership category is valid from September 1 to April 30. Swimmers wishing to compete concurrently in Swimming Canada sanctioned competitions representing their Age Group club from September 1 to August 31 will register prior to April 30 with the Age Group club in the Competitive Varsity-Open category or after April 30 in the Competitive Open category. A swimmer attending an educational institution outside of Canada and who wishes to also register with their Canadian Age Group club, must do so in the Competitive Open category, not Varsity. Varsity swimmers who wish to compete in Varsity competitions and Masters Competitions, will register as a Varsity swimmer AND register with a Masters club as a Masters Swimmer. Varsity Year-Round Type is for swimmers who compete at USPORTS/CEGEP competitions and Swimming Canada sanctioned events (including Swimming Canada National Competitions) with a Varsity Team. All swimmers registered in the Varsity Year-Round registration type may represent their Varsity Team in any Swimming Canada Competition, including Swimming Canada National Competitions, with a start date between September 1 and August 31.

Registration Class: Masters

Class	Type	SNC Fees	Swim Ontario Fees	HST	TOTAL
Masters	Masters	\$12.50	\$22.12	\$2.88	\$37.50
Masters	Masters – Open**	\$100.00	80.00	10.40	190.40
Masters	Independent	\$12.50	\$44.25	\$5.75	\$62.50

The Masters Class is targeted for Masters Swimmers age 18 & over, participating in Masters only events. Masters allows for registration with more than one Masters Club. The second and subsequent registrations must reflect the same Swimmer ID number. Swimmers may only represent one Masters Club at a Masters Competition.

**The Masters-Open category is for para swimmers who are over the age of 18 years of age, who are registered and training with a Swim Ontario affiliated club with masters programming. - Mandatory Level 1 Classification.

Submitting payment for swimmer invoices:

Payment options are

1. Authorized use of Credit Card on file by emailing Heather - heather@swimontario.com
2. Cheque payable to Swim Ontario
3. E-transfer - email etransfers@swimontario.com with "description of payment & CLUB NAME" as description - no password is required.

To set up a credit card on file or to make a one-time credit card payment please email Heather - heather@swimontario.com

Please remember registration is an ongoing process and that **all club members must be registered within 2 weeks of commencing activities. Participants MUST have a “registered” status in the RTR in order to continue with activities BEFORE the two week grace period has ended.** Swim Ontario accepts swimmer registrations throughout the year. Please ensure all new swimmers register with Swim Ontario in the appropriate category. Swimmer upgrades are accepted on the registration system at any time. Please be sure to create an invoice after each batch of upgrades. Swimmers will be activated once the invoice has been paid **AND** the family has updated the contact information and completed all required documents.

Refunds: Registration fees are only refundable at the sole discretion of the Swim Ontario Chief Executive Officer.

Foreign Swimmers:

The [Foreign Swimmer Identification form](#) must be completed for swimmers who are non-landed immigrants or who are not Canadian citizens. Also required is a “Letter of Permission” from the country the swimmer left prior to registering or competing in Canada. A foreign swimmer ranked in the top 100 in the world shall not be registered with a club unless approved in advance by Swimming Canada in writing.

Swimmer transfers:

In accordance with the Swimming Canada transfer policy, a transfer must be initiated by the club to which the swimmer is transferring through the Swimming Canada Registration system; the family cannot initiate a transfer. See the step by step process in the Club Registrar User Guide.

The system sends an auto email to the releasing club requesting the transfer. The releasing club must act on the transfer within 5 days of receiving the request. The only reason a transfer can be withheld is outstanding financial obligations. The transfer can be held for a maximum of 30 days after which time the transfer is done automatically.

There is no Swimming Canada unattached period following the first transfer in a swim season (September 1 – August 31). Swimmers who invoke a second and subsequent transfers within the same swimming season (September 1 to August 31), following approval by the PSO, shall begin a 60 day unattached status period. During this period, swimmers may not represent any club (score points or swim in a relay) and must enter meets as “unattached Swimon” – club code UNON.

- The transferring swimmer must have a certified coach in good standing, of a member club in good standing, who takes on the “Coach of Record” status for the swimmer during the “unattached” period.
- A coach may not have more than 2 “unattached” swimmers at any given time unless they are members of the same nuclear family.

Note: Transfers are not required for Varsity Swimmers to their previously affiliated/registered club. Transfers do apply to Varsity swimmers transferring to clubs other than their previously affiliated/registered club.

Transfers of Masters Swimmers are not required.

Coach Registration

Age Group Clubs are required to pay a \$100.00 Club Coach Membership fee collected with club affiliation. All coaches must be a minimum of 15 years of age and must register in one of the five registration categories. These categories are aligned with the CSCA categories. The coach registration process is initiated in the online

registration system by the club Registrar and requires the coach to meet the registration requirements of Swimming Canada, the CSCA and Swim Ontario.

Coach Registration fees – Swimming Canada/Swim Ontario fees are payable to Swim Ontario. Coaches will register with CSCA when they register on the Swimming Canada registration system. **CSCA fees are payable to CSCA.** Registration is complete when the Swimming Canada, Swim Ontario and CSCA registrations have been processed fully in the online registration system and the coach has met the minimum certification qualifications, required screening has been submitted to Swim Ontario and full payment has been made. The status will show in the system as “Registered”.

Registration Class: Coach

Class	Type	SNC Fees	Swim Ontario Fees	HST	Total Fee
Coach	Pre-competitive	\$34.00	\$10.00	\$ 1.30	\$45.30
Coach	Competitive	\$34.00	\$20.00	\$ 2.60	\$56.60

Expected Coaching Minimums:

If you have any questions as to your NCCP status, please contact Lindsay Taylor at lindsay@swimontario.com

Club Responsibility: Swim Ontario expects all clubs to maintain a minimum level certified coaches on deck for practices and competition. Failure to comply may result in fines and penalties up to and including expulsion. Qualified coaches are required to ensure compliance with insurance coverage, LTAD delivery and many other points fundamental to our sport. There must be at least 1 certified coach on deck at all times during training and competitions. **Clubs must register ALL coaches with Swim Ontario.**

It is required that every member club of Swim Ontario employ officially recognized NCCP coaches (paid or volunteer) as follows:

1. **Head Coach** – certified at a minimum of Level 1 NCCP Fundamentals Coach or designated congruency **and** a registrant of Swimming Canada/Swim Ontario & CSCA.
2. **Assistant Coach** (responsible for conducting practices on their own) – certified at a minimum of NCCP Fundamentals certified or designated congruency **and** a registrant of Swimming Canada/Swim Ontario & CSCA.
3. All coaches **MUST** register with Swimming Canada/Swim Ontario & CSCA. Swim Ontario reserves the right to refuse registration.
4. Coaches without any certification or are Trained (but not certified) must be under the direct supervision of a minimum certified Level I NCCP Fundamentals Coach or designated congruency at all times during training. In order to be on deck at competitions, all returning coaches must be at minimum Level 1 Fundamentals Certified, and all first year coaches must have taken the Swimming 101 course. Please refer to the Swimming Canada National Registration Procedures and Rules – Coaches policy for complete requirements.
5. Coach certifications must be active, with the appropriate amount of professional development points collected in the coaches five year cycle. Coaches who have a January 2024 expiry date who do not have enough points upon registration will be contacted by Swim Ontario.

Please review the complete Swimming Canada Coach Registration Procedures and Rules - [HERE](#)

Coach Screening:

It is required that ALL coaches 18 and over registering with Swim Ontario must submit to Swim Ontario a Criminal Record Check and Local Police Information check OR a Vulnerable Sector Check as part of the registration application process. **Please complete the CRC/LPIC [HERE](#).** Swim Ontario will share the screening with CSCA and Swimming Canada. Please see Screening Requirements Procedure. **Coach screenings will be considered valid for a maximum of 3 years from date of issue, provided that they are received within 365 days of issue. An Offence Declaration is required for all coaches, regardless of age and screening. This will be part of the required documents on the RTR.**

Acknowledgement and Assumption of Risk Attestation requirement

The Acknowledgement and Assumption of Risk Attestation is required as part of the registration process through the RTR. It must be executed by the coach to be fully registered.

Coaches will not have a “registered” status until the required documents have been completed.

Rowan’s Law Requirements

All coaches must acknowledge their commitment to the [Swim Ontario Concussion Management Procedure](#) and confirm that they have reviewed the Rowan’s Law Concussion Awareness Resources provided by the Government of Ontario <https://www.ontario.ca/page/rowans-law-concussion-awareness-resources> .

The Acknowledgements for Rowan’s Law requirements are now part of the registration process on the RTR and will be accessible through the coach’s RTR account and then will be directed to CSCA for screening.

Coaches will not have a “registered” status until these required documents have been completed.

Coach Invoices

The registration process for coaches generates two invoices on the RTR. One for CSCA with the option to pay online and a second invoice payable to Swim Ontario (see payment options below). Please ensure payment is sent to the correct organization. The CSCA invoice can be paid online or via cheque made payable to CSCA sent to the address on the invoice in BC.

Payment options for the [Swim Ontario coach invoice](#) are

1. Authorized use of Credit Card on file by emailing Heather - heather@swimontario.com
2. Cheque payable to Swim Ontario
3. E-transfer - email etransfers@swimontario.com with "description of payment & CLUB NAME" as description - no password is required.

To set up a credit card on file or to make a one-time credit card payment please email Heather - heather@swimontario.com

Officials Registration

Clubs are required to ensure every official is registered on the Swimming Canada registration site. **All club officials must be registered within 2 weeks of commencing activities. Participants MUST have an “active” status in the RTR in order to continue with activities BEFORE the two week grace period has ended.** There will be a Swim Ontario fee of \$5.00 + HST per official charged to the club.

Registration Type: Official

Type	Category	SNC Fees	PSO Fee	HST	Total Fee
Official	No Level, Level 1 – 5	\$0.00	\$5.00	\$0.65	\$5.65

Once the Officials Administrator/Chair begins the registration process, they must create (generate) an invoice and send payment to Swim Ontario (payable to Swim Ontario) for the full invoice amount.

Payment options for officials' invoices include:

1. Authorized use of Credit Card on file by emailing Nicole - nicole@swimontario.com
2. Cheque payable to Swim Ontario
3. E-transfer - email etransfers@swimontario.com with "description of payment & CLUB NAME" as description - no password is required.

To set up a credit card on file or to make a one-time credit card payment please email Nicole - nicole@swimontario.com

Acknowledgement and Assumption of Risk Attestation requirement

The Acknowledgement and Assumption of Risk Attestation is required as part of the registration process through the RTR. It must be executed by the official to be fully registered.

Officials will not have an "active" status until these required documents have been completed in the RTR.

Rowan's Law requirements

As of September 1, 2020, Swim Ontario is requesting that all officials acknowledge their commitment to the [Swim Ontario Concussion Management Procedure](#) and confirm that they have reviewed the Rowan's Law Concussion Awareness Resources provided by the Government of Ontario <https://www.ontario.ca/page/rowans-law-concussion-awareness-resources> as part of the registration process. Officials can access the Acknowledgements for Rowan's Law requirements documents through their official's account on the RTR. Officials must complete these documents to be fully registered.

Officials will not have an "active" status until these required documents have been completed in the RTR.

Please remember registration is an ongoing process and that **all club members including officials must be registered**. Swim Ontario accepts official's registrations throughout the year. Please be sure to create an invoice after each batch of registrations. Officials will be fully registered once the invoice has been paid, the official has executed the required documents on the RTR **AND** the official has updated the contact information.

AFFILIATION CHECKLIST

On Tuesday September 5, 2023 access to the RTR will be granted to Clubs (club registrars and additional users) who have submitted the following

1. [Affiliation fee](#)
2. [Completed \(Edited\) online Affiliation form](#)
3. [Registrar Compliance Declaration](#)
4. [Additional User Access Declaration Form](#) for Club Officials Chair/Administrator, Treasurer or Team Manager access
5. Declaration
 - a. [Age Group Club Declaration Form](#) or
 - b. [Masters Only Club Declaration Form](#) or
 - c. [University Team Declaration Form](#)
6. [Swimming Canada Club Declaration - Facility Rules Form](#)
7. Pay any outstanding invoices/gold bonus from the previous season

Once all of the above are received,

- Swim Ontario will activate the registrar and additional users, if applicable, with access to the Swimming Canada registration system. The registrar and additional users will receive an email with their login name and default password (no earlier than September 1).
- The registrar and additional users can then login to the system at <https://registration.swimming.ca/Login.aspx>
- The registrar and additional users may change their password at any time during the year. Usernames should not be email addresses.
- The Club Registrar Help Guide updated version will be available when you log into the system.
- [Additional User System Access Declaration form](#) – this form is required if your club requires team managers, Officials Administrators or Treasurer to have access to the online system and should be submitted directly to Swim Ontario. The Club registrar cannot directly provide access without consent from Swim Ontario. More than one access can be included on one form.
- **The Club Registrar must provide access for Meet Manager accounts.**

Please note that if there is a change in Registrar during the year, a new Club Registrar Compliance Declaration ([Registrar Waiver](#)) must be completed and sent to Swim Ontario. Registrars **must not** share access.

AFFILIATION & REGISTRATION OVERVIEW

S.O. = Swim Ontario

Responsibility	Date	Action
Club	Before Sept 5	<ul style="list-style-type: none"> Complete (or EDIT) the 2023-24 Affiliation Form Submit completed required forms to Swim Ontario
S.O.	On or after Sept 5	<ul style="list-style-type: none"> Grant Club access to the SNC National Registration Site (RTR)
Coaches	On or after Sept 5	<p>Log in to their SNC Account complete/execute the following:</p> <ul style="list-style-type: none"> Assumption of Risk form* 1 Rowan's Law form, 1 Offence Declaration form. <p>Log in to CSCA account</p> <ul style="list-style-type: none"> Complete Screening
Swimmers/ Parents	On or after Sept 5	<p>Log in to their SNC account</p> <ul style="list-style-type: none"> Complete/execute the following: <ul style="list-style-type: none"> Assumption of Risk form* Rowan's Law form Update contact information Complete consent questions
Club Registrar	On or after Sept 5	<p>Begin registration procedure for coaches and swimmers</p> <ul style="list-style-type: none"> Generate Invoice(s) Make payment to Swim Ontario Make payment to CSCA (2nd coach invoice)
<p>Clubs will have 2 weeks to ENSURE Participants are FULLY REGISTERED *The Assumption of Risk Attestation Form must be completed prior to starting or continuing an activity</p>		
Club Official Administrator	Before participating in activities	<p>Begin registration procedure for officials</p> <ul style="list-style-type: none"> Generate Invoice(s) Make payment to Swim Ontario
Officials	Before participating in activities	<p>Log in to their SNC account complete/execute the following:</p> <ul style="list-style-type: none"> Assumption of Risk form* 1 Rowan's Law form Update contact information