



**SWIM  
ONTARIO**

**AFFILIATION &  
REGISTRATION  
GUIDE**

**2024-25**

## Table of Contents

<b>NEW FOR 2024-25 SEASON</b> .....	3
<b>TRYOUTS</b> .....	4
Forms and Documents: .....	4
Club Requirements: .....	5
Age Group Club Affiliation .....	8
Varsity Team Affiliation .....	9
Masters Only Club Affiliation .....	9
<b>INVOICING &amp; PAYMENT METHODS</b> .....	9
Payment of Swimmer and Coach Registrations Fees & Post Meet Fees .....	9
Payment of Official Registration Fees .....	10
Payment of Affiliation Fees.....	10
<b>REGISTRATION OF REGISTRANTS (swimmers, coaches, officials, volunteers)</b> .....	10
Registration requirements on the REMS.....	10
Swimmer Registration .....	11
Coach Registration .....	15
Officials & Volunteers Registration.....	17
<b>AFFILIATION CHECKLIST</b> .....	18

Welcome to a new swimming season and a new registration system - Registration and Event Management System (REMS)! The 2024-25 swim season REMS access to clubs who have completed the affiliation process will begin **Tuesday September 3, 2024**.

The REMS information portal has presentations and recordings of all virtual sessions offered. We encourage clubs that have not attended the orientation or Q&A sessions to explore the REMS Information Portal prior to August 12, 2024 at link [HERE](#).

**After the 12th, the portal will no longer be available and will be replaced with the REMS Knowledge Base in mid-August. The REMS Knowledge Base will have user guides along with micro-learnings videos, job aids and all recordings found on the REMS information portal.**

**The Knowledge base web page is currently being finalized and will be made available soon. In the meantime, please rest assured that we will provide all the details and instructions you need to effectively use the system. We understand the importance of the REMS system, and we're committed to providing you with the necessary guidance.**

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.

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 RTR will be unavailable from **August 12, 2024 11:59 PM EST** for the transition to the new swim season and the new registration system (REMS). The RTR platform will no longer be accessible after August 12th, please ensure all updates, invoices paid and data entries and related exports of data in the RTR platform are completed by August 12, 2024.

---

*All registration information and forms can be found on  
[the Club Resources webpage](#)*

---

## NEW FOR 2024-25 SEASON

1. Conference participation fee added to affiliation fee at reduced rate for 4 participants.
2. Clubs that provide masters programming no longer need a second club code and will affiliate all swimmers under one club. This has been adjusted on the Affiliation Form.
3. University Affiliation - only 1 category for full year affiliation
4. Swimmer registration Competitive category:
  - a. Only 1 category regardless of age.
  - b. Competitive swimmers over eighteen, excluding USPORT and swimmers with an eligible impairment, must meet Swimming Canada National Events qualification standards. in order to be eligible to register in the Competitive registration type.
  - c. Club registrars are to contact Heather Dwinnell ([heather@swimontario.com](mailto:heather@swimontario.com)) regarding eligibility of swimmers over the age of 18 that are not eligible for USport designation but are within the Usport age limit (under 25) wishing to register as Competitive swimmers.
5. Swimmer registration Masters category:
  - a. Swimmers can only be registered with one club and cannot be dually registered with another registration type.
  - b. Swimming Canada transfers rules will apply to Masters swimmers.
6. Payment for **all invoices through the REMS** will be online only via credit card or online EFT - see Invoicing section.
7. Official and volunteer Invoicing: Swim Ontario will invoice clubs on a quarterly basis for their officials/volunteers' registrations (\$5 + HST) outside of the REMS.

8. The REMS will have two login links depending on what account is accessed (similar to the LMS):
  - a. **A Club Administrative Access account** (Club Registrar, Team Manager, Meet Manager, Club Official Administrator, Treasurer or combination of these).
  - b. **A Registrant account** (registrant with the same email address can access the different types of account from one account, i.e. a Masters swimmer who is also a Coach and Official will have one login and see all profiles)
    - i. Swimmer
    - ii. Coach
    - iii. Support Staff
    - iv. Official / Volunteer
9. Clubs can have multiple Administrative accounts.
10. Additional User Administrative Access to the REMS will be managed by the club registrar - further instructions will be communicated to clubs as guides become available.

## TRYOUTS

1. 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 REMS within the 14 day tryout period.
    - includes executing the 2024-2025 Assumption of Risk in the REMS.
2. **To be clear, Tryout Swimmers cannot continue past day 14** unless FULLY REGISTERED with Swim Ontario/Swimming Canada.

## AFFILIATION

### Forms and Documents:

After consulting with Swimming Canada, it was determined that the Affiliation Process through Swim Ontario's online form was more robust than switching to the REMS affiliation form. This will allow clubs to use previously entered information. 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 2024-2025 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



# 2024-2025 Affiliation & Registration Guide

[heather@swimontario.com](mailto: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 an “active” status in the REMS 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 and the Affiliation Form.

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 have the option to declare which phone numbers and email addresses to be made public or not at the end of the form. Make sure to provide accurate information for our internal use.

Changes to personnel mid-season will require an **edited submission of the online affiliation form**. Contact Heather [heather@swimontario.com](mailto: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 Events Management System (REMS).

## 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 REMS.

## Code of Conduct And Ethics For All Participants including Parents/Guardians (See procedure [HERE](#))

All clubs and their members must abide by the Swim Ontario Code of Conduct And Ethics For All Participants including Parents/Guardians. 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, [EPIC](#) from Sterling Backcheck or Offence Declaration in their possession.

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, 2024. Insurance certificates that cover Dec 1, 2024 - Nov 30, 2025 will automatically be sent out to all clubs on or before Dec 1, 2024 when we receive them from BFL.

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 affiliated 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, 2024 as part of the Affiliation process.

Additional User Administrative Access Compliance Declaration ([HERE](#))

The Club is committed to ensuring that access to the REMS platform is managed securely and responsibly. As part of this commitment, the Club requires that all users, including Team Managers, Meet Managers, Officials Administrators, and any other designated individuals, sign an Additional User Declaration before being granted access to the system.

## Steps to Follow

1. **Identify Users**
  - List all individuals who need access to REMS.
2. **Collect Declarations**
  - Have each identified user sign an Additional User Declaration, agreeing to the responsibilities and guidelines for using REMS.
3. **Store Declarations**
  - Keep the signed declarations in a safe and accessible place.
4. **Grant Access**
  - Verify that a declaration is on file for each user before granting them access to REMS.
5. **Review Access**
  - Regularly check and update the list of users and their declarations.

Age Group Club 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, 2023. 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 4 participants. 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, 2024 to obtain access to the REMS on September 3, 2024.

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 – Year Round affiliation fee is \$100.00 plus \$200.00 Conference fee for 4 participants 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, 2024. 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, 2023. 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 4 participants. 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 Fundamentals Certified at minimum 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 2024-25 season the application fee has been waived.

## INVOICING & PAYMENT METHODS

### Payment of Swimmer and Coach Registrations Fees & Post Meet Fees

As of September 3, 2024 payment of all invoices created in the REMS will be offered as online payment only through the REMS. Two online payment options will be offered to clubs.

- REMS Credit Card
  - 3.4% + \$0.50 transaction fee
  - Invoices marked paid through the system automatically
- REMS Electronic Fund Transfer (EFT - direct deposit)
  - 2.3% + \$0.50 transaction fee
  - Invoices marked paid by the system once fees have been received (up to 5 days)

REMS only accepts credit cards and EFT payments through the system. No other payment method will be accepted for invoices created in REMS (swimmer, coach, meets).

## Payment of Official Registration Fees

The REMS offers the ability for officials and volunteers to self register. In order to have self-registration available to the clubs, the REMS will not charge an official / volunteer fee. As such, official and volunteer invoicing will be different then swimmer and coach registration invoicing. Swim Ontario will invoice clubs on a quarterly basis for their officials/volunteers registrations (\$5 + HST) outside of the REMS. Further details on payment options will be provided in the fall.

## Payment of Affiliation Fees

As outlined in this document, the Affiliation process will not be managed through the REMS system. As such, **Affiliation Fees** can be paid using the following options

- Cheque (Swim Ontario, 875 Morningside Ave, Toronto, ON M1C 0C7)
- E-transfer ([etransfers@swimontario.com](mailto:etransfers@swimontario.com))
- Swim Ontario Credit Card on file (2.5% service fee)
  - Clubs must email [heather@swimontario.com](mailto:heather@swimontario.com) to authorize payment to be processed on credit card on file with Swim Ontario.
- Swim Ontario Electronic Fund Transfer (EFT - direct deposit)

## REGISTRATION OF REGISTRANTS (swimmers, coaches, officials, volunteers)

The National Registration Policy, Procedures and Rules Manual (July 9, 2024) [HERE](#)

**The Knowledge base web page is currently being finalized and will be made available soon. In the meantime, please rest assured that we will provide all the details and instructions you need to effectively use the system. We understand the importance of the REMS, and we're committed to providing you with the necessary guidance.**

## Registration requirements on the REMS

Consent forms are included in the Swimming Canada Registration and Events Management System (REMS) for families, coaches, support staff and officials & volunteers 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 REMS. The Club Registrar is 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 an "active" status until these requirements have been completed.*

*Participants **MUST** have an "active" status in the REMS in order to continue with activities **BEFORE** the two week grace period has ended.*

---

## 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 an "active" status in the REMS in order to continue with activities BEFORE the two week grace period has ended.**

## Gender Identification

Swimmers will have the choice to complete the self-declaration of 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.

## Reminders:

- 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, U Sports/NCAA affiliated teams and Masters Swimmers are exempt).
- [Registration Requirements](#) (consents through the REMS)
- Registration is an ongoing process and all **club members must be registered within 2 weeks of commencing activities. Participants MUST have an "active" status in the REMS in order to continue with activities BEFORE the two week grace period has ended including swimmer tryouts.**

## 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.

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.

## Fees:

Registration between September 1 and March 31 will be invoiced at full cost. New registrations after March 31 in the Competitive category 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.

For details on payment of swimmer registration fees see [Invoicing & Payment Methods section](#)

### Registration Class: **Pre-Competitive**

Class	Type	SNC Fees	Swim Ontario Fee	HST	TOTAL FEE
Pre-Competitive	Pre-Competitive	\$16.75	\$37.50	\$4.88	\$59.13
Pre-Competitive	Summer (June 1 – Aug. 31)	\$16.75	\$12.50	\$1.63	\$30.88

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 REMS 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 2<sup>nd</sup> 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 31<sup>st</sup>.

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

## Registration Class: Competitive (one category regardless of age)

Class	Type	SNC Fees	Swim Ontario Fee	HST	TOTAL FEE
Competitive	Competitive	\$73.00	\$85.00	\$11.05	\$169.05

The Competitive registration category allows members to enter unlimited sanctioned competitions. 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 category. Competitive swimmers over eighteen, excluding USPORT and swimmers with an eligible impairment, must meet Swimming Canada National Events qualification standards.

Club registrars are to contact Heather Dwinell ([heather@swimontario.com](mailto:heather@swimontario.com)) regarding eligibility of swimmers over the age of 18 that are not eligible for USport designation but are within the Usport age limit (under 25) wishing to register as Competitive swimmers.

Varsity swimmers wishing to compete for their home club at Swimming Canada competitions must register concurrently as competitive with their home club and in the Varsity category with the U SPORTS Team.

## Registration Class: University (only one category valid for full season)

Class	Type	SNC Fees	Swim Ontario Fees	HST	TOTAL
Varsity	Varsity	\$73.00	\$8.00	\$1.04	\$82.04

Swimmers participating in a U Sports program MUST register in this registration type. The Varsity-Varsity type is targeted for swimmers who will compete at U Sports and in any Swimming Canada competition; this membership category is valid from September 1 to August 31. Swimmers wishing to compete concurrently in Swimming Canada sanctioned competitions representing their home club from September 1 to August 31 will register as a competitive swimmer type with the home club. A swimmer attending an educational institution outside of Canada and who wishes to also register with their Canadian club must do so in the Competitive category.

## Registration Class: Masters

Class	Type	SNC Fees	Swim Ontario Fees	HST	TOTAL
-------	------	----------	-------------------	-----	-------

Masters	Masters	\$15.25	\$28.60	\$3.72	\$47.57
Masters	Independent	\$15.25	\$50.75	\$6.60	\$72.60

The Masters Class is targeted for Masters Swimmers age 18 & over, participating in Masters only events.

Masters Swimmers aged 18 and over participating in Masters programming and Masters sanctioned events only. **Masters swimmers can only be registered with one Masters Club.**

### 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:

**The following transfer rules apply to all swimmers transferring clubs regardless of the registration categories or type of club.**

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.

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.

## 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. 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.

Coaches will register with CSCA when they register on the REMS. 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 “Active”.

### Registration Class: **Coach**

Class	Type	SNC Fees	Swim Ontario Fees	HST	Total Fee
Coach	Pre-competitive	\$36.25	\$12.50	\$ 1.63	\$50.38
Coach	Competitive	\$36.25	\$22.50	\$ 2.93	\$61.68

Expected Coaching Minimums:

*If you have any questions as to your NCCP status, please contact Lindsay Taylor at [lindsay@swimontario.com](mailto: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 2025 expiry date who do not have enough points upon registration will be contacted by Swim Ontario upon “registered” status being met.

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

Safe Sport:

Coaches are required to complete either the Safe Sport training module in [The Locker](#) or the [Respect in Sport Activity Leader](#) module as part of their registration requirements. This training is good for five seasons, and then needs to be retaken. Coaches do not need to complete both modules for registration purposes.

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 Electronic Police Information check OR a Vulnerable Sector Check as part of the registration application process. **Please complete the EPIC for Sterling Backcheck [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 REMS.**



## Reminders:

- [Registration Requirements](#) (consents through the REMS)
- Swim Ontario accepts coach registrations throughout the year. Please ensure all new coaches register with Swim Ontario in the appropriate category. Coach upgrades are accepted on the registration system at any time.

## Fees:

For details on payment of coach registration fees see [Invoicing & Payment Methods section](#)

## Officials & Volunteers Registration

Clubs are required to ensure every official and volunteer is registered on the Swimming Canada registration site. **All club officials and volunteers must be registered within 2 weeks of commencing activities. Participants MUST have an “active” status in the REMS in order to continue with activities BEFORE the two week grace period has ended.**

### Registration Type: **Official**

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

### Volunteer

A person who will volunteer in club activities including but not limited to non-official positions at swim meets (hospitality, awards, etc.), club activities such as swim-a-thon, etc.

### Level 4 and 5 certified official Screening:

It is required that Level 4 & 5 certified officials registering with Swim Ontario must submit to their club a Criminal Record Check. Please see Screening Requirements Procedure. **The screening 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 Level 4 & 5 certified official, regardless of age and screening.**

## Reminders:



- [Registration Requirements](#) (consents through the REMS)
- Swim Ontario accepts official and volunteer registrations throughout the year. Please ensure all new officials and volunteers register with Swim Ontario in the appropriate category.

Fees:

For details on payment of official & volunteer registration fees see [Invoicing & Payment Methods section](#)

## AFFILIATION CHECKLIST

On Tuesday September 3, 2024 access to the REMS will be granted to Clubs, through the Club Registrar Administrative account on the REMS, who have submitted the following

1. [Affiliation fee](#)
2. Completed (Edited) online Affiliation form using your EDIT LINK or Start a new affiliation using link <https://form.jotform.com/SwimOntario/2024-club-affiliation-form>
3. [CLUB REGISTRAR - REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION](#)
4. Declaration
  - a. [Club Declaration Form](#) or
  - b. [Masters Only Club Declaration Form](#) or
  - c. [University Team Declaration Form](#)
5. [Swimming Canada Club Declaration - Facility Rules Form](#)
6. Pay any outstanding invoices/gold bonus from the previous season

Once all of the above are received,

- Swim Ontario will activate the registrar with REMS Admin Access. The registrar will receive an email to reset their password (no earlier than September 3).
- The Club Registrar will be responsible for collecting Additional User Access Declaration Forms for users to have REMS Administrative Accounts. The Additional User Access Declaration Form will be needed for all Administrative accounts on the REMS, including Meet Managers, Team Managers, Treasurers, Club Official Administrators, etc.

- Template setups for the different Administrative accounts will be provided to clubs to help with the setup.
- [ADDITIONAL USER – REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION](#)
- Additional details will be provided once the REMS Knowledge Base webpage is active.

Please note that if there is a change in the Club Registrar during the year, a new [CLUB REGISTRAR - REGISTRATION SYSTEM ACCESS COMPLIANCE DECLARATION](#) must be completed and sent to Swim Ontario. Registrars **must not** share access.

The REMS information portal has presentations and recordings of all virtual sessions offered so far to our swimming community. We encourage clubs that have not attended the orientation or Q&A sessions to explore the REMS Information Portal prior to August 12, 2024 at link [HERE](#).

**After the 12th, the portal will no longer be available and will be replaced with the [REMS Knowledge Base](#) in mid-August. The REMS Knowledge Base will have user guides along with micro-learnings videos, job aids and all recordings found on the REMS information portal.**

**In the meantime, please rest assured that we will provide all the details and instructions you need to effectively use the system. We understand the importance of the REMS, and we're committed to providing you with the necessary guidance.**

**A separate, more detailed document on the REMS will be sent to Clubs after mid-August.**

Questions related to Affiliation Requirements and Fees are to be directed to Heather Dwinnell - [heather@swimontario.com](mailto:heather@swimontario.com)

Questions related to Swimmer and Coach Registration are to be directed to Heather Dwinnell - [heather@swimontario.com](mailto:heather@swimontario.com)

Questions related to Coach Compliance are to be directed to Lindsay Taylor - [lindsay@swimontario.com](mailto:lindsay@swimontario.com)

Questions related to Insurance Certificates and Dive Start Certificates are to be directed to Karen Wilson - [karen@swimontario.com](mailto:karen@swimontario.com)

Questions related to Official and Volunteer Registration are to be directed to Nicole Parent - [nicole@swimontario.com](mailto:nicole@swimontario.com)

Technical issues with the Online Affiliation Form can be directed to Nicole Parent - [nicole@swimontario.com](mailto:nicole@swimontario.com)



# 2024-2025 Affiliation & Registration Guide