



INTERIM SWIMMER REGISTRATION PROCESSES

Swimming Canada has developed Excel templates that need to be used to record new swimmer registrations. A new registration is defined as a registration for which invoices were not marked paid in the RTR prior to January 16, 2023. E-transfers received for registration invoices would not have been processed after Friday January 13 and those invoices do not exist. The clubs submit applicable registrations on the new registration spreadsheet. The e-transfers are being held as credits to apply to the new registrations.

Swim Ontario does not have the capacity to answer registration questions from multiple club representatives so we ask that all questions come from the Club Registrars/Administrators only.

A new swimmer is defined as a swimmer who does not currently have a swimmer ID. A returning swimmer is a swimmer with an existing swimmer ID. If you need assistance locating the swimmer ID Club Registrars can email heather@swimontario.com

The columns on the spreadsheet represent the required fields in the RTR and many include dropdown menus. The spreadsheet has three tabs (worksheets), one for new swimmers, one for returning swimmers and one for upgrades. Clubs are required to complete all fields. **Very important** - the column order and format must not be changed. The DOB column must be in format **yyyy-mm-dd**. One column is to remain blank.

Submit completed spreadsheets to heather@swimontario.com

When submitting your spreadsheets please ensure the file name includes: **Club Code - "Swimmer Registration", Date of submission and Version**. If you have multiple submissions in a day please do not repeat swimmers. Each submission will be an invoice. Invoices will be emailed to the club for the swimmers on each submitted spreadsheet. All normal methods of payment still apply. Swimmers are registered once consents are signed and payment has been received. Clubs will receive confirmation of registration and Swimmer ID by email.

[Link to EXCEL Club Template for Interim Swimmer Registration](#)

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Consent Forms

Swimming Canada has created Adobe Sign web form for the Consents. All consents will appear in the one form and will require signatures for the 3 consents. Please share this link with primary contact persons listed on the spreadsheet only. Only consents from this link will be accepted.

[Swimming Canada and Swim Ontario Consents](#)

Swimmer Upgrades

Swimmer upgrades are submitted on the registration spreadsheet under the Upgrade Tab. Swimmers upgrading must have been registered this season as precompetitive or varsity.

Swimmer Transfers

Transfers will be done by email request to heather@swimontario.com by the new club. Swim Ontario will email the releasing club for approval and then confirm by email the completed transfer with the new club.

A friendly reminder, as we all work together to continue our programs with a reduced infrastructure using interim procedures, that Swim Ontario will trust that all clubs and registrants will do everything possible to manage their affairs within both the letter and true spirit of Swim Ontario and Swimming Canada Policies and Procedures.

We all want what is best for the athletes and the sport. Please take the time to ensure anyone involved in managing or assisting with these interim systems are familiar with the expectations of the Code of Conduct and where to direct any concerns they may have.