



# Masters Membership, Registration and Competition

Joining Swim Ontario

Updated October 24, 2017



# Joining Swim Ontario

## Integration of Masters with Swim Ontario – Fees

For additional details on each of these steps please click on title.

### [Step 1 - Club Membership Application / Fees](#)

Application	Season	Deadline	Application Fee
<a href="#">SOMC Clubs</a>	2017-2018	Jan. 15, 2018	waived
SOMC Clubs	2018-2019	March 2018	\$375
SOMC Clubs	2019-2020	March 2019	\$750
<a href="#">New Masters Club</a>	2017-2018	Jan. 15, 2018	\$375
New Masters Club	2018-2019	March 2018	\$750

### [Step 2 – Annual Affiliation Club Fees](#)

Application	Affiliation Fee	Club Coach Fee	Total
SOMC Clubs	Varies based on 2016-17 registrants (min. \$100 to max \$1000 + HST)	\$100 + HST	See <a href="#">Chart</a>
New Masters Club	\$100 + HST	\$100 + HST	\$226
<b><i>Due with application fee</i></b>			

### [Step 3 – Administration](#) - no fees.

### [Step 4 - Registrants Fees](#)

Type	Category	SNC Fees	MSC Fees	CSCTA Fees	PSO Fees	HST	TOTAL
Masters	MSC	\$3.50	\$21.50	N/A	\$30.00	\$3.90	\$58.90
Masters	Non-competitive	\$3.50	\$7.50	N/A	\$3.50	\$0.46	\$14.96
Masters Coach	D	\$20	N/A	\$40 (separate invoice)	\$5	\$0.65	\$65.65
Official	Level I to V	\$0	N/A	N/A	\$5	\$0.65	\$5.65

### [Step 5 –Competitions Fees](#)

Type	Sanction Fee	Post Meet Fess	Details
Invitational	\$30	\$0.50 per swim	Open to any registered SNC/MSC Masters swimmers.
In House competition	\$0	\$0	Open to registered SNC/MSC Masters swimmers of Host club only. 1 session / max 3 hours
Time Trial	\$0	\$0	Open to registered SNC/MSC Masters swimmers 50 swimmers / 2 events each 1 session / max 2 hours



# Joining Swim Ontario

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## Definitions

For easy reference, unless the context otherwise requires, some acronyms the swimming community uses are,

- (a) "FINA" means Federation Internationale de Natation Amateur;
- (b) "AC" means Aquatics Canada;
- (c) "SNC" means Swimming/Natation Canada
- (d) "PSO" Provincial Sporting Organization (Swim Ontario)
- (e) "AGM" means Annual General Meeting;
- (f) "MTCS" means Ministry of Tourism, Culture and Sport;
- (g) "SOCC" means Swim Ontario Coaches Committee;
- (h) "SOOC" means Swim Ontario Officials Committee;
- (i) "OAHOF" means Ontario Aquatic Hall of Fame
- (j) "NCCP" means National Coaches' Certification Programme
- (k) "LTADS" means Long Term Athlete Development Strategy
- (l) "CSCTA" means Canadian Swim Coaches and Teachers Association
- (m) "MSC" Masters Swimming Canada
- (n) "MSO" Masters Swimming Ontario
- (o) "CSIO" Canadian Sports Institute – Ontario
- (p) "SOMC" means a club recognized by the Swim Ontario Masters Committee on August 31, 2017



# Joining Swim Ontario

## Structure of Competitive Swimming

This chart depicts the functional lines of governing authority for the sport of competitive swimming and the manner in which Canadian organizations are affiliated to each other and to other world bodies.



## Swim Ontario

The Ontario Section of the Canadian Amateur Swimming Association (now SNC) was founded in 1922. During the early years of swimming, the majority of the swimming clubs were located in the Southern Ontario area and affiliated with the local Y.M.C.A. In 1951, Ontario had 28 affiliated clubs and 569 swimmers. The C.A.S.A. Ontario Section changed its name to Swim Ontario in 1988 to better reflect the change at the national level.

There are over 100 clubs with approximately 19,000 registered swimmers, 1,000 coaches, 8,000 officials and numerous volunteers throughout Ontario.

Swim Ontario is the non-profit sport governing body responsible for the organization and regulation of swimming in the province. Swim Ontario promotes excellence by structuring, regulating and supporting programs, which encourage the maximum development of each individual swimmer. It is directed by a volunteer Board of Directors and its policies are administered by a full-time professional staff located in Toronto.

Swim Ontario creates and enhances the image of competitive swimming as a sport that involves fun, strength, attainment of personal excellence, dedication, health, safety and discipline - in short a sport of superior values.

You can find out more about Swim Ontario at [www.swimontario.com](http://www.swimontario.com).



# Joining Swim Ontario

## Swim Ontario Obligations

### Affiliated Clubs

#### Provincial and National Programs

- Administer programs that are of technical and administrative high quality.
- Administer programs that affect as many swimmers as possible.
- Complete and maintain event approval records to comply with SNC, Swim Ontario and insurance standards.

### Communications

- Provide regular and timely communications on program and administrative matters to the membership.
- Host an Annual Conference/Annual General Meeting that provides an opportunity for information sharing.
- Maintain liaison with associated organizations

### Finance

- Operate within the bounds of prudent financial responsibility.

### Insurance

- Provide the highest quality liability, O&D and accident insurance possible at a reasonable cost for our membership.

### Club Administrative Assistance

- Provide as many quality fundraising and sponsorship opportunities as possible for club participation and programs.
- Provide as many quality promotional and marketing tools for use by clubs in their efforts to promote programs and operations.
- Provide administrative and technical assistance when requested.

### Leadership

- Provide effective and responsive leadership in technical and administrative operational areas.

### Records

- Maintain functional database records on membership, statistics, and event economic impact, finances, events and competitions, awards, history, and Hall of Fame matters.

## The Ministry/CSIO

The expectations of the government change over time but the expectations of Swim Ontario to maintain its relationship as the provincial sporting organization for swimming are,



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- Be recognized by an NSO.
- Have a minimum of 300 member athletes with representation in each of the Ministry's three regions.
  - Swim Ontario had 19,000 swimmers and clubs in all parts of Ontario.
- Must have existed for a minimum of three years as a non-share capital corporation.
  - Swim Ontario can trace its history back to 1922 and is one of the oldest sports in the province.
- Must have a duly constituted volunteer board of directors in place.
  - Swim Ontario has a governance board of seven directors.
- Must have financial statements for the past three years.
- Must collect membership dues. Membership dues include all registrants of Swim Ontario.
  - Swim Ontario charge dues both to comply with Ministry recognition and for insurance obligations.
- Must have a board-approved strategic planning process in place.
  - The current Swim Ontario strategic plan extends to 2020 and can be found [HERE](#).
- Must have liability insurance with a minimum coverage of \$5,000,000.
  - Swim Ontario insurance exceeds this expectation. For more information go to [www.swimontario.com/page.php?id=1623](http://www.swimontario.com/page.php?id=1623)

## Swimming Canada

Alignment with the NSO is a requirement both for management of the sport as well as expectations from sponsors, Aquatics Canada and more. Swim Ontario is a voting member of Swimming Canada and the relationship embodies communication, registration categories, funding, high performance and more.

## Registration Fees

- Utilizing the Swimming Canada registration system, Swim Ontario collects the declared fees for and on behalf of Swimming Canada annually.

## Programs

- Conduct provincial swimming programs to a standard expected by Swimming Canada (in the best manner for the swimmer).
- Swimming Canada gives the provincial associations the right to "sanction" or approve events on their behalf. Sanctions and approvals must meet SNC standards of conduct and safety.
- Conduct national programs and events according to the standards and guidelines established by Swimming Canada.

## Sponsorship

- Respect all Swimming Canada and Swim Ontario sponsors for national events and provincials competitions (e.g. programs of which SNC and Swim Ontario have ownership)



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## Organization Structure

Swim Ontario has a professional-driven focus to the management of the operation. As well committees are formed and designed to provide direction and advice on specific matters. Sport Development Committee, Coaches committee, High performance coaches committee, officials committee and all the others have agreed upon terms of reference.

The current organizational chart is under review and awaiting board approval.

## Swim Ontario Masters Committee

The integration of the Masters category into Swim Ontario is a transitional process. The committee has agreed that all procedures and fees found therein are best positioned for this year, however, fees and procedures will be consistently monitored and reviewed as necessary for future membership seasons. Swim Ontario recognizes that the integration of Masters will also require review of our By-Laws for possible amendment.

Currently the Swim Ontario Masters Committee has moved under the operational arm of the organization for 2017-18 season.

The committee members are,

- Dan Thompson (chair)
- Ralph Ades
- Jack So
- Jocelyn Jay
- Bud Seawright
- Katie Osborne
- Andy Ritchie
- Dave Wilkin
- Duane Jones
- John Vadeika
- Brian Ward
- Lindsay Taylor

## Step 1 - Club Membership / Affiliation

Representation within Swim Ontario is primarily through clubs as all swimmers, coaches and officials are registered with clubs and there are no un-affiliated swimmers. However, coaches and officials may be considered independent as per the SNC National Registration policy. Swimmers, coaches and officials duly registered are covered by insurance and considered by Swim Ontario as 'registrants'.





# Joining Swim Ontario

## Application

A masters club must apply to Swim Ontario to become an affiliated masters club. Club affiliation has some key minimum criteria to consider,

- All individual members of the club must register. At minimum there needs to be at least 5 members registered in the Masters categories.
  - For the 2017-2018 season, Swim Ontario and the Masters Committee will use registration numbers from 2016-17 season to determine eligibility for Swim Ontario Masters Committee recognized clubs.
  - The Masters categories are not considered part of the competitive registration status within Swim Ontario and Swimming Canada.
    - Swim Ontario has recognized this status by setting the registration fee the same as non-competitive age group swimmers.
- Clubs need a coach
  - The coach must be certified at level 1 Fundamentals
    - For the 2017-18 season clubs will have 1 year to ensure they have a coach with the minimum certification or find a certified coach.
  - The certified status requires the Coaches Association of Canada’s (CAC) “Making Ethical Decisions” evaluation module.
- Clubs should be incorporated and thus have a Board of Directors, however it is not mandatory. This ensures that the ownership and representation of the club is known and clear.
  - The Government of Ontario has excellent resources for incorporation processes of a profit or not-for profit organization.
- Clubs need to affiliate and include all training facilities on the insurance affiliation (including pool depth certificate information).
  - Unincorporated clubs will require a letter from their aquatic facility provider stating that they are an organized training group that rents pool time and runs organized programs observing all facility risk management policies.
  - The application form includes all information needed for affiliation.
  - Affiliation is an annual process.

Depending on application period, there are two (2) categories of application to become a member of Swim Ontario that offers masters programming exclusively.

Application	Season	Deadline	Fee
SOMC Clubs	2017-2018	Jan. 15, 2018	waived
SOMC Clubs	2018-2019	March 2018	\$375
SOMC Clubs	2019-2020	March 2019	\$750
New Masters Club	2017-2018	Jan. 15, 2018	\$375
New Masters Club	2018-2019	March 2018	\$750

- SOMC Clubs have a streamline application form that can be found [HERE](#).
- New Masters Clubs application form can be found [HERE](#)



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The cost for application of a SOMC club is waived for this season within the deadline of Jan. 15, 2018. If a club waits and wishes to apply for the next season (2018-19) it will increase to \$375 and the following season (2019-20) it will be the same as current new club applications \$750. In both of latter instances the application period is in March.

If a new Masters Clubs wishes to apply for the 2017-2018 season they have until Jan. 15, 2018 and the fee is \$375. If a new club waits and wishes to apply for the 2018-2019 and beyond they must wait until March to apply using the New Club application and the fee is \$750.

The application will be reviewed, and any questions asked and confirmation from Swim Ontario of acceptance will be given.

Your club name and call letters must not already be taken within the national Swimming Canada system. For example there is only one COBRA or UBC in the country.

For full details please reference the Swim Ontario Procedure Manual – Affiliation of a SOMC Club or New Masters Club ([Link to procedures](#))

## Step 2 – Club Fees

With the application complete there are annual fees to consider.

- Please note annual affiliation documents and fees are required
  - Typically affiliation fees are calculated based on the annual competitive and non-competitive registration numbers with fees \$5 per registrants with a minimum \$100 and maximum \$1000. Club affiliation fees for a SOMC club for the 2017-18 season will be calculated based on number of registrants from MSC 2016-2017 season (\$5 per registrant with minimum \$100 and maximum \$1000). For new Masters clubs, a flat fee of \$100 has been established.
  - Clubs also contribute to coaching support; Masters-only clubs pay a Club Coach fee of \$100.00 to be allocated to a Masters Development fund. This fund will help support new coaching initiatives. Under the direction of the Executive Director, the operations committee called the Swim Ontario Masters Committee will provide recommendations for the use of these funds.
- For 2017-18 season affiliation and coach club fees – click [HERE](#). Fees are due with application for membership with Swim Ontario before the club can obtain access to the SNC registration system.
- For March applications, these fees are due once application is approved and affiliation requirement documents are submitted for the 2018-19 and/or 2019-2020 seasons.

## Step 3 – Administration

Clubs will need to identify annually a registrar to Swim Ontario during the application/affiliation process. This registrar will be responsible for entering information into the national registration database. There are resources available via the [Swimming Canada Club Registrar Help Guide](#). The registrar is responsible



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for entering fundamental club information, volunteer board information, swimmer, coach and official information. Template registration forms for the season can be found on -line ([www.swimontario.com/page.php?id=1847](http://www.swimontario.com/page.php?id=1847)).

## Affiliation Check List

On September 1, 2017 access will be granted to club registrars who have submitted the operational documents

1. Completed Masters Club Application
2. [Registrar Compliance Declaration](#) form
3. \*[Additional User Declaration Waiver](#) form for Team Manager or Club Officials Chair/Administrator for access to official's registration (optional).
4. [Master Declaration Form](#)

Once all of the above are received and application is approved,

- Swim Ontario will activate the registrar and the officials administrator (if applicable) with access to the Swimming Canada registration system. The registrar will receive an email with their login name and default password.
  - The Club registrar cannot directly provide access without consent from Swim Ontario.
- The registrar can then login to the system at <http://www.swimming.ca/registration.aspx>.
- The registrar may change their password at any time during the year. Usernames should not be email addresses.
- The [Swimming Canada Club Registrar Help Guide](#) updated version will be available when you log into the system.

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.

Affiliated clubs must register all of their swimmers (Masters or Masters non-competitive Categories), coaches and officials through the Swim Ontario registration process and procedures. Any unregistered swimmers, coaches and officials are not insured under the "Accidental Death & Dismemberment" policy to participate in any Swim Ontario activity (training, competition, or social) in which the Swim Ontario certificate of insurance binder is submitted. In addition, the club would be considered in violation of Swim Ontario policy and procedure and therefore not be insured under the "Commercial General Liability" and the "Directors and Officers" insurance policies. Club directors would then be placing their own personal assets at risk.

- All masters clubs shall consist of at least 5 registered swimmers. Clubs not in compliance will be subject to termination.
- Clubs must register all masters swimmers within 2 weeks (14 days) of swimmers commencing participation, coaches and officials in the Swimming Canada registration system.



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## Club Contact Information:

It is the responsibility of the club registrar to update all accurate club contact information including coaches, officials and club board members on the Swimming Canada registration system and the Swim Ontario website under club profiles.

## Incorporation:

Masters clubs should be incorporated. If seeking not-for profit incorporation [here](#) is a help link. Clubs already incorporated must submit the copies of original incorporation documents and the certificate of status. The Certificate of Status provides the current status of the corporation (active, dissolved or in default). To order the certificate please see government website [http://www.oncorp.com/home/certificate\\_status.asp](http://www.oncorp.com/home/certificate_status.asp)

As part of the affiliation requirements, Clubs will be required to submit a Certificate of Status every third season if incorporated. In alternate years a Declaration confirming that Incorporation information has not changed since the last Certificate of Status was submitted to Swim Ontario.

Incorporated clubs must report board of director changes to Ministry of Government Services <http://www.eservicecorp.ca/business-owners/update-directors-officers/>

## Screening - Club Personnel

(See procedure [HERE](#))

All clubs must collect Police Record Checks or Vulnerable Sector Checks for persons involved with member club activities. Clubs will keep Police Record Checks on file at the club headquarters and submit all Vulnerable Sector Checks to Swim Ontario (copies are accepted). Clubs will submit to Swim Ontario a list of names identifying who and what type of screening has been submitted.

**Coach Vulnerable Sector Checks:** All coaches need to undertake the compliance for vulnerable sector checks. Swim Ontario also wishes to ensure that reasonable steps have been undertaken to ensure criminal convictions contravening our screening process do not encroach on coaching professionalism and responsibilities.

## Personal Information Protection & Electronics Document Act (PIPEDA)

(forms [HERE](#) – one for swimmer and one for official)

Swim Ontario takes the issue of privacy of personal information very seriously and the Swim Ontario Personal Information Policy reaffirms this position. The Federal Personal Information Protection & Electronics Document Act (PIPEDA) governs Swimming Canada's collection of information and requires a signed consent form when collecting personal information. The consent form must be included in your club's registration package and collected from each swimmer/official upon registration. In order to align with Swimming Canada, we have adopted the form that they have provided. These forms are kept on file with the club and not forwarded to Swim Ontario. Clubs must sign the [Masters Declaration form](#) confirming they are abiding by the procedure (operational document with masters club application).



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## 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. While some clubs may have their own code of conduct it is the Swim Ontario Code of Conduct which will be used should anyone access the Dispute and Complaints procedure.

## Concussion Guidelines:

Please review [Concussion Guidelines](#) as prepared by the Ministry of Tourism, Culture and Sport to assist clubs in mitigating risk of concussions and return to play.

## Step 4 - Registration of Registrants

**The National Registration Policy, Procedures and Rules Manual (May 24, 2017) [HERE](#)**

In order to promote effective long-range planning and budgeting, Swimming Canada developed a three-year registration fee schedule. Swim Ontario Board of Directors determine provincial fees annually.

### Swimming Canada 3 year fee schedule

Registration Type	Category	2017-18 Fees	2018-19 Fees	2019-20 Fees
Masters swimmer	Masters MSC / Non-competitive	\$3.50	\$4.00	\$4.50
Coach	D – Masters	\$ 20.00	\$21.00	\$22.00
Official	Level I, II, III, IV, V	0	0	0

### Masters MSC and Masters non-competitive Swimmer Categories:

A Masters-MSC swimmer is classified as swimmers aged 18 and over that participate in masters programming activities and who may compete in masters competition. A Masters non-competitive swimmer is classified as swimmers aged 18 and over that participate in programmed training and social activities only. A Masters Non-Competitive swimmer may compete in ONE competitive sanctioned event or authorized “racing” opportunity per swimming year (September 1 to August 31); Ontario Masters Provincials and National Masters Championships are not eligible competitions. Swimmers in the Masters Non-Competitive category who wish to compete in additional sanctioned competitions or racing opportunities beyond the one permitted opportunity MUST be upgraded to the Masters MSC category prior to their second competition, failure to do so may result in penalties. A masters swimmer can be part of more than one masters club.

**Fees:** A registered masters swimmers must pay a registration fee to Swimming Canada, Swim Ontario and Master Swimming Canada. Registration membership ends on August 31 of each year. Swim Ontario



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will collect the Swimming Canada and Masters Swimming Canada fees on their behalf. Swimming Canada will then invoice Swim Ontario to collect both the SNC and MSC fees.

## REGISTRATION TYPE: MASTERS

Type	Category	SNC Fees	MSC Fees	PSO Fees	HST	TOTAL
<b>Masters</b>	<b>MSC</b>	<b>\$3.50</b>	<b>\$21.50</b>	<b>\$30.00</b>	<b>\$3.90</b>	<b>\$58.90</b>
<b>Masters</b>	<b>Non-competitive</b>	<b>\$3.50</b>	<b>\$7.50</b>	<b>\$3.50</b>	<b>\$0.46</b>	<b>\$14.96</b>

Please remember registration is an ongoing process and that **all club members must be registered within 2 weeks (14 days) of commencing participation**. Swim Ontario accepts swimmer registrations throughout the year. Please ensure all new swimmers register with Swim Ontario in the appropriate category. Swimmers will be activated once the invoice has been paid **AND** the swimmer has updated their contact information.

### Coach registration

All coaches must be a minimum of 15 years of age and must register with Swimming Canada and CSCTA. 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 CSCTA and Swim Ontario.

**A Masters coach may already be registered with an Age Group Club.** Coaches registered with an Age Group Club will need to indicate the Masters Club within their Swimming Canada account.

Please see [Club Registrar guide](#) for instructions.

## REGISTRATION TYPE: COACH

Type	Category	SNC Fees	CSCTA Fees	PSO Fees	HST	TOTAL
<b>Masters coach</b>	<b>D</b>	<b>\$20</b>	<b>\$40</b> (separate invoice)	<b>\$5</b>	<b>\$0.65</b>	<b>\$65.65</b>

The registration of Coaches on the system automatically will generate the CSCTA invoice with applicable fees.

CSCTA fees are payable to CSCTA (these can be paid directly online). Registration is complete when the Swimming Canada, Swim Ontario and CSCTA registrations have been processed fully in the online registration system and the coach has met the minimum certification qualifications and full payment has been made. The status will show in the system as “Registered”.

Although Masters Clubs have 1 year (by Dec. 1, 2018) to ensure they have a coach with the minimum certification or find a certified coach, 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 NCCP Fundamentals Coach or designated congruency **and** a member of Swimming Canada/Swim Ontario & CSCTA.



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2. **Assistant Coach** (responsible for conducting practices on their own) – certified at a minimum of NCCP Fundamentals or designated congruency **and** a member of Swimming Canada/Swim Ontario & CSCTA.
3. All coaches **MUST** apply for membership and register as members of Swimming Canada/SWIM Ontario & CSCTA. Swim Ontario reserves the right to refuse membership.
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 and competition. Please refer to the Swimming Canada National Registration Procedures and Rules – Coaches policy for complete requirements.
5. Clubs are responsible for submitting electronic colour head shot pictures of all their registered coaches eligible to attend sanctioned competitions to Swim Ontario.
6. Swim Ontario will create coaching compliance cards and send them to the home club. Cards must be visible at all sanctioned competitions in Ontario. A coach compliance list will also be posted on the Swim Ontario website [HERE](#).

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

## Officials registration

Clubs are required to ensure every official is registered on the Swimming Canada registration site. There will be a Swim Ontario fee of \$5.00 + HST per official charged to the club.

Full details on registration of Officials can be found [HERE](#) on the Swim Ontario website including step by step instructions.

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 **AND** the official has updated the contact information.

## Payment options include:

1. Club Cheque – payable to Swim Ontario
2. Visa or MasterCard (2.5% service charge will be added)
  - a. Call / email Heather Dwinnell (416-426-7222 [heather@swimontario.com](mailto:heather@swimontario.com)) for swimmers and coaches registrations with credit card information
  - b. Call / email Nicole Parent (416 426-7220 [nicole@swimontario.com](mailto:nicole@swimontario.com)) for officials registration with credit card information
  - c. If requested, credit card information can be kept on file to facilitate future payment. An email authorizing the use of the credit card is required.
  - d. Do not send credit card information via email – indicate last four digits.
3. E-transfers/Direct Deposits requests to [heather@swimontario.com](mailto:heather@swimontario.com)

**Refunds:** Refund of Swim Ontario swimmer membership registration fees are only considered for a valid medical reason with a written request received by Swim Ontario.



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## Step 5 – Training and Competitions

Swim Ontario affiliation and insurance go hand in hand. Swim Ontario insures and sanctions all practices and competition.

### Insurance

An affiliated club’s practice and competitive activities are only insured provided all registration policies and procedures are adhered to.

As such, registered swimmers are automatically insured and by extension must participate under the guidelines Swim Ontario defines for safe swimming. To introduce non-registered swimmers into a sanctioned activity or practice compromises everyone’s insurance. In the recent past, Swim Ontario clubs have been significantly fined or suspended for allowing the participation improperly registered swimmers.

### Competition

All upcoming sanctioned competitions in Canada can be found at

<https://www.swimming.ca/en/events-results/live-upcoming-meets/>

The screenshot shows the 'LIVE & UPCOMING MEETS' page on the Swimming Canada website. It includes a search bar, filters for provinces, years, and months, and a table of upcoming meets. A note indicates that users should use an upload icon for meet entries and a download icon for meet entry files.

DATE	MEET NAME	PROVINCE	CLUB	COURSE	MEET TYPE	STATUS	ENTRY DEADLINE
21-23 Jul 2017	UCSC Western Finale	AB	UCSC	SC	Invitational (open)	Sanctioned	Ended
22-23 Jul 2017	SKSC Summer Invitational	BC	SKSC	SC	Invitational (open)	Sanctioned	Ended
22 Jul 2017	1-2-5-10km Triprix	QC	ROBERV	OW	Eau libre	Sanctioned	22 Jul 2017
26-31 Jul 2017	2017 Canadian Junior Championships	ON	MSSAC	LC	SNC Designated Meet	Sanctioned	Ended
27 Jul 2017	10 km FINA/NOVA	QC	ROBERV	OW	International	Sanctioned	Ended

Masters swimmer can enter Masters Type meets only. Only fully registered swimmers can enter competition. Meet Managers are instructed to only accept entries of swimmers with registrant status “registered”.

The entries system accepts entries generated by Hy-Tek Team Manager, team unify or Splash software. A lite version of Hy-Tek Team Manager is available to Masters swimmers to help manage their entries. (<http://www.hy-tek ltd.com/swimming-management-software.html>). The event file is downloaded from the “Upcoming meets” website, imported into Team Manager. Entries are then managed in Team Manager and exported for upload to the SNC system.





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## Competition Sanction

Only clubs seeking to run a competition need apply for competitive sanction. A Meet Manager account on the registration system is necessary to apply for competition sanction. A Club registrar can create a Meet Manager account (see [Registrar Help Guide](#)).

All sanction applications are made through the Swimming Canada registration system. All entries are to be submitted through the online entry system. Clubs wishing to host a competition are asked to review the Meet Sanction and Obligations Procedure found in the [Swim Ontario Procedure Manual](#) and the Masters Meets Procedure.

Meet Managers are encouraged to review the [Swimming Canada Meet Manager Guide](#) which details the sanction application process.

Swim Ontario has also provides meet managers with Template Meet packages. Visit <http://www.swimontario.com/page.php?id=3031> for additional details