



National Registration Policy

&

Membership Operational Procedures Manual

## SNC National Registration Policy & Membership Operational Procedures Manual

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## National Registration Policy

**Policy Section:** Board

**Policy Subsection:** Business and Risk Management

**Policy Title:** National Registration

### Policy Statement

Swimming Natation Canada (SNC) maintains a national registry of members, including Class I members (Provincial Sections), Class III members (High Performance Clubs), Class IV members (Clubs), Class V members (Swimmers) and Class IX members (Coaches). All Provincial Sections, High Performance Clubs, Clubs, Swimmers and Coaches must register on an annual basis.

### Purpose

National registration, guided and directed through a central point, is intended to make it possible for swimmers to make a smooth transition between clubs, developmental levels and governing jurisdictions. The national registration process also serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning and programming.

### Application

An on-line database will be maintained by SNC for the purpose of Provincial Section, High Performance Club, Club, Swimmer and Coach registrations under the supervision and accountability of the CEO or delegate.

### Responsibilities

<i>Body</i>	<i>Action</i>
CEO	<ol style="list-style-type: none"><li>1. Ensure the maintenance, protection and archive of a national registration database for the purposes outlined in this policy.</li><li>2. Determine and communicate the requirements for Provincial Sections, Clubs, Coaches and Swimmers registration to the PSs.</li><li>3. Develop and implement procedures that address requests for transfer between clubs and provinces, and for resignation from SNC.</li></ol>

### Limitations

Personal information is kept by SNC for the duration of a member's participation in national or provincial programs. At the end of each competitive season (August 31), the data is archived and re-activated for those members who re-register.

Personal registration information cannot be used by SNC without expressed written consent of the individual as outlined in the Board: Privacy Policy.

### References

Board: Privacy Policy

SNC Bylaws

National Registration Policy and Membership Operational Procedures Manual

## Definitions

**“Affiliation”** means a fully registered membership;

**“Age Group Club”** means a club registered with SNC and the Provincial Section for the purpose of competition (depending on the province, this may include both age group and masters competitions);

**“Association”** means two or more registered Clubs and/or University Teams within a single provincial jurisdiction that applies for, and receives annual approval, from their respective PS to form an Association. Registered Associations are considered a “Club” in the National registration and result system;

**“Annual Meeting”** means the annual general meeting of the Members;

**“CSCTA”** means the Canadian Swim Coaches and Teachers Association;

**“Club”** means any organized group of persons associated for the purpose of swimming and registered as a Member of SNC and includes registered Age Group Clubs, University Teams, Associations, MSC and Summer Clubs;

**“Competition”** or **“Meet”** or **“Time Trial”** – means a sanctioned swimming competition;

**“Exhibition”** means that the time posted in a sanctioned competition by the swimmer shall be official, but not eligible to score points or to receive awards;

**“FINA”** means the “Fédération Internationale de Natation”;

**“High Performance Clubs”** are Class III Members as identified annually as the Top 6 performance clubs at the highest prioritized SNC designated meet who have applied for membership and who are registered with SNC as Class III members;

**“Inactive”** or **“Out of water”** refers to a swimmers that was registered on or after September 1st, but are not currently participating in Club activities and assigned this status by the club registrar;

**“Masters Club”** means a club registered with MSC;

**“Masters Swimming Canada (MSC)”** means the incorporated entity Masters Swimming Canada which deals with matters involving masters swimming in Canada;

**“Member”** means all registered members of SNC including those individuals and associations, incorporated or unincorporated, as described herein;

**“Members’ Meetings”** means the Annual Meeting and Special Meetings;

**“National Officials’ Committee (NOC)”** means the Committee of SNC that deals with officiating in the sport of swimming in Canada;

**“National Swim Centre”** and **“National Academy”** refers to high performance training entity in Canada as designated by SNC. National Swimming Centres and Swimming Academies are not considered as clubs in the registration system;

**“National Team”** means the National Swim Team as determined by SNC from time to time;

**“Pending”** refers to a registration process that has been initiated but requires and awaits final approval;

**“Provincial Section (PS)”** means that geographically defined provincial or territorial swimming organization which is a Class I Member, as described herein;

**“Registration”** and all references to “register”, “registered” means the registration of a Member upon payment of such registration fee as may be determined from time to time by SNC, the compliance by such Member with all other registration policies of SNC, and the inclusion of such Member’s name on the membership rolls at the head office of SNC;

**“Sanctioned”** means a competitive swimming competition under the authority of SNC in an approved competition site having the minimum standards of SNC with the expectation of qualified officials; and where the results are uploaded to the Swimming Canada results database;

**“Summer Club”** means a club registered with SNC, the Provincial Section and the Provincial Summer Swimming Association;

**“SNC”** means Swimming/Natation Canada;

**“Special Meeting”** means a duly-called special meeting of the members that is not an annual meeting;

**“Swimmer”** means an “eligible competitor” as defined by the rules of FINA, who is a Member and who is in compliance at all times with FINA rules;

**“Unattached”** means that the person so designated does not represent a club;

**“University Team”** or **“Varsity Team”** means a swimming team registered with the Canadian Interuniversity Sports (CIS) and with SNC. A Registered University team is considered a “Club” in the National registration and result system;

**“Voting Members”** means Class I Members, Class II Members and Class III Members.

## Overview: Swimming Canada Membership Classes

CLASS	MEMBER	REGISTRATION PROCESS	VOTING MEMBER
Class I	Provincial Sections	Annual PS registration - Online system registration process; including list of Board of Directors, audited statements, Charities Return of Information forms, etc. - Fees: based on competitive registrations on August 31 of the prior Swim Year: \$20.00/competitive swimmer payable Dec 31 (50%) and Feb 28 (50%)	YES Votes based on the number of PS registered competitive swimmers
Class II	Special Interest - CSCTA - National Team - National Officials Committee - MSC	- MSC fees – based on MSC registrations on August 31 of the prior Swim Year: \$2.00/registered swimmer payable in the spring	YES Each Class II member shall have one vote
Class III	High Performance Clubs - Top 6 Clubs	Swimming Canada contacts the top 6 clubs based on performances from the highest level designated competitions - Fees – \$250.00 per Top 6 Club	YES Each Class III member shall have one vote
Class IV	Clubs	Clubs apply for and are nominated for membership with Swimming Canada through their respective Provincial Sections	NO Each Class IV Club may attend Members' Meetings
Class V	Swimmers	Annual Swimmer registration - Online registration process by the swimmer family or club registrar and approved by the PS registrar and SNC - Fees payable Jan 31 <sup>st</sup> of each year based on Aug 31 <sup>st</sup> registration statistics from the prior year - Fees dependent on registration category <ul style="list-style-type: none"> <li>➢ Competition - Skills: \$15.00</li> <li>➢ Competition - Development: \$35.00</li> <li>➢ Competition - Open: \$55.00</li> <li>➢ Competitive - University-Varsity: \$1.00</li> <li>➢ Competitive - University-Open: \$37.50</li> <li>➢ Competitive - Other: \$1.00-\$10.00</li> <li>➢ Non-Competitive: \$5.00</li> </ul>	NO Each Class V Swimmers may attend Members' Meetings
Class VI	Individual Members - Officials (level 1+) - Board of Directors	Officials: No annual process BOD: Annual or Biannual Board of Directors elections	NO Each Class VI Member may attend Members' Meetings
Class VII	Affiliate Members - I Can Swim - Red Cross - HS Swimming	Not applicable	NO Each Class VII Member may attend Members' Meetings
Class VIII	Honorary Members	Expressly named as an Honorary Member by a duly passed resolution of the Board	NO Each Class VIII Member may attend Members' Meetings
Class IX	Coaches	Coaches must be certified or "in-training" status with the CAC under the NCCP AND applied for and annually registered with SNC AND who are registered with the CSCTA as members in good standing - SNC fees: \$10.00/coach	NO Each Class IX Member may attend Members' Meetings

## National Associations Procedure

### **Purpose:**

Whereas SNC embraces the concept of Associations as a means to exercise “economies of scale” in providing an enhanced training and competitive atmosphere for swimmers, it has been deemed appropriate that Provincial Sections will be tasked with reviewing their respective Association applications and ensuring annual compliance related to the Operating Structure. The following procedures govern the formation and function of Member Swimming Associations:

1. Clubs and University teams must register with their PS as individual clubs
2. Two or more Clubs and/or University teams may apply to their respective PS to form an Association
3. A Club and/or University team may be a member of only one Association at any given time
4. A registered Association will not be granted voting status within the provincial or national jurisdictions
5. Athlete transfer procedures are not affected by the existence of an Association; however, swimmers moving within clubs in an association may still compete for the Association during the unattached period
6. PSs will set their own annual association fees, payable no later than October 31<sup>st</sup> of each year, or upon approval of new Association status by the Executive Director / Technical Director

### **Operating Structure:**

1. Associations must be incorporated by their respective provincial jurisdiction as legal entities (a registered “not-for-profit” society or a “for profit” business)
2. Associations must have signed written agreements by the President and Head Coach of each program or club
3. Associations must have a constituted Board of Directors and a formal decision-making structure
4. A Technical Director or Consultant must be named whose role is to improve the quality of swimming in the Association; specifically, the Technical Director will create an annual plan that includes regularly planned Association training sessions, training camps, coaching education/mentoring opportunities, ancillary activities and a competition schedule, to be submitted to the PS Executive Director/Technical Director prior to September 30 of each year
5. A Club and/or University team may join an Association at any time
6. A Club and/or University team may not transfer or change Associations except after Summer Nationals and prior to September 30 each year
7. A Club and/or University team may compete as an individual club/team, or their respective Association at any competition, but all swimmers of the program must compete as that entity for the entire competition

### **Annual Review:**

Associations will be reviewed on an annual basis by the Executive Director / Technical Director of the PS. The purpose is to ensure compliance to requirements stated in the Operating Structure. The Executive Director will give non-compliant Association(s) a three-month period to make the appropriate changes to their operating structure. Failure to comply will result in suspension of the Association.

**Application Process:**

When applying for status as an Association, the application must submit to the respective Executive Director:

1. Proof that the Association is a legal entity within their province.
2. A formal written agreement signed by the President and Head Coach of each Program.
3. A list of the Association's Board of Directors and Technical Director/Consultant.
4. An outline of the Association's formal decision making structure.
5. An outline of the Association's annual Training Plan, including: training opportunities, training camps, coaching education/mentoring opportunities, ancillary activities and a competition schedule.
6. Expected results and Performance Measures for Years 1, 2 and 3.

## National CIS Registration Procedure

### Purpose:

To register all varsity swimmers of University swim teams with Swimming Canada and allow SNC to issue a sanction for the CIS Swimming Championships.

### Procedure:

A Canadian Interuniversity Sports (CIS) swim team must register with SNC for a swim season by paying a \$100 per team fee to its Provincial Section. The provincial section shall forward the \$100 fee to SNC. A provincial section may levy its own University team registration/affiliation fee in addition to the \$100 SNC fee.

All swimmers participating in a University program MUST register individually with SNC, their Provincial Section and University team through the SNC Registration database system. University swimmer membership with SNC is available in two categories:

1) *University-Varsity:*

The *Varsity category* is targeted for swimmers who will compete at CIS affiliated competitions (CIS Champs, CIS Conference competitions, dual/tri meets between CIS teams) and in any SNC competition excluding SNC designated competitions (Canada Cup; Eastern/Western Championships; Spring Nationals or Spring Trials); this membership category is valid from September 1 to March 31.

2) *University-Open:*

Varsity swimmers wishing to compete in SNC designated competitions (Canada Cup; Eastern/Western Championships; Spring Nationals or Spring Trials) during the varsity year MUST register in the *University-Open category*; this membership is valid from September 1 to March 31.

Swimmers registered in the *University-Varsity category* that wish to train with a SNC registered club and compete in a SNC sanctioned meet after March 31, must register through the SNC registration database system in the *Competitive-Open category* and shall pay the appropriate SNC/PS registration fee. Should a swimmer register with a club other than the one previously registered with, a transfer shall be initiated.

### Scenarios:

- 1) Swimmers wishing to compete at CIS affiliated competitions and SNC competitions *excluding* SNC designated competitions for their CIS team/university club only from September 1 to March 31 must register in the *University-Varsity category* and pay the \$1.00 SNC fee.
- 2) Swimmers wishing to compete at CIS affiliated competitions as well as SNC designated competitions for their CIS team/university club only from September 1 to March 31 must register in the *University-Open category* and pay the \$37.50 SNC fee (50% of \$75.00).

- 3) Varsity swimmers wishing to compete for their home club at SNC designated competitions must register concurrently in the *Competitive-Open category* with their home club and pay the \$75.00 SNC fee (valid from September 1 to August 31) and in the *University-Varsity category* with their University team and pay the \$1.00 SNC fee (valid from September 1 to March 31).
  
- 4) Varsity swimmers who have registered in either the University-Varsity category or the University-Open category from September 1 to March 31 and wish to compete in SNC competitions from April 1 to August 31 will register with a SNC club in the *Competitive-Open category* and will pay the \$37.50 SNC fee (50% of \$75.00).

## National Club Code Procedure

**Purpose:**

Whereas Swimming/Natation Canada has a desire to collect performance data for all members; and whereas SNC wishes to rank and/or display performance data from time to time as a member service; it is in the interest of the organization to represent such data as accurately and reliably as possible. To facilitate such a service, it has become important to standardize and regulate the use of “club codes” as part of the equation towards collecting consistent and reliable data.

**Club Code Procedure:**

All clubs currently affiliated with a Provincial Section (PS) and thereby a member of SNC shall already have a distinct “club code” to be used for the purposes of identifying such clubs through the common entry procedures as practiced in sanctioned competitions in Canada. It is the responsibility of both the entering club and the meet management to ensure this policy is adhered to.

In the case of existing duplicate codes, the longest standing club will be given first right to retain the original club code. The second club will be offered alternatives or can suggest alternatives to be used provided that they do not create duplication. SNC must determine that the history of the second club’s results and swimmers will not be affected by the change of club code.

New clubs may suggest or be assigned a code by the PS. The PS will be required to check with the National Registrar to determine if it is not a duplicate.

Clubs wishing to change their name and code must apply to the PS requesting a new name and code which the PS will be required to check with the National Registrar that it does not duplicate any existing club code.

## National Registration Procedures and Rules – Provincial Sections (Class I Members)

### **Purpose:**

The national registration process serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning, programming and compliance with Canada Revenue Agency requirements. The membership cycle begins annually on September 1<sup>st</sup> and ends on August 31<sup>st</sup>.

### **Rules:**

Provincial Sections must register annually with the Swimming Canada through the on-line registration system. The required information is contained in this Manual under Procedures.

The authority over its members and the right and responsibilities of members are defined in the Bylaws and Policies of the respective Provincial Section, Swimming Canada and Masters Swimming Canada.

In addition to the requirements set out by SNC and MSC, each Provincial Section has the authority to have their own requirements and procedures for new club affiliations and annual club registration renewal processes.

Provincial Sections are required to send in their respective swimmer types and swimmer categories to the National Registrar annually by July 15<sup>th</sup>.

The following online submissions are required annually from the Provincial Sections:

- PS name / PS address / PS website address / PS phone and fax (online registration by August 31<sup>st</sup>)
- Staff and board contact information (online registration process by August 31<sup>st</sup>)
- The names of the Section's delegates/alternate delegates to the SNC annual meeting by September 1<sup>st</sup>
- Charitable Donation Return of Information form (must be received by September 15<sup>th</sup>)
- Audited statements (most recent – must be received by September 15<sup>th</sup>)
- Confirmation of PS membership statistics as of August 31<sup>st</sup> (must be received by September 30<sup>th</sup>)
- Annual General Meeting minutes and reports (must be received by October 31<sup>st</sup>)
- Updated Constitution, Bylaws and Policy Manuals (must be received by October 31<sup>st</sup>)
- Provincial Section Privacy Policy Compliance Declaration form (must be received by October 31<sup>st</sup>)

## National Registration Procedures and Rules – Clubs (Class IV Members)

### **Purpose:**

The national registration process, guided and directed through a central point, serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning and programming. The membership cycle begins annually on September 1<sup>st</sup> and ends on August 31<sup>st</sup>.

### **Rules:**

Age Group Clubs must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to August 31 of each year.

Varsity Teams must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to March 31 of each year.

Summer Clubs must register with their respective Provincial Section on an annual basis. Registration is for the period of May 1 to August 31 of each year.

Masters Clubs must register with their Provincial Section and/or their Provincial Masters Organization on an annual basis. Registration is for the period of September 1 to August 31 of each year.

Associations must apply for approval and must undergo an annual review to ensure adherence to the Operating Structure outlined in the Associations Procedure with their Provincial Section. Associations must register with their respective Provincial Section on an annual basis. Registration is for the period of September 1 to August 31 of each year.

Club Registrations become final upon payment of all applicable fees to the applicable Provincial Section and the submission of required club contact information and other documentation as set by the Provincial Section.

Clubs may only run programs within the provincial boundaries of their geographical location and may only register with a Provincial Section within the provincial boundaries of their geographical location.

Clubs and Swimmers from the Yukon, Northwest Territories and Nunavut wishing to join SNC shall register with the Provincial Section located nearest to the Club or Swimmer.

High Performance Clubs, as identified by SNC, as Top 6 Performing Clubs at specified SNC designated competitions, will register annually with SNC for applicable fees.

## National Registration Procedures and Rules - Swimmers (Class V Members)

### Purpose:

National registration, guided and directed through a central point, is intended to make it possible for swimmers to make a smooth transition between clubs, developmental levels and governing jurisdictions. The national registration process also serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning and programming.

### Overview:

In order to compete in FINA/SNC sanctioned competitions, swimmers must be registered annually through the SNC online registration system as COMPETITIVE with SNC through their respective Provincial Section.

All Swimmers must register annually through the SNC online registration system through their respective Provincial Section. Swimmer Registrations become final upon payment of all applicable fees to applicable Provincial Section.

Swimmers who wish to register with a club that is different from the previous club that they were formally registered with, must first be released from their former club. The National Transfer and National Cross Province Swimmer registration Procedures are contained in this Manual under Procedures.

Swimmers may only register with a club within provincial boundaries of their permanent residence with the exceptions noted in the National Cross Province Registration Procedure contained in this Manual under Procedures.

### Fundamental Rules:

- National Fees are based on Athlete ages as of December 31<sup>st</sup> of that swimming season (Sept – Aug).
- Provincial Fees are set by the Province Section.
- Provincial Fees by registration categories must be forwarded to the National Registrar by July 15<sup>th</sup>
- Registration between September 1 and March 31 will be invoiced at full cost (see table) with no rebates for the current year.
- New Registrations after March 31 in the three Competitive Categories (skills, development and open) will be reduced by 50%.
- Non-Competitive members moving into the Competitive streams will have their fees pro-rated (\$5.00 SNC non-competitive fee will be applied against the applicable SNC competitive fee. No discount shall be applied after March 31 as this does not signify a new registration.)
- Varsity swimmers, who wish to compete in both SNC (including SNC designated competitions) and Varsity Competitions from September 1 to March 31, will register as a University-Open (\$37.50) member.
- Varsity Swimmers who wish to compete in both SNC (excluding SNC designated competitions) and Varsity Competitions from September 1<sup>st</sup> – March 31<sup>st</sup> will register as a University-Varsity (\$1.00) member.
- Varsity swimmers who wish to compete in Varsity-only competitions and Masters Competitions will register as a University-Varsity (\$1.00) member **AND** as a Masters-MSA (\$2.00) member.
- Masters swimmers who wish to compete in both SNC and Masters Competitions will register as a Competitive-Open (\$75.00) member **AND** as Masters-MSA (\$2.00) member.

### REGISTRATION TYPE: NON-COMPETITIVE

Type	Category	Age (as of Dec 31)	SNC Fees	PS Fees
Non-Competitive	Introduction	10&U	\$5.00	Set by PS
Non-Competitive	Fitness	11-17	\$5.00	Set by PS

- The *Introduction* category is aimed as the first entry point for swimmers 10&U.
- The *Introduction* category is aimed at the “Learn to competitive swim” market, including “Sessional” programs. The SNC fee shall apply for an unlimited number of sessions in that Swimming year.
- The *Fitness* category is targeted for swimmers 11-17 who wish to pursue recreational/fitness-only.
- Members in the *Introduction and Fitness* categories may compete as exhibition in ONE competitive opportunity per swimming year (September 1 to August 31); their results will be uploaded to the swimming.ca site.
- No other sanctioned competitions are permitted.
- Swimmers in the *Introduction and Fitness* categories who wish to compete in additional sanctioned competitions beyond the one permitted EXHIBITION opportunity **MUST be upgraded** to the Competitive categories.
- All swimmers registered in this category will be able to access the SNC “Swim Well/Swim Fast” Program.

### REGISTRATION TYPE: COMPETITIVE

Type	Category	Age (as of Dec 31)	SNC Fees	PS Fees
Competitive	Skills	10&U	\$35.00 *	Set by PS
Competitive	Development	11-15	\$55.00 *	Set by PS
Competitive	Open	16&O	\$75.00 *	Set by PS

- The three Competitive registration categories (**Skills, Development and Open**) allow members to enter unlimited sanctioned competitions.

\* These fees include the \$20.00 Provincial Section membership fees.

### REGISTRATION TYPE: UNIVERSITY

Type	Category	SNC Fees	PS Fees
University	Varsity	\$1.00	Set by PS
University	Open	\$37.50	Set by PS

- All swimmers participating in a University/CEGEP/College-League programs MUST register in this registration type; membership is available in two categories:
- The University-Varsity category is targeted for swimmers who will compete at CIS/CEGEP/College-League affiliated competition (CIS Champs, Provincial College/CEGEP Championships, CIS Conference competitions, dual/tri competitions between CIS/ CEGEP/College-League teams) and in any SNC competition excluding SNC designated competitions (Canada Cup / Eastern/Western Canadian Championships / Spring Nationals or Spring Trials); this membership category is valid from September 1 to March 31.
- Varsity swimmers wishing to compete in SNC designated competitions during the varsity year will register in the University-Open category. This membership is valid from September 1 to March 31.
- Varsity swimmers wishing to compete for their home club at SNC designate competitions must register concurrently in the Competitive-Open category with their home club and in the University-Varsity category with the University team. The Competitive-Open membership is valid for the entire swim year (September 1 to August 31).
- Varsity swimmers who have registered in either the University-Varsity category or the University-Open category from September 1 to March 31 and wish to compete in SNC competitions from April 1 to August 31 will register with a SNC club in the Competitive-Open category and will pay the \$37.50 SNC fee (50% of \$75.00).
- In addition to the swimmer fees, a \$100 per team fee will be assessed.

**REGISTRATION TYPE: MASTERS**

Type	Category	SNC-MSC Fees	MSC Fees	PS Fees
Masters	MSC	\$2.00	Set by MSC	Set by the PS and the Provincial MSO
Masters	Recreation	\$2.00	Set by MSC	
Masters	Non- Competitive Fitness 17 & U	\$5.00	Set by MSC	

- The *MSC category* is targeted for Masters Swimmers who will plan to compete at only MSC sanctioned competitions.
- The *Recreation category* is targeted for Masters Swimmers who wish to pursue recreational/fitness-only and will not participate in any sanctioned MSC competition.
- Master Registration Categories are limited to swimmers 18&0. Masters Clubs who have non-competing 17&U swimmers in their programs may register these swimmers in the Non-Competitive Fitness Category.

**REGISTRATION TYPE: OTHER**

Type	Category	SNC Fees	Summer Swimming fees	PS Fees
Other	Summer	\$1.00	Set By the Summer Swimming Association	Set by PS with the Provincial-SSA
Other	Summer-SNC	\$10.00		
Other	Limited Event Membership	\$5.00		Set by PS

- The *Summer* and *Summer-SNC* Registration categories are limited from May 1 – August 31.
- The *Summer category* is targeted for summer swimming members who plan to ONLY compete in summer swimming sanctioned competitions.
- The *Summer-SNC category* is targeted for summer swimming members who plan to compete in summer swimming sanctioned competitions AND in non-designated SNC sanctioned competitions. Swimmers wishing to compete in any SNC designated competitions (WCSG, CSG, Grand Prix Series, Age Group Nationals, Senior Nationals, etc.) must register in the appropriate Competition Registration Category (i.e. Skills, Development or Open). Swimmers in the Summer-SNC Registration Category are not permitted to regularly train with an SNC club. Swimmers in the Summer-SNC Registration Category will not be included in any SNC rankings.
- The *Limited Event Membership* category is targeted as a “one-off” membership. This membership is limited to a single sanctioned competition (i.e. World Police/Fire Games, NAIG, etc) for those not participating and registered in FINA, SNC, PS, SNC Club programs (training/competition).

## National Registration Procedures and Rules - Coaches (Class IX Members)

### **Purpose:**

The national registration process, guided and directed through a central point, serves to track and monitor the demographic profile of the SNC membership for the purposes of strategic planning and programming. The membership cycle begins annually on September 1<sup>st</sup> and ends on August 31<sup>st</sup>.

### **Rules:**

All Canadian Club coaches must be registered annually through the SNC online registration system as a COACH with SNC through their respective Provincial Section.

All Coaches must be registered with the CSCTA on an annual basis.

All Coaches must be certified or “in-training status” by the Coaches Association of Canada under the National Coaches Certification Program. The registration period for coaches is September 1 to August 31 of each year.

Varsity Coaches must abide by the rules and policies of the Canadian Interuniversity Sports, their respective University and Provincial Section.

Masters Coaches must abide by the rules and policies of Masters Swimming Canada and their respective Provincial Section.

Summer Coaches must abide by the rules and policies of their respective Provincial Summer Swimming Association and their respective Provincial Section.

## National Transfer Procedure

### **Purpose:**

Whereas Swimming/Natation Canada has a vested interest in creating an environment where both clubs and individual members have reasonable opportunity to pursue success; and whereas SNC wishes to support the freedom of choice for a swimmer's training opportunities within reason and in support of the club system, it has been deemed appropriate to apply a nation-wide Swimmer Transfer Policy to govern the movement of swimmers club to club and province to province.

### **Transfer Procedure:**

The transfer process shall act as a formal mechanism to terminate a swimmer's affiliation with one club and to initiate his/her affiliation with a new club. It is intended to safeguard clubs and act as a preventative measure to dissuade swimmer recruitment and to serve as a method to resolve any financial conflicts/issues with a swimmer's previous club.

1. A swimmer may be registered with only one club and/or varsity team (a swimmer may be registered with a varsity team only or with both a club and varsity team from September 1 to March 31). A swimmer may represent only one of these entities at a time.
2. A swimmer changing clubs at any time in the swimming season (September 1 to August 31) will complete the National Swimmer Transfer Procedures.
3. A swimmer wishing to change clubs must make a request to the Club Registrar of the new club to initiate a transfer. An email transfer request is sent to the current (releasing) Club and the Provincial Section (PS).
4. If the swimmer has no outstanding commitments (financial or other) to that club, the former club must release the swimmer.
5. A transfer is effective after the date the approval is formally given by the Provincial Section.
6. On the first transfer in the swimming season (September 1 to August 31), following approval by the releasing Club and PS, the swimmer may represent his/her new club.
7. Second and subsequent transfers within the same swimming season (September 1 to August 31), following approval by the releasing Club and PS, shall be accompanied by a 60 day unattached status period where a swimmer may not represent his/her new club (score points or swim in a relay) and must enter meets as "unattached" (i.e. UN-BC, UN-ON, UN-NS).

**Note:** These transfer rules apply only to transfers between Age Group Clubs. "Swimmers moving between an Age Group and a University, Masters or Summer Club are not considered transfers."

**Note:** These transfer rules imply that the former club will be defined as the last club that the swimmer was registered with; irrespective of how long ago the swimmer was registered with that club.

## National Cross Province Swimmer Registration Procedure

### **Purpose:**

Whereas SNC wishes to support both the choice for a swimmer's training opportunities and provincial jurisdiction related to membership, it has been deemed appropriate to apply a nation-wide Cross-Province Registration Procedure to govern the registration of swimmers from one province to a club in a non-resident province. The National Swimmer Transfer Procedure must be complied with for all potential cross-province swimmer registrations involving the transfer of a registered swimmer or a formerly registered swimmer.

### **Cross Province Swimmer Registration Operational Procedure:**

This process shall act as a formal mechanism to initiate a swimmer registration with a club from a different provincial jurisdiction than their permanent provincial residence.

### **Process**

1. Swimmers wishing to register or transfer to a club in a different provincial jurisdiction from their permanent residence must provide notice of their intent to the National Registrar and the Provincial Registrar of their home residence.
  2. Swimmers wishing to register or transfer to a club in a different provincial jurisdiction must demonstrate that the **majority** of training shall be on-site with the new club. An email from the Head Coach of the "receiving club" outlining the on-site training expectations to both the national and provincial registrars shall fulfill the requirement. Pending successful proof of this requirement, the registration or transfer request shall not be unreasonably withheld.
- Please note: Swimmers wishing to register or transfer to a satellite program of a club in a different provincial jurisdiction, shall only be considered if the satellite program and the root club are within 100km of one another.
3. Swimmers who cannot demonstrate that the majority of training will be done with the proposed new club will be denied the opportunity to register with that club/province.
  4. Age Group swimmers from a geographic location where the closest affiliated SNC club is in a different provincial jurisdiction; and where the closest affiliated club in the swimmer's home provincial jurisdiction is greater than 100 km away; may apply to the national registrar for consideration.

### **This Procedure does not apply to the following situations where specific SNC rules shall govern:**

1. Swimmers competing in the CIS/NCAA.
2. Swimmers enrolled in a graduate studies program and who are post CIS/NCAA eligible.
3. Swimmers who are Canadian citizens and permanently residing outside of Canada.
4. National Swimming Centre swimmers.
5. Masters swimmers.

D/R: \_\_\_\_\_

**Swimmer Registration Form**  
**For Canadian Citizens, Born in, or Outside of Canada, and**  
**Permanently Residing Outside of Canada**

**Swimmer Information**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_ Initial: \_\_\_\_

Birth date: (dd/mm/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Gender: (m) \_\_\_\_ (f) \_\_\_\_

Address: street: \_\_\_\_\_ city \_\_\_\_\_  
state: \_\_\_\_\_ country: \_\_\_\_\_  
postal code: \_\_\_\_\_ e-mail: \_\_\_\_\_

Telephone home \_\_\_\_\_ other: \_\_\_\_\_

Canadian Passport Number: \_\_\_\_\_ *(Please attach photocopy of current passport)*

Have you represented a country other than Canada in an international competition? Yes \_\_ No \_\_

If yes, what country? \_\_\_\_\_

What competition? \_\_\_\_\_ What year? \_\_\_\_\_

**Parent / Guardian Information (For 18 & Under Swimmers)**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_ Initial: \_\_\_\_

Address: street: \_\_\_\_\_ city \_\_\_\_\_  
state: \_\_\_\_\_ country: \_\_\_\_\_  
postal code: \_\_\_\_\_ e-mail: \_\_\_\_\_

Telephone home \_\_\_\_\_ other: \_\_\_\_\_

**Payment:**

Registration fee for **unattached** status with SNC is **\$100.00 CAD**. Please attach a cheque, money order or complete the credit card information below.  
Please make cheques payable to: **Swimming/Natation Canada**. Please note: Payment must be received 30 days prior to a Trials competition to be eligible to swim.

VISA / MasterCard #: \_\_\_\_\_ expiry date (mm/yy) \_\_\_\_ / \_\_\_\_

Name on card: \_\_\_\_\_

## SWIMMING/NATATION CANADA Privacy Policy

### Compliance Form

Swimming/Natation Canada (SNC) protects and keeps confidential all personal information of its members.

The collection of personal information shall be limited to that which is necessary for the purposes identified by Swimming/Natation Canada below. Information shall be collected by fair and lawful means.

Except as set out in the SNC Privacy Policy, personal information is not disclosed to third parties without prior consent from the member or their parent/guardian. Signed consent forms are kept on file until such time as a member wishes to withdraw consent or leaves the organization.

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### SNC - UNATTACHED

Swimmer's Name: \_\_\_\_\_ (the "Swimmer")

Registration Number: \_\_\_\_\_  
(if available)

**Please carefully read, complete and sign this form.  
A parent or legal guardian must sign for those swimmers under the age of 18.**

The federal *Personal Information Protection & Electronic Documents Act* requires that consent be obtained prior to the collection and use of all personal information.

The personal information you provide to Swimming/Natation Canada (SNC) from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Association. These purposes include registration, insurance coverage, training and competition participation, competition results' publication and:

- a) ensuring swimmers train and compete in an age appropriate environment;
- b) establishing athlete eligibility for selection to swim teams;
- c) establishing pertinent medical records and baseline performance data to assist coaching decisions in a national team competitive or training setting;
- d) reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized 3rd parties;
- e) publishing athletes' names, genders, ages, club affiliations on swimming websites or in results, news releases and ranking reports; and
- f) making direct contact with swimmers as necessary for the operation of SNC.

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Additional personal information may be collected from time to time. Consent for the use of this personal information may be inferred where its uses are obvious and it has been voluntarily provided.

Complete text of the Swimming/Natation Canada Privacy Policy (the “Policy”) may be found on the Swimming/Natation Canada website [www.swimming.ca](http://www.swimming.ca) at: <https://www.swimming.ca/Privacy>.

Should a swimmer wish to review their personal information held by SNC, they must make a request to the Association pursuant to its Policy. Further, swimmers may withdraw consent to use their personal information pursuant to the Policy. Such a withdrawal however, may require the cancellation of your membership with and suspension of your activities of SNC.

All swimmers or their parent or legal guardian must sign a copy of this form.

I hereby consent to the collection and use of my personal information as described above.

\_\_\_\_\_  
Signature of Swimmer (18 or older)  
or Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and relationship to Swimmer  
(if signed by Guardian)

SNC is governed by the *Personal Information Protection and Electronic Documents Act* (PIPEDA) in matters involving the collection, use and disclosure of personal information.

Swimming/Natation Canada (SNC) requests the consent of its members to collect and use personal information primarily for registration and performance purposes. Personal registration information shall include name, address, date of birth, gender, club affiliation, SWAD classification (if applicable), aboriginal declaration (if applicable), address, e-mail addresses and telephone numbers.

Provincial Sections are subsidiaries of SNC for reporting purposes under the SNC Privacy Policy. Because PS's have a more direct relationship with members, PS's shall obtain the consent of members to collect, and disclose to SNC, personal information solely for the purposes identified in the SNC Privacy Policy.

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## PROVINCIAL SECTION PRIVACY POLICY COMPLIANCE DECLARATION

*In accordance with the SNC Privacy Policy, the swim club registrar shall be responsible for obtaining a signed consent form from each swimmer or parent/guardian prior to registration each year. The club registrar shall keep the signed consent forms on file at the club office.*

*Each PS shall provide SNC with a signed declaration that personal information received from its members shall be disclosed with consent for the purposes of SNC as identified in the SNC Privacy Policy.*  
<https://www.swimming.ca/Privacy>

**PROVINCIAL SECTION \_\_\_\_\_**

Hereby declares that personal information received from its members shall be disclosed with consent for the purposes of Swimming/Natation Canada as outlined in the SNC Privacy Policy and in compliance with the federal *Personal Information Protection and Electronic Documents Act* or the provincial privacy laws, if more stringent than PIPEDA.

\_\_\_\_\_  
Signature of Executive Director or PS Registrar

\_\_\_\_\_  
Date

## Membership Rights and Benefits

As the governing body for swimming in Canada, Swimming Canada, in partnership with the Provincial Sections and Clubs, is driven by our vision of Swimming to Win; Winning for Life! Swimming Canada and its stakeholders are responsible for the development, management and promotion of programs from the development levels through to the highest performance levels for Olympic and Paralympic swimmers. Swimming Canada works in collaboration with the Provincial Sections and Clubs to create the environment, conditions and programs that encourage new members into the sport of swimming. Membership with Swimming Canada reflects the commitment of its individuals and groups to support a shared vision, values and contribute to the success of the national strategic plan. The ongoing development of Canadian Swimming is contingent on the buy-in from our membership in order to speak as “one voice”.

A Member’s registration with Swimming Canada carries specific rights and benefits, including:

1. The knowledge that they are an integral component of the National and Provincial swimming communities;
2. The pride associated with being an integral member of Canada’s most successful Olympic summer sport that is celebrating over 100 years of existence;
3. The ongoing development and maintenance of the Swimming Rules of Swimming Canada with the assurance that all sanctioned swimming competitions in Canada comply with FINA regulations;
4. The right for its members to compete as registered swimmers at all Swimming Canada and FINA sanctioned swim competitions;
5. The right to have the times achieved recognized as official times for the purposes of entering other FINA competitions;
6. The right to having records, if set, duly recognized;
7. Being the beneficiary of professional governance and administration services, including:
  - a) Online Registration and Results database
  - b) Development of Club Toolkits
  - c) Liaison with Government agencies
  - d) Infrastructure lobby efforts
  - e) Liaison with key funding agencies
  - f) Promotion of swimming recruitment through
    - The See Yourself Swimming recruitment platform
    - Recognitions programs (Circle of excellence, Awards, etc.)
    - Community, provincial and national presentations
    - Media opportunity from key spokespersons (CEO, National team members, top coaches)
8. Being the beneficiary of valuable communication services, including:
  - a) Dynamic communication vehicles, such as website, webcast, e-blast, bulletin boards, etc.
  - b) News and information on National Teams
  - c) Liaison with the media outlets
  - d) Maintain Corporate image standards
  - e) Media training to key spokespersons (Board members, National team swimmers, coaches)

9. Being the beneficiary of effective coaching educational programs, including:
  - a) NCCP content development and delivery
  - b) Coach Mentorship Programs
  - c) Coach Incentive Programs
  - d) Coaching Workshops and Conferences
  - e) Development of coaching resources
  
10. Being the beneficiary of strategically planned technical programs, including:
  - a) Long-Term Athlete Development strategies, policies and resource materials
  - b) National Swim Centre and High Performance programs
  - c) Records, Rankings and statistical records upkeep
  - d) Development of Programs and Services for:
    - Para Swimming Team Programs (camps, competitions, tours and Major Games)
    - National Development Team Programs (camps, competitions, tours and Major Games)
    - Senior National Team Programs (camps, competitions, tours and Major Games)
    - National/Regional Camp initiatives (camps, competitions, tours and Major Games)
  
11. Being the beneficiary of exciting Event management, including:
  - a) Canada Cup Series
  - b) Speedo Eastern and Western Championships
  - c) Spring Trials/Nationals
  - d) Summer Trials/Nationals
  - e) Summer Age Group Nationals
  - f) Speedo Can-Am Para Swimming Championships
  
12. The provision for General Liability insurance, Accidental insurance coverage and Directors and Officers for its members and for the Provincial Sections who are under the Swimming Canada Insurance umbrella;
  
13. The ongoing development of an officials program that will ensure the effective stewardship and application of the rules of swimming during competitions.