



REGISTRATION 2018-2019

**INFORMATION
PACKAGE**



2018-2019 Registration Information Package

Welcome to the 2018-2019 competitive swimming season and thank you for taking on the critical role and responsibility of Club Registrar. Each swim club in BC is both a member of the national governing body (Swimming Canada) and the provincial governing body (Swim BC). All sport governing organizations are required to report on membership in return for government funding. Statistics are obtained directly from the data collected in the Registration system. With your assistance to provide accuracy, we can comply with our requirements and continue to benefit from strong government support, most of which is directed towards the support of swimmers, coaches and clubs. For this reason, swim clubs are required to process all registrations to Swim BC and Swimming Canada via the online registration system. An individual's registration is required to be completed within two weeks of commencing participation.

As you proceed in your role as Club Registrar, Swimming Canada and Swim BC encourage you to share your comments and suggestions towards improving the Registration site. You may submit feedback either directly to Swimming Canada and/or Swim BC via email, or through the Support Request tab in the registration site. Please note that this registration package will be posted on the Swim BC website under [REGISTRATION AND FORMS – REGISTER A SWIMMER](#). Any changes will be emailed to the current Registrar and will also be posted on the web. Again, Swim BC would like to **thank you** for your important contribution of time and effort as club Registrar, your commitment to the sport is truly appreciated.

Please do not hesitate to contact Swim BC Office Manager Denise Roman (Denise@swimbc.ca) or phone 604-898-9100 should you require assistance.

GETTING STARTED

How to Access the Swimming Canada Registration System

Working through the following steps will give the Registrar access to the registration application:

- 1) All current Registrars will be removed from the registration system as of midnight **August 27th**. The system will be closed for maintenance until Swimming Canada **re-opens August 31st**. To gain access after August 31st, the club must complete and submit a waiver form, remit Club Registration Fee and submit payment for possible outstanding invoices from the 2017-2018 season.
- 2) The club submits via fax or email the waiver form included with this registration package, indicating the name of the new Registrar and their email address. The Registrar must have a valid email address. Please print the address neatly on the form so that we can correctly route the login information to the new Registrar.
- 3) Swim BC will set up the new Registrar in the system. The Registrar will receive an email from Swimming Canada with their login name and a default password.
- 4) The club Registrar will login to the system with their login name and the default password. The site is accessed at <https://www.swimming.ca/registration.aspx>. The Registrar may change their password at any time during the year.
- 5) If a club changes Registrar or President during the year, a new Registration Waiver **MUST** be completed and sent to Swim BC.

Personal Information Consent

The Federal Personal Information Protection & Electronics Documents 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 when registering swimmers. If a family chooses not to sign the consent form, do **NOT** register the swimmer in the online registration site. A parent may wish to sign with exceptions, and in that case, the unaccepted wishes are respected, with notification to the appropriate individuals in the club. If no exceptions are listed, the club



2018-2019 Registration Information Package

cannot rightfully register the swimmer in their name and must use extreme caution to adhere to the wishes of the parent/swimmer. Should you have any questions, please contact the Swim BC Office Manager.

Swim BC takes the issue of privacy of personal information seriously and the Swim BC Personal Privacy Protection Policy reaffirms this position. Registration or affiliation with Swim BC implies that we have the consent of the registrant to access the personal information collected. This information can be used for the purposes of updating the registration database or other related Swim BC business

Maintaining Your Society

Most Swim BC clubs are not-for-profit societies, registered with the BC Registry Services. Maintaining your Societies status is a prudent risk management practice that ensures that your club is operating under approved Constitution and By-Laws.

All clubs are required to:

- Submit a copy of a “Certificate of Good Standing” by December 1st, dated **after** your Annual Report (Form 11) has been submitted to the BC Registry of Services.
- For clubs who are not Societies; forward a copy of your club’s “Certificate of Incorporation”

To obtain or submit a Form 11 and request your Certificate of Good Standing, contact [BC Registry Services](#) (Telephone (877) 526-1526)

SWIMMER REGISTRATION

Please refer to the *Swimming Canada Club Registrar Guide* ([login here](#)) for step-by-step instructions on how to register new and returning swimmers.

All contact information for Membership Communications is taken from the Swimming Canada Registration website so please ensure accuracy. Although swimmer registration appears to be the priority, the onus is on the club Registrar to update all club contact information including Coaches, Board Members and the Club Officials Director.

You will have to confirm a valid email address for each swimmer/family. Please do not assume that the email address that is in the system from last year is still the correct one.

Swimmer registration is considered complete only when the Provincial Registrar marks the swimmer invoice as paid **AND** the primary contact information and swimmer information in the system have been updated by the parent/guardian/swimmer in the ‘final step’. This is confirmed by swimmer status showing as ‘Registered’ and with the check mark ✓ in the ‘Account Updated’ column on the Swimmer List page.

Entries for a swim meet can only be accepted when all of the swimmers in the entry file are ‘Registered’.

Other Important Notes:

- It is the responsibility of the club Registrar to ensure that the swimmer information in the registration system is an exact match to the information in the club’s HYTEK meet entry program, or it’s Team Unify database.
- Please ensure a roster including the swimmer name, birth date and ID number is forwarded to the person responsible for maintaining your HYTEK Team Manager program or Team Unify database to ensure consistency and accuracy.



2018-2019 Registration Information Package

I Can Swim Registration

Swim BC provides a “preferred” registration fee to swimmers in the [I Can Swim](#) program. Please note that only **clubs that have signed partner agreements with I Can Swim may utilize this category.**

Clubs not partnered with I Can Swim must register their non-competitive and learn-to-swim swimmers in the Non-Competitive category.


COACH REGISTRATION

The same process to register coaches will be used for the 2018-2019 season as was used last season. Please refer to the *Swimming Canada Club Registrar Guide* for step-by-step instructions

Before selecting the CSCTA member category to place your coach in, review the options and descriptions listed below. **Check with your Head Coach if you are unsure.**

2018-2019 Coach Categories

- A1 Head Coach attending Swimming Canada National Meets*
- A2 Head Coach at Provincial Meets only
- B Assistant Coach attending Swimming Canada National Meets*
- C Age Group Assistant Coach attending invitational and provincial meets
- D Age Group Non-Competitive

* Swimming Canada National Meets: 

Canadian Swimming Championships; Canadian Swimming Trials; Eastern / Western Championships; Canadian Junior Championships; Can-Am Para-swimming Championships

The CSCTA communicates the fees and registration process to coaches directly, the registration process is initiated by Club Registrars.

- Please confirm a valid email address for all coaches – and advise them on this requirement.
 - Please do not assume that the email address that is in the system from last year is still valid or the one they currently use.
 - For minimum coach training and NCCP Certification requirements, please consult the [Swimming Canada National Registration Policy, Procedures and Rules Manual \(June 18, 2018\)](#)
 - A coach’s NCCP status can be checked and verified at [here](#) with coach’s last name and NCCP number.
-

OFFICIALS REGISTRATION

The national registration process serves to track and monitor the demographic profile of Swim BC for the purposes of strategic planning, risk management and programming. Registering officials is a means of tracking an officials’ participation and certification progression.

All Officials are to be registered annually through the Swimming Canada online registration system by your Club Officials Director or the Provincial Officials Administrator. There are **no registration fees** for Officials.



2018-2019 Registration Information Package

Officials registration classes:

- Level I - Red pin
- Level II - White pin
- Level III - Orange pin
- Level IV - Green pin
- Level V - Blue pin

Eligibility: Individual event volunteers and individuals pursuing officiating certification in order to provide officiating or volunteering at a sanctioned event.

Valid: Registration valid September 1 to Aug 31

Procedure and Rules:

- All Officials must be registered annually as an “active” Official on the Swimming Canada online registration system.
- The Club Registrar **MUST** submit an Additional User System Access Waiver to the PSO for the Club Officials Director, so they are able to maintain and update the registration of Officials.
- It is incumbent upon each Official to ensure their training and evaluations are up-to-date on the Swimming Canada Registration Site.

REGISTRATION FEES OVERVIEW

Swim BC utilizes revenue generated from registration for various purposes including the following:

- financial support for our athletes (Provincial Team Programs and Performance Funding);
- administrative support for our members including member insurance;
- various training camp and competition initiatives for identified athletes;
- registration fees to Swimming Canada.

FEE CHANGES FOR 2018/19:

Swim BC: registration fees increase \$2.00 / swimmer for each competitive category and \$1.00 / swimmer for each non-competitive category

Swimming Canada: registration fees for 2018-2019 will increase \$1.00 / competitive swimmer, \$1.00 / non-competitive swimmer and \$0.50 / varsity swimmer.

SWIMMER REGISTRATION FEES:

Swimmer registration fees are assessed according to the registration category. Any swimmer participating in a Swim BC sanctioned event must be registered in the appropriate competitive category, as defined by their age (8&U, 9&10, 11-14, 15&O) as of December 31, 2018, or as per their University status.

Please Note: All swimmers must be registered. A swimmer may participate in a club’s activities for a two-week trial period after which he/she is required to have completed and paid for registration with Swim BC.



2018-2019 Registration Information Package

REGISTRATION CATEGORY	ANNUAL FEE	NEW REGISTRATIONS after March 31	UPGRADING REGISTRATIONS after March 31	
Non-Competitive Categories				
I Can Swim	\$35.00	\$35.00		
Non-Competitive	\$47.00	\$30.00		
Masters (no MSABC Fee)	\$34.00	\$34.00		
Competitive Categories			Upgrade from Non-comp	Upgrade from ICS
Fundamentals (8 & U)	\$91.00	\$45.50	\$1.50	\$10.50
Skills (9 - 10)	\$111.00	\$55.50	\$8.50	\$20.50
Development (11-14)	\$157.00	\$78.50	\$31.50	\$43.50
Open (15 & O)	\$199.00	\$99.50	\$52.50	\$64.50
Masters - Open	\$199.00	\$199.00		
University Categories				
University-Varsity	\$60.00			
Open-Varsity	\$143.00			
Other Registration Categories				
Limited Event Registration	\$15.00			

Notes:

Non-Competitive Categories:	
I Can Swim	A swimmer may participate in ONE competitive opportunity excluding BC Champs and Swimming Canada Competitions. Before competing in their 2 nd competition a Swimmer must upgrade to the Competitive category corresponding to their age as of Dec 31, 2018. Swimmers cannot downgrade to this category in-season. Only Swim BC portion of fees reduced after Mar 31.
Non-Competitive	
Masters	Masters Swimming Association of BC 18 years and over
Competitive Categories:	
Fundamentals (8 & U) Skills (9 & 10) Development (11 to 14) Open (15 & O)	Age determined as of December 31 st
Masters - Open	Contact Swim BC for more information
University Categories:	
University -Varsity	Category valid Sept 1 st – Mar 31 st Swimmers training and competing in a U Sport or similar varsity program. This category allows a swimmer representing a U Sports program to compete at U Sports or other varsity-only competitions as well as Swim BC & Swimming Canada National Competitions. Swimmers in this category wishing to compete in competitions April 1 to August 31 must register with a Swimming Canada club in the 15 & Over category and pay \$99.50 (50% of the \$199 full year)
Open-Varsity	Varsity swimmers wishing to compete for their home club at Swimming Canada/Swim BC competitions must register concurrently in both the Open-Varsity category with their home club the University-Varsity category with the University team.



2018-2019 Registration Information Package

Other Registration Categories:

Limited Event Registration	A single event membership for those not registered with Swim BC / Swimming Canada or FINA affiliated organization but requiring affiliation for a single sanctioned competition (e.g. World Police/Firefighter Games; Senior Games, etc.)
----------------------------	---

COACH REGISTRATION FEES

- \$70.50 per coach
- ALL COACHES, full-time, part-time, or volunteer, must be registered
- Canadian Swim Coaches and Teachers Association (CSCTA) registration is also required for all coaches and is paid separately to the CSCTA.
- Fees for BCSCA and CSCTA registration are determined by those organizations. Please see www.cscsa.org for a breakdown of CSCTA fees.
- Upon completing a coach registration on the Swimming Canada registration system, two invoices are created:
 1. One invoice payable to Swim BC will be created. The invoice will include Swim BC, Swimming Canada, and BCSCA registration fees.
 2. A second invoice, payable to the CSCTA, will be created. This invoice will include CSCTA registration fees only. Coach(es) on that invoice will receive an auto-email informing them that they have been registered on the Swimming Canada system, and direct them to the CSCTA website to complete their registration. Coach registration is not complete until the coach has successfully completed those steps.

CLUB REGISTRATION FEE

- \$200.00 annually per club
- All clubs pay an annual affiliation fee as part of the registration process.

ASSOCIATION AFFILIATION FEE

- Swim BC approved Associations pay an annual registration fee of \$200.00.
-

REGISTRATION FEE ADJUSTMENTS

MULTI-SWIMMER FAMILY REBATE

Swim BC offers a rebate for families who have more than two swimmers registered. The Club Registrar completes the family rebate application and submits it to Swim BC. See the [application form](#) near the end of this package. The application period extends from September 1st to March 31st.

- **\$10 for the 3rd family swimmer, \$20 for each additional swimmer**

REFUNDS OF SWIM BC REGISTRATION FEES

Cancellation of Swim BC membership and subsequent refund of Swim BC registration fees are only provided for a valid medical reason, supported by a signed Doctor's letter, when presented before December 31st.

As mentioned earlier in this document, new swimmers may participate in a two-week "trial" period with a swim club, during which they should be entered into the Swimming Canada registration system, but NOT put on an invoice.

Before the two-week trial period is over, the swimmer must be committed to an invoice and that invoice must be paid for the swimmer to be considered "registered" and thereby covered under Swim BC's insurance policy.



2018-2019 Registration Information Package

Refunds will not be offered on swimmers who changed their mind about joining the swim club once their registration fees have been paid.

IMPORTANT REMINDERS

- Non Competitive category swimmers may compete in ONE competitive opportunity per swimming year (meet or time trial – excluding Swim BC Championship meets and all Swimming Canada National Competitions); if they wish to compete in subsequent sanctioned competitions (meet or time trial), their registration must be upgraded **beforehand** to the applicable Competitive category based on their age as of December 31 of the current season.
 - Swim BC accepts registrations throughout the year. Please ensure all new swimmers register with Swim BC in the appropriate category.
 - Swimmer upgrades are accepted by the registration site at any time. Please be sure to create and invoice after each batch of upgrades.
 - After each invoice is created, forward your club's balance to your treasurer for prompt payment. Your club is responsible for keeping its account current to maintain good standing with Swim BC.
-

SWIMMER TRANSFERS

Swim BC operates as per the Swimming Canada Transfer Policy. The full document is posted on the Swim BC website in the Registration Information section.

National Swimmer 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 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. UNBC).



2018-2019 Registration Information Package

Note: These transfer rules apply only to transfers between Age Group Clubs. Swimmers moving between an Age Group and a University, Masters Club 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

This process is the 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 Registrar shall fulfill the requirement. Pending successful proof of this requirement, the registration or transfer request shall not be unreasonably withheld.
3. 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.
4. 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.
5. Age Group swimmers from a geographic location where the closest affiliated Swimming Canada 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 Swimming Canada rules shall govern:

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



2018-2019 Registration Information Package

REGISTRATION CHECKLIST



PLEASE REMEMBER... No components of Swim BC registration are optional. Failure to complete or submit any part may jeopardize your club's registration with Swim BC.

GETTING STARTED:

- ↳ Complete the **Registration Waiver** and return to Swim BC (Fax or email).
- ↳ Send the **Club Registration Fee (\$200.00)** to office
- ↳ Pay any **Outstanding Invoices** from the 2017-2018 season.
 - Once these items have been completed; your registration access code will then be sent to the Registrar's email address. You will not be granted access to the online registration system until the waiver form, affiliation fee and any outstanding invoice payments have been received by Swim BC.

REGISTRATION PROCESS:

- ↳ Use the Swimming Canada website (<https://www.swimming.ca/registration.aspx>) to update returning swimmers, register new swimmers and register coaches.
- ↳ Update club contact information and club executive/committee members on the Swimming Canada website.

PAYMENT OPTIONS:

When you have completed the initial registration and generated the invoices, there are several payment options.

- ↳ Cheque payable to Swim BC (must include invoice number(s) being paid)
- ↳ Electronic payment options are available. Clubs can choose from the following options:
 - Online banking Interac Email Money transfer: Refer to our website under [How to Make Payments to Swim BC QUICKLY](#)
 - Credit Card: phone the Swim BC Office Manager (604.898.9100) to pay via Visa or MasterCard.

OTHER REGISTRATION ITEMS:

- ↳ By Dec. 1st send a copy of the Club's **CERTIFICATE OF GOOD STANDING**, dated after Oct 15th or a copy of Club's CERTIFICATE OF INCORPORATION sent into the Swim BC Office (fax or email).
- ↳ **MULTI-SWIMMER FAMILY** Rebate Application Forms (Sept 1 – March 31 only).
- ↳ Notify the Swim BC Office of Personal Information Consent forms where consent was **denied**.



2018-2019 Registration Information Package

APPENDIX I
REGISTRATION FORMS



2018-2019 Registration Information Package

Personal Information Protection & Electronic Documents Act SWIMMER REGISTRATION CONSENT FORM

Club Name: _____

Registrant's Name: _____

Please read carefully, sign this form and submit to your home club

A Parent or Legal Guardian must sign for those registrants under the age of 18.

The Province of BC Personal Information Protection Act (PIPA) and the Federal Personal Information Protection & Electronic Documents Act (PIPEDA) requires that consent be obtained prior to the collection and use of all personal information.

The personal information you provide to the Club from this registration will be used for the purposes reasonably associated with the swimming activities conducted by the Club, Swim BC and/or Swimming Canada. These purposes include national, provincial and event registration, insurance coverage, training and competition participation and competition result and ranking 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 third parties;
- e) Reporting and publishing athletes' names, genders, ages, club affiliations on Swim BC and Swimming Canada web pages or in results, news releases and ranking reports and;
- f) Making direct contact with registrants, volunteers and staff as necessary for the operation of the Club, Swim BC and Swimming Canada

Swimming Canada complies with the obligation and responsibility to the World Anti-Doping Agency – WADA (or its agents) to provide information upon request.

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. When not obvious, the purposes for collection will be provided prior to, or at the time of collection; either orally or in writing. Complete texts of the Privacy/Personal Information Policies (variously the "Policy" or "Policies") may be found for Swimming Canada at: <https://www.swimming.ca/Privacy> and for Swim BC at www.swimbc.ca

Should a registrant wish to review their personal information held by the Club, Swim BC, or Swimming Canada they must make a request to the appropriate organization pursuant to that organization's Policy.

Registrants may withdraw consent to use their personal information pursuant to the Policies. Such a withdrawal however, may require the cancellation of your registration with and suspension of your activities with the Club, Swim BC and Swimming Canada.

All registrants or their legal guardian must sign a copy of this form each season.

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

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

Date



2018-2019 Registration Information Package

Personal Information Protection & Electronic Documents Act OFFICIALS REGISTRATION CONSENT FORM

Club Name: _____

Registrant's Name: _____

Please read carefully, sign this form and submit to your home club

A Parent or Legal Guardian must sign for those registrants under the age of 18.

The Province of BC Personal Information Protection Act (PIPA) and the Federal Personal Information Protection & Electronic Documents Act (PIPEDA) requires that consent be obtained prior to the collection and use of all personal information.

The personal information provided at registration will be used for the purposes reasonably associated with officiating activities conducted by the Club, Swim BC and/or Swimming Canada. These purposes include national, provincial and event registration, insurance coverage, certification, event participation, and:

- a) Reporting and publishing name, certification level, gender, club affiliation on Swim BC and Swimming Canada web pages or news releases and reports;
- b) Compiling statistical reports;
- c) Reporting non-identifying, demographic and participation statistics to funders, sponsors and other authorized third parties;
- d) Making direct contact with registrants, volunteers and staff as necessary for the operations of the Club, Swim BC and Swimming Canada.

The personal information collected will include name, gender, year of birth, contact information, club affiliation, certification level and progression.

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. When not obvious, the purposes for collection will be provided prior to, or at the time of collection; either orally or in writing.

Complete texts of the Privacy/Personal Information Policies (variously the "Policy" or "Policies") may be found for Swimming Canada at: <https://www.swimming.ca/Privacy> and for Swim BC at www.swimbc.ca

Should a registrant wish to review their personal information held by the Club, Swim BC, or Swimming Canada they must make a request to the appropriate organization pursuant to that organization's Policy.

Registrants may withdraw consent to use their personal information pursuant to the Policies. Such a withdrawal however, may require the cancellation of your registration with and suspension of your activities with the Club, Swim BC and Swimming Canada.

All registrants or their legal guardian must sign a copy of this form each season.

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

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

Date

Swimming Canada may, at its discretion at any point, request a valid Police Records Check (PRC) or Vulnerable Sectors Check (VSC) or similar, from any registrant. Upon official notice of request the registrant has 30 days to comply or will be suspended in the interim until provided. The results of the PRC or VSC or similar will be reviewed to determine whether or not the registrant may continue to be active with Swimming Canada. Any person appearing on any National Sex Offender Registry is not eligible to register, or participate in any capacity, paid or unpaid. The Swimming Canada CEO or their designate, at their discretion, may issue an emergency suspension to any registrant or member.



2018-2019 Registration Information Package

Multi-Swimmer Family REBATE Application Form

CLUB NAME _____

Registrar:

Please complete as many forms as necessary. Forward by fax or mail/email to Swim BC by March 31st.

Family Surname: _____

	Swimmer's Name	Swimmer's Registration #	Rebate Amount	Cumulative Total to be refunded
Swimmer #1			\$0.00	\$0.00
Swimmer #2			\$0.00	\$0.00
Swimmer #3			\$10.00	\$10.00
Swimmer #4			\$20.00	\$30.00
Swimmer #5			\$20.00	\$50.00

Family Surname: _____

	Swimmer's Name	Swimmer's Registration #	Rebate Amount	Cumulative Total to be refunded
Swimmer #1			\$0.00	\$0.00
Swimmer #2			\$0.00	\$0.00
Swimmer #3			\$10.00	\$10.00
Swimmer #4			\$20.00	\$30.00
Swimmer #5			\$20.00	\$50.00



2018-2019 Registration Information Package

Club Registrar Compliance Declaration

Complete and submit to Swim BC

Swim BC's registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for contact information from people outside British Columbia's swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and is used according to the purposes that were expressed to the registrant upon collection.

The Club Registrar is the primary custodian of the registration data for each club, their direct resource for guidance or assistance is the Provincial Registrar. The Club Registrar assigns Meet Manager access. Additionally, there may be a requirement for another representative in the organization to access the site. As the primary custodian the Club's Registrar can complete and submit an *Additional User Registration System Waiver Application* to Swim BC requesting user access for an additional user from within their organization. The Club Registrar assumes the responsibility of educating each site user within the club, of the requirement to respect the confidentiality and privacy of personal information The Club Registrar is responsible for removing access to the system for inactive users.

Registrants can view, correct and/or update their personal information within the database at any time by accessing their information system with their username and password created by them during their 'final step' of registration.

Upon completion of the Club Registration, including submission of this waiver, the Registrar will be given password-protected access to the Swimming Canada National Registration site in order to begin the club's registration process.

DECLARATION

As Registrar for my club I agree that I will not share my username and password for the registration system without the consent of Swim BC. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPA and PIPEDA; I will use the system as it is intended, for the purposes of maintaining the club registration data with Swim BC. I understand that each registrant is required to complete the registration process by confirming their recorded personal information in the 'final step' of online registration.

Club Name: _____

Registrar's Name: _____

Phone number: _____

Registrar's Signature: _____

Registrar's email (required for access): _____

President's Name: _____

President's email: _____

President's Signature: _____



2018-2019 Registration Information Package

Additional User - Registration System Access Waiver Application

Complete and submit to Swim BC

Swim BC's registration data is confidential information protected under federal and provincial Acts. This information is not divulged to outside agencies. Best judgement must be applied when asked for contact information from people outside British Columbia's swimming community. The club must ensure that the information requested is reasonably associated with the organization's functions and is used according to the purposes that were expressed to the registrant upon collection.

The Registrar is the primary custodian of the registration data for each club and assigns additional users. As the primary custodian, the Registrar must use this form to apply to Swim BC for additional user access.

COMPLIANCE DECLARATION

As a representative for my club I agree that I will not share the access code to the Online Registration system with anyone without the consent of Swim BC. I recognize that the registrant's personal information is private and confidential and must be protected according to PIPA / PIPEDA; and I will use the system as intended.

Club Name: _____

Additional User Name & Phone number: _____

Additional User Signature: _____

Additional User Email (required for access): _____

Please state the purpose for which access to the online system is required (ie/ Team Manager, Club Officials Director, etc.):

President's Name: _____

President's Signature: _____