



2023-2024 SWIM BC REGISTRATION MANUAL



Swim BC 2023/24

CLUB APPLICATION and MEMBER REGISTRATION GUIDE

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Introduction

Welcome to the 2023-2024 competitive swim season. Swim BC thanks all the volunteers who are taking on a critical role in their club's operations and governance, especially the Club Registrars who take on the complex process of ensuring swimmers, coaches and officials are properly registered.

Club Application and **Member Registration** are required to access Swim BC services such as organizational governance; competition standards and sanctioning; coach and officials training and certification; insurance coverage volunteer support; etc.

This document will help clubs navigate the club application process, and swimmer, coach, official registration. Swim BC is eager to assist clubs moving into the new season, and we're excited to continue to support swimmers, clubs, and coaches in pursuit of their own greatness.

Overview

Swimmers, coaches, officials, volunteers, and clubs constitute the membership of Swim BC. As the Provincial Sport governing body (PSO) for competitive swimming in BC, Swim BC is recognized by viaSport, the Government of BC and Swimming Canada and is responsible for the governance of competitive swimming in BC. Our primary role is to service our members while upholding the standards and accountabilities of viaSport and Swimming Canada.

As a member of Swimming Canada, the National Sport Organization (NSO), Swim BC provides our membership access to the Swimming Canada Registration, Tracking and Results System (RTR). The RTR is integral to the Club Registrars role, as well as meet managers and club officials' directors. This manual provides club personnel with the information and instructions required to complete the registration role, ensuring Swim BC participants are duly registered and covered by organizational policies, insurance and are eligible for programs and competition.

As a PSO, Swim BC is required to report detailed membership data to support our accountabilities for government funding. Registration statistics obtained from the data collected by Swim BC are fundamental to this process. With your diligence we can comply with our requirements and continue to benefit from government support, a significant portion of which is directed towards the support of swimmers, coaches, and clubs. Another key role in the registration process is the mitigation and management of risk. Insurance coverage is directly tied to the rights of membership, and as such individuals from all participant categories must appear and be appropriately registered to receive this benefit.

As you proceed in your role as Club Registrar, we encourage you to share your comments and suggestions to improve this document, the Swim BC registration tools, and the Swimming Canada RTR. Feel free to submit feedback to Swim BC via email, or through the Support Request tab in the RTR. This registration package will be posted on the Swim BC website and every effort will be made to keep it current with changes to the registration procedures and updates. Changes will also be emailed to the Club President & Club Registrar.



Club Excellence

The Swim BC Club Excellence Program is aimed at elevating the sport administration practices and performance outcomes of member clubs. The program is intended to help club leaders embrace the importance of accountability, risk management, and governance - essential for clubs to execute well in the modern-day sport environment. It will also report back insight into the demographic and performance outcomes of your club. The primary goal is that the Club Excellence program will provide Swim BC with the assurance that our clubs are operationally sound.

This section outlines the Club Excellence requirements. Each requirement must be completed in full. The phases of the Club Excellence program are:

- Phase 1 - Club Application
- Phase 2 - Club Reporting
- Phase 3 - Club Evaluation

Phase 1 - Club Application

To apply as a club with Swim BC, you will need to ensure the following steps are completed:

1. Ensure all invoices from the previous season are paid in full.
2. Pay the club registration fee - \$400.
3. Complete the Club Application Process (outlined below).

Step 1: Swim BC will send an email **June 7th** providing a direct link to the 2023-24 Club Application Portal. **This portal is specifically designed to your club.** There will be no portal links posted on the website or in any explanatory documents. If you need the link resent to you, please contact [Tracy Gardner](#).

Step 2: Review your club portal, some areas are empty, and some are prepopulated. If a field is empty, you are required to upload the appropriate document or information. If a field is prepopulated, this is information we received from your club last season. If the document that is prepopulated needs to be updated, please replace the document. Only PDF documents will be accepted. If you have any questions or issues with submitting a requirement, please reach out to [Tracy Gardner](#).

Club Application - Required Information

Club & Contact Information

Please provide the basic information for your club including:

1. Legal Club Name (as per bylaws)
2. Club Nickname
3. Web Address
4. Mailing Address

This is the contact information for important staff and/or volunteers at your club. As part of the club application process, we require the **current** contact information for the following positions:

1. Club President
2. Head Coach
3. Club Registrar
4. Club Officials Administrator



We recommend clubs create club specific email addresses for key volunteer and staff positions so personal emails are not used for club business, and when positions are “succeeded”, important Swim BC and other email is not lost. Examples for emails are **clubpresident@clubname.ca** or **registrar@clubname.ca**.

BC Societies Documents

Most clubs in BC are Registered Societies and as such have annual accountabilities. To ensure clubs are adhering to the BC Societies Act, Swim BC requires submission of the following information:

1. Previous AGM Date & Minutes
2. Upcoming AGM Date
3. Certified Constitution & Certified Bylaws
4. Certificate of Good Standing
5. Statement of Directors and Registered Office (Dated 60 days post AGM).

Your societies documents can be managed by logging into [Societies Online](#).

If your Certificate of Good Standing is outdated:

1. Use this [form](#) to request an updated one.
 2. Upload the “Certificate of Good Standing Request” form as a placeholder.
 3. Send the updated document to Swim BC once you receive it.
-

Policies

Swim BC requires clubs to maintain a basic set of policies. The required policies are designed to ensure clubs maintain a basic governance profile. Policies provide the framework to make important decisions and risk manage your organization.

The following policies are **required** for 2023-24 club application:

1. Athlete Protection Policy
2. Code of Conduct and Ethics (must reference the BC UCC)



3. Alternative Dispute Resolution Policy
4. Discipline and Complaints Policy
5. Appeal Policy
6. Travel Policy
7. Privacy Policy – Recommended for all clubs, particularly for those who use Team Unify
8. Minutes from Board Meeting where the policies were adopted.

Policy Submission

- Most clubs have submitted these policies and they are on file with Swim BC. If previously submitted and approved, this section will be pre-filled in your application form.
- If you've amended any policies, please upload the new copy along with the board meeting minutes where the amendments were approved.
- If there isn't a policy uploaded, this means we either did not receive a policy last season, or the policy was not accepted by Swim BC. Please upload the appropriate policy in any fields that may be empty.
- PDF versions only please.

For general questions and for templates, please reach out to [Tracy Gardner](#). For more detailed inquiries, please reach out to [Ken Radford](#).

Volunteer Criminal Record Checks

Swim BC accepts Criminal Record Checks (CRC) through the Criminal Record Review Program (CRRP) only.

Volunteers that are required to submit a Criminal Record Check:

1. Club Board of Directors
2. Chaperones or Team Managers
3. Level 3, 4, and 5 Official's

Step 1. Complete and upload this [template](#) as part of the Club Application process.

Step 2. Swim BC sends access code to club registrar once their club is activated.

Step 3. Swim BC will monitor clearance letters received against the list provided by your club.

- It is the club's responsibility to contact Swim BC regarding their volunteer's clearance.
- Volunteer CRCs are free of charge through the Criminal Record Review Program.
- **Volunteer criminal record checks are valid for 5 years.**
- If you submitted a Criminal Record Check last season, you do not have to resubmit a CRC this season.
- If you have any questions, please contact [Tracy Gardner](#).

Facility Declaration

All registered clubs must declare the facilities that they intend to use for practice and competition.

This allows clubs with existing pool time fair control over their competitive access to a declared facility. More information about Facility Declaration can be found in the [Swim BC Club Policy](#). Spaces for 5 facilities are listed on the Club Application Portal, if you access more than 5 facilities, please email the remaining facilities to [Tracy Gardner](#).



Swim BC Contact Maintenance

To maintain the relationship between your club and Swim BC, it is necessary for clubs to keep Swim BC up to date with any contact changes that may occur during the season. This may include but is not limited to:

1. Change in Board of Directors
2. Change in Club Registrar and Club Officials Administrator
3. Updates to Club Contact Information
4. Head Coaching Changes

Use the [Change in Board of Directors and Club Contact Form](#) to submit any changes to Swim BC.

Swimming Canada Required Forms

Swimming Canada requires clubs to complete 3 forms, which need to be submitted during the club application process. These forms are:

1. [Club Registrar Compliance Declaration](#)
 2. [Facility Rules](#)
 3. [Additional User Compliance Declaration](#)
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Club Application Submission & Club Fees

Once you have completed all necessary requirements, please do the following:

1. Submit your Club Application to Swim BC. You will receive a confirmation email.
 2. Pay the annual club fee of \$400 to Swim BC. You can pay by e-transfer to payments@swimbc.ca or by cheque. Please note that cheques can take weeks to receive and process. If you are under a time limit, please consider using e-transfer for this payment.
 3. Once the steps above are approved, you will receive a welcome email. This email will state information for the 2023-24 season, have the RTR User Guide from Swimming Canada, and will give you access to the RTR.
 4. Begin the Swimmer, Coach, Official Registration process, for registration steps, and fees, please continue reading through this document.
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Phase 2 – Club Report

Phase 2 of Club Excellence is the Club Report. This is new for the 2023-2024 Season and is mandatory for Clubs to complete.

- This phase of the Club Excellence program defines the areas of organizational accountability and require submission or reporting of information in the areas of Organizational Readiness; Membership Composition; Financial process; Coaching and Officiating development, Performance Development and Event Hosting.
- These areas depict the operational pillars of your club – through the collection of information Swim BC will be able to provide you with an understanding of your status relative to the other clubs in BC. We'll provide you with comparative statistical information regarding your membership, coaches, officials, and performance factors to help you understand "how you're doing."
- Phase 2 will open in early October and close November 30th – a period that captures most club's AGM's.
- After club submission, reports will be completed by Swim BC and shared with your club in January.



The Club Report Form will require you to collaborate with individuals from your club to provide answers and documents to support your submission. Swim BC will review club submissions and produce a Club Report based on the data you give us and where appropriate compared to the data we collect from the provincial level. This will provide you with the opportunity to see your club's strengths and weaknesses in a comparative but anonymous fashion. The data we are collecting, comes from the RTR, club files, results, etc.

Important Dates:

- **October 3rd, 2023** - Club Registrars and Club Presidents will receive link via email to form.
- **November 30th, 2023** – Deadline to Submit.

Your club's data will be presented graphically, making it easy to understand and compare – this information will only be shared with the Club President and Head Coach. We will not be sharing, for any reason, any submitted club information with any other club or Swim BC member. Your club's data will contribute to a provincial database of raw scores that will enable you to see "where you stand".

Swim BC will continue to develop resources (e.g., templates, tools) to help you improve. The process of the Club Report will assist us in determining what organizational gaps might exist in BC and guide our efforts to support. Clubs can expect to receive their report for the 2023-2024 season in January of 2025.

A note about participation

As you work through this document you will recognize that full participation in all clubs in the province is required to make the "comparative ranking" process valid. The exercise is being developed to make a difference to club resilience, less dependent on one or two volunteers or staff, and create an effective base level of functionality that mitigates risk and entrenches a modicum of accountability.

Phase 3 – Club Evaluation

This phase is planned to launch in 2024/25. The Club Evaluation process will provide clubs with an opportunity to complete a full evaluation, including PSO Evaluation and Self Evaluation. The intent of the Club Evaluation is to provide an audit and full report to assist club in facilitating gap analysis, strategic planning, and a more in-depth assessment of "where you stand". More details to come.



Swimmer Registration

- Swimmers must be registered in the RTR system annually.
- Swimmers must be fully registered with a Swim BC member club to have access to Swim BC or Swimming Canada sanctioned competitions.
- Registration must be completed within two weeks (14 days) of commencing participation. Swimmers may only register with a club within the provincial boundary of their permanent residence.
- Swimmers may register and participate in competitions according to their gender identity. If a swimmer is changing their gender identify, the club can reach out to Swim BC to adjust their swimmer profile.
- For more information about inclusion in swimming in BC please see the following policies: [Gender Equity Policy](#) and [Equity and Access Policy](#).

Swimmer Registration Steps

- 1) Add the swimmer to your Swimmers List. Previously registered swimmers may already be on your list. If the swimmer was registered with another swim club, registering them with your club will initiate a transfer. (See Swimmer Transfers below).
- 2) Move the swimmer to their appropriate registration category.
- 3) Submit a swimmer invoice through the Swimmer Invoice tab.
- 4) Pay the Invoice.
- 5) Ensure that the Primary Contact for the Swimmer verifies their account in the RTR system.
- 6) Ensure the Swimmer/Parent/Legal Guardian has signed the Acknowledgement and Assumption of Risk Form.

For more detailed steps, please refer to the Swimming Canada Club Registrar Guide (available later this summer)

Once all steps are completed, the Swimmer will then show as 'Registered'. Swimmers can only be entered into sanctioned competitions when their status is marked as Registered.

Acknowledgement and Assumption of Risk Forms

All swimmers are required to sign the Acknowledgement and Assumption of Risk Form. They are integrated into the RTR system and must be signed online. Swimmers will not be marked as Registered until the form has been signed. Parents/Guardians will sign into their RTR account and will verify their swimmers account and sign the forms.

Each swimmer associated with the account will have a separate form. They will need to click on the link under the 'Forms to Sign' column, which will open the individual forms. The completed form will be saved in the Swimming Canada database, and the Registrar will be able to check their Swimmers list to see which swimmers have signed the forms.

Swimmer Transfers

Swimmers can only be registered with one Swim BC Club at a time. If a swimmer moves to a different club, then the swimmer Transfer mechanism is initiated. In the RTR system, under the Transfer tab you can access the transfer system. Transfers are initiated by either setting it up under the Transfer tab in the menu or through the 'Add a Swimmer' process.

The Swimmer Transfer Process is as follows:

- The club registrar of the NEW club will initiate the transfer process in the RTR.
- The releasing club (the last club the swimmer was registered with), must release the swimmer immediately unless there are any outstanding financial commitments.
- If there are outstanding financial commitments to the releasing club, they have 90 days to resolve the issue.



After the 90 days, Swim BC will approve the transfer. Any remaining financial issues should be dealt with through an appropriate authority.

- Releasing clubs are not permitted to charge a transfer and or/release fee.
- The transfer becomes effective when approval is given by both the releasing club and Swim BC. Once approved, the swimmer can represent their new club in a competition.
- Swimmers are permitted one transfer per season.
- If there are subsequent transfers, the swimmer will be required to remain unattached for a 60-day period. During this time, they are not permitted to represent their new club in a competition.

Out of Province Transfers

If you are initiating a swimmer transfer from another province, the swimmer will be added to your list as *pending*. Once you move the swimmer to the appropriate category, and generate an invoice, you will be required to pay the PSO fee.

Swimmer Registration Categories

Registration Class: Pre-Competitive

Category	Pre-Competitive
Definition	Annual entry level registration for swimmers enrolled in novice, learn to swim programs or other development programs not wishing to participate in sanctioned competitions
Eligibility	Swimmer's aged 17 and under
Registration Period	September 1 through August 31

- Pre-Competitive swimmers can compete as exhibition in one sanctioned event per year. Swimmers wanting to compete in more sanctioned competitions must upgrade to a Competitive category.
- Swim BC monitors the Pre-Competitive swimmers regularly and if a Pre-Competitive swimmer competes in more than one sanctioned event they will be automatically upgraded to Competitive, and an invoice will be sent to the Club Registrar.

Registration Class: Competitive

Categories	Fundamental (8&U) // Skills (9-10) // Development (11-14) // Open (15&O)
Definition	Competitive swimmers of all ages
Eligibility	Swimmers wishing to take part in unlimited sanctioned events and competitive initiatives
Registration Period	September 1 through August 31

- For registration purposes only, a swimmer's age group is based on their age as of December 31st, 2023.
- If a swimmer from an educational institution outside of Canada (eg. NCAA) wishes to compete for their home Swim BC Club during the season, they can register as Competitive Open.
- Swimmers who are registered as Competitive cannot downgrade their registration to Pre-Competitive or Summer during the same season, this includes swimmers who transfer to a new club.

Registration Class: Varsity-Open

Category	Varsity-Open
Definition	Canadian Varsity Team registered Swimmers who wish to compete for a Swim BC Club at sanctioned competitions during the competitive season.
Eligibility	Swimmers must be concurrently registered with U SPORTS School in the Varsity category.
Registration Period	September 1 through August 31



- Registration must be finalized prior to April 30, Varsity swimmers returning to their home club should register as Competitive-Open.
- From September 1st to April 30th swimmers can represent either their Swim BC Club or Varsity Team. However, between May 1st -August 31st, they can only represent their Swim BC Club.

Registration Class: Varsity

Categories	Varsity	Varsity Year-Round
Definition	Swimmers who will compete at USPORTS Competitions with a Varsity Team.	Swimmers intending to compete at USPORTS competitions and Swimming Canada sanctioned events with a Varsity Team throughout the year. Swimmers <u>only</u> represent their Varsity Club during the season.
Eligibility	Team members of a Varsity team; USPORTS	Team members of a Varsity team; USPORTS
Registration Period	September 1 through April 30	September 1 through August 31

- Swimmers registered in a Varsity registration class may represent their Varsity Team in any Swimming Canada sanctioned competition within their registration Period.
- Varsity Swimmers may register with a Varsity Team outside the boundaries of their home province or permanent residence.
- Swimmers returning to their home Swim BC Club at the end of the Varsity season should be registered as Varsity, not Varsity Year-Round.

Registration Class: Masters

Categories	Masters	Masters-Open
Definition	Masters Swimmers who participate in Masters only training and events.	Masters Swimmers who wish to compete in Masters sanctioned events and Swim BC sanctioned events.
Eligibility	Swimmers aged 18 and over	Swimmers aged 18 and over
Registration Period	September 1 through August 31	September 1 through August 31

- Masters swimmers can be registered with two different clubs. They can compete for either club but can only represent one club per meet.
- Masters-Open swimmers are not eligible to compete at Canadian Swimming Trials, Western Championships, and Canadian Junior & Swimming Championships. Participation in other Swimming Canada Competitions is limited to events where the meet package states that entries are open to Masters-Open type registrations.

Registration Class: Summer

Categories	Summer
Definition	For swimmers who are participating in a summer development program or summer camp.
Eligibility	Any swimmers participating in a summer-based program with a Swim BC Club.
Registration Period	May 1 through August 31

- Summer swimmers can participate in unlimited Summer League events.
- Summer swimmers are not eligible for competitive opportunities outside of the Summer League, this includes Sanctioned events. Divisional Championships, Provincial Championships and Swimming Canada National Events.
- Summer swimmers are not included in any Swimming Canada rankings.

Registration Class: Summer Open

Categories	Summer
Definition	Summer Swimmers who plan to compete in the summer sanctioned competitions and in



	PS/Swimming Canada sanctioned competitions excluding Swimming Canada National Competitions during the applicable period May 1 through August 31.
Eligibility	Any swimmers participating in a summer-based program with a Swim BC Club.
Registration Period	May 1 through August 31

Swim School / Swim Fit Registration

Categories	Swim School	Swim Fit
Definition	Low-cost entry level sessional opportunity for clubs running entry level programs or for clubs looking to expand their programming.	Low-cost sessional opportunity for clubs running non-competitive training programs wishing to avoid an annual registration fee
Eligibility	Introductory level non-competitive swimmer in a club-based swim school, swimming lesson or sessional recreation program.	Non-competitive swimmer in a club-based fitness, teen fitness, or recreational program only.
Registration Periods	Fall: September 6 th to December 31 st Winter: January 3 rd to March 31 st Spring: April 1 st to June 30 th	Fall: September 6 th to December 31 st Winter: January 3 rd to March 31 st Spring: April 1 st to June 30 th
Fee	\$10 per session	\$10 per session

Rules / Procedures:

1. Registration will be conducted independent of the online system (do not register swimmers in the RTR).
2. Clubs will submit a roster of swimmers using the downloadable template available in the Swim School / Swim Fit registration form, which can be found on the [Swim BC website](#).
3. Swim BC will generate and send an invoice to the club at which time payment will be due. Standard Swim BC payment procedures will apply.
4. Registration opens the first day of each session.
5. Swimmers are not limited to the number of sessions they may register for, in a season.
6. Swim School swimmers are not eligible for an upgrade to Pre-Competitive or Competitive. If a swimmer is ready to progress, a “new” registration in either of the categories would be required.
7. Swim School swimmers are not eligible to participate in a sanctioned competition.
8. Coaches: See Swim School/Swim Fit coach registration section below.

For more information, please contact Swim BC Administrative Coordinator, [Elisa Greenway](#).



Coach Registration

Coaches are registered through the RTR system by the Club Registrar. They must be registered annually and need to be fully registered before they become active in their coaching position. **Coaches must be at least 15 years of age at time of registration.** Coach registrations are valid from September 1st, 2023, to August 31st, 2024.

Coaching Registration Categories

There are six (6) coaching registration categories. Please review all registration categories and ensure each of your clubs' coaches are registered in the category that best suits their active role.

- Coaches may upgrade to a higher registration category if needed, they may not downgrade to a lower category.
- Each registration category has unique NCCP certification requirements and are listed in the coach registration requirement section below.
- All coaching registration categories (A1, A2, B, C, D) are \$86 per year.
- Swim School / Swim Fit coach registrations are \$52 per year.

Registration Category	Description	Sanctioned Competition Access
A1	National Level Head Coach	All levels
A2	Provincial Level Head Coach	Sanctioned competition up to Prov Champs
B	National Level Assistant Coach	Assistant only - at all levels
C	Provincial Level Assistant Coach	Assistant only - sanctioned competition up to Prov Champs
D	Pre-Competitive Coach	No sanctioned competition
D	Masters Coach	Masters only sanctioned competition
Swim School / Swim Fit	Swim School / Swim Fit Coach	No sanctioned competitions / Requirements below

Coaching Registration Procedures

1. The Club Registrar registers each coach in the appropriate registration category.
2. They will generate a Swim BC and a CSCA invoice which will initiate the registration process.
3. The club will pay the invoices to Swim BC and to the CSCA.

Swim School / Swim Fit Registration Procedures

1. Club Registrar will fill out The Swim School Coach/Swim Fit Coach form available on our [website](#).
2. They will upload completed template to the Swim BC online form.
3. Swim BC will generate the invoice and send it to the club contact.
4. Club will pay the invoice to Swim BC.

If a coach with your club is registered with another club, they do not need to register again. The coach can log into their RTR profile and affiliate themselves with multiple clubs as required.

Coaching Registration Requirements

The individual coach is responsible for the following steps, each step is explained in detail in subsequent sections:

1. *Ensure RTR coach profile is current and sign the Acknowledgement and Assumption of Risk Form
2. *Ensure NCCP number is recorded in the RTR system - this enables certification verification
3. Complete a Criminal Record Check through the Criminal Record Review Program (CRRP)
4. Complete Safe Sport Training
5. *Complete CSCA registration and Screening Questions



**Not required for Swim School / Swim Fit Coaches*

Coaching Certification Requirements

All coaches must meet the minimum certification requirements for the registration category they are registered in. The table below outlines those requirements. Please only register coaches in the category that meets your club's needs. For example, if your head coach only attends Invitational or Provincial meets they should be registered as an A2 coach. They do not need to be in A1 coach as they will not be attending National Championships. Coaches can be upgraded to a higher coaching category if they need to attend National competitions and meet the certification requirements. It is the responsibility of the coach to manage their certification levels.

Minimum Certification Requirements for Registration				
Reg Category	Event Level	New Coaches	Returning Coaches	Minimum NCCP Certification for Swimming Canada National Competitions
A1	Head Coach attending National Competitions	N/A	Fundamentals Coach Certified	Canadian Swimming Trials or Championships: Senior Coach Trained or Age Group Coach Certified Westerns or Junior Championships: Age Group Coach Trained
A2	Head Coach attending Provincial Competitions	N/A	Fundamentals Coach Certified	Not Eligible
B	Assistant Coach attending National Competitions	N/A	Fundamentals Coach Certified	Canadian Swimming Trials or Championships: Senior Coach Trained or Age Group Coach Certified Westerns or Junior Championships: Age Group Coach Trained
C	Assistant Coach attending Provincial Competitions	N/A	Fundamentals Coach Certified	Not Eligible
D	Pre-Competitive Coach no competitions	Community Coach in Training <u>or</u> Fundamentals Coach in Training <u>or</u> Swimming Teacher in Training	Fundamentals Coach Trained <u>or</u> Swimming Teacher Trained <u>or</u> Community Sport Coach Trained	Not Eligible
Swim School Swim Fit	Pre-Competitive Coach not attending meets	Community Coach in Training <u>or</u> Fundamentals Coach in Training <u>or</u> Swimming Teacher in Training	Fundamentals Coach Trained <u>or</u> Swimming Teacher Trained <u>or</u> Community Sport Coach Trained	Not Eligible



New Coaches

Coaches registering for the first time in their career:

- The new coach process applies only to the coach category D:
 - To meet their new coach certification requirement, coaches need to be registered in an NCCP course during the 2023 to 2024 season or have already completed the NCCP course of their choice.
- Any coaches registering after November 30th will have 30 days to complete the requirements.
- New coaches have until November 30th of their second year to meet the requirements for a returning coach.

If at any point in the past the coach was registered as a coach with another club and starts coaching at a new club, they are not considered a new coach.

Certification Verification Procedure

Swim BC will be reviewing each coach's certification level through the Coaching Association of Canada's portal called, the Locker. It is the coach's responsibility to manager their certification. To be able to verify coaching certification, coaches will be required to include the following on their RTR profiles:

- Full First and Last Name
- Date of Birth
- NCCP Number
- Email

Criminal Record Checks

All registered coaches must submit a criminal record check (CRC) to Swim BC via the CRRP.

- To access the CRRP, you must use a Swim BC specific link via Swim BC specific access code.
- **Please contact Tracy Gardner for the access code.** This code **must not** be posted publicly, share only with coaches requiring a criminal record check.
- **Plan ahead!** Processing times may take two or more weeks. Please ensure enough time for a CRC to be processed before a coach starts in their role.

CRRP Link: <https://justice.gov.bc.ca/eCRC/>

Previously requested CRCs with the CRRP may be shared with Swim BC without requesting a new CRC. Each separately requested "employer" CRC cost \$28.00 – this can be avoided by selecting "share the results" on the CRRP website.

Safe Sport Training

Coaches are required to take Safe Sport training to be fully registered. Safe Sport training is to be completed once every five years. Coaches must take one of the following approved programs:

- [Respect in Sport for Activity Leader/Coach Training](#)
 - \$30.00 / 3 NCCP Professional Development (PD) points.
- [Coaching Association of Canada's Safe Sport Training](#)
 - Free course / 2 NCCP PD points / available through The Locker.

CSCA Screening

When a coach is registered through the RTR system, two registrations are generated and invoiced:

- Swim BC
- CSCA (Canadian Swimming Coaches Association)
 - Membership is mandatory to be a registered coach in Canada.
 - Coaches must complete the CSCA screening process at registration.



Non-Compliance

Coaches have until November 30th to complete all registration requirements, including minimum required NCCP training. If not completed, the coach will be marked non-compliant in the RTR system.

- Coaches registering after November 30th have 30 days to complete registration requirements.
- Non-compliant coaches are in default of Swim BC registration rules and are not covered by insurance. They cannot coach in any manner (training sessions and competitions).

Suspended Coaches

- Swim BC membership status for non-compliant coaches may be suspended.
- Coaches will receive a suspension letter stating the parameters of the suspension.
- **New for the 2023-24 Season** – Club Presidents and Head Coaches will now be required to sign and acknowledge the suspension letter and return it to Swim BC.

Volunteer Coaches

Volunteer coaches must be registered with Swim BC and follow all registration requirements stated above.

Registration Fees Table					
Registration Class	Registration Type	Annual Fee			
		Swimming Canada	Swim BC	MSABC	Total
Club Fee					
	Swim BC Club Fee		\$400.00		\$400.00
Coaches					
	All Categories	\$34.00	\$52.00		\$86.00
	Swim School Coach		\$52.00		\$52.00
	Swim Fit Coach		\$52.00		\$52.00
Swimmers					
Non-Competitive	Pre-Competitive	\$14.50	\$35.00		\$49.50
	Swim School		\$10.00		\$10.00
	Swim Fit		\$10.00		\$10.00
Competitive	Fundamentals (8&U)	\$33.50	\$70.00		\$103.50
	Skills (9-10)	\$53.50	\$70.00		\$123.50
	Development (11-14)	\$73.50	\$92.00		\$165.50
	Open (15&O)	\$93.50	\$114.00		\$207.50
	Varsity-Open	\$46.75	\$101.00		\$147.75
Varsity	Varsity Year Round	\$93.50	\$114.00		\$207.50
	Varsity (Sep 1 - Aug 31)	\$46.75	\$25.00		\$71.75
Summer	Summer	\$3.50	\$6.50		\$10.00
	Summer-Open	\$15.50	\$6.50		\$22.00
Masters	Masters	\$12.50	\$25.00	\$11.50	\$49.00
	Masters-Open	\$100.00	\$96.00	\$11.50	\$207.50

Registration Class	Registration Type	New Registrations April 1 – Aug 31		
		Swimming Canada	Swim BC	Total
Swimmers				
Non-Competitive	Pre-Competitive	\$14.50	\$17.50	\$32.00
Competitive	Fundamentals (8&U)	\$16.75	\$35.00	\$51.75



	Skills (9-10)	\$26.75	\$35.00	\$61.75
	Development (11-14)	\$36.75	\$46.00	\$82.75
	Open (15&O)	\$46.75	\$57.00	\$103.75

Upgrade Fees

The fee to upgrade a swimmer is the difference between the pre-competitive fee and the corresponding competitive fee. There will not be a discount to the upgrade fee if the swimmer is upgraded after March 31st.

Varsity Fees

If a registered Varsity swimmer wants to represent both their Swim BC Club and Varsity Team at competition, they must register as Varsity with their Varsity program and Varsity-Open with their Swim BC Club.

Varsity swimmers who want to represent their Varsity Program for the whole season, should register as Varsity Year-Round with their Varsity Program. Varsity swimmers who join a Swim BC Club after April 30th cannot register as Pre-Competitive.

Invoice Payments

Swim BC invoices are due 30 days post transaction. We accept 2 methods of payment:

- **E-Transfers** – are accepted for all invoices. E-Transfers can be sent to payments@swimbc.ca. It is set up for direct deposit, and you should not have to use a security question. **Please include your invoice number in the comment of the E-Transfer to ensure that your payment is applied to the correct invoices.**
- **Cheques** – are accepted for all invoices. Cheques must be made out to “Swim BC”. Cheques can be mailed to our office at 305-4420 Chatterton Way, Victoria BC V8X5J2.

Official’s Registration

Officials are registered through the RTR annually by the Club Officials Administrator. Registration allows officials to track their officiating certifications and officiate at sanctioned competitions.

- The Club Officials Administrator must fill out an Additional User form and the Registration System Access Compliance Declaration to gain access to the RTR system.
- Officials are required to update their officials account through the RTR each year.
- Officials do not pay a fee to register.

Level 3, 4 and 5 Officials must submit a criminal record check through the CRRP once every five years. Please see *Volunteer Criminal Record Checks* for more information.

Important Dates & Expectations

- June 7th, 2023 - Club Application Opens
- August 15th, 2023 – **If your club wants access to the RTR on the day it opens, you must have your club application submitted, approved by Swim BC, and your club fees paid by this date.**
 - Any applications submitted past August 15th, will be reviewed on a first come first serve basis, with *longer wait times* in the month of September.
- September 5th, 2023 - RTR System Opens – *tbc*
- October 3rd, 2023 – Phase 2 Club Report - Opens
- November 30th, 2023 – Phase 2 Club Report - Closes



Swim BC would like to remind clubs that, to vote at the Annual General Meeting in September, clubs must be fully registered and in good standing with Swim BC.