



**2022-2023
Registration
Manual**



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Welcome to the 2022-2023 competitive swim season! Thank you to 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 task of swimmer and coach registration. Registration is one of the key services that Swim BC offers our clubs. This manual is designed to help clubs navigate the club, swimmer, and coach registration processes. Swim BC is excited to move into a new season, and we can't wait to continue to support clubs, coaches, and athletes.

Overview

Swimmers, Coaches and Clubs in BC are members of Swim BC, recognized by viaSport and the Government of BC as the Provincial Sport Organization (PSO) responsible for the governance of competitive swimming in BC. Swim BC is also a member of Swimming Canada, the National Sport Organization (NSO). This relationship provides our membership access to Swimming Canada Sanctioned events and the Swimming Canada Registration, Tracking and Results System (RTR). The RTR is integral to your role as a Club Registrar. The intent of this manual is to provide you with the information and instructions to assist you in your 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 on membership to support accountabilities for government funding. Statistics obtained from the data collected in the "RTR" are fundamental to this process. With your assistance and diligence, we are able to 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.

Please do not hesitate to contact Club Services Manager, Sam Thoms (sam.thoms@swimbc.ca) or feel free to phone **(778) 430-9100** if you have any questions about registration.

Registration Process

Through the registration process, Swim BC maintains access to membership, and inherently approves clubs as a Class "A" voting member. As a registered member, Swim BC clubs are required to abide by all policies, rules, regulations and bylaws of Swim BC. As an essential club representative, you must familiarize yourself with all Swim BC policies. For information on all Swim BC policies please check [here](#).

Swimming Canada defines core rules and procedures for swimmer, coach, and official's registration. Swim BC also has a set of provincially required rules and regulations we are required to implement.

Why Do We Have to Register Every Year?

The registration period begins September 1st and expires August 31st for all memberships (club, swimmer, coach), regardless of when a member joins. Clubs must register with Swim BC annually. Once a club has successfully registered, they gain access to Swim BC's services outlined below and access to the Registration, Tracking and Results system (RTR).



Swim BC Services

As a Member Club, you have access to the services that Swim BC provides. These services include but are not limited to the following:

- Swim BC and Swimming Canada registration,
- Comprehensive member insurance coverage,
- Club management resources and communications
- Coaching Development (NCCP and professional development)
- Governance and Policy Development resources
- BC Swimming Congress (Coaches Conference, Club Development Series, Officials Symposium, Hall of Fame and Awards Banquet, Swim BC AGM)
- Divisional Competitions & Provincial Championships
- Competition sanctioning and oversight
- Safe Sport initiatives and education
- Officials Development
- Comprehensive Technical programming

More than Just Insurance

Many clubs equate Swim BC registration fees only with insurance coverage. It is true that the registration fees do include insurance; however, insurance isn't the only service that is provided when clubs, coaches or swimmers register. All the services listed above are included and funded by the registration fees. To that end, if within your club vernacular your club refers to Swim BC registration as "insurance" we ask that you move your club culture to reference the term as "Swim BC registration" instead of insurance.

Club Registration

The first step in the registration process is to register as a club. To be a good standing club with Swim BC, clubs need to go through the registration process each season. You will not have access to the RTR system to register coaches or swimmers until you are fully registered as a club.

To register as a club, 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 Registration Portal

This season we are introducing an updated online **Club Registration Portal**. You will be able to submit the required club information and documents through the submission process. The online registration form will ask for basic club information, contact information, policies, society information and facility declaration. Each requirement is outlined in detailed below. All fields in the portal need to be completed in full. If you have issues with the portal, you can reach out to [Sam Thoms](#) for help.

Swim BC will be reviewing all documents submitted. Once the registration is approved, the Club Registrar will gain access to the RTR system to be able to proceed with coach and swimmer registration. The estimated date the RTR system will open this year is September 1st, when Swimming Canada confirms this date we will let clubs know. Any clubs with outstanding invoices from the previous season will not be eligible to register as a club until their account has been settled. Club Registration is valid until August 31st, 2022.



Club Registration Requirements

This section outlines the requirements that are in the Club Registration Portal. Each requirement needs to be completed in full. If you have any questions or issues with submitting a requirement, please reach out to [Sam Thoms](#).

Club Information

Please provide the basic information for your club including:

- Club Name
- Website
- Mailing Address

Contact Information

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

- Club President
- Head Coach
- Club Registrar
- Club Officials Director

We highly recommend that for these positions, clubs create a club specific email for each so that volunteers/staff are not using their personal email for club business. Examples for emails are **clubpresident@clubname.ca** or **registrar@clubname.ca**. Club emails through Gmail or Outlook are acceptable and encouraged.

BC Societies

The majority of clubs in BC are Registered Societies. As part of the BC Societies Act, registered societies have annual accountabilities. To ensure our clubs are in compliance with the BC Societies Act, Swim BC requires clubs to submit the following information:

- Previous AGM Date & Minutes
- Upcoming AGM Date
- Certified Constitution & By-Laws
- Certificate of Good Standing
- Statement of Directors and Registered Off (Dated within 60 days post AGM)

Policies

Beginning this season, Swim BC is expanding the basic set of policies that Clubs must have in place. The required policies are to help clubs build a basic Safe Sport policy profile to ensure they have the tools to make important decisions and risk manage their organization.

At a minimum, the following policies will be **required** for 2022-23 club registration:

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. Minutes from Board Meeting where the policies were adopted

For Clubs who use **Team Unify**, you will be required to have a Privacy Policy.



Swim BC has worked with Sport Law to provide member clubs with templates for these required policies and other essential policies. For copyright protection reasons, these policies won't be posted online. Please reach out to Sam Thoms via email to request a MS Word file of the policy.

Swim BC will not accept:

- Outdated or poorly developed policies
- Policies that are clearly "re-transcribed" templates
- Policies embedded in a "club manual"

Swim BC recognizes that upgrading policy will be challenging for some clubs, however, it is critical work and must be done - it is an essential Board role. Swim BC can assist you in your work. Please let us know if you have questions or require clarification. For general questions, please reach out to Sam Thoms. For more detailed queries, please reach out to Ken Radford.

Volunteer Criminal Record Checks

Swim BC requires certain club volunteers to provide Criminal Record Checks (CRC) through the Criminal Record Review Program (CRRP). It is the club's responsibility to present Swim BC with a list of volunteers that will require a Criminal Record Check can be uploaded to the Club Registration Portal. A template for this list will be available.

CRCs received will be monitored against the list provided by your club and a report will be sent every quarter. Please note that 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.

Volunteers that are required to submit a Criminal Record Check:

- Club Board of Directors
- Chaperones or Team Managers
- Level 3, 4 and 5 officials.

Facility Declaration

Swim BC asks that all registered clubs 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 Registration Portal, if you access more than 5 facilities, please email the remaining facilities to Sam Thoms.

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.

Starting this season, clubs will need to re-submit their Statement of Directors and Registered Office 30 Days after their AGM.

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

- Change in Board of Directors (more information below)
- Change in Club Registrar
- Updates to Club Contact Information
- Head Coaching Changes



Change in Board of Directors

Swim BC provides Directors and Officers Liability Insurance to those persons named on the current seasons club registration submission. It is the club’s responsibility to inform Swim BC of all changes to ensure our information is accurate. If your Board has had any changes following the annual registration process, please submit the Change in Board of Directors form to update our records. This form is available on our website under Club Resources and linked here: [Change in Board of Directors Form](#).

Registration Fees

Registration Category	Annual Fee	New Registrations after March 31st
Club		
Age Group Club	\$400	
Masters Club	\$15	
Coach		
Coach (All Categories)	\$79.00	
Swimmers		
Pre-Competitive	\$48	\$31
Summer	\$20.25	
Fundamentals (8&U)	\$101	\$50.50
Skills (9-10)	\$121	\$60.50
Development (11-14)	\$163	\$81.50
Open (15&O)	\$205	\$102.50
Open Varsity	\$146.50	
Varsity Year Round	\$205	
Varsity	\$70.50	
Masters	\$49	
Masters-Open	\$205	

Detailed descriptions for each swimmer category can be found on page 12.

Upgrades

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 Swimmers

- If a registered Varsity swimmer wants to represent both their Age Group Club and Varsity Team at Competition, they should register as Varsity with their Varsity Program and Varsity-Open with their Age Group 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 an Age Group club after April 30th cannot register as Pre-Competitive.

Invoice Payments

Invoices submitted to Swim BC should be paid within 30 days. For any invoices that are more than 30 days outstanding, we will reach out to complete payment. There are 3 methods of payment we currently accept:

- **Credit Card** – We only accept Credit Cards for invoices that are less than \$300. If you wish to use your credit card for payment, please call the office to provide your credit card information.



- **eTransfers** – We accept eTransfers for all invoices. Transfers can be sent to payments@swimbc.ca. It is setup for direct deposit, and you shouldn't have to use a security question. Please include your invoice number in the comments of the eTransfer to ensure that your payment is applied to the correct invoices.
- **Cheques** – We accept cheques from club accounts. Cheques can be mailed to our office at 305-4420 Chatterton Way, Victoria BC, V8X 5J2 (Please note, the Swim BC office will be moving this summer. An updated address will be provided at that time)

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. Coach registrations are valid from September 1st, 2020 and August 31st, 2021.

Coaching Registration Categories

There are five (5) coaching registration categories. Please review all registration categories and ensure each of your club's 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 requirements section below.

All coaching registration categories are \$79 per year.

Registration Category	Description	Sanctioned Competition Access
A1	National Level Head Coach	All sanctioned competition up to Swimming Canada National Level Competitions
A2	Provincial Level Head Coach	All sanctioned competition up to Swim BC Provincial Championships
B	National Level Assistant Coach	All sanctioned competition up to Swimming Canada National Level Competitions
C	Provincial Level Assistant Coach	All sanctioned competition up to Swim BC Provincial Championships
D	Pre-Competitive Coach	No access to sanctioned competition
	Masters Coach	Masters only sanctioned competition

Coach Registration Requirements

The Club Registrar will register each coach in the appropriate coach registration category. They will need to generate an invoice which will initiate the registration process. The club is responsible for generating and paying the invoices to Swim BC and separately to the CSCA. If a coach with your club is already registered with another club, they do not need to be registered again. Coaches can log into their RTR profiles and affiliate themselves with multiple clubs.

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

1. Ensure RTR Coach Profile is current & Sign the Acknowledgment and Assumption of Risk Form
2. Ensure NCCP number is recorded in the RTR system – this enables certification verification and is required
3. Complete a Criminal Record Check through the CRRP
4. Complete Safe Sport Training
5. Complete CSCA Screening Questions



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 a A2 coach. They do not need to be an 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				
Registration Category	Event Level	First Year Coaches	Returning Coaches	Minimum NCCP Certification for Swimming Canada National Competitions
A1	Head Coach attending Swimming Canada National Competitions	N/A	Fundamentals Coach Certified	Canadian Swimming Trials or Championships: Senior Coach Trained or Age Group Coach Certified Western or Junior Championships: Age Group Coach Trained
A2	Head Coach attending Provincial Meets	N/A	Fundamentals Coach Certified	Not Eligible
B	Assistant Coach attending Swimming Canada National Competitions	N/A	Fundamentals Coach Certified	Canadian Swimming Trials or Championships: Senior Coach Trained or Age Group Coach Certified Western or Junior Championships: Age Group Coach Trained
C	Assistant Coach attending Provincial Meets	N/A	Fundamentals Coach Certified	Not Eligible
D	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



Community Sport Coaches

Returning Category D coaches who are Community Sport Trained, can only be Community Sport Trained for 2 years. After that time, they will need to progress to Fundamentals Coach In-Training.

First Year Coaches

A first-year coach is a coach that is registered for the first time in their career. They have different certification requirements than coaches coming back year after year. 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 first-year coach. First-year coaches have until November 30th of their second year to meet the requirements for a returning coach.

First year coaches only apply to the Category D coach category. To meet the First Year Coach certification requirement, coaches need to be registered in a NCCP course during the 2022-2023 season or have already completed the NCCP course of choice.

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 manage their certification. To be able to verify coaching certification, coach's will be required to include the following on their RTR profiles:

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

First year coaches may not have an NCCP number at the time of registration, if so have them add their NCCP number to their RTR profile once they start their certification process. All returning coaches will have a NCCP number to include. If Swim BC cannot find the coach through The Locker, we will request a copy of the coach's certification transcript.

Criminal Record Checks

All registered coaches must submit a Criminal Record Check (CRC) to Swim BC through the Criminal Records Review Program (CRRP). Criminal record checks will be valid for 5 years, per Swim BC CRC and Screening Policy. To access the CRRP, please use the following Swim BC specific link. **Please reach out to Sam Thoms for the access code.** This code **MUST NOT** be posted publicly. Please only share directly with coaches that require a Criminal Record Check. Processing times may take 2 weeks or more depending on the volume of requests. 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/>

If you have previously requested a Criminal Record Check with the CRRP within the last 5 years, you may share your Criminal Record Check with Swim BC without requesting a new check. You can do this by selecting "Share the results of a Completed Criminal Record Check" in the link above.

Each Criminal Record Check has a cost of \$28

Safe Sport Training

Coaches are required to take Safe Sport training to be fully registered. Safe Sport training is to be completed once every 5 years. Coaches must take **one** of the following approved programs:

- [Respect in Sport for Activity Leader/Coach Training](#) (or)
- [Coaching Association of Canada's Safe Sport Training](#)



The Respect in Sport for Activity Leaders/Coach training costs \$30 and coaches will receive 3 NCCP PD points upon completion. Re-certification of this course will be required once every 5 years. If you have already completed this course in the last 5 years, then you do not need to redo the course. The CAC Safe Sport Training is available through The Locker. It is a free course and coaches will receive 2 NCCP PD points upon completion.

CSCA

When a coach is registered through the RTR system, 2 invoices are generated. One is for Swim BC and the other is for the CSCA ([Canadian Swimming Coaches Association](#)). Being a member of the CSCA is a requirement to be a registered coach with Swimming Canada and Swim BC. As a requirement for registration, coaches must complete the CSCA screening questions through their CSCA account

Non-Compliance

Coaches have until November 30th to complete all the above requirements. If not completed, the coach will be marked as Non-Compliant. Any coaches registering after November 30th have 30 days to complete the requirements. Non-Compliant coaches will not be able to attend meets, will not be covered by insurance and their membership with Swim BC will be reviewed for suspension.

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 (For exceptions, please contact Swim BC).

Swimmers may register and participate in competition according to their gender identity. Swimmers can only register as one gender at a time. If a swimmer is changing their gender identity, 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](#).

Steps to Register a Swimmer

- 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 Risks Form

Once all steps are completed the Swimmer will then show as “Registered”. They are not fully registered until all the steps are completed. Swimmers can only be entered into sanctioned competitions when their status is marked as Registered.

Acknowledgment & Assumption of Risk Forms

All swimmers are required to sign the Acknowledgement & Assumption of Risk Form. They have been integrated into the RTR system and can 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 be taken through a series to verify their swimmers account and sign the Acknowledgement & Assumption of Risk Form.



Each swimmer associated with the account will have a separate form. They will just 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 form or not.

Swimmer Transfers

Swimmers can only be registered with one Age Group 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. This mechanism is in place to safeguard clubs, act as a preventative measure to dissuade swimmer recruitment and to identify any financial conflicts with a swimmer’s previous club.

The Swimmer Transfer process is as follows:

- The Club Registrar of the new club will initiate the transfer process in the RTR system
- 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.
- Swimmers may transfer to a new club at the beginning of a season without the transfer counting towards their transfer count for that season.
- Swimmers may transfer once during any one season without restriction. 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. If they enter a meet during that period, they must be entered as “Unattached”

Swimmer Registration Categories

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, 2022.
- If a swimmer from an educational institution outside of Canada (eg NCAA) wishes to compete for their home Age Group 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.



Categories	Varsity-Open
Definition	Canadian Varsity Team registered Swimmers who wish to compete for an Age Group Club at sanctioned competitions during the competitive season.
Eligibility	Swimmers must be concurrently registered with a U SPORTS/RSEQ School in the Varsity registration type.
Registration Period	September 1 through August 31

- Registration must be finalized prior to April 30. After 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 Age Group Club or Varsity Team, however between May 1st - August 31st they can only represent their Age Group Club

Registration Class: Varsity

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

- All swimmers registered in a Varsity registration type may represent their Varsity Team in any Swimming Canada competition, including Swimming Canada National Competitions, within their Registration Period
- Varsity Swimmers can register with a Varsity Team that is outside the boundaries of their home province and/or permanent residence
- If a swimmer is **going to return to their home Age Group club** at the end of the Varsity season, they should be registered as Varsity, and not Varsity Year-Round. Varsity Year-Round is only for swimmers who will be representing only their varsity club for the entire competitive season.
- If a Varsity swimmer wishes to compete in Masters competitions then they must also register with a Masters club as a Masters Swimmer



Registration Class: Pre-Competitive

Categories	Pre-Competitive
Definition	For swimmers who are enrolled in fitness, learn to swim programs or other development programs who do not wish to participate in sanctioned competitions
Eligibility	Swimmer's age 17 and under
Registration Period	September 1 through August 31

- Pre-Competitive swimmers can compete as exhibition in one sanctioned event per season. If swimmers want to compete in more sanctioned competitions, they can be upgraded to the 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: Summer

Categories	Summer
Definition	For swimmers who are participating in the Summer League, a summer development program, or summer camp.
Eligibility	Any swimmers participating in a summer-based program with an Age Group 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 will not be included in any Swimming Canada rankings

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 events and Swimming Canada sanctioned events.
Eligibility	Swimmers aged 18 and over	Swimmers aged 18 and over
Registration Period	September 1 through August 31st	September 1 through August 31



- Masters swimmers can register with multiple Masters clubs, but they may only represent one club at a Masters Competition
 - 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.
-

Officials Registration

Officials are registered through the RTR annually by the Club Officials Director. Officials do not pay a fee to register. Registration allows officials to track their officiating certifications and officiate at sanctioned competitions. The Club Officials Director must fill out an Additional User – Registration System Access Compliance Declaration to gain access to the RTR system.

Officials are required to sign the Assumption of Risk form through their RTR profile. If you have previously signed the form, you do not have to resign it.

Level 3, 4 and 5 officials must submit a Criminal Record Check through the CRRP once every 5 years. Please see “Volunteer Criminal Record Checks” on page 7 for more information.