

**REMS Readiness**

**CLUB AFFILIATION PROCESS 2024-2025**

Complete the following forms and send payment of $135 to SNB

1. [Club Registrar Declaration Form](https://poolq.blob.core.windows.net/swimnb/files/club-registrar-declaration-form.docx)
2. [Facility Declaration Form](https://poolq.blob.core.windows.net/swimnb/files/Club%20Declaration%20Form%20-%20Facility%20Rules%202024.pdf)
3. [Additional User Declaration Form](https://poolq.blob.core.windows.net/swimnb/files/Additional%20User%20Declaration%20Form_2024.pdf)(s) (Meet Manager and/or Chief Officials Administrator)

Once these forms and payment is received, your Club’s REMS account will be activated after Sept 5

Send forms & payment to info@swimnb.ca or by mail to 122 Poets Lane, Fredericton, NB E3B 9P7

**REMS System will be Live in New Brunswick on Sept 5, 2024**

* Swimming Canada is finalizing all the training manuals and information to be ready for the 5th
* In preparation for this, please ensure you complete your Club Affiliation Process
* We also ask that you let us know when your club plans to open registration. This way we will be better able to organize/plan training
* Swimming Canada may occasionally send communications and information directly to REMS users. Please note that if there are any discrepancies in their dates/information from what is communicated by SNB, please assume the SNB information is accurate. Swimming Canada is using some dates and timelines as a general guide but provincial PSO’s are adapting some of these to better suit the province. When in doubt, do not hesitate to reach out and ask us to clarify.

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| **SNB Tentative Timeline – REMS Launch** |
| Date | Access Available | Focus |
| Sept 5, 2024 | Club RegistrarsPlease note that bulk registration and bulk member record changes will **not** be available for the 2024-25 season.    | Focus on Swimmer and Coach Registration |
| Sept 10, 2024 | Meet ManagersChief Officials Administrators (COAs) | Focus on setting up meets for sanctioning and Officials Qualification/Certification information |
| Sept 17, 2024 | CoachesMeet Managers | Focus on Meet Entries, entry validation and results |
| Oct 7, 2024 | Chief Officials Administrators | Deck Logs will be available on REMS |

**NEXT STEPS:**

* Complete your Club Affiliation process with SNB to gain access to REMS and let us know when you plan to open your registration
* Once you have access to REMS, bookmark the [REMS Knowledge Base](https://sportlomo.atlassian.net/wiki/spaces/SCS2/overview) page and refer to it frequently for updates and new resources