NATIONAL REGISTRATION PROCEDURES AND RULES MANUAL

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Part 1: DEFINITIONS AND OVERVIEW

1. DEFINITIONS

"Affiliation" fully registered;

"Annual General Meeting" the annual general meeting of the members;

"**Canadian Safe Sport Program"** or **"CSSP"** a program and set of rules, administered independently by Sport Integrity Canada, that is responsible for enforcing the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) for federally funded sport organizations, by receiving and responding to Reports of Prohibited Behaviour, and by developing and carrying out education, prevention and policy activities, including sport environment assessments.

"Cisgender" a person whose gender identity aligns with their sex assigned at birth;

"Classifier" a person authorized as an official and certified by Swimming Canada to conduct some or all components of Athlete Evaluation as a member of a Classification Panel.

"Club" an organized swimming club consisting of Swimmers registered with a Provincial Section Member, whose main objective is the instruction and/or participation in competitive swimming;

"Coach" a person registered with a Club and/or a Provincial Section Member, and/or the Corporation who is "certified" or "trained" or "in-training" status by the Coaching Association of Canada under the National Coaching Certification Program and who is registered with the CSCA. For further clarity, a coach means a duly registered individual who meets the coaching certification requirements of Swimming Canada;

"Competition" or **"Meet"** or **"Time Trial" or "Event"** a sanctioned swimming competition;

"CSCA" the Canadian Swimming Coaches Association;

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

"Gender of Registration" the gender (male or female) selected for swimmers upon registration in the Registration, Tracking and Results System;

"High Performance Centres" and "Swimming NextGen Programs" high performance training entities in Canada as identified by Swimming Canada.;

"High Performance Clubs" Special Interest Group Members as identified annually as the first through sixth performance clubs by total team points scored at the swim meet designated annually by Swimming Canada for such determination;

"Independent Coach": a coach who is not affiliated with any one club, but applies for registration directly with the Provincial Section or Swimming Canada, and is approved for for the purposes of acting as a mentor coach, a consultant to coaches, or a temporary substitute coach in the daily training environment of only an affiliated Club. An Independent Coach may also enroll in certification courses;

"Member-in-Good-Standing" the registrant has met and fulfilled the registration requirements of the Provincial Section and Swimming Canada;

"National Team" the selected National Swim Team as determined by Swimming Canada from time to time;

"New Registrations" first time registrations in a given season;

"Non-Binary" a person who do not describe themselves or their genders as fitting into the categories of man or woman.

"Non-Compliant Coach" a coach who has not met the registration requirements set by Swimming Canada and the Provincial Section within the timelines;

"OCRC" the Officials, Rules and Competitions Committee. The OCRC is a Special Interest Group and is responsible for matters relating to officiating in the sport of swimming in Canada;

"Official" a person acting as an official for competitive swimming competitions. For further clarification, an official means a duly registered individual who meets the officiating certification requirements of Swimming Canada;

"Outstanding Financial Commitment" any outstanding expenses that are directly related to swimming. This includes unpaid invoices for competition related expenses, unpaid invoices for team clothing, fees, etc.;

"Provincial Section (PS)" geographically defined provincial or territorial swimming organization, which is a Member as described herein;

"Registrant" all individuals or entities of Swimming Canada who have applied for, or have been nominated in the case of a Swimming Club, for registration as a Registrant with the Corporation, who have agreed to abide by the Corporation's By-laws, policies, rules and regulations and who have been accepted as a Registrant with the Corporation;

"Registration" (and all references to "register", "registered") the registration of a registrant upon payment of such registration fees as may be determined from time to time by Swimming Canada, the compliance by such registrant with all other registration procedures of Swimming Canada, and the inclusion of such registrant's name in the registration data of Swimming Canada;

"Registration and Events Management System (REMS)" Swimming Canada's national online database;

"Returning Coach" A coach returning for a second season of coaching regardless of the lapse of time from first year of coaching;

"Sanctioned Competition" a swimming competition approved under the authority of Swimming Canada as per the Event Sanctioning Policy in an approved facility having the minimum standards of Swimming Canada with the expectation of qualified officials who conduct the competition under the published rules; and where the results of the competition are entered in the Swimming Canada results database;

"Support Staff" a registered individual who provides non-coaching services such as medical, supervisory, technical, or logistical support to swimmers and teams.

"Suspended Club" a club who loses their Swimming Canada and PS affiliation status as a result of Swimming Canada or PS disciplinary action. All rights for the club are revoked during the suspension period. Members-in-Good-Standing of the suspended club are eligible to transfer to another club as per the National Transfer Procedure;

"**Suspended Registrant**" a swimmer, coach or official whose registration has been suspended as a result of a disciplinary action initiated, and/or approved by the Club, PS and Swimming Canada. Suspended coaches may not participate in any interaction or activity with Swimming Canada registrants until registration has been reinstated;

"Swimmer" a person registered with a Swimming Club and/or a Provincial Section Member, and/or the Corporation whose main objective is participation in competitive swimming;

"Swimming Canada" Swimming/Natation Canada;

"Swimming Canada National Event" competitions, which are designed and run in accordance with the meet format determined from time to time by Swimming Canada; these events include:

- Canadian Swimming Trials;
- Canadian Swimming Open;
- Ken Demchuk International;

- Canadian Summer Championships
- Canadian Masters Swimming Championships

"Transgender" a person gender identity differs from the sex assigned at birth;

"Universal Code of Conduct to prevent and address Maltreatment in Sport (UCCMS)" the core document that sets harmonized rules to be adopted by sport organizations that receive funding from the Government of Canada to advance a respectful sport culture that delivers quality, inclusive, accessible, welcoming and safe sport experiences

"Unattached" the person so designated does not represent a club when competing in a Swimming Canada sanctioned competition;

"World Aquatics" the international governing body for aquatic sports (formerly known as FINA).

"World Para Swimming (WPS)" is the global governing body for the sport of competitive swimming for athletes with disabilities. Operating under the International Paralympic Committee (IPC), it establishes the rules, oversees international classifications, and manages world championships and the Para Swimming World Series.

2. Registration Safety Policy and Procedures

2.1 Any member, registrant and/or volunteer, upon registration or participation in any role with Swimming Canada, is committing to behaviour in compliance with the Code of Conduct of Swimming Canada, including any member, registrant and/or volunteer designated by Swimming Canada as participants subject to the Universal Code of Conduct to address and prevent Maltreatment in Sport (UCCMS) and the Canadian Safe Sport Program (CSSP) and abiding by all other Swimming Canada Policies; and equivalent documents from the PS's and Special Interest Group Members (where applicable).

2.2 Swimming Canada shall in its discretion publish the name, offence and sanction resulting from an investigation and/or discipline process where any registrant, member or any other person is found to have breached the UCCMS or any of the Swimming Canada Policies.

2.3 In addition, where serious misconduct is alleged which affects the individual's ability to participate in Swimming Canada events in a safe, non-discriminatory, and ethical manner, including but not limited to conduct which results in the laying of criminal charges, Swimming Canada may impose an interim suspension against the individual and publish notice of such interim suspension pending the outcome of an investigation and disciplinary process and/or criminal proceeding. In the case of UCCMS violations, Sport Integrity Canada, in accordance with the CSSP, may impose consequences including a provisional suspension from Swimming Canada sanctioned activities and events.

2.4 Screening

a) Swimming Canada will publish screening requirements for various registration categories which may include a valid Enhanced Police Information Check (E-PIC) or Vulnerable Sector Check (VSC) or similar.

b) In addition, Swimming Canada may request updated screening information (E-PIC, VSC or similar) at any time. Upon official notice of request, the registrant has 30 days to comply or will be suspended in the interim until provided.

c) The results of this requested E-PIC, VSC or similar will be reviewed in accordance with Swimming Canada's Screening Policy to determine whether the registrant may continue to be an active registrant with Swimming Canada.

2.5 Any person appearing on specifically but not limited to, any type of Canadian Sex Offender Registry or any similar registry of a foreign country is not eligible to register or participate in any capacity; paid or unpaid.

2.6 The Swimming Canada CEO or their designate, at their discretion, may issue an emergency suspension to any registrant or member.

3. Overview Swimming Canada Registration

Swimming Canada publishes the National Registration Procedures and Rules manual on an annual basis and reserves the right to make changes to the document at any time if required. Any changes will be clearly communicated.

The Swimming Canada membership cycle begins annually on September 1st and ends on August 31st.

MEMBERS	**AFFLIATION PROCESS**
Provincial Sections (PS)	Process for PS's to affiliate with Swimming Canada is outlined in the *National Registration Procedures and Rules - Provincial Sections* and the *Swimming Canada By-Laws*
Special Interest Group - CSCA - OCRC - Athletes Advisory Council	Process includes submission of required information as outlined in the *National Registration Procedures and Rules* and the *Swimming Canada By-Laws*
Special Interest Group - High Performance Clubs	As stated in the *Swimming Canada By-Laws*, the organization identifies six clubs based on performances at the Swimming Canada national competitions as designated by the Swimming Canada CEO.
REGISTRANTS	**REGISTRATION PROCESS**
Clubs	Clubs affiliate annually with Swimming Canada through their respective PSs as outlined in *National Registration Procedures and Rules – Clubs*.
Swimmers	Swimmer registration is outlined in *National Registration Procedures and Rules – Swimmer Registration*.
Coaches	Coach registration is outlined in the *National Registration Procedures and Rules – Coaches*. Coach registration is with three organizations; Swimming Canada, the PS and CSCA.
Officials	Officials registration is outlined in the *National Registration Procedures and Rules – Officials*.
Support Staff and Classifiers	Support Staff and Classifier registration is outlined in the *National Registration Procedures and Rules – Support Staff and Classifiers*

4. SWIMMING CANADA REGISTRATION FEES FOR 2026-2027

REGISTRATION CLASS	REGISTRATION TYPE	FEE
Competitive	Competitive	$76.00
Varsity	Varsity	$76.00
Competitive	Unattached-CAN *(non-resident Canadian)*	$119.00
Pre-Competitive	Pre-Competitive	$17.50
Sessional	Sessional	$3.25
Summer	Summer (May 1-Aug 31)	$8.50
Masters	Masters	$15.75
Limited Event	Limited Event	$10.25
Coach	All Coach Registration Types	$37.75
Official	Level I, II, III, IV, V *	$0
Support Staff	Support Staff, Classifier	$0

Note: PS Registration Fees are established by the PS

All Coaches are required to be members of the CSCA and CSCA fees are established by the CSCA

**Under Swimming Canada Board resolution, officials are exempt from fees by Swimming Canada; however, they are not exempt from fees by PSs.*

4.1 Swimming Canada does not refund registration fees to withdrawing Swimmers.
4.2 Registration between September 1 and March 31 will be invoiced at full cost
4.3 Swimmers registering in a Competitive registration type after March 31st will have their Competitive type fee pro rated by 50%.
4.4 Pre-Competitive Swimmers moving into the Competitive stream will have their Competitive type fee pro-rated by the Pre-Competitive fee. The 50% fee discount will be applied after March 31st for Swimmers upgrading from Pre-Competitive to Competitive.
4.5 Swimming Canada invoices the PS for the season's swimmer and coach registration fees in April and September based on registration statistics collected on March 31 and August 31 respectively.
4.6 Failure to adhere to the payment schedule as outlined above may result in loss of privileges.

PART 2: NATIONAL REGISTRATION PROCEDURES AND RULES

1. PROVINCIAL SECTIONS

1.1 PSs affiliate annually with Swimming Canada upon meeting submission requirements as outlined below.

1.2 The authority over its members, and the privileges and responsibilities of members, are defined in the By-Laws and Policies of the respective PS and Swimming Canada.

1.3 While each PS has the authority to create and enforce their own requirements and procedures for Club, Swimmer, Coach and Official affiliation and annual renewal processes, the PSs are required to include and uphold any Swimming Canada rules and procedures .

1.4 The *Provincial Section Privacy Policy Compliance Declaration* is required to be completed annually and submitted to the National Registrar prior to gaining access to the REMS.

1.5 In compliance with the Swimming Canada Privacy policy, the PS is required to circulate and collect completed *Club Registrar Compliance Declaration* forms annually from each affiliated club in their province.

1.6 The PS will ensure that Clubs submit completed *Additional User – Registration System Access Compliance Declaration* for any additional users of the REMS, such as officials administrators, meet managers, team managers, or others as developed, and that they are given system access according to their declared purpose.

1.7 The PS will ensure that Clubs submit completed *Club Declaration Form – Facility Rules*.

1.8 The following are required to be submitted electronically, annually to Swimming Canada. Failure to provide the requirements may result in loss of voting privileges at Swimming Canada AGM.

a) PS audited financial statements where required by Provincial or Canadian law or approved financial statements (most recent) which include the signatures of two current Board of Directors (must be received by September 1st)
b) Annual General Meeting minutes or link to online location (within 30 days of PS AGM)
c) Updates or revisions to Constitution, Bylaws and Policy Manuals or link to online location (within 30 days of final approval)
d) Proof of insurance for all registrants

2. CLUBS

2.1 Clubs must affiliate with their respective PS on an annual basis. Registration is for the period of September 1 to August 31 of each year or May 1 to August 31 for clubs only offering Summer programming

2.2 Club registration becomes final upon payment of all applicable fees to the respective PS and the submission of required club contact information and other documentation as set by the PS.

2.3 Club affiliation is applied for and approved through the PS, upon acceptance and affiliation clubs are also agreeing to comply with the policies, procedures and rules of Swimming Canada.

2.4 Clubs may only run programs within the provincial boundaries of their geographic location and may only register with a PS within the provincial boundaries of their geographic location.

2.5 Clubs from the Yukon Territory, the Northwest Territories and Nunavut wishing to join Swimming Canada shall apply for affiliation with the PS as follows; Yukon Territory; Swim BC, Northwest Territories; Swim AB, Nunavut; Swim MB.

3. CLUB CODE

3.1 All clubs shall have a distinct "Club Code" of a minimum of 2 digits and a maximum of 5 digits (letters A-Z and/or numbers 0-9, no special characters), to be used for the purposes of identification through the common entry procedures as practiced in sanctioned competitions in Canada. Swimming Canada has the right to refuse a club code request. The club codes for the High Performance Centres and PSs can be up to 6 digits long.

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

3.3 New clubs may suggest or be assigned a code by the PS. The PS is required to check with the National Registrar to ensure the availability of the requested code. The National Registrar will determine that the code is not a duplicate.

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

3.5 Each Province will create a club entity for the purposes of registering PS coaches, staff, officials, Learning Facilitators or Master Learning Facilitators with the PS, Swimming Canada and the CSCA (if applicable). The name and code may vary from province to province and should reflect the PS name. Examples are SWIMBC, SWIMNL, and FNQ.

3.6 If a registered swimmer is not eligible to represent their club in a competition, the following alternate club codes can be used to enter a competition. The use of the following does not change the registration affiliation of the swimmer;

a) **UNAB, UNBC, UNNL** etc.: club code designation for a registered swimmer during the 60 day unattached period for second or subsequent transfers when they are ineligible to represent their new club in a competition

b) **UNVAR**: club code designation for any/all University registrants complying with NCAA regulations while competing in a Swimming Canada sanctioned competition. This swimmer must also be registered with a Canadian Age Group club or in the case of Simon Fraser University (SFU); be registered in a *Varsity* registration type

3.7 **SKNCC, ONNCC, NBNCC** etc. is the club code designation for the entities set up by the Provincial Registrar in the registration system for registration of Independent Coaches. The entity name and code will be "Province abbreviation, Non-Club Coach" These club codes will not be accepted in any meet entry process.

3.8 **HPCVN, HPCON and CHPQUE** will be the entities and club codes set up by Swimming Canada to be used to register Swimming Canada High Performance Centre Swimmers, Coaches and Support Staff at the respective Centre.

4. SWIMMERS

Swimmer Registration Procedure and Rules:

Swimming Canada supports a club based model or structure, meaning Swimming Canada's Registrants must register with a Club who is an affiliated member of the respective PS member. The registration process includes registration with the Club, PS and Swimming Canada.

4.1 All Swimmers must register annually with a Club who is a member in good standing with the respective PS.

4.2 Registration of Swimmers must be processed annually in the registration system through their respective PS.

4.3 Registration must be completed within two weeks (14 days) of commencing participation

4.4 All Swimmers will be required to sign the Acknowledgement and Assumption of Risks Form and agree to comply with Swimming Canada's policies on an annual basis.

4.5 Swimmer registration becomes effective upon payment of all applicable fees to the appropriate PS by the Club, and upon verification, completion and confirmation of the Swimmer and primary contact information in the registration system by the Swimmer/Parent/Guardian.

4.6 In order to compete in World Aquatics/World Para Swimming/Swimming Canada sanctioned competitions swimmers must be registered as *Competitive*, through their respective Club and PS.

4.7 Upon registration in the REMS, a Swimmer must select their gender of registration. The two options will be male and female. This is the gender that will appear in the registration system and in swim meet results.

a) Swimmers will have the choice to complete the optional self-declaration of their gender identification (Cisgender, Non-Binary, Transgender). This optional self-declaration will have no effect on the gender of registration but will provide valuable information as we continue to develop and grow programming.

4.8 A Swimmer can only identify with one registration gender (male or female) at a time. A swimmer changing their gender of registration is required to initiate a new registration for the new gender. Only one registration can be active at a time. Reversal of registration gender will require re-activation of the previous gender of registration.

4.9 As it relates to National Team selection, a transgender Swimmer must meet international federation criteria prior to declaring availability for selection at any National Team selection event. The transgender Swimmer must show proof in writing from the international federation that they are eligible to compete at Olympic, Paralympic, World Aquatics or World Para Swimming events

4.10 Swimmers who wish to register with a Club that is different from the previous Club that they were formerly registered with, must refer to the *National Registration Procedures and Rules – Swimmer Transfers* and *the National Registration Procedure and Rules – Cross Province Swimmer Registration* contained in this manual.

4.11 If a club is suspended or dissolves, Swimmers must transfer their registration to another swim Club who is a member in good standing with the respective PS in order to maintain their registration status and be eligible to be entered in sanctioned events.

4.12 Swimmers may only register with a club within provincial boundaries of their permanent residence with the exceptions noted in the *National Registration Procedure and Rules – Cross Province Swimmer Registration* contained in this manual.

4.13 Upon registration in REMS, a Swimmer must select their citizenship. Citizenship is used strictly for sport eligibility purposes, not for immigration or residency status. The available options (Canadian, Canadian Permanent Resident and foreign) align with team selection policies and World Aquatics/World Para Swimming regulations. Swimmers who are Canadian citizens, who have represented another country internationally and have not completed the World Aquatics

Change of Sport Nationality process must be identified as “foreign” in REMS as they are not eligible for selection to Canadian teams.

4.14 Permanent non-resident Canadian citizens can register directly with Swimming Canada under the club Unattached Canada. This allows them to participate in Swimming Canada National Competitions and be eligible for selection to represent Canada internationally, in accordance with World Aquatics Rule Part One, Section Three.

Registration Types Procedure and Rules

4.15 Registration Types

Registration Type	Definition	Valid
Competitive	Swimmers wishing to take part in unlimited sanctioned events. Competitive swimmers over eighteen, excluding U SPORTS/RSEQ and classified para swimmers, must meet Swimming Canada National Events qualification standards or the provincial requirements in order to be eligible to register in the Competitive registration type.	September 1-August 31
Varsity	Swimmers representing U SPORTS or RSEQ teams who will compete at USPORTS/RSEQ competitions. Swimmers have the option to represent their U SPORTS or RSEQ club at all Swimming Canada sanctioned events including Swimming Canada National Events excluding the Canadian Masters Swimming Championships.	September 1-August 31
Pre-Competitive	Swimmers aged 17 and under enrolled in "Learn to Swim" and "Fitness" type programs. Swimmers may compete in one sanctioned event.	September 1-August 31
Sessional	Swimmers aged 17 and under enrolled in "Learn to Swim" programs that take place on a sessional basis. Swimmers are not permitted to compete in sanctioned events.	September 1-December 31 January 1-April 30 May 1-August 31
Masters	Masters Swimmers aged 18 and over participating in Masters programming and Masters sanctioned events only.	September 1-August 31
Summer	Swimmers registered in Summer leagues or programming who can compete in Summer sanctioned competitions within the PS in which they are registered. At the discretion of the PS, Summer Swimmers can compete in select PS/Swimming Canada sanctioned competitions excluding Swimming Canada National Competitions.	May 1-August 31
Limited Event	Swimmers participating in a single competitive opportunity for an external organization's event (i.e. Canada Games, North American Indigenous Games, World Police and Fire Games) or an open water event sanctioned by Swimming Canada or a Provincial Section	The duration of the approved single sanctioned event

a) A Swimmer's age is determined as of December 31 of the current season, except for Masters Swimmers, who must be at least eighteen years old by August 31 of the current season to register in the Masters Registration type.
b) Swimmers attending an educational institution outside of Canada wishing to compete for a Canadian Club must be registered directly with the Club in the Competitive type.
c) Varsity swimmers who are registered concurrently with both a Canadian Varsity Team and their Age Group Club may compete only for either their Varsity team or their Age Group Club at competitions that have a competition start date between September 1 and August 31.
d) Swimmers training full time at a Swimming Canada High Performance Centre (HPC), will have the option to register directly with the HPC. Optionally, Swimmers can register with an Age Group Club or Varsity Team.
e) Varsity Swimmers can register with a Varsity Team that is outside the boundaries of their permanent residence.
f) Swimmers in the Pre-Competitive type may compete as in ONE competitive sanctioned event per swimming year (September 1 to August 31); their results from the sanctioned event must be uploaded to the results and rankings as Exhibition swims.
g) Swimmers in the Pre-Competitive type who wish to compete in additional sanctioned events must be upgraded to the appropriate Competitive registration type.
h) Swimmers registered in the Sessional type can register for multiple sessions within a season.
i) Sessional swimmers are not eligible to compete in competitive sanctioned events.
j) Masters swimmers can only be registered with one Masters Club
k) Masters swimmers can only compete in "Masters" sanctioned events.
l) In order to compete in Masters sanctioned events, Masters swimmers must meet the age requirements as outlined in 2.4 of the Swimming Canada Rules.
m) A sanctioned 'Other' type event is for Canadian purposes only. Any requests for World Aquatics/WPS competition approval or sanctioning must go through the appropriate international federation.
n) A sanctioned 'Other' type Event entity, accepting registrations for the single competitive event can only be set up in the registration system by the Provincial or National Registrar.
o) This registration type is limited to a single entry of participants, not currently registered with a Club affiliated with a PS, into the sanctioned Provincial, National or International competition or event.

5. SWIMMER TRANSFERS

The transfer process shall act as a formal mechanism to terminate a swimmer's affiliation with one club and to initiate their affiliation with a new club. A transfer is not only intended to relocate a swimmer's registration and competition history but to safeguard clubs and act as a preventative measure to dissuade swimmer recruitment, and to serve as a method to identify any financial conflicts/issues with a swimmer's previous club.

These transfer rules apply to all swimmers transferring clubs regardless of the PS designated club type.

5.1 A swimmer registering with a new club at the start of a season will not be considered the first transfer for that season.

5.2 A swimmer wishing to change clubs must make a request to the Club Registrar of the new club to begin the registration process in the REMS which will initiate a transfer. An email transfer request is sent to the current (releasing) Club and the PS.

5.3 The releasing 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.

5.4 If the swimmer has no outstanding financial commitments to that club, the former club must release the swimmer immediately.

5.5 If the swimmer has outstanding financial commitments to that club, the releasing club has up to 90 days to resolve outstanding matters after which time the transfer will be approved by the PS. Any outstanding financial commitment after this 90-day period should be dealt with via the appropriate authorities (small claims court or other civil means).

5.6 The releasing club is not allowed to charge a transfer and/or release fee to the swimmer.

5.7 A transfer is effective on the date the approval is formally given by the PS.

5.8 Upon approval of the first transfer in the swimming season, by the releasing Club and PS, the swimmer may then represent his/her new club in a competition.

5.9 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 is considered registered, but may not represent his/her new club in a competition (including scoring points or swimming in a relay) and must be entered into meets as "unattached - province" (i.e. UNBC, UNON, UNNS). Refer to the *National Registration Procedure and Rules – Club Code* contained in this manual.

5.10 A swimmer transferring to a club in another PS will pay the full provincial and any upgrade fees, if applicable, of the new PS. The Swimming Canada fee will not be charged twice.

5.11 A swimmer who has been suspended by the Club, Province or Swimming Canada is required to follow the *National Registration Procedure and Rules – Suspended Registrants* contained in this manual.

5.12 Registrants of a suspended club are eligible to transfer to another club as per the above procedures.

5.13 The transfer of a registrant from a suspended club is initiated by the receiving club when registering a swimmer. In this case, the Provincial Registrar has the authority to release the swimmer and process the transfer.

5.14 In the instance of transfers from a suspended club, Swimming Canada has the authority to work with the PS to waive the transfer count for swimmers.

6. CROSS PROVINCE SWIMMER REGISTRATION

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

6.1 Swimmers wishing to register or transfer to a Club within the province or in 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.

6.2 Swimmers wishing to register or transfer to a Club in a different provincial jurisdiction must be a member-in-good-standing in the province in which they are currently registered with and must demonstrate that the majority of training shall be on-site with the new Club. An email from the Head Coach of the "receiving club" outlining the on-site training expectations to both the National and Provincial Registrars shall fulfill the requirement. Pending successful proof of this requirement, the registration or transfer request shall not be unreasonably withheld.

6.3 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.

6.4 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.

6.5 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.

6.6 This Procedure does not apply to the following situations where specific Swimming Canada rules shall govern:

a) Swimmers competing in the U SPORTS/NCAA.
b) Swimmers enrolled in a graduate studies program and who are post U SPORTS/NCAA eligible.
c) Swimmers who are Canadian citizens and permanently residing outside of Canada (if permitted by PS).
d) Swimmers training full-time at a Swimming Canada High Performance Centres will have the option to register directly with the High Performance Centre. Optionally, Swimmers can be registered with an Age Group Club or Varsity Team
e) Swimming Canada NextGen Program swimmers can register in one of the following ways
    - Age Group club within provincial boundaries of their permanent residence
    - Age Group Club or Varsity Team (if applicable) in the city of the High Performance Centre of NextGen Program
f) Masters swimmers

7. COACHES

Category	Description
Head Coach	Head Coach
Assistant Coach - National	Assistant Coach attending Swimming Canada National Events
Assistant Coach - Provincial	Assistant Coach attending Provincial, Invitational events and U-Sport Championships
Pre-Competitive, Masters, Summer Club Coach	Pre-competitive Coach, Masters Coach, Summer Club Coach

VALID: registration valid September 1 to August 31

Rules and Procedures:

7.1 All Coaches working with registered Swimming Canada Swimmers must register annually as a Coach via the REMS, prior to becoming active in a coaching position.

7.2 Coaches are required to meet the following registration requirements of Swimming Canada, the PS and the CSCA within 2 weeks (14 days) of commencing activity as a coach.

a) Registration processed in the REMS;
b) Full payment made;
c) Signature of the Acknowledgement and Assumption of Risks Form and consent to comply with Swimming Canada's policies
d) Completion of the Screening Disclosure Form
e) Completion of Approved Safe Sport Training

7.3 All Coaches must be a minimum of 15 years of age to actively coach in a Swimming Canada affiliated program and be registered in the REMS.

7.4 To be fully registered with Swimming Canada, the PS and the CSCA, coaches must meet the following requirements:

a) Swimming Canada, the PS and the CSCA registrations fully processed in the REMS,
b) Full payment made;
c) Signature of the Acknowledgement and Assumption of Risks Form and consent to comply with Swimming Canada's policies
d) Screening as per your PS and the CSCA in accordance with the standards set in the Swimming Canada Screening Policy;
e) Approved Safe Sport Training to be completed every five years:
Respect in Sport for Activity Leader Training OR Coaching Association of Canada's Safe Sport Training
f) Meet minimum NCCP certification or training requirements (see *Appendix A: Coach Certification*)
g) Complete any additional registration requirements set by the PS;

7.5 Coaches have until November 30th to complete the above requirements before being considered non-compliant. Coaches who register after December 1st will have 60 days to complete the minimum NCCP certification or training requirements.

a) Coaches registered with a Summer Club have until May 31st to complete the above requirements

7.6 Coaches who have not met the requirements by the timelines as identified in this document or by the PS will be considered non-compliant. A PS may develop procedures to deal with non-compliant coaches.

7.7 Once active with a primary club, which will hold the highest registration type, a Club Registrar will be able to affiliate coaches with additional clubs. There will be no additional fees for additional club affiliation.

7.8 Independent Coaches who are not affiliated with a Club, may apply for registration directly to the PS or Swimming Canada. A registered Independent Coach will be limited to the following:

a) Facilitating NCCP or professional development opportunities or acting as an evaluator.
b) Serving as a substitute Coach or a mentor Coach, or a consultant to coaches in a daily training environment of an affiliated club within the province of their registration.
c) If registered in the correct registration type, may attend but may not coach swimmers at a Swimming Canada National Competition.
d) Should an Independent Coach wish to coach swimmers at a Swimming Canada National Competition, they must transfer their registration to a club.
e) Should an Independent Coach wish to provide coaching services outside of the province of their current registration, they must become registered as an Independent Coach with the new PS in the appropriate type.

7.9 A PS may register an Independent Coach in the provincial Non-Club Coach entity which has been activated by the Provincial Registrar for this purpose as outlined in the National Registration *Procedures and Rules – Club Code* manual (e.g. BCNCC, NBNCC; *Province* Non-Club Coach)

7.10 Provincial Technical Directors and/or Provincial Coaches will be registered by the Provincial Registrar using the entity set up for this purpose as outlined in the National Registration *Procedures and Rules – Club Code*. Choose the registration type that matches the individual's duties and responsibilities. (registration entity example: SWIMBC, SWIMNL, FNQ)

8. OFFICIALS

All Officials must be registered annually through the REMS. Officials will not be required to pay a fee to register with Swimming Canada. A Provincial Officials registration fee may be set by the PS.

ELIGIBILITY: Individuals pursuing officiating certification and acting as an official at a sanctioned event
VALID: Registration valid September 1 to August 31

8.1 All Officials must be registered annually as an Official within two weeks (14 days) of commencing activity as an Official.

8.2 All Officials are required to sign the Acknowledgement and Assumption of Risks Form and agree to comply with Swimming Canada's policies on an annual basis.

8.3 Those Officials not affiliated with a Club can pursue their Swimming Canada Officials registration directly through their PS.

8.4 It is the responsibility of the Official to manage their certification levels.

9. SUPPORT STAFF AND CLASSIFIERS

All Support Staff and Classifiers must be registered annually through the REMS. Support Staff and Classifiers will not be required to pay a fee to register with Swimming Canada.

VALID: registration valid September 1 to August 31

9.1 All Support Staff and Classifiers must be registered prior to commencing activity with Swimming Canada registrants.

9.2 All Support Staff and Classifiers are required to sign the Acknowledgement and Assumption of Risks Form and agree to comply with Swimming Canada's policies on an annual basis.

9.3 All Support Staff and Classifiers must be registered in the REMS in order to receive accreditation at Swimming Canada National Events as outlined in the Swimming Canada National Events Accreditation Policy.

10. SUSPENDED REGISTRANTS

The Suspended Registrant process shall act as a formal mechanism to support disciplinary actions imposed by a Club or PS or Swimming Canada on a Swimmer, Coach, Official, Support Staff or Classifier. All suspensions in the REMS will be applied nationally.

Suspended Registrant Procedure:

10.1 Clubs who have suspended a Registrant must inform the Provincial Registrar, who will consult with the PS Executive Director. The Provincial Registrar has the authority to activate the swimmer's *suspended status* in the REMS.

10.2 PSs and the CSCA who have suspended a registrant, must inform the Swimming Canada CEO or their designate

10.3 Upon determining that a suspension will be imposed the time period (start date and end date) will be noted in the REMS.

10.4 A Registrant with a suspended status in the REMS is not permitted to transfer to a new Club until the suspended status has been removed by the Provincial Registrar.

10.5 A Swimmer with a suspended status in the REMS will be prohibited from entering a sanctioned competition.

10.6 A Coach with a suspended status in the REMS will be prohibited from interacting with Swimming Canada registrants (training and competition settings).

10.7 An Official with a suspended status in the REMS will be prohibited from officiating at Swimming Canada sanctioned events.

10.8 A Registrant with a suspended status in the REMS will not be entitled to Swimming Canada's insurance privileges as defined in the Swimming Canada's Association Insurance Policy during the term of their suspension.

11. CANADIAN SWIM COACHES ASSOCIATION (CSCA) – SPECIAL INTEREST GROUP MEMBER

Procedure and Rules:

11.1 As a Special Interest Group member, the CSCA must register annually with Swimming Canada. The authority over its members and the rights and responsibilities of members are defined in the Bylaws and Policies of the CSCA.

11.2 Swimming Canada's long-standing partnership with the CSCA requires registered coaches working with a Swimming Canada affiliated club or PS to also become registered with CSCA.

11.3 The following submissions are required annually from CSCA to Swimming Canada:

a) The CSCA is required to notify the Swimming Canada National Registrar of any changes to their respective coach types or categories annually by August 15th for updating in the online system

b) Office, Staff and Board of Directors contact information or link to the location online

c) Audited financial statements where required by Provincial or Canadian law or approved financial statements (most recent) which include the signatures of two current Board of Directors

d) Annual General Meeting minutes or link to the online location

e) Updates to Constitution, Bylaws and Policy Manuals or link to the location online

f) Confirmation of previous season annual membership statistics at August 31st (prior to September 30th)

CSCA Memorandum of Understanding

There may be additional requirements as agreed upon in the Canadian Swimming Coaches Association Memorandum of Understanding with Swimming Canada.

APPENDIX A: COACH CERTIFICATION

It is incumbent upon the Coach to manage their training, education and certification levels for registration purposes, and for participation in sanctioned competitions. The following illustrates Swimming Canada's NCCP certification pathways: : https://www.swimming.ca/nccp-programs/

All trained and certified coaches must maintain the required Professional Development (PD) points as determined by the Coaching Association of Canada (CAC). Details surrounding PD points for Swimming Canada registered coaches can be found here: https://www.swimming.ca/maintenance-of-training-certification/

	First Year Coach	Returning Coach
Age Group Coach	By November 30th, ONE of the following must be completed • **Community Sport Coach Trained** Community Sport Coach eLearning pre-course + Community Sport Coach Course + *Successful completion of the* MED eLearning Module • **Fundamentals Coach Trained** *Complete Swimming 101 eLearning Pre-course + Swimming 101 Course + Successful completion of* MED eLearning Module • **Swimming Teacher Certified** *Approved application for I Can Swim Teacher, Lifesaving Society Swim Instructor, Lifesaving Instructor or Lifesaving Society Swim for Life Instructor + Successful completion of the MED eLearning Module* If a coach registers after November 30th, they have 60 days to achieve one of the NCCP statuses as indicated above. **Attendance at Sanctioned Age Group Competitions** First year coaches, must be accompanied by a coach certified at a higher level (Fundamentals, Age Group, or Senior Certified) in order to coach at Age Group sanctioned competitions.	By November 30th : • Coaches registered in the Head Coach, Assistant Coach-National and Assistant Coach-Provincial categories must be **Fundamentals Coach Certified** *Swimming 101 eLearning Pre-course + Swimming 101 Course + Fundamentals Coach Portfolio + Successful completion of the* MED eLearning Module • Coaches registered in the Pre-Competitive, Masters, Summer Club Coach type, must be at a minimum **Community Sport Coach Trained** *Community Sport Coach eLearning pre-course + Community Sport Coach Course + Successful completion of the* MED eLearning Module

	First Year Coach	Returning Coach
Masters Coach	By November 30th ONE of the following must be completed for Masters Coaches registered in the Head Coach, Assistant Coach-National and Assistant Coach-Provincial type • **Community Sport Coach Trained** Community Sport Coach eLearning pre-course + Community Sport Coach Course + *Successful completion of the* MED eLearning Module • **Fundamentals Coach Trained** *Complete Swimming 101 eLearning Pre-course + Swimming 101 Course + Successful completion of the* MED eLearning Module • **Swimming Teacher Certified** *Approved application for I Can Swim Teacher, Lifesaving Society Swim Instructor, Lifesaving Instructor or Lifesaving Society Swim for Life Instructor + Successful completion of the* MED eLearning Module Masters Coaches registered in the Pre-Competitive, Masters, Summer Club Coach type, at a minimum must have completed the **Introduction to Masters Swimming Coaching online module** and the **successful completion of the MED eLearning Module.** If a coach registers after November 30th, they have 60 days to achieve one of the NCCP statuses as indicated above. **<u>Attendance at Masters Sanctioned Competitions</u>** Coaches registered in the Pre-Competitive, Masters, Summer Club Coach category may attend Masters sanctioned competitions without supervision if they have met the minimum NCCP standard as indicated above.	By November 30th : • Masters Coaches registered in the Head Coach, Assistant Coach-National and Assistant Coach Provincial types must be **Fundamentals Coach Certified** *Swimming 101 eLearning Pre-Course + Swimming 101 Course + Successful completion of the* MED eLearning Module + *Fundamentals Coach Portfolio* • Masters Coaches registered in the Pre-Competitive, Masters, Summer Club Coach type must have completed the Introduction **to Masters Swimming Coaching Online Module** and the **successful completion of the MED eLearning Module**

	First Year Coach	Returning Coach
Summer Coach	By May 31st, ONE of the following must be completed • **Community Sport Coach Trained** Community Sport Coach eLearning pre-course + Community Sport Coach Course + *Successful completion of the* MED eLearning Module • **Fundamentals Coach Trained** *Complete Swimming 101 eLearning Pre-course + Swimming 101 course + Successful completion of the* MED eLearning Module • **Swimming Teacher Certified** *Approved application for I Can Swim Teacher, Lifesaving Society Swim Instructor, Lifesaving Instructor or Lifesaving Society Swim for Life Instructor + Successful completion of the* MED eLearning Module If a coach registers after May 31st, they have until June 15th or the date of the first swim meet to achieve one of the NCCP statuses as indicated above. **Attendance at Summer Sanctioned Competitions** First year coaches may attend sanctioned summer competitions without supervision if Community Sport Coach Trained or Fundamentals Coach Trained or Swimming Teacher Certified. If not, they must be accompanied by a coach certified at a higher level (Fundamentals, Age Group, or Senior Certified).	By May 31st: • Summer Coaches registered in the Head Coach, Assistant Coach-National and Assistant Coach Provincial types must be **Fundamentals Coach Certified** *Swimming 101 eLearning Pre-Course + Swimming 101 Course + Successful completion of the MED eLearning Module + Fundamentals Coach Portfolio* • Coaches registered in the Pre-Competitive, Masters, Summer Club Coach type, must be at a minimum **Community Sport Coach Trained** *Community Sport Coach eLearning pre-course + Community Sport Coach Course + Successful completion of the MED eLearning Module*

Coach Challenge (Swimming 201 and Swimming 301 only)

- Coaches who plan to challenge an NCCP level must submit the Challenge Request and pay the appropriate challenge fee before November 30th
- Coaches starting work with a Club for the first time after November 30th have 30 days to submit the Challenge Request and pay the appropriate challenge fee
- Time to complete Coach Challenge Requirements are as follows:
    - Age Group Coach – 6 months
    - Senior Coach – 9 months

Minimum Coach Certification Levels at Swimming Canada National Competitions

Type	Minimum NCCP Certification for attendance at Swimming Canada National Competitions (2026-2027)
Head Coach	Senior Coach Trained + Completion of Portfolio Part A Or Age Group Coach Certified Canadian Masters Championships Minimum Masters Coach NCCP standards as outlined on page 22
Assistant Coach - National	Canadian Swimming Trials Senior Coach Trained Or Age Group Coach Certified Canadian Open, Canadian Summer Championships or Ken Demchuk International Age Group Coach Trained Canadian Masters Championships Minimum Masters Coach NCCP standards as outlined on page 22
Assistant Coach - Provincial	Canadian Masters Championships Minimum Masters Coach NCCP standards as outlined on page 22
Pre-Competitive, Masters, Summer Club Coach	Canadian Masters Championships Complete Introduction to Masters Swimming Coaching online module and successful completion of the MED eLearning Module

Coaches wishing to receive an accreditation for any Swimming Canada National Competition and don't meet the minimum requirements, as noted in the table above, must apply for an exemption. This exemption requires completion of the Swimming Canada Exemption Form for National Competitions outlining a plan and timeline to meet the minimum requirements.

This must be completed by the entry deadline of the competition as indicated in the meet package: 2026-27 Swimming Canada Exemption form for National Competitions