



CLUB REGISTRAR 2018-2019



Dear Club Registrar,

WELCOME: Thank you for taking on the role and responsibility of Club Registrar. Each swim club in the province of Prince Edward Island is a member of the national governing body for swimming called Swimming Canada and the provincial governing body called Swim PEI. All governing organizations are required to report on membership in return for government sport funding. Statistics are obtained directly from the data collected in the Registration system. With your assistance to provide accuracy, we can comply with our requirements and continue to benefit from strong government support, virtually all of which is directed towards the support of swimmers, coaches and clubs. For this reason, all swim clubs are required to process all registrations to Swim PEI and Swimming Canada via the online registration system. An individual's registration is required to be completed within two weeks of commencing participation.

The Provincial Registrar will have provided you with a *Registrant PIPEDA Consent form* and a *Letter to the Swimmer/Parent*. The letter and consent form must be included in your club's registration package to each swimmer/family. A signed consent to the collection of personal information is required from each registrant prior to being entered in the registration system, including Officials. **If the registrant does not consent to the collection and use of the personal information as outlined in the Consent form please do not enter their information in the registration system, but contact your Provincial Registrar and provide Swim PEI with a copy of the declined consent form.**

GETTING STARTED: The Provincial Registrar will have also provided you with a *Club Registrar Compliance Declaration*, which outlines the obligation and commitment to protect swimmers' personal information. Each Club Registrar is required to return the completed declaration to the PS prior to obtaining access to the registration system.

ADDITIONAL USERS: There may be a need to add an additional user such as a Team Manager in your club to have access to the meet result files and an Officials Administrator to handle registration of Officials. If this is the case please complete the *Additional User Registration System Access Compliance Declaration form* and submit to Swim PEI. The Provincial Registrar will create login access and a permission email will be sent to the user.

RESOURCES:

The Provincial Registrar is your direct resource and contact.

Support Request: a support request tab is located in the site menu for technical assistance in the registration system.

[Swimming Canada National Registration Policy, Procedure and Rules Manual](#) (Scroll to Resources). This document provides the details of Swimming Canada's Registration policy, fees, rules and procedures.

Club Registrar Guide (links located in the Registration system on the user's Updates page)

Meet Manager Guide (links located in the Registration system on the user's Updates page)

SWIMMER REGISTRATION:

Confirm a valid email address for each swimmer/family before beginning the registration process. Do not assume that the email address that is in the system from the last registration is correct. An invalid email address or the club email address shall not knowingly be entered by the Club Registrar as it would prevent communication concerning options regarding Canadian Anti-Spam Legislation, privacy consent and/or registration information.

Swimmer registration is considered complete when the Provincial Registrar marks the swimmer invoice as paid **and** the primary contact information and swimmer information in the system has been confirmed by the parent/guardian/swimmer.

Completed registration is indicated by the swimmer status showing as '**Registered**' and with a check mark ✓ in the 'Account Updated' column on the Swimmer List page. Entries for a swim meet can only be accepted when the swimmer's registration is complete.

For Club Registrars that complete the swimmer/contact confirmation process and enter the required data on the registrant's behalf, you will need to collect the answers for the Aboriginal Ancestry, citizenship and Para Swimming questions in your own Club registration process, so that you can properly answer them on their behalf.

COACH REGISTRATION:

Please confirm a valid email address for all coaches prior to initiating a registration – and advise them on this requirement. Do not assume that the email address in the system from last year is still valid or the one they currently use. Coach registration is only complete once the status states '**Registered**'. **Please note that coaches will not receive the 'Registered' status until they have also met all the requirements outlined in the Swim PEI Coach Compliance Policy.** Resend the 'CSCTA email' from the system if your coach's status is '**CSCTA Account Pending**', reminding them to complete their registration process.



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OFFICIALS REGISTRATION

The registration system is now accepting Officials registrations. It is a requirement that all clubs now register their Officials in the registration system. Procedure and Rules for registration are outlined in the registration manual as referred to above.

Regards,

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