



REGISTRANT - 2019-2020 REGISTRATION



Dear Registrant/Swimmer/Parent/Guardian,

Welcome to the 2019-2020 swimming season! Please take a moment to review this brief explanation of the registration process required of all swim clubs and individual registrants.

Each swim club in the province of Ontario is a member of the national governing body for swimming called Swimming Canada and the provincial governing body called Swim Ontario. In return for government sport funding, all governing organizations are required to report on membership. Non-identifying 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. All swim clubs are required to process all registrations to Swim Ontario and Swimming Canada via the online registration system.

In compliance with PIPEDA and Provincial Legislation, consent to the collection and use of personal information is required. All registrants are therefore required to complete the PIPEDA Registration Consent Form giving consent to the collection and use of personal information as described in the form. The club will provide this form at registration.

Officials' Registration: Upon activation of the registration of an Official an email notification will be sent to the Official giving access to the registration account, to confirm the contained personal information, and refresh the username and password for re-entry. The email will be from systems@swimming.ca and the subject line will be titled: *Registration of Swimming Officials* or *Official Registration - Activated*. Contact your club's Officials Administrator for assistance.

Swimmer Registration: The final step of registering with the swim club is the confirmation of primary contact and demographic information related to your family and swimmer(s) in the registration system. When the club Registrar creates a swimmer registration invoice an auto-email is generated to the primary contact email address asking for review and confirmation of the submitted information. This email will be from registration@swimming.ca and the subject line will be titled: *Swimmer Registration Confirmation*. The link can be accessed once and you will have the option to create your own username and password for re-accessing the account. It only takes a couple of minutes to review and update your contact information and swimmer details. If you require assistance with this confirmation step, your club's Registrar is the person who can assist you.

This registration step includes answering four questions: (i) Indigenous Descent (ii) Para-Swimming (iii) Citizenship (iv) Hard of Hearing. Providing this information is voluntary and will be used for statistical and informational purposes. It will not be used by your Provincial Section or Swimming Canada for any prohibited purpose as per The Canadian Human Rights Act and Provincial Human Rights legislation.

(i) The voluntary Indigenous Descent question is being asked so that the Provincial Swimming Organization knows which swimmers are eligible for the North American Indigenous Games and to perhaps direct families and/or clubs toward any event or funding opportunity within the Province. In some Provincial jurisdictions, these statistics are also required as part of government funding reporting requirements. For the Aboriginal Ancestry question, you have 4 options to choose from: 1) Status/Treaty, 2) Non-Status, 3) Métis or 4) Inuit.

(ii) Answering the Para-Swimming question will help Swimming Canada, Swim Ontario] and your swim club to direct opportunities that are specifically targeted to swimmers with a disability (Para-Swimmers) (refer to: <https://www.swimming.ca> see: *RESOURCES/PARA-SWIMMING*). For the Para-swimming question, you have 3 options to choose from: 1) Physical, 2) Visual or 3) Intellectual.

(iii) Answering the voluntary Hard of Hearing question is to assist in identifying individuals who may be eligible for participation in events specifically targeted to swimmers who are deaf/hard of hearing.

(iv) If the registrant is not a Canadian Citizen or Permanent Resident (Landed Immigrant) please indicate this. Canadian citizenship question is asked to identify individuals who are not eligible to set National records or represent Canada in an international competition. The default is Canadian citizen.

NOTE: It is only upon completing the online registration that you/your swimmer are considered officially registered and a member of [INSERT NAME OF CLUB] and then covered by the insurance policy. Similarly, this registration process must be completed before entries into a swim meet can be submitted and accepted. Registration must be completed within two weeks (14 days) of commencing participation. Your information is held by the Club, Swim Ontario and Swimming Canada in compliance with the [Swimming Canada Privacy Policy](#).

Thank you and have a great swimming season!

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Swim Club Registrar name here
[Swim Club Name] Registrar
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