



LIFESAVING SOCIETY®

The Lifeguarding Experts

Communique

Alberta and Northwest Territories Branch Notice

September 13, 2021

2021-2022 Annual Affiliate Lifesaving Sport Club Start-Up

Welcome back for another lifesaving sport season! It is time for Affiliates to complete their Annual Club Start-Up.

The Lifesaving Society has initiated the Annual Club Start-Up for our Lifesaving Affiliate Sport Clubs today, September 13, 2021.

The following steps are completed annually for each Affiliate Club as part of the start-up process:

1. Lifesaving Society - on September 13, sends an email to the designated Club Management Contact to begin the annual start-up process.
2. Designated Club Management Contact - confirms email address as the designated Club Management Contact.
3. Designated Club Management Contact - enters or updates contact email addresses for the Club Registrar, who assists in managing the sport functions on the website.

Once these steps are finished and the start-up is complete, the functions for the Club Management and Club Registrar on the Sport Club Administration Page will become active.

Registering Coaches:

- Coaches must hold a current Lifesaving Instructor or Sport Coach certification and be an employee of the Affiliate to be eligible to coach and instruct Lifesaving Sport programs.
- All coaches must be registered every year to allow for tracking who is eligible to teach and be on deck during sanctioned competitions.
- If coaches were staff in the previous season, they can simply be reactivated by the Affiliate.

The Lifesaving Society Alberta and Northwest Territories Branch

Charitable Registration No. 11912 9021 RR0001

1-780-415-1755 || <http://www.lifesaving.org>

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- During registration of coaches, please ensure that the email is updated and correct for the individual. Email will be our main form of contact with the coach, and we therefore need the contact information to be accurate.
- Upon registration, each coach will be emailed a *Waiver and Release Form* for the 2021-2022 season that must be completed. This waiver covers the coach for the entire season and will allow for us to take pictures during events. The waiver is a second reason why the email address must be correct, and specific to the individual.
- Adding or activating coaches can be done throughout the year; coaches must be confirmed prior to the respective competition they are attending.
- There is no cost associated with adding coaches to the website.
- There is a "resend waiver" option for club management in the event that a coach cannot find the waiver or needs to update their email in order to receive the waiver.

Registering Athletes:

- **All** athletes must be registered every year, even those that are not competing. If athletes participated with a club or program in the previous season, they can simply be reactivated instead of creating and adding a new athlete.
- During registration, we request the Club Management and/or Club Registrar to enter correct emails for each athlete, as email will be the main form of communication between the Society and the individual. We understand that some athletes may not have a personal email, so clubs may provide a parent or guardian's email for the athlete instead. Putting in fake e-mails, or a general club email, is not acceptable contact information for registration. The additional contact information, such as an address or phone number is optional, but should be correct.
- Each athlete that is registered will be emailed a *Waiver and Release Form* for the 2021-2022 season that must be completed. This waiver covers the athlete for the entire season and will allow us to take pictures during events. The waiver is a second reason the email address must be correct, and specific to the individual, or their parent or guardian.
- Adding and activating athletes can be completed throughout the year. There is no cost associated with registering athletes on the website.
- The process of activating athletes to compete must be completed prior to the respective competition they will be attending. Only athletes that are registered to compete on our website are eligible to attend competitions. Clubs will be invoiced for all athletes activated to compete.
- When registering athletes, Affiliates only need to select the box for the Canadian Registered Athlete request if the athlete is planning to attend Canadian Championships and does not already have a Canadian Athlete Number.

We do not set club requirements for our Affiliate Clubs to allow them to join and use the website. Affiliate Clubs can use the website's functions to meet their needs and have direct contact and

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support from the Society and other clubs in their region regarding Lifesaving Sport. If an Affiliate Club would like to be added to the website, please contact the Society at sport@lifesaving.org.

If Affiliate Clubs do not receive the Annual Club Start-Up email on September 13, or if Affiliates know that their Club Management contact has changed since the previous season, please contact the Society at sport@lifesaving.org.

If you have any questions or require supports regarding the start-up and registration process, there is a Sport Club Guide available on the Sport Club Administration page of the website, or you can contact the office at 780-415-1755 or by email at sport@lifesaving.org.

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