



# Registration Guide for Associate Registrants 2023-24

Last Revised August 30, 2022

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## Office Information

### Address

Suite 2, 83 Galaxy Blvd, Etobicoke ON M9W 5X6

### Contact Information for Queries Related to Registration

All queries related to registration and the H2O registration process should be directed to Sue Marnica-Wall



416-679-9522 ext. 221

Phone hours 9:00AM-4:30PM



[smwall@ontarioartisticswimming.ca](mailto:smwall@ontarioartisticswimming.ca) Email response time within 2 business days

OAS staff will be working a compressed work week and will not be available on Fridays between May and August

## Associate Registrant Defined

Associate Registrants include the following categories:

- OAS or club Directors or Officers
- OAS or club Committee Members
- Individuals within OAS or a club with access to sensitive personal information or financial records (e.g., Registrar or Treasurer)
- OAS or club Employees
- External Experts or Consultants that are NOT artistic swimming coaches
- Chaperones

## General Requirements for the Start of the 2023-24 Season

1. **Registration:** The registration year runs from September 1 to August 31, annually. All individuals participating in sanctioned artistic swimming programs or activity (virtual or in-person) on or after September 1 must be registered on H2OReg. This ensures they are insured to take part in any artistic swimming activity. Individuals who are considered Associate Registrants under the Canada Artistic Swimming (CAS) Registration Policy must register themselves, pay their applicable OAS and CAS fees via the online H2O registration process, and have

an ISSUED status on H2OReg to be insured and eligible to participate. Clubs may no longer register Associate Members

### **Registration for the 2023-24 season opens on August 8, 2023**

2. **Affiliation**: All Associate Registrants must identify OAS, a club, or multiple club “affiliations” as the organizations they will be working with during the 2023-24 season. Affiliation can be updated throughout the season, as required
3. **Screening**: All Associate Registrants must apply for and obtain, at their own expense, a Sterling Talent Solutions E-PIC check, which will now be completed as part of the H2O registration process for those individuals that do not already have a valid E-PIC check on file. E-PIC checks with an expiry of 2025 or later will be reflected on H2OReg for those individuals that already have a user account; all others must apply for a new E-PIC check as part of the H2O registration process
4. **Screening Disclosure Form**: All Associate Registrants must complete a Screening Disclosure Form. Please refer to the CAS Screening Policy on the [Bylaws & Policies](#) page of the CAS website for additional information. The CAS Screening Disclosure Form will now be completed as part of the H2O registration process
5. **Safe Sport**: All Associate Registrants must complete either Coaching Association of Canada (CAC) Safe Sport Training or Respect in Sport Activity Leader/ Coach training. Safe Sport training is considered valid for a period of 3 years
6. **Waivers and Attestation of All Participants**: Clubs will no longer facilitate the completion of waivers and attestation of individuals affiliated with their organization. This activity will now be undertaken by OAS as part of the H2O registration process. ALL required forms and attestations will be completed by the individual (or their parent in the case of a minor) when they register themselves via H2OReg
7. **Compliance**: Public health, government, facility, Canada Artistic Swimming (CAS), or OAS requirements or guidelines should always be adhered to when engaging in any form of artistic swimming program activity
8. **Violations**: Should an individual choose to discount, or circumvent, public health, government, facility, CAS, or OAS guidelines, such action will result in disciplinary action under the CAS Discipline and Complaint Policy and Procedure

## **Fees for 2023-24**

Registration fees for Associate Registrants are set out below. Fees must be paid through H2OReg, and a processing fee is added to all transactions, which includes:

- Transaction processing fee (2.9% plus \$0.50), which applies to all online payments processed through H2OReg
- An Interpodia fee of \$2.30 on any registration amount over \$50

- HST, which is only charged on the processing fees

CAS and OAS membership fees are non-refundable and non-transferable and are not pro-rated during the membership year

Category	OAS Fee	CAS Fee
<b>Athletes</b>		
<b>Competitive</b>	\$110.00	\$ 56.00
<b>Competitive AWAD</b>	\$ 95.00	\$ 34.00
<b>Competitive Masters</b>	\$ 95.00	\$ 34.00
<b>Regional League</b>	\$ 35.00	\$ 34.00
<b>Recreational</b>	\$ 15.00	\$ 10.00
<b>Short-term Recreational (under 6 weeks)</b>	\$ 5.00	\$ 3.00
<b>Coaches / Officials / Associate Members / Parents</b>		
<b>AquaGo Program Assistant</b>	\$ -	\$ -
<b>Recreational Coach</b>	\$ 25.00	\$ 10.00
<b>Competitive Coach</b>	\$ 25.00	\$ 34.00
<b>Provincial Official</b>	\$ 25.00	\$ 10.50
<b>National Official</b>	\$ 25.00	\$ 21.00
<b>Associate Registrant</b>	\$ 25.00	\$ 10.00
<b>Volunteer Parent or Guardian</b>	\$ 2.00	\$ -

### What if I don't have a credit card?

Fees must be paid through H2OReg using a Visa, Mastercard, or Visa Debit card. Information on Visa Debit cards can be found [here](#). You may also use an open-loop prepaid Visa or Mastercard, which is purchased in advance and

is not linked to any bank account. Prepaid credit cards can be purchased at post office locations, in stores including grocery stores, pharmacies and gas stations, online, or from a bank or credit union

## **Deadlines for Registration by Associate Registrants**

- All current OAS or club Directors, Officers, Committee Members, individuals within OAS or a club with access to sensitive personal information or financial records, or OAS or club Employees must be registered on H2OReg by the deadline of September 30, 2023
- Any new OAS or club Director, Officer, Committee Member, individual within OAS or a club with access to sensitive personal information or financial records, or OAS or club Employee must be registered on H2OReg within 14 days of appointment
- External Experts or Consultants that are NOT artistic swimming coaches and do not have their own valid insurance coverage must be registered on H2OReg prior to participating in any club activity or event
- Any Chaperone must be registered on H2OReg at least 14 days prior to the start of the chaperone activity

## **Membership Shows as Pending**

The H2O registration process has checks in place to ensure individuals meet the requirements for registration. Individuals who meet all registration requirements will receive an auto-generated email confirming their membership

If your membership status on H2OReg shows as PENDING, you are likely missing one or more requirements for registration. You will receive an email that will direct you to view the outstanding requirements and guidance on how to resolve them

Once the missing requirements are complete, email Sue Marnica-Wall at [smwall@ontarioartisticswimming.ca](mailto:smwall@ontarioartisticswimming.ca) to provide any information that needs to be updated on H2OReg manually

## **Membership Upgrades/ Additional Roles/ Additional Memberships**

Participants may have more than one membership role and may add another role or upgrade their membership at any point during the competitive season

To add another role or upgrade their membership:

- Individuals may sign-in to their profile and add an additional role or upgrade, as appropriate
- Individuals will pay the highest fee of the roles chosen

- H2OReg will determine any fees owing and the H2OReg shopping cart and receipt will itemize the fee

Individuals may also complete more than one membership application. You will be prompted to do this on the Membership Summary page. If you are registering more than one individual (for example, yourself and a minor child), select “Complete and add another membership” and proceed with the second or subsequent membership application(s). H2OReg will determine all fees owing and the H2OReg shopping cart and receipt will itemize the fees

## Associate Registrant Registration Guide

### Information required to complete the Associate Registrant registration application

To ensure the registration process proceeds smoothly, we would suggest you have the following information available PRIOR to logging-in to the H2OReg system:

- Your Coaching Association of Canada (CAC) National Coaching Certification Program (NCCP) number if you have one. Please refer to [The Locker](#) to look up your NCCP#. You should have a NCCP number if you've completed any CAC course including CAC Safe Sport Training
- A credit card to pay any CAS and OAS fees

### Navigation

- The "Back" tab at the bottom of each page allows you to return to the previous page to edit information, if required
- If you have missed a question, you will not be allowed to proceed to the next page. The missing item(s) will be highlighted in red
- You will be prompted on the "Membership Summary" page to review the information entered to that point in the registration process. You will not be able to make any changes past this page
- You may select "Close & Exit" at any point during the H2O registration process and the information that has already been input will be saved

### Step 1 – Listing

- Log-on to H2OReg at <https://h2oreg.com/#!/memberships/ontario-artistic-swimming-2023-2024>
- If you have previously been registered with OAS through the H2O online registration system, you will likely already have a user account that you should log into. Enter your email address and password; if you have forgotten your password, you can reset it.
- If you have not been previously registered with OAS, select *Purchase Your Ontario Artistic Swimming Membership*

### Step 2 – Application

- Enter your address and other contact information or confirm its accuracy, as applicable

- Select your membership role or multiple membership roles. The Associate Registrant role can be found under Technical Memberships
- Select “Learn More” to see the Associate Registrant registration requirements and the status of these requirements. If you have requirements that are “Incomplete” please complete your registration on H2OReg. Once complete, you will receive an email that will help you resolve the outstanding requirements
- Choose the category within the Associate Registrant role that you are registering for (e.g., Director or Officer). You may choose more than one category, as appropriate

### **Step 3 – Membership Affiliation**

- Select OAS or the club or multiple clubs you will be working or volunteering with during the 2023-24 season
- If your club is not listed, the club has not completed the club registration process on H2OReg and had their registration approved by OAS. Please contact your club President or Head Coach for further direction

### **Step 4 – Member Information**

- OAS is asking for certain member information to better understand the demographic characteristics of our artistic swimming community in Ontario. Results will be used to inform future initiatives to increase the diversity of our sport, as well as foster a sport culture of equity and inclusion. All data will be de-identified and reported anonymously. Participation is OPTIONAL. If you prefer not to participate, select “Prefer not to say”
- You be asked to provide Emergency Contact Information

### **Step 5 – CAS Screening Disclosure Form**

- As this is a new process, ALL individuals will be required to complete the online Screening Disclosure Form in 2023-24
- You will be asked to certify that the information contained in the Screening Disclosure Form is accurate, correct, truthful, and complete. Any person that fails to disclose information or provides information that is inaccurate, or incomplete is subject to discipline under the CAS Discipline and Complaint Policy and Procedure

### **Step 6 – Privacy Consents**

- You will be asked to acknowledge or consent to several agreements that were previously contained in forms managed by your club

## Step 7 – Membership Summary

- You will be asked to review the registration information you have provided to this point in the H2O registration process. Once you have completed its accuracy, you have the choice to either:
  - Complete and proceed to cart; or
  - Complete and add another membership (you would choose this option if you were registering more than one individual: For example, yourself and a minor child)

## Step 8 – Donation

- You will be asked whether you would like to donate to support artistic swimming in Ontario. This is a default part of the system and is OPTIONAL
- You may select an amount, which will be added to the Cart, or if you prefer not to donate, simply select “Proceed to cart”
- If you choose to donate, these funds are tracked as donations and allocated to athlete development initiatives such as development camps, talent identification programs, or provincial teams

## Step 9 – Acknowledgements & Waivers

- You will be asked to acknowledge and confirm agreement to several documents that were previously managed by your club. Please select “I agree to the above” on each page after entering your name. These documents include:
  - Release of Liability, Waiver of Claims & Indemnity Agreement (18 & Over) or Informed Consent & Assumption of Risk Agreement (Minors)
  - Medical Consent
  - Acknowledgement of CAS & OAS Policies
- Please select “I agree to the above” on each page after entering your name. If you select “Close and exit” you will receive a Warning message and will not be able to proceed. Simply select the “X”, which will return you to the document, and select “I agree to the above”

## Step 10 – Payment (Cart Summary)

- H2OReg calculates the CAS and OAS fees owing, which must be paid online for the registration application to be considered complete
- The Interpodia processing fee includes:

- A transaction processing fee (2.9% plus \$0.50), which applies to all online payments that are processed through H2OReg
- An Interpodia fee of \$2.30 on any registration amount over \$50
- HST is only charged on the Interpodia processing fee.