



# Registration Guide for Coaches 2024-25

Last Revised June 14, 2024

## Table of Contents

<b>OFFICE INFORMATION .....</b>	<b>3</b>
<b>ADDRESS .....</b>	<b>3</b>
<b>CONTACT INFORMATION FOR QUERIES RELATED TO REGISTRATION .....</b>	<b>3</b>
<b>GENERAL REQUIREMENTS FOR THE START OF THE 2024-25 SEASON.....</b>	<b>3</b>
1. 3	
2. 3	
3. 3	
4. 4	
5. 4	
6. 4	
7. 4	
8. 4	
<b>FEES FOR 2024-25 .....</b>	<b>4</b>
<b>WHAT IF I DON'T HAVE A CREDIT CARD? .....</b>	<b>4</b>
<b>COACH REGISTRATION REQUIREMENTS.....</b>	<b>5</b>
<b>MEMBERSHIP SHOWS AS PENDING.....</b>	<b>5</b>
<b>COACHES UNDER THE AGE OF 18 .....</b>	<b>5</b>
<b>SCREENING &amp; SCREENING DISCLOSURE FORM (MINORS) .....</b>	<b>5</b>
<b>AQUAGO! INSTRUCTORS .....</b>	<b>6</b>
<b>MEMBERSHIP UPGRADES/ ADDITIONAL ROLES/ ADDITIONAL MEMBERSHIPS .....</b>	<b>6</b>
<b>COACH REGISTRATION CHECKLIST.....</b>	<b>6</b>
<b>COACH REGISTRATION GUIDE.....</b>	<b>7</b>
<b>INFORMATION REQUIRED TO COMPLETE THE COACH REGISTRATION APPLICATION.....</b>	<b>7</b>
<b>NAVIGATION .....</b>	<b>7</b>
<b>STEP 1 – LISTING .....</b>	<b>8</b>
<b>STEP 2 – APPLICATION .....</b>	<b>9</b>
<b>STEP 3 – MEMBERSHIP AFFILIATION .....</b>	<b>9</b>
<b>STEP 4 – UPLOAD PHOTO .....</b>	<b>9</b>
<b>STEP 5 – MEMBER INFORMATION .....</b>	<b>10</b>
<b>STEP 6 – CAS SCREENING DISCLOSURE FORM .....</b>	<b>10</b>
<b>STEP 7 – PRIVACY CONSENTS .....</b>	<b>10</b>
<b>STEP 8 – MEMBERSHIP SUMMARY .....</b>	<b>10</b>
<b>STEP 9 – DONATION .....</b>	<b>11</b>
<b>STEP 10 – ACKNOWLEDGEMENTS &amp; WAIVERS .....</b>	<b>11</b>
<b>STEP 11 – PAYMENT (CART SUMMARY).....</b>	<b>11</b>

## Office Information

### Address

Suite M142, 1460 The Queensway, Etobicoke ON M8Z 1S4

### 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

## General Requirements for the Start of the 2024-25 Season

1. **Registration:** The registration year runs from September 1 to August 31, annually. All coaches 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. Coaches 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 coach

### Registration for the 2024-25 season opens on June 27, 2024

2. **Affiliation:** All coaches must identify the club or multiple clubs they will be working with during the 2024-25 season. This information will be required for any coach that wishes to participate in an OAS-sanctioned competition or other event. Club affiliation can be updated throughout the season, as required
3. **Screening:** Any coach over the age of 18 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 coaches 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 coaches must complete the 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 the coaches 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 coach (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, or competition
8. Violations: Should a coach 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 2024-25

Coach registration fees 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>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

### 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

### Coach Registration Requirements

Requirements for registration and certification can be found [here](#) on the OAS website. Please also refer to the CAS Coach Registration and Certification Policy on the [Bylaws & Policies](#) page of the CAS website

It is the responsibility of each coach to be aware of the requirements for registration and certification and to complete them, as required, before participating in any artistic swimming activity. Coaches are not insured unless all requirements are met

All coaches must complete the registration process via H2OReg, including completion of the required uploads, waivers, acknowledgements, and payment. The H2O registration process has checks in place to ensure coaches meet the requirements for registration and certification. Coaches who meet all registration and certification requirements will receive an auto-generated email confirming their membership

**If you receive a PENDING status, you are NOT insured or eligible to coach**

## Membership Shows as Pending

If your membership status on H2OReg shows as PENDING, you are likely missing one or more requirements for coach registration and certification. 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

## Coaches Under the Age of 18

Coaches that are under the age of 18 at the time of registration with H2OReg will have to ask a parent or guardian to complete and sign certain acknowledgements and waivers on their behalf. When you reach the Acknowledgements & Waivers page, you will be asked whether you are the parent or legal guardian of the minor coach. If you are completing the H2O registration process on your own behalf, select NO. You will be prompted to enter your parent or guardian's first and last name, their relationship to you, and their email address. An email notification will be sent to this address for them to review and agree to the waivers

## Screening & Screening Disclosure Form (Minors)

Coaches that are under the age of 18 do NOT have to obtain a Sterling Talent Solutions E-PIC check. Minor coaches must email Sue Marnica-Wall at [smwall@ontarioartisticswimming.ca](mailto:smwall@ontarioartisticswimming.ca) and provide their birthdate. OAS will set the date of their 18<sup>th</sup> birthday as the expiry date for the E-PIC Check, at which time the H2O registration status will change to PENDING and the coach will have to obtain, at their own expense, a Sterling Talent Solutions E-PIC check via H2OReg. It is the coach's responsibility to complete the E-PIC check when required

## AquaGO! Instructors

AquaGO! Instructors that are NCCP trained or certified should register on H2OReg as a Recreational Coach. AquaGo Program Assistants should register as Assistants in addition to any other role as athlete they may have.

## **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 (e.g., from Recreational to Competitive Coach):

- 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

## **Coach Registration Checklist**

- Complete the registration process via H2OReg, including completion of the required uploads, waivers, acknowledgements
- Coach registration fees paid via the H2O registration process (payment must be made to complete the process)
- Confirm an ISSUED status on H2OReg
- Download and print OAS accreditation for the 2024-25 season

## Coach Registration Guide

### Information required to complete the coach registration application

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

- A headshot photo that can be uploaded (maximum size 20MB)
- Your Coaching Association of Canada (CAC) National Coaching Certification Program (NCCP) number. Please refer to [The Locker](#) to look up your NCCP#
- For Competitive Coaches, your CAC Coach Transcript, which provides verification of your NCCP credentials
- For Recreational Coaches, your CAC Coach Transcript, which provides verification of completion of the AquaGO! Instructor course
- A credit card or Visa Debit 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-2024-2025>
- 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 appropriate
- Select your membership role or multiple membership roles. The Competitive Coach and Recreational Coach roles can be found under Technical Memberships
  - If you are coaching ONLY recreational programs including AquaGO! Instructor select RECREATIONAL COACH
  - If you are coaching in the National, Provincial, or Regional League competitive stream, select COMPETITIVE COACH
  - If you are coaching in BOTH the competitive stream AND recreational programs, select COMPETITIVE COACH
- Select “Learn More” to see the coach 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

## **Step 3 – Membership Affiliation**

- Select the club or multiple clubs you will be working with during the 2024-25 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 Head Coach for further direction

## **Step 4 – Upload Photo**

- Upload a headshot photo that will be added to the H2OReg generated OAS membership card. Once you have received an ISSUED status, you can download and print your OAS photo accreditation. Coaches must always wear OAS photo accreditation on deck during competitions
- If you do not have a photo available during the H2O registration process, select “I will provide a photo later” and proceed

## **Step 5 – 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. Coaches that are under 18 years of age should provide the name and contact information for their parent or guardian
- For Competitive Coaches, upload your CAC Coach Transcript. OAS staff will review this document to confirm you have completed all requirements for coach registration and certification, which will be reflected on your H2OReg profile
- For Recreational Coaches, upload your CAC Coach Transcript. OAS staff will review this document to confirm you have completed the AquaGO! Instructor course, which will be reflected on your H2OReg profile

## **Step 6 – CAS Screening Disclosure Form**

- As this is a new process, ALL individuals will be required to complete the online Screening Disclosure Form in 2024-25
- You will be asked to certify that the information contained in the Screening Disclosure Form is accurate, correct, truthful, and complete. Any coach 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 7 – Privacy Consents**

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

## **Step 8 – 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 9 – 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 10 – Acknowledgements & Waivers**

- You will be asked to acknowledge and confirm agreement to several documents that were previously managed by your club. These documents include:
  - Concussion Code of Conduct for Coaches, which is a legal requirement in Ontario under Rowan’s Law requiring all coaches to review their sport organization’s Concussion Code of Conduct annually before the start of the season
  - 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 11 – 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