

The following is a step by step guide to the registration process for coaches. If you have any questions, please email membership@ontarioartisticswimming.ca or phone 416-679-9522. All registration documents can be found on the OAS website under [Member Registration](#).

**ONLINE REGISTRATION FOR COACHES WILL OPEN AUGUST 15, 2019
ALL RETURNING COACHES MUST BE REGISTERED BY OCTOBER 15, 2019**

1. Login

- a. [Registration Database \(https://www.vsatech.ca/scms/logon.cfm\)](https://www.vsatech.ca/scms/logon.cfm)
 - i. User id: Your CAS number It is intended that you will have the same CAS number for life. Please contact your club or OAS if you need to confirm your CAS number
 - ii. Password: If you did not reset it last season the default will be the first 5 letters of your last name

2. Confirmation of Coach Certification

[CAS Coaches Flyer](#)

- a. Review information is complete and accurate and save
*Please note this information is used for office and communication purposes. It is important this is kept up to date
- b. You will need to confirm the information each time you login
- c. All components must be complete and valid to finalize registration
 - i. **Acknowledgement of CAS Conduct Policy** - The registration process now includes acknowledgement of the CAS Conduct Policy. Coaches will not be able to complete their online registration without annual acknowledgement of the CAS Conduct Policy, which is available at this online link:
<https://artisticswimming.ca/wp-content/uploads/2019/03/CAS-Conduct-Policy-Approved-Dec-3-2018-FINAL.pdf>
 - ii. **Police Record Check** - All coaches over 18 years of age are required to provide OAS with a valid police record check. Any coach who does not have an existing police record check that is less than 5 years old must obtain an E-pic through the Sterling Backcheck online process. E-pic checks are valid for 5 years and will be tracked on your profile page in the CAS online registration system.
Online link: <https://pages.sterlingbackcheck.ca/landing-pages/c/canada-artistic-swimming/>
 - iii. **Respect in Sport** - All coaches Competition Introduction Trained or higher must complete the Respect in Sport Activity Leader training. Any coach who has not already taken the Respect in Sport Activity Leader training within the last 3 years must take the course. This training is valid for 3 years. The certificate date and renewal date will be added to your profile page in the CAS online registration system.
Online link: <https://synchro-canada.respectgroupinc.com/>
 - iv. **Minimum Coach Certification Requirements** - Your NCCP # must be included on your profile page. OAS will verify your coach certification

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status. A coach must be AquaGO! Instructor trained to be on deck instructing AquaGO! Coaches must be Competition introduction Trained or higher to be on deck instructing any competitive program. Coaches must be a minimum of Competition Introduction Certified to participate at any OAS competition (with a two-year allowance to attain Competition Introduction Certification status).

3. **Finalize Online Registration** - once all certifications have been verified and you have acknowledged the CAS Conduct Policy
 - a. Select Role: Coaching level
 - b. Select Ontario
 - c. Select cheque or cash (no e-transfer, option to pay through credit card on form)
 - d. Complete [Payment Summary Form](#)
 - e. **Cheque payments:** Must be submitted with the registration payment form within 7 days of the registration
 - f. **Credit Card Payments:** Email Payment Summary Form showing total to be applied to membership@ontarioartisticswimming.ca

4. **Additional Documents Required**

Submit all required forms according to procedures established by your home club:

 - a. Signed Concussion Code of Conduct for Coaches
<https://ontarioartisticswimming.ca/about/concussion-resources/>
 - b. Signed Participant Agreement and Waiver
For minors under 18 - <https://ontarioartisticswimming.ca/wp-content/uploads/2019/08/Participant-Agreement-for-Minor.pdf>
For Adults - <https://ontarioartisticswimming.ca/wp-content/uploads/2019/08/Participant-Agreement-and-Waiver-adult.pdf>

CONCUSSION TRAINING REQUIRED EFFECTIVE JANUARY 1, 2020

All coaches Competition Introduction Trained or higher must complete the CAC Making Head Way Concussion eLearning Module for Sport (Generic) by no later than January 1, 2020. The completion date will be added to your profile page in the CAS online registration system.

<https://www.coach.ca/>