



2019-2020 CERTIFICATE OF COMPLIANCE

Deadline: September 30, 2020

Each Ontario Artistic Swimming (OAS) Member club must sign and submit this certificate of compliance as evidence the club is following OAS policies and procedures. Please CHECK EACH BOX or provide an explanation, as appropriate. We would ask that the club PRESIDENT sign this form.

OAS does not require that clubs submit to original documents or copies to OAS, however we recommend that clubs retain the Informed Consent and Assumption of Risk Agreement (minors) or Release of Liability, Waiver of Claims and Indemnity Agreement, as applicable, OAS Declaration of Compliance: COVID-19, and Agreement to Receive Electronic Communications indefinitely, for legal reasons.

Club name: _____

We, the OAS Member, certify:

1. Governance & Financial Controls

- We are incorporated as a legal entity:
 - "Not for profit" organization
 - "For profit" business.
- Our INCORPORATION NUMBER is: _____.
- We have a Board that numbers not fewer than (3) directors who are elected by our members.
- We have provided OAS with up-to-date contact information for directors and officers.
- We have adopted by-laws or rules of operation that govern the financial and legal affairs and other activities of the club that are available on our public website at:
_____.
- We have adopted financial management policies that include:
 - Signing authority
 - Authority to enter into contracts
 - Regular financial reporting
 - Annual budgets
 - Reserve funds
 - Expense reimbursement including travel
 - Fees for services including refunds.



- We appointed a public accountant by ordinary resolution at our last Annual Meeting.
- The public accountant conducted an annual audit for our last fiscal year. If NO:
 - The club's members passed an extraordinary resolution to require a review engagement instead.
- We have adopted and follow the following CAS and OAS policies, which are posted on our website where they are available to the public:
 - Appeal Policy
 - Coach Registration and Certification Policy
 - Concussion Policy
 - Conduct Policy
 - Discipline and Complaint Policy
 - Privacy Policy
 - Screening Policy

2. Required Documents

Athletes

- We have collected and retained (either electronically or in hard copy) a signed Informed Consent and Assumption of Risk Agreement and Consent for Emergency Medical Treatment from all athletes under 18 years of age.
- We have collected and retained (either electronically or in hard copy) a signed Release of Liability, Waiver of Claims and Indemnity Agreement and Consent for Emergency Medical Treatment from all athletes aged 18 years and older.
- We have collected and retained (either electronically or in hard copy) a signed OAS Declaration of Compliance: COVID-19 from all athletes (and a parent or guardian if under 18 years of age).
- We have collected and retained a signed Code of Conduct for Athletes: COVID-19 from all athletes (and a parent or guardian if under 18 years of age).
- We have collected and retained a signed copy of the Concussion Code of Conduct for Athletes from all athletes (and a parent or guardian if under 18 years of age).
- We have collected and reviewed government-issued identification (e.g., a birth certificate or passport) for all NEW Competitive athletes, including Competitive Limited, to verify date of birth.



- We have collected and retained a signed Photograph & Personal Information Permission form (either electronically or in hard copy) from all athletes (or a parent or guardian if under 18 years of age).

The following athletes have declined permission (name, competitive stream & age group):

- We have collected and retained a signed Agreement to Receive Electronic Communications form (either electronically or in hard copy) from all athletes (or a parent or guardian if under 18 years of age).

The following athletes have declined consent (name, competitive stream & age group):

Coaches

- We have collected and retained (either electronically or in hard copy) a signed Informed Consent and Assumption of Risk Agreement and Consent for Emergency Medical Treatment from all coaches under 18 years of age.
- We have collected and retained (either electronically or in hard copy) a signed Release of Liability, Waiver of Claims and Indemnity Agreement and Consent for Emergency Medical Treatment from all coaches aged 18 years and older.
- We have collected and retained (either electronically or in hard copy) a signed OAS Declaration of Compliance: COVID-19 from all coaches (and a parent or guardian if under 18 years of age).
- We have collected and retained a signed copy of the Concussion Code of Conduct for Coaches from all coaches.
- We have collected and reviewed a Sterling Talent Solutions Enhanced Police Information Check (E-PIC) for all coaches aged 18 years and older.

Club Executive, Board & Committee Members

- We have collected and retained (either electronically or in hard copy) a signed Release of Liability, Waiver of Claims and Indemnity Agreement from all club executive, board and committee members.
- We have collected and retained (either electronically or in hard copy) a signed OAS Declaration of Compliance: COVID-19 from all club executive, board and committee members.
- We have collected and reviewed a Sterling Talent Solutions Enhanced Police Information Check (E-PIC) from all club executive, board and committee members with access to sensitive personal or confidential information or financial records (e.g., Registrar or Treasurer).



External Experts or Consultants

- We have collected and retained (either electronically or in hard copy) a certificate of insurance OR we have registered the individual as an Associate Registrant in the CAS online registration system
- We have collected and retained (either electronically or in hard copy) a signed OAS Declaration of Compliance: COVID-19 from all external experts or consultants.
- We have collected and reviewed a Sterling Talent Solutions Enhanced Police Information Check (E-PIC) for all external experts or consultants.

Other

- We have collected and reviewed a Sterling Talent Solutions Enhanced Police Information Check (E-PIC) for all other persons aged 18 years and over in a position of trust or authority or working with or having influence over minors or other vulnerable people (e.g., chaperones).
- We confirm that all registrants have provided consent to the disclosure of their personal information to Ontario Artistic Swimming, Canada Artistic Swimming, and other Member clubs, volunteers, organizations and programmers who require it to enable continued participation, communication and promotion within the sport and for the purposes described in the OAS Privacy Policy.

Name: _____

Signature: _____

Position: _____

Date: _____