

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

Registration for 2020-21 starts September 1, 2020

Registration deadline is September 30, 2020

STEP ONE – Login

1. [Registration Database](#)

Option 1 (If you know your CAS number)

- a. User ID: Your CAS number (it is intended that you will have the same CAS number for life)
- b. Password: the default will be the first 5 letters of your last name

Option 2: (If you don't know your CAS number. You can only use this option once to access your profile)

- a. User ID: Your user ID is your full last name (including accents and spaces)
- b. Password (one time only) will be the last three (3) characters of your postal code followed by the last four (4) digits of your telephone number. For example, the password for the CAS National office would be 0Y95674 (from K1G 0Y9 and 613.748.5674)

You will be forced to change this password and once logged in you will be prompted to note your CAS number as you will be required to use it for all subsequent log ins

STEP TWO – Confirmation of Coach Certification

TIP: Refer to the [CAS Coaches Flyer](#) for more detailed information

All coaches must complete the online registration for themselves to ensure the acknowledgement of the CAS Conduct Policy is valid. Clubs must NOT complete the online registration for their coaches

1. Review personal information is complete and accurate and save

A valid personal email is required (a general club administration e-mail will not be accepted). This information is used for administration and communication purposes. It is important this information is kept up to date. You will need to confirm this information every time you login

2. All components must be complete and valid to finalize registration

A. **Acknowledgement of CAS Conduct Policy:** The registration process includes acknowledgement of the CAS Conduct Policy. Coaches will not be able to complete their online registration without their annual acknowledgement of the CAS Conduct Policy, which is

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available here: [CAS POLICIES](#)

- B. **Police Record Check:** All coaches 18 years of age and over are required to submit a valid police record check. Any coach who does not have an existing police record check or where the existing police record check is dated before August 30, 2015 must obtain an E-PIC check using 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. The cost of the E-PIC check is \$25.00 plus tax

Online link: <https://pages.sterlingbackcheck.ca/landing-pages/c/canada-artistic-swimming/>

- C. **CAC Making Head Way Concussion eLearning Module for Sport (Generic):** Coaches Competition Introduction Trained or higher must complete the CAC Making Head Way Concussion eLearning Module for Sport (Generic). The completion date will be added to your profile page in the CAS online registration system. <https://www.coach.ca/>

- D. **Respect in Sport:** All coaches Competition Introduction Trained or higher must complete the Respect in Sport Activity Leader training. Any coach who has not 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/>

- E. **Minimum Coach Certification Requirements** - Your NCCP # must be included on your profile page. OAS will verify your coach certification 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 as prescribed in the OAS Rulebook)

STEP THREE – Finalize Online Registration

Once all certifications have been verified and you have acknowledged the CAS Conduct Policy:

1. Select Role: Coaching Level
2. Select Ontario
3. Select **e-transfer** (send to oaspayments@ontarioartisticswimming.ca) or **credit card** payment

E-transfers must be submitted within 7 days of registration

4. **Credit Card Payments:** E-mail the [CAS Payment Summary Form](#) showing total to be applied to membership@ontarioartisticswimming.ca. Once received, an invoice from PayPal will be sent to the email provided for payment processing. Please note: A **2.9% Convenience Fee** will be calculated and added to the total invoice amount

STEP FOUR – Additional Documents Required

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

1. Signed [OAS Declaration of Compliance: COVID-19](#)
2. Signed Waiver or Assumption of Risk forms (Minors) and Consent for Emergency Medical Treatment
 - a. For coaches under 18 years of age: [Informed Consent and Assumption of Risk Agreement](#)
 - b. For Adults: [Release of Liability, Waiver of Claims and Indemnity Agreement](#)
3. Signed [Concussion Code of Conduct for Coaches](#)

ONGOING

1. Registration

Upgrades: Recreational to Competitive. Select Add Additional Role (20/21). Any applicable fees to upgrade must be paid using the payment instructions in STEP THREE above

2. Change of Contact Information

It is important that CAS and OAS have current contact information for coaches to ensure that communications and notices will be delivered. **Please ensure you keep your personal information including your email address up-to-date on the CAS online registration system**

Registration deadline is September 30, 2020