

REGISTRATION GUIDE FOR ASSOCIATE REGISTRANTS & VOLUNTEERS

The following is a step by step guide to the Registration Database. If you have any questions, please e-mail membership@ontarioartisticswimming.ca or phone 416-679-9522 x 221

Registration for 2021-22 starts August 23, 2021
Registration deadline is September 30, 2021

Associate Registrant Roles

- Club Board Members and Executive
- External experts or consultants engaged to instruct athletes in skills such as swimming, diving, flexibility, strength training, yoga, Pilates, mental training, etc. who do not have their own insurance coverage
- Recreational coach assistants who are not NCCP certified coaches and not registered as Athletes

Volunteer Roles

- A parent or other individual who contributes their time periodically to assist with a club, OAS, or CAS artistic swimming activity or event.
- One parent or guardian **MUST** be registered as a Volunteer for each Competitive or Limited Competitive program registrant

Your Club Registrar will initiate your CAS E-reg registration in your selected role. Once this is completed by the Registrar, Canada Artistic Swimming will send an email to the email address you provided, with your CAS number, acknowledgement of the registration by your club, and direction on signing into your profile to complete the required Waivers/Forms for that role. In order to receive the necessary information to complete the registration, please ensure the email address you provide is accurate

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: By default, this is the first 5 letters UPPERCASE of your last name until you change your password, which you will be required to do after you log into the system the first time. All passwords are case sensitive. If your name is fewer than 5 letters, just enter 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)

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- 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 required 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 logins

STEP TWO – Confirmation of Certification

All Associate Registrants and Volunteers must complete the online registration for themselves to ensure the acknowledgement of the CAS Conduct Policy and completion of the waivers is valid. Clubs must NOT complete the online registration for their Associate Registrants and Volunteers.

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 the information each time you login

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

A Acknowledgment of CAS Conduct Policy: New this season, Associate Registrants and Volunteers will not be able to complete their online registration without their annual acknowledgment of the CAS Conduct Policy

B Required Waivers: New this season, required waivers for Associate Registrants and Volunteers will now be completed through the CAS online registration system including: OAS Declaration of Compliance: COVID-19 and Release of Liability Waiver (18 and over) or Informed Consent Waiver (for coaches under 18 years of age). You will be prompted to download the required documents, complete and sign them, and upload the completed documents to your CAS profile. Completion of these waivers is mandatory and you will not be able to complete your registration until it is done

C Police Record Check: New this season, all Associate Registrants (not required for Volunteers) are required to provide OAS with a valid E-PIC police record check. Any Associate Registrant that does not have an existing E-PIC check or where the existing E-PIC police record check is more than 5 years old 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/>

D CAC Safe Sport: Associate Registrants and Volunteers must complete the CAC Safe Sport Certification, which is provided by the CAC at no cost. 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 links: <https://safesport.coach.ca/participants-training>

STEP THREE – Finalize Online Registration

Once all certifications have been verified your registration will be considered complete

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ONGOING

Change of Contact Information

It is important that CAS and OAS have current contact information for associate registrants and volunteers 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**