



Policy Title:	<b>Membership Policy</b>	
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Related Documents:	<i>OAS By-laws</i> <i>New Member Application Policy</i> <i>Athlete Transfer Form</i> <i>New Member Application Form</i>	Pages: 6

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## Definitions

The following terms have these meanings in this Code:

- “CAS” refers to Canada Artistic Swimming;
- “Including” means including but not limited to;
- “Member” means the Regional Training Centre, Ontario and any Competitive, Recreational, Scholastic, University artistic swimming club or AquaGo! or Trillium awards program provider;
- “OAS” refers to Ontario Artistic Swimming; and
- “Registrant” means any club or individual that has fulfilled the requirements of registration as required by OAS and has paid any associated registration fees to OAS. OAS uses the Registrant categories and definitions established by CAS. A complete list of Registrant categories can be found in the CAS Registration Policy.

## Purpose

The purpose of this Policy is to clarify rules relating to Member and Registrant registration with OAS as well as rules and procedures for Registrant upgrades and athletes transferring club affiliation within Ontario.

## Application of this Policy

This Policy applies to OAS and its Members.

## Good Standing

A Member or Registrant will be in good standing provided that the Member or Registrant:

1. Has complied with their governing bylaws, policies and rules;
2. Has completed and submitted all required documents;
3. Has made all required payments;
4. Is not subject to a disciplinary investigation or action, or if subject to disciplinary action previously, has satisfied all terms;
5. Is not presently suspended or expelled or had other membership restrictions or sanctions imposed.



## Membership Duration and Fees

1. The OAS membership year is from October 1 to September 30. Members will re-apply annually.
2. OAS membership fees will be determined annually by the OAS Board of Directors.
3. OAS will advise Members of CAS and OAS membership fees in advance of each competitive season.
4. Registrants acting in more than one role (e.g., Competitive Athlete Registrant and Competitive Coach or Competitive Coach and Provincial Official) are required to pay only one registration fee. The required registration fee will be of the **highest** fee.

## Registrant Categories

OAS will use the registrant categories and definitions established by CAS and described in the *CAS Registration Policy*, which is available at <https://artisticswimming.ca>.

## OAS Registration

1. The registration deadline **for all registrant categories other than Coaches** is October 15 of each membership year. **The registration deadline for Coaches is September 15 of each membership year.**
2. All Competitive Program Registrants including Limited Competitive (Novice), Competitive AWAD and Competitive Masters' Program Registrants must be registered and entered in the **CAS registration system** by October 15 of each year or fines for late registration may apply.
3. Registration for Recreational Program Registrants, Coaches, Officials and Affiliated Individuals (e.g., Volunteers) is due by October 15 of each year, however registrations for new registrants will be accepted by OAS throughout the membership year.
4. Information on new Registrants (e.g., Recreational Program Registrants or Coaches) must be entered in the **CAS registration system** and registration fees paid within 30 calendar days following acceptance by the Member or fines for late registration may apply.
5. Information on Short-term Recreational Program Registrants (i.e., athletes that participate in summer camps, seasonal programs or other types of non-competitive programming for a period of six weeks or less in one membership year) must be entered in the **CAS registration system** and registration fees paid within 30 calendar days following the start of the short-term program.
6. Members are responsible for ensuring that Registrant information in the **CAS registration system** is accurate, complete and up-to-date throughout the membership year.



## Member Registration

1. Member registration is complete when:
  - The Member is in good standing;
  - The Member has completed registration requirements with OAS;
  - Registration has been completed in the **CAS registration system**;
  - Applicable registration fees have been paid; and
  - The **Member Contact Roster Form** and Compliance Certificate has been submitted to OAS.

## Athlete Registration

1. When athletes register with a Member it is essential that the Member collects appropriate personal information about them. The type of information that should be collected on registration includes:
  - Name and contact information including email address;
  - Parent or guardian name and contact information for minor athletes;
  - Date of birth;
  - Medical information including allergies, existing medical conditions or disability;
  - Waiver & Release of Liability (18+) or Participant Agreement for Minor Child (minors);
  - Photograph & Personal Information Permission; and
  - Agreement to Receive Electronic Communications.
2. Members must review valid, government-issued identification (e.g., a birth certificate or passport) for all new Competitive Program Registrants including Limited Competitive (Novice), Competitive AWAD and Competitive Masters' Program Registrants to verify date of birth.
3. Athlete registration is complete when:
  - The athlete is in good standing;
  - The athlete has made an application for registration in a manner prescribed by the Member and the Member has accepted the application;
  - Registration fees have been paid as prescribed by the Member; and
  - The Member has registered the athlete in the manner prescribed by OAS including entering information about the athlete in the **CAS registration system**.



4. Athletes whose applications have been accepted by the Member but are not yet entered in the CAS registration system will be considered registered with OAS prior to any deadline prescribed by OAS.
5. Members must report to OAS any athlete that has not paid the appropriate fees from the prior competitive year or is not in good standing by August 1 of each membership year.
6. Athletes may not be considered registered with OAS where the athlete is reported to OAS as not in good standing as a result of outstanding fees from the prior competitive year. It is OAS's expectation that Members make a diligent and honest effort to collect any outstanding fees prior to the registration deadline of October 15.
7. A Registrant may challenge a Member's determination that he or she is not in good standing using the Complaint and Appeal process set out in the OAS Conduct Policy.

## Registration of Individuals in Other Registrant Categories

- The type of information that should be collected by Members for non-athlete Registrants includes:
  - Name and contact information including email address; and
  - Waiver & Release of Liability (18+) or Participant Agreement for Minor Child (minors) for Coaches, Officials and Affiliated Individuals Registrants, excluding Volunteers.
- Registration of individuals in Other Registrant Categories is complete when:
  - The individual is in good standing;
  - Registration fees have been paid as prescribed by OAS;
  - The Member has registered the individual in the manner prescribed by OAS including entering information about the individual in the CAS registration system.
- Coach Registrants must register themselves directly with OAS by no later than September 15 of each membership year by entering their information in the CAS registration system and submitting the applicable registration fees.
- Officials Registrants may choose to register themselves directly with OAS by entering their information in the CAS registration system, submitting the applicable registration fees and completing the Officials Availability Form and Officials Conflict of Interest Form, which are available at <http://ontarioartisticswimming.ca>.

## Registrant Upgrade

1. In the event an athlete is upgraded from a recreational to competitive swimmer during the course of the membership year, the Member must advise OAS immediately by entering the athlete information in the CAS registration system. All necessary documentation and



applicable registration fees must be received by OAS prior to the swimmer being eligible to compete in a competition.

2. In the event a non-athlete Registrant upgrades their membership (e.g., from Recreational to Competitive coach), the Member must advise OAS immediately by entering the Registrant information in the **CAS registration system** and submitting the applicable registration fees.
3. Fines for late registration are not applicable to Registrants who upgrade their membership during the course of the year.

## Athlete Transfer

1. An **Athlete Transfer Form or** fee is not required for competitive athletes transferring from one Member to another at the beginning of the competitive year (i.e., prior to **October 15** of each year or prior to having signed an application for registration with the original club).
2. An Athlete Transfer Form or fee is not required for recreational athletes transferring from one Member to another.
3. An Athlete Transfer Form or fee is not required for athletes that have not been registered with a Member for the prior two competitive years.

## Athlete Transfer During the Competitive Year

1. Competitive athletes transferring from one Member to another during the competitive year must submit an Athlete Transfer Form and pay the prescribed transfer fee.
2. An officer of the Member that the athlete is leaving must sign the Athlete Transfer Form and must report to OAS whether any fees from the **current** competitive year **are** outstanding or the athlete is not in good standing.
3. No athlete transfer will be approved by OAS where fees from the **current** competitive year **are** outstanding or the athlete is reported as not in good standing.