

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

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 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)
- 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 Coach Certification & Waivers

All coaches 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 coaches

1. Review personal information is complete and accurate and save

A valid personal email is required (a general club administration email 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:** Coaches will not be able to complete their online registration without their annual acknowledgement of the CAS Conduct Policy
- B Required Waivers:** New this season, required waivers for coaches will now be completed through the CAS online registration system including: OAS Declaration of Compliance: COVID-19, Release of Liability Waiver (18 and over) or Informed Consent Waiver (for coaches under 18 years of age), and Concussion Code of Conduct for Coaches. 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 registration until it is done.
- C Police Record Check:** All coaches 18 years of age and over are required to submit a valid E-PIC police record check. Any coach who does not have an existing E-PIC check or where the existing E-PIC check is more than five (5) years old must obtain an E-PIC check using the Sterling Backcheck online process. E-PIC checks are valid for five (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: [Sterling Backcheck](#)
- D 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. [Link to CAC website](#)
- E 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 three (3) years must take the course. This training is valid for three (3) years. The certificate date and renewal date will be added to your profile page in the CAS online registration system
Online link: [Respect in Sport for Activity Leaders](#)
- F 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 set out 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. **E-transfer:** please send to oaspayments@ontarioartisticswimming.ca

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 + \$.30 transaction fee** will be calculated and added to the total invoice amount

ONGOING

1. **Registration**

Upgrades: Recreational to Competitive. Select Add Additional Role (21/22). 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, 2021