



# Registration Guide for Officials 2022-23

Last Revised August 30, 2022

## Table of Contents

<b>OFFICE INFORMATION .....</b>	<b>3</b>
<b>ADDRESS .....</b>	<b>3</b>
<b>CONTACT INFORMATION FOR QUERIES RELATED TO REGISTRATION .....</b>	<b>3</b>
<b>GENERAL REQUIREMENTS FOR THE START OF THE 2022-23 SEASON .....</b>	<b>3</b>
1. REGISTRATION .....	3
2. SCREENING .....	3
3. SCREENING DISCLOSURE FORM .....	3
4. SAFE SPORT .....	3
5. CONFLICT OF INTEREST DECLARATION.....	4
6. WAIVERS AND ATTESTATION OF ALL PARTICIPANTS.....	4
7. OFFICIALS' AVAILABILITY.....	4
8. COMPLIANCE.....	4
9. VIOLATIONS .....	4
<b>FEES FOR 2022-23 .....</b>	<b>4</b>
<b>WHAT IF I DON'T HAVE A CREDIT CARD? .....</b>	<b>5</b>
<b>MEMBERSHIP SHOWS AS PENDING .....</b>	<b>5</b>
<b>OFFICIALS UNDER THE AGE OF 18 .....</b>	<b>5</b>
<b>SCREENING &amp; SCREENING DISCLOSURE FORM (MINORS) .....</b>	<b>5</b>
<b>MEMBERSHIP UPGRADES/ ADDITIONAL ROLES/ ADDITIONAL MEMBERSHIPS .....</b>	<b>6</b>
<b>PRACTICE JUDGES .....</b>	<b>6</b>
<b>OFFICIALS' REGISTRATION CHECKLIST .....</b>	<b>6</b>
<b>OFFICIALS' REGISTRATION GUIDE .....</b>	<b>7</b>
<b>INFORMATION REQUIRED TO COMPLETE THE OFFICIALS' REGISTRATION APPLICATION.....</b>	<b>7</b>
<b>NAVIGATION .....</b>	<b>7</b>
<b>STEP 1 – LISTING .....</b>	<b>7</b>
<b>STEP 2 – APPLICATION .....</b>	<b>8</b>
<b>STEP 3 – UPLOAD PHOTO .....</b>	<b>8</b>
<b>STEP 4 – MEMBER INFORMATION .....</b>	<b>8</b>
<b>STEP 5 - CAS SCREENING DISCLOSURE FORM.....</b>	<b>9</b>
<b>STEP 6 – CONFLICT OF INTEREST DECLARATION .....</b>	<b>9</b>
<b>STEP 7 – PRIVACY CONSENTS .....</b>	<b>9</b>
<b>STEP 8 – MEMBERSHIP SUMMARY .....</b>	<b>9</b>
<b>STEP 9 – DONATION .....</b>	<b>9</b>
<b>STEP 10 – ACKNOWLEDGEMENTS &amp; WAIVERS .....</b>	<b>10</b>
<b>STEP 11 – PAYMENT (CART SUMMARY).....</b>	<b>10</b>

## Office Information

### Address

Suite 2, 83 Galaxy Blvd, Etobicoke ON M9W 5X6

### Contact Information for Queries Related to Registration

All queries related to registration and the H2O registration process should be directed to Sue Marnica-Wall

 416-679-9522 ext. 221      Phone hours 9:00AM-4:30PM

 [smwall@ontarioartisticswimming.ca](mailto:smwall@ontarioartisticswimming.ca)      Email response time within 2 business days

OAS staff will be working a compressed work week and will not be available on Fridays between May and August

## General Requirements for the Start of the 2022-23 Season

1. **Registration:** The registration year runs from September 1 to August 31, annually. All individuals participating in sanctioned artistic swimming programs or activity (virtual or in-person) on or after September 1 must be registered on H2OReg. This ensures they are insured to take part in any artistic swimming activity. Officials must register themselves, pay their applicable OAS and CAS fees via the online H2O registration process, and have an ISSUED status on H2OReg to be insured and eligible to participate

### **Registration for the 2022-23 season opens on September 1, 2022**

2. **Screening:** Any official over the age of 18 must apply for and obtain, at their own expense, a Sterling Talent Solutions E-PIC check, which will now be completed as part of the H2O registration process for those individuals that do not already have a valid E-PIC check on file. E-PIC checks with an expiry of 2025 or later will be reflected on H2OReg for those individuals that already have a user account; all others must apply for a new E-PIC check as part of the H2O registration process
3. **Screening Disclosure Form:** All officials must complete a Screening Disclosure Form. Please refer to the CAS Screening Policy on the [Bylaws & Policies](#) page of the CAS website for additional information. The CAS Screening Disclosure Form will now be completed as part of the H2O registration process
4. **Safe Sport:** All officials must complete either Coaching Association of Canada (CAC) Safe Sport Training or Respect in Sport Activity Leader/ Coach training. CAC Safe Sport Training is free and can be accessed [here](#). You will need to create an account in the CAC Locker if you don't already have one. Safe Sport training is considered valid for a period of 3 years

5. Conflict of Interest Declaration: The completion of the Officials' Conflict of Interest Declaration will now be undertaken by OAS as part of the H2O registration process for officials
6. Waivers and Attestation of All Participants: The completion of waivers and attestation of officials will now be undertaken by OAS as part of the H2O registration process for all participants
7. Officials' Availability: Officials including practice judges that meet all registration requirements in H2OReg will receive an auto-generated email confirming their membership that includes a link to the Officials' Availability form that will need to be completed separately
8. Compliance: Public health, government, facility, Canada Artistic Swimming (CAS), or OAS requirements or guidelines should always be adhered to when engaging in any form of artistic swimming program, activity, or competition
9. Violations: Should an official choose to discount, or circumvent, public health, government, facility, CAS, or OAS guidelines, such action will result in disciplinary action under the CAS Discipline and Complaint Policy and Procedure

## Fees for 2022-23

Officials' registration fees are set out below. The base membership registration fee charged by OAS has not changed for the 2022-23 season, however CAS fees have increased by 5%

Fees must be paid through H2OReg, and a processing fee is added to all transactions, which includes:

- Transaction processing fee (2.9% plus \$0.50), which applies to all online payments processed through H2OReg
- An Interpodia fee of \$2.30 on any registration amount over \$50
- HST, which is only charged on the processing fees

CAS and OAS membership fees are non-refundable and non-transferable and are not pro-rated during the membership year

Category	OAS Fee	CAS Fee
<b>Coaches / Officials / Associate Members / Parents</b>		
<b>Recreational Coach</b>	\$ 25.00	\$ 9.50
<b>Competitive Coach</b>	\$ 25.00	\$ 32.00
<b>Provincial Official</b>	\$ 25.00	\$ 10.00
<b>National Official</b>	\$ 25.00	\$ 20.00

<b>Associate Registrant</b>	\$ 25.00	\$ 9.50
<b>Volunteer Parent or Guardian</b>	\$ 2.00	\$ -

## What if I don't have a credit card?

Fees must be paid through H2OReg using a Visa, Mastercard, or Visa Debit card. Information on Visa Debit cards can be found [here](#). You may also use an open-loop prepaid Visa or Mastercard, which is purchased in advance and is not linked to any bank account. Prepaid credit cards can be purchased at post office locations, in stores including grocery stores, pharmacies and gas stations, online, or from a bank or credit union

## Membership Shows as Pending

The H2O registration process has checks in place to ensure individuals meet the requirements for registration. Individuals who meet all registration requirements will receive an auto-generated email confirming their membership

If your membership status on H2OReg shows as PENDING, you are likely missing one or more requirements for officials' registration. You will receive an email that will direct you to view the outstanding requirements and guidance on how to resolve them

Once the missing requirements are complete, email Sue Marnica-Wall at [smwall@ontarioartisticswimming.ca](mailto:smwall@ontarioartisticswimming.ca) to provide any information that needs to be updated on H2OReg manually

## Officials Under the Age of 18

Officials that are under the age of 18 at the time of registration with H2OReg will have to ask a parent or guardian to complete and sign certain acknowledgements and waivers on their behalf. When you reach the Acknowledgements & Waivers page, you will be asked whether you are the parent or legal guardian of the minor official. If you are completing the H2O registration process on your own behalf, select NO. You will be prompted to enter your parent or guardian's first and last name, their relationship to you, and their email address. An email notification will be sent to this address for them to review and agree to the waivers

## Screening & Screening Disclosure Form (Minors)

Officials that are under the age of 18 do NOT have to obtain a Sterling Talent Solutions E-PIC check. Minor officials must email Sue Marnica-Wall at [smwall@ontarioartisticswimming.ca](mailto:smwall@ontarioartisticswimming.ca) and provide their birthdate. OAS will set the date of their 18<sup>th</sup> birthday as the expiry date for the E-PIC Check, at which time the H2O registration status will change to PENDING and the official will have to obtain, at their own expense, a Sterling Talent Solutions E-PIC check via H2OReg. It is the official's responsibility to complete the E-PIC check when required

## Membership Upgrades/ Additional Roles/ Additional Memberships

Participants may have more than one membership role and may add another role or upgrade their membership at any point during the competitive season

To add another role or upgrade their membership (e.g., from Provincial to National Official):

- Individuals may sign-in to their profile and add an additional role or upgrade, as appropriate
- Individuals will pay the highest fee of the roles chosen
- H2OReg will determine any fees owing and the H2OReg shopping cart and receipt will itemize the fee

Individuals may also complete more than one membership application. You will be prompted to do this on the Membership Summary page. If you are registering more than one individual (for example, yourself and a minor child), select “Complete and add another membership” and proceed with the second or subsequent membership application(s). H2OReg will determine all fees owing and the H2OReg shopping cart and receipt will itemize the fees

## Practice Judges

Individuals who wish to practice judge must complete the Level I course and register themselves and pay the applicable OAS and CAS fees via the online H2O registration process

## Officials’ Registration Checklist

- Complete the registration process via H2OReg, including completion of the required uploads, waivers, acknowledgements
- Registration fees paid via the H2O registration process (payment must be made to complete the process)
- Confirm an ISSUED status on H2OReg
- Download and print OAS accreditation for the 2022-23 season

## Officials' Registration Guide

### Information required to complete the officials' registration application

To ensure the registration process proceeds smoothly, we would suggest you have the following information available PRIOR to logging-in to the H2OReg system:

- A headshot photo that can be uploaded (maximum size 20MB)
- Your CAS membership number assigned on the CAS E-Reg online registration system in prior years. If you're not sure of your CAS membership number, please reach out to Sue Marnica-Wall at 416-679-9522 ext. 221 or [smwall@ontarioartisticswimming.ca](mailto:smwall@ontarioartisticswimming.ca)
- Your Coaching Association of Canada (CAC) National Coaching Certification Program (NCCP) number if you have one. Please refer to [The Locker](#) to look up your NCCP#
- A credit card or Visa Debit card to pay any CAS and OAS fees

### Navigation

- The “Back” tab at the bottom of each page allows you to return to the previous page to edit information, if required
- If you have missed a question, you will not be allowed to proceed to the next page. The missing item(s) will be highlighted in red
- You will be prompted on the “Membership Summary” page to review the information entered to that point in the registration process. You will not be able to make any changes past this page
- You may select “Close & Exit” at any point during the H2O registration process and the information that has already been input will be saved

### Step 1 – Listing

- Log-on to H2OReg at <https://h2oreg.com/#!/memberships/ontario-artistic-swimming-2022-2023>
- If you have previously been registered with OAS or CAS through the CAS E-Reg online registration system, you will likely already have a user account that you should log into. Enter your email address and reset your password
  - If you're not sure which email is associated with your user account, you can reset your password using your CAS membership number and your date of birth
  - If you're not sure of your CAS membership number, please reach out to Sue Marnica-Wall at 416-679-9522 ext. 221 or [smwall@ontarioartisticswimming.ca](mailto:smwall@ontarioartisticswimming.ca)

- If you have not been previously registered with OAS through the CAS E-Reg online registration system, select *Purchase Your Ontario Artistic Swimming Membership*

## Step 2 – Application

- Enter your address and other contact information or confirm its accuracy, as appropriate
- Select your membership role or multiple membership roles. The Provincial Official and National Official roles can be found under Technical Memberships
  - Level I and II officials including practice judges should select PROVINCIAL OFFICIAL
  - Officials that are Level III or higher that wish to officiate at National events or events hosted outside of Ontario should select NATIONAL OFFICIAL
  - Officials that are Level III or higher that do NOT wish to officiate at National events or events hosted outside of Ontario may choose to register as a PROVINCIAL OFFICIAL. You can upgrade your membership status at any time
- Select “Learn More” to see the officials’ registration requirements and the status of these requirements. If you have requirements that are “Incomplete” please complete your registration on H2OReg. Once complete, you will receive an email that will help you resolve the outstanding requirements
- You will be prompted to select whether you are a Scorer, Judge, or Referee; please check all that apply

## Step 3 – Upload Photo

- Upload a headshot photo that will be added to the H2OReg generated OAS membership card. Once you have received an ISSUED status, you can download and print your OAS photo accreditation. Officials must always wear OAS photo accreditation on deck during competitions
- If you do not have a photo available during the H2O registration process, select “I will provide a photo later” and proceed

## Step 4 – Member Information

- OAS is asking for certain member information to better understand the demographic characteristics of our artistic swimming community in Ontario. Results will be used to inform future initiatives to increase the diversity of our sport, as well as foster a sport culture of equity and inclusion. All data will be de-identified and reported anonymously. Participation is OPTIONAL. If you prefer not to participate, select “Prefer not to say”
- You will be asked to provide Emergency Contact Information. Officials that are under 18 years of age should provide the name and contact information for their parent or guardian



## Step 5 - CAS Screening Disclosure Form

- As this is a new process, ALL individuals will be required to complete the online Screening Disclosure Form in 2022-23
- You will be asked to certify that the information contained in the Screening Disclosure Form is accurate, correct, truthful, and complete. Any person that fails to disclose information or provides information that is inaccurate, or incomplete is subject to discipline under the CAS Discipline and Complaint Policy and Procedure

## Step 6 – Conflict of Interest Declaration

- You will be asked to complete the Officials’ Conflict of Interest Declaration. The questions are the same as were previously included in the Formstack document

## Step 7 – Privacy Consents

- You will be asked to acknowledge or consent to several agreements that were previously contained in forms managed by OAS

## Step 8 – Membership Summary

- You will be asked to review the registration information you have provided to this point in the H2O registration process. Once you have completed its accuracy, you have the choice to either:
  - Complete and proceed to cart; or
  - Complete and add another membership (you would choose this option if you were registering more than one individual: For example, yourself and a minor child)

## Step 9 – Donation

- You will be asked whether you would like to donate to support artistic swimming in Ontario. This is a default part of the system and is OPTIONAL
- You may select an amount, which will be added to the Cart, or if you prefer not to donate, simply select “Proceed to cart”
- If you choose to donate, these funds are tracked as donations and allocated to athlete development initiatives such as development camps, talent identification programs, or provincial teams

## Step 10 – Acknowledgements & Waivers

- You will be asked to acknowledge and confirm agreement to several documents. Please tick the acknowledgement, enter your name, and select “I agree to the above” on each page. These documents include:
  - Concussion Code of Conduct for Officials, which is a legal requirement in Ontario under Rowan’s Law requiring all officials to review their sport organization’s Concussion Code of Conduct annually before the start of the season
  - Release of Liability, Waiver of Claims & Indemnity Agreement (18 & Over) or Informed Consent & Assumption of Risk Agreement (Minors)
  - Medical Consent
  - Acknowledgement of CAS & OAS Policies
- Please select “I agree to the above” on each page after entering your name. If you select “Close and exit” you will receive a Warning message and will not be able to proceed. Simply select the “X”, which will return you to the document, and select “I agree to the above”

## Step 11 – Payment (Cart Summary)

- H2OReg calculates the CAS and OAS fees owing, which must be paid online for the registration application to be considered complete
- The Interpodia processing fee includes:
  - A transaction processing fee (2.9% plus \$0.50), which applies to all online payments that are processed through H2OReg
  - An Interpodia fee of \$2.30 on any registration amount over \$50
  - HST is only charged on the Interpodia processing fee