



# **Registration Guide for Volunteers (Parent or Guardian of Minor Competitive Athlete) 2022-23**

**Last Revised August 28, 2022**

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## OAS 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

## Volunteer Registrant Defined

OAS requires that one parent or guardian of ALL Competitive athletes (including Regional League) under 18 years of age at the date of registration register in the Volunteer role

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

1. **Registration:** The registration year runs from September 1 to August 31, annually. Volunteers must complete the registration process via H2OReg including payment and have an ISSUED status on H2OReg by the deadline of September 30, 2022. Clubs may no longer register Volunteers. A parent or guardian with multiple minor athletes registered via H2OReg only needs to register as a Volunteer and pay ONCE

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

2. **Affiliation:** All Volunteers must identify a club or multiple club "affiliations" for the 2022-23 season. Affiliation can be updated throughout the season, as required
3. **Safe Sport:** OAS requires that all individuals registered in the Volunteer role complete either Coaching Association of Canada (CAC) Safe Sport Training or Respect in Sport Activity Leader/ Coach training. Safe Sport training is considered valid for a period of 3 years
4. **Waivers and Attestation of All Participants:** Clubs will no longer facilitate the completion of waivers and attestation of individuals affiliated with their organization. This activity will now be undertaken by OAS as part of the H2O registration process. ALL required forms and attestations will be completed by the individual when they register themselves via H2OReg

5. 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
6. Violations: Should an individual 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

Registration fees for Volunteers 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>Athletes</b>		
<b>Competitive</b>	\$ 85.00	\$ 53.00
<b>Competitive AWAD</b>	\$ 85.00	\$ 32.00
<b>Competitive Masters</b>	\$ 85.00	\$ 32.00
<b>Regional League</b>	\$ 30.00	\$ 32.00
<b>Recreational</b>	\$ 12.00	\$ 9.50
<b>Short-term Recreational (under 6 weeks)</b>	\$ 4.00	\$ 3.00
<b>Volunteer Parent or Guardian</b>		
<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. If you do not meet the requirements, you will not receive an ISSUED status on H2OReg. Individuals who meet all registration 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 registration. In the case of volunteers, the missing requirement is likely safe sport training. 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

## 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:

- 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

## Volunteer Registration Guide

### Information required to complete the volunteer 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:

- If you have previously been registered with an OAS member club, 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 applicable
- Select your membership role or multiple membership roles. The Volunteer role can be found under Technical Memberships
- Select “Learn More” to see the Volunteer 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

## Step 3 – Membership Affiliation

- Select the club or multiple clubs your athlete(s) will be training with during the 2022-23 season
- If your club is not listed, the club has not completed the club registration process on H2OReg and had their registration approved by OAS. Please contact your club Head Coach for further direction

## 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 be asked to provide Emergency Contact Information

## Step 5 – Privacy Consents

- You will be asked to consent to several agreements that were previously contained in forms managed by your club

## Step 6 – 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 7 – 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 8 – Acknowledgements & Waivers

- You will be asked to acknowledge and confirm agreement to several documents that were previously managed by your club. Please select “I agree to the above” on each page after entering your name. These documents include:
  - Release of Liability, Waiver of Claims & Indemnity Agreement (18 & Over) or Informed Consent & Assumption of Risk Agreement (Minors)
  - Acknowledgement of CAS & OAS Policies

## Step 9 – 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