



Registration Guide for Clubs 2023-24

Last Revised July 18, 2023

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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

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

Requirements for the Start of the 2023-24 Season

1. Sanction: All clubs must seek a sanction from Ontario Artistic Swimming (OAS) prior to the introduction of any in-person artistic swimming program or activity for the 2023-24 season using Sanction Request Application A. Please refer to the Sanction Handbook on the [Sanctions & Byes](#) page on the OAS website
2. Registration: The registration year runs from September 1 to August 31, annually. All clubs and individuals participating in sanctioned artistic swimming programs or activity (virtual or in-person) must be registered on H2OReg. This ensures they are insured to take part in any artistic swimming activity. Individuals must register themselves and pay their applicable OAS and CAS fees via the H2O registration process

Club registration for 2023-24 opens July 21, 2022

3. Waivers and Attestation of All Participants: Clubs are no longer required to facilitate the completion and storage of waivers and attestation of the participants affiliated with their organization. This activity will now be undertaken by OAS as part of the H2O registration process. The required forms and attestations will be completed by the individual (or their parent in the case of a minor) when they register themselves via H2OReg
4. 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

5. Emergency Action Plans: All clubs must update their Emergency Action Plans for each facility or training space (available in the Appendices below). In order to do so, clubs must review and understand any requirements imposed by the facility operator
6. Attendance: All clubs delivering sanctioned, in-person artistic swimming programs or activity must record the attendance of all participants and ensure the records are available to be accessed quickly to ensure efficient contact tracing, if required
7. Violations: Should a club or individual choose to discount, or circumvent, public health, government, facility, CAS, or OAS guidelines, such action will result in the suspension of a sanction for artistic swimming programs or activity, and disciplinary action

Fees for 2023-24

This year, we have simplified the registration fees for Clubs. In previous years there was a fee for the club, a fee for Entandem¹ and a separately invoiced fee for Club's Directors & Officers Insurance. Going forward, this will all be changed as a single Club Registration fee that covers all aspects and benefits of membership.

It has been 10 years since the base fees have increased. Therefore there is a change in base registration fees for all athletes; there has been no change in the registration fees for coaches and officials. CAS fees have also 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
Club Fees		
Competitive Clubs	\$ 700.00	\$ 120.00
Recreational Clubs	\$ 550.00	\$ 66.00
Competitive Masters Clubs	\$ 650.00	\$ 120.00

Note: OAS Fees now include the Entandem fees and the Directors and Officers insurance fees in a single consolidated OAS Club Fee.

¹ Entandem is a joint venture between RE:SOUND and SOCAN. The Entandem fee is an annual license that covers the rights to play recorded music. The money collected in the form of fees is distributed as royalties to songwriters, composers, music publishers, artists, and record labels

Athletes		
Competitive	\$110.00	\$ 56.00
Competitive AWAD	\$ 95.00	\$ 34.00
Competitive Masters	\$ 95.00	\$ 34.00
Regional League	\$ 35.00	\$ 34.00
Recreational	\$ 15.00	\$ 10.00
Short-term Recreational (under 6 weeks)	\$ 5.00	\$ 3.00
Coaches / Officials / Associate Members / Parents		
AquaGo Assistant	\$ -	\$ -
Recreational Coach	\$ 25.00	\$ 10.00
Competitive Coach	\$ 25.00	\$ 34.00
Provincial Official	\$ 25.00	\$ 10.50
National Official	\$ 25.00	\$ 21.00
Associate Registrant	\$ 25.00	\$ 10.00
Volunteer Parent or Guardian	\$ 2.00	\$ -

H2O Registration Process

Club Registration

All clubs must be registered via the H2O registration process. **Club registration for 2023-24 starts July 20, 2023 and must be completed by no later than August 4th, 2023.** Individuals affiliated with your club including athletes and coaches will not be able to register on H2OReg until the club registration is complete and has been approved by OAS. A registration guide for clubs is set out in the Appendices below

To complete the registration, you MUST complete all steps outlined within the system, including any required uploads and payment. OAS will review the registration application and approve the status if all requirements have been met. If your club has any outstanding invoices with OAS, your status may not be approved until the outstanding invoice is paid

If your club status has NOT been approved, your club is not insured to provide any programming

Any club that provides artistic swimming programming without an approved sanction is subject to a \$500 FINE and discipline under the CAS Discipline and Complaint Policy and Procedure

Participant Registration

Registrants in the categories set out below are responsible for registering themselves, completing the required information, and paying any applicable CAS and OAS fees via the H2O registration process. All forms, waivers, and information required by CAS or OAS for participation in artistic swimming in Ontario will be collected as part of the H2O registration process. If all requirements have not been met, registrants will receive an email of PENDING status with a link to see any outstanding items

To be considered registered, the registrant must have an ISSUED status. Confirmation of this status will be sent to them via email

It is the club administrator's responsibility to ensure that all individuals affiliated with their club have an ISSUED status and to follow up with individuals who have requirements that are PENDING

OAS may impose fines or refer an incident to our discipline process for any individual whose registration on H2OReg is not complete but nonetheless participates in any club artistic swimming activity or event

Membership categories and their associated OAS and CAS fees for 2023-24 are set out below. Definitions of the various membership categories can be found in the CAS Registration Policy on their [By-laws & Policies](#) page. Club administrators should review the membership categories carefully and, if needed, check with OAS to ensure they are providing appropriate advice to their members on the correct category to choose

Registrant Categories & Definitions

Athlete Registration

All athletes (or their parents in the case of minor athletes) must complete the registration process via H2OReg, including completion of the required waivers and acknowledgements and payment prior to participating in any club activities or events. Clubs may no longer register athletes. Athletes will be asked to select a single club affiliation in order to proceed with their registration

Recreational Athletes

- Recreational athletes who participate in full-year programming should register as RECREATIONAL. They will be prompted to select AquaGO!, Adaptive, Masters, or Other programming, as appropriate
- Recreational athletes who participate in seasonal programming, camps, or other types of non-competitive programming for a period of six weeks or less should register as SHORT-TERM RECREATIONAL. Registration and payment are required for each session

Parents or Caregivers Providing In-water Support

- Parents or caregivers providing in-water support for RECREATIONAL athletes should register as Recreational or Short-term Recreational, as appropriate. This ensures they are insured to take part in artistic swimming activity
- Parents or caregivers providing in-water support for COMPETITIVE athletes should register as Recreational. This ensures they are insured to take part in artistic swimming activity

Athlete Transfers Between Clubs

Athletes who previously swam at another club are free to select a NEW club affiliation, subject to any restrictions prescribed by OAS. OAS and the originating club have the ability to indicate in the registrant's profile that the athlete is "not in good standing". If the "not in good standing" box is checked, the individual will not be able to register on H2OReg as an Athlete (or in any other role). Only the OAS administrator or originating club (depending on who assigned the "not in good standing" status) can change this record

Coaches

All coaches must complete the registration process via H2OReg, including completion of the required uploads, waivers, acknowledgements, and payment, prior to participating in any club activities or events. Coaches will be asked to select a club or multiple club "affiliations" in order to proceed with their registration

- Coaches that coach in the National, Provincial, or Regional League competitive stream should register as COMPETITIVE COACH
- Coaches that ONLY coach recreational programs including AquaGO! Instructor should register as RECREATIONAL COACH
- Coaches that coach in BOTH the competitive stream AND recreational programs should register as COMPETITIVE COACH
- A club that engages an international coach or a coach that resides in another province must ensure that the coach registers themselves as an Ontario coach via the H2O registration process prior to being on deck

Associate Registrants

All individuals included in the definition of an Associate Registrant must complete the registration process via H2OReg including payment by the prescribed deadlines set out below. Clubs may no longer register Associate Members. Associate Members will be asked to select a club or multiple club "affiliations" in order to proceed with their registration

Associate Registrants include the following categories:

- OAS or club Directors or Officers
- OAS or club Committee Members
- Individuals within OAS or a club with access to sensitive personal information or financial records (e.g., Registrar or Treasurer)
- OAS or club Employees
- External Experts or Consultants that are NOT artistic swimming coaches
- Program Assistants for AquaGO!
- Chaperones

Only those Program Assistants for AquaGO! that are NOT NCCP certified or already registered as an Athlete must register as Associate Registrants on H2OReg. Program Assistants for AquaGO! that are NCCP certified should register on H2OReg as a Recreational Coach

Deadlines for Registration by Associate Registrants

- All current OAS or club Directors, Officers, Committee Members, individuals within OAS or a club with access to sensitive personal information or financial records, or OAS or club Employees must be registered on H2OReg by the deadline of September 30, 2023
- Any new OAS or club Director, Officer, Committee Member, individual within OAS or a club with access to sensitive personal information or financial records, or OAS or club Employee must be registered on H2OReg within 14 days of appointment
- Program Assistants for AquaGO! must be registered on H2OReg prior to participating in any club activity or event
- External Experts or Consultants that are NOT artistic swimming coaches and do not have their own valid insurance coverage must be registered on H2OReg prior to participating in any club activity or event
- Any Chaperone must be registered on H2OReg at least 14 days prior to the start of the chaperone activity

Volunteer (Parent or Guardian)

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

All individuals must complete the registration process via H2OReg including payment by the deadline of September 30, 2023. Clubs may no longer register Volunteers. Volunteers will be asked to select a club or multiple club "affiliations" in order to proceed with their registration

A parent or guardian with multiple minor athletes registered via H2OReg only needs to register as a Volunteer and pay ONCE

Officials' Registration

All officials must complete the registration process via H2OReg, including completion of the required waivers and acknowledgements, and payment by the deadline of September 30, 2022. Officials will no longer be prompted to identify an affiliation with a club

Membership Upgrades/ Additional Roles

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 Recreational Coach to Competitive Coach or Recreational Athlete to Regional League):

- 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 fees

Club Registration Checklist

- Club registration application submitted via H2OReg
- Club registration fees paid via the H2O registration process (payment must be made to complete the process)
- Ensure all current club Directors, Officers, and Committee Members are registered as Associate Members via H2OReg
- Ensure all affiliated Athletes, Coaches, Associate Members, and Volunteers have an ISSUED status
- Sanction Request Application A submitted and approved by OAS prior to the introduction of any in-person artistic swimming program or activity for the 2023-24 season

Club Registration Guide

Information required to complete the club registration application

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

- Your club's logo and social media links
- Incorporation Number if your club is incorporated
- Call letters
- Club number assigned by CAS (see Appendix 3 below)
- A copy of your club's current by laws (if incorporated) or rules of operation (if not incorporated) that can be uploaded
- A copy of your club's financial statement for the previous fiscal year. In the case of a Review Engagement or Auditor's Report, submission of the cover page is sufficient to meet this requirement
- How many board members you have (if incorporated)
- The name, email address, and phone number for your club's President, Treasurer, Registrar, and Head Coach or, if your club is not incorporated, the name and contact information for individuals who are responsible for the management and administration of your organization
- The date of your next Annual Meeting or Member Meeting
- Pool facility information
- A credit 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

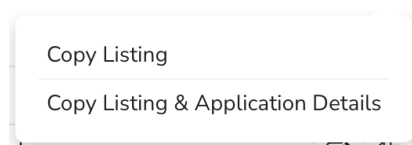
Step 1 – Listing

- Log-on to H2OReg at <https://h2oreg.com/#!/memberships/ontario-artistic-swimming-club-registration>
- Create an account if this is the first-time logging into the system OR select *Renew your annual club registration with OAS*
- Assuming you were registered as a club last year you can begin with “Resume or Copy and Existing Application:

New Listing

RESUME OR COPY AN EXISTING
APPLICATION

- Select “Copy Listing & Application Details” to copy last year’s application including many of the required fields



- Email address and phone number should be for your Registrar or Club Administrator, as appropriate. This will be the individual OAS contacts to advise on the status of your application for registration
- A “Start Date” and “End Date” is a default part of the system and is required to create a club dashboard that allows clubs access to their “affiliate” (member) information. Please enter a start date of 2023-07-01 and end date of 2024-07-31
- Select “Save Listing” and select all programming offered by your club
- You can include your club logo and social media links, which will be displayed on your club profile
- If you choose NOT to include social media links for your club, we recommend you DELETE the generic information provided by H2OReg for each of Facebook, Instagram, YouTube, and Twitter (i.e., delete <https://facebook.com>)
- Select “Save & Continue”

Step 2 – Application: Club Information & Pool Facility Information

- The information requested in this section of the H2O registration process is like that required in previous years in the Compliance Certificate and Member Roster/ Contact forms
- You will be asked to provide information, upload certain documents, and acknowledge your club’s compliance with requirements set out in the OAS Club Operations Policy

- To complete the registration, you MUST complete all the required information and uploads. OAS will review the details of your registration application and will only approve the status if all requirements have been met

Step 3 – Club Dashboard Creation

- This section is a default part of the system and is required to give you access to your “affiliate” (member) information once they have registered through H2OReg
- Select “Add New Category”
- In the box titled “Name” create a single registration category called “Club Member” with an associated \$0 price in the box titled “Price before tax”
- Select “Save” then “Done”

Step 4 – Payment

- H2OReg calculates the CAS and OAS fees owing, which must be paid online for the registration application to be considered complete
- As in previous years, the Entandem (formerly known as SOCAN) fee will be charged at the time of club registration
- Once you select “Pay Online” you will be taken to the shopping cart that provides a summary of the fees. Credit card information is entered under “Billing & Payment” at the bottom of the page
- 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

Appendix 1 – Emergency Action Plan Template

Emergency Action Plan

Emergency phone number	911 for all emergencies
Contact information for Head Coach [INSERT NAME]	Cell: Club line: Email:
Contact information for [INSERT CLUB NAME] President, [INSERT NAME]	Phone : Cell: Email:
Address of pool facility	[INSERT POOL NAME & STREET ADDRESS] Closest major intersection: [INSERT CROSS STREETS]
Phone number of pool facility	[INSERT POOL PHONE NUMBER]
Address of nearest hospital	[INSERT HOSPITAL NAME & STREET ADDRESS] Closest major intersection: [INSERT CROSS STREETS] Phone: [INSERT HOSPITAL PHONE NUMBER]
Phone number of Telehealth Ontario	Toll-free: 1-866-797-0000

Emergency Action Plan

Emergency team	Roles & Responsibilities
Lifeguard	Immediate care of the athlete is the priority. The Lifeguard will typically lead and provide the emergency medical care in the event of an emergency
Lead Coach	<p>EMS Activation: This should be done as soon as the situation is deemed an emergency or a life-threatening event. Coach to call EMS (911 for all emergencies) and be prepared to provide the following information:</p> <ul style="list-style-type: none"> • Name and phone number calling from • Pool address • Condition of injured athlete (age, consciousness, breathing, nature of injury) • First aid or treatment being provided <p>Calls made from a landline to an emergency dispatcher allow the dispatcher to automatically see the pool address. Use the Lifeguard's landline wherever possible</p> <p>Designate a coach or an older athlete to meet the ambulance and to direct EMS to the site of the accident</p> <p>Consult Emergency Contact List to determine whether the athlete has existing medical conditions or allergies and advise EMS personnel, as appropriate</p> <p>Coach to accompany athlete under 18 years of age to hospital where parent is not available</p> <p>Scene Management: Where younger athletes are present, assign a coach or an older athlete to gather the other athletes into a group away from the scene and provide care and comfort, as required</p> <p>Club Contact: Contact Head Coach</p>

Head Coach

Contact the athlete's parents or guardians

Contact the Club President

Respond to any media enquiries

Coordinate information provided to other athletes and families, as required

Complete OAS Injury Tracker and any required facility accident incident report

Appendix 2 – CAS Club Numbers

ORG# NAME

825	BRANT ARTISTIC SWIMMING CLUB
50	CHACO ARTISTIC SWIMMING CLUB
837	DURHAM ARTISTIC SWIMMING CLUB
857	GO CAPITAL ARTISTIC SWIMMING CLUB
840	GRANITE ARTISTIC SWIMMING
67	HALTON HILLS ARTISTIC SWIMMING CLUB
827	IGNITE ARTISTIC SWIMMING CLUB
847	KAWARTHA ARTISTIC SWIMMING CLUB
849	LONDON REGIONAL ARTISTIC SWIMMING CLUB
850	MARKHAM ARTISTIC SWIMMING CLUB
851	MASA (MISSISSAUGA ARTISTIC SWIMMING CLUB)
852	NEPEAN ARTISTIC SWIM CLUB
855	OLYMPIUM ARTISTIC SWIMMING CLUB
119	REMIX ARTISTIC SWIMMING CLUB
841	ROYAL CITY ARTISTIC SWIMMING CLUB
867	SUDBURY SYNCHRO SWIM CLUB
70	TILLSONBURG SYNCHERS ARTISTIC SWIMMING
871	TORONTO ARTISTIC SWIMMING CLUB
875	TORONTO TSUNAMIS MASTERS
52	WATERLOO REGION ARTISTIC SWIMMING CLUB
60	YORK ARTISTIC SWIMMING CLUB