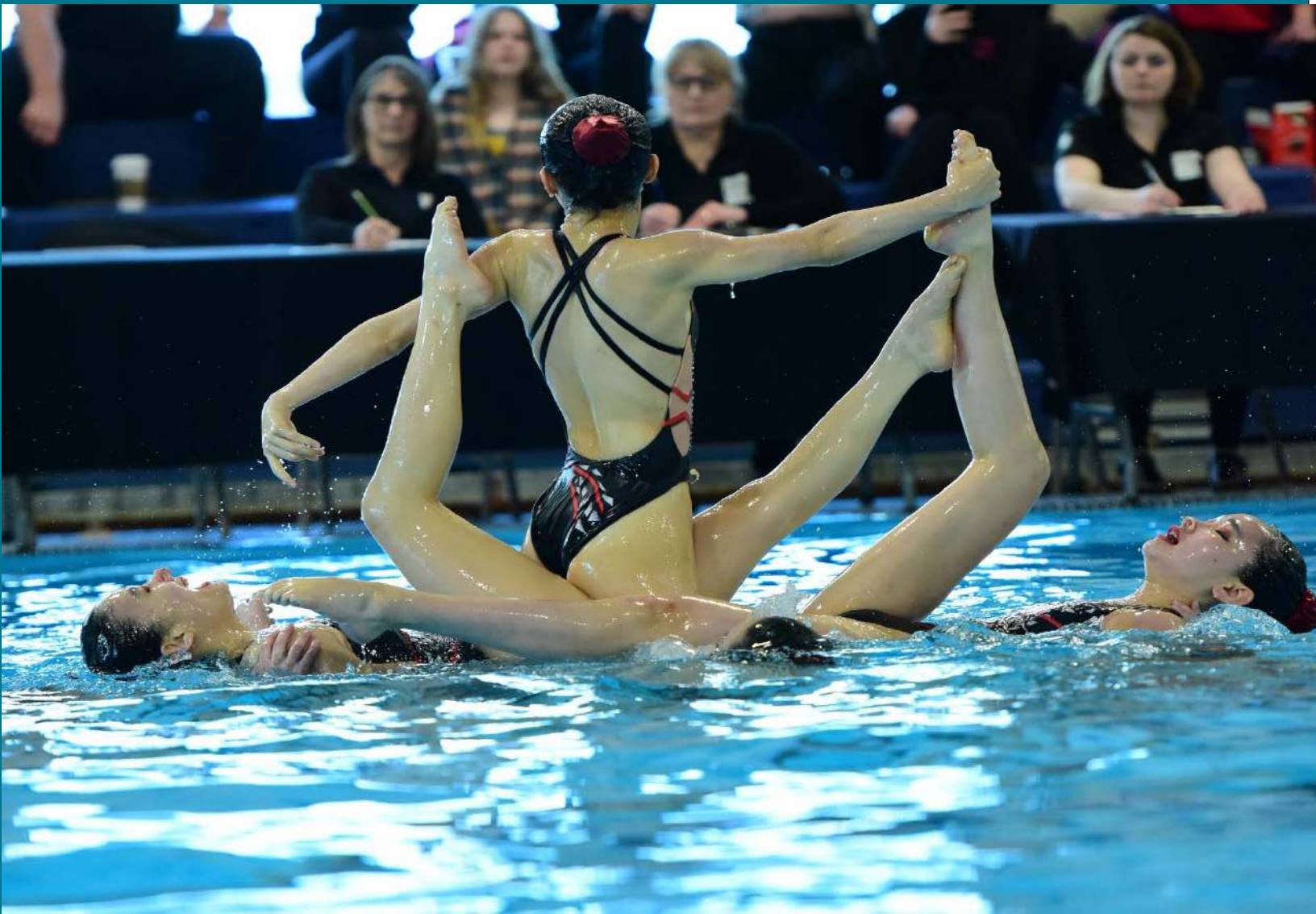


BC 
ARTISTIC
SWIMMING

2024-2025 Membership Package

Version 1





BC Artistic Swimming leads growth and development in artistic swimming. With a vision of an inclusive and accessible sport community inspiring excellence, we are guided by five key values:

- We are connected as a True Sport COMMUNITY.
- We strive for EXCELLENCE.
- We offer INCLUSIVE programs.
- We act with INTEGRITY.
- We communicate RESPECTFULLY.

BC Artistic Swimming is committed to leading from our values-based lens of ethical, inclusive, and safe sport. In doing so, we have made a commitment to several philosophical and program delivery models that support our vision who are profiled on the [BCAS Safe Sport](#) webpage. Please click on the respective icon below to learn more about each of the following partners.



BC ARTISTIC SWIMMING DECLARATION

Our athletes are the heart of our community.
We nurture collaboration, life-long learning, and sport for life.
We strive for innovation, excellence, and integrity in and out of the pool.
We celebrate our collective journeys honouring our past, present, and future.

We foster growth.
We believe in fulfillment.
We welcome everyone.
We are a vibrant community.

Joy...Unity...Movement...Passion.

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WELCOME TO THE 2024-2025 SEASON!



I expect you can appreciate that each season requires a LOT of planning, coordinating and preparation. This process begins as early as January for the season that starts in September and the coordinating, and preparations don't ever actually reach completion as staff are constantly working towards the next event. And let's be honest, there is no 'off-season' anymore. Hours and hours of time was invested into the 2023-2024 season and much of it either didn't come to fruition or required excessive adaptations and plenty of pivoting. It was as frustrating and disappointing for BCAS as it was for our members.

The good news is that 2024-2025 can only be better! We now have our feet wet with the new judging system and while we know more changes are coming, they will only help to improve our sport. We dipped our toes into electronic scoring last season and expect to fully immerse ourselves next season which will help to streamline competitions. Nationally, we will adopt a new registration system that will reduce the workload on clubs as families will be able to register themselves directly in the system and it will provide proven and effective tools for managing data, waivers and payments.

In 2024-25, BCAS will continue to deliver sport development initiatives that support the growth and progress of provincial, Masters, recreational, AquaGO!, and adaptive artistic swimming programs and direct support is already available to clubs in the pursuit of growing participation and retention through marketing and promotion initiatives. On the high performance side, BCAS will be in full preparation mode for the 2025 Canada Summer Games in St. John's, Newfoundland. In 2025, Team BC will finally be named, and we will have the honour of watching them shine on the Canada Games stage next summer!

While the organization is undergoing a lot of transition, particularly with staffing, we will continue to strive to nurture and ensure **safe spaces** for all participants and to support our members. Though change can be difficult, it is a constant and we know that when we collaborate and work together, great things happen.

I will miss the artistic swimming community and the many wonderful people that I now call friends. I joined the BCAS team with the intention of staying for 12 months and now say good-bye more than seven years later with a lot of wonderful memories and pride in our many collective accomplishments.



Jennifer Keith
Executive Director

BC ARTISTIC SWIMMING INFORMATION

ADDRESS

BC Artistic Swimming no longer maintains a store-front office rather all staff work remotely. Our mailing address is:

PO Box 42526, Columbia Square PO
New Westminster, BC
V3M 6L7

OFFICE HOURS

Monday – Friday	9:00 am to 3:00 pm
Weekends & Holidays	Closed

GENERAL CONTACT INFORMATION

General Inquiries:	info@bcartisticswimming.ca
Website:	www.bcartisticswimming.ca
Phone:	604-333-3640

Executive Director	TBD	ed@bcartisticswimming.ca
Sport Development Manager	Tanya Magee	sdm@bcartisticswimming.ca
High Performance Manager	TBD	hpm@bcartisticswimming.ca
Meet Manager	Renate White	competitions@bcartisticswimming.ca



MEMBER BENEFITS

As a member of BC Artistic Swimming, and by extension Canada Artistic Swimming, clubs and registrants gain access to a host of services and benefits that include, but are not limited to:

MEMBER SERVICES

- ✦ Access to the Canada Artistic Swimming e-Registration and Invoicing System
- ✦ Coach Training, Certification, Professional Development, and Evaluations
- ✦ Officials Training and Certification
- ✦ Provincial Athlete Development Programs (Ignite Provincial Program, Team BC, BC Games, Adaptive Artistic Swimming, Fun Meets, etc.)
- ✦ Education and Training, including Conferences, Seminars, and Clinics
- ✦ Technical Package Information
- ✦ Long Term Athlete Development Resources, Testing, and Support
- ✦ Awards, Bursaries and Recognition
- ✦ Artistic Swimming Archives

COMPETITION ACCESS

- ✦ Provincial Competitions
Training & Routine Meets, Provincial Qualifiers, Provincial Championships, Fun Meets, Limited Competitive Meet, BC Summer Games
- ✦ National Competitions
National Qualifier, Canadian Championships, Canada Summer Games
- ✦ Sanctioning for International Competitions
- ✦ Virtual Events and Activities
- ✦ Online Competition Registration and Invoicing

CLUB SUPPORT

- ✦ Sport- and Sector-Specific Communications and Updates
- ✦ Comprehensive Insurance Programs (General Liability, Accident, Director's Insurance for Club Executives)
- ✦ Insurance Extensions (Property, Cyber, Comprehensive D&O, Travel at an *additional cost to club*)
- ✦ Fundraising Support
- ✦ Club Education and Development
- ✦ Travel and Program Grants
- ✦ Classified Advertisements
- ✦ Policy and Procedure Development Support
- ✦ New Club Development and Support
- ✦ Sport Services Program
- ✦ Safe Sport Resources and Program Support
- ✦ Club Operations Support and Training
- ✦ Governance Training and Onboarding





OPERATIONS SUPPORT

- ✦ Strategic Planning and Partner Alignment
- ✦ Provincial Competitions, Event Planning and Delivery
- ✦ Domestic and/or National Member Accident and Liability Insurance
- ✦ Strategic Communications (Website, Social Media, Newsletters, etc.)
- ✦ Revenue Generation
- ✦ Advocacy for Pool Development and Design
- ✦ Advocacy and Application Development for Grants and Funding
- ✦ High School External Sport Credits
- ✦ Athlete Support and Funding Programs
- ✦ National Sport Trust Fund Access
- ✦ Program Delivery Support

Please refer to Appendix D for a list of Canada Artistic Swimming's Benefits of Membership

REGISTRATION & COMPETITION CATEGORIES

NOTATIONS:

- All registered members must agree to adhere to [BC Artistic Swimming's](#) and [Canada Artistic Swimming's](#) Conduct Policies at the time of registration.
- Members attending provincial or national events must be members in good standing of BC Artistic Swimming and Canada Artistic Swimming.
- Any person intending to vote at a general meeting of BC Artistic Swimming must be a member in good standing and meet the membership requirements outlined in its Bylaws.

2024-2025 REGISTRATION CATEGORIES

CAS e-Reg Category	BC Artistic Swimming Equivalent
Competitive Provincial Athlete	Provincial Stream Athlete, including Competitive Adaptive*
Competitive Provincial Limited	Limited Competitive Athlete, including Adaptive*
Competitive National Athlete	National Stream Athlete
Competitive Masters Athlete	Competitive Masters Athlete
Recreation Athlete	Recreation Athlete, including Recreation Adaptive* and Masters
Recreation Athlete – Short-Term	Short-Term Athlete
AquaGO! Participant	AquaGO! Athlete
Competitive Coach	National Stream, Provincial Stream, Masters Competitive Coach
Recreational Coach	Recreation, Limited Competitive, AquaGO!, Masters Rec Coach
Provincial Official	Level 1-2 Official
National Official	Level 3+ Official
Associate Registrant	Club Executives
Volunteer	Volunteer

*Adaptive athletes must be registered as either recreational or competitive athletes depending on their intentions for the season. The athlete's profile should be updated with the relevant cognitive or physical disabilities.

Please refer to Appendix A for definitions of the registration categories.

2024-2025 COMPETITION CATEGORIES

National Stream	Provincial Stream	Masters Stream	Recreational Stream
Youth (13-15)	AG 10 & Under	Recreational	AquaGO!
Junior (15-17)	AG 11-12	Competitive	Recreational
Senior	AG 13-15		Limited Competitive^
University*	AG 16-20		Adaptive
	Adaptive		Short-Term

* University – members that are registered through a college or a university and registered by CUASL. A university athlete intending to compete in a BC Artistic Swimming or Canada Artistic Swimming competition must be duly registered as a competitive athlete.

^ Limited Competitive athletes are youth Recreation Stream registrants who wish to compete at the Limited Competitive Provincial Championships (i.e. they MUST be registered as Limited Competitive at the start of the season or upgraded in e-Reg prior to registering for the provincial competition).

CLUB OPERATIONS POLICY COMPLIANCE



As a condition of membership with BC Artistic Swimming, clubs must now demonstrate compliance with the Club Operations Policy. As such, as part of the Annual Club Registration process, clubs will be required to demonstrate their compliance with the requirements outlined below. Failure to comply may result in the club's membership being denied.

GOVERNANCE

- Member Club is incorporated as a not-for-profit organization.
- Member Club has a Board that numbers not fewer than three directors who are elected by its members.
- Member Club has provided BCAS with up-to-date contact information for Directors.
- Member Club has adopted Bylaws that align with the new BC Societies Act and, at a minimum, include:
 - Member Club name
 - Membership standards including requirements of admission, membership duration and conditions of withdrawal or expulsion
 - Member Club meetings details including annual meeting, notice, quorum, and voting rights
 - Board structure including board composition, the appointment and removal of directors and officers and their duties, powers, and remuneration
 - Financial management standards including financial year
 - The manner of making, amending and rescinding by-laws, or rules of operation
 - Member Club Dissolution
- Member Club has provided BCAS with a copy of its current bylaws.

REGISTRATION & INSURANCE

- Member Club signs attestation that:
 - All members – athletes, executives, and volunteers – will be duly registered as appropriate in the CAS E-Registration System to ensure they are covered by the BCAS insurance policy.
 - No coach will be permitted on deck without confirmation that they have duly registered for the current season in the CAS E-Registration System and met the requirements of the BCAS Coach Certification Policy.
 - Confirms whether the Member Club carries Directors & Officers Liability insurance.

POLICIES

- Member Club has adopted the following BCAS policies:
 - Appeal Policy
 - Coach Certification Policy
 - Concussion Policy
 - Discipline and Complaints Policy
 - Privacy Policy
 - Screening Policy

FINANCIAL

- Member Club has adopted a Finance Policy that includes, at a minimum
 - Signing authority
 - Authority to enter into contracts
 - Regular financial reporting
 - Annual budgets
 - Reserve funds
 - Expense reimbursement, including travel
- Member Club has appointed a public accountant by ordinary resolution at its last annual meeting in accordance with the stipulations of the BCAS Club Operations Policy or confirms receipt of an exemption from BCAS.
- A public accountant is engaged to conduct and/or prepare one of the following in accordance with the BCAS Club Operations Policy:
 - Internally Prepared Statement for Club Members with annual operating budgets less than \$100,000.
 - Externally Prepared Statement for Club Members with annual operating budgets of \$100,000-\$249,999. ****For the 2024-25 season, BCAS has granted exemptions to applicable clubs**
 - A Review Engagement for Club Members with annual operating budgets of \$250,000-\$499,999.
 - An Annual Audit for Club Members with annual operating budgets of \$500,000 or more.
- At the time of annual registration, Member Clubs provide BC Artistic Swimming with a copy of the audit report, financial engagement report, or externally prepared statements prepared by the public accountant for their previous fiscal year.

WEBSITE

- Member Club has posted the following material on their website where it is available to the public:
 - Name of board members/club executive
 - Member Club Bylaws
 - Minutes of their most recent Annual Meeting
 - All board-approved policies with general application to its membership

NOTE: A club is not granted membership and considered to be in good standing until such time as it demonstrates compliance with all the Club Operations Policy requirements. At the discretion of the BCAS Board of Directors, a club may be granted conditional membership pending compliance. BCAS membership benefits may be limited while a club is under conditional membership status.



REGISTRATION INFORMATION

Canada Artistic Swimming and BC Artistic Swimming will manage the national registration database, according to Canada Artistic Swimming and BC Artistic Swimming Privacy Policies.

(NEW) Registration System

In partnership with Canada Artistic Swimming, BCAS will be moving to the RAMP InterActive Registration Platform for the 2024-2025 season and beyond. All members – athletes, coaches, officials, executives, and volunteers – must be registered through the RAMP and in good standing to participate in any artistic swimming activity and ensure insurance coverage.

The Artistic Swimming Season

The Canada Artistic Swimming membership year is September 1st to August 31st. As of August 31st, each year, the registration database will show all members as inactive. **Anyone participating in artistic swimming activities on September 1st or beyond MUST be registered for the new season PRIOR to participation.**

Member Club Registration

To ensure BC Artistic Swimming collects the relevant and appropriate information from each member club, each club must complete the online [Annual Club Registration Form](#). Annual Club Registration Forms must be submitted no later than **September 1** each year.

(NEW) Club Registration and RAMP Registration System Set Up

RAMP hosted a series of registration webinars in July 2024. Recordings of the webinars were distributed to clubs along with your club-specific registration login information. You can now log into RAMP and create your registration packages for the 2024-25 season. Please refer to Appendix

To access RAMP Registration System Admin Tutorial, please visit the following [LINK](#).

If you require assistance with setting up RAMP, please book a session with the [RAMP Projects Team](#).

Registration and Payment Deadlines

Registration of its annual membership (i.e., athletes, coaches, executives, volunteers, etc.) in the RAMP Registration System must be complete no later than **11:59 PM on October 10** annually.

Member Clubs may add new registrants to RAMP at any time during the season. Individuals must be duly registered with a Member Club **PRIOR** to participating in any artistic swimming activity – in person or virtually – in BC. Anyone participating in a BCAS sanctioned event or competition – in-person or virtually – must be registered in the e-Reg System **PRIOR** to registering for the event.

(NEW) Invoices for club registration dues will be generated through the RAMP Registration System and will be issued on October 11 and payable by October 15 annually. Subsequent invoicing will take place on a quarterly basis in December, March and June each year.

Failure to pay registration fees within **30 days of the submission date** may be subject to fines and registrants may be ineligible to participate in BC Artistic Swimming or Canada Artistic Swimming sanctioned activities. **After 60 days**, BCAS may label a club in arrears as “not in good standing”.

General Membership Registration

General Members are members who are not affiliated with a club, are not an official, or a member of the provincial Board of Directors. General Members must complete the [General Membership Registration Form](#). The applicable payment must be submitted to the BC Artistic Swimming office by the registration deadline.

REGISTRATION POLICY HIGHLIGHTS

- **COACHES: All coaches** are required to **register themselves in the RAMP System**. Neither BCAS nor clubs have the ability to register coaches. Coaches who have multiple roles (e.g., officials, athletes, etc.) must register **FIRST** as a coach. All other roles will be considered “additional roles” and the fees will be automatically reconciled accordingly.
- **COACHES: Coaches must pay the appropriate fees by electronic means** (e-transfer or PayPal) to complete their registration. Coaches should seek reimbursement of registration fees from their club, as appropriate. (Note: payments through PayPal will include a 2.9% + .30 convenience fee).
- **(NEW) OFFICIALS:** Officials are required to **register themselves in the RAMP System**. Officials may not register as an official through a member club.
- **(NEW) Invoices for club registration dues** will be generated through the RAMP Registration System and will be issued on October 11 and payable by October 15 annually. Subsequent invoicing will take place on a quarterly basis in December, March and June each year.
- **REFUNDS:** No refunds are issued by CAS or BCAS once a registration has been submitted.
- **IN ARREARS:** After 60 days, BCAS may label a club that is in arrears as “not in good standing” in the RAMP System. This will prevent a club from registering its athletes for competitions. Payment must be received and processed to enable for the status to be updated.
- **COMPLETING REGISTRATION:** Registration is only complete when Canada Artistic Swimming (CAS) receives payment from BC Artistic Swimming.

Fines

BC Artistic Swimming will charge fines as follows:

- \$5.00 per athlete or coach for any late, incomplete, or incorrect competitive registrations.
- \$50.00 for late, incomplete, or incorrect club registrations.

Canada Artistic Swimming rules state: "Late, incomplete or incorrect registrations will result in a \$25.00 penalty fee per competitive athlete up to a maximum of \$500.00 per club." Any Canada Artistic Swimming fines incurred will be charged to the club(s) involved.

The registration of all members shall be in accordance with

[BC Artistic Swimming’s Member Registration Policy & Procedures](#)

&

[Canada Artistic Swimming’s Registration Policy](#)

FEES

BC Artistic Swimming's Membership Fees are listed below.

2024-2025 REGISTRATION FEES CLUBS	CAS	BCAS	TOTAL FEE
Competitive Club (includes SOCAN fees)	\$120.00	\$287.50	\$407.50
Recreational Club (includes SOCAN fees)	\$66.00	\$127.50	\$193.50
ST – Short Term Recreational	\$3.00	\$2.00	\$5.00
AG – AquaGo!	\$10.00	\$26.00	\$36.00
Recreation, including Adaptive	\$10.00	\$26.00	\$36.00
Recreation Masters	\$10.00	\$26.00	\$36.00
Limited Competitive, including Adaptive	\$34.00	\$19.00	\$53.00
Competitive – Provincial Stream	\$56.00	\$89.00	\$145.00
Competitive – National Stream	\$56.00	\$89.00	\$145.00
Competitive – Provincial Stream Adaptive	\$34.00	\$89.00	\$123.00
Competitive Masters	\$34.00	\$89.00	\$123.00
University	-	\$10.00	\$10.00
Recreational	\$10.00	\$17.00	\$27.00
Competitive	\$34.00	\$25.00	\$59.00
Provincial	\$10.50	\$17.00	\$27.50
National	\$21.00	-	\$21.00
Club Executive	\$10.00	-	\$10.00
Club Volunteer	-	-	\$0.00
General Member	\$10.00	\$10.00	\$20.00
Alumni	-	-	\$0.00

Club Executives & Volunteers must be registered with BC Artistic Swimming to ensure they have liability insurance during BC Artistic Swimming sanctioned activities and to be allowed on deck. Registration of Volunteers is at no additional cost to the club.



2024-2025 MEET FEES			
	Provincial Stream Limited Competitive	National Stream	Masters
Athlete Competition Fee	\$25.00	\$25.00	\$25.00
Events			
Figures and Elements	\$30.00	\$30.00	\$30.00
Skills – LTAD or Basic	\$30.00	\$30.00	-
Routines Fees			
Solo Tech – Land	-	\$45.00	\$35.00
Solo Free	\$35.00	\$45.00	\$35.00
Duet Tech	-	\$50.00	\$40.00
Duet Free	\$40.00	\$50.00	\$40.00
Mixed Ability Duet	\$40.00	\$50.00	\$40.00
Trio Tech	-	-	\$45.00
Trio Free	-	-	\$45.00
Team Tech	-	\$110.00	\$95.00
Team Free	\$100.00	\$110.00	\$95.00
Mixed Ability Team	\$40.00	\$110.00	\$95.00
Combo	-	\$115.00	\$85.00

Athlete Competition Fee

BC Artistic Swimming has adopted a new Athlete Competition Fee that will be charged to each athlete participating in BCAS competitions - training meets, provincial qualifiers, and provincial championships. This is a relatively standard rate that is already charged in other provinces and by Canada Artistic Swimming to support effective meet operations such as facility and staging rentals, officials and staff travel, hospitality, and other costs associated with hosting meets.

Fines for Late Competition Entry Fees

A late entry fee of **(NEW) \$50.00** will be levied for each figure, solo, duet, or team entry received after the published deadline. No entries will be accepted after the figure draw has been sent out.

Withdrawals from Competitions

NO reimbursement of entry fees will be given should an athlete withdraw after the registration deadline.



TRANSFERS

There is no formal transfer process in the CAS Online Registration System.

At the **start of a new season**, Member Clubs are free and able to register new members who were previously registered with another Club without approval from the former club or BC Artistic Swimming, provided the member is in good standing. If a member’s status is not in good standing, a new Member Club will not be able to register the member until the former club or BC Artistic Swimming have updated their status to in good standing.

An athlete wishing to transfer from one club to another after the start of a season must be released by their current club prior to being able to register with the new club. Please refer to the Athlete Transfer Decision Guide below. A club cannot prevent or delay the transfer of an athlete without a valid reason which includes but is not limited to outstanding fees or disciplinary action including a suspension or expulsion. If the athlete/family is in dispute with the former club about the outstanding fees, the receiving club is encouraged to contact BC Artistic Swimming for guidance.

Processing a Transfer

For a new club to register a member formerly registered with another club, they will search the database for the member’s profile and proceed to register them. To transfer a registered member during the season, the new club will add the new role to the registrant’s profile.

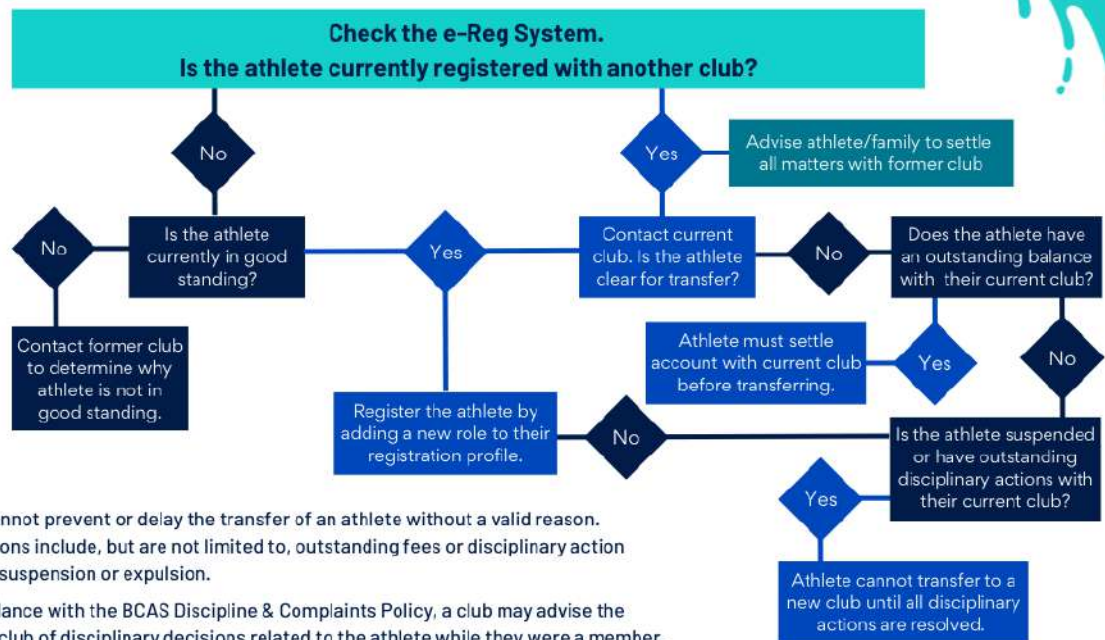
BC Artistic Swimming and Canada Artistic Swimming fees are non-refundable. Any and all reimbursement of fees from the former club to the transferred member is at the discretion of the former Club in accordance with their relevant refund policy.

Please contact BC Artistic Swimming at info@bcartisticswimming.ca or 604-333-3640 with any questions.



ATHLETE CLUB TRANSFER DECISION GUIDE

New athlete requests to join a club after the start of the current artistic swimming season.



*A club cannot prevent or delay the transfer of an athlete without a valid reason. Valid reasons include, but are not limited to, outstanding fees or disciplinary action such as a suspension or expulsion.

*In accordance with the BCAS Discipline & Complaints Policy, a club may advise the receiving club of disciplinary decisions related to the athlete while they were a member.

INSURANCE

By virtue of membership in good standing with BC Artistic Swimming, Members Clubs and registrants are covered through BCAS' insurance policies. Only **activities sanctioned or authorized by BCAS** are covered. For more information about sanctioned and unsanctioned activities, please refer to page 18).

Insurance coverage extends to all sanctioned activities in British Columbia and in Canada. If your club is considering activities outside of BC or Canada, please contact BCAS well in advance of your travel for guidance.

ONLY individuals who are registered with BCAS and are active within the role for which they are registered are covered by BCAS insurance. **ALL** volunteers must be registered to ensure their activities are covered by BCAS insurance.

Certificate of Insurance

Once the annual policy renewal process is complete, BC Artistic Swimming will distribute a copy of the Certificate of Insurance to all Member Clubs in good standing. The Certificate of Insurance is proof of insurance coverage and names the appropriate municipalities, facilities, partners, and service providers. To add a party to the Certificate of Insurance, please submit your request to ed@bcartisticswimming.ca.

Commercial General Liability (GCL)

- Protects BCAS and Member Clubs from claims arising from “bodily injury” and “property damage” in the event an injured participant files a lawsuit.
- Covers “participant to participant” liability (Player vs Player) which protects the participant in the event that one player is sued by another player resulting from an injury.
- Comprehensive coverage (legal defense costs and compensatory damages or monetary award) for which BCAS or Members Clubs are legally liable.

Non-Profit Directors and Officers Insurance (D&O Lite)

- Activated if Directors and Officers are sued for actual or alleged errors and omissions while performing their duties as officials of the organization.
- Not comprehensive
 - Covers compensatory damages ONLY.
 - Does not cover defense costs or punitive or exemplary damages.
 - Does not cover wrongful termination lawsuit.
- Clubs are required to purchase a separate or stand-alone D&O Policy to be in compliance with the [Club Operations Policy](#).

Sport Accident or Participant Accident

- Indemnifies the BCAS member if they sustain bodily injury or death arising out of a sport accident on a “no fault” basis.
- Applies to sport accidents in Canada and is in excess of provincial health and employee benefits programs.
- Does not cover volunteers, sickness or disease, non-accidental death, intentional self-inflicted injury.

Property Extension (Optional)

- Optional coverage available to insure tangible property including equipment, sound system, etc.
- Coverage includes theft and loss due to an insured peril such as fire, windstorm, hail, flood, or earthquake.
- Available at additional cost to the Club. Please contact BCAS for more information.

Cyber Extension (Optional)

- Designed to protect organization from internet- or cyber-based risks for which they are legally liable to pay (e.g., data and privacy breaches, restoration, reputation protection).
- Optional coverage available for additional premium.

Excess Travel (Optional)

- Provides indemnification to a certain limit when travelling outside of BC and there is injury or sickness requiring medical care.
- May not be necessary if coverage is available through extended health benefits.
- Optional coverage available for additional premium.

For more information or to purchase Directors & Officers insurance for your club, please contact:



Cameron Cheung, CIP, BA
General Manager
604-737-3451
sbcinsurance.com
cameron@sbcinsurance.com

WAIVERS & CONSENT FORMS

All Participants **MUST** complete the BCAS Participant Waiver at the time of registration. Clubs who opt to register members in RAMP themselves must adopt and implement the BCAS waivers and consent forms included in Appendix B, or a club developed equivalent that releases both the Club and BC Artistic Swimming. Any club developed waiver must be approved by legal counsel. **All registrants must complete the waivers at the time of registration** and clubs must retain record of the waiver for a minimum of five years.

- Participant Waiver
- Consent for Medical Treatment
- Media Release Consent

**Participants must have completed waivers on file in the RAMP System
or with the club to be eligible for insurance coverage.**

(NEW)

WHAT ARE SANCTIONED ACTIVITIES?

Sanctioned activities are those approved or authorized by BCAS and therefore those for which members are insured. For insurance purposes, sanctioned activities are those considered usual to the sport such as:

- Typical **training activities on dryland, in water or virtual** that align with the club's training schedule and facility permits.
- Land or in-water **training or activities with Integrated Support Teams** (physio, yoga, pilates, strength & conditioning, dance, etc.). All Integrated Support Team personnel should have their own insurance coverage and/or be registered with BCAS as a coach **BEFORE** activities take place.
- Travel to and participation in **BCAS or CAS sanctioned competitions** and events (e.g., Training Meets, Provincial/National Qualifiers, Provincial/National Championships)
- **BCAS programs and events** (e.g., coach or official training activities, provincial program activities, conferences, seminars, training)
- **Pre-approved extraordinary activities** such as sanctioned sport services.
- **Club visits** by registered judges. (Please advise BCAS if this involves judge travel of more than 40km.)
- **Competition simulations** within your own club (no officials, scoring or ranking).
- Fulfilling the **expected/standard duties of a coach, official, athlete, volunteer, or administrator** provided the individual is duly registered and has achieved the required certification for the role.

Unsanctioned activities are not covered by BCAS' insurance, and participation is at the risk of the participant and Club. Securing a separate or independent insurance policy does not qualify an activity as sanctioned unless it is with the express written permission of BCAS and its insurer and/or BCAS and its insurer issue an additional insurance endorsement or extension.

Unsanctioned activities include, but are not limited to:

- **Any activities beyond regular team training within your Home Club and sanctioned BCAS competitions and events.** Any activities of this nature require pre-approval of BCAS.
- **Inter-club competitions or competition simulations** (with or without officials, scoring or feedback).
- **Open or invitation** competitions in BC, Canada or out-of-country.
- **Fundraising** activities.
- **Training or team 'bonding' activities** that involve other sports or high-risk activities (e.g., gymnastics, skiing, skating, rock climbing, etc.)
- Any virtual or in-person training that requires an **athlete to be in an inverted position** without a certified coach present.
- Participating in artistic swimming activities **in a role for which you are not registered** (i.e., a volunteer registrant is NOT covered to coach, a coach is NOT covered to judge, etc.)

If you are unsure about the status of a planned activity, please contact BCAS for guidance.



SAFE & WELCOMING SPORT

BC Artistic Swimming is committed to creating a safe sport environment that is accessible, inclusive, respects participants personal goals, and is free from all forms of maltreatment. As part of BC Artistic Swimming’s commitment to safe sport, our staff and Board have completed Commit to Kids training, signed the Responsible Coaching Movement Pledge, and are champions of True Sport.



BC Artistic Swimming values fair, safe, open and inclusive sport for all. To this end, in partnership with Canada Artistic Swimming, our member clubs and a variety of Canadian safe sport leading organizations, we promote and activate a number of initiatives with and for our members that support our alignment with:

- ✦ [BCAS Conduct Policy](#)
- ✦ [BC Universal Code of Conduct](#)
- ✦ [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#)

BC Artistic Swimming Safe Sport Policies

All members are required to abide by the [BC Artistic Swimming Conduct Policy](#) at all times and acknowledge their commitment to it at the time of registration. Please ensure that all members of your club review the Conduct Policy and their responsibilities for ensuring a safe, open, and welcoming environment.

BC Artistic Swimming has adopted a [True Sport Policy](#) that guides our commitment to living the True Sport Principles and Management by Values as well as an [Equity, Diversity & Inclusion Policy](#) and [Trans Inclusion Policy](#) to nurture and ensure a safe space for all participants. These are global policies applicable to all artistic swimming activities in BC.

Reporting Maltreatment

If you are aware of a suspected incident of abuse, harassment, discrimination, bullying, or maltreatment, you have options to access advice, guidance, and resources. For more information, visit the [Safe Sport Resources](#) page or [contact us](#).



The new Make a Report button allow you to send information to the BCAS external, Independent Assessor through a third-party complaint/feedback intake process managed by Alias, Ligne de Signalement Inc. of Montreal. For more information, please visit the [Safe Sport Resources](#) page.

Safe Sport Resources

To support members in accessing relevant and up-to-date safe sport resources, training, and information, BC Artistic Swimming has created the [Safe Sport Resources](#) page. These resources support members in learning about sport-sector standards, injury prevention, clean sport, and the prevention and reporting of maltreatment in sport.



COMPETITION ETIQUETTE



What is respectful behaviour?

Treating others as you would like to be treated, starting with basic consideration of and for other people. As role models for athletes and their parents, coaches should lead by example and consistently model respectful behaviour.

- Represent your club and BCAS with respect.
- Participants and spectators are to be respectful of one another and the facility.
- Unless competing, watch from designated athlete or spectator spaces.
- Cheer on your teammates within reason and from designated cheering sections. Be respectful if you are behind or near the judges.
- Landrill and activate away from pedestrian walkways or congested areas.
- Only certified/registered coaches may be on deck, video figures and coach during warm ups.
- Be respectful of shared pool and deck space during warm ups – avoid impeding others or monopolizing space for your benefit.
- Take turns practicing walk-ons.
- Parents are not permitted in the competition zone unless they are designated volunteers registered with the volunteer table.
- Parents volunteering on deck may not interact with athletes and coaches or take photos/video.
- No flash photography during figures or routines.
- It is everyone's responsibility to ensure events and competitions are fair, safe and cooperative environments.
- Coaches are expected to always lead by example and ensure their athletes, peers and spectators respect these courtesies.
- All participants should address indiscretions in a calm and professional manner or report issues to BCAS.



- Follow pool/facility rules.
- Gelling and make-up must be done in designated areas.
- If food is permitted on deck, consume it away from the water and use designated waste receptacles.
- Remain seated or stand still during routine events.
- Equipment and bags should be contained in designated areas, not in spectator space.
- Roll up yoga mats when not in use.
- Do not hang wet towels and suits.
- Warm up lanes are for lap swimming only.
- Designated warm up times in the competition pool are for routine execution only.
- Be respectful of others in the shared, and often congested pool space.
- Remember – everyone is trying to maximize the limited time and space available.
- Athletes, coaches, officials and competition volunteers are the only people allowed in the competition zone.
- Only athletes and coaches competing in the current event cluster are permitted in the competition zone.
- Once their duties are complete, volunteers must return to the designated spectator space.
- During routine events, everyone in the competition zone must remain seated or stand still.

**TRUE
SPORT
LIVES HERE**



Appendix A: REGISTRATION CATEGORIES & DEFINITIONS

Canada Artistic Swimming		BC Artistic Swimming
Registration Category	Definition	Registration Category
Provincial/Territorial organization member	A Provincial/Territorial sport organization that governs artistic swimming in their respective province or territory	N/A - BC Artistic Swimming is the provincial sport organization in BC.
Athlete Registrants		
Short Term Recreational Program Registrants	Recreational athletes who participate in a summer camp, seasonal program, or other types of non-competitive programming of a minimum of one (1) 1-hour session per week for up to six consecutive weeks. If participants re-register, they must register as a recreational member.	ST - Short Term Recreational
Recreational Program Registrants	Athletes in the categories below are considered recreational program registrants – these athletes do not compete ¹ at any level <ul style="list-style-type: none"> • Active Start / FUNdamentals / Learn to Train: Athlete enrolled in recreational artistic swimming programs, including Adaptive AS, for under 18 years of age • Active for Life/ Sync for Life: Athlete enrolled in recreational artistic swimming programs, including Adaptive AS, for adults aged 18+ years of age 	<ul style="list-style-type: none"> • AQ – AquaGO! • RA - Recreational Adaptive Athletes • REC - Recreational Athletes • RM - Recreational Masters
Novice Competitive, Competitive Adaptive, Competitive Masters' and Limited Competitive Program Registrant	Adaptive competitor at all levels; Masters competitor at all levels and age groups; and Learn to Train or Train to Train athlete registered in an entry level, limited competitive program as defined and recognized by their home province.	<ul style="list-style-type: none"> • BC High School Members • CA - Competitive Adaptive Athletes • CM - Competitive Masters • LCOMP - Limited Competitive are Recreational Athletes who wish to compete in the Mabel Moran Provincial Meet.

¹ The CASSA Rule Book defines “compete” as participating in an event in which there is ranking with others.

Competitive Program Registrant	<p>All athletes in the categories below are considered competitive synchro registrants if they compete at any level:</p> <ul style="list-style-type: none"> • Train to Train: Athlete aged 7-15 (F) + 12-16 (M) years of age • Train to Compete: Athlete aged 15-18 (F) + 16-19 (M) years of age • Train to Compete/Train to Win: Regional Training Centre Athlete enrolled in an RTC • Train to Win: Center of Excellence Athlete enrolled in the Centre of Excellence • Active for Life: University Athlete enrolled in a university program in Canada or USA that in addition to their University events, participates in Provincial or National sanctioned events. University athletes wishing to compete in a provincial or national competition sanctioned by BC Artistic Swimming or Canada Artistic Swimming must be duly registered as a National Stream athlete. 	<ul style="list-style-type: none"> • PS – Provincial Stream (9-10, 11-12, 13-15, 16-18) • NS – National Stream (11-12, 13-15, 16-20) • CM – Competitive Masters • UM – University Members
<p>Coach Registrants NOTE: ALL coaches are to register themselves through the CAS e-Reg System</p>		
Recreational Coach	A coach who will be coaching a recreational program on-deck within their local club. No certification needed, Synchro Instructor training and/or certification recommended.	Recreational Coaches
Competitive Coach	A coach who will be coaching on-deck within their local club and/or at provincial, national and/or international sanctioned meets. Coaches on deck at BC competitions must be Competition Introduction certified. Coaches on deck at National championships must be Competition Development certified.	Competitive Coaches
<p>Officials Registrants NOTE: ALL officials are to register through BC Artistic Swimming directly, not through a club</p>		
Provincial Official	An official (judge, referee, evaluator) who participates at the local, regional and/or provincial level.	Provincial Officials – Level 1, Level 2
National Officials	An official (judge, referee, evaluator) who participates at the local, regional, provincial, national and/or international level.	National Officials – Level 3+

Affiliated Registrants		
Individuals or organizations that are affiliated with or wish to be affiliated with Canada Artistic Swimming to enable them to participate fully in or benefit from Canada Artistic Swimming's programs and services.		
Leagues	A league that offers artistic swimming competitions that does not participate within the national qualification event system (e.g. Canadian University Artistic Swimming League (CUSL)).	Not applicable
League Affiliates	University athlete or coach who participates in the university league in Canada.	Not applicable
Recreational Club	A artistic swimming club affiliated with their member provincial organizations as recognized by their respective policies and bylaws and who only deliver recreational programs.	Recreational Club
Competitive Club	A artistic swimming club affiliated with their member provincial organizations as recognized by their respective policies and bylaws which deliver competitive programs and may include recreational programs.	<ul style="list-style-type: none"> • Competitive Club (25 + athletes) • Competitive Club (>25 athletes)
Associate Registrant	Those individuals who are active within their member provincial organizations (club executives, Board members, alumni etc.) and those who attend Annual Meetings and/or exercise a role at Canada Artistic Swimming meetings.	<ul style="list-style-type: none"> • Club Executives • Club Volunteers • General Members • Alumni
Volunteer	A parent or other individual who donates their time periodically to assist with an event or other Canada Artistic Swimming provincial or national function.	<ul style="list-style-type: none"> • Club or provincial volunteers
Licensee	Any other organization (includes universities, schools, community centres, municipal or private aquatic facilities) offering a Canada Artistic Swimming recreational program. A license includes an annual fee for the program, allows the licensee to offer the program and access applicable program awards. Licensees do not need to register the individual athletes participating in their programs. Licensees must sign the applicable license agreement. (Agreement items include – licensee has own insurance, access to materials at Canada Artistic Swimming member pricing and coach training courses provincially and must link to the geographical PSO to enable progression of athletes to synchro clubs).	Not applicable

Appendix B: BC Artistic Swimming Waivers



Release of Liability, Waiver of Claims, and Indemnity Agreement



WARNING!

Please read carefully as this is a binding legal agreement. Clarify any questions or concerns before signing. By signing this document, you will waive certain legal rights, including the right to sue.

This Agreement must be signed by the Participant and/or the Participant's parent/guardian (if applicable, when the Participant is younger than 19 years old) prior to participation. The Participant acknowledges and agrees to the terms outlined in this Agreement. When applicable, the Participant's parent/guardian acknowledges and agrees to the terms on their own behalf and on behalf of the Participant.

Activities and Disclaimer

1. The Participant is voluntarily participating in the Activities of British Columbia Artistic Swimming and any or all clubs with which the Participant is duly registered. The Activities are defined as and include, but are not limited to, the sport of artistic swimming and the activities, programs, classes, lessons, competitions, practices, training, personal or strength training, dry-land training, training using machines or weights, nutritional and dietary programs, and aerobic and anaerobic conditioning programs provided by, and/or sanctioned or organized by British Columbia Artistic Swimming or its clubs (collectively the "Activities").
2. British Columbia Artistic Swimming, any or all clubs with which the Participant is duly registered, and their respective Directors, Officers, committee members, members, employees, coaches, trainers, therapists, volunteers, officials, participants, agents, sponsors, owners/operators of the facilities in which the Activities take place, and representatives (collectively the "Organization") are not responsible for any injury, personal injury, damage, property damage, expense, loss of income, or loss of any kind suffered by a Participant during, or as a result of, the Activities, caused in any manner whatsoever including but not limited to, the negligence of the Organization.



I have read and agree to be bound by paragraphs 1 and 2.

Description and Acknowledgement of Risks

3. The Participant understands and acknowledges that
 - a. The Activities have foreseeable and unforeseeable inherent risks, hazards and dangers that no amount of care, caution, or expertise can eliminate, including without limitation, the potential for serious bodily injury, permanent disability, paralysis and loss of life;
 - b. The Organization may offer or promote online programming (such as webinars, remote conferences, workshops and online training), which may require remote or independent training outside of a sport-specific facility owned, leased, operated or otherwise controlled by the Organization ("Remote Training"), and which may have different foreseeable and unforeseeable risks than in-person programming;
 - c. The Organization has a difficult task to ensure safety and it is not infallible. The Organization may be unaware of the fitness or abilities of any individual participant, may misjudge weather or environmental conditions, may give incomplete warnings or instructions, and the equipment being used might malfunction; and
 - d. The Participant declares themselves to be physically sound and suffering from no condition, impairment, disease, infirmity, or other illness that would prevent my participation. The Participant acknowledges that they have either had a physical examination and have been given a physician's permission to participate or that they have decided to participate without the approval of their physician. The Participant assumes all responsibility for their participation in the Activities and for their utilization of any and all equipment and machinery in connection with the Activities.

-
4. The Participant is participating voluntarily in the Activities. In consideration of the Participant's participation, the Participant hereby acknowledges that they are aware of the risks, dangers and hazards associated with or related to the Activities. The Participant understands that the Organization may fail to safeguard or protect the Participant from the risks, dangers and hazards of the Activities, some of which are listed below. The risks, dangers and hazards include, but are not limited to:
- a. Advice: negligent advice regarding the Activities
 - b. Ability: failing to act safely or within one's own ability or within designated areas
 - c. Conduct: the Participant's conduct and conduct of other persons including any physical altercation between participants
 - d. Contact: contact with participants, equipment, or other persons, including spotters whose role is to enhance safety and learning; and other contact that may lead to serious bodily injury, including but not limited to concussions and/or other brain injury or serious spinal injury, damage to teeth or dental work, hearing damage or ocular damage
 - e. Data: Privacy breaches, hacking, technology malfunction or damage
 - f. Health: executing strenuous and demanding physical techniques; physical exertion; overexertion; stretching; dehydration; fatigue; cardiovascular workouts; rapid movements and stops; lack of fitness or conditioning; traumatic injury; sprains and fractures, spinal cord injuries, bacterial infections; rashes; and the transmission of communicable diseases, including viruses of all kinds, COVID-19, bacteria, parasites or other organisms or any mutation thereof
 - g. Negligence: the Participant's negligence and negligence of other persons, including NEGLIGENCE ON THE PART OF THE ORGANIZATION, which may increase the risk of damage, loss, personal injury or death
 - h. Injuries: injuries such as death, serious neck and spinal cord injuries which may render the Participant permanently paralyzed or brain damaged; serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the body; and concussions or other head injuries, including but not limited to, closed head injury or blunt head trauma
 - i. Premises: defective, dangerous or unsafe condition of the facilities; falls; collisions with objects or barriers that are a part of the premises, dangerous, unsafe, or irregular conditions on the water or other surfaces; extreme weather conditions; remoteness of certain locations and an inability to obtain emergency medical assistance; and travel to and from the premises
 - j. Sport: the sport of artistic swimming and its inherent risks, including but not limited to, loud noises, boosts, lifts, diving, jumping, extended time underwater, time in chlorinated water, falling or colliding with the pool, pool bottom, walls, stands, equipment or other participants
 - k. Training: dryland training including weights, Pilates, running, dance, bands, circus school and massage
 - l. Travel: travel to and from the Activities and associated events
 - m. Use of equipment: mechanical failure of the equipment; negligent design or manufacture of the equipment; the provision of or the failure by the Organization to provide any warnings, directions, instructions or guidance as to the use of the equipment; failure to wear safety or protective equipment; and failure to use or operate equipment within the Participant's own ability



I have read and agree to be bound by paragraphs 3 and 4.

Terms

5. In consideration of the Organization allowing the Participant to participate in the Activities, the Participant agrees:
- a) That the Participant is not relying on any oral or written statements made by the Organization or their agents
 - b) That the Participant's mental and physical condition is appropriate to participate in the Activities
 - c) To comply with the rules and regulations for participation in the Activities
 - d) To comply with the rules of the facility or equipment as well as any directions or instructions from the Organization
 - e) That if the Participant observes an unusual significant hazard or risk, the Participant will remove themselves from participation
 - f) That the Organization may secure transport to emergency medical services as it deems necessary for the Participant's immediate health and safety, and that the Participant shall be financially responsible for such services
 - g) The risks associated with the Activities are increased when the Participant is impaired and the Participant

-
- will not participate if impaired in any way
- h) That it is the Participant's sole responsibility to assess whether any Activities are too difficult for the Participant. By the Participant commencing an Activity, the Participant acknowledges and accepts the suitability and conditions of the Activity
 - i) That the Participant is responsible for choosing the Participant's safety or protective equipment and the secure fitting of that equipment
 - j) That the Participant is fully responsible for any loss of personal property and any costs associated with any related loss

Release, Waiver and Indemnification

6. The Participant assumes all risks arising out of, associated with or related to, participation in the Activities and waives any and all claims that the Participant may have now or in the future against the Organization. The Participant accepts and fully assumes all such risks and possibility of personal injury, death, property damage, expense, and related loss, including loss of income, resulting from participation in the Activities. The Participant forever indemnifies and releases the Organization from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which the Participant has or may have in the future, that might arise out of, result from, or relate to, participation in the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the Organization's negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of the Organization. This release, waiver and indemnity is intended to be as broad and inclusive as is permitted by law of the Province of British Columbia and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

Jurisdiction

7. I agree that in the event that I file a lawsuit against the Organization, I will do so solely in the Province of British Columbia and further agree that the substantive law of the Province of British Columbia will apply without regard to conflict of law rules.

I have read and agree to be bound by paragraphs 5-7.

Acknowledgment

8. The Participant acknowledges that they have read and understand this Agreement, that they have executed this Agreement voluntarily, and that this Agreement is to be binding upon themselves, their heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives. They further acknowledge that by signing this Agreement they have waived their right to maintain a lawsuit against the Organization on the basis of any claims from which they have released herein.

Participant Name:

Please PRINT

Parent/Guardian Name:

if Participant is a minor

Signature:

(Participant or Parent/Guardian if individual is a minor)

Date:

(dd/mm/yy)



Emergency Medical Treatment Consent



Participant Name:	_____
Participant Date of Birth:	_____
Telephone Number:	_____
Email address:	_____
*Parent/Guardian Name:	_____
Parent/Guardian Email address:	_____

**(If the Participant is younger than 19 years old)*

This Consent must be signed by the Participant and/or the Participant’s parent/guardian (if applicable, when the Participant is younger than 19 years old) prior to participation. The Participant acknowledges and agrees to the terms outlined in this Consent. When applicable, the Participant’s parent/guardian acknowledges and agrees to the terms on behalf of the Participant.

Please check one box below:

- DOES CONSENT:** The Participant hereby **CONSENTS AND GIVES** permission to the representatives, officials, and coaches of British Columbia Artistic Swimming and any or all clubs with which the Participant is duly registered to make decisions concerning medical care and treatment, and where necessary to authorize such care and treatment in emergency situations.

If the **DOES CONSENT** box is checked, the Participant understands that the representatives, officials, and coaches of British Columbia Artistic Swimming and any or all clubs with which the Participant is duly registered will make every reasonable effort, in the circumstances, to contact the Participant’s emergency contact regarding the Participant’s medical status in the event an emergency arises. If the Participant’s emergency contact cannot be reached in an emergency, the Participant hereby gives their permission to the licensed physician, dentist, athletic therapist, nurse, or other medical professional whose services might be required to provide medical care and treatment.

- DOES NOT CONSENT:** The Participant hereby **DOES NOT** give permission to the representatives, officials, and coaches of British Columbia Artistic Swimming and any or all clubs with which the Participant is duly registered to make decisions concerning medical care and treatment, or to authorize such care and treatment in emergency situations.

If consent is not being provided, please indicate reasons why:

If the **DOES NOT CONSENT** box is checked, the Participant agrees and undertakes that if the Participant is younger than 19 years old, the Participant will be always required to have a parent/guardian attend all swimming activities in which there is no lifeguards, or first responders present to provide medical treatment if necessary.



By signing below, the Participant indicates that the Participant is fully informed as to the contents of this Consent and understands, if consent is granted, the full import of this grant of powers to the representatives, officials, and coaches of British Columbia Artistic Swimming.

Participant Name:

Please PRINT

Parent/Guardian Name:

if Participant is a minor

Signature:

(Participant or Parent/Guardian if individual is a minor)

Date:

(dd/mm/yy)



BCAS Photo, Video, Media Release Form and Consent



Participant Name:	_____
Participant Date of Birth:	_____
Telephone Number:	_____
Email address:	_____
*Parent/Guardian Name:	_____
Parent/Guardian Email address:	_____

**(If the Participant is younger than 19 years old)*

This Consent must be signed by the Participant and/or the Participant’s parent/guardian (if applicable, when the Participant is younger than 19 years old) prior to participation. The Participant acknowledges and agrees to the terms outlined in this Consent. When applicable, the Participant’s parent/guardian acknowledges and agrees to the terms on behalf of the Participant.

The Participant hereby grants BC Artistic Swimming and any or all BC Artistic Swimming affiliated clubs with which the Participant is duly registered the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of the recorded, photographed or video images of the Participant taken during the course of BC Artistic Swimming or club activities, events, training and competitions for use in connection with the activities of BC Artistic Swimming or the club with which the Participant is duly registered for promoting, publicizing, or explaining BC Artistic Swimming, the club, or their activities.

This grant includes, without limitation, the right to publish such recordings, images or videos on the BC Artistic Swimming or club website, in reports and publications, and PR/promotional materials, such as marketing admissions, publications, advertisements, fundraising materials, and any other BC Artistic Swimming-related or club-related publication.

These images may appear in any of the wide variety of formats and media now available to BC Artistic Swimming or the clubs with which the Participant is duly registered and that may be available in the future, including but not limited to print, broadcast, videotape, and electronic/online media.

The Participant has read the above and:

- understands, acknowledges and agrees to the terms and information outlined in this Consent and agrees to allow BC Artistic Swimming and the club with which the Participant is duly registered using the Participant’s recordings, images or videos as defined herein.
- does NOT consent to BC Artistic Swimming or the club with which the Participant is duly registered using the Participant’s recordings, images or videos as defined herein.

Participant Name:

Please PRINT

Parent/Guardian Name:

if Participant is a minor

Signature:

(Participant or Parent/Guardian if individual is a minor)

Date:

(dd/mm/yy)

Appendix C: Club RAMP Registration System Set Up Guide

RAMP Registration System Admin Tutorial - <https://www.youtube.com/watch?v=nLuYR1ml6qY>

Note: You can reveal training videos from Settings/Administrators and opening the Administrators Tutorial Video accordion - [How to reveal training videos.](#)

RAMP Registration Club: Minimum Setup

1. Log into Admin URL with above credentials

2. **Initial Club Setup:**

- a. Settings [Video](#)
- b. Refund Policy [Video](#)
- c. Administrators [Video](#)
- d. Position Types (for registering Staff and/or Executive) [Video](#)
- e. Officials Levels (for registering Officials) [Video](#)

3. **Season Setup [Video](#):**

There are two different types of seasons;

A. Governing Season (use this for your 2024-2025 under BC Artistic Swimming)

- a. Navigate to Seasons -> Seasons
- b. Click on the blue "Edit" button for **2024-2025**
- c. Under Settings, select whether you would like to gather additional information such as; Respect In Sport (RIS) Numbers, Birth Certificates, Mandatory parent/guardian details for registrants under the age of 18, etc.
- d. You may add an email address into the CC confirmation emails, if you want someone to be notified by email when a registration is received
- e. You may enter the message that users see if they choose to pay by check or E-transfer
- f. You can set privacy policy for this season
- g. You can set a confirmation message that users will receive after completing a registration by type

**** Remember to click "Submit" at the top of the page to save your changes ****

B. Association Season (use this for any camps that do not flow up to BC Artistic Swimming)

- a. Navigate to Seasons -> Seasons
- b. Click on "Add New Record"
- c. Name the Season, add the contact, and, optionally, add a description (click on the Description accordion)
- d. Under Settings, select whether you would like to gather additional information such as; Respect In Sport (RIS) Numbers, Birth Certificates, Mandatory parent/guardian details for registrants under the age of 18, etc.
- e. You may add an email address into the CC confirmation emails, if you want someone to be notified by email when a registration is received
- f. You may enter the message that users see if they choose to pay by check or E-transfer
- g. You can set privacy policy for this season
- h. You can set a confirmation message that users will receive after completing a registration by type

**** Remember to click "Submit" at the top of the page to save your changes ****

4. **Divisions Setup** [Video](#)

5. **Add Packages** [Video](#)

- a. Navigate to Packages
- b. Click on “Add New Record”
- c. Select the “Package Type” (i.e. player, staff, official, etc.)
- d. Select the Season from the dropdown menu
- e. Select the division (or multiple divisions for the same package)
 - i. Check off whether to create separate packages or the same package for all division)
 - ii. Name the package and, optionally, add a description
 - iii. Optionally add start and/or end date of the package (These are the dates that the registration system will accept registrations)
- f. Optionally choose to make the package a required purchase
- g. Enter the total price amount
 - i. If you want to charge the full amount at the time of registrations, do not check off the “Split Payments” box
 - ii. If you do not want to charge the full amount at the time of their registration, but would like to provide a payment plan, you can set an initial price with up to 12 payments for the remainder owing. To do this click the “Split Payments Box and set the amount that the system will charge at registration and how many subsequent payments to charge the user later. You will then set the dates for the subsequent payments to be processed.
- h. Click on “Submit”

6. **Repeat Step 5** for any additional packages you require

Appendix D: CAS Benefits of Membership



Benefits of Membership in Canada Artistic Swimming (CAS)

In addition to opportunities Canada Artistic Swimming registrants experience through belonging to their provincial organization, members and registrants at all levels in Canada Artistic Swimming proudly take advantage of the following benefits of membership in the national organization:

Internationally Recognized Artistic Swimming Programs

- Access to CAS trademarked entry level, development, High Performance and Sport for Life Programs (AquaGO!, Synchro Star, Competitive, Masters, AWAD)
- Access to CAS standardized promotional and other materials to support program implementation including information provided through the CAS website and social media platforms
- Access to CAS staff resources via CAS National Office
- Access to educational program teaching tools and materials, awards and incentives at special member pricing
- Access to NCCP certified, sport-specific trained coaches
- Use of national membership database and event registration software (including periodic and historical reporting options) at no cost
- Access to on-going technical program monitoring, talent evaluation and development, and regular revisions to all programs
- Access to LTAD programming including brand new AquaGO! for entry level (active start) participants
- Front-of-the-line access to new information and media releases through participation in member/club e-blast program.
- Access to newsletters and other communications developed for members and registrants

Competitions

- Opportunity to participate in high quality, professionally organized meets: provincial, qualifier & national championships as well as Canada Games and International competitions held in Canada
- Use of computerized judging system software and hardware for national events
- Access to major event live-streaming and other web based information and services like online registration for events at no cost
- Access to CAS trained and certified officials at all levels of events
- Commercial General Liability Insurance for Clubs/PTSOs hosting a CAS national event

Specialized Training and Support / National Teams

- Opportunity to participate in various subsidized National Teams
- Subsidized access to Multi-Sport Centers and Canadian Sport Institutes
- Receive funds & financial support from CAS (travel costs, uniforms, etc.) if part of National Team Program
- Opportunity to receive funding through Sport Canada Athlete Assistance Program with nomination by CAS
- Opportunity to apply for grants and bursaries (ie Petro Canada, CAAWS, HBC Stripes, etc.)
- Receive insurance through the Canadian Athlete Insurance Program (CAIP) or other agency when travelling with a national team
- Opportunity to participate in subsidized trials for National and Regional Training Centres and other monitoring/talent ID and club outreach programming at club level
- Opportunity to attract former and potential national team swimmers to University league competition programs

Training / Certification Programs for Coaches and Officials

- Access to CAC resource material, NCCP certification programs, CAS hosted webinars, video library, members' only website information, artisticswimmingcoach.ca and more
- Access to professional development programs and funding through CAC Apprenticeship Internship Program
- Access to education and technical leadership from Senior National Team Coaches
- Eligible to receive accreditation for on deck roles at CAS national meets
- Ability to attend CAS hosted High Performance conferences and functions
- Opportunity to represent Canada at international competitions through International bid process (Clubs) and by assignment to International competitions (Judges)
- Receive insurance through the Canadian Athlete Insurance Program or other agency when travelling to International competitions

Professional Development and Recognition

- Opportunity to sit on CAS Board, Committees & assist in governance & policy setting
- Funding for CAS Board members and provincial voting representatives to attend AM or planning meetings
- Access to AM and convention training programs
- CAS directors or officers (i.e. employees, trustees, volunteers, committee members) receive Directors Liability Insurance
- Eligibility for CAS Awards and recognition as well as nomination support for provincial and community awards
- Opportunity to be nominated to represent Canada on multi-sport and international committees and commissions (eg Aquatics Canada, UANA, FINA, IOC)

Revenue Generation / Fund-Raising

- Opportunity to bid on and host meets: qualifier & national championships as well as International competitions
- Opportunity to use CAS branding and programs for member recruitment to nationally recognized and supported programs
- Access to National Sponsorship affiliation and benefits (preferred customer rates, discounts on product purchase, etc.)