BC ARTISTIC SWIMMING

2026-2027 MEMBERSHIP PACKAGE

Version 2 – July 25, 2026

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, which are profiled on the BCAS Safe Sport webpage.

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 2026-2027 SEASON.

As we welcome everyone to the 2026/2027 season, gratitude comes first. Thank you to every athlete, family, coach, club leader, official, volunteer, and supporter who continues to invest time, energy, and belief in BC Artistic Swimming. This community has been built by people who care deeply about the sport and about one another, and that spirit matters even more in a season like this.

There is no question that the current environment is placing significant pressure on our organization. Financial constraints, ongoing operational adjustments, culture change work, and broader structural uncertainty are asking more of all of us than usual. As a result, some fees this season are slightly higher. We know that any increase affects families and clubs directly, and we do not take that lightly. These decisions are never made casually; they reflect the real cost of sustaining safe, high-quality programming and ensuring that the organization remains stable, responsive, and equipped to support members across the province.

Even under pressure, our focus remains steady. We are here to deliver meaningful, well-organized opportunities for participation, development, and excellence at every level of the sport. From first experiences in artistic swimming to provincial pathways, Masters participation, coach and official development, and high-performance aspirations, our goal remains the same: to create an environment where every member can grow, contribute, and feel they belong.

This season also asks us to look ahead with courage. Change can be uncomfortable, especially when there are questions, we cannot yet fully answer. We are not certain how every external pressure or structural conversation will unfold, and members should continue to rely on official updates for the most current information. But we are confident in the commitment and capability of the people leading this work. Our staff team, board, and technical leaders are approaching this moment with determination, care, and a clear understanding of what is at stake. With the support of our community, we believe we can navigate this period responsibly and continue building toward a stronger future for the sport.

At the centre of that future is our shared commitment to athletes and clubs. We want athletes to feel inspired, challenged, and supported. We want clubs to feel heard, respected, and connected to a provincial organization that is working hard on their behalf. We want families to know that their investment supports not just access to programs and competitions, but also the systems, standards, safety measures, and behind-the-scenes coordination that make a strong sport experience possible. BC Artistic Swimming continues to use RAMP for registration and membership administration, and safe sport remains a visible priority through provincial and national resources and reporting pathways. This year, BCAS will add a $15 Safe-Sport fee, which will be reinvested in specific training to align the standards across the board, from athletes to parents, coaches to officials and beyond. Because processes and policies can evolve, members should review the latest package materials and website information each season for the most current details.

Behind every membership package is a great deal of unseen work. Planning begins months in advance and involves careful coordination across programming, governance, finance, operations, and technical leadership. In seasons like this one, that work becomes even more complex. It also becomes more important. The effort being made behind the scenes is grounded in a simple belief: this sport is worth it, and this community is worth it.

Thank you for continuing to move forward with us. Thank you for your patience where there is uncertainty, your understanding where there is pressure, and your belief in what this sport can become. Together, we can meet this season with resilience, compassion, and a shared commitment to building a future that is sustainable, inclusive, and full of possibility.

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

Executive Director
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Tina Naveri
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Meet Manager
Renate White
rwhite@bcartisticswimming.ca

MEMBER BENEFITS[1]

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

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

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

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.

2026-2027 BCAS REGISTRATION CATEGORIES[2]

- Provincial Stream Athlete, including Competitive Adaptive[3]
- Limited Competitive Athlete, including Adaptive[1]
- National Stream Athlete
- Competitive Masters Athlete
- Recreation Athlete, including Recreation Adaptive[1] and Masters
- Short-Term Athlete
- AquaGO! Athlete
- National Stream, Provincial Stream, Masters Competitive Coach
- Recreation, Limited Competitive, AquaGO!, Masters Rec Coach
- Provincial Official
- National Official
- Shadow Official
- Club Executives
- Volunteer

2026-2027 COMPETITION CATEGORIES

National Stream	Provincial Stream	Masters Stream	Pre-Competitive	Recreational Stream
Youth (13-15)	AG 10 & Under	Recreational	Adaptive Competitive	AquaGO!
Junior (15-19)	AG 11-12	Competitive	Limited Competitive[5]	Recreational
Senior (15+)	AG 13-15		Novice Competitive	Adaptive Recreational
University[4]	AG 16-20			Short-Term
	Adaptive			

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

[3] 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.

[4] 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.

[5] 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 RAMP prior to registering for the provincial competition). Coaches of Limited competitive athletes must meet the requirements outlined in section 7.3 of the Coach registration policy (Note: higher certification than the Recreational coach standards).

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 of less than $100,000.
    - Externally Prepared Statement for Club Members with annual operating budgets of $100,000-$249,999.
    - 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 in accordance with their respective Privacy Policies.

Registration System

In partnership with Canada Artistic Swimming, BCAS has moved to the RAMP InterActive Registration Platform for the 2026-2027 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. A reminder and link to complete the **Annual Club registration form** will be distributed in August.

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 2026-27 season. Please refer to the Appendix

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

This year's BCAS registration fee will be exclusively payable by credit card. BCAS will not accept individual membership payments through e-transfer. E-transfers for club competition registrations will continue to be accepted; however, clubs are encouraged to utilize the credit card payment option.

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.

Invoices for club registration dues will no longer be distributed by BCAS; rather, individual members will pay their fees through RAMP. Members must register with their club through RAMP, where they will be directed to pay both their CAS and BCAS membership fees. Clubs will create packages for each registration category and can choose to collect the fees through RAMP via credit card or collect e-transfers, then mark each transaction as paid manually. If clubs opt not to collect and track their registration fees through RAMP, they can set their own packages at $0.

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 register online through RAMP registration. 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 electronically** through RAMP registration. Coaches should seek reimbursement of registration fees from their club, as appropriate.
- **OFFICIALS:** Officials must **register in the RAMP System.** Officials may not register as an official through a member club.
- **Membership fees will be collected through RAMP upon each member's registration.** Clubs can either collect and track their own registration fees through RAMP or set their packages to $0 and continue collecting using alternative methods.
- **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.
- **CLUBS**: Clubs are responsible for distributing the CAS Pre-Season Concussion Education and collecting the signed Pre-season form from each athlete and coach.

Fines

BC Artistic Swimming will charge fines as follows:

- $5.00 per athlete or coach for any late, incomplete, or incorrect competitive registrations.
- $75.00 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.

2026-2027 REGISTRATION FEES CLUBS	CAS	BCAS	TOTAL FEE
Competitive Club (includes SOCAN fees)	$125.00	$400.00	$525.00
Recreational Club (includes SOCAN fees)	$70.00	$200.00	$270.00
ST – Short Term Recreational	$3.50	$10.00	$13.50
AG – AquaGo!	$10.50	$40.00	$50.50
Recreation, including Adaptive	$10.50	$40.00	$50.50
Recreation Masters	$10.50	$40.00	$50.50
Limited Competitive, including Adaptive	$36.00	$40.00	$76.00
Competitive – Provincial Stream	$59.00	$120.00	$179.00
Competitive – National Stream	$59.00	$120.00	$179.00
Competitive – Provincial Stream Adaptive	$36.00	$120.00	$156.00
Competitive Masters	$36.00	$120.00	$156.00
University	-	$40.00	$40.00
Recreational	$10.50	$30.00	$40.50
Competitive	$36.50	$40.00	$76.50
Provincial	$11.00	$30.00	$41.00
National	$22.00	$30.00	$52.00
Shadow Officials	-	-	-
Club Executive	$10.50	$15.00	$25.50
Club Volunteer	-	-	$0.00
General Member	$10.00	$15.00	$25.00
Alumni	-	-	$0.00
Safe Sport Educational Fee[6]		$15.00	$15.00

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.

[6] Applicable to every member

2026-2027 MEET FEES			
	Provincial Stream Limited Competitive	National Stream	Masters
Athlete Competition Fee	$55.00	$55.00	$55.00
Events			
Figures and Elements	$50.00	$50.00	$50.00
Skills – LTAD or Basic	$50.00	$50.00	-
Routines Fees			
Solo Tech	-	$80.00	$80.00
Solo Free	$80.00	$80.00	$80.00
Duet Tech	-	$110.00	$110.00
Duet Free	$110.00	$110.00	$110.00
Mixed Ability Duet	$110.00	$110.00	$110.00
Trio Tech	-	-	$150.00
Trio Free	-	-	$150.00
Team Tech	-	$150.00	$150.00
Team Free	$135.00	$150.00	$150.00
Mixed Ability Team	$135.00	$150.00	$150.00
Combo	-	$170.00	$170.00

Athlete Competition Fee

BC Artistic Swimming' Athlete Competition Fee is charged to each athlete participating in BCAS competitions - training meets, provincial qualifiers, and provincial championships. This is a slightly increased fee 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 **$75.00 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.

Online Registration:

CLICK HERE TO REGISTER FOR THE 2026-2027 SEASON!

If you have issues or questions about the online registration process, please contact info@bcartisticswimming.ca.

TRANSFERS

At the **start of a new season**, Member Clubs are free 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 has 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 before they can register with the new club. This must use the formal transfer process in RAMP Registrations online. 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, such as 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.

For an in-season transfer, the club currently holding the athlete (origin club), will need to initiate the transfer. After that, the PSO will approve the transfer, and the accepting club will then accept it. The transfer process is located in the individual athlete's profile; click the appropriate transfer type button.

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 former Club's discretion in accordance with its applicable refund policy.

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

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 19.

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 info@bcartisticswimming.ca.

Commercial General Liability (GCL)

- Protects BCAS and Member Clubs from claims arising from "bodily injury" and "property damage" if an injured participant files a lawsuit.
- Covers "participant-to-participant" liability (Player vs Player), which protects the participant if one player is sued by another for an injury.
- Comprehensive coverage (legal defence 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 defence costs or punitive or exemplary damages.
  - Does not cover a wrongful termination lawsuit.
- Clubs are required to purchase a separate, stand-alone D&O Policy to comply 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 sports accident on a "no fault" basis.
- Applies to sports accidents in Canada and is in excess of provincial health and employee benefits programs.
- Does not cover volunteers, sickness or disease, non-accidental death, or intentional self-inflicted injury.

Property Extension (Optional)

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

Cyber Extension (Optional)

- Designed to protect the 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 an 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 an additional premium.

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

SBC INSURANCE

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 in RAMP. The waivers are 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 a 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.

WHAT ARE SANCTIONED ACTIVITIES?

Sanctioned activities are those approved or authorized by BCAS **and under the via Sport/Sport BC umbrella** 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.)
- BCSSA activities and participating in these in an registered BCAS role (Coach and Official)

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.

We are committed to fostering a safe and inclusive environment for all members of our organization. To strengthen this commitment, we are pleased to announce our partnership with **ITP Sport**, an **Independent Third Party** that will handle conduct and safety concerns within our programs. ITP Sport provides a neutral and impartial service to ensure that all reports are managed professionally and fairly. This partnership enables:

- **Clear and transparent processes** for reporting and resolving concerns.
- A dedicated service to address Safe Sport concerns and Code of Conduct violations in our community.

How to Report: You can access the ITP Sport reporting service through the following link: Make a Report.

Safe Sport Resources

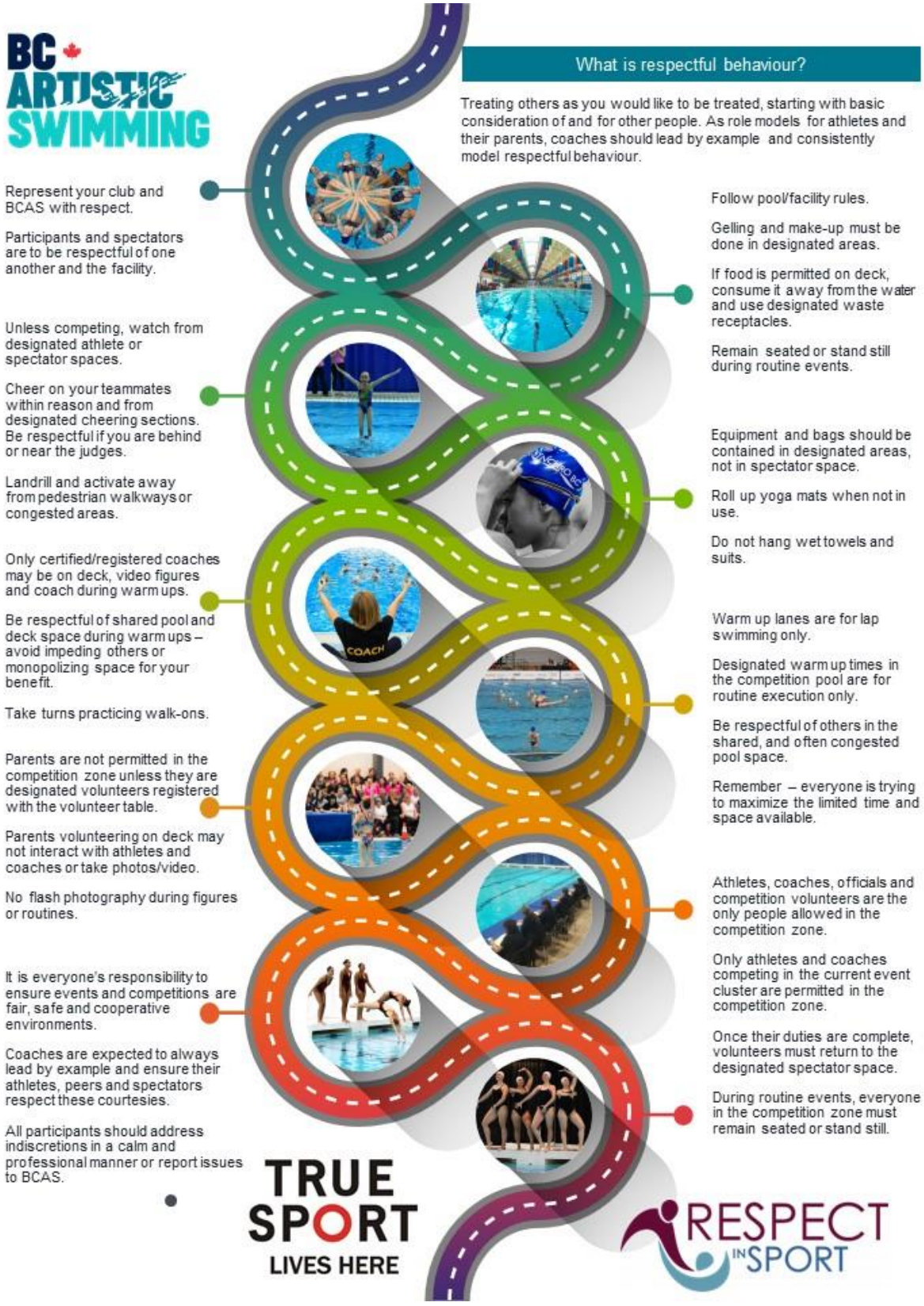
To support members in accessing relevant and up-to-date safe sport resources, training, and information, BC Artistic Swimming has created the Safe Sport Resources page. These resources support members in learning about sport-sector standards, injury prevention, clean sport, and the prevention and reporting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

Safe Sport Compliance Dashboard

BC Artistic Swimming has partnered with Headversity and the Respect Group for compliance monitoring and safe sport education. Coaches, Officials, Guardians, and Club Officials will be able to complete all their requirements in a single compliance portal. Additionally, clubs will be able to use this service for their internal processes and monitor compliance within the system.

The compliance portal allows club administrators to view the compliance status of all their athletes, parents and coaches with respect to safe sport requirements. Clubs will have the option to subdivide their members into teams or other subcategories. The tool will be used by BCAS to make compliance reporting and transparency more efficient and easier to handle. Clubs will also have access to this tool.

COMPETITION ETIQUETTE



Appendix A: REGISTRATION CATEGORIES & DEFINITIONS

Canada Artistic Swimming		BC Artistic Swimming Registration Category
Registration Category	**Definition**	
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.	Short Term Recreational
Recreational Program Registrants	Athletes in the categories below are considered recreational program registrants – these athletes do not compete[7] at any level • 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	• AquaGO! • Recreational Adaptive Athletes • Recreational Athletes • Recreational Masters
Novice Competitive, Competitive Adaptive, 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.	• BC High School Members • Competitive Adaptive Athletes • Limited Competitive are Recreational Athletes who wish to compete in the Jean Peters Provincial Meet.

[7] The CASSA Rule Book defines "compete" as participating in an event in which there is ranking with others.

Competitive Program Registrant	All athletes in the categories below are considered competitive synchro registrants if they compete at any level: • 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.	• Provincial Stream (9-10, 11-12, 13-15. 16-20) • National Stream (11-12, 13-15, 15-19, Senior (15+)) • Competitive Masters • University Members
Coach Registrants NOTE: **ALL** coaches are to register themselves through the RAMP. Be sure to refer to the Coach Certification Policy for the most up-to-date coach certification requirements for each coaching level.		
Recreational Coach	A coach who will be coaching a recreational program on-deck within their local club. AquaGo Trained status required.	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
Officials Registrants NOTE: **ALL** officials are to register through RAMP, not through a club		
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 (CUSSL)).	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.	• 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.	• 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.	• 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)

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)

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)

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 Consent and Release apply to coaches and officials registering or participating with BC Artistic Swimming in their role as a coach or official. By signing this agreement, the undersigned confirms that they have read and understood this Consent and Release and agree to the collection, use, and disclosure described below.

BC Artistic Swimming may collect, use, and disclose the coach's or official's first name, last name, and email address provided through registration, onboarding, certification, or event entry for purposes reasonably related to that individual's role with BC Artistic Swimming.

These purposes include program administration, event operations, technical and officiating communications, notices to clubs and participants, publication in contact lists, event packages, technical bulletins, schedules, directories, and other official BC Artistic Swimming communications where the information is used as role-related or business contact information.

The coach or official understands and agrees that:

- the information covered by this Consent and Release is intended to be used only in connection with their role with BC Artistic Swimming and not for unrelated purposes;
- BC Artistic Swimming will use and disclose the information only for purposes that a reasonable person would consider appropriate in the circumstances;
- if BC Artistic Swimming wishes to use or disclose the information for a new purpose not reasonably connected to the individual's role, additional notice or consent may be required;
- consent may be withdrawn for future use by providing written notice to BC Artistic Swimming, subject to legal, operational, administrative, and contractual limits, including BC Artistic Swimming's need to retain sufficient contact information for role administration and records management;
- where possible, coaches and officials should provide a role-related or business email address for public-facing communications.

The undersigned releases and discharges BC Artistic Swimming from claims arising from the authorized use and disclosure of the above contact information in accordance with this Consent and Release, except to the extent that any such claim cannot be waived under applicable law.

❒ **I have read and agree to be bound by this consent and release agreement.**

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 2026-2027 under BC Artistic Swimming)*
    a. Navigate to Seasons -> Seasons
    b. Click on the blue "Edit" button for ***2026-2027***
    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.)

CONFLICT OF INTEREST
IDENTIFICATION, PREVENTION AND MANAGEMENT FOR OFFICIALS

COMMITTEE: National Officials Committee
LAST UPDATED: March 25, 2023

PURPOSE

The purpose of this document is to provide some guidelines in dealing with conflicts of interest for officials at CAS competitions. This document is written in support of the CAS Conflict of Interest Policy https://artisticswimming.ca/wp-content/uploads/2022/01/CAS-Conflict-of-Interest-Policy-Dec-22-2021.pdf

PROCESS

The process for dealing with officials with a conflict occurs in three phases as outlined below.

Phase 1: Identify: Identify real, perceived or potential conflicts of interest

Per the CAS Conflict Of Interest Policy, the following categories of people must disclose a Conflict of Interest at the beginning of the competitive season (or when it arises) to the National Officials' Committee (hereafter NOC):

a. A Family Member of a competitor; **(family member is defined as a parent, step-parent, grandparent, step-grandparent, sibling or step-sibling)**
b. A current Coach of a competitor;
c. A Club manager of a competitor;
d. A Family Member of a Coach of a competitor;
e. A Family Member of a Club manager of a competitor;
f. A Board member of a competitive Club of a competitor *(or a board member of a provincial association)*; and
g. A Family Member of a Board member of a competitive Club of a competitor.

Disclosure is archived through an online form sent to each official at the beginning of the competitive season. Once the conflict of interest is disclosed, the Register of Interest, as shown below, is completed by the Chair of the NOC.

Name	Province	Role of Official	Description / Category of Conflict	Date of Disclosure	Remedial / Risk Reduction Actions	Monitoring of Risk Reduction Actions

Phase 2: Prevent: Prevent or minimize the impact of conflicts of interest by taking steps to reduce the risk. The table below provides **Remedial / Risk Reduction Actions** * for dealing with categories of conflicts of interest for officials with various roles.

Phase 3: Manage: Manage conflicts when they arise with appropriate remedial risk reduction actions and the **Monitoring of Risk Reduction Actions** ** to ensure that actual, potential and perceived conflicts have been satisfactorily managed.

Description/ Category of Conflict	Role of Official	Remedial / Risk Reduction Actions *	Monitoring of Risk Reduction Actions **
A Family Member of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A current Coach of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A Club manager of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A Family Member of a Coach of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results

A Family Member of a Club manager of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A Board member of a competitive Club of a competitor / Board member of a provincial association	Judge	The judge cannot be chief judge of a competition in order to reduce potential conflicts with judge panel assignments. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Referee	The referee can only participate as an assistant referee so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Scorer	The scorer can only participate as an assistant scorer so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee/scorer.	Chief referee signs off on all competition results
A Family Member of a Board member of a competitive Club of a competitor	Judge	The judge cannot be chief judge of a competition in order to reduce potential conflicts with judge panel assignments. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Referee	The referee can only participate as an assistant referee so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Scorer	This scorer can only participate as an assistant scorer so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee/scorer.	Chief referee signs off on all competition results

Based on the remedial and risk reduction actions above, an official should be available for at least 75% of the competition in order to reduce the impact on travel expenses and lodging. Availability of less then 75% would make the official ineligible for the competition * exceptions could apply.

Officials having more than one conflict of interest would be dealt with on a case by case basis. 75% availability would remain a requirement to be eligible for the competition.

Coaches who are not available for 75% or more of the competition but will be at the competition for coaching purposes may be asked to join a judging panel for an event where they do not have a conflict.

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