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MEMBER REGISTRATION POLICY & PROCEDURES

Revised: September 1, 2026

1. Purpose

BC Artistic Swimming aspires to foster an artistic swimming environment that promote equal opportunities and prohibit discriminatory practices.

The purpose of this policy is to clarify rules regarding the registration of athletes, coaches, officials, volunteers, and club executives as well as the parameters for transferring registrants within British Columbia or from other provincial artistic swimming associations. BC Artistic Swimming encourages the prompt reporting of all members not in good standing.

2. Scope

2.1. This policy applies to all BC Artistic Swimming members and Member Clubs.

2.2. BC Artistic Swimming and its members will abide by and act consistently within the BC Artistic Swimming and Canada Artistic Swimming (CAS) Conduct Policies.

3. Registration Status

3.1. ***In good standing:*** A member or member club is in good standing under the following conditions:

a. Ongoing compliance with club, BCAS, and CAS governing bylaws, policies and rules
b. The annual submission of all required documents to their governing body(ies)
c. All financial accounts are up to date
d. All terms and conditions related to prior disciplinary action have been satisfied
e. Not presently suspended or expelled

3.2. ***Not in good standing:*** A member or member club is NOT in good standing under the following conditions:

a. Non-compliance with club, BCAS, and CAS governing bylaws, policies and rules
b. Required documents are outstanding
c. Financial accounts are delinquent in accordance with BCAS or CAS bylaws, policies, and rules
d. Subject to an active disciplinary investigation or process for which the published timelines or requirements are outstanding
e. Currently suspended or expelled
f. Reported by their club, BCAS, another province or Canada Artistic Swimming as “Not in Good Standing” in the CAS e-Registration System

3.3. A member or member club currently in a disciplinary or appeals process or working towards resolving an issue with a confirmed outside source or mediator will be considered in good standing until such time as the process is complete and a ruling about their status has been made.

3.4. Member clubs must report to BC Artistic Swimming by September 1st that a member has outstanding accounts and/or is not in good standing. All registration needs to be completed by October 15th of each year.

4. Registration

4.1. Canada Artistic Swimming's (CAS) membership year is September 1st to August 31st. As of August 31st each year, the online registration database will show all members as non-active.

4.2. Member Club Registration

4.2.1. Member Club Registration is complete when:

a. A Member is in good standing
b. A Member has completed registration requirements with BCAS and CAS, including submission of the Annual Club Registration Form
c. Registration has been completed in CAS e-Registration System
d. Applicable registration fees have been paid

4.2.2. Governance Documents Submission (Optional)

In the past, new club executives have asked for past documentation that were lost or misplaced by ex-club executives. BC Artistic Swimming offers Member Clubs a place of safe keeping in case succession plans fail or are not in place. Should Member Clubs wish to submit copies of their governance documents to BC Artistic Swimming, all documentation will be kept completely confidential. Documentation that Member Club may wish to consider submitting to BC Artistic Swimming may include, but are not limited to:

- *BC Corporate Registry Renewals*
- *Club Bylaws*
- *Operations Manual and/or copies of Policies and Procedures*
- *Most recent financial statements and/or copies of audited statements*
- *Code of Conduct*

4.3. Individual Member Registration – Athlete, Coach, Club Executive and Volunteers

4.3.1. Member registration is complete when:

a. Member is in good standing
b. Member has completed registration requirements with their governing bodies, including the club, BCAS and CAS
c. Applicable registration fees have been paid

4.4. Members with Multiple Roles:

4.4.1. Individuals who participate in multiple registration categories (e.g. a coach who also competes as an athlete, an athlete who also serves as a judge, or a club executive who also coaches, etc.) must be registered for **each role**.

4.4.2. Registration in all categories should be completed under the same CAS registration profile/number by selecting Add a Role.

4.4.3. Individuals registered in multiple registration categories will pay only the highest registration fee. The CAS e-Registration System will automatically calculate the appropriate fee.

4.5. Changing Roles after Registering

4.5.1. Registrants wishing to upgrade their registration from recreation status to competitive status (e.g. recreation coach to competitive coach or recreation athlete to competitive athlete, etc.) will add the new role and pay only difference in fees.

4.5.2. There will be no downgrading of roles (e.g. competitive athlete moving to recreation athlete). In instances where this may happen, the club registrar can add a secondary role to the registrant's profile and put a note in the Notes field to explain the rationale. No refunds of BC Artistic Swimming or CAS fees will be issued.

4.6. Coach Registration

4.6.1. Coaches are required to register themselves in the CAS e-Registration System and to pay the applicable dues.

4.6.2. Registration for coaches will begin at a date designated by CAS and must be completed by October 15th each year.

4.6.3. Coaches must demonstrate compliance with the BC Artistic Swimming Coach Certification Policy and CAS Coach Registration and Certification Policy.

4.6.4. Coaches will be prompted to acknowledge they have read and will follow the CAS Conduct Policy prior to completing the registration process.

4.6.5. Coaches must designate their club affiliation(s) each year in the CAS e-Registration System.

4.7. Athlete, Club Executive and Volunteer Registration

4.7.1. Member Club must register all athletes, club executives and volunteers in accordance with the CAS registration categories, noting the following:

4.7.1.1. Club Executives must be registered as Associate Registrants. They cannot be registered as Volunteers.

4.7.1.2. AquaGO! Program Assistants must be identified by checking the program assistant box in the individual's registration profile. AquaGO! Program Assistants must also be registered in at least one membership category.

4.7.1.3. AquaGO! participants must be registered as AquaGO! registrants, NOT as recreation program athletes.

4.7.1.4. Adaptive Artistic Swimming athletes must be registered as either competitive or recreational athletes with the appropriate box checked to identify cognitive or physical disabilities.

4.7.2. Batch sizes will be limited to a maximum of 50 registrants after which the batch is to be submitted and a new batch created.

4.7.3. A batch may stay open and pending for **a maximum of 30 days**. At 21 days after its creation, the online registration system will automatically generate an email to the Club Registrar reminding them to submit the batch within 9 days to ensure the applicable registrants are eligible to participate in association activities. Another reminder will be sent after 29 days.

4.7.4. Member Clubs must complete the registration of its members (i.e. athletes, coaches, executives, volunteers, etc.) through the CAS e-Registration System **no later than 11:59 PM on October 15** annually.

4.7.5. Notwithstanding 4.7.4, to be eligible to vote, the registration deadline must be at least 24 hours prior to the schedule start of the Annual General Meeting and is subject to change to align with this requirement.

4.7.6. Member Clubs may add new registrants to the e-Registration System at any time during the season. Upon submission of a registration batch, the CAS e-Registration System will automatically generate an invoice for the balance owing. This invoice will be sent to the Club Registrar by email. **Payment of the invoice is due upon receipt**. Registrations will not be considered finalized until payment is received.

4.7.7. Payment for registration batches must be sent to BC Artistic Swimming by **cheque and MUST be accompanied by the Member Club Payment Report** generated in the e-Registration System.

4.7.8. Registration fees are due upon submission of the batch in the CAS e-Registration System. After 60 days, a club that is in arrears on batch payments may be labelled as “not in good standing” by the PSO in their club profile. A not in good standing status will prevent a club from registering its athletes for competitions.

4.8. Officials Registration

4.8.1. Officials, including judges and referees, must register directly with BC Artistic Swimming using the approved Officials Membership Form.

4.8.2. BC Artistic Swimming distributes the Officials Membership Package, by email, to all officials who were registered during the prior season in September of each year. The Official Membership Package is also available on the BC Artistic Swimming website.

4.8.3. The registration deadline for all Officials is **October 15** annually.

4.8.4. Officials Registration Categories

a. Provincial Official –Level 1 or 2 officials (judge or referee) who are eligible to participate at the regional and/or provincial level only. Judges officiating at any BC Artistic Swimming sanctioned event must be a BC Artistic Swimming member in good standing.

b. National Official –Level 3 or higher officials (judge or referee) who are eligible to participate at the regional and/or provincial level as well as national and/or international level. Judges attending National Championships must be members in good standing with BC Artistic Swimming and Canada Artistic Swimming.

4.8.5. Officials Membership Fees are listed in the annual Officials and General Membership Packages.

4.9. BC Artistic Swimming Board of Directors Registration

4.9.1. BC Artistic Swimming is responsible for the registration of the provincial board members through the CAS e-Registration System.

4.10. General Membership

4.10.1. General Members are members who are not affiliated with a club, are not an official, or a member of the provincial Board of Directors.

4.10.2. General Members must complete the General Membership Registration Form.

4.10.3. Completed forms must be submitted to the BC Artistic Swimming office by October 15 each year.

5. Membership Fees

5.1. Pursuant to BC Artistic Swimming's Finance Policy, the BC Artistic Swimming Board of Directors will set membership fees each year and publish the fee level at least 3 months before the start of the membership registration. Fees will be published in the annual Membership Package which will be distributed to the General distribution contact list and posted on the BC Artistic Swimming website.

5.2. Club registration fees include general membership for all club executives and annual SOCAN licensing dues.

5.3. Club Executives & Volunteers must be registered in the CAS e-Registration System to ensure they have the appropriate liability insurance during BC Artistic Swimming and club sanctioned activities.

6. Database Management

6.1. To limit multiple CAS numbers being assigned, in such cases as a registrant would logically have an existing CAS number, please ensure that all search methods are exhausted prior to creating a new record.

6.2. Merging Records: In such case as registrants have multiple CAS numbers, only their most current CAS number will be kept and the others will be merged into it. Merging of records must be done by the CAS programmer. Please add comments in the Notes field to explain or request that records be merged.

6.3. Merging Records with Multiple Active Registration Records: In such cases as a registrant has multiple active registration records which resulted in multiple payments:

6.3.1. CAS will keep the record that is associated with that individual self-registration and/or copy the secondary role to the main CAS number and cancel the unused CAS number so it is hidden.

6.3.2. The CAS number associated with the secondary role will be noted in the Notes field of the registrant's profile.

6.4. CAS will produce reports of cancelled CAS numbers at the request of BC Artistic Swimming.

7. Fines

7.1. Member Clubs who fail to abide by the policies and procedures outlined herein will be subject to the following BC Artistic Swimming fines:

a. $5.00 per athlete for any late, incomplete, or incorrect competitive athlete registrations.
b. $75.00 for late, incomplete, or incorrect club registrations.

7.2. Member Clubs are also subject to fines and penalties as outlined in CAS rules, regulations, policies or procedures.

8. Transfers

8.1. There is no formal transfer process in the CAS e-Registration System.

8.2. 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.

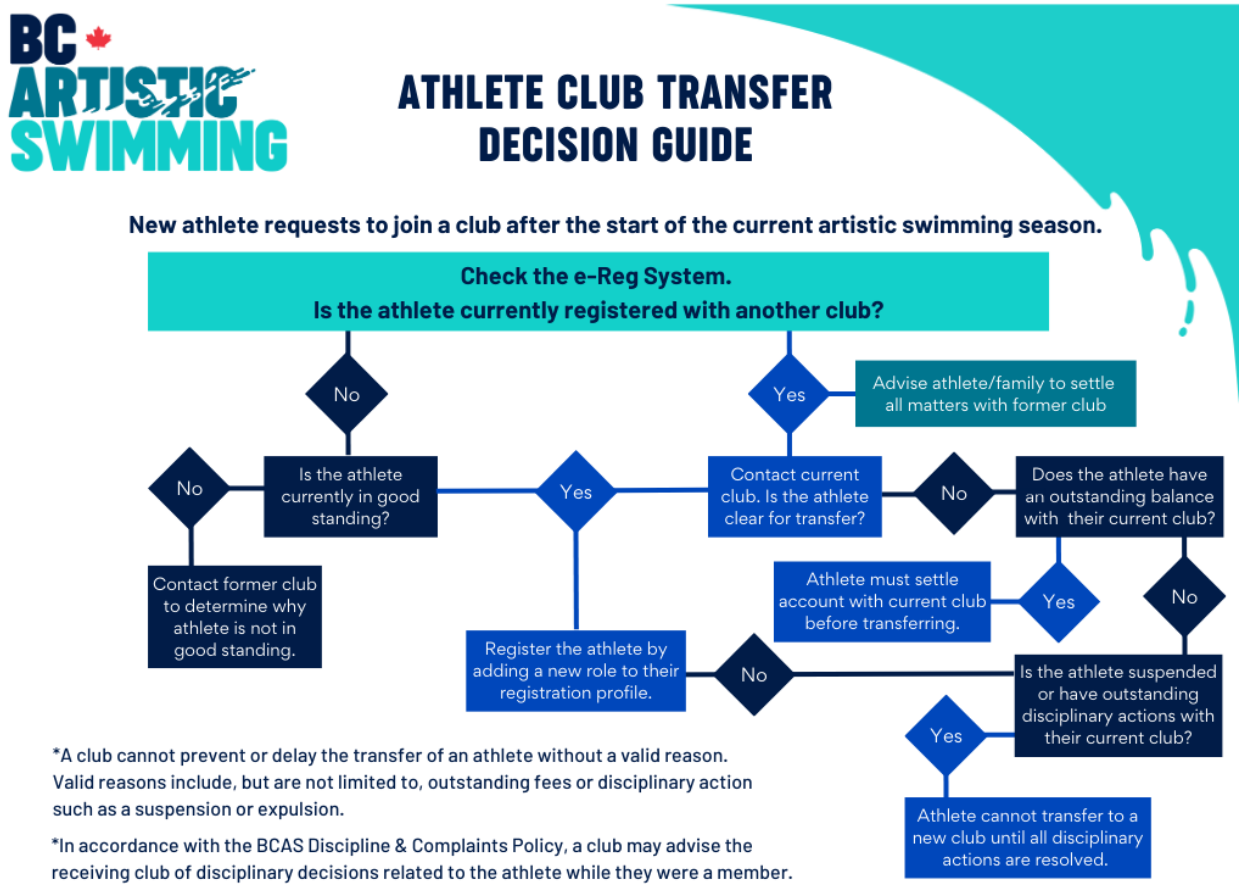
8.3. Member Clubs have the ability to indicate that a registrant is not in good standing in their CAS e-Registration System profile. If the not in good standing box is checked, a new Member Club will not be able to register the registrant in any role. Only the originating club, BC Artistic Swimming or the former PTSO can alter the not in good standing status.

8.4. If a registrant requests to transfer to another Member Club after they have been registered for the current season, the registrant must be released by their current Member Club prior to being able to register with the new club. The transfer process will follow the Athlete Club Transfer Decision Guide outlined in Appendix A.

8.5. Notwithstanding 8.4, 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 registrant is in dispute with the current Member Club about

outstanding fees or disciplinary action, the receiving club is encouraged to contact BCAS for guidance.

8.6. To process a transfer, the receiving club will search the database for the registrant's profile and proceed to register them by adding a new role to the registrant's profile.

8.7. BC Artistic Swimming fees are non-refundable. Any and all reimbursement of fees from the former club to the registrant or new Club is at the discretion of the former Club in accordance with their refund policy.

Appendix A: Athlete Club Transfer Decision Guide