



Registration Guide for Athletes 2022-23

Last Revised August 31, 2022

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OAS Office Information

Address

Suite 2, 83 Galaxy Blvd, Etobicoke ON M9W 5X6

Contact Information for Queries Related to Registration

All queries related to registration and the H2O registration process should be directed to Sue Marnica-Wall



416-679-9522 ext. 221

Phone hours 9:00AM-4:30PM



smwall@ontarioartisticswimming.ca

Email response time within 2 business days

OAS staff will be working a compressed work week and will not be available on Fridays between May and August

General Requirements for the Start of the 2022-23 Season

1. **Registration:** The registration year runs from September 1 to August 31, annually. All athletes participating in sanctioned artistic swimming programs or activity (virtual or in-person) on or after September 1 must be registered on H2OReg. This ensures they are insured to take part in any artistic swimming activity. Athletes (or their parent or guardian in the case of a minor) must register themselves, pay their applicable OAS and CAS fees via the online H2O registration process, and have an ISSUED status on H2OReg to be insured and eligible to participate
2. **Volunteer Registrant:** OAS requires that one parent or guardian of ALL Competitive athletes (including Regional League) under 18 years of age at the date of registration register in the Volunteer role. Please see the Registration Guide for Volunteers for further information

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

3. **Affiliation:** All athletes must identify the club they will be training with during the 2022-23 season
4. **Safe Sport:** Any athlete over the age of 14 must complete either Coaching Association of Canada (CAC) Safe Sport Training or Respect in Sport Activity Leader/ Coach training. Safe Sport training is considered valid for a period of 3 years
5. **Waivers and Attestation of All Participants:** Clubs will no longer facilitate the completion of waivers and attestation of the athletes affiliated with their organization. This activity will now be undertaken by OAS as part of the H2O registration process. ALL required forms and attestations will be completed by the athlete (or their parent or guardian in the case of a minor) when they register themselves via H2OReg

6. Compliance: Public health, government, facility, Canada Artistic Swimming (CAS), or OAS requirements or guidelines should always be adhered to when engaging in any form of artistic swimming program, activity, or competition
7. Violations: Should an athlete choose to discount, or circumvent, public health, government, facility, CAS, or OAS guidelines, such action will result in disciplinary action under the CAS Discipline and Complaint Policy and Procedure

Fees for 2022-23

Athlete registration fees are set out below. The base membership registration fee charged by OAS has not changed for the 2022-23 season, however CAS fees have increased by 5%

Fees must be paid through H2OReg, and a processing fee is added to all transactions, which includes:

- Transaction processing fee (2.9% plus \$0.50), which applies to all online payments processed through H2OReg
- An Interpodia fee of \$2.30 on any registration amount over \$50
- HST, which is only charged on the processing fees

CAS and OAS membership fees are non-refundable and non-transferable and are not pro-rated during the membership year

Category	OAS Fee	CAS Fee
Athletes		
Competitive	\$ 85.00	\$ 53.00
Competitive AWAD	\$ 85.00	\$ 32.00
Competitive Masters	\$ 85.00	\$ 32.00
Regional League	\$ 30.00	\$ 32.00
Recreational	\$ 12.00	\$ 9.50
Short-term Recreational (under 6 weeks)	\$ 4.00	\$ 3.00

What if I don't have a credit card?

Fees must be paid through H2OReg using a Visa, Mastercard, or Visa Debit card. Information on Visa Debit cards can be found [here](#). You may also use an open-loop prepaid Visa or Mastercard, which is purchased in advance and is not linked to any bank account. Prepaid credit cards can be purchased at post office locations, in stores including grocery stores, pharmacies and gas stations, online, or from a bank or credit union

Membership Shows as Pending

The H2O registration process has checks in place to ensure individuals meet the requirements for registration. If you do not meet the requirements, you will not receive an ISSUED status on H2OReg. Individuals who meet all registration will receive an auto-generated email confirming their membership

If your membership status on H2OReg shows as PENDING, you are likely missing one or more requirements for registration. In the case of athletes, the missing requirement is likely safe sport training. All athletes over the age of 13 must complete the Respect in Sport Activity Leader/ Coach training. You will receive an email that will direct you to view the outstanding requirements and guidance on how to resolve them

Once the missing requirements are complete, email Sue Marnica-Wall at smwall@ontarioartisticswimming.ca to provide any information that needs to be updated on H2OReg manually

Athletes Under the Age of 18

A parent or guardian may complete the H2O registration process for an athlete under the age of 18 at the time of registration. If a minor athlete prefers to complete the H2O registration process for themselves, they will have to ask a parent or guardian to complete and sign certain acknowledgements and waivers on their behalf

When you reach the Acknowledgements & Waivers page, you will be asked whether you are the parent or legal guardian of the minor athlete. If you are completing the H2O registration process on your own behalf, select NO. You will be prompted to enter your parent or guardian's first and last name, their relationship to you, and their email address. An email notification will be sent to this address for them to review and agree to the waivers. Your membership status on H2OReg will show as PENDING until the acknowledgements and waivers have been signed

Membership Upgrades/ Additional Roles/ Additional Memberships

Participants may have more than one membership role and may add another role or upgrade their membership at any point during the competitive season

To add another role or upgrade their membership:

- Individuals may sign-in to their profile and add an additional role or upgrade, as appropriate
- Individuals will pay the highest fee of the roles chosen

- H2OReg will determine any fees owing and the H2OReg shopping cart and receipt will itemize the fee

Individuals may also complete more than one membership application. You will be prompted to do this on the Membership Summary page. If you are registering more than one individual (for example, yourself and a minor child), select “Complete and add another membership” and proceed with the second or subsequent membership application(s). H2OReg will determine all fees owing and the H2OReg shopping cart and receipt will itemize the fees

Athlete Registration Guide

Information required to complete the athlete registration application

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

- Your CAS membership number assigned on the CAS E-Reg online registration system in prior years. If you're not sure of your CAS membership number, please reach out to Sue Marnica-Wall at 416-679-9522 ext. 221 or smwall@ontarioartisticswimming.ca
- Your Coaching Association of Canada (CAC) National Coaching Certification Program (NCCP) number if you have one. Please refer to [The Locker](#) to look up your NCCP#
- A credit card or Visa Debit card to pay any CAS and OAS fees

Navigation

- The “Back” tab at the bottom of each page allows you to return to the previous page to edit information, if required
- If you have missed a question, you will not be allowed to proceed to the next page. The missing item(s) will be highlighted in red
- You will be prompted on the “Membership Summary” page to review the information entered to that point in the registration process. You will not be able to make any changes past this page
- You may select “Close & Exit” at any point during the H2O registration process and the information that has already been input will be saved

Step 1 – Listing

- Log-on to H2OReg at <https://h2oreg.com/#!/memberships/ontario-artistic-swimming-2022-2023>
- If you have previously been registered with OAS or CAS through the CAS E-Reg online registration system, you will likely already have a user account that you should log into. Enter your email address and reset your password
 - If you're not sure which email is associated with your user account, you can reset your password using your CAS membership number and your date of birth
 - If you're not sure of your CAS membership number, please reach out to Sue Marnica-Wall at 416-679-9522 ext. 221 or smwall@ontarioartisticswimming.ca

- If you have not been previously registered with OAS through the CAS E-Reg online registration system, select *Purchase Your Ontario Artistic Swimming Membership*

Step 2 – Application

- Enter your address and other contact information or confirm its accuracy, as appropriate
- Select your membership role or multiple membership roles
- Select “Learn More” to see the athlete registration requirements and the status of these requirements. If you have requirements that are “Incomplete” please complete your registration on H2OReg. Once complete, you will receive an email that will help you resolve the outstanding requirements

Step 3 – Membership Affiliation

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

Step 4 – Member Information

- OAS is asking for certain member information to better understand the demographic characteristics of our artistic swimming community in Ontario. Results will be used to inform future initiatives to increase the diversity of our sport, as well as foster a sport culture of equity and inclusion. All data will be de-identified and reported anonymously. Participation is OPTIONAL. If you prefer not to participate, select “Prefer not to say”
- You will be asked to provide Emergency Contact Information. Athletes that are under 18 years of age should provide the name and contact information for their parent or guardian

Step 5 – Privacy Consents

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

Step 6 – Membership Summary

- You will be asked to review the registration information you have provided to this point in the H2O registration process. Once you have completed its accuracy, you have the choice to either:
 - Complete and proceed to cart; or

- Complete and add another membership (you would choose this option if you were registering more than one individual: For example, yourself and a minor child)

Step 7 – Donation

- You will be asked whether you would like to donate to support artistic swimming in Ontario. This is a default part of the system and is OPTIONAL
- You may select an amount, which will be added to the Cart, or if you prefer not to donate, simply select “Proceed to cart”
- If you choose to donate, these funds are tracked as donations and allocated to athlete development initiatives such as development camps, talent identification programs, or provincial teams

Step 8 – Acknowledgements & Waivers

- You will be asked to acknowledge and confirm agreement to several documents that were previously managed by your club. These documents include:
 - Concussion Code of Conduct for Athletes, which is a legal requirement in Ontario under Rowan’s Law requiring all athletes to review their sport organization’s Concussion Code of Conduct annually before the start of the season
 - Release of Liability, Waiver of Claims & Indemnity Agreement (18 & Over) or Informed Consent & Assumption of Risk Agreement (Minors)
 - Acknowledgement of CAS & OAS Policies
- Please select “I agree to the above” on each page after entering your name. If you select “Close and exit” you will receive a Warning message and will not be able to proceed. Simply select the “X”, which will return you to the document, and select “I agree to the above”

Step 9 – Payment (Cart Summary)

- H2OReg calculates the CAS and OAS fees owing, which must be paid online for the registration application to be considered complete
- The Interpodia processing fee includes:
 - A transaction processing fee (2.9% plus \$0.50), which applies to all online payments that are processed through H2OReg
 - An Interpodia fee of \$2.30 on any registration amount over \$50
 - HST is only charged on the Interpodia processing fee