

**What is the membership year with AAS and CAS?**

The membership year is from September 1 to August 31.

**What AAS forms and information will be collected for a coach or official on the database?**

All forms and information required by CAS and AAS policies will be collected using the online database.

**Are coaches and/or officials required to be registered on the AAS database before they can participate in sanctioned activities?**

Yes, membership expires on August 31 annually and as such, any activity on or after September 1 requires new registration. Both coaches and officials must have an 'issued' status on H2OREG to be eligible to participate in any club or AAS sanctioned activities.

**Have the membership fees for AAS and CAS been increased for 2022-23?**

Yes. Please see the fee table on the AAS [Registration Page](#). Additionally there is be a 2.9% + \$.50/transaction processing fee. Fees can also be found on the [H2OREG Landing page for 2022-2023](#).

**Are my membership fees paid online?**

Yes, the H2OREG system is set up to collect the AAS and CAS fees through a third-party provider, WePay. No payment information is stored in the system. Those individuals that meet all requirements within the system and paid will receive confirmation of their membership within minutes. The system will show the breakdown of fee and they also be able to print out a receipt.

**Why is my club not available when our members try to register?**

Clubs must be compliant with AAS policies. Once a club becomes compliant AAS will have the club added as a choice, this can take up to two business days from the time approved on the H2OREG system. Until the club is compliant, your members will not be able to register for the 2022-2023 season.

**Do coaches have to be registered on the AAS database before they can coach or instruct?**

Yes, all coaches must have submitted all forms, paid the applicable fee on H2OREG and have 'issued' status. They will also receive a confirmation email that they are a member before they are eligible to coach or instruct any club sanctioned activities. You can check the status of coaches with your club on your H2OREG site. See below for instructions. Coaches must select your club in order for you to see their status.

**Is there a registration deadline to become an AAS or CAS member?**

Memberships are accepted in all categories throughout the membership year of September 1 to August 31 however all individuals must register and receive confirmation of membership prior to their participation in any role.

**Do members have to make a donation to AAS? If I do, how are the funds utilized?**

Making a donation to AAS is optional so can be skipped or a \$0.00 amount selected. In the event that someone makes a donation these funds would be tracked as donations and allocated to athlete development initiatives such as development camps, talent identification programs and/or provincial teams.

**Will a new coach get a Canada Artistic Swimming (CAS) membership number if they did not register on H2OREG in the previous season?**

We are anticipating that CAS will be providing us with CAS numbers that we can use in the H2OREG system. If this is the case then new members this year and those who were new last year and did not get a CAS number, you will be assigned a CAS number within the system. If this is not functional at the time of registration then CAS numbers will be provided at a later date.

### What if my status shows as pending?

If your status shows as “pending” then you are likely missing a requirement to be compliant in a selected category. You should be able to see what is missing by clicking the ‘pending’ button next to the item indicated.

- CAS Screening Form – forms will be reviewed by AAS minimally each Tuesday and if clear will be manually updated.
- Background check – Usually completed within 24hrs. If not, please have the member contact Sterling to find out why there is a delay.
- Coach Certification – AAS will update this manually by confirming your coach credentials through your NCCP profile. Please see the [Coach Registration and Eligibility](#) page on our website for more information.
- [Respect in Sport](#) – is mandatory for coaches. AAS will update this manually by confirming completion of this through your NCCP profile.
- [Safe Sport/Respect in Sport](#) – Officials may choose which module to take. Safe Sport is free and completed through the Coaching Association of Canada by setting up a profile. AAS will update this manually by confirming completion of either module through your NCCP profile.

### If I have multiple roles with Alberta Artistic Swimming can I select them at once?

Yes, you may select all of your applicable roles within AAS during your registration and the system will determine all applicable forms and the applicable fee.


### Can I select multiple AAS affiliations for different roles?

Yes, as diagramed below you will click on “Show All Roles” whereby it will show all roles selected for registration and you will be able to select Alberta Artistic Swimming or any of the AAS member clubs. Please note if you coach at multiple clubs you will only be able to select one at the time of registration, AAS will communicate how to add this role to other clubs at a later date.

#### Membership Affiliation (Clubs/Teams)

Please attach a club to your membership

Do you have separate clubs for specific roles? [SHOW ALL ROLES](#)

### What if I am under the age of 18 at time of registration?

If you are a minor at the time of registering with AAS then a parent or legal guardian must complete and sign certain forms on your behalf. Your background check will show as incomplete. AAS will manually change this date to expire on your 18<sup>th</sup> birthday.

### How do I know what I need to be a trained coach?

You can find the requirements in the [Coach Development Pathway](#) for each coach context. You can also find what you are missing in your NCCP profile. Click on the little ‘i’ beside the coach context title and then choose ‘Trained....’ And choose option 2. Missing items will not have a completed date.