



2023-2024 AAS
AFFILIATION INFORMATION

ALBERTA 
ARTISTIC
SWIMMING

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OFFICE INFORMATION

Address

11759 Groat Road
Edmonton Alberta, T5M 3K6

General Contact Information

Website: www.albertaartisticswimming.ca
Phone Number: 780-415-1789

Office Hours

Monday-Friday: 9:00am to 4:00pm

Staff

Executive Director: Melanie Thompson - mthompson@albertaartisticswimming.ca
Technical Director: Jaime Thompson - jthompson@albertaartisticswimming.ca
Member Services: Jennifer Flowers - jflowers@albertaartisticswimming.ca

GENERAL INFORMATION

The registration year runs from September 1 to August 31 annually. Registrants who meet the registration criteria below will become members. As a member in good standing, Alberta Artistic Swimming extends insurance as prescribed by the policy and subject to adherence to any and all AAS policies or guidelines during the membership period.

Registrants are responsible to register themselves and pay their applicable fees via the H2OReg registration process.

Membership fees are non-refundable and non-transferrable and are not pro-rated during the membership year. Please review the membership categories carefully, and if needed check with your club, to ensure you choose the correct category.

To be considered registered as a member, the registrant must have an 'issued' status. ALL the applicable criteria as outlined in this document must be met by the indicated timelines.

Sanctioning

Sanctioning of any activities is only provided to members. As part of their affiliation as a Member Club the [Club Sanction Form](#) must be completed online by October 1st or immediately prior to programming beginning, whichever is earlier. Any changes or updates to this information must be updated immediately.

Complete information on all sanctioning can be found in the AAS Sanctioning Policy (Supplement to CAS) and Sanctioning Guidelines on our [Governance/Rules](#) page. Please ensure your club is aware of where to find this information. Any updates or changes will be communicated to clubs by AAS in a timely manner.

Event sanctioning is done through the Events/Activities Sanction form which can be found on the [Governance/Rules Page](#). Clubs who will be hiring Third Party Contractors must ensure these individuals meet the CAS Screening Policy.

Participants of Free Trial/Come Try days MUST register through the H2OREG site, there is no fee for this.

CATEGORIES, FEES, AND DEFINITIONS

Membership categories and their applicable fees can be found on the AAS website on the [AAS Registration Page](#). Definitions are as per the Canada Artistic Swimming (CAS) Registration Policy, complete definitions can be found on CAS' [Bylaws & Policies](#) page.

* The Short-Term Rec Swimmer fee is to be paid per session (session must be 6 weeks or less) up to a maximum of four sessions. If the participant registers for a fifth session, they do not need to pay the registration fee.

CLUB AFFILIATION

Clubs must register and be approved on the H2OREG database before members are able to register and affiliate with the Member Club. AAS will send out a link to Member Club Presidents and Registrars from the previous season.

All clubs must be registered no later than September 3rd. A fine of \$100 will be assessed to clubs who do not meet this deadline. Clubs will have 10 business days to pay the fine and be compliant, following this, facilities will be notified that your club is no longer insured with AAS. Clubs will receive insurance certificates once club compliance has been met.

CLUB MEMBERSHIP

- Go to the [Club Registration](#) link
- To complete the application, you MUST complete all steps outlined within the system, including uploads, and complete payment.
- AAS will review the application within three to five business days and approve the status if all requirements have been met. If after five business days you have not received an approval notice, please contact AAS. If your club status is not approved, then the club is not

insured to provide any programming and registrants will not be able to register with the club.

MEMBER AFFILIATION AND ACCESS TO THE H2OREG DATABASE

Registering members on the H2OREG Database

Members will only be able to register once the Member Club is registered and approved on H2OREG.

Membership registration will open approximately two weeks following the opening date of Member Club registration.

Summer Camps/Summer Programs

Registrants for summer programs in the current year must register in the current season, ending August 31st.

Any new athlete members are required to register with AAS and pay the registration fee to be covered under AAS's insurance policy*.

**Members are given the option of paying the lowest fee for their respective category I.e. a swimmer may pay the Short-Term Recreational Swimmer fee for the previous season fee and will pay the applicable fee for the new season that begins September 1st.*

Start-up prior to September 1

Members who will begin their new season prior to September 1 can register once the H2OREG system is open. If they train prior to the new season database opening than they MUST register in the current season as outlined above.

September 1st - August 31st

ATHLETE MEMBERS

- All individuals must be registered on H2OREG system and have 'issued' status prior to participating in any club activities or events.
- Complete all the requested information and forms within the system and complete payment.
- If all requirements have been met the athlete will receive an email confirming their membership.
- It is the club's responsibility to ensure all athlete members are registered on H2OREG and have issued status.

**AAS may impose fines or refer an incident to our disciplines process for any registrant whose registration is not complete and participates in any club activities/events.*

ASSOCIATE MEMBERS

- All active Club Board members must be registered with Alberta Artistic Swimming on H2OREG as an Associate member, and have 'issued' status, no later than September 3rd. If your club has elections following September 1st, current board members **MUST** register. See above (Club Membership, 3rd bullet) for club affiliation information and fines.
- New board members, from an election or appointment, must be registered with Alberta Artistic Swimming on H2OREG as an Associate member, and have 'issued' status, immediately following their election or appointment to their club Board.
- Other volunteers or individuals may register as an Associate member by meeting the requirements built into the system.
- Complete all requested information and forms within the system and complete payment
- If all requirements have been met the associate will receive an email confirming their membership.
 - If not, they will receive an email of pending status with a link to see the outstanding item. If there is a pending status, registrants **MUST** look at the account to see what is missing. If the BackCheck review is incomplete or pending the registrant will need to contact BackCheck to find out their status.

COACH MEMBERS

- Coaches are responsible for registering themselves on H2OREG and meeting the [CAS Coach Registration and Certification Policy](#). Once registered, a coach may affiliate with multiple clubs. Coaches **MUST** only register with clubs for which they have an agreement. Registrars will be able to see them in their club rosters.
- It is the club's responsibility to ensure all coaches are compliant prior to being on deck. Please review CAS's [Coach Registration and Certification Policy](#).

AFFILIATION NOTES:

- AAS **MUST** be notified in writing of any members in your club who retire or quit including the last day of participation. This is required for insurance purposes.
- If your club has any outstanding invoices with Alberta Artistic Swimming, your club's affiliation may not be approved until the outstanding invoice is settled.
- It is the Club Registrar's responsibility to ensure all members have an 'issued' status and to follow up with members who have pending requirements. AAS may impose fines or refer an incident to our disciplines process for any club whose members do not have an 'issued' status and suspend club sanctioning.
- If a registrant chooses the wrong club and/or the registrant does not appear in the club list, please contact AAS.

MEMBERSHIP UPGRADES

To upgrade a member (club or individual) or add another role:

- Individuals may go into their profile and upgrade or add an additional role and they will be directed accordingly.
- The database will determine any fees, if applicable.

CLUB AFFILIATION CHECK LIST

- Club Affiliation Application on the H2OREG database
- Club Affiliation Fees paid through the application process, payment must be made to complete the process
- Ensure all board members have 'issued' status on H2OREG
- 2023-2024 Coach Roster
 - Complete a Club Coach Roster and submit to AAS online.
 - Roster MUST be updated and submitted to AAS as needed throughout the season
- 2023-2024 Club Sanction Form
 - Complete the Club Sanction Form and submit to AAS online
 - Update sanction requests as needed throughout the season