

# **A Guide to Registration: What You Need Know and How to Navigate RAMP**

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**Please note that the AAS Registration Handbook is a more detailed document of this presentation and is updated annually**

**Presented June 2025**

# A Guide to Registration: What You Need Know and How to Navigate RAMP

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## **RAMP DEMONSTRATION**

**To equip administrators with a clear understanding of the membership registration requirements and provide practical skills to effectively manage the registration process using RAMP, ensuring compliance with policies, timelines and deadlines.**

**Member Categories Breakdown**

- **AAS follows the CAS membership categories**
  - **Competitive Club**
  - **Recreational Club**
  - **Associate Registrant (Club Board Members)**
  - **Volunteer (anyone who helps the club out in a non-voting capacity)**
  - **Recreational Coach**
  - **Short Term Recreational Swimmer (6 weeks or less)**
  - **Recreational Swimmer**
  - **Competitive Swimmer**
  - **Competitive Master**
  - **Competitive AdAS (Adaptive Artistic Swimmer)**
  - **Provincial Official (registered through AAS)**
  - **National Official (registered through AAS)**

**AAS/CAS Fees**

- **Membership fees will be posted on the website and included in the Club Affiliation Package.**
- **If there are increases to fees, clubs will be notified once information is available. AAS will aim to communicate this in the early spring.**
- **AAS/CAS club and membership fees are paid through online registration.**
- **See the 2025-2026 Fee Schedule that was communicated to clubs**

## Eligibility Requirements

### Clubs

- Registered on RAMP and fees paid.
- Submit a club sanction form.
- Submit a board roster for the board that is in place at the time of registering the club\*\*.
- Submit a coach roster for the board that is in place at the time of registering the club\*\*.
  - Club sanction and Roster Forms are completed through the AAS website: About > [Governance/Rules](#)

**\*\*All board members and coaches on the roster must be compliant for the club to meet requirements.**

When the club has met registration compliance, the club will receive a copy of their club insurance certificate. It is the club's responsibility to file this certificate and ensure it is accessible to be provided as needed. Club's will be assessed an administration fee if requesting a new copy of their certificate.

## Eligibility Requirements

### Executive/Board Members

- Registered on RAMP and fees paid.
- Completed all necessary AAS/CAS forms through RAMP.
- A current police background check on their RAMP account.

All elected board members must be compliant, even if serving only briefly after the season starts on September 1. Newly elected members must register immediately. **Clubs will not receive an insurance certificate unless all listed board members are compliant.**

## Eligibility Requirements

### Coaches

- Registered on RAMP and fees paid.
- A current police background check on their RAMP account.
- Completed all necessary AAS/CAS forms through RAMP.
- Has met the CAS Coach Registration and Certification Policy

All coach members must be compliant to be on deck. Non-compliant coaches are not insured and may jeopardize the club's insurance coverage.

## Eligibility Requirements

### **Athletes**

- Registered on RAMP and fees paid.
- Completed all necessary AAS/CAS forms through RAMP.

All athlete members must be compliant to be participating in cub programs. Non-compliant athletes are not insured and may jeopardize the club's insurance coverage.

### Key Deadlines and Timelines

Club registration will be the first to open. Clubs will have to be approved by AAS before registration can open for all other members.

- Registration for a new season will open in the early summer.
  - AAS is aiming for an annual date.
- Clubs will be notified when registration is open for clubs.
- Clubs must be registered by September 3<sup>rd</sup> or by the first business day following the 3<sup>rd</sup> if it falls on a weekend.
  - Clubs who do not meet this deadline may be sanctioned.
- Once a club has been approved, AAS will open registration for it's members.

### **Key Deadlines and Timelines**

- Coaches, athletes and board members are not insured to participate in any AAS/Club activities unless they are registered and compliant.

AAS will begin reviewing club member compliance in mid-September. During the review, AAS will activate executive/board and coach members. Clubs with non-compliant executive/board or coach members will be contacted and may face sanctions, including revoked insurance and other penalties as determined by the AAS Board.

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## COMPLIANCE RESPONSIBILITIES

### Key Responsibilities

Registrars do not need to be members of club boards however, as they handle private information, they must be registered as associate members so that they have been screened as per CAS's Screening Policy.

#### 1. Member Registration and Database Management

- Manage and process registrations for all members (athletes, coaches, and board members)
- Ensure all required information and documentation (e.g., waivers, payment, certifications) is completed
- Maintain an up-to-date and accurate member database

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## **COMPLIANCE RESPONSIBILITIES**

### **Key Responsibilities**

#### **2. Compliance Monitoring**

- Ensure all members meet eligibility and compliance requirements (e.g., background checks)
- Track registration statuses and follow up on incomplete or expired requirements
- Support enforcement of policies set by AAS/CAS

**Key Responsibilities**

**3. Communication and Coordination**

- Act as a liaison between the club and governing bodies for registration matters
- Provide registration updates and reports to the club board or executive
- Communicate deadlines, procedures, and registration issues to members

**Key Responsibilities**

**4. System Use and Support**

- Use online registration proficiently and mentor those who will take your place
- Troubleshoot registration issues or guide members through the process - You may contact AAS or RAMP
- Manage registration settings for the club and ensure the system reflects current policies and season details

**Key Responsibilities**

**5. Record Keeping and Reporting**

- Maintain secure records for all members and their compliance status
- Generate reports as required by the club or governing body
- Submit a list of members who have opted out of the collection of medical information and having their photos taken

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## COMPLIANCE RESPONSIBILITIES

### Verify Eligibility

#### Board Eligibility

Review the members account to make sure:

- A valid background check is uploaded to the member's account. If not follow up with said member and check back to make sure it has been uploaded
- They have completed all forms
- They have active status as updated by AAS

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## COMPLIANCE RESPONSIBILITIES

### Verify Eligibility

#### Coach Eligibility

It is the club's responsibility to ensure that all hired coaches meet the requirements outlined in the CAS Coach Registration and Certification Policy.

AAS provides a Coach Registration Checklist on the registration information page, which clubs can use to verify a coach's credentials against their NCCP transcript.

Clubs should request a copy of the coach's NCCP transcript upon hiring and review it together. If any requirements are missing, the club and coach should agree on a clear plan and timeline to complete them.

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## COMPLIANCE RESPONSIBILITIES

### Verify Eligibility

AAS will review all registered coaches to confirm compliance and activate their status in RAMP. Coaches who are not compliant will be notified, along with their club. Non-compliance may result in club sanctions.

**Important:** Coaches without Active status in RAMP are not insured and must not be on deck or involved in any club activities.

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## COMPLIANCE RESPONSIBILITIES

### Best Practices



#### General Best Practices

- Stay Informed: Familiarize yourself with the latest policies and requirements from AAS, CAS, and NCCP.
- Use Checklists: Maintain and follow checklists for each role (club, athlete, coach, board member).
- Track Deadlines: Create a calendar of key dates for registration, compliance, evaluations, and certifications.
- Centralize Records: Store all member documents (e.g., transcripts, certifications, waivers) securely and accessibly.

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## COMPLIANCE RESPONSIBILITIES

### Best Practices



#### Club Compliance

- Maintain up-to-date contact information and key personnel in the registration system.
- Review and meet all insurance, governance, and reporting requirements.



#### Athlete Compliance

- Confirm all athletes are registered in RAMP and have paid applicable fees.
- Ensure waivers, consent forms, and medical information are completed.
- Check eligibility for competition categories and flag any missing documents early.

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## COMPLIANCE RESPONSIBILITIES

### Best Practices



#### Coach Compliance

- Verify all coaches meet the CAS Coach Registration and Certification Policy.
- Request and review each coach's NCCP transcript upon hiring.
- Cross-reference credentials with the AAS Coach Registration Checklist.
- Ensure all coaches have Active status in RAMP before participating in club activities.
- Track expiry dates for:
  - Safe Sport
  - Background Checks
  - PD Points
- Keep AAS updated of any roster changes.

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## COMPLIANCE RESPONSIBILITIES

### Best Practices



#### Board Member Compliance

- Ensure all elected board members are registered and compliant, even if they serve only part of the season.
- Verify that background checks and other required documents are submitted.
- Track changes to board composition and update RAMP and send a new roster to AAS promptly.



#### Communication & Support

- Keep club leadership informed of compliance issues or upcoming requirements.
- Proactively communicate with members about deadlines, missing items, or new policies.
- Provide support and clear instructions to help members complete their requirements.

### Key Responsibilities

#### Set Up and Maintain Club Registration Portal

- Register the club with AAS/CAS through RAMP
- Ensure that the portal is set up for athletes, coaches and board members to register

#### Monitor Registrations

- Review all incoming registrations.
- Confirm that each registrant is in the correct category/division (e.g., recreational, competitive).
- Verify that participants have selected the appropriate packages (e.g., athlete, coach, club executive).

#### Manage Club Member Data

- Ensure members are registered as new participants register throughout the season.
- Update member details as needed and respond to correction requests.

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## MANAGING REGISTRATION

### Key Responsibilities

#### Ensure Compliance with AAS/CAS Requirements

- Confirm that all registrants meet compliance requirements (e.g., Safe Sport, Background checks, NCCP credentials).
- Regularly check coach status' to ensure they are "Active" in the system – as non-active members are not insured.
- Stay up-to-date with AAS/CAS Policy changes and registration deadlines.
- Liaise between AAS, the club board, and coaching staff to ensure all roles are registered and compliant.
- Notify the club board of any potential non-compliant members and potential sanctions.

#### Support Members with Registration

- Provide guidance to members on how to register.
- Help resolve technical issues or RAMP for support when needed.

### Navigating RAMP: Administrators and Users

#### Club Set Up

***You MUST set up the club under Alberta Artistic Swimming YYYY (Canada Artistic Swimming YYYY). If you do not do this, your members will only register with your club and they will not be registered with AAS/CAS***

Once you submit your club registration, AAS will review your submission and approve the club if the club has met compliance. AAS will then give your club the ability to open registration for its members.

#### Member Set Up

Once you have activated your club as per the above instructions, you can then set up the registration for your members.

For instructions on setting up club and member registration, refer to the Club RAMP Registration Instructions document found on the registration information page on the AAS Website.

**Monitoring Registration Progress and Status**

As outlined earlier, club registrars are responsible for actively monitoring the registration database to ensure all members meet compliance requirements. Alberta Artistic Swimming (AAS) expects registrars to regularly review the database and promptly follow up with any non-compliant members. This includes ensuring that coaches and board members have "Active" status, as only active members are considered fully registered and insured.

To support clubs in this process, AAS will work closely with registrars at the start of the season, providing guidance and assistance to help ensure timely and accurate compliance across all member roles.

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## MANAGING REGISTRATION

### General Reports and Tracking

RAMP Interactive provides a variety of reporting and tracking tools to help registrars manage club member data, monitor compliance, and ensure smooth registration processes.

### Registrant Lists & Status Reports

- Generate real-time lists of all registered athletes, coaches, officials, and board members.
- Track registration status (e.g., Pending, Approved, Active) to identify incomplete or non-compliant entries.
- Filter reports by division, program type (e.g., recreational, competitive), or registration category.
- These lists can be exported to Excel/CSV for internal tracking or sharing with the club board.
- You can also create communication lists.

## **General Reports and Tracking**

### **Compliance Tracking**

- View compliance status for coaches and board members and easily identify those who are not compliant. This includes:
  - NCCP training
  - Screening and police checks
  - Safe Sport training

### **Payment & Financial Reports**

- Track individual and group payments.
- View outstanding balances or unpaid registrations. Details on how to do this can be found on the website in the FAQ menu of Registration Information.
- Reconcile transactions for club budgeting and accounting.

## General Reports and Tracking

### Historical Data & Multi-Season Comparison

- Access historical registration data for returning members.
- Compare registration trends and compliance year over year.

### Consent Report

If any club members have not provided consent to one or more of the required questions, your club is responsible for taking appropriate action to respect their wishes. In addition, a list of these individuals must be submitted to AAS to ensure their preferences are upheld by all relevant parties.

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## SANCTIONING AND INSURANCE GUIDELINES

To ensure proper insurance coverage, all club activities conducted under the Alberta Artistic Swimming (AAS) name and/or the club's name must be sanctioned. This includes regular training, special events, and any activity involving registered participants during declared training times.

Clubs must submit an annual club sanction form through the AAS website to declare regular training times and locations.

### Sanctioning Requirements

- Clubs must be sanctioned to operate and to ensure insurance coverage for all registered participants during regular training times.
- Activities outside of regular training (e.g., camps, workshops, team building) require separate sanction approval from AAS.
- Events involving guest speakers or facilitators working with athletes, coaches, or board members must also be sanctioned.

Unapproved activities or individuals (e.g., unsanctioned guest speakers) will not be covered by AAS insurance, and clubs may be subject to sanctions.

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**SANCTIONING AND INSURANCE GUIDELINES**

**Guest Speaker/Coach Requirements**

If your club plans to bring in a guest speaker:

- The activity must be included in a sanction request.
- You will be required to declare the speaker during the application process.
- Guest speakers must be properly screened and carry their own insurance.
- Clubs are responsible for verifying these requirements and confirming compliance in the sanction request form.
- Failure to meet these conditions may compromise insurance coverage and result in sanctions from AAS.

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**SANCTIONING AND INSURANCE GUIDELINES**

**What activities are sanctioned?**

Most activities that support the development of athletes, coaches, and board members are typically eligible for sanctioning. However, activities that are High-risk, or not clearly tied to member development are unlikely to be sanctioned. In such cases, clubs may pursue their own insurance, and AAS can assist with this process if needed.

AAS is currently working with our insurance broker to develop an informational brochure outlining which activities are typically covered—and which are not. This resource will help clubs better understand the scope of coverage when planning events.

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## SANCTIONING AND INSURANCE GUIDELINES

### Transportation and Insurance

AAS does not support or insure carpooling for routine, day-to-day club activities. However, during out-of-town events, clubs may require parent drivers to transport athletes or coaches between venues. In these cases:

- Declare parent drivers using the Sanction Request Form.
- Drivers must be screened per the CAS Screening Policy, including:
  - A valid background check
  - Completion of the CAS Screening Disclosure Form
  - A current driver's abstract provided to the designated board member

**Preferred Option:** AAS recommends using commercial transportation (e.g., chartered buses, taxis, or rideshare services like Uber) as these providers carry their own insurance.

**Important:** In the event of an accident, the parent driver's personal insurance will be the primary coverage. Clubs should ensure that all parent drivers have adequate personal insurance in place.

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## SANCTIONING AND INSURANCE GUIDELINES

### How to submit a sanction request

AAS provides a Sanction Request Form on the website under About Us > Rules/Governance.

- The form includes various activity types for clubs to select from.
- Requests must be submitted at least 14 days, and no more than 3 months, prior to the event.
- Submissions received more than 3 months in advance will not be accepted, as insurance policy terms may change.

Note: Submitting a request does not guarantee approval. All requests are reviewed individually to ensure they meet AAS sanctioning and insurance standards.

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**Q AND A**



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**RAMP DEMONSTRATION**

**MEMBERSHIP**  
**CATEGORIES**