

AAS Registration Handbook

This handbook provides a detailed overview of the requirements for club and member registration. It includes the essential information needed to ensure your club and its members remain compliant and in good standing. You'll also find links to additional resources, including policies, checklists, and guidance for using the RAMP system.

Membership Categories and Requirements

The number of registrants and certain demographic details from the registration database are reported to the Alberta Government and Canada Artistic Swimming (CAS). In Alberta, we submit data such as gender, age group, and postal code across all membership categories. These statistics help demonstrate gender inclusivity, a broad age range of participants across all roles, and the involvement of volunteers beyond registered members. This information is essential in supporting our applications for government funding.

AAS Categories:

Associate Registrant:

Those individuals who are active within their member provincial organizations (club executives, Board members, alumni etc.) or Synchro Canada Board and/or committee members.

Volunteer:

An individual supporting the club in various capacities, such as volunteering at meets in a non-AAS official role or serving on club or AAS committees.

NOTE: All volunteers for AAS sanctioned activities are covered by insurance. To ensure proper coverage, it's recommended that their involvement is documented—for example, through competition sign-ups or meeting attendance records. This documentation is considered best practice for insurance purposes.

Recreational Coach:

A coach who will be coaching an AquaGO! program or a recreational program on-deck within their local club. This coach is NOT insured to coach competitive athletes.

Competitive Coach:

A coach who will be coaching on-deck within their local club and/or at provincial, national and/or international sanctioned meets. This coach is also eligible to coach recreational programs.

Short-term Recreational Athlete:

Recreational athletes who participate in a summer camp, seasonal program, or other types of non-competitive programming for a period of six weeks or less in one membership year. It is to be noted that the Canada Artistic Swimming registrant fee attached to this membership category is per 6-week session and must be paid for each short-term session.

Recreational Athlete:

An athlete participating in recreational programs longer than 6 weeks in duration. These athletes do not compete. This includes masters' athletes who will not compete and athletes in adaptive programs who will not compete.

Competitive Athlete:

An athlete that intends to participate in any provincial/national/international sanctioned competitions.

Competitive Master:

An athlete that intends to participate in any provincial/national/international sanctioned competitions at the master's level only.

Competitive AdAS (Adaptive Artistic Swimming)

Adaptive Artistic Swimming is open to any individual with a varying physical and/or cognitive ability that prevents competitive involvement in other event categories. Athletes have the choice of which competition category they compete in and will not be penalized based on that choice.

Provincial Official:

An official (judge, referee, Score person) who participates ONLY at provincially sanctioned competitions.

National Official:

An official (judge, referee, Score person, evaluator) who participates at provincial and national sanctioned competitions.

2026-2027 AAS/CAS FEES:

CLUB REGISTRANTS			
Competitive Club	\$125.00	\$189.00	\$314.00
Recreational Club	\$70.00	\$68.25	\$138.25
AFFILIATE REGISTRANTS			
Associate Registrant	\$10.50	\$13.65	\$24.15
Volunteer	\$0.00	\$0.00	\$0.00
COACH REGISTRANTS			
Recreational Coach	\$10.50	\$28.35	\$38.85
Competitive Coach	\$36.00	\$28.35	\$64.35
ATHLETE REGISTRANTS			
Short-Term Recreational (6 wks or less)	\$3.50	\$6.30	\$9.80
Recreational	\$10.50	\$27.30	\$37.80
Competitive	\$59.00	\$96.60	\$155.60
Competitive Master	\$36.00	\$56.70	\$92.70
Competitive AdAS	\$36.00	\$57.75	\$93.75
OFFICIALS REGISTRANTS			
Provincial Official	\$11.00	\$7.35	\$18.35
National Officials	\$22.00	\$7.35	\$29.35

Eligibility Requirements:

Insurance coverage for both clubs and individual members is contingent upon all parties being in good standing. To maintain good standing, members must be registered in the appropriate category on RAMP and have paid the required fees. Members are **not permitted to participate in**

any activities until they are officially registered and in good standing, as doing so may compromise insurance coverage.

Compliance Checklists for clubs and coaches are available on the AAS website under Registration > [Registration Information](#). These checklists provide an easy-to-use reference and overview of key requirements, complementing the full policy documents.

Clubs:

Must be registered on RAMP, AAS/CAS fees paid, completed all online forms through RAMP, uploaded a current Board and Coach Roster through the AAS Website; About Us > [Governance/Rules](#).

Athletes:

Must be registered on RAMP, AAS/CAS fees paid, completed all online forms through RAMP.

Board Members:

Must be registered on RAMP as *Associate* Members, AAS/CAS fees paid, completed all online forms and completed the Triton background check through RAMP during the registration process. Members may also go back to their profile to complete this if it was not completed during registration.

Coaches:

Must be registered on RAMP as a recreational or competitive coach, AAS/CAS fees paid, completed all online forms, uploaded a background check* to their RAMP profile, completed all the requirements on the [Coach Compliance Checklist](#) applicable to their coach role.

Others:

Anyone else acting in a position of authority or on behalf of the club **MUST** register as Associate Members to meet the CAS Screening Policy. This includes but is not limited to chaperones or individuals driving rental cars at out of town activities.

Registration Timelines and Key Deadlines:

Registration packages will be ready by mid to late June and circulated to clubs, coaches and officials from the preceding season. These packages will also be posted to the AAS website under the [Registration Information Page](#).

Member Registration Deadline

All clubs must be registered by September 3rd.

Important: Clubs must register under the AAS umbrella. If a club creates its own registration season on RAMP without this connection, members will only be registered with the club—not with AAS or CAS—and will not be covered by insurance.

Member Registration Deadline

All members must be registered prior to participating in any activities.

- Athletes: Registration information is included in the Club Affiliation Package. Club registrars can communicate the registration process to their members.

- **Coaches & Officials:** Registration instructions are provided in their respective registration packages. Returning coaches and officials from the previous season will also receive registration packages via email.

Athlete, Coach and Associate Members can begin registering once their club has been approved by AAS.

Officials may begin registering in early July.

Club Compliance Responsibilities

While the Registrar is responsible for managing the day-to-day registration process and ensuring members are in good standing, the ultimate responsibility lies with the club's board. As the club's governing body and employer, the board is accountable for ensuring that all members are registered correctly and that the club remains compliant with insurance and policy requirements.

Key Responsibilities:

- **Correct Category Selection:** Ensure members are registered in the appropriate AAS/CAS category to maintain insurance coverage.
 - **Athletes:** Recreational / Competitive / Masters / Adaptive Program
 - **Coaches:** Recreational Coach / Competitive Coach
 - **Associates:** Club executives who are not CAS board members or volunteers
- **Board Member Registration:**
 - **IMPORTANT:** Elected board members must register as Associate members. Failure to do so will exclude them from Director's and Officer's insurance coverage.
 - Board members may be held personally liable if the club is non-compliant.
- **Volunteer and Official Registration:**
 - Encourage parents or others taking on volunteer roles (outside of the board) to register as Volunteers—this data supports government funding.
 - Officials register directly with AAS; they will receive a registration link from AAS.
- **Forms and Documentation:**
 - All AAS/CAS registration forms must be completed and signed by the member, or by a parent/guardian if the member is a minor.
 - Maintain a list of any members who decline photo consent or permission to share medical information in emergencies. Notify AAS to ensure these preferences are respected.
- **Fee Payment:**
 - AAS and CAS fees are processed through RAMP via a third-party vendor and are NOT refundable. Any refunds to members will only be the membership fee.
 - Ensure members have both AAS and CAS fees to their cart before checkout.
 - AAS and CAS monitor outstanding balances and will issue reminders for unpaid fees.

Verifying Eligibility

AAS Review Process

AAS will review all club and coach registrations submitted through the RAMP database. Upon successful review, clubs and coaches will be activated. A follow-up email will be sent to clubs, including copies of the submitted club board and coach rosters, indicating whether everyone has met the eligibility requirements.

Clubs are responsible for following up with any board or coaching members who have outstanding requirements. These individuals are not insured to participate in any activities until they meet all requirements and AAS has updated the review documents.

Clubs that fail to meet these requirements may be subject to sanctions, including fines and/or loss of insurance coverage.

Coach's Eligibility

Clubs must ensure that all hired coaches comply with the [CAS Coach Registration and Certification Policy](#).

- **Section VIII A:** All coaches must meet CAS registration and certification standards.
- **Section VIII B:** Competitive coaches must also meet deck eligibility requirements for AAS/CAS-sanctioned competitions.

To confirm a coach's eligibility:

- Keep a copy of their **NCCP transcript** on file.
- Use the **Coach Registration and Certification Policy** or the **Coach Compliance Checklist** as reference tools.

Note: AAS does not perform individual requirement look-ups for clubs or coaches. It is the club's responsibility to verify eligibility using the provided resources. Any membership questions will be referred to the documentation available on the AAS website.

Executive's Eligibility

Clubs must ensure that all Executive Members comply with the [CAS Screening Policy](#) and that they have uploaded a valid background check.

Best Practices for Tracking and Maintaining Compliance

1. Set Internal Deadlines Ahead of Deadlines

- Build a club calendar with **buffer timelines**—e.g., aim to have all coaches registered and compliant **2 weeks before** they start to coach.
- Send reminders and updates to members with outstanding items.

2. Assign a Compliance Lead or Team

- Designate a board member or administrator (besides the Registrar) to monitor compliance and follow up with individuals.
- Divide tasks: e.g., one person tracks coaches, another tracks volunteers/board.

3. Keep Copies of Key Documents

- Maintain digital files of such as NCCP transcripts
Store them in a secure cloud folder (e.g., Google Drive, Dropbox) with restricted access.

4. Use Checklists

- Use or adapt the AAS Compliance Checklists for internal audits.
- Create role-specific checklists (e.g., for coaches, athletes, board members) and distribute them at the beginning of each season.

5. Regularly Review RAMP Data

- Set up a schedule to log into RAMP on a regular bases to:
 - Confirm who has registered
 - Check for missing categories or unpaid fees
 - Compare against your internal tracker

6. Communicate Clearly and Often

- Send registration instructions early, with clear deadlines.
- Follow up with personalized reminders.
- Keep a record of all communications (email, forms distributed, follow-ups).

7. Review and Update Policies Annually

- At the end of each season, review what worked and what didn't.
- Update your compliance tracker, checklists, and communication templates for the next year.

8. Educate Your Team

- Make sure all board members, registrars, and coaches understand their responsibilities regarding compliance.
- Host a brief orientation or info session each season.

Managing Registration on RAMP

Managing registration on RAMP means overseeing the end-to-end process of setting up, monitoring, and maintaining accurate registration records for your club through the RAMP platform.

Key Responsibilities:

- **Setting up the club's registration season** under the Alberta Artistic Swimming (AAS) umbrella.
- Ensuring all **members (athletes, coaches, officials, board, volunteers)** are registered in the correct AAS/CAS categories.

- **Monitoring registration status** and confirming that all required fees, forms, and documents have been submitted.
- Communicating with club members about registration instructions, deadlines, and compliance requirements.
- Ensuring all members are in **good standing** before participating in any club activities (to maintain insurance eligibility).
- Keeping records up to date and responding to follow-ups from AAS regarding compliance reviews or missing information.

Proper management of RAMP registration is essential to ensure your club's eligibility, insurance coverage, and alignment with AAS/CAS policies.

How to Register the Club – video presentation

- Step by step how to renew club registration
- Step by step how to complete club sanction
- Step by step how to complete coach roster
 - substitute coaches must meet the same registration requirements upon registration and being on deck. Suggest not to register them unless they are compliant
- Step by step how to complete the board roster

How Athlete Members Register – video presentation

- Share the club landing page link with members – you may also put this on your webpage
- If the club is with RAMP members will only register once. The registration process with the club will include the AAS/CAS forms and fees.
- If the club is not with RAMP then clubs will have to ensure their members register on RAMP. Athletes will not be insured if they are not registered on RAMP.
- Addresses and emails cannot be changed by members, only by club registrars or AAS
- Club Registrars should review athlete members and looks for any that have said no to
- AAS will also review member registration for any outstanding AAS fees. For those with an outstanding AAS fee, AAS will send them an email reminder to submit the fee. They will not be members in good standing if there are outstanding fees.

- How to check associate member compliance
- When board members need to be registered and why
- What to do when a board member resigns and why
- What to do when associates do not meet requirements
 - Coach compliance
 - Step by step how to complete coach roster
 - Checklist
 - What to do when hiring coaches (NCCP transcript should be a requirement prior to hiring)
 - Check that their status is trained – if not check to see what is missing
 - Check to see the date of Respect in Sport – it can't be more than 3 yrs old
 - How to check coach member compliance
 - When coach members need to be registered and why
 - What to do when a coach member resigns/quits and why
 - What to do when coaches do not meet requirements and why
 - Which clubs coaches should affiliate with and why they should not affiliate with all clubs unless they have been hired by the club (including as a sub)
 - How to add another affiliate club after initial registration
- Background checks how and why
- Step by step how to register on H2OREG

- Step by step how to add a new member type
- Step by step how to do a background check after registered
- Step by step how to add multiple members

Compliance

- Members must be compliant at the time they start their roles
 - Associate members must be registered/issued asap after elections
 - Coaches must be registered/issued by the first time they coach
 - Athletes must be registered/issued by the first time they participate
 - Chaperons must be registered/issued by the time they perform their duties
 - Anyone who is in a position of authority or decision making on behalf of the club must be registered/issued by the time they perform their duties
 - Substitute coaches must be registered/issued in order to coach. If they are on your coach roster they must be registered/issued. If you choose to leave them off of your coach roster, please send an email to jflowers when the coach will/has subbed. If not registered/issued then the club will be fined.
- Deadlines that are imposed by AAS are with regards to sanctions being imposed on the club

Where/How to educate Coaches:

- At the conclusion of the course go over the NCCP and registration requirements
 - Show CAS's pathway
 - Show AAS's checklist
- At the conclusion of the course follow up with an email to all candidates
 - Send the CAS pathway
 - Send the AAS checklist
 - Outline what is need to register
 - Provide a copy of transcript to their club

Updating club boards – especially if this occurs during the season at elections time

CHECKLISTS

Club Registrar RAMP Registration Checklist

Pre-Season Setup

- Receive registration package from AAS (mid-late June)
- Review updates to AAS/CAS registration policies and fees
- Set up your club's season in RAMP **under the AAS umbrella**
- Ensure all categories are correctly created (athletes, coaches, officials, associates, volunteers)

Member Registration

- Share registration instructions and deadlines with members
- Ensure members select the correct category:
 - Athletes (Rec, Comp, Masters, Adaptive)
 - Coaches (Rec Coach, Competitive Coach)
 - Officials (link provided by AAS)
 - Board Members (register as **Associates**)
 - Volunteers (parents or helpers not on the board)
- Confirm members complete:
 - Required forms (waivers, medical, photo consent)
 - Payment of AAS/CAS fees

Verification & Compliance

- Track registrations in a spreadsheet or compliance tracker
- Review AAS follow-up emails with compliance status
- Follow up with individuals missing requirements
- Inform non-compliant members they are **not insured** until compliant
- Keep copies of:
 - NCCP transcripts for coaches
 - Signed forms and waivers
 - Volunteer and board lists

Post-Registration

- Monitor RAMP for changes or updates from AAS
- Stay aware of deadlines for member registration before participation
- Ensure the club maintains compliance throughout the season