



2026-2027 AAS  
CLUB AFFILIATION PACKAGE

**ALBERTA**   
**ARTISTIC**  
**SWIMMING**

## TABLE OF CONTENTS

<b>OFFICE INFORMATION .....</b>	<b>2</b>
ADDRESS .....	2
GENERAL CONTACT INFORMATION .....	2
OFFICE HOURS .....	2
STAFF .....	2
<b>GENERAL INFORMATION .....</b>	<b>2</b>
<b>CLUB AFFILIATION .....</b>	<b>3</b>
<b>CATEGORIES, FEES, AND DEFINITIONS.....</b>	<b>3</b>
<b>MEMBER ELIGIBILITY AND COMPLIANCE .....</b>	<b>3</b>
REGISTRATION DEADLINES.....	4
VERIFYING ELIGIBILITY .....	4
<b>MEMBER AFFILIATION AND ACCESS TO THE RAMP INTERACTIVE DATABASE.....</b>	<b>5</b>
REGISTERING MEMBERS ON THE RAMP DATABASE .....	5
SUMMER CAMPS .....	5
START-UP PRIOR TO SEPTEMBER 1.....	5
SEPTEMBER 1ST – AUGUST 31ST .....	5
<b>MEMBERSHIP UPGRADES .....</b>	<b>7</b>
<b>SANCTIONING .....</b>	<b>7</b>
<b>CLUB AFFILIATION CHECK LIST .....</b>	<b>8</b>
<b>MEMBER REGISTRATION CHECKLIST .....</b>	<b>8</b>

---

## OFFICE INFORMATION

---

### Address

---

11759 Groat Road  
Edmonton Alberta, T5M 3K6

### General Contact Information

---

Website: <http://www.albertaartisticswimming.ca/>  
Phone Number: 780-415-1789

### Office Hours

---

Staff office hours vary.

### Staff

---

Executive Director: Blair Cipywnyk – [bcipywnyk@albertaartisticswimming.ca](mailto:bcipywnyk@albertaartisticswimming.ca)  
Technical Director: Jaime Thompson – [jthompson@albertaartisticswimming.ca](mailto:jthompson@albertaartisticswimming.ca)  
Member Services: Jennifer Flowers – [jflowers@albertaartisticswimming.ca](mailto:jflowers@albertaartisticswimming.ca)

---

## GENERAL INFORMATION

---

The registration year runs annually from September 1 to August 31. Individuals who meet the applicable registration criteria will be recognized as members. Members in good standing are eligible for insurance coverage, as outlined by the policy, and must adhere to all Alberta Artistic Swimming (AAS) policies and guidelines throughout the membership period.

Registrants are responsible to register themselves and pay their applicable AAS/CAS fees via the RAMP InterActive Platform. Each club will have their own unique landing page for its members. **It is the club's responsibility to provide the link to their members.** Officials will register through the Alberta Artistic Swimming Officials landing page and will be sent a link from AAS.

Membership fees are non-refundable, non-transferable, and not pro-rated. Please review the membership categories carefully to select the correct membership category. AAS strongly recommends that clubs provide written documentation of the athlete categories they offer and which athlete membership they relate to in RAMP.

To be considered registered as a member, the registrant must have completed all registration requirements. ALL the applicable criteria as outlined in this document must be met by the indicated timelines.

## CLUB AFFILIATION

Clubs must register and be approved by AAS on the RAMP database before members are able to register and affiliate with the Member Club. Club Presidents and Registrars from the previous season will receive an email from AAS to let them know when they can set up their club for registration.

**All clubs must be registered no later than September 3<sup>rd</sup>, regardless of when their season starts. Sanctions may be assessed to clubs who do not meet this deadline.** This may include fines and/or your club insurance being suspended. If your insurance is suspended, facilities will be notified of the suspension. Clubs will receive insurance certificates once club compliance has been met.

### Club Registration:

- Go to the RAMP link for your club to set-up your club under AAS/CAS for this season. See the [Register Your Club on RAMP](#) document for details.
- Then complete the application. You MUST complete all steps outlined within the system, and complete payment.
- AAS will do its best to 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.
- NOTE: AAS will endeavour to complete all applications as soon as possible after receipt. Your club's status and insurance will be retroactive to September 1, if your initial application was submitted by the deadline and requirements were met. If your club is submitting an application during the time that the Member Services staff person is away, the approval process will occur upon return.

## 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 AAS/CAS registration fee.

## MEMBER ELIGIBILITY AND COMPLIANCE

Associate and coach members have compliance requirements as per CAS and AAS policies. It is the club's responsibility to ensure their members are registered properly and meet the requirements. In the case of coaches, AAS strongly encourages clubs to ask for a copy of the coach NCCP transcript upon hiring so that you can check it against the coaching requirements.

Coaches receive their own registration package which contains details with regards to their eligibility requirements. This package, along with a checklist are available on the AAS website under the Registration tab > [Registration Information](#).

### Athlete Requirements

- Registered in their appropriate Division (athlete category)
- Answered all questions and signed all necessary forms – through RAMP
- Paid their CAS/AAS fees

### Associate Member Requirements:

- Registered as Associate members on RAMP through the club landing page and paid the AAS and CAS fees.
- Complete a Triton background check through RAMP if there is not a valid check in their account.
- They must complete the CAS Screening Disclosure Form which is done through RAMP.
- Associate members who do not meet the requirements will be notified and the club president will be cc'd on the notification. These members are NOT insured and MUST NOT participate in any board meetings or other meetings in the capacity of a board member.

### Coach Member Requirements:

- Registered in the appropriate category on RAMP through the club landing page and paid the AAS and CAS fees.
- Complete a Triton background check through RAMP if there is not a valid check in their account.
- They must complete the CAS Screening Disclosure Form which is done through RAMP.
- Their NCCP transcript must show as *Trained* or *Certified*.
- Certified Coaches' transcripts must also show as *Active*. If their NCCP transcript shows *Not Renewed* it means that they must complete professional development points to be eligible to attend competitions. See the [CAS Coach Registration and Certification Policy](#).
- They must meet the Safe Sport requirements set out by CAS, also outlined in the [CAS Coach Registration and Certification Policy](#).
- Coaches who do not meet the requirements are NOT insured. They will be notified of their non-compliance, and the registrar and head coach will be cc'd on the email. These coaches are NOT insured and MUST not be involved in any coaching activities.

## Registration Deadlines

---

All members must be fully registered and meet the requirements of their registration category before participating in any activities to be insured and eligible. Coaches and Associate Members will be fully registered when their status shows as **Active**.

## Verifying Eligibility

---

Registrations for Associate and Coach members will be reviewed by Alberta Artistic Swimming. Once all requirements are met, their status will be updated to **Active**, indicating that they are insured and fully eligible to participate.

It is AAS's expectation that club registrars will ensure background checks are uploaded and all other requirements are met. AAS encourages clubs to obtain a copy of a coaches NCCP transcript upon hiring and compare it to the [Coach Compliance checklist](#) to ensure they meet eligibility as per CAS's Coach Registration and Certification Policy.

---

## MEMBER AFFILIATION AND ACCESS TO THE RAMP INTERACTIVE DATABASE

---

### Registering members on the RAMP Database

---

Members can only register once their club has completed its registration and been approved by AAS in the RAMP system.

Membership registration will become available immediately following club approval, at which point members may begin registering under the appropriate categories.

### Summer Camps

---

All participants in summer programs running before August 31 must be registered in the current season, which ends August 31.

To reduce costs, new members can register using the lowest applicable fee for the current season—for example, the Short-Term Recreational Swimmer fee—which provides insurance coverage for up to 6 weeks and up until August 31st.

### Start-up prior to September 1

---

For clubs beginning training before September 1:

- **Returning members** already registered in RAMP for the current season do not need to re-register until the new season begins.
- **New athlete members** participating in summer camps or early training must register in the current season to be covered by AAS's insurance.

**Important:** Athletes who train before September 1 but are only registered in the new season will not be insured until the new season begins.

### September 1st - August 31st

---

#### ATHLETE MEMBERS

- All individuals must be registered on the RAMP system and have completed the registration prior to participating in any club activities or events.
- Complete all the requested information and forms within the system and complete payment.
- It is the club's responsibility to ensure all athlete members are registered on RAMP and have completed all requirements.

*\*AAS may impose sanctions 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 in RAMP as Associate members and have completed all registration requirements no later than September 3 to maintain club compliance and sanctioning.

- Associate members must be registered in the season during which they are actively serving.
  - For example, if someone is elected in the out-going season for the next season, registration is required for the current season in which the election occurred AND, for the new season in September.

- For example, if duties begin on or after September 1, the member only needs to register in the new season.
- If club elections occur after September 1, the board members from the previous season MUST still register in the new season as membership is not transferable to new board members.
  - Clubs MUST submit a board roster by September 3<sup>rd</sup> with the members that are on the board by this deadline. A new board roster is to be submitted if elections occur after September 3<sup>rd</sup>.

New board members, whether elected or appointed, must be registered as Associate members in RAMP and fulfill all requirements immediately following their appointment or election.

Other individuals serving in a club leadership or governance capacity should also register as Associate members, provided they meet the system's requirements.

**Important:** Associate members are not insured and may not participate in meetings, activities, or make decisions on behalf of the club until their registration is complete and their status is marked Active in RAMP. Individuals participating as board members who are not registered but the club AND AAS at risk are may be subject to fines.

### COACH MEMBERS

Coaches are responsible for registering themselves in RAMP with each club they coach for and must comply with the CAS Coach Registration and Certification Policy.

- Coaches may only register with clubs where a formal coaching agreement exists.
- Club registrars will be able to view registered coaches in their rosters. Any coaches registered without an agreement may be removed by AAS.

Substitute coaches MUST be registered members of your club on RAMP prior to stepping on deck. Clubs may choose to register them at the start of the season if they are establishing a club 'sub' list for coaches. Or, clubs may ask coaches to register on RAMP once they know they will engage them as a sub coach. However, they MUST be registered and compliant to coach.

It is the club's responsibility to ensure that all coaches are fully compliant before allowing them to participate in on-deck activities.

- Clubs should refer to the **AAS Registration Handbook** for detailed requirements and step-by-step instructions on verifying coach compliance.

### AFFILIATION NOTES:

- Member Withdrawals: Clubs must notify AAS in writing when a any registered member retires or quits, including the last date of participation. This is required for insurance purposes, otherwise the member continues to be insured.
- Outstanding Invoices: Clubs with unpaid invoices from Alberta Artistic Swimming may have their affiliation delayed or denied until all balances are settled.
- Member Status Tracking: It is the Club Registrar's responsibility to ensure all Associate and Coach members have an 'Active' status in RAMP.
  - Registrars must follow up with members who have pending requirements.
  - AAS may impose sanctions, suspend sanctioning, or refer the matter to the discipline process if clubs have members who remain in a 'Pending' status.
- If a member registers in the wrong year, AAS can refund the incorrect registration however the member MUST re-register in the current year. AAS does not have the ability to transfer registrants from one season to another.

- Incorrect Club Selection: If a registrant selects the wrong club or does not appear on your club list, please contact AAS for support.

### OFFICIAL MEMBERS

Officials do not register through club login pages. Officials will receive a registration package directly from AAS with a login page specific to officials.

### MEMBERSHIP UPGRADES AND INCORRECT CATEGORIES

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

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

If a member selects the wrong category:

- The member can simply go through the registration process again to select the correct category.
- If the fee for the new category is higher, the membership will be asked to pay the difference.
- If the fee for the new category is lower, AAS can refund the difference upon request.

### SANCTIONING

Sanctioning of club activities is only available to registered Member Clubs. As part of the affiliation process, clubs must complete the [Club Sanction Form](#) online by September 3rd or at least 10 business days before the start of any club programming—whichever comes first. If there are any changes or updates to the submitted information, clubs are required to update the form immediately using the same online platform.

Complete information on all sanctioning requirements 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 Activity Sanction form available on the [Governance/Rules Page](#) of the AAS website. Any activity outside of regular club training must be sanctioned in advance. If your club plans to hire Third Party Contractors, you must ensure they meet the requirements outlined in the CAS Screening Policy.

Free Trial/Come Try events are included under your general club sanction. However, all participants in these events must be registered through the RAMP system with the Free Trial membership category. There is no fee for this registration, but it is required for insurance purposes.

More details on what is sanctioned and how to submit a sanction request can be found in the [A Guide to Registration](#) document on the Registration Information page of the AAS website.

---

**CLUB AFFILIATION CHECK LIST**

---

- Complete the Club Affiliation Application on the RAMP database
- Club Affiliation Fees paid through RAMP, payment must be made to complete the process
- Complete the Club Sanction Form by September 3rd
  - Complete the online Club Annual Sanction form through the [AAS Website](#)
  - Update if there are significant changes to your training schedule
- Submit a Coach Roster by September 3rd
  - Complete the online Coach Roster through the [AAS Website](#)
  - Roster MUST be updated as needed throughout the season
- Submit a Board Roster by September 3rd
  - Complete the online Board Roster through the [AAS Website](#)
  - Update as members step down, are added or elections occur during the season

Once the club has been approved by AAS, you will be notified that your club is open to receive registrations from your members.

---

**MEMBER REGISTRATION CHECKLIST**

---

- Ensure all athletes are registered on RAMP, completed all necessary forms and have paid their fees.
- Ensure all active board members have registered on RAMP
  - Background checks must be visible in their RAMP account
- Ensure all coaches have registered on RAMP
  - Background checks must be visible in their RAMP account
  - NCCP Requirements must be met
  - Safe Sport requirements must be met
- Print/save a report of members who have not provided consent for:
  - Use of personal information
  - Photos/video
  - Medical information