



2026-2027 COACH
REGISTRATION PACKAGE

ALBERTA 
ARTISTIC
SWIMMING

TABLE OF CONTENTS

OFFICE INFORMATION	2
ADDRESS	2
GENERAL CONTACT INFORMATION	2
OFFICE HOURS	2
STAFF	2
GENERAL INFORMATION	2
CATEGORIES, FEES, AND DEFINITIONS.....	2
COACH REGISTRATION	3
During Registration:	3
Additional Notes:	3
Membership Upgrades/ADDITIONAL ROLES	3
COACH COMPLIANCE AND TIMELINES	3
COMPLIANCE.....	3
TIMELINES.....	4
Summer Camps/Summer Programs	4
Season Start-up prior to September 1.....	4
September 1st - August 31st	4
SANCTIONING	4
COACH AFFILIATION CHECK LIST	5

OFFICE INFORMATION

Address

11759 Groat Road
Edmonton Alberta, T5M 3K6

General Contact Information

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

Office Hours

Staff office hours vary.

Staff

Executive Director: Blair Cipywnyk – bcipywnyk@albertaartisticswimming.ca
Technical Director: Jaime Thompson – jthompson@albertaartisticswimming.ca
Member Services: Jennifer Flowers – 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.

Coaches must fulfill the requirements outlined in the Canada Artistic Swimming (CAS) [Coach Registration and Certification Policy](#). To assist with this, a Coach Compliance Checklist is available on the AAS website under Registration > [Registration Information](#). This checklist provides a clear summary of key compliance requirements and complements the full policy. A coach's NCCP transcript must reflect these requirements.

Coaches should provide a copy of their NCCP transcript to the club they are coaching with to allow the club registrar or hiring personnel to verify compliance.

Membership fees are non-refundable, non-transferable, and not pro-rated. Please review the membership categories carefully and consult your club if you're unsure which category to select.

CATEGORIES, FEES, AND DEFINITIONS

Membership categories and fees are listed on the [AAS Registration Information Page](#). Definitions follow the CAS Registration Policy, and full definitions can be found on the [CAS Bylaws & Policies](#) page.

COACH REGISTRATION

Coaches are responsible for registering themselves in the RAMP platform for each club they coach with and must comply with the CAS Coach Registration and Certification Policy. You may only register after your Member Club has been registered and approved by AAS. Once approved, the club will be open for member registration. Your Club Registrar will provide you with the club's unique registration link.

During Registration:

Select all age categories you are coaching.

Choose the correct coach type within each age category:

- *Recreational program* → select Recreational Coach
- *Competitive program* → select Competitive Coach

Additional Notes:

- Register only with clubs where you have an active coaching agreement.
- Use the club's unique RAMP landing page to register (obtain from your Club Registrar).
- All applicable AAS and CAS fees must be paid during registration.
- You will only be required to pay one coaching fee per season.

Membership Upgrades/ADDITIONAL ROLES

You may log into your RAMP profile at any time to add additional membership roles. The system will guide you and calculate any required fees automatically.

COACH COMPLIANCE AND TIMELINES

Compliance

To be considered compliant:

- You must meet all CAS requirements as outlined in the [Coach Compliance Checklist](#).
- If you are a certified coach, your NCCP transcript must show *ACTIVE* status.
 - Coaches listed as *INACTIVE* must complete the necessary Professional Development (PD) Points to regain active status and be eligible to attend competitions.

AAS will review your submission. If all requirements have been met, your status in RAMP will be updated to **ACTIVE**, confirming that you are fully registered and eligible to coach. Club registrars will also monitor registration statuses.

- If you do not have **ACTIVE** status in the RAMP database, you are not insured **and** must not participate in any club activities. In this case, AAS will contact you to inform you that you are not yet eligible to coach. Your club registrar and head coach will be cc'd on this notification.
 - It is your responsibility to review the necessary documents to determine what is missing. AAS will NOT look up missing requirements on your behalf.
- Non-compliant coaches may be subject to sanctions, including fines, as determined by AAS.

Timelines

Summer Camps/Summer Programs

- Coaches leading summer programs must be registered with **Active** status in RAMP in the current season (ending August 31).
- If not yet registered, you must complete registration and pay the required fees to be insured.

Season Start-up prior to September 1

- Coaches starting before September 1 must be register under the current season to be insured AND you MUST register again in the new season.
- Your status must be **Active** in RAMP to be eligible to coach. You are not insured otherwise.

September 1st – August 31st

- Coaches starting on or after September 1 must be registered and **Active** in RAMP prior to stepping on deck.
- If your registration status is not **Active**, you are not insured.

SANCTIONING

Event sanctioning is done through the Activity 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. The club President and/or board must be aware of the event otherwise insurance coverage may be null and void.

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 in the designated Free Trial category. There is no fee for this registration, but it is required for insurance purposes. Any participants that are not registered on RAMP will not be insured to participate.

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.

COACH AFFILIATION CHECK LIST

- Complete the Triton Criminal Record Check (CRC) through RAMP
 - Once you've chosen/created your 'Account Member to Register' a box will open on your screen. At the top of this box there is a checkbox 'I would like to complete the Enhanced Online Police Information Check (Criminal Record Check)'.
 - After you have completed your registration, you will receive an email with instructions on how to complete the check.
 - Once the check is completed, the information will automatically show up in your RAMP Profile. This takes about 24 hours.
- Confirmed my NCCP status meets the requirements
Trained or Certified is on my NCCP transcript
- Completed the Safe Sport module through The Locker or have a valid certificate from a previous season on file (valid for 3 years)
- Completed Equity and Diversity in Aquatic Sports
- PD Points are up to date (not renewed status means you need to complete the required points)
- Completed registration on RAMP with all applicable clubs
- Paid my AAS and CAS fees through RAMP
- Once my status is **ACTIVE**, I am eligible to be on deck