

SASKATCHEWAN **ARTISTIC** **SWIMMING**

2020-2021
Membership Package

Table of Contents (changes shown in red)

OFFICE INFORMATION	2
Address	2
General Contact Information	2
Staff	2
GENERAL INFORMATION	2
MEMBERSHIP CATEGORIES & DEFINITIONS	4
Registering members on Canada Artistic Swimming's ISS Database – <i>tbd</i>	6
Submitting your registration	6
Affiliations After November 1st	5
Transferring Athletes	5
ENSURING YOUR MEMBERS ARE INSURED	7
In Season Affiliation	6
Registrants who transfer mid-season	6
Registrants who retire or quit	6
SANCTIONS – <i>to be updated as currently in draft</i>	6
Pre-Season Training	6
Annual Training	6
Events	6
Summer Camps	6
APPENDIX	7

OFFICE INFORMATION

Address

#300 – 1734 Elphinstone St.
Regina, Saskatchewan, S4T 1K1

General Contact Information

Website: www.saskartisticswimming.ca
Phone Number: 306-780-9227

Staff

Executive Director: Kathleen Reynolds ED@saskartisticswimming.ca
High Performance Director: Laurie Wachs HPD@saskartisticswimming.ca
Technical Director: Taya Amundson TD@saskartisticswimming.ca
HP & COVID-19 Coordinator Shaelynn Thiessen covid19@saskartisticswimming.ca
Event & Communication Director Jennifer Janzen ecd@saskartisticswimming.ca

GENERAL INFORMATION

Memberships and fees must be received in the Saskatchewan Artistic Swimming (SAS) office by **November 1st**. All competitive athletes are to be registered by **October 15th** in preparation for our November Figures Meet and Development Camp as information is taken from the database. A penalty may be assessed to clubs whose registrations are submitted after November 1st.

All coaches must register themselves directly into the CAS database **before September 30th** and 'before' registering in any other capacity (as an athlete or judge, etc). **Coach Membership fees MUST be paid at the time of registration and send communication to club for reimbursement (if the club covers the coaches' membership fees).**

Clubs are responsible for entering all their membership data onto the Canada Artistic Swimming online database prior to sending in forms and fees. This includes athletes and volunteers (club board members & parents).

SAME AS LAST SEASON

All forms and declarations for individual members will be handled via an online registration link to be shared with each club VERY SOON. It is to be shared by the club to **ALL** their club members. We are currently working on this link and the forms/declarations required. **This includes the new COVID-19 forms.** Each individual member will use the link to submit their approval and declarations online reducing the need for hard copies that must be scanned and sent to the SAS office. This is much easier for each member and their club yet provides the security of all information and is an approved method of data collection.

SCREENING

New last season and still for this season: it is mandatory that all coaches, all provincial board members and all club board members be screened (**note: officials will be required for Sept 2021**). **IMPORTANT:** an individual must be at least 18 years of age to be screened. If you are turning 18 during the 2020-21 season, you must complete the screening at that time by following the screening instructions below.

REMINDER: Sask Artistic Swimming (SAS) decided last season that our province will only accept screening completed by Sterling Talent Solutions and we will not accept police record checks. **The cost for screening is that of the individual being screened (\$25 + taxes).** Screening, once taken is good for 5 years.

THE PROCESS: Coaches and board members are to;

Step 1 – if 18 or over, complete screening on Sterling's site

at: <https://pages.sterlingbackcheck.ca/landing-pages/c/canada-artistic-swimming/>

You will be required to pay the \$25+taxes

You will require your CAS membership # as you must enter this when filling out the data. This tells them you are a member of CAS so that your screen result is sent to the screening admin person for CAS and SAS (myself) and also noted on the CAS database. If you don't know your CAS# and were a registered member of any kind (athlete, coach, official, volunteer) in the past 6 years, your club registrar can provide it to you from the database. Note: if you changed your last name within this time frame (ie got married, etc) it is good to check both names to see if you are in database (and they can make the name change also at that time). If you don't appear in the database and therefore not have a CAS#, the club registrar must register you into the database, at which time a CAS# is assigned immediately to you.

Note: I will handle those coaches and SAS board members who do not belong to a club and instead are under the provincial association.

Step 2 - complete the screening disclosure form found at <https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/> and return it to my attention either by email (scan and send) or mail hard copy. For your privacy this document is seen only by myself (as the screening admin for SAS) and stored securely online or in my office files.

This form is part of the new policy and is important because it asks for more detail than the Sterling E-PIC report is going to provide. For example, if a club had a harassment complaint lodged about a coach that resulted in a disciplinary action like that coach's membership being suspended for 6 months, Sterling will not pick that up. It's not a criminal offense. This is when the coach should be filling out the disclosure form and sending it to SAS who would share it with CAS. Obviously if a club has suspended someone, we all need to be aware of that and follow suit.

The screening disclosure form is meant to report on a change in status between police record checks (being convicted of a DUI next year after getting their "clear" Sterling check this year) and it is also to report on things that are behaviour related, but not bad enough to be caught in a Police Record Check. **However, SAS is having these completed annually at registration to ensure all remains fresh in members memory and in the SAS files.**

Others Who May Require Screening;

Any person a club or SAS contracts for camps, events, training, etc who will be working directly with minors is required to be screened as noted in the CAS policy. This ensures both SAS and clubs have completed their due diligence to reduce risk to our athletes. These persons are not members of Sask Artistic Swimming and cannot be added as members as they are a business being paid for their services.

Saskatchewan Artistic Swimming will review all club registrations following the November 1st registration deadline. Please ensure that your registration fee reflects all members that appear on your club's database in all categories (competitive, recreational, and affiliate). IE – if you have a total of 51 registered members (not including those with duplicate roles), Sask Artistic Swimming will expect the appropriate payment for 51 people, less any declared deductions for those with multiple roles.

Canada Artistic Swimming continues to use the same database they had last season. Contact the SAS office if you require assistance accessing the site.

MEMBERSHIP CATEGORIES & DEFINITIONS

Member Clubs

Competitive Club: is a club that delivers competitive programs and may include recreational programs. May have any combination of Competitive Athletes or Limited Competitive Athletes and may have Recreational Athletes.

Recreational Club: a club that delivers only recreational programs. Will have only Recreational Athletes (includes also short-term). The focus is on the learning of artistic swimming skills and the promotion of artistic swimming as recreation via yearly and seasonal programs.

Licensee: Any other organization (includes universities, schools, community centers, municipal or private aquatic facilities) offering a Canada Artistic Swimming recreational program. A license includes an annual fee and allows the licensee to offer the program and access applicable program materials. Licensees do not need to register the individual athletes participating in their programs. Licensees must sign an applicable license agreement for the respective programs. (Agreement items – license has own insurance, access to materials at CAS member pricing and coach training courses provincially and must link to the provincial PSO to enable progression of athletes to synchro clubs).

NOTE: A club must register at the level of their highest-level swimmer. If a Club has Recreational Athletes and one Competitive Athlete, then the Club must register as a Competitive Club. If the Club has only Recreational Swimmers then the Club must register as a Recreational Club, not a Competitive Club.

Athlete Registrants

AWAD: Athletes with a Disability (AWAD) is an athlete with a disability who is registered with the Provincial Association and Canada Artistic Swimming. These athletes may register as competitive or recreational

Competitive Athlete: an athlete who is registered with the Provincial Association and Canada Artistic Swimming and does compete. (Compete - participates in an event which there is ranking with others) Categories: 10 & UNDER, AGE 11-12, Novice, AGE 13-15, PROV STREAM AGE 16-20, FINA 13-15, FINA JUNIOR, FINA SENIOR, MASTERS, and AWAD. Masters and AWAD as outlined in the Canadian Artistic Swimming Rule Book.

Limited Competitive Athlete: an athlete who is registered with the Provincial Association and Canada Artistic Swimming and is permitted to compete only at the Sadie Caulder Knight provincials. Former FINA athletes may register as Limited Competitive Athletes but are not allowed to compete in the Limited Competitive category until their third year after being a FINA athlete. Limited Competitive athletes are encouraged to pre-swim at other competitions to gain some competitive experience.

Recreational Athlete: a full season athlete who is registered with the Provincial Association and Canada Artistic Swimming and does NOT compete. A recreational athlete may choose to move to competitive during the season and pay only the difference in fees. Categories: There are no set age groups as a club is permitted to create their age groups and groupings as best fits their needs. An Adult athlete is 19 years of age or older who is registered with the Provincial Association and Canada Artistic Swimming and does NOT compete.

Short Term Recreational Athlete: an athlete participating in a summer camp, seasonal program, or other type of non-competitive program or session for a period of six weeks or less who is

registered with the Provincial Association and Canada Artistic Swimming and does NOT compete. May participate in more than one program or session per year and must pay the affiliation fee for each session. Categories: There are no set age groups as a club is permitted to create their age groups and groupings as best fits their needs.

Coach Registrants

Recreational Coach: A coach who will be coaching a recreational program on-deck within their local club.

Competitive Coach: A coach who will be coaching on-deck within their local club and/or at provincial, national and/or international sanctioned meets.

Individual Registrants

Associate Registrant: Those individuals who are active within their member provincial organizations or their local club as a board member and those who attend Annual Meetings and/or exercise a role at Canada Artistic Swimming meetings.

Volunteer: A parent or other individual who donates their time periodically to assist at an event, chair a committee or participate on a committee. **NEW: This also includes those parents or guardians who will be in the water to assist AWAD or young athletes in training who cannot have the assistance of their coach due to COVID-19 distancing and no-touch health guidelines.**

Membership Fees

Membership Type	Total Fee	Canada Artistic Swimming	Sask Artistic Swimming
Competitive Club	\$180.00	\$110.00	\$70.00
Competitive Master Club	\$180.00	\$110.00	\$70.00
Recreational Club	\$87.00	\$60.00	\$27.00
Licensee (to be determined)	tba	\$220.00	tba
Competitive National Stream Athlete	\$125.00	\$50.00	\$75.00
Competitive Provincial Stream Athlete	\$90.00	\$50.00	\$40.00
Limited Competitive Athlete (includes masters and AWAD)	\$58.00	\$30.00	\$28.00
Competitive Master Athlete	\$67.00	\$30.00	\$37.00
Competitive AWAD Athlete	\$60.00	\$30.00	\$30.00
Recreational Athlete (includes masters and AWAD)	\$34.00	\$9.00	\$25.00
Short Term Rec Swimmer (includes masters and AWAD) *	\$12.00	\$3.00	\$9.00
University Athlete or Coach	\$16.00	\$6.00	\$10.00

Competitive Coach	\$47.00	\$30.00	\$27.00
Recreational Coach	\$22.00	\$9.00	\$13.00
National Official **	\$0.00	\$22.00	\$0.00
Provincial Official **	\$0.00	\$9.00	\$0.00
Associate Registrant	\$12.00	\$9.00	\$3.00
Volunteers	\$3.00	\$0.00	\$3.00

* The Short-Term Rec Athlete fee is to be paid per session up to a maximum of four sessions. If the participant registers for a fifth session they do not need to pay the registration fee.

** Sask Artistic Swimming pays the fees owing to Canada Artistic Swimming and does not charge our officials to be members

Registering members on Canada Artistic Swimming's Database – *instructions found on CAS main database page*

The registration period is September 1 to August 31. All individuals must be registered on Canada Artistic Swimming's E-Sport Membership system. Club Board/Executive members, parents, etc. working on deck or otherwise must register as Volunteers so that they are included in our sport insurance coverage. It is the club's responsibility to ensure all members are registered accordingly.

Submitting your registration

Once again this year all forms that require signing by all members, including the new COVID-19 forms, will be handled via the registration link. These can be waivers, PIPA, media consent, aboriginal descent, code of conduct, etc. The following forms are the only ones required to be sent to the Sask Artistic Swimming office no later than November 1st

- Membership Checklist
- 2020-21 Club & Board Members Membership Form (fill in electronically)
- 2020-21 Club Coaches List (fill in electronically)
- 2020-21 Club Membership and Fees Calculation Form (fill in electronically)
- 2020-21 Club Short-term Athlete Control Sheet (required only if club has short-term athletes and must be updated and submitted after each term)

Affiliations After November 1st

Enter the new member into the database and notify Sask Artistic Swimming immediately of who has been added and in what categories. Submit the appropriate fee for any members that join after your club registration has been filed with Sask Artistic Swimming. This information **MUST BE RECEIVED NO LATER** than two weeks from the new members first date of participation.

Submitting Payment of Membership Fees

Attached to this package is the CAS Online Registration Payment Summary Report outlining the process to be followed for submission of the membership fees. Clubs will submit their fees using batch reports for which the fees match each report.

Transferring Athletes

Athletes transferring clubs, within the province or from another province, must adhere to Canada Artistic Swimming's transfer policy.

ENSURING YOUR MEMBERS ARE INSURED

Saskatchewan Artistic Swimming's insurance period is September 1 to August 31. Individual registrants who meet the membership criteria below will be insured by Sask Artistic Swimming's policy. It's important you are aware that Canada Artistic Swimming does not automatically advise Sask Artistic Swimming of any new registrations. **In order to be included under Saskatchewan Artistic Swimming's insurance coverage**, it is vital that we have an accurate list of active club members at all times.

To be considered registered, and BEFORE becoming 'ACTIVE' within the sport, the following criteria must be met:

- Registration for the current year must be received by November 1st or by the two-week window
- The individual must be registered on the Canada Artistic Swimming database
- Individual members must have used the forms link to sign off on waivers and declaration forms held via online filing on Sask Artistic Swimming's web site
- The individual's registration fees for the current year must be received by Saskatchewan Artistic Swimming by November 1st

Fees from all registered club members must be submitted to Saskatchewan Artistic Swimming by November 1st. The club is responsible to pay the Short-Term Recreational Swimmer fee of \$12 for any club members that quit prior to November 1st.

In Season Affiliation

Registrants who register after November 1st will be insured once they meet the registration criteria as outlined above. ALL necessary paperwork and fees **must** arrive within two weeks after their start date. **The registrant's insurance period will commence from the day all forms and fees have been received by Sask Artistic Swimming.**

Registrants who retire or quit

A club CANNOT "de-activate" any registrants from the database. Refunds are not eligible for any member who is part of a registration batch already submitted to Sask Artistic Swimming.

SANCTIONS – *to be updated as currently still in draft*

Saskatchewan Artistic Swimming requires that clubs receive sanctioning for activities that are not part of the annual training as per the Sanctioning Policy.

Pre-Season Training

Annual Training

Events

Summer Camps

APPENDIX

- MEMBERSHIP CHECKLIST
- 2020-2021 CLUB & BOARD MEMBERS MEMBERSHIP FORM
- 2020-2021 CLUB COACH LIST
- 2020-2021 CLUB MEMBERSHIP & FEES CALCULATION FORM
- 2020-2021 Club Short-term Athlete Control Sheet
- CAS Membership Fees Payment Process

**Forms can be photocopied for use