

BC ARTISTIC SWIMMING

2025-2026

Officials Registration Package

Version 1 – 2025-08-27



BC ARTISTIC SWIMMING DECLARATION

Our athletes are the heart of our community.
We nurture collaboration, life-long learning, and sport for life.
We strive for innovation, excellence, and integrity in and out of the pool.
We celebrate our collective journeys honouring our past, present, and future.

We foster growth.
We believe in fulfillment.
We welcome everyone.
We are a vibrant community.

Joy...Unity...Movement...Passion.

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WELCOME TO THE 2025-2026 SEASON!

Whether you're joining us as an athlete, coach, official, volunteer, or supporter, thank you for being a part of our vibrant and growing community. Each year, we grow stronger together, and this season promises to be one of growth, innovation, and continued excellence. As we look ahead, we remain focused on fostering a safe, inclusive, and high-performing environment that supports the unique goals and dreams of every member—from the youngest AquaGO! participant to our Masters athletes, from our dedicated officials to our elite competitors.

One of our core priorities continues to be delivering strong sport development initiatives across all levels and categories of participation. We are committed to creating meaningful experiences in recreational, provincial, adaptive, and Masters programming, as well as for our coaches, officials and volunteers. Through AquaGO! and our province-wide development streams, we aim to inspire confidence, teamwork, and a lifelong love for artistic swimming. This year marks the beginning of a new high-performance cycle, where we excitedly look forward to developing both new and current athletes within the Ignite Program. Look out for more information on what's to come in Ignite for the 2025-2026 season. We're transitioning our annual Technical Conference to a virtual format to offer greater access and flexibility, while Training Meet 1 (December) will include in person learning, blending competitive readiness with community building. These events are critical touchpoints that help unite our province, provide valuable feedback, and keep our technical standards aligned and evolving. Creating a safe, respectful, and inclusive environment for all remains a top priority. This will be our first full season utilizing the Independent Third Party Complaints Management System, an important step in upholding our Safe Sport commitments and ensuring all voices are heard and supported.

Behind the scenes, we're working hard to build a more efficient and connected organization. This includes improving internal processes, enhancing communication, and streamlining systems for staff and members alike. Our continued use of the RAMP registration platform is helping us simplify membership and event management. We're also looking forward to the second year of using our new electronic judging and scoring system, which has already begun to modernize and streamline our competition delivery.

Planning for a successful season starts many months in advance, often as early as January of the previous year. I want to sincerely thank our team for their tireless dedication and behind-the-scenes efforts that make each program, meet, and initiative possible. To our coaches, officials, club leaders, and volunteers, your commitment fuels the success and spirit of our community. And to our athletes and families, thank you for your continued trust and passion for artistic swimming.

Let's embrace this season with energy, unity, and a shared excitement for what's ahead. Together, we're not just growing a sport, we're building a supportive and inspiring community.

Sincerely,

Rebecca Tamil Selven

BC ARTISTIC SWIMMING INFORMATION

ADDRESS

BC Artistic Swimming no longer maintains a store-front office rather all staff work remotely. Our mailing address is:

PO Box 42526, Columbia Square PO
New Westminster, BC
V3M 6L7

OFFICE HOURS

Monday – Friday	9:00 am to 3:00 pm
Weekends & Holidays	Closed

GENERAL CONTACT INFORMATION

General Inquiries:	info@bcartisticswimming.ca	
Website:	www.bcartisticswimming.ca	
Phone:	604-333-3640	
Executive Director	Rebecca Tamil-Selven	ed@bcartisticswimming.ca
Sport Development Manager	Tanya Magee	sdm@bcartisticswimming.ca
Acting High Performance Manager	Tina Naveri	hpm@bcartisticswimming.ca
Meet Manager	Renate White	competitions@bcartisticswimming.ca

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MEMBER BENEFITS

As a member of BC Artistic Swimming, and by extension Canada Artistic Swimming, clubs and registrants gain access to a host of services and benefits that include, but are not limited to:

MEMBER SERVICES

- ✦ Access to the Canada Artistic Swimming e-Registration and Invoicing System
- ✦ Coach Training, Certification, Professional Development, and Evaluations
- ✦ Officials Training and Certification
- ✦ Provincial Athlete Development Programs (Ignite Provincial Program, Team BC, BC Games, Adaptive Artistic Swimming, Fun Meets, etc.)
- ✦ Education and Training, including Conferences, Seminars, and Clinics
- ✦ Technical Package Information
- ✦ Long Term Athlete Development Resources, Testing, and Support
- ✦ Awards, Bursaries and Recognition
- ✦ Artistic Swimming Archives

COMPETITION ACCESS

- ✦ Provincial Competitions
Training & Routine Meets, Provincial Qualifiers, Provincial Championships, Fun Meets, Limited Competitive Meet, BC Summer Games
- ✦ National Competitions
National Qualifier, Canadian Championships, Canada Summer Games
- ✦ Sanctioning for International Competitions
- ✦ Virtual Events and Activities
- ✦ Online Competition Registration and Invoicing

CLUB SUPPORT

- ✦ Sport- and Sector-Specific Communications and Updates
- ✦ Comprehensive Insurance Programs (General Liability, Accident, Director's Insurance for Club Executives)
- ✦ Insurance Extensions (Property, Cyber, Comprehensive D&O, Travel at an *additional cost to club*)
- ✦ Fundraising Support
- ✦ Club Education and Development
- ✦ Travel and Program Grants
- ✦ Classified Advertisements
- ✦ Policy and Procedure Development Support
- ✦ New Club Development and Support
- ✦ Sport Services Program
- ✦ Safe Sport Resources and Program Support
- ✦ Club Operations Support and Training
- ✦ Governance Training and Onboarding





OPERATIONS SUPPORT

- ✦ Strategic Planning and Partner Alignment
- ✦ Provincial Competitions, Event Planning and Delivery
- ✦ Domestic and/or National Member Accident and Liability Insurance
- ✦ Strategic Communications (Website, Social Media, Newsletters, etc.)
- ✦ Revenue Generation
- ✦ Advocacy for Pool Development and Design
- ✦ Advocacy and Application Development for Grants and Funding
- ✦ High School External Sport Credits
- ✦ Athlete Support and Funding Programs
- ✦ National Sport Trust Fund Access
- ✦ Program Delivery Support

Please refer to Appendix D for a list of Canada Artistic Swimming's Benefits of Membership



REGISTRATION & COMPETITION CATEGORIES

NOTATIONS:

- All registered members must agree to adhere to [BC Artistic Swimming's](#) and [Canada Artistic Swimming's](#) Conduct Policies at the time of registration.
- Members attending provincial or national events must be members in good standing of BC Artistic Swimming and Canada Artistic Swimming.
- Any person intending to vote at a general meeting of BC Artistic Swimming must be a member in good standing and meet the membership requirements outlined in its Bylaws.

REGISTRATION CATEGORIES

Provincial Official
(Level I & II)

An official (judge, referee, evaluator) who participates at the local, regional and/or provincial level.

National Official
(Level III +)

An official (judge, referee, evaluator) who participates at the local, regional, provincial, national and/or international level.

REGISTRATION INFORMATION

Canada Artistic Swimming and BC Artistic Swimming will manage the national registration database, according to Canada Artistic Swimming and BC Artistic Swimming Privacy Policies.

(NEW) Registration System

In partnership with Canada Artistic Swimming, BCAS has moved to the RAMP InterActive Registration Platform for the 2024-2025 season and beyond. All members – athletes, coaches, officials, executives, and volunteers – must be registered through the RAMP and in good standing to participate in any artistic swimming activity and ensure insurance coverage. Starting in the 2025/2026 season, BCAS fees for members registration, competitions, camps and clinics will be collected through RAMP.

The Artistic Swimming Season

The Canada Artistic Swimming membership year is September 1st to August 31st. As of August 31st, each year, the registration database will show all members as inactive. **Anyone participating in artistic swimming activities on September 1st or beyond MUST be registered for the new season PRIOR to participation.**

Member Club Registration

To ensure BC Artistic Swimming collects the relevant and appropriate information from each member club, each club must complete the online Annual Club Registration Form. Annual Club Registration Forms must be submitted no later than **September 1** each year. A reminder and link to complete the **Annual Club registration form** will be distributed in August.

Club Registration and RAMP Registration System Set Up

RAMP hosted a series of registration webinars in July 2024. Recordings of the webinars were distributed to clubs along with your club-specific registration login information. You can now log into RAMP and create your registration packages for the 2025-26 season. Please refer to Appendix

To access RAMP Registration System Admin Tutorial, please visit the following [LINK](#).

If you require assistance with setting up RAMP, please book a session with the [RAMP Projects Team](#).

Registration and Payment Deadlines

Registration of its annual membership (i.e., athletes, coaches, executives, volunteers, etc.) in the RAMP Registration System must be complete no later than **11:59 PM on October 10** annually.

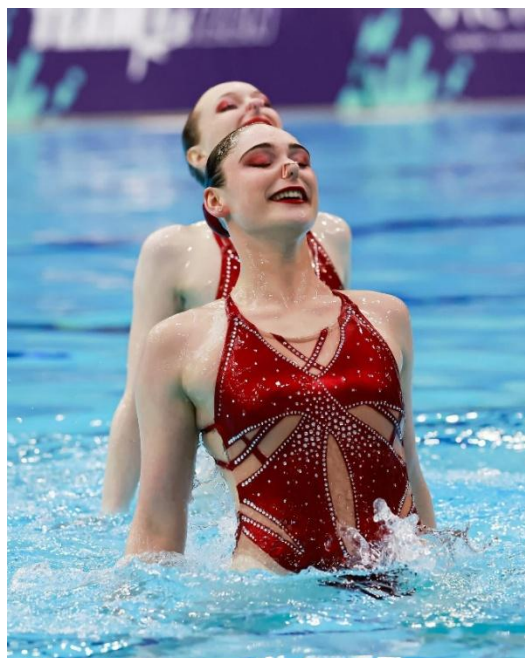
Member Clubs may add new registrants to RAMP at any time during the season. Individuals must be duly registered with a Member Club **PRIOR** to participating in any artistic swimming activity – in person or virtually – in BC. Anyone participating in a BCAS sanctioned event or competition – in-person or virtually – must be registered in the e-Reg System **PRIOR** to registering for the event.

(NEW) Invoices for club registration dues will no longer be distributed by BCAS, rather, individual members will pay their fees through RAMP. Members must register with their club through RAMP, where they will be directed to pay both their CAS and BCAS membership fees. Clubs will create packages for each registration category and can choose to collect the fees through RAMP via credit card, or collect e-transfers, then marking each transaction as paid manually. If clubs opt not to collect and track their registration fees through RAMP, they can set their own packages at \$0.

Failure to pay registration fees within **30 days of the submission date** may be subject to fines and registrants may be ineligible to participate in BC Artistic Swimming or Canada Artistic Swimming sanctioned activities. **After 60 days**, BCAS may label a club in arrears as “not in good standing”.

General Membership Registration

General Members are members who are not affiliated with a club, are not an official, or a member of the provincial Board of Directors. General Members register online through RAMP registration. The applicable payment must be submitted to the BC Artistic Swimming office by the registration deadline.



REGISTRATION POLICY HIGHLIGHTS

- **COACHES: All coaches** are required to **register themselves in the RAMP System**. Neither BCAS nor clubs have the ability to register coaches. Coaches who have multiple roles (e.g., officials, athletes, etc.) must register **FIRST** as a coach. All other roles will be considered “additional roles” and the fees will be automatically reconciled accordingly.
- **COACHES:** Coaches **must pay the appropriate fees by electronic means** through RAMP registration. Coaches should seek reimbursement of registration fees from their club, as appropriate.
- **OFFICIALS:** Officials are required to **register themselves in the RAMP System**. Officials may not register as an official through a member club.
- **(NEW) Membership fees will be collected individually through RAMP upon individual member registration.** Clubs can opt to collect and track their own registration fees through RAMP, or set their packages at \$0 and continue to collect using alternative methods.
- **REFUNDS:** No refunds are issued by CAS or BCAS once a registration has been submitted.
- **IN ARREARS:** After 60 days, BCAS may label a club that is in arrears as “not in good standing” in the RAMP System. This will prevent a club from registering its athletes for competitions. Payment must be received and processed to enable for the status to be updated.
- **COMPLETING REGISTRATION:** Registration is only complete when Canada Artistic Swimming (CAS) receives payment from BC Artistic Swimming.
- **CLUBS:** Clubs are responsible for distributing the [CAS Pre-Season Concussion Education](#) and collecting the signed [Pre-season form](#) from each athlete and coach.

Fines

BC Artistic Swimming will charge fines as follows:

- \$5.00 per athlete or coach for any late, incomplete, or incorrect competitive registrations.
- \$50.00 for late, incomplete, or incorrect club registrations.

Canada Artistic Swimming rules state: "Late, incomplete or incorrect registrations will result in a \$25.00 penalty fee per competitive athlete up to a maximum of \$500.00 per club." Any Canada Artistic Swimming fines incurred will be charged to the club(s) involved.

The registration of all members shall be in accordance with
[BC Artistic Swimming's Member Registration Policy & Procedures](#)
&
[Canada Artistic Swimming's Registration Policy](#)

FEES

In RAMP, Officials will be required to pay the CAS registration fees via credit card. Please submit for reimbursement (including the receipt) on your first expense claim form for the season. Depending on your events last season, you will be reimbursed accordingly.

2025-2026 OFFICIALS REGISTRATION FEES	CAS	BCAS	TOTAL FEE
Provincial	\$11.00	\$17.00	\$28.00
National	\$22.00	-	\$22.00
Shadow	-	-	-

** BC Artistic Swimming will waive the registration fees for Judges and Referees who actively officiate in at least two (2) competitions in the previous season.*

***In recognition of National Judges and Referees who continue to voluntarily invest in their development pathway and to share their knowledge and experience within the province of BC, BC Artistic Swimming will pay the Canada Artistic Swimming (CAS) fees and has eliminated provincial fees.*

Online Registration:

[CLICK HERE TO REGISTER FOR THE 2025-26 SEASON!](#)

If you have issues, questions about the online registration process, please contact sdm@bcartisticswimming.ca.

INSURANCE

By virtue of membership in good standing with BC Artistic Swimming, Members Clubs and registrants are covered through BCAS' insurance policies. Only **activities sanctioned or authorized by BCAS** are covered. For more information about sanctioned and unsanctioned activities, please refer to page 18).

Insurance coverage extends to all sanctioned activities in British Columbia and in Canada. If your club is considering activities outside of BC or Canada, please contact BCAS well in advance of your travel for guidance.

ONLY individuals who are registered with BCAS and are active within the role for which they are registered are covered by BCAS insurance. **ALL** volunteers must be registered to ensure their activities are covered by BCAS insurance.

Certificate of Insurance

Once the annual policy renewal process is complete, BC Artistic Swimming will distribute a copy of the Certificate of Insurance to all Member Clubs in good standing. The Certificate of Insurance is proof of insurance coverage and names the appropriate municipalities, facilities, partners, and service providers. To add a party to the Certificate of Insurance, please submit your request to ed@bcartisticswimming.ca.

Commercial General Liability (GCL)

- Protects BCAS and Member Clubs from claims arising from “bodily injury” and “property damage” in the event an injured participant files a lawsuit.
- Covers “participant to participant” liability (Player vs Player) which protects the participant in the event that one player is sued by another player resulting from an injury.
- Comprehensive coverage (legal defense costs and compensatory damages or monetary award) for which BCAS or Members Clubs are legally liable.

Non-Profit Directors and Officers Insurance (D&O Lite)

- Activated if Directors and Officers are sued for actual or alleged errors and omissions while performing their duties as officials of the organization.
- Not comprehensive
 - Covers compensatory damages ONLY.
 - Does not cover defense costs or punitive or exemplary damages.
 - Does not cover wrongful termination lawsuit.
- Clubs are required to purchase a separate or stand-alone D&O Policy to be in compliance with the [Club Operations Policy](#).

Sport Accident or Participant Accident

- Indemnifies the BCAS member if they sustain bodily injury or death arising out of a sport accident on a “no fault” basis.
- Applies to sport accidents in Canada and is in excess of provincial health and employee benefits programs.
- Does not cover volunteers, sickness or disease, non-accidental death, intentional self-inflicted injury.

Property Extension (Optional)

- Optional coverage available to insure tangible property including equipment, sound system, etc.
- Coverage includes theft and loss due to an insured peril such as fire, windstorm, hail, flood, or earthquake.
- Available at additional cost to the Club. Please contact BCAS for more information.

Cyber Extension (Optional)

- Designed to protect organization from internet- or cyber-based risks for which they are legally liable to pay (e.g., data and privacy breaches, restoration, reputation protection).
- Optional coverage available for additional premium.

Excess Travel (Optional)

- Provides indemnification to a certain limit when travelling outside of BC and there is injury or sickness requiring medical care.
- May not be necessary if coverage is available through extended health benefits.
- Optional coverage available for additional premium.

For more information or to purchase Directors & Officers insurance for your club, please contact:



Cameron Cheung, CIP, BA
General Manager
604-737-3451
sbcinsurance.com
cameron@sbcinsurance.com

WAIVERS & CONSENT FORMS

All Participants **MUST** complete the BCAS Participant Waiver at the time of registration. Clubs who opt to register members in RAMP themselves must adopt and implement the BCAS waivers and consent forms included in Appendix B, or a club developed equivalent that releases both the Club and BC Artistic Swimming. Any club developed waiver must be approved by legal counsel. **All registrants must complete the waivers at the time of registration** and clubs must retain record of the waiver for a minimum of five years.

- Participant Waiver
- Consent for Medical Treatment
- Media Release Consent

Participants must have completed waivers on file in the RAMP System or with the club to be eligible for insurance coverage.



SAFE & WELCOMING SPORT

BC Artistic Swimming is committed to creating a safe sport environment that is accessible, inclusive, respects participants personal goals, and is free from all forms of maltreatment. As part of BC Artistic Swimming’s commitment to safe sport, our staff and Board have completed Commit to Kids training, signed the Responsible Coaching Movement Pledge, and are champions of True Sport.



BC Artistic Swimming values fair, safe, open and inclusive sport for all. To this end, in partnership with Canada Artistic Swimming, our member clubs and a variety of Canadian safe sport leading organizations, we promote and activate a number of initiatives with and for our members that support our alignment with:

-  [BCAS Conduct Policy](#)
-  [BC Universal Code of Conduct](#)
-  [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#)

BC Artistic Swimming Safe Sport Policies

All members are required to abide by the [BC Artistic Swimming Conduct Policy](#) at all times and acknowledge their commitment to it at the time of registration. Please ensure that all members of your club review the Conduct Policy and their responsibilities for ensuring a safe, open, and welcoming environment.

BC Artistic Swimming has adopted a [True Sport Policy](#) that guides our commitment to living the True Sport Principles and Management by Values as well as an [Equity, Diversity & Inclusion Policy](#) and [Trans Inclusion Policy](#) to nurture and ensure a safe space for all participants. These are global policies applicable to all artistic swimming activities in BC.

Reporting Maltreatment

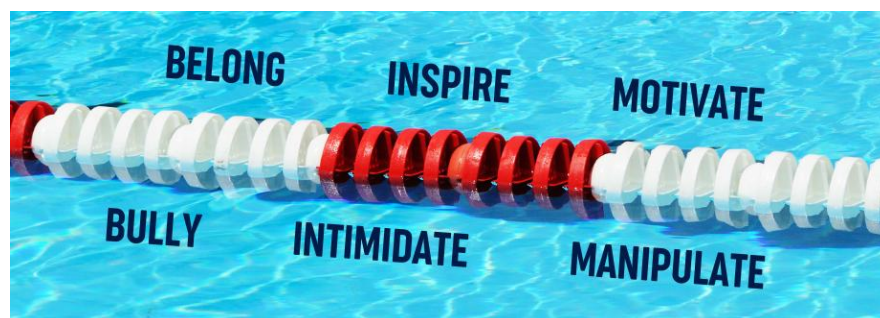
If you are aware of a suspected incident of abuse, harassment, discrimination, bullying, or maltreatment, you have options to access advice, guidance, and resources. For more information, visit the [Safe Sport Resources](#) page or [contact us](#).



The new Make a Report button allow you to send information to the BCAS external, Independent Assessor through a third-party complaint/feedback intake process managed by Alias, Ligne de Signalement Inc. of Montreal. For more information, please visit the [Safe Sport Resources](#) page.

Safe Sport Resources

To support members in accessing relevant and up-to-date safe sport resources, training, and information, BC Artistic Swimming has created the [Safe Sport Resources](#) page. These resources support members in learning about sport-sector standards, injury prevention, clean sport, and the prevention and reporting of maltreatment in sport.



COMPETITION ETIQUETTE



What is respectful behaviour?

Treating others as you would like to be treated, starting with basic consideration of and for other people. As role models for athletes and their parents, coaches should lead by example and consistently model respectful behaviour.

- Represent your club and BCAS with respect.
- Participants and spectators are to be respectful of one another and the facility.
- Unless competing, watch from designated athlete or spectator spaces.
- Cheer on your teammates within reason and from designated cheering sections. Be respectful if you are behind or near the judges.
- Landrill and activate away from pedestrian walkways or congested areas.
- Only certified/registered coaches may be on deck, video figures and coach during warm ups.
- Be respectful of shared pool and deck space during warm ups – avoid impeding others or monopolizing space for your benefit.
- Take turns practicing walk-ons.
- Parents are not permitted in the competition zone unless they are designated volunteers registered with the volunteer table.
- Parents volunteering on deck may not interact with athletes and coaches or take photos/video.
- No flash photography during figures or routines.
- It is everyone's responsibility to ensure events and competitions are fair, safe and cooperative environments.
- Coaches are expected to always lead by example and ensure their athletes, peers and spectators respect these courtesies.
- All participants should address indiscretions in a calm and professional manner or report issues to BCAS.



- Follow pool/facility rules.
- Gelling and make-up must be done in designated areas.
- If food is permitted on deck, consume it away from the water and use designated waste receptacles.
- Remain seated or stand still during routine events.
- Equipment and bags should be contained in designated areas, not in spectator space.
- Roll up yoga mats when not in use.
- Do not hang wet towels and suits.
- Warm up lanes are for lap swimming only.
- Designated warm up times in the competition pool are for routine execution only.
- Be respectful of others in the shared, and often congested pool space.
- Remember – everyone is trying to maximize the limited time and space available.
- Athletes, coaches, officials and competition volunteers are the only people allowed in the competition zone.
- Only athletes and coaches competing in the current event cluster are permitted in the competition zone.
- Once their duties are complete, volunteers must return to the designated spectator space.
- During routine events, everyone in the competition zone must remain seated or stand still.

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OFFICIALS PROFESSIONAL DEVELOPMENT

BCAS continues its commitment to providing the training required to ensure our officials are prepared to safely undertake their duties in a safe and healthy way be it in a virtual or in-person environment. BCAS has shifted its professional development model to leverage training meets as important and meaningful opportunities for athlete, coaches, and officials' development.

New this season, BCAS will be running a Technical Conference Series in October and November where officials development will be included. These sessions will be online to reach a wider audience than simply the in-person event. There will still be an in-person Training Meet in December where there will be officials development opportunities as well. Additional virtual officials' development meetings will be scheduled in collaboration with the BC Officials Committee as appropriate and we will continue with the pre-competition sessions on the Friday evenings before our four major events.

BC Artistic Swimming will share more information and registration details once they are available.

PARTICIPATION IN BC ARTISTIC SWIMMING COMPETITIONS

The 2025-2026 Competition Schedule has been published with the information available to date. Updates to the schedule will be shared when dates and locations are confirmed.

AVAILABILITY FOR COMPETITIONS

The Meet Manager will distribute a call for availability to all officials at least four weeks in advance of competitions. BCAS will follow the [Conflict of Interest for Officials](#) process to manage real, perceived or potential conflicts of interest during competitions. Based on the remedial and risk reduction actions outlined in the Conflict of Interest for Officials, an official should be available for at least 75% of the competition in order to reduce the impact on travel expenses and lodging. At the discretion of BCAS, availability of less than 75% would make the official ineligible for the competition.

Officials who are attending the competition for coaching or personal purposes may be asked to join a judging panel for an event where they do not have a conflict but may not be awarded expense reimbursement if they do not meet the 75% availability threshold. Consideration will be given on a case-by-case basis at the discretion of BCAS.



Please ensure you mark all 2025-26 competitions into your calendar:

EVENT	DATE	LOCATION
BCAS Training Meet & Technical Conference 1	December 5-7	Surrey Sport & Leisure Complex, Surrey
Pacific Coast (NS) Provincial Qualifier Masters Provincial Qualifier	January 16-18	Surrey Sport & Leisure Complex, Surrey
Pacific Peaks (NS) Provincial Championships Training Meet 2	February 20-22	Nanaimo Aquatic Centre, Nanaimo
Mable Moran Provincial Qualifier Masters Provincial Championship	April 10-12	Watermania, Richmond
Jean Peters Provincial Championship Limited Competitive Provincial Championship	May 8-10	Tournament Capital Centre, Kamloops
BC Summer Games	July 26-29, 2026	Kelowna, B.C.

DURING COMPETITIONS

The Officials Meet Schedule will be distributed by email to all participating officials prior to each competition.

Officials assigned to a panel must arrive in the judges' room at least 30 minutes prior to each event for which they are listed and report to the Head Judge of the panel on which they will be judging.

INABILITY TO ATTEND A COMPETITION

If you are unable to attend a competition for which you have registered as an Official, please advise BC Artistic Swimming as soon as possible:

- a) **48 hours or more before to the competition** – contact BC Artistic Swimming staff by email or phone (during regular office hours). BC Artistic Swimming will be responsible for cancelling travel plans* and accommodations, if applicable.
- b) **Within 48 hours of the competition** – contact the hotel directly to cancel your room. Officials will be personally responsible for additional expenses incurred due to their failure to cancel travel plans or accommodations, if applicable.

**Whenever possible, airline credits towards cancelled flights will be used towards future events or competitions. BC Artistic Swimming is unable to reimburse the cost of cancelled flights until they are used towards a pre-approved BC Artistic Swimming event or competition.*

BOOKING TRAVEL AND ACCOMMODATIONS

BC Artistic Swimming is responsible for the reasonable costs for all travel*, accommodations, and meals (per diem) of officials participating in in-person BC Artistic Swimming sanctioned competitions, unless otherwise stated.

As budgets are limited, BC Artistic Swimming recommends the following cost-saving considerations when attending a competition:

- Carpooling or public transit, if possible
- Billeting or staying with a friend or relative, if possible
- Advise BC Artistic Swimming as early as possible if accommodations are required
- Air travel must be pre-approved by BC Artistic Swimming. Please watch for seat sales and book flights well in advance to get the best available rate

BC Artistic Swimming is responsible for booking accommodations for Officials attending a sanctioned event or competition. Information about accommodations, including rooming lists, will be distributed to officials prior to each competition.

** BC Artistic Swimming will reimburse for car travel to and from each competition or event location greater than 40 km from the official's home. The standard BC Artistic Swimming mileage rate will be used to determine the reimbursement.*

EXPENSE CLAIMS

- a) For reimbursement of competition or event-related expenses, officials must complete and submit a [BCAS Expense Claim Form](#) **within 4 weeks of the event**.
- b) Expenses submitted outside of this timeline may result in the inability to reimburse all expenses due to budgetary restrictions.
- c) Whenever possible, please complete the electronic version of the form. If completing the form by hand, please **print clearly** and fill out all the requiring information. Please indicate shared travel (carpool, ferry receipt, etc.) and accommodations, as required.
- d) Original or legible electronic copies of the applicable receipts, **including per diem claims**, must accompany Expense Claim Forms. In such cases as an electronic receipt is not legible, BC Artistic Swimming will request a copy of the original receipt. [Note: Officials are encouraged to retain copies of original receipts for no less than one year after submission of the expense claim].

Appendix A: REGISTRATION CATEGORIES & DEFINITIONS

Canada Artistic Swimming		BC Artistic Swimming
Registration Category	Definition	Registration Category
Provincial/Territorial organization member	A Provincial/Territorial sport organization that governs artistic swimming in their respective province or territory	N/A - BC Artistic Swimming is the provincial sport organization in BC.
Athlete Registrants		
Short Term Recreational Program Registrants	Recreational athletes who participate in a summer camp, seasonal program, or other types of non-competitive programming of a minimum of one (1) 1-hour session per week for up to six consecutive weeks. If participants re-register, they must register as a recreational member.	ST - Short Term Recreational
Recreational Program Registrants	<p>Athletes in the categories below are considered recreational program registrants – these athletes do not compete¹ at any level</p> <ul style="list-style-type: none"> • Active Start / FUNdamentals / Learn to Train: Athlete enrolled in recreational artistic swimming programs, including Adaptive AS, for under 18 years of age • Active for Life/ Sync for Life: Athlete enrolled in recreational artistic swimming programs, including Adaptive AS, for adults aged 18+ years of age 	<ul style="list-style-type: none"> • AQ – AquaGO! • RA - Recreational Adaptive Athletes • REC - Recreational Athletes • RM - Recreational Masters
Novice Competitive, Competitive Adaptive, and Limited Competitive Program Registrant	Adaptive competitor at all levels; Masters competitor at all levels and age groups; and Learn to Train or Train to Train athlete registered in an entry level, limited competitive program as defined and recognized by their home province.	<ul style="list-style-type: none"> • BC High School Members • CA - Competitive Adaptive Athletes • LCOMP - Limited Competitive are Recreational Athletes who wish to compete in the Jean Peters Provincial Meet.

¹ The CASSA Rule Book defines “compete” as participating in an event in which there is ranking with others.

Competitive Program Registrant	<p>All athletes in the categories below are considered competitive synchro registrants if they compete at any level:</p> <ul style="list-style-type: none"> • Train to Train: Athlete aged 7-15 (F) + 12-16 (M) years of age • Train to Compete: Athlete aged 15-18 (F) + 16-19 (M) years of age • Train to Compete/Train to Win: Regional Training Centre Athlete enrolled in an RTC • Train to Win: Center of Excellence Athlete enrolled in the Centre of Excellence • Active for Life: University Athlete enrolled in a university program in Canada or USA that in addition to their University events, participates in Provincial or National sanctioned events. University athletes wishing to compete in a provincial or national competition sanctioned by BC Artistic Swimming or Canada Artistic Swimming must be duly registered as a National Stream athlete. 	<ul style="list-style-type: none"> • PS – Provincial Stream (9-10, 11-12, 13-15, 16-20) • NS – National Stream (11-12, 13-15, 15-19, Senior (15+)) • CM – Competitive Masters • UM – University Members
Coach Registrants		
<p>NOTE: ALL coaches are to register themselves through the RAMP. Be sure to refer to the Coach Certification Policy for the most up-to-date coach certification requirements for each coaching level.</p>		
Recreational Coach	<p>A coach who will be coaching a recreational program on-deck within their local club. AquaGo Trained status required.</p>	Recreational Coaches
Competitive Coach	<p>A coach who will be coaching on-deck within their local club and/or at provincial, national and/or international sanctioned meets. Coaches on deck at BC competitions must be Competition Introduction certified. Coaches on deck at National championships must be Competition Development certified.</p>	Competitive Coaches
Officials Registrants		
<p>NOTE: ALL officials are to register through RAMP, not through a club</p>		
Provincial Official	<p>An official (judge, referee, evaluator) who participates at the local, regional and/or provincial level.</p>	Provincial Officials – Level 1, Level 2
National Officials	<p>An official (judge, referee, evaluator) who participates at the local, regional, provincial, national and/or international level.</p>	National Officials – Level 3+

Affiliated Registrants		
Individuals or organizations that are affiliated with or wish to be affiliated with Canada Artistic Swimming to enable them to participate fully in or benefit from Canada Artistic Swimming's programs and services.		
Leagues	A league that offers artistic swimming competitions that does not participate within the national qualification event system (e.g. Canadian University Artistic Swimming League (CUSL)).	Not applicable
League Affiliates	University athlete or coach who participates in the university league in Canada.	Not applicable
Recreational Club	A artistic swimming club affiliated with their member provincial organizations as recognized by their respective policies and bylaws and who only deliver recreational programs.	Recreational Club
Competitive Club	A artistic swimming club affiliated with their member provincial organizations as recognized by their respective policies and bylaws which deliver competitive programs and may include recreational programs.	<ul style="list-style-type: none"> • Competitive Club (25 + athletes) • Competitive Club (>25 athletes)
Associate Registrant	Those individuals who are active within their member provincial organizations (club executives, Board members, alumni etc.) and those who attend Annual Meetings and/or exercise a role at Canada Artistic Swimming meetings.	<ul style="list-style-type: none"> • Club Executives • Club Volunteers • General Members • Alumni
Volunteer	A parent or other individual who donates their time periodically to assist with an event or other Canada Artistic Swimming provincial or national function.	<ul style="list-style-type: none"> • Club or provincial volunteers
Licensee	Any other organization (includes universities, schools, community centres, municipal or private aquatic facilities) offering a Canada Artistic Swimming recreational program. A license includes an annual fee for the program, allows the licensee to offer the program and access applicable program awards. Licensees do not need to register the individual athletes participating in their programs. Licensees must sign the applicable license agreement. (Agreement items include – licensee has own insurance, access to materials at Canada Artistic Swimming member pricing and coach training courses provincially and must link to the geographical PSO to enable progression of athletes to synchro clubs).	Not applicable

Appendix B: BC Artistic Swimming Waivers



Release of Liability, Waiver of Claims, and Indemnity Agreement



WARNING!

Please read carefully as this is a binding legal agreement. Clarify any questions or concerns before signing. By signing this document, you will waive certain legal rights, including the right to sue.

This Agreement must be signed by the Participant and/or the Participant's parent/guardian (if applicable, when the Participant is younger than 19 years old) prior to participation. The Participant acknowledges and agrees to the terms outlined in this Agreement. When applicable, the Participant's parent/guardian acknowledges and agrees to the terms on their own behalf and on behalf of the Participant.

Activities and Disclaimer

1. The Participant is voluntarily participating in the Activities of British Columbia Artistic Swimming and any or all clubs with which the Participant is duly registered. The Activities are defined as and include, but are not limited to, the sport of artistic swimming and the activities, programs, classes, lessons, competitions, practices, training, personal or strength training, dry-land training, training using machines or weights, nutritional and dietary programs, and aerobic and anaerobic conditioning programs provided by, and/or sanctioned or organized by British Columbia Artistic Swimming or its clubs (collectively the "Activities").
2. British Columbia Artistic Swimming, any or all clubs with which the Participant is duly registered, and their respective Directors, Officers, committee members, members, employees, coaches, trainers, therapists, volunteers, officials, participants, agents, sponsors, owners/operators of the facilities in which the Activities take place, and representatives (collectively the "Organization") are not responsible for any injury, personal injury, damage, property damage, expense, loss of income, or loss of any kind suffered by a Participant during, or as a result of, the Activities, caused in any manner whatsoever including but not limited to, the negligence of the Organization.



I have read and agree to be bound by paragraphs 1 and 2.

Description and Acknowledgement of Risks

3. The Participant understands and acknowledges that
 - a. The Activities have foreseeable and unforeseeable inherent risks, hazards and dangers that no amount of care, caution, or expertise can eliminate, including without limitation, the potential for serious bodily injury, permanent disability, paralysis and loss of life;
 - b. The Organization may offer or promote online programming (such as webinars, remote conferences, workshops and online training), which may require remote or independent training outside of a sport-specific facility owned, leased, operated or otherwise controlled by the Organization ("Remote Training"), and which may have different foreseeable and unforeseeable risks than in-person programming;
 - c. The Organization has a difficult task to ensure safety and it is not infallible. The Organization may be unaware of the fitness or abilities of any individual participant, may misjudge weather or environmental conditions, may give incomplete warnings or instructions, and the equipment being used might malfunction; and
 - d. The Participant declares themselves to be physically sound and suffering from no condition, impairment, disease, infirmity, or other illness that would prevent my participation. The Participant acknowledges that they have either had a physical examination and have been given a physician's permission to participate or that they have decided to participate without the approval of their physician. The Participant assumes all responsibility for their participation in the Activities and for their utilization of any and all equipment and machinery in connection with the Activities.

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4. The Participant is participating voluntarily in the Activities. In consideration of the Participant's participation, the Participant hereby acknowledges that they are aware of the risks, dangers and hazards associated with or related to the Activities. The Participant understands that the Organization may fail to safeguard or protect the Participant from the risks, dangers and hazards of the Activities, some of which are listed below. The risks, dangers and hazards include, but are not limited to:
- a. Advice: negligent advice regarding the Activities
 - b. Ability: failing to act safely or within one's own ability or within designated areas
 - c. Conduct: the Participant's conduct and conduct of other persons including any physical altercation between participants
 - d. Contact: contact with participants, equipment, or other persons, including spotters whose role is to enhance safety and learning; and other contact that may lead to serious bodily injury, including but not limited to concussions and/or other brain injury or serious spinal injury, damage to teeth or dental work, hearing damage or ocular damage
 - e. Data: Privacy breaches, hacking, technology malfunction or damage
 - f. Health: executing strenuous and demanding physical techniques; physical exertion; overexertion; stretching; dehydration; fatigue; cardiovascular workouts; rapid movements and stops; lack of fitness or conditioning; traumatic injury; sprains and fractures, spinal cord injuries, bacterial infections; rashes; and the transmission of communicable diseases, including viruses of all kinds, COVID-19, bacteria, parasites or other organisms or any mutation thereof
 - g. Negligence: the Participant's negligence and negligence of other persons, including NEGLIGENCE ON THE PART OF THE ORGANIZATION, which may increase the risk of damage, loss, personal injury or death
 - h. Injuries: injuries such as death, serious neck and spinal cord injuries which may render the Participant permanently paralyzed or brain damaged; serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the body; and concussions or other head injuries, including but not limited to, closed head injury or blunt head trauma
 - i. Premises: defective, dangerous or unsafe condition of the facilities; falls; collisions with objects or barriers that are a part of the premises, dangerous, unsafe, or irregular conditions on the water or other surfaces; extreme weather conditions; remoteness of certain locations and an inability to obtain emergency medical assistance; and travel to and from the premises
 - j. Sport: the sport of artistic swimming and its inherent risks, including but not limited to, loud noises, boosts, lifts, diving, jumping, extended time underwater, time in chlorinated water, falling or colliding with the pool, pool bottom, walls, stands, equipment or other participants
 - k. Training: dryland training including weights, Pilates, running, dance, bands, circus school and massage
 - l. Travel: travel to and from the Activities and associated events
 - m. Use of equipment: mechanical failure of the equipment; negligent design or manufacture of the equipment; the provision of or the failure by the Organization to provide any warnings, directions, instructions or guidance as to the use of the equipment; failure to wear safety or protective equipment; and failure to use or operate equipment within the Participant's own ability



I have read and agree to be bound by paragraphs 3 and 4.

Terms

5. In consideration of the Organization allowing the Participant to participate in the Activities, the Participant agrees:
- a) That the Participant is not relying on any oral or written statements made by the Organization or their agents
 - b) That the Participant's mental and physical condition is appropriate to participate in the Activities
 - c) To comply with the rules and regulations for participation in the Activities
 - d) To comply with the rules of the facility or equipment as well as any directions or instructions from the Organization
 - e) That if the Participant observes an unusual significant hazard or risk, the Participant will remove themselves from participation
 - f) That the Organization may secure transport to emergency medical services as it deems necessary for the Participant's immediate health and safety, and that the Participant shall be financially responsible for such services
 - g) The risks associated with the Activities are increased when the Participant is impaired and the Participant

-
- will not participate if impaired in any way
- h) That it is the Participant's sole responsibility to assess whether any Activities are too difficult for the Participant. By the Participant commencing an Activity, the Participant acknowledges and accepts the suitability and conditions of the Activity
 - i) That the Participant is responsible for choosing the Participant's safety or protective equipment and the secure fitting of that equipment
 - j) That the Participant is fully responsible for any loss of personal property and any costs associated with any related loss

Release, Waiver and Indemnification

6. The Participant assumes all risks arising out of, associated with or related to, participation in the Activities and waives any and all claims that the Participant may have now or in the future against the Organization. The Participant accepts and fully assumes all such risks and possibility of personal injury, death, property damage, expense, and related loss, including loss of income, resulting from participation in the Activities. The Participant forever indemnifies and releases the Organization from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which the Participant has or may have in the future, that might arise out of, result from, or relate to, participation in the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the Organization's negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of the Organization. This release, waiver and indemnity is intended to be as broad and inclusive as is permitted by law of the Province of British Columbia and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

Jurisdiction

7. I agree that in the event that I file a lawsuit against the Organization, I will do so solely in the Province of British Columbia and further agree that the substantive law of the Province of British Columbia will apply without regard to conflict of law rules.

I have read and agree to be bound by paragraphs 5-7.

Acknowledgment

8. The Participant acknowledges that they have read and understand this Agreement, that they have executed this Agreement voluntarily, and that this Agreement is to be binding upon themselves, their heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives. They further acknowledge that by signing this Agreement they have waived their right to maintain a lawsuit against the Organization on the basis of any claims from which they have released herein.

Participant Name:

Please PRINT

Parent/Guardian Name:

if Participant is a minor

Signature:

(Participant or Parent/Guardian if individual is a minor)

Date:

(dd/mm/yy)



Emergency Medical Treatment Consent



Participant Name:	_____
Participant Date of Birth:	_____
Telephone Number:	_____
Email address:	_____
*Parent/Guardian Name:	_____
Parent/Guardian Email address:	_____

**(If the Participant is younger than 19 years old)*

This Consent must be signed by the Participant and/or the Participant’s parent/guardian (if applicable, when the Participant is younger than 19 years old) prior to participation. The Participant acknowledges and agrees to the terms outlined in this Consent. When applicable, the Participant’s parent/guardian acknowledges and agrees to the terms on behalf of the Participant.

Please check one box below:

- DOES CONSENT:** The Participant hereby **CONSENTS AND GIVES** permission to the representatives, officials, and coaches of British Columbia Artistic Swimming and any or all clubs with which the Participant is duly registered to make decisions concerning medical care and treatment, and where necessary to authorize such care and treatment in emergency situations.

If the **DOES CONSENT** box is checked, the Participant understands that the representatives, officials, and coaches of British Columbia Artistic Swimming and any or all clubs with which the Participant is duly registered will make every reasonable effort, in the circumstances, to contact the Participant’s emergency contact regarding the Participant’s medical status in the event an emergency arises. If the Participant’s emergency contact cannot be reached in an emergency, the Participant hereby gives their permission to the licensed physician, dentist, athletic therapist, nurse, or other medical professional whose services might be required to provide medical care and treatment.

- DOES NOT CONSENT:** The Participant hereby **DOES NOT** give permission to the representatives, officials, and coaches of British Columbia Artistic Swimming and any or all clubs with which the Participant is duly registered to make decisions concerning medical care and treatment, or to authorize such care and treatment in emergency situations.

If consent is not being provided, please indicate reasons why:

If the **DOES NOT CONSENT** box is checked, the Participant agrees and undertakes that if the Participant is younger than 19 years old, the Participant will be always required to have a parent/guardian attend all swimming activities in which there is no lifeguards, or first responders present to provide medical treatment if necessary.



By signing below, the Participant indicates that the Participant is fully informed as to the contents of this Consent and understands, if consent is granted, the full import of this grant of powers to the representatives, officials, and coaches of British Columbia Artistic Swimming.

Participant Name:

Please PRINT

Parent/Guardian Name:

if Participant is a minor

Signature:

(Participant or Parent/Guardian if individual is a minor)

Date:

(dd/mm/yy)



BCAS Photo, Video, Media Release Form and Consent



Participant Name:	_____
Participant Date of Birth:	_____
Telephone Number:	_____
Email address:	_____
*Parent/Guardian Name:	_____
Parent/Guardian Email address:	_____

**(If the Participant is younger than 19 years old)*

This Consent must be signed by the Participant and/or the Participant’s parent/guardian (if applicable, when the Participant is younger than 19 years old) prior to participation. The Participant acknowledges and agrees to the terms outlined in this Consent. When applicable, the Participant’s parent/guardian acknowledges and agrees to the terms on behalf of the Participant.

The Participant hereby grants BC Artistic Swimming and any or all BC Artistic Swimming affiliated clubs with which the Participant is duly registered the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of the recorded, photographed or video images of the Participant taken during the course of BC Artistic Swimming or club activities, events, training and competitions for use in connection with the activities of BC Artistic Swimming or the club with which the Participant is duly registered for promoting, publicizing, or explaining BC Artistic Swimming, the club, or their activities.

This grant includes, without limitation, the right to publish such recordings, images or videos on the BC Artistic Swimming or club website, in reports and publications, and PR/promotional materials, such as marketing admissions, publications, advertisements, fundraising materials, and any other BC Artistic Swimming-related or club-related publication.

These images may appear in any of the wide variety of formats and media now available to BC Artistic Swimming or the clubs with which the Participant is duly registered and that may be available in the future, including but not limited to print, broadcast, videotape, and electronic/online media.

The Participant has read the above and:

- understands, acknowledges and agrees to the terms and information outlined in this Consent and agrees to allow BC Artistic Swimming and the club with which the Participant is duly registered using the Participant’s recordings, images or videos as defined herein.
- does NOT consent to BC Artistic Swimming or the club with which the Participant is duly registered using the Participant’s recordings, images or videos as defined herein.

Participant Name:

Please PRINT

Parent/Guardian Name:

if Participant is a minor

Signature:

(Participant or Parent/Guardian if individual is a minor)

Date:

(dd/mm/yy)

APPENDIX C: CONFLICT OF INTEREST



CONFLICT OF INTEREST IDENTIFICATION, PREVENTION AND MANAGEMENT FOR OFFICIALS

COMMITTEE: National Officials Committee

LAST UPDATED: March 25, 2023

PURPOSE

The purpose of this document is to provide some guidelines in dealing with conflicts of interest for officials at CAS competitions. This document is written in support of the CAS Conflict of Interest Policy <https://artisticswimming.ca/wp-content/uploads/2022/01/CAS-Conflict-of-Interest-Policy-Dec-22-2021.pdf>

PROCESS

The process for dealing with officials with a conflict occurs in three phases as outlined below.

Phase 1: Identify: Identify real, perceived or potential conflicts of interest

Per the CAS Conflict Of Interest Policy, the following categories of people must disclose a Conflict of Interest at the beginning of the competitive season (or when it arises) to the National Officials' Committee (hereafter NOC):

- a. A Family Member of a competitor; **(family member is defined as a parent, step-parent, grandparent, step-grandparent, sibling or step-sibling)**
- b. A current Coach of a competitor;
- c. A Club manager of a competitor;
- d. A Family Member of a Coach of a competitor;
- e. A Family Member of a Club manager of a competitor;
- f. A Board member of a competitive Club of a competitor *(or a board member of a provincial association)*; and
- g. A Family Member of a Board member of a competitive Club of a competitor.

Disclosure is archived through an online form sent to each official at the beginning of the competitive season. Once the conflict of interest is disclosed, the Register of Interest, as shown below, is completed by the Chair of the NOC.

Name	Province	Role of Official	Description / Category of Conflict	Date of Disclosure	Remedial / Risk Reduction Actions	Monitoring of Risk Reduction Actions



Phase 2: Prevent: Prevent or minimize the impact of conflicts of interest by taking steps to reduce the risk. The table below provides **Remedial / Risk Reduction Actions *** for dealing with categories of conflicts of interest for officials with various roles.

Phase 3: Manage: Manage conflicts when they arise with appropriate remedial risk reduction actions and the **Monitoring of Risk Reduction Actions **** to ensure that actual, potential and perceived conflicts have been satisfactorily managed.

Description/ Category of Conflict	Role of Official	Remedial / Risk Reduction Actions *	Monitoring of Risk Reduction Actions **
A Family Member of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A current Coach of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A Club manager of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A Family Member of a Coach of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results



A Family Member of a Club manager of a competitor	Judge	The judge should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that judge is not assigned to affected events
	Referee	The referee should refrain from officiating in the events of the affected competitor	Monitor compliance by ensuring that referee is not assigned to affected events
	Scorer	none	Chief referee signs off on all competition results
A Board member of a competitive Club of a competitor / Board member of a provincial association	Judge	The judge cannot be chief judge of a competition in order to reduce potential conflicts with judge panel assignments. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Referee	The referee can only participate as an assistant referee so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Scorer	The scorer can only participate as an assistant scorer so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee/scorer.	Chief referee signs off on all competition results
A Family Member of a Board member of a competitive Club of a competitor	Judge	The judge cannot be chief judge of a competition in order to reduce potential conflicts with judge panel assignments. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Referee	The referee can only participate as an assistant referee so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee. Cannot participate in any selection committees (example: to promote athletes from Qualifier to Championships)	Monitor for bias as part of the evaluation process
	Scorer	This scorer can only participate as an assistant scorer so that any decisions on penalties/disqualifications/fines is the responsibility of the chief referee/scorer.	Chief referee signs off on all competition results

Based on the remedial and risk reduction actions above, an official should be available for at least 75% of the competition in order to reduce the impact on travel expenses and lodging. Availability of less than 75% would make the official ineligible for the competition * exceptions could apply.

Officials having more than one conflict of interest would be dealt with on a case by case basis. 75% availability would remain a requirement to be eligible for the competition.

Coaches who are not available for 75% or more of the competition but will be at the competition for coaching purposes may be asked to join a judging panel for an event where they do not have a conflict.

Appendix D: CAS Benefits of Membership



Benefits of Membership in Canada Artistic Swimming (CAS)

In addition to opportunities Canada Artistic Swimming registrants experience through belonging to their provincial organization, members and registrants at all levels in Canada Artistic Swimming proudly take advantage of the following benefits of membership in the national organization:

Internationally Recognized Artistic Swimming Programs

- Access to CAS trademarked entry level, development, High Performance and Sport for Life Programs (AquaGO!, Synchro Star, Competitive, Masters, AWAD)
- Access to CAS standardized promotional and other materials to support program implementation including information provided through the CAS website and social media platforms
- Access to CAS staff resources via CAS National Office
- Access to educational program teaching tools and materials, awards and incentives at special member pricing
- Access to NCCP certified, sport-specific trained coaches
- Use of national membership database and event registration software (including periodic and historical reporting options) at no cost
- Access to on-going technical program monitoring, talent evaluation and development, and regular revisions to all programs
- Access to LTAD programming including brand new AquaGO! for entry level (active start) participants
- Front-of-the-line access to new information and media releases through participation in member/club e-blast program.
- Access to newsletters and other communications developed for members and registrants

Competitions

- Opportunity to participate in high quality, professionally organized meets: provincial, qualifier & national championships as well as Canada Games and International competitions held in Canada
- Use of computerized judging system software and hardware for national events
- Access to major event live-streaming and other web based information and services like online registration for events at no cost
- Access to CAS trained and certified officials at all levels of events
- Commercial General Liability Insurance for Clubs/PTSOs hosting a CAS national event

Specialized Training and Support / National Teams

- Opportunity to participate in various subsidized National Teams
- Subsidized access to Multi-Sport Centers and Canadian Sport Institutes
- Receive funds & financial support from CAS (travel costs, uniforms, etc.) if part of National Team Program
- Opportunity to receive funding through Sport Canada Athlete Assistance Program with nomination by CAS
- Opportunity to apply for grants and bursaries (ie Petro Canada, CAAWS, HBC Stripes, etc.)
- Receive insurance through the Canadian Athlete Insurance Program (CAIP) or other agency when travelling with a national team
- Opportunity to participate in subsidized trials for National and Regional Training Centres and other monitoring/talent ID and club outreach programming at club level
- Opportunity to attract former and potential national team swimmers to University league competition programs

Training / Certification Programs for Coaches and Officials

- Access to CAC resource material, NCCP certification programs, CAS hosted webinars, video library, members' only website information, artisticswimmingcoach.ca and more
- Access to professional development programs and funding through CAC Apprenticeship Internship Program
- Access to education and technical leadership from Senior National Team Coaches
- Eligible to receive accreditation for on deck roles at CAS national meets
- Ability to attend CAS hosted High Performance conferences and functions
- Opportunity to represent Canada at international competitions through International bid process (Clubs) and by assignment to International competitions (Judges)
- Receive insurance through the Canadian Athlete Insurance Program or other agency when travelling to International competitions

Professional Development and Recognition

- Opportunity to sit on CAS Board, Committees & assist in governance & policy setting
- Funding for CAS Board members and provincial voting representatives to attend AM or planning meetings
- Access to AM and convention training programs
- CAS directors or officers (i.e. employees, trustees, volunteers, committee members) receive Directors Liability Insurance
- Eligibility for CAS Awards and recognition as well as nomination support for provincial and community awards
- Opportunity to be nominated to represent Canada on multi-sport and international committees and commissions (eg Aquatics Canada, UANA, FINA, IOC)

Revenue Generation / Fund-Raising

- Opportunity to bid on and host meets: qualifier & national championships as well as International competitions
- Opportunity to use CAS branding and programs for member recruitment to nationally recognized and supported programs
- Access to National Sponsorship affiliation and benefits (preferred customer rates, discounts on product purchase, etc.)