



Policy title	<b>CAS Registration Policy</b>	
Adopted	September 2016	
Current version approved by board of directors	March 9, 2026	Pages: 12

## 1. General Summary

The purpose of registration is to maintain a national record of all Members (provincial and territorial sections) and Registrants (artistic swimmers, coaches, officials, volunteers, clubs, and other affiliated organizations). This record is used by Canada Artistic Swimming to assist in the provision of efficient services to Registrants and Members of Canada Artistic Swimming (CAS) and to satisfy government funding regulations. Members pay Membership Dues. Registrants pay Registration Fees.

## 2. Database Maintenance and Privacy

All individuals registered with a CAS club, Provincial or Territorial Section, or affiliated league are required to be a Registrant of CAS. Organizations such as municipalities must become Program Licensees in order to offer CAS programs.

All members must register and pay Membership Dues through the CAS-approved registration platform (RAMP). Fines shall be assessed if Membership Dues and Registration Fees are not submitted through the RAMP system.

Every CAS Registrant will be assigned a lifelong CAS registration number upon first registration, generated by the national database.

The CAS Registration information will be managed in accordance with Personal Information Protection and Electronic Documents Act (PIPEDA) and the [CAS Privacy Policy](#).

RAMP will manage the national database in accordance with Personal Information Protection and Electronic Documents Act (PIPEDA) and the [Ramp Interactive Privacy Policy](#)

The following information must be reported for each Registrant and club, as applicable:

- Last name, First name
- Address, City, Province, Postal Code, Country
- Telephone number
- Date of birth (mandatory for all athletes, coaches, and officials)
- Gender
- Email address

- Registrant category (role)
- Emergency contact / legal parent or guardian
- Coach's National Coaching Certification Program (NCCP) number (if applicable)
- Club name
- Completion of screening requirements as required under the CAS Screening Policy as required

### **3. Member Categories and Definitions**

A Provincial or Territorial Member is any Provincial or Territorial Section representing a province or territory in Canada that pays Membership Dues to CAS. Members are required to register with CAS under this Registration Policy but are not considered Registrants.

### **4. Registrant Categories and Definitions**

All individuals and organizations participating in CAS-sanctioned activity must be registered in the appropriate category through the RAMP. In the RAMP systems, these are described as "Registration Types".

#### **4.1 Athlete Registrants**

All artistic swimmers must register annually through their club in the appropriate athlete category. In the RAMP system, these athletes are detailed in the registration type as "Player".

#### ***Competitive Program Athletes***

Competitive Program Athletes are artistic swimmers who compete at any sanctioned level, including provincial, national, or international competitions. Age eligibility for each division is governed by the CAS Rulebook, available at [artisticsswimming.ca](http://artisticsswimming.ca). The following divisions apply:

- 8–10 Competitive
- 11–12 Competitive
- Youth Competitive
- Junior Competitive
- Senior Competitive
- Masters Competitive
- 10U Provincial Competitive
- 12U Provincial Competitive
- Youth Provincial Competitive
- Junior Provincial Competitive
- Senior Provincial
- Limited Competitive
- Provincial Limited Competitive
- Novice Athlete

#### ***Competitive AdAS Program Athletes***

Adaptive Artistic Swimming (AdAS) competitors at all levels. See Appendix A for applicable fees.

#### ***CUASL Athletes***

University athletes who compete through the Canadian University Artistic Swimming League (CUASL). CUASL athletes register directly through their university program. See League (CUASL) under Section 4.5 for the organization definition.

### ***Recreational Program Athletes***

Recreational Program Athletes are artistic swimmers who participate in non-competitive programming for a full season or more. These athletes do not compete at any level and include:

- Recreational Artistic Swimmer (under 18 years of age)
- Masters Recreational (adults 18+)
- AdAS Recreational
- AquaGO!

### ***Short Term Recreational Program Athletes***

Recreational athletes who participate in a summer camp, seasonal program, or other non-competitive programming for a period of six weeks or less in one membership year. The CAS Registrant fee for this category is per 6-week session and must be paid for each short-term session.

### ***Free Trial***

A temporary registration category for athletes participating in a single introductory session. No registration fee applies. Free Trial registrants must convert to a paid category before participating in any further CAS-sanctioned activity.

## **4.2 Coach Registrants**

All coaches working on deck in any CAS-sanctioned program or activity must be registered in the appropriate coach category. Registration and certification requirements are governed by the CAS Coach Registration and Certification Policy. In the RAMP system, coaches are detailed in the registration type as “Staff”.

### ***Competitive Coach***

A coach who coaches on deck within their local club and/or at provincially, nationally, or internationally sanctioned competitions. Coaches working on deck at a National Qualifier or National Championship must hold a Competitive Coach registration.

### ***Recreational Coach***

A coach who coaches a recreational program on deck within their local club. Recreational coaches are not eligible to coach on deck at any sanctioned competitive event.

## **4.3 Officials Registrants**

All officials participating in any CAS-sanctioned activity must be registered in the appropriate category. In the RAMP systems, these registrants are detailed in the registration type as “Officials”.

### ***National Official***

An official (judge, referee, technical controller, evaluator, scorer) who is Level 3 or higher and may officiate at any level of CAS-sanctioned competition, including local, regional, provincial, national, and/or international.

### ***Provincial Official***

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

### ***Shadow Official***

An official who is completing their training and certification requirements. Shadow Officials observe and participate as part of the panel at competitions but do not submit scores. Shadow Officials must be always accompanied by a registered and certified official when on deck.

## **4.4 Affiliated Registrants**

In the RAMP system, Affiliated Registrants are detailed in the registration type as “Club Executive/Volunteer”.

### ***Associate Registrant***

Individuals who are active within their member Provincial or Territorial organization (club executives, board members, alumni, etc.), CAS Board and/or committee members, and those who attend Annual Meetings and/or exercise a role at CAS meetings, and individuals directly involved with athletes in a support capacity such as chaperones at out-of-town events.

### ***Volunteer***

A parent or other individual who donates their time periodically to assist with an event or other CAS provincial or national function.

### ***Competition Volunteer***

An individual who assists specifically during a sanctioned competition and does not fall under any other listed registration category.

### ***AquaGO! Program Assistant***

An athlete age 13 or older who is beginning to explore the coaching role but is not yet leading any practice on their own.

### ***CAS Board***

Members of the CAS Board of Directors who must be registered annually in this category.

## **4.5 Affiliated Organizations**

### ***Competitive Club***

An artistic swimming club affiliated with its member Provincial or Territorial organization as recognized by their respective policies and bylaws and that delivers competitive programs and may also include recreational programs.

### ***Recreational Club***

An artistic swimming club affiliated with its member Provincial or Territorial organization as recognized by their respective policies and bylaws and that only delivers recreational programs.

### ***League (CUASL)***

The Canadian University Artistic Swimming League. A league that offers artistic swimming competitions outside the CAS national qualification event system.

### ***Program Licensee***

Any organization (including universities, schools, community centres, municipal or private aquatic facilities and municipalities) offering a CAS-recognized recreational artistic swimming program under a formal license agreement with CAS. A license includes an annual fee and allows the licensee to offer the program and access applicable program materials. Licensees must sign the

applicable license agreement. Licensees are not required to register individual athletes participating in their programs.

## **5. Screening**

All coaches, officials, and executive or volunteer registrants in designated positions are required to complete a satisfactory background check as a condition of registration. Screening requirements, accepted providers, timelines, and the Screening Disclosure Form are governed by the CAS Screening Policy (current version approved November 17, 2025), which is incorporated by reference into this policy and is available on the CAS website at [artisticsswimming.ca](http://artisticsswimming.ca).

## **6. Registration Procedures**

### **6.1 Membership Year**

The CAS Membership Year runs from September 1 to August 31 of the following calendar year. All registrations must be renewed annually.

### **6.2 Registration Platform**

All registration must be completed through the RAMP. Any Provincial or Territorial Section, club, or individual that fails to complete registration through RAMP, or that submits data in a format not approved by CAS, shall be considered not in good standing and will not be recognized as a Member or Registrant by CAS until compliance is achieved.

### **6.3 Registration Deadlines**

The registration deadline for all competitive clubs and athletes participating in provincial or national stream competitions is December 15 of each year.

Registration for coaches, officials, and all other non-athlete registrant categories is due by December 15 of each year. Registrations for new registrants will be accepted throughout the year.

Provincial and Territorial Sections are encouraged to register recreational clubs and athletes by the December 15 deadline; however, recreational registrations will be accepted throughout the year.

### **6.4 Late Registration**

Competitive club and athlete registrations received after the December 15 deadline will be subject to a late registration fee of \$5.00 per registrant (including athletes, coaches, officials, and associate registrants).

### **6.5 Fee Collection**

All registration fees are collected through the RAMP at the time of registration.

## **7. Registration Fee Rules**

Registration fees are reviewed and set annually by the Board of Directors based on review with the PTSOs. Current fees are set out in Appendix A.

- Registrants who are active in more than one role or registration category within the same Membership Year are required to pay only the higher of the applicable fees.
- If a Registrant upgrades their registration category during the Membership Year, they pay the difference between the original fee and the higher fee.

- A Registrant may request a downgrade to a lower registration category; however, no refund will be issued.
- A Competitive Club pays the competitive club fee regardless of whether it also delivers recreational programming. A club does not pay both a competitive and recreational club fee.

## **8. Good Standing**

Any Member or Registrant of CAS shall be considered to be in Good Standing if they have paid the appropriate registration fees or Membership Dues (as applicable) for the current Membership Year by December 15 of that year, completed all required registration steps through RAMP, and complied with all applicable CAS or PTSO bylaws, policies, and rules.

The status of any Member or Registrant alleged to have violated CAS's constitution, bylaws, or policies shall be reviewed by the Board of Directors.

Any Registrant not in Good Standing with their Provincial or Territorial Section shall be recognized as such by CAS and all other Provincial or Territorial Sections.

## **9. Transfer Procedures**

See CAS Rulebook Section 4.4 for club representation and transfer rules. All athlete transfers are initiated and completed through RAMP. Detailed transfer procedures are set out in Appendix B.

### **9.1 Club Transfer / Release**

In the event that a club wishes to transfer its affiliation to a neighbouring province due to geographic or other justifiable reasons, the club must submit a written request to both the releasing and receiving Provincial or Territorial Sections. Both sections must provide written approval before the transfer is completed. The National Registrar must be notified of any approved club transfer.

## **10. Registrant Upgrade**

### **10.1 Athlete Upgrades**

In the event that an athlete is upgraded from a recreational category to a competitive category during the course of the Membership Year, the Provincial or Territorial Section must advise CAS immediately. All necessary documentation and applicable registration fees must be received by CAS prior to the athlete being eligible to compete.

### **10.2 Other Registrant Category Upgrades**

In the event that any other Registrant upgrades their registration category during the Membership Year (for example, from a provincial to a national official), the Provincial or Territorial Section must advise CAS immediately and the appropriate registration fees must be submitted.

### **10.3 Late Fee Exemption**

Late registration fees are not applicable to Registrants who upgrade their registration category during the course of the Membership Year.

## **11. Unattached Competitors**

An Unattached Competitor means a Canadian artistic swimmer who registers directly with a Provincial or Territorial Section and/or CAS when no club is available to them.

### **11.1 Canadian Residents**

When no club is available to an artistic swimmer due to geographical reasons (defined as no affiliated club within 200 km or two hours of travel from the athlete's residence), the artistic swimmer may register directly with the Provincial Association of residence, or directly with CAS for residents of the Northwest Territories and Nunavut.

If more than four artistic swimmers reside in one area, they must form a club; unattached status is not available in that circumstance.

Unattached competitors are counted in the membership of the Provincial or Territorial Section in which they reside.

### **11.2 Non-Residents (Canadians Residing Outside Canada)**

Competitive artistic swimmers residing outside of Canada may register directly with CAS. Canadian artistic swimmers residing outside of the country must pay a \$50.00 Out-of-Country Registrant fee in addition to their regular annual registration fee. These artistic swimmers may be permitted to compete in certain events at the discretion of the Board of Directors or a committee designated by the Board. Such artistic swimmers would be additional to normal quotas at their meet of initial entry but would form part of quotas for subsequent meets.

### **11.3 Masters Unattached Competitors**

Masters athletes may register as Unattached Competitors for Solo, Duet, and Trio events without club membership. Masters athletes must be members of a registered club in order to compete in Team or Free Combination events. Masters Unattached Competitors must still meet all applicable registration and screening requirements.

## **12. Benefits of Membership**

The benefits described below are subject to change and do not constitute a contractual entitlement. In addition to the opportunities CAS Registrants experience through belonging to their Provincial or Territorial organization, members at all levels in CAS take advantage of the following benefits of membership:

### ***Programs and Resources***

- Access to CAS-recognized artistic swimming programs including AquaGO!, competitive, masters, and AdAS programs
- Access to CAS standardized promotional and program materials through the CAS website and social media platforms
- Access to CAS staff resources through the CAS National Office
- Access to educational program teaching tools, materials, awards, and incentives at member pricing
- Access to CAS-certified, sport-specific trained coaches
- Use of RAMP for membership and event registration
- Access to ongoing technical program monitoring, evaluation, and updates
- Front-of-the-line access to new information and media releases through CAS member communications

### ***Competitions***

- Opportunity to participate in provincially, nationally, and internationally sanctioned competitions including CAS National Championships and Canada Games
- Use of computerized judging system software and select hardware at national events

- Access to major event live-streaming and web-based information and services
- Access to CAS-trained and certified officials at all levels of sanctioned events
- Commercial General Liability Insurance for clubs and Provincial or Territorial Sections hosting CAS national events

### ***Specialized Training, Support, and National Teams***

- Opportunity to participate in subsidized National Team programs
- Subsidized access to Multi-Sport Centres and Canadian Sport Institutes
- Financial support from CAS when part of a National Team program
- Eligibility for nomination to the Sport Canada Athlete Assistance Program (AAP)
- Opportunity to apply for available grants and bursaries
- Insurance coverage through the Canadian Athlete Insurance Program (CAIP) or equivalent when travelling with a national team

### ***Coaching and Officials Development***

- Access to NCCP certification programs and CAS-hosted professional development resources
- Access to technical leadership from Senior National Team Coaches
- Eligibility to receive accreditation for on-deck roles at CAS national events
- Opportunity to attend CAS-hosted High Performance conferences and functions
- Opportunity to represent Canada at international competitions as a coach or official

### ***Governance and Recognition***

- Opportunity to sit on CAS Boards and Committees and assist in governance and policy development
- Funding support for CAS Board members and provincial voting representatives to attend the Annual general meeting or planning meetings
- Directors and Officers Liability Insurance for CAS directors, officers, employees, trustees, volunteers, and committee members
- Eligibility for CAS Awards and recognition programs
- Opportunity to be nominated to represent Canada on multi-sport and international committees and commissions

### ***Revenue Generation and Fundraising***

- Opportunity to bid on and host sanctioned events including National Championships and international competitions in Canada
- Opportunity to use CAS branding and programs for artistic swimming recruitment
- Access to national sponsorship affiliations and associated benefits

## APPENDIX A — REGISTRANT CATEGORIES, FEES, AND DEFINITIONS

### 2025–2026 Fee Schedule

The following fee schedule sets out the current Canada Artistic Swimming (CAS) registration fees for all registrant categories set in CAS Registration Policy, effective September 1, 2025. All fees are reviewed and set annually by the Board of Directors.

#### A.1 Member and Club Registration Fees

Member / Club Category	Annual Fee (2025–2026)
Provincial / Territorial Member	\$64.00
Competitive Club	\$125.00
Recreational Club	\$70.00
League (CUASL)	\$120.00
Program Licensee (Municipal Programs)	\$250.00

*Note: A Competitive Club pays the competitive club fee even if it also delivers recreational programming. A club does not pay both a competitive and recreational club fee.*

#### A.2 Athlete and Coach / Staff Registration Fees

Division / Category	Athlete Fee	Coach / Staff Fee
8–10 Competitive	\$59.00	\$36.00
11–12 Competitive	\$59.00	\$36.00
Youth Competitive	\$59.00	\$36.00
Junior Competitive	\$59.00	\$36.00
Senior Competitive	\$59.00	\$36.00
Masters Competitive	\$36.00	\$36.00
Adaptive Artistic Swimming (AdAS) Competitive	\$36.00	\$10.50
CUASL	\$6.50	\$6.50
10U Provincial Competitive	\$59.00	\$36.00
12U Provincial Competitive	\$59.00	\$36.00
Youth (13–15) Provincial Competitive	\$59.00	\$36.00
Junior (16–20) Provincial Competitive	\$59.00	\$36.00
Senior Provincial	\$59.00	\$36.00

<b>Division / Category</b>	<b>Athlete Fee</b>	<b>Coach / Staff Fee</b>
Provincial Limited Competitive	\$36.00	\$36.00
Limited Competitive	\$36.00	\$36.00
Novice Athlete	\$36.00	\$36.00
Recreational Artistic Swimmer	\$10.50	\$10.50
Master Recreational	\$10.50	\$10.50
Adaptive Artistic Swimming (AdAS) Recreational	\$10.50	\$10.50
AquaGO!	\$10.50	\$10.50
Short Term Recreational	\$3.50	\$10.50
Free Trial	\$0.00	\$0.00

### **A.3 Officials Registration Fees**

<b>Official Level</b>	<b>Annual Fee (2025–2026)</b>
Provincial Official	\$11.00
National Official	\$22.00
Shadow Official	\$0.00

### **A.4 Executive and Volunteer Registration Fees**

<b>Position / Category</b>	<b>Annual Fee (2025–2026)</b>
Associate Registrant	\$10.50
AquaGO! Program Assistant	\$0.00
Volunteer Member	\$0.00
Competition Volunteer	\$0.00
CAS Board	\$0.00

## **A.5 Additional Fee Types**

The following additional fee types are managed through the CAS-approved registration platform (RAMP) and set annually by CAS Board of Directors:

- Team Division / Tier Fees
- Tournament Fees
- Clinic Fees
- Out-of-Country Registrant Fee: \$50.00 per non-resident Canadian registrant per Membership Year (see Section 11.2 of the Registration Policy). This fee is in addition to the applicable standard registration fee.
- Late Registration Fee: \$5.00 per registrant for competitive registrations received after December 15 (see section 6.4 of the Registration Policy).

## **APPENDIX B — TRANSFER PROCEDURES**

As per section 9.1 above, written requests should be submitted to both the releasing and receiving clubs. PTSO and CAS must be notified of approved club transfers. All athlete transfers are initiated and completed through the CAS-approved registration platform (RAMP). There are no separate transfer forms; the entire transfer workflow is managed within RAMP.

### **B.1 Intra-Provincial Athlete Transfer**

Transfers between clubs within the same province are handled at the provincial level within RAMP:

- The receiving club initiates the transfer request in RAMP
- The releasing club reviews and approves or declines the request in RAMP
- The Provincial or Territorial Section is automatically notified upon completion
- The transfer is complete once approved by the releasing club and confirmed in RAMP

### **B.2 Inter-Provincial Athlete Transfer**

Transfers between clubs in different provinces are handled within RAMP:

- The receiving club in the new province initiates the transfer request in RAMP
- The releasing club in the original province reviews and approves or declines the request in RAMP
- Both Provincial or Territorial Sections are automatically notified upon completion