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| Policy Title:                                   | <b>Registration Policy</b> |                  |
| Current version approved: <b>September 2016</b> |                            | Pages: <b>13</b> |
| Date of last review:                            |                            |                  |

### GENERAL SUMMARY

The purpose of registration is to maintain a national record of all Members (provincial/territorial sections) and Registrants (who are synchronized swimmers, coaches, officials, volunteers and clubs and other affiliated organizations). This record is used in a variety of ways by the National Office to assist in the provision of efficient services to registrants and members of Synchro Canada and to satisfy government funding regulations. Members pay 'Membership Dues' while Registrants pay 'Registration Fees'.

### DATABASE MAINTENANCE

All individuals registered with a Synchro Canada club, provincial/territorial Association, or affiliated league are required to be a registrant of Synchro Canada. Organizations like municipalities must become Program Licensees in order to offer Synchro Canada programs. Provincial/territorial sections, in order to maintain their membership status with Synchro Canada, must submit dues and registration fees to the Secretary of CASSA by December 15, March 15, June 15 and August 31 of each year for fees collected in the three calendar months immediately prior to those payment submission dates, **using Synchro Canada mandatory on-line E-Sport Registration software**. Fines shall be assessed if membership dues and registration fees are not submitted by this deadline.

Every Synchro Canada registrant will be assigned a lifelong CASSA#, generated by the SC National Database.

Synchro Canada will manage the National Database, in accordance with Privacy legislation.

The following information must be reported for each registrant & club as appropriate:

#### REQUIRED INFORMATION:

- Last name, First name
- Address, City, Province, Postal Code
- Telephone number
- Birth Date (***mandatory and very important especially for all swimmers, coaches & officials***)
- Gender
- E-mail address
- Registrant Category (*Role such as competitive swimmer, recreational, coach, official, associate registrant, volunteer or club*)
- CASSA # (if registrant is renewing)
- Coaches NCCP number
- Club Name

## MEMBER CATEGORIES & DEFINITIONS

**Provincial or Territorial Member** is any Provincial or Territorial Section, representing a Province or Territory in Canada, that pays membership dues to Synchro Canada. Members are required to register with Synchro Canada under this Registration Policy but are not considered 'Registrants'.

## REGISTRANT CATEGORIES & DEFINITIONS

### Athlete Registrants

- A. Short Term Recreational Program Registrants** – recreational athletes who participate in a summer camp, seasonal program, or other types of non-competitive programming for a period of six weeks or less in one membership year. It is to be noted that the Synchro Canada registrant fee attached to this membership category is per 6-week session and must be paid for each short term session.
- B. Recreational Program Registrants** (all athletes in the categories below are considered recreational program registrants – these athletes do not compete at any level)
  - Active Start/FUNDamentals/Learn to Train: Athlete enrolled in recreational synchronized swimming program for under 19 years of age
  - Active for Life/ Sync for Life: Athlete enrolled in recreational synchronized swimming program for adults
- C. Limited Competitive, Competitive AWAD, and Competitive Masters' Program Registrants**
  - AWAD competitor at all levels; Masters competitor at all levels; 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
- D. Competitive Program Registrant** (all athletes in the categories below are considered to be competitive synchro registrants if they compete at any competition)
  - 10 & UNDER (and including age groups below this)
  - AGE 11-12
  - AGE 13-15 PROV STREAM
  - FINA 13-15
  - AGE 16-18
  - FINA JUNIOR
  - FINA SENIOR

### Coach Registrants

- A. Recreational Coach**

A coach who will be coaching a recreational program on-deck within their local club.
- B. Competitive Coach**

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

### Officials Registrants

- A. Provincial Official**

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

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

## **Affiliated Registrants**

Individuals or organizations that are affiliated with or wish to be affiliated with Synchro Canada to enable them to participate fully in or benefit from Synchro Canada programs and services.

### **Affiliated Individuals**

#### **A. League Affiliates**

University Athlete or coach who participates in the university league in Canada.

#### **B. Associate Registrant**

Those individuals who are active within their member provincial organizations (club executives, Board members, alumni etc.) or Synchro Canada Board and/or committee members, and those who attend Annual Meetings and/or exercise a role at Synchro Canada meetings.

#### **C. Volunteer**

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

### **Affiliated Organizations**

**D. Recreational Club** – a synchronized swimming club affiliated with their member provincial organizations as recognized by their respective policies and bylaws and that only delivers recreational programs.

**E. Competitive Club** – a synchronized swimming club affiliated with their member provincial organizations as recognized by their respective policies and bylaws that delivers competitive programs and may include recreational programs.

#### **F. Leagues (e.g. CUSSL)**

A league that offers synchronized swimming competitions that does not participate within the national qualification event system.

#### **G. Licensee**

Any other organization (includes universities, schools, community centres, municipal or private aquatic facilities) offering a Synchro Canada 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 program. (Agreement items – licensee has own insurance, access to materials at SC member pricing and coach training courses provincially and must link to the provincial PSO to enable progression of athletes to synchro clubs).

*See "Appendix A" for complete listing of Synchro Canada Registrant categories, benefits and fees.*

## **SYNCHRO CANADA REGISTRATION**

Synchro Canada's membership year is from September 1<sup>st</sup> to August 31<sup>st</sup>.

Any provincial / territorial sections that fails to submit the data in the format required highlighted in this policy, meaning via E-Sport on-line registration, shall have its membership considered not in good standing and will not be recognized as a member by Synchro Canada. All categories of Registrant within that Provincial / Territorial Section will not be permitted to register.

The registration deadline for competitive clubs and swimmers participating in provincial or national stream competitions in that season is **December 15<sup>th</sup>** of each year. Competitive club and swimmer registrations received after the **December 15<sup>th</sup>** deadline will result in a \$5.00 penalty per registrant (which includes athletes, coaches, officials, and general and associate registrants).

Provincial/territorial sections are encouraged to register their recreational clubs and swimmers with Synchro Canada by the **December 15<sup>th</sup>** deadline, however registrations will be accepted throughout the year.

Registration for coaches, officials and general registrants is due to Synchro Canada by **December 15<sup>th</sup> of each year.** Registrations for new registrants will be accepted throughout the year.

Coaches and Officials who are either coaching or judging at a Qualifier or National event must be a Competitive Coach and/or National Official. Other coaches and officials have the option of being a Provincial or Club Official.

*Note: Registrants acting in more than one role / capacity (e.g., Provincial Official, recreational coach, recreational and/or competitive swimmer), are required to pay only one registration fee. The required registration fee will be of the higher fee.*

#### **GOOD STANDING**

Any member or registrant of the Association shall be held in “good standing” if they have paid the appropriate registration fees or membership dues (as applicable) for the current membership year by **December 15<sup>th</sup>** of that year.

The status of any Member or Registrant violating the constitution or by-laws shall be reviewed by the Board of Directors.

Any Registrant not in good standing with their provincial / territorial section shall be recognized as such by Synchro Canada and all other provincial / territorial sections.

#### **TRANSFER POLICY**

See CASSA Rule 3.4

#### **CLUB TRANSFER / RELEASE**

In the event a Club wishes to register with a neighbouring province due to geographic location & reasons, a “Club Transfer / Release Form” must be issued and signed by both the requesting club and resident provincial office. (See Appendix D)

#### **REGISTRANT UPGRADE**

##### **Swimmers**

In the event a swimmer is upgraded from a recreational to competitive swimmer during the course of the membership year, the province / territorial section must advise Synchro Canada immediately. All necessary documentation and applicable registration fees must be received by Synchro Canada prior to the swimmer being eligible to compete in a competition.

### **Other registrant categories**

In the event a registrant upgrades their membership (i.e. provincial to national coach), the province / territorial section must advise Synchro Canada immediately and the appropriate registration fees must be submitted.

*Note: Late registration fees are not applicable to individuals who upgrade their membership during the course of the year.*

### **UNATTACHED COMPETITORS**

An unattached competitor means a Canadian swimmer residing outside of Canada (non-resident) or an athlete who registers directly with a Provincial and/or Territorial Section and/or CASSA when no club is available to them.

**a) Canadian Resident** When no Club is available to a swimmer due to geographical reasons\*, the swimmer may register directly with the Provincial Association of residence or directly with CASSA for residents of the Northwest Territories and Nunavut. If more than three swimmers reside in one area, they must form a club; unattached status is not available to the swimmer.

Unattached competitors are counted in the membership of the provincial / territorial section in which they reside.

*\* Definition of "geographical reasons": When there are no clubs available within a 200 km or 2 hours' drive radius.*

### **b) Non-Residents (Canadian)**

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

## A. Synchro Canada Registrant Categories, Fees &amp; Definitions

| Categories                            | 2016 Fees Effective Sept. 1, 2016 | 2018 Fees Effective Sept. 1, 2018 | Definitions  |
|---------------------------------------|-----------------------------------|-----------------------------------|--|
| <b>Provincial/Territorial Members</b> | <b>\$50.00</b>                    | <b>\$55.00</b>                    | A Provincial/territorial sport organization that governs synchronized swimming in their respective province or territory as a member of Synchro Canada   |
| <b>Affiliated Organizations</b>       |                                   |                                   |  |
| <b>Competitive Program Club</b>       | <b>\$105.00</b>                   | <b>\$110.00</b>                   | A synchronized swimming club affiliated with its member provincial organizations as recognized by their respective policies and bylaws to deliver competitive programs and may also include recreational programs. |
| <b>Recreational Program Club</b>      | <b>\$55.00</b>                    | <b>\$60.00</b>                    | A synchronized swimming club affiliated with its member provincial/territorial organization as recognized by their respective policies and bylaws and who only deliver recreational programs.                      |
| <b>League (CUSL)</b>                  | <b>\$100.00</b>                   | <b>\$105.00</b>                   | A league that offers synchronized swimming competitions that are not participate of the national qualification event system.   |
| <b>Program Licensee</b>               | <b>\$200.00</b>                   | <b>\$220.00</b>                   | Any other organization (includes universities, schools, community centres, municipal or private aquatic facilities) offering a Synchro Canada recreational program.  |

| <b>Athlete Registrants</b>  |                |                |  |
|---|----------------|----------------|--|
| <b>Competitive Program Athletes</b>   | <b>\$47.00</b> | <b>\$50.00</b> | <p>All athletes in the categories below are considered to be competitive synchro registrants if they compete at any level (except as noted below for limited competitive):</p> <ul style="list-style-type: none"> <li>• Train to Train: Athlete aged 7-15 (f) + 12-16 (m) years of age</li> <li>• Train to Compete: Athlete aged 15-18 (f) + 16-19 (m) years of age</li> <li>• Train to Compete/Train to Win: Regional Training Centre Athlete enrolled in an RTC</li> <li>• Train to Win: Center of Excellence Athlete enrolled in the Centre of Excellence</li> <li>• 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</li> </ul> |
| <b>Competitive AWAD, Competitive Masters and Limited Competitive Program Registrant</b> | <b>\$25.00</b> | <b>\$30.00</b> | <p>AWAD competitor at all levels; Masters competitor at all levels; 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</p>  |
| <b>Recreational Program Athletes</b>  | <b>\$8.00</b>  | <b>\$9.00</b>  | <p>All athletes in the categories below are considered recreational program registrants – these athletes do not compete at any level:</p> <ul style="list-style-type: none"> <li>• Active Start/FUNDamentals/Learn to Train: Athlete enrolled in recreational synchronized swimming program for under 18 years of age</li> <li>• Active for Life/ Sync for Life: Athlete enrolled in recreational synchronized swimming program for adults aged 18+ years of age</li> </ul>  |
| <b>Short Term Recreational Program Registrants</b>                                      | <b>\$2.00</b>  | <b>\$3.00</b>  | <p>Recreational athletes who participate in a summer camp, seasonal program, or other types of non-competitive programming for a period of six weeks or less in one membership year. It is to be noted that the Synchro Canada registrant fee attached to this membership category is per 6-week session.</p>  |
| <b>League Affiliates</b>  | <b>\$5.00</b>  | <b>\$6.00</b>  | <p>University Athlete or coach who participates in the university league in Canada.</p>  |

|                             |                |                |  |
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| <b>Coach Registrants</b>    |                |                |  |
| <b>Competitive Coaches</b>  | <b>\$28.00</b> | <b>\$30.00</b> | A coach who will be coaching on-deck within their local club and/or at provincial, national and/or international sanctioned meets. |
| <b>Recreational Coaches</b> | <b>\$8.00</b>  | <b>\$9.00</b>  | A coach who will be coaching a recreational program on-deck within their local club.   |

|                              |                |                |  |
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| <b>Officials Registrants</b> |                |                |  |
| <b>National Officials</b>    | <b>\$25.00</b> | <b>\$22.00</b> | An official (judge, referee, evaluator, scorer) who participates at the local, regional and/or provincial and also at the national and/or international level. |
| <b>Provincial Officials</b>  | <b>\$8.00</b>  | <b>\$9.00</b>  | An official (judge, referee, evaluator, scorer) who participates at the local, regional and/or provincial level.   |

|  |               |               |   |
|--|---------------|---------------|---|
| <b>Affiliated Individual Registrants</b> |               |               |   |
| <b>Associate Registrants</b>             | <b>\$8.00</b> | <b>\$9.00</b> | Those individuals who are active within their member provincial organizations (club executives, Board members, alumni etc.), National Board member, committee members and those who attend Annual Meetings and/or exercise a role at Synchro Canada meetings. |
| <b>Volunteers</b>                        | <b>\$0.00</b> | <b>\$0.00</b> | A parent or other individual who donates their time periodically to assist with an event or other Synchro Canada provincial or national function.   |

## **B. Benefits of Membership in Synchro Canada**

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

### ***Internationally Recognized Synchronised Swimming Programs***

- Access to Synchro Canada trademarked entry level, development, High Performance and Sport for Life Programs (AquaSquirts, CANSwimSynchro, Synchro Star, Competitive, Masters, AWAD)
- Access to Synchro Canada standardized promotional and other materials to support program implementation including information provided through Synchro Canada's website and social media platforms
- Access to Synchro Canada staff resources via Synchro Canada 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 e-reg membership database and event registration software (including periodic and historical reporting options) at no cost
- Access to on-going technical program monitoring, evaluation, and revision
- Access to LTAD programming including brand new CANSwimSynchro (in pilot stage) 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 Synchro Splash newsletter and other communications developed for members

### ***Competitions***

- Opportunity to participate in high quality, professionally organized meets: provincial, qualifier & national championships as well as Canada Games and International competitions 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 on line registration for events
- Access to Synchro Canada trained and certified officials at all levels of events
- Commercial General Liability Insurance for Clubs/PSOs hosting a Synchro Canada 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 Synchro Canada (travel costs, uniforms, etc.) if part of National Team Program
- Opportunity to receive funding through Sport Canada Athlete Assistance Program with nomination by Synchro Canada
- Opportunity to apply for grants and bursaries (i.e. 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 Centre of Excellence 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, Synchro Canada hosted webinars, video library, members' only website information, synchrocoach.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 Synchro Canada national meets
- Ability to attend Synchro Canada hosted High Performance conferences and functions

- Opportunity to represent Canada at international competitions through International bid process (Coaches) 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 Synchro Canada Boards, Committees & assist in governance & policy setting
- Funding for Synchro Canada Board members and provincial voting representatives to attend AM or planning meetings
- Access to AM and convention training programs
- Synchro Canada directors or officers (i.e. employees, trustees, volunteers, committee members) receive Directors Liability Insurance
- Eligibility for Synchro Canada 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 (e.g. 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 Synchro Canada 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.)

Insert  
Provincial  
Logo



**ATHLETE TRANSFER CLUB TO CLUB WITHIN THE PROVINCE FORM**  
**Shall be completed at the Provincial/Territorial Association**  
**Send a copy to Synchro Canada**

**Swimmer Information**

Athlete Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Birth Date: \_\_\_\_\_ CASSA #: \_\_\_\_\_

**Transfer Details**

Requesting Transfer from: \_\_\_\_\_  
*(Name of Club)* *Telephone*  
 \_\_\_\_\_  
*Address*  
 Requesting Transfer to: \_\_\_\_\_  
*(Name of Club)* *Telephone*  
 \_\_\_\_\_  
*Address*  
 Date of last Competition Swim: \_\_\_\_\_  
 Reason for requesting transfer: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Swimmer's Signature Parent's Signature (if under 18 yrs)

**Authorization**

**For "Releasing Club" Use Only**

This is to certify that \_\_\_\_\_ agrees with the transfer of  
*(Name of Releasing Club)*  
 \_\_\_\_\_ to the \_\_\_\_\_.  
*(Name of Swimmer)* *(Name of Transfer Club)*  
 \_\_\_\_\_  
 Name Title  
 \_\_\_\_\_  
 Signature Date

Insert  
Provincial  
Logo



**ATHLETE TRANSFER CLUB TO CLUB OUTSIDE A PROVINCE FORM**  
**Shall be completed by Synchro Canada National Registrar Only**

**Swimmer Information**

Athlete Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Birth Date: \_\_\_\_\_ CASSA #: \_\_\_\_\_

**Transfer Details**

Requesting Transfer from: \_\_\_\_\_  
*(Name of Club)* *Telephone*  
\_\_\_\_\_  
*Address*

Requesting Transfer to: \_\_\_\_\_  
*(Name of Club)* *Telephone*  
\_\_\_\_\_  
*Address*

Date of last Competitive Swim: \_\_\_\_\_  
Reason for requesting transfer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Swimmer's Signature \_\_\_\_\_ Parent's Signature (if under 18 yrs) \_\_\_\_\_

**Authorization**

**For "Releasing Club" Use Only**

This is to certify that \_\_\_\_\_ agrees with the transfer of  
*(Name of Releasing Club)*

\_\_\_\_\_ to the \_\_\_\_\_.  
*(Name of Swimmer)* *(Name of Transfer Club)*

|  |                |
|--|----------------|
| _____<br>Name                                  | _____<br>Title |
| _____<br>Signature                             | _____<br>Date  |
| _____<br>National Official Registrar Signature | _____<br>Date  |

Insert  
Provincial  
Logo



**CLUB TRANSFER / RELEASE FORM**

Club Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Club Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Requesting Release From: \_\_\_\_\_  
Provincial Association Telephone  
Address

Requesting Release To: \_\_\_\_\_  
Provincial Association Telephone  
Address

Reason for requesting release: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form must be signed by an authorized signing officer of the requesting club and submitted to the residing Provincial Office.*

**FOR PROVINCIAL OFFICE USE ONLY**

This is to certify that \_\_\_\_\_ agrees with the release of  
*Releasing Province*  
 \_\_\_\_\_ from  
 \_\_\_\_\_ to the province of \_\_\_\_\_.  
*Club Name* *Province Released To*

\_\_\_\_\_  
 \_\_\_\_\_

Name Title