

## COMPETITION TECHNICAL MEMO 2020.1

# NATIONAL QUALIFIER REGISTRATION PROCESS FOR ONTARIO CLUBS

Since the 2020 Qualifier Registration Deadline comes before the Ontario Provincial Championships, and after consultation with Ontario Artistic Swimming, here is the process we are asking all Ontario clubs to follow for Qualifier registration in 2020

### WHAT TO DO BY THE MARCH 3 DEADLINE

- 1..... Clubs are expected to register **all national stream routines** as if they had all qualified by the registration deadline, which is **March 3, 2020, at 11:59pm**. Note that the registration system will not allow registration after this date and that it will not be possible to register a routine retroactively after this deadline.
- 2..... The event registration form must also be filled out by the March 3 deadline. It's available here: [https://synchro.formstack.com/forms/2020\\_qualifier\\_event\\_registration\\_form](https://synchro.formstack.com/forms/2020_qualifier_event_registration_form)
- 3..... All routine music must be sent in by the March 3 deadline.
- 4..... **Payment is NOT DUE by the regular March 10 deadline** - please see below for payment instructions.

### WHAT HAPPENS AFTER THE LESLIE TAYLOR CUP

- 1..... On **Sunday, March 15**, Ontario Artistic Swimming will issue their selection report indicating which routines have qualified for the 2020 Qualifier.
- 2..... We will go into the registration system and make the changes, if necessary, and issue a revised registration report.
- 3..... We will send you this revised registration report, together with an invoice indicating all fees to be paid, by the end of the day on **Monday, March 16, 2020**. This will be sent to all contact info supplied in Event Registration Form.
- 4..... You will have until the end of the day on **Tuesday, March 17, 2020**, to confirm or ask for any changes to the registration and invoice, after which time the registration will become final.

### PAYMENT INSTRUCTIONS AND DEADLINES

- 1..... **Payment deadline will be Friday, March 20, 2020.**
- 2..... Preferred payment method will be EFT (specific instructions will be supplied on invoice).
- 3..... Payment by cheque will also be possible, but it will need to be sent by express mail (or similar). We will require a picture of the signed cheque sent by email, as well as a tracking number.
- 4..... Clubs who have not sent full payment in one of the 2 methods above will not be allowed poolside unless a specific arrangement has been made with Event Director Stephane Côté at [stephane@artisticswimming.ca](mailto:stephane@artisticswimming.ca).