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Definitions

The following terms have these meanings in this Code:

1. "CASSA" – The Canadian Amateur Synchronized Swimming Association (also known as Synchro Canada)
2. "Individuals" – All categories of membership defined in the Organization's Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, any director, officer, committee member, volunteer, coach, athlete, official, referee, manager and member within the Organization or its Members
3. "Member" – The Regional Training Centre, Ontario and any Competitive, Recreational, Scholastic, University synchronized swimming club or Trillium awards program provider
4. "Organization" – Synchro Swim Ontario
5. "Registrant" -- the individual duly registered with a recognized SSO Member, including individuals who are engaged in activities that are provided, sponsored, supported or sanctioned by a Member and may include, but are not limited to including, recreational and competitive athletes, members of national teams, coaches, officials, event organizers, administrators of provincial and territorial clubs, and volunteers who serve on club executives, committees and boards of directors.

Purpose

The purpose of this Policy is to clarify rules relating to Member and Registrant registration with Synchro Swim Ontario (SSO) as well as rules and procedures for Registrant upgrades and athletes transferring club affiliation within Ontario.

Application of this Policy

This Policy applies to SSO and its Members.

Good Standing

1. A Member or Registrant will be in good standing provided that the Member or Registrant:
 - a. Has complied with their governing bylaws, policies and rules
 - b. Has completed and submitted all required documents
 - c. Has made all required payments
 - d. Is not subject to a disciplinary investigation or action, or if subject to disciplinary action previously, has satisfied all terms
 - e. Is not presently suspended or expelled, or had other membership restrictions or sanctions imposed.

Membership Duration and Fees

1. SSO's membership year is from October 1st to September 30th. Members will re-apply annually.
2. SSO membership fees will be determined annually by the SSO Board of Directors.
3. SSO will advise Members of Synchro Canada and SSO membership fees in advance of each competitive season.



4. Registrants acting in more than one role (e.g., Competitive Athlete Registrant and Competitive Coach, Competitive Coach and Provincial Official) are required to pay only one registration fee. The required registration fee will be of the higher fee.

Registrant Categories

SSO will use the registrant categories and definitions established by Synchro Canada and described in the Synchro Canada *Registration Policy*, which is available at <http://www.synchro.ca>.

Synchro Swim Ontario Registration

1. The registration deadline is **October 15th** of each membership year.
2. All Competitive Program Registrants including Limited Competitive (Novice), Competitive AWAD and Competitive Masters' Program Registrants must be registered and entered in Synchro Canada's E-Sport Registration system by October 15th of each year or fines for late registration may apply.
3. Registration for Recreational Program Registrants, Coaches, Officials and Affiliated Individuals (e.g., Volunteers) is due by October 15th of each year, however registrations for new registrants will be accepted by SSO throughout the membership year.
4. Information on new Registrants (e.g., Recreational Program Registrants or Coaches) must be entered in Synchro Canada's E-Sport Registration system and registration fees paid within **30 calendar days** following acceptance by the Member or fines for late registration may apply.
5. Information on Short-term Recreational Program Registrants (i.e., athletes that participate in summer camps, seasonal programs or other types of non-competitive programming for a period of **six weeks or less** in one membership year) must be entered in Synchro Canada's E-Sport registration system and registration fees paid within **30 calendar days** following the start of the short-term program.
6. Members are responsible for ensuring that Registrant information in Synchro Canada's E-Sport Registration system is accurate, complete and up-to-date throughout the membership year.

Member Registration

7. Member Club registration is complete when:
 - a. The Member is in good standing
 - b. The Member has completed registration requirements with SSO
 - c. Registration has been completed in Synchro Canada's E-Sport Registration system
 - d. Applicable registration fees have been paid
 - e. The Compliance Certificate has been submitted to SSO.

Athlete Registration

8. When athletes register with a Member it is essential that the Member collects appropriate personal information about them. The type of information that should be collected on registration includes:
 - a. Name and address
 - b. Email address
 - c. Parent/Guardian information (minors)



- d. Date of birth
 - e. Medical information – allergies, existing medical conditions, disability
 - f. Waiver & Release of Liability (18+) or Participant Agreement for Minor Child (minors)
 - g. Photograph & Personal Information Permission
 - h. Agreement to Receive Electronic Communications.
9. Members must review valid, government-issued identification (e.g., a birth certificate or passport) for all **new** Competitive Program Registrants including Limited Competitive (Novice), Competitive AWAD and Competitive Masters' Program Registrants to verify date of birth.
10. Athlete registration is complete when:
- a. The athlete is in good standing
 - b. The athlete has made an application for registration in a manner prescribed by the Member and the Member has accepted the application
 - c. Registration fees have been paid as prescribed by the Member
 - d. The Member has registered the athlete in the manner prescribed by SSO including entering information about the athlete in Synchro Canada's E-Sport Registration system.
11. Athletes whose applications have been accepted by the club member but are not yet entered in the Synchro Canada E-Sport registration system will be considered registered with SSO prior to any deadline prescribed by SSO.
12. Members must report to SSO any athlete that has not paid the appropriate fees from the prior competitive year or is not in good standing by **October 15th** of each membership year.
13. Athletes will not be considered registered with SSO where the athlete is reported to SSO as not in good standing.

Registration of Individuals in Other Registrant Categories

14. The type of information that should be collected by Members for non-athlete Registrants includes:
- a. Name and address
 - b. Email address
 - c. Waiver & Release of Liability (18+) or Participant Agreement for Minor Child (minors) for Coach, Officials and Affiliated Individuals Registrants, excluding Volunteers.
15. Registration of individuals in Other Registrant Categories is complete when:
- a. The individual is in good standing
 - b. Registration fees have been paid as prescribed by SSO
 - c. The Member has registered the individual in the manner prescribed by SSO including entering information about the individual in Synchro Canada's E-Sport Registration system.
16. Officials Registrants may choose to register themselves directly with SSO by submitting the applicable registration fees and completing the Official's Registration Form and Officials Availability Form, which are available at <http://synchroontario.com>.



Registrant Upgrade

1. In the event an athlete is upgraded from a recreational to competitive swimmer during the course of the membership year, the Member must advise SSO immediately by entering the athlete information in the Synchro Canada E-Sport registration system. All necessary documentation and applicable registration fees must be received by SSO prior to the swimmer being eligible to compete in a competition.
2. In the event a non-athlete Registrant upgrades their membership (e.g., from Recreational to Competitive coach), the Member must advise SSO immediately by entering the Registrant information in the Synchro Canada E-Sport registration system and submitting the applicable registration fees.
3. Fines for late registration are not applicable to Registrants who upgrade their membership during the course of the year.

Athlete Transfer

1. Competitive athletes transferring from one club member to another within Ontario must submit an Athlete Transfer Form. Competitive athletes transferring from one club member to another during the competitive year must also pay the prescribed transfer fee.
 - a. An Athlete Transfer Form or fee is **not required** for recreational athletes transferring from one club member to another.
 - b. An Athlete Transfer Form or fee is **not required** for athletes that have not been registered with a club member for the prior two competitive years.
 - c. A transfer fee is **not required** for competitive athletes transferring from one club member to another at the beginning of the competitive year (i.e., prior to September 1st of each year and/or prior to having signed an application for registration with the original club).
2. An officer of the club member that the athlete is leaving must sign the Athlete Transfer Form and must report to SSO whether any fees from the prior competitive year remain outstanding or the athlete is not in good standing.
3. No athlete transfer will be approved by SSO where fees from the prior competitive year remain outstanding or the athlete is reported as not in good standing.