

VERSION CONTROL

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2020-10	October 2020	ASAI Board	<ul style="list-style-type: none"> • Addition of Community Outreach category • Rename Recreational to Non-Competitive • Full Member / Participant separation • Participant Counts / Spreadsheets • Adjustments to insurance
2021-05	May 2021	ASAI Board	<ul style="list-style-type: none"> • Change to Policy Title • Moved 3.7 "Listing of Participants" to 3.0 "Participants" • Changed "Non Competitive" to NonCompetitive Athlete" • Changes to 1.1.1, 1.1.4, 1.1.5, 1.1.6, 1.2.1, 2.1.1, 2.5.4, 2.6.2, 2.6.6, 2.6.7, 2.6.12, 2.6.14, 3.1.2, 3.1.5, 3.1.8, 3.1.9, 3.1.12, 3.1.14, 3.3.4, 4.1.1, 4.1.3-4.1.7, 4.3.2, 4.5.4, 4.8.1, 6.3. • Addition of 1.2.2, 2.5.3, 2.6.4, 2.6.5, 2.6.9, 3.1.1, 3.1.4, 3.1.7, 3.1.15, 3.1.18, 3.1.21, 3.3.1, 3.3.2, 3.3.5 • Changes to year references, amounts, registration categories and definitions • Adjustments to headings for 2.0, 2.1, 2.2, 2.5, 2.6, 3.0, 3.1, 3.3, 4.0, 4.1, 4.8, 6.0
2022-07	July 2022	ASAI Board	<p>Changed "Artistic Swimming WA Inc." to Artistic Swimming WA Inc.</p> <p>Changed "Artistic Swimming NSW/ACT Inc." to Artistic Swimming NSW/ACT Inc</p>
2023-06	June 2023	ASA Board	<p>Changed from Artistic Swimming Australia Inc and ASAI to Artistic Swimming Australia Ltd/ASA</p> <p>Changed from FINA to World Aquatics (AQUA)</p> <p>Changed from APRA to OneMusic</p> <p>Change to diagram in 2.1.1</p> <p>Change to fees in table in 6.3.1</p>

TABLE OF CONTENTS

<u>Title</u>	<u>Page No.</u>
1.0 Introduction	1
1.1 Background and Purpose	1
1.2 Scope of Policy	2
2.0 Membership, Participation and Affiliation Structures	2
2.1 ASA Membership and Participation Model	2
2.2 ASA Member Associations (Member States)	2
2.3 ASA Affiliate Members	3
2.4 ASA Life Members	3
2.5 ASA Clubs and Affiliation of Entities to a Member State	4
2.6 ASA Individual Membership (Full Membership)	5
3.0 Participants	10
3.1 ASA Insured Participants	10
3.2 Non-ASA Insured Participants Partaking in an Artistic Swimming Activity	13
3.3 Participant Counts	13
4.0 Membership, Participation and Affiliation Rules	15
4.1 Membership, Participation and Affiliation Term	15
4.2 Age	15
4.3 Retention of Membership	15
4.4 Registration for Border Associations / Affiliated Clubs	16
4.5 Multi-Club Relationship for Members	16
4.6 International Artistic Swimmers	16
4.7 Gender Separation	16
4.8 Information Privacy	16
5.0 Membership and Affiliation Registration Process	17
5.1 Mandatory Use	17
5.2 Data Ownership	17
5.3 Accuracy and Duplication	17
6.0 Registration Fees	18
6.1 National Affiliation Fees.....	18
6.2 National Membership Capitation Model	18
6.3 National Capitation Fees	19
6.4 Fees and GST	19
7.0 Insurance	20

1.0 Introduction

1.1 Background and Purpose

1.1.1 This National Membership, Participation and Registration Policy (the “**Policy**”) establishes the structures, procedures and rules of membership and participation that shall apply for individuals and affiliation for entities for Artistic Swimming (sometimes referred to in this Policy as “**the Sport**”) in Australia.

1.1.2 This Policy is formulated and enacted by Artistic Swimming Australia Ltd (“**ASA**”) in accordance with the powers set out in ASA’s Constitution.

1.1.3 The intention of this Policy is to establish uniform criteria that applies in relation to the registration of members and participants in the Sport, and also in relation to the membership of and affiliation to the Member States.

1.1.4 ASA and the Member States are committed to abiding by the Policy.

1.1.5 The register is used in a variety of ways by ASA to assist in the provision of efficient services to participants and members of ASA and to satisfy government, World Aquatics (AQUA) and insurance regulations including:

Current Insurance Policy - assignment of a unique registration ID (for all members and participants potentially requiring to lodge a claim)

All members or participants who want to make a claim need to be individually registered. The insurance company may check ASA’s registration database to ensure an individual making a claim or lodging a suit is registered in compliance with ASA’s bylaws and policies (a requirement of the Insurance Product Disclosure).

Corporations Act 2001(Cth) - name and address;
date on which the entry of the member’s name in the register is made;
requires an up-to-date index of members’ names. The index must be convenient to use and allow a member’s entry in the register to be readily found. A separate index need not be included if the register itself is kept in a form that operates effectively as an index.

1.1.6 State legislation may require additional information e.g. in WA an email address is to be captured: <https://www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia/members-access-records>. ASA is to be informed by Member States of

any requirements not currently captured in RevolutioniseSport (Revolutionise), ASA's registration database.

1.2 Scope of Policy

1.2.1 The Policy applies to all Member Associations (Member States) of ASA and in turn all members and participants of the Member States and their affiliated Clubs and entities in each class, in each instance.

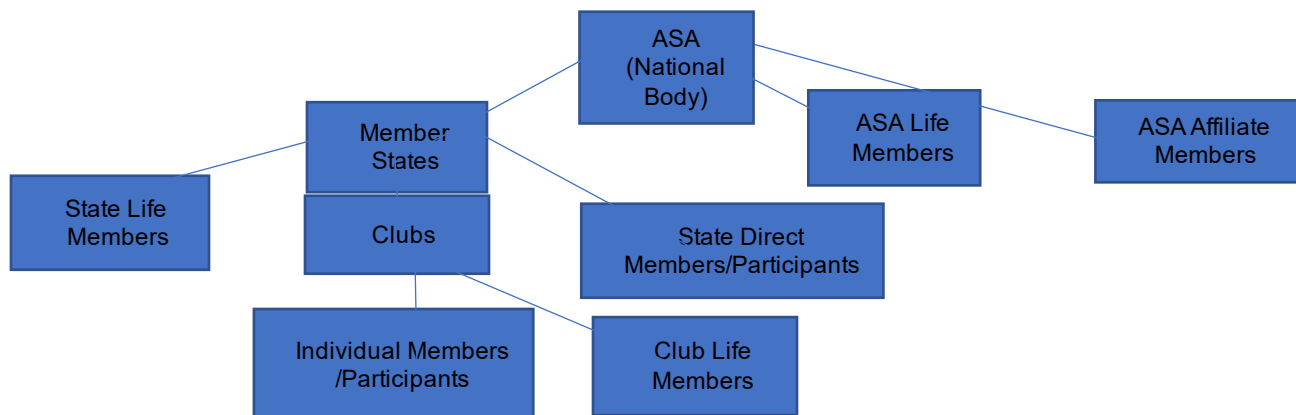
1.2.2 The current ASA Constitution defines the following membership categories:

- Member States;
- Life Members;
- Affiliate Members;
- Clubs and Individual Members

2.0 Membership, Participation and Affiliation Structures

2.1 ASA Membership and Participation Model

2.1.1 The diagram below sets out ASA's national affiliation, membership and participation model:



2.2 ASA Member Associations (Member States)

2.2.1 The Member States of ASA at the date of the adoption of this Policy are:

- (i) Artistic Swimming Queensland Inc.
- (ii) Artistic Swimming NSW/ACT
- (iii) Artistic Swimming WA Inc.
- (iv) Artistic Swimming Victoria Inc.

2.2.2 The governance of, and administration of the conduct of the Sport in the Australian Capital Territory is, at the date of adoption of this Policy, undertaken by Artistic Swimming NSW/ACT Inc.

2.3 ASA Affiliate Members

2.3.1 An affiliate member must be a legal entity that:

- is an international or National sporting body;
- is an international or National aquatic related body; or
- provides sponsorship to ASA.

2.3.2 Affiliate members are to complete and submit an “Affiliate Member Nomination Form” which is approved by the ASA Board members. This application is to be accompanied by an up-to-date copy of that legal entity’s constituent documents.

2.3.3 Affiliate membership can be suspended or terminated at any time upon agreement of the Board.

2.4 ASA Life Members

2.4.1 Life membership is an honour bestowed on members whose exceptional service and contribution has a measurable benefit to the sport of artistic swimming with a minimum of eight (8) years of service (not necessarily over consecutive years).

2.4.2 Life Membership is the highest recognition that can be provided by ASA and it should retain its prestige and not be awarded easily.

2.4.2 Any member can be nominated by any other member with the nomination seconded by at least one other member.

2.4.3 Nominations should include the nominator’s reasons for putting forward the candidate with the support of favourable applications demonstrating minimum service requirements and examples meeting the criteria.

2.4.4 Life Membership cannot be nominated or supported by an immediate family member.

2.4.5 The nomination for Life Membership must be submitted to the Board at least twenty-eight (28) days before the date set down for the Annual General Meeting (AGM).

2.4.6 In the event that the nominee is serving on the Board at the time of nomination, that person must be disqualified from any deliberation on the nomination.

2.4.7 A simple majority of the quorum of the general Board is sufficient for the nomination to be pursued.

2.4.8 For any of the relevant criteria the nominee should have demonstrated an exceptional contribution for a minimum of eight (8) years, which has a measurable benefit to ASA and membership. The following is to be taken into consideration when considering a nomination:

1. The nominee’s length of service to either a Club, State or National association related to the sport must be at least eight (8) years of active membership;

2. The general attitude and overall demeanour of the nominee to ensure that the attitude is one that reflects a dedication to the values of ASA;
3. Positions held and length of time;
4. The nominee will have demonstrated a commitment to the principles of fair play and good sportsmanship;
5. The nominee will have provided valued leadership and/or been an outstanding role model to the members in general.

2.4.9 In the event the Board believes the nomination is worthy of Life Membership a 75% majority is required to formalise the nomination.

2.4.10 The general Board will present the nomination to the Annual General Meeting for the final ratification of the nomination and awarding of Life Membership.

2.4.11 Life Members must be registered in the national RevolutioniseSport (Revolutionise) portal.

2.4.12 Full membership is awarded for life and for that period of time, no ASA fees are to be charged to that Life Member.

2.4.13 In the case of an objection, the objecting member must provide strong reasons and/or evidence that counteracts the fundamental Life Membership criteria.

2.4.14 Retraction of Life Membership may occur where the recipient has conducted themselves in a manner that reflects directly and adversely on the image or activities of ASA. This will only be exercised in exceptional circumstances and will require the full support of the Board. As part of the deliberation the Life Member in question is also to be given an opportunity to present their case for retention of their status.

2.5 ASA Clubs

2.5.1 All entities delivering and / or conducting artistic swimming in Australia must be affiliated to a Member State.

2.5.2 The affiliation requirements under this Policy include:

- i. Affiliation required to be renewed on an annual basis;
- ii. Mandatory use of the ASA database, Revolutionise, for registration of all legal entities, members and participants;
- iii. Affiliation will not be finalised until:
 - a. All online mandatory details have been completed.
 - b. Annual affiliation fees have been received in full; and
 - c. All outstanding debts or disciplinary actions are resolved.

2.5.4 The benefits and permissions attached to each affiliation category at a national level include:

Benefits	Member States	Life Member	Affiliate Members	Clubs
ASA communications	Yes	Yes	Yes	Yes
ASA insurance scheme	Yes	Yes	No	Yes
Revolutionise Portal Profile	Yes	Yes	No	Yes
Ability to register members/participants via the ASA digital database	Yes	No	No	Yes
Ability to bulk upload member and participant details	Yes	No	No	Yes (via State Registrar)
Eligible to enter teams into social / Club or Regional competitions / events	Yes	No	No	Yes
Eligible to enter teams into State / National competition / events	Yes	No	No	Yes
Access to the ISS/MMS competition scoring system	Yes	No	No	Yes
Access to OneMusic music licensing rights	Yes	Yes	No	Yes
Eligible to apply for Judging and Coaching accreditation and training	Yes	Yes	No	Yes
Eligible to apply for international competition participation	Yes	Yes	No	Yes- if approved by ASA

2.6 ASA Individual Membership (Full Membership)

2.6.1 Individual membership refers to natural persons who wish to be registered with an affiliated entity in a designed category of membership and therefore entitled to receive membership of the Member State and ASA.

2.6.2 All people involved in or associated with the Sport in Australia are required to be registered with an affiliated entity (in accordance with clause 4.4.1) in one of the categories referred to in clause 2.6.6 or 3.1.5. (with the exception of third party insured participants where counts only are required).

2.6.3 All individuals participating in any Artistic Swimming activity (where the event is covered by ASA insurance) are required to register with ASA via Revolutionise in order to ensure they are covered by ASA insurance, programs and policies. This includes:

- (i) Athletic members whether they are competitors or individuals partaking in a program or event that requires coverage by ASA insurance;
- (ii) Volunteers supporting Club, State or National Association competitions, events or fundraising activities including Judges, Officials and supporting personnel;
- (iii) Accredited and non-accredited Coaches (those Coaches who are training);
- (iv) Board members of all Club, State and National Associations regardless of how long they hold that position for.

2.6.4 Member States are to indicate at the commencement of the Artistic Swimming season each year (by 15 June) which registration categories (where a choice is indicated in the Classification column of 2.6.4) will be a Full Member of Participant category for all Clubs in their State. The choice cannot be changed until the following Artistic Swimming season.

2.6.5 Where a Member State or Club chooses to count a Category as a Full Member or Participant – the individuals are still to be registered in Revolutionise once in the appropriate category. Participant counts are to be maintained separately – this can be done in Revolutionise via Events or Classes.

2.6.6 The categories of individual (Full) membership are:

CATEGORY	CLASSIFICATION	DESCRIPTION
Competitor	Full Member	<ul style="list-style-type: none"> Athletes (including Masters) of any age who compete in an Artistic Swimming competition, including (but not limited to) Interclub, State, National or International events.
Non-Competitive Athlete	Full Member or Participant (Member State to select)	<ul style="list-style-type: none"> Athletes (including Masters) who are undertaking an Artistic Swimming activity not classified as a competition for more than 5 days or 5 sessions. Individuals registered in the Non-Competitive Athlete category post Nationals do not need to upgrade to Competitor if they compete or participate in competitive training after the 2024 Nationals and before July 1, 2024.
Community Outreach	Full Member or Participant (Member State to select)	<ul style="list-style-type: none"> Athletes enrolling into Cultural and Linguistically Diverse (CALD) and Disability programs. Athletes enrolling into Regional programs where the region has no Artistic Swimming Club. A region is defined as being greater than 100 kms from the State's Capital City centre. Programs must be pre-approved by ASA to ensure they conform with the intention of this registration category. May not compete or receive a placing (ranking) but may perform demonstrations at competitions or other events.
Accredited Coach	Full Member	<ul style="list-style-type: none"> Accredited Coach (must be over 16 years)

CATEGORY	CLASSIFICATION	DESCRIPTION
Associate	Full Member	<ul style="list-style-type: none"> • Judges or Referees • Non-accredited Coaches (require supervision by accredited coach at ALL times and must upgrade to Coach registration when accreditation is obtained) • Specialist Coaches accredited with another complementary sport. • Board Director or committee member at club, state, national or international level (elected or appointed) • Board or committee appointed position or office bearer at club, state or national level (elected or appointed) regardless of the duration of filling that position • National Team member excluding Coaches or athletes e.g. Team Manager, team support personnel • Paid Employees recruited by a club, Member State or ASA
General	Full Member	<ul style="list-style-type: none"> • Volunteer - Any volunteer at club, state or national level and includes all Artistic Swimming related voluntary activities, events or competitions excepting those in other registration categories. • Life Member- National, state or club (awarded only in recognition of significant or outstanding contribution to the sport) • General - An individual who would like to support Artistic Swimming to receive information such as newsletters.

2.6.7 Affiliated Member States and Clubs are required to list all individual Full Members in Revolutionise.

2.6.8 All Competitors and Non-Competitive Athlete registrants are to be registered to a Club and not a Member State.

2.6.9 All Community Outreach regional registrants are to be registered to a Member State.

2.6.10 Registrants acting in more than one role are required to pay only one registration fee. The required registration fee will be the higher fee (e.g. a Coach who is also a Competitor will pay a Competitor fee).

2.6.11 Guardian details must be recorded for any Competitor or Non-Competitive Athlete member or Participant under the age of 18 years and the Guardian's email address must be entered as the primary email address for the athlete.

2.6.12 The benefits and permissions attached to each Individual (Full) Member category at National level include:

Benefit Categories	Competitor	Non-Competitive Athlete (Full Member)	Community Outreach (Full Member)	Coach	Associate	General
ASA insurance scheme	Yes	Yes	Yes	Yes	Yes	Yes
ASA communications	Yes	Yes	Yes	Yes	Yes	Yes
Revolutionise Portal Profile	Yes	Yes	Yes	Yes	Yes	Yes
Eligible to enter into social / Club or Regional competitions / events	Yes	Yes	No	Yes	Yes	No
Eligible to enter into State / National competition / events	Yes	<ul style="list-style-type: none"> • Display only • One competition per 1 July-30 June 	No	No	No	No
Access to OneMusic music licensing rights	Yes	Yes	Yes	Yes	Yes	No
Eligible to apply for Coaching accreditation and training	Yes	Yes	Yes	Yes	Yes	No
Eligible to apply for Judging accreditation and training	Yes	Yes	Yes	Yes	Yes	Yes
Access to Pathway and learning opportunities	Yes	Yes	Yes	Yes	Yes	Yes
Eligible to apply for national team participation	Yes	Yes	No	Yes	Yes	No
Eligible to apply for international competition participation	Yes	No	No	Yes	Yes	No
Eligible to wear ASA sanctioned uniforms	Yes	If recognised as a Judge or Coach	No	Yes	Yes	No
Eligible to apply for Board membership	Yes	Yes	Yes	Yes	Yes	Yes

Notes:

- Terms in the relevant Constitution and Bylaws may restrict Board member application.
- Anyone registered can apply for Board membership. If successful they must be registered as an Associate (or higher category).
- Anyone registered can apply for learning (except where specified e.g. Trainee Coaches must be an Associate (or higher category)).

- Terms in Trial Selection Criteria/Protocol may restrict athlete application.

2.6.13 The individual membership requirements under this Policy include:

- i. Membership required to be renewed on an annual basis.
- ii. Mandatory use of the ASA database, Revolutionise for registration of all subsequent members.
- iii. Membership will not be finalised until:
 - a. All online mandatory details have been completed;
 - b. Annual membership fees have been received in full (including ASA and Member State capitation fees); and
 - c. All outstanding debts or disciplinary actions are resolved.

2.6.14 Additional Member State, Affiliated, Club and Individual member benefits and requirements upon annual registration may also be rewarded or required at the discretion of the relevant Member State.

3.0 Participants

3.1 ASA Insured Participants

3.1.1 All individuals who are participating in the Sport (where the event is covered by ASA insurance) that are not registered as Full Members are to be registered in Revolutionise in a Participant category (selected by the Member State at the time of affiliation) to ensure they are covered by ASA insurance, programs and policies. This includes participants in training or introductory sessions arranged by an artistic swimming affiliated Club, State or National Association.

3.1.2 All people involved in or associated with the Sport in Australia are required to be registered with an affiliated entity (in accordance with clause 4.4.1) in one of the categories referred to in clause 2.6.6 or 3.1.5 (with the exception of third party insured participants where counts only are required).

3.1.3 Participants covered by ASA insurance may only be registered in the Non-Competitive Athlete, Community Outreach (if applicable for their relevant state) or Try Artistic Swimming registration categories.

3.1.4 Where a Member State or Club chooses to count a Category as a Full Member or Participant – the individuals are still to be registered in Revolutionise once in the appropriate category. Participant counts are to be maintained separately in Revolutionise via Events or Classes to ensure ASA Board visibility.

3.1.5 The registration categories of individual Participants are:

CATEGORY	CLASSIFICATION	DESCRIPTION
Non-Competitive Athlete	Full Member or Participant (Member State to select)	<ul style="list-style-type: none">Athletes (including Masters) who are undertaking an Artistic Swimming activity not classified as a competition for more than 5 days or 5 sessions (that do not exceed 5 days).Individuals registered in the Non-Competitive Athlete category post Nationals do not need to upgrade to Competitor if they compete or participate in competitive training after the 2024 Nationals and before July 1, 2024.
Community Outreach	Full Member or Participant (Member State to select)	<ul style="list-style-type: none">Athletes enrolling into Cultural and Linguistically Diverse (CALD) and Disability programs.Athletes enrolling into Regional programs where the region has no Artistic Swimming Club. A region is defined as being greater than 100 kms from the State's Capital City centre.Programs must be pre-approved by ASA to ensure they conform with the intention of this registration category.May not compete or receive a placing (ranking) but may perform demonstrations at competitions or other events.

CATEGORY	CLASSIFICATION	DESCRIPTION
Try Artistic Swimming	Participant	<ul style="list-style-type: none"> Any limited time Artistic Swimming activity to a maximum of 5 sessions (that do not exceed 5 days) or 5 days in the registration year– examples include Come and Try, Big Sync, Swim with a Friend day. Excludes displays for a paid fee as these swimmers must be registered as a Non-Competitive Athlete or Competitor.

3.1.6 All Non-Competitive Athlete registrants are to be registered to a Club and not a Member State.

3.1.7. All Community Outreach registrants are to be registered to a Member State.

3.1.8 Registrants acting in more than one role are required to pay only one registration fee. The required registration fee will be the higher fee (e.g. a Try Artistic Swimmer who attends more than 5 sessions (and not more than 5 days) is to pay the Non Competitive Athlete registration category).

3.1.9 Guardian details must be recorded for any Participant under the age of 18 years and the Guardian's email address must be entered as the primary email address.

3.1.10 The benefits and permissions attached to each participation category at a national level include:

Benefit Categories	Non-Competitive Athlete (Participant)	Community Outreach (Participant)	Try Artistic Swimming
ASA insurance scheme	Yes	Yes	Yes
ASA communications	Yes	Yes	Yes
Revolutionise Portal Profile	Yes	Yes	Yes
Eligible to enter into social / Club or Regional competitions / events	Yes	No	No
Eligible to enter into State / National competition / events	<ul style="list-style-type: none"> Display only Post Nationals and prior to July 1 (of the current season) 	No	No
Access to OneMusic music licensing rights	Yes	Yes	Yes
Eligible to apply for Coaching accreditation and training	Yes	Yes	Yes
Eligible to apply for Judging accreditation and training	Yes	Yes	Yes

Access to Pathway and learning opportunities	Yes	Yes	Yes
Eligible to apply for national team participation	Yes	No	No
Eligible to apply for international competition participation	No	No	No
Eligible to wear ASA sanctioned uniforms	If recognised as a Judge or Coach	No	No
Eligible to apply for Board membership	Yes	Yes	Yes

- 3.1.11 The individual participant registration requirements under this Policy includes mandatory use of the ASA database, Revolutionise for registration of all participants covered by ASA insurance.
- 3.1.12 No ASA Insured Artistic Swimming participant is to swim or partake in any artistic swimming related activity until they have registered and their registration fees have been paid.
- 3.1.13 Listed participants will be covered by ASA's public liability insurance for the period of the designated activity only.
- 3.1.14 A Participant is only to register once in Revolutionise even though they can be counted multiple times.
- 3.1.15 Once a Participant exceeds 5 sessions (not exceeding 5 days) before 30 June they are to change registration category.
- 3.1.16 A unique registration reference will be applied to each registered Participant and will remain with them. Each registration number will only ever be used once so if a Participant leaves ASA completely, that registration number will NOT be recycled for use.
- 3.1.17 For each registered Participant the name, birthdate, email address and mobile number are to be recorded. Where the Participant is under the age of 18 years the guardians contact email address and mobile number are to be captured.
- 3.1.18 Clubs and Member States are responsible for ensuring they are aware of each event their registered participants have taken part in.
- 3.1.19 In areas where access to WiFi is restricted, information can be captured on the template spreadsheet generated from Revolutionise. Where the spreadsheet or forms are used to capture information, this information is to be uploaded or entered into Revolutionise by the Club or Member State within seven (7) days of the event commencing.
- 3.1.20 A Member State may permit direct association of individual Participants to the Member State (i.e. no association with an affiliated Club) but only in the limited circumstances of individuals registered in the Try Artistic Swimming category where the event is conducted by the Member State or the Community Outreach category where the participant is enrolled in a regional program.
- 3.1.21 ASA insured participants are to be counted each time they partake in an event as per section 3.3 "Participant Counts".

3.2 Non-ASA Insured Participants Partaking in an Artistic Swimming Activity

- 3.2.1 Participants partaking in an Artistic Swimming activity that is fully insured (including the Coach, Board Members and all those partaking in the event) by a third party e.g. a school event, do not need to be registered individually in Revolutionise.
- 3.2.2 The Member State or Club is required to ensure copies of the sponsoring entities insurance policies are obtained and reviewed for applicability at least one week in advance of the event being held.
- 3.2.3 If a Club or Member State is providing a Coach for the event it must be determined that the Coach is covered by the alternate insurer.
- 3.2.4 Clubs or Member States advertising events insured by another entity are to include the name of the insuring entity with the promotion recognising them as holding the event so that attendees are fully aware of the insurance to make claims against.

3.3 Participant Counts

- 3.3.1 All participation events (whether insured by ASA or a third party) are to be recorded as an Event in Revolutionise with the corresponding participant count within seven (7) days of the event occurring.
- 3.3.2 All Participant counts for the Artistic Swimming year are to be entered prior to 30 June each year.
- 3.3.3 Participants are to be counted as follows:

Event Description	Count Notes	Registration Notes
One-off event hosted by a Club, Member State or ASA	<ul style="list-style-type: none"> Registered full members are to be excluded from the participant count. Individuals registered in the Non-Competitive Athlete categories are only to be included in the count if the applicable Member State indicated the Non-Competitive Athlete category as being a participant category. 	<ul style="list-style-type: none"> All attendees are to be registered in Revolutionise individually. Participants can only be registered in the “Try Artistic Swimming” or “Non-Competitive Athlete” (depending on the State) registration categories. If the participant has attended a previous event and has already been registered in Revolutionise they do not register again – but they are included in the count for each activity. If the number of days/sessions that individual has

		attended exceeds five, they are to be upgraded to the applicable Non-Competitive Athlete category and pay the associated fee.
Non-Competitive event (multiple sessions) hosted by a Club, Member State or ASA	<ul style="list-style-type: none"> Registered full members are to be excluded from the participant count. The participant count is only to be included in the count if the applicable Member State indicated the Non-Competitive Athlete category as being a participant category. If the participant attends any additional Non-Competitive terms / programs, they are included in the count for any additional term / program. 	<ul style="list-style-type: none"> All attendees are to be registered in Revolutionise individually.
One-off event or an event comprising of multiple sessions hosted and insured by a non Artistic Swimming entity	<ul style="list-style-type: none"> Registered full members are to be excluded from the participant count. Participant count is recorded in Events in Revolutionise. 	<ul style="list-style-type: none"> Attendees do not need to be registered individually in Revolutionise.

3.3.4 Participant count information captured in Events are to have the appropriate fields completed: (as an example):

- 19/20 St Mary College – 26 Participants (where attendees are not registering into the event through Revolutionise directly)
- 19/20 (*indicates season/years*) ○ St Mary College (*name of activity and location*)
- 26 participants (*number of participants*) ○ Additional information can be added if required
- Include the date and times of the activity in the appropriate fields

3.3.5 Participant counts for activities reset as at 1 July each year.

4.0 Membership, Participation and Affiliation Rules

4.1 Membership, Participation and Affiliation Term

- 4.1.1 Membership of, and affiliation to ASA and Member States is valid for a maximum of 12 months – excluding Life Members.
- 4.1.2 ASA may set the membership registration period for their individual members for any length of term, not exceeding 12 months.
- 4.1.3 ASA's membership and participation year is from July 1 to June 30. Members and participants will be required to re-register annually.
- 4.1.4 No athletic Artistic Swimming member or participant is to swim until they have registered and their registration fees have been paid.
- 4.1.5 Members and participants must be registered prior to partaking in any artistic swimming related activity – this includes volunteering at a competition or fundraising event or nominating for / acting in a Board position.
- 4.1.6 A unique registration reference will be applied to each member and registered participant and will remain with them. Each registration number will only ever be used once so if a member leaves the Sport completely, that registration number will NOT be recycled for use.
- 4.1.7 A member or participant is only to register once.

4.2 Age

- 4.2.1 Membership of ASA is available to individuals of all ages, subject to any age limiting criteria set out in 2.6.3.
- 4.2.2 For the purposes of clauses 2.6.3 and 3.2.1, a person's age is the person's age on 31 December in current membership year as defined by ASA.

4.3 Retention of Membership

- 4.3.1 In order for an individual to maintain their membership, they must renew their membership to that relevant Member State or affiliated entity annually by completing the online registration form and online payment.
- 4.3.2 An individual (member or participant), Member State, Club or Affiliated member's membership may be terminated in the following situations:
 - i. If not renewed following the conclusion of the membership term;
 - ii. Upon notification of death;
 - iii. In accordance with the application of the ASAI Grievance and
 - iv. Discipline guidelines; and
 - v. In any other circumstance or for any other reason prescribed in the Constitution or rules of the Member State or affiliated body.

4.4 Registration for Border Associations / Affiliated Clubs

4.4.1 An affiliated entity must only seek membership / affiliation from the Member State that governs the geographical area of their primary registered address, for the purpose of 3.4.1, if the primary registered address is within 50 kilometres of a State Border the entity may elect to affiliate to one of the bordering Member States. Upon election, the entity becomes bound by the rules and requirements of that Member State.

4.5 Multi-Club Relationship for Members

4.5.1 An individual must be a member of an affiliated Club or Member State.

4.5.2 An individual may not be a member of more than one affiliated Club or Member State.

4.5.3 After registering for the first time in a new season, if an individual member wishes to change their primary club within State or inter-State they must contact the Member State of the Club they are transferring to and complete the transfer in line with that State's policies and procedures.

4.5.4 A Member State may permit direct association of individual members to the Member State (i.e. no association with an affiliated Club) but only in the limited circumstances of:

- i. ASA accredited Coaches (who are not competitors);
- ii. ASA accredited Judges (who are not competitors);
- iii. State or ASA board members (who are not competitors);
- iv. General member volunteers or interested parties;
- v. Community Outreach members enrolled in a regional program; or
- vi. State appointed Life Members.

4.6 International Artistic Swimmers

4.6.1 Members who cease to reside in Australia or who ordinarily reside outside of Australia may, during their absence from Australia, retain membership of an affiliated club as a competitive member.

4.7 Gender Separation

4.7.1 Where gender-specific competitions apply, an individual member must enter the gender recorded on their Passport. Where the Passport records the persons' gender as indeterminate / intersex / unspecified an assessment will be made on a case-by-case basis.

4.8 Information Privacy

4.8.1 ASA and affiliated entities must comply with the ASA Privacy Policy and the provisions of the *Privacy Act 1988 (Cth)* and the relevant legislation and regulations of the States and Territories when collecting and reporting on a registered individual's data.

5.0 Membership and Affiliation Registration Process

5.1 Mandatory Use

5.1.1 In accordance with clause 5.7(a) of the ASA Constitution a Register of members of all categories and types must be kept and maintained by the Member States within the National database.

5.1.2 All individual members and affiliated entities that this Policy applies to must use the ASA digital database (Revolutionise) to record details of members and insured participants.

5.1.3 Affiliate members that are organisations and Member States are to be listed as "Clubs" in the National Revolutionise portal.

5.1.4 Clubs are to be listed as a "Club" in the applicable Member State Revolutionise portal.

5.2 Data Ownership

5.2.1 Individuals maintain ownership of their own personal information at all times. ASA owns the database collection of sport data used only in such ways as permitted by the ASA Privacy Policy.

5.2.2 ASA is bound by its applicable Privacy Policy in relation to information sharing.

5.2.3 Every entity and person bound by this Policy acknowledges that ASA and Member States may conduct random audits of full members, participants and affiliation records and accuracy of input data.

5.3 Accuracy and Duplication

5.3.1 Every entity and person bound by this Policy is responsible for the accurate input and maintenance of data and records within the ASA database.

5.3.2 All parties are required to use all reasonable endeavours to ensure data is not duplicated within the database.

5.3.3 In event of a change mid-season of any details input to the ASA database, it is the responsibility of the individual entity to update the change to the database.

5.3.4 In the event of individual members who transfer or join a new entity within the same financial year, the State and National capitation fees will be carried over to the new entity.

6.0 Registration Fees

6.1 National Affiliation Fees

6.1.1 Each affiliate must pay an annual affiliation fee as set by the relevant Member State.

6.1.2 The annual affiliation fee is to be inclusive of a national entity levy.

6.1.3 It is a requirement of an entity's affiliation that it registers every individual member and every insured participant.

6.1.4 National affiliation fees are non-refundable, unless in the circumstances of technology malfunction or unless express permission is provided by the ASA Board.

6.1.5 In the event of changing to a new membership category during the course of the financial year, the member is to pay the difference between the fee paid and the higher fee. If the new category has a lower membership fee, a refund will not be paid.

6.1.6 Payment of registration fees must be made at the time of the registration, registration renewal or upgrade to a new registration category.

6.1.7 Revolutionise portal fees are payable upon affiliation.

6.2 National Membership Capitation Model

6.2.1 "Capitation" means the mandatory administration fee included in a membership category.

6.2.2 All registered individual full members and participants must pay the applicable capitation fee as per their registered category.

6.2.3 National membership capitation fees are paid as a mandatory component of an individual's club registration fee which must be paid electronically through the ASA membership database. By virtue of the automated financial system in the ASA membership database, capitation fees and levies are set by each hierarchical entity (i.e. National, Member State, Club) and are split and paid direct to the corresponding entity. Where Clubs do not have their own portals, Member States can transfer Club fees in arrangement with them.

6.2.4 Capitation fees are allocated towards:

- (i) National insurance scheme;
- (ii) National OneMusic licensing;
- (iii) Facilitation and administration of the sport;
- (iv) Maintenance of the sports rules regulations and policies;

- (v) Coach and official education programs; and
- (vi) Digital services e.g. National portal, website, etc.
- (vii) Other expenses as required and approved by the Board.

6.3 National Capitation Fees

6.3.1 The national Capitation fees available as at 1 July 2023 are:

Affiliated Groups	National Capitation Fee
Member State	\$1,000
Life Member	\$0
Affiliate Members	\$0
Clubs	\$0
Individuals	National Capitation Fee
Competitor	\$115
Non-Competitive Athlete (Member or Participant)	\$60
Accredited Coach	\$60
Associate	\$25
Community Outreach	\$15
Try Artistic Swimming (Participant)	\$0
General	\$0

Note: The costs above include Revolutionise related transaction fees.

6.3.2 ASA reserves the right to change these fees at any time.

6.3.3 Each Member State and affiliate may add additional capitation fees as deemed necessary.

6.4 Fees and GST

6.4.1 Total national fees presented to members are inclusive of GST

6.4.2 Online transaction fees for national capitation are absorbed by ASA – this could be subject to change.

- 6.4.3 Registration for renewing registrants must be received by 1 July each year, however registrations for new registrants will be accepted by ASA throughout the artistic swimming year.

7.0 Insurance

- 7.1 Separate insurance policies are not to be taken out by any affiliated Club or Member State to cover participants or members where the content of that policy includes the same content as the ASA policy. Failure to adhere to this may lead to disciplinary action.