

Please find below some Frequently Asked Questions regarding SSAI's registration process.

**1. Why do SSAI charge membership fees?**

SSAI charges a Registration fee to cover the cost of insurance for all members, and help subsidise the cost of programs.

**2. Are Contractors / Suppliers Covered by Insurance?**

When a supplier is hired to perform services or provide goods to an artistic swimming organisation, they are to have their own insurance and this is to be made clear in their engagement related correspondence.

**3. Will I be fined for making a late payment?**

SSAI do not currently fine their members for late payments however it is important to know that until a member is financial they are not SSAI members, are not covered by SSAI insurance and are unable to participate in SSAI related programmes.

**4. When should checks be made that a member is registered with SSAI?**

Clubs and State Associations need to put processes in place to enforce the following:

1. Athlete swimmers cannot participate in a competitive or recreational class until they are registered;
2. Come and Try participants cannot participate in an activity until they are registered;
3. Guardians for recreational and competitive swimmers under the age of 18 years must be registered before that athlete can swim;
4. Coaches cannot coach unless registered;
5. Coaches cannot attend meetings or training sessions unless registered;
6. Judges cannot attend meetings or training sessions unless registered;
7. Competitors cannot compete at a competition unless registered;
8. Recreational members cannot display at any event (including competitions) unless registered;
9. Volunteers cannot provide support at fundraising events or competitions unless registered;
10. Those voting at AGM's are registered members (in compliance with the relevant Constitution); and
11. All Committee / Board Members are registered.

People can register via form, spreadsheet or directly onto the RevolutioniseSport system using their mobile phones or any connected mobility device.

**5. What is the difference between a State Life Member and an SSAI Life Member**

Life memberships are awarded by the National / State or Club body and the member then has a life long membership with that association. A Life Member of a State of Club can be registered with that State or Club in the category that is applicable e.g. a current Coach would be registered as a Coach. If they are no longer active, they are to be registered in the General Member category.

**6. Why am I paying SSAI fees when I am volunteering my time as a Judge or Committee Member?:**

SSAI recognise and appreciate that many people volunteer their time to support the artistic swimming programme. Membership fees enable for a nation-wide insurance policy to be implemented. The payment of an SSAI fee ensures coverage by indemnity insurance while performing an artistic swimming function.

**7. If Volunteers are Free why do they have to be Registered?**

A volunteer must be registered to ensure an insurance claim is honoured. Competition Managers must make sure all volunteers for competitions are registered in advance of the competition being held. Clubs and State Associations are to ensure anyone involved in fundraising activities or events are also registered in advance.

**8. What if a Guardian Refuses to Become a Member?**

A competitor or recreational athlete is not to swim until they, themselves are registered and, if they are under 18 at the time of registration, a guardian is registered. If a guardian refuses to become a member, the athlete is not to swim.

**9. What do we do with the SSAI Registration Form Once it is Completed?**

Original forms are to be kept by the Club Registrars (for Club memberships) and the State Associations (for State memberships). These are to be kept for a period of three years in either paper or electronic form.

**10. We have had an AGM and our Committee and Board members have changed. Do we need to inform SSAI?**

Yes – as well as ensuring everyone is a financial and registered member, communication lists are built into the registration system that allows communications to be sent to those people in specified positions. It is therefore important that the Club and State Associations inform SSAI of any changes to their Committee or Board membership.

**11. If a Committee member resigns, do we pay fees for the person who then acts in this position?**

Yes, if the person is not already an SSAI member, they need to register and pay SSAI membership fees. Fees cover a person's involvement, not the position.

**12. Are the National team competitors SSAI fees covered by SSAI?**

No. The SSAI fees are to be charged through the Clubs the competitors represent and their details are to appear on the Club's Register.

**13. Is a typed signature acceptable on the SSAI Registration form?**

No a typed signature (regardless of the font selected) is not acceptable. The form is to have an original signature either inserted or recorded on the document which can then be scanned.

**14. The registration policy indicates that a swimmer cannot swim until they have been registered. Does that mean they have to have paid their registration fees before they can swim?**

Yes they need to be registered and have paid before they can swim. Competitors and recreational members under the age of 18 years (at the time of registration) also need to have guardians registered.

**15. Who has to have received the payment before a swimmer can swim – the Club, State or SSAI?**

The payment either has to have been made via the online registration system (by Visa or Mastercard) or to the Clubs. It is up to the Club how and if they choose to receive payments. If Clubs decide they do not want to receive payments, they must instruct their members to pay online.

**16. Does a member who is covered by a school insurance program need to register with SSAI?**

They do not need to register with SSAI UNLESS they wish to participate in any artistic swimming activities organised by a Club, State Association or SSAI such as State competitions, Nationals or any artistic swimming displays.

**17. Can non-members vote at AGMs or be nominated for positions on Committees**

This will depend on what is written into your Club or States Constitution in relation to the rules regarding voting and Board member roles. If you require a list of financial members, please do not hesitate to contact the SSAI Registrar.

**18. What if a person has joined in a class and leaves before their registration payment is made?**

A Coach should not allow a swimmer to participate in an activity unless they are registered and have paid. Reports can be printed from the system for Coaches to check prior to a class if they are uncertain of a participant's registration status.

**19. Our Club likes the SSAI and State Association registration system and believe we can benefit from purchasing it. Can we do that and link it to the current systems?**

Yes. Clubs can purchase their own RevolutioniseSport portal. The correct time to do this is prior to the commencement of a registration year so that returning members can renew their online memberships against the Club system. Please speak to the SSAI Registrar if this is something you would be interested in doing.

**20. Can Guardians details be added to the swimmer's form or do they need to complete a separate form?**

The 2018/19 membership form has been re-designed so that guardians and members can complete the same form. In the RevolutioniseSport system, guardians are to register first. They can then add their membership Id to the system against the relevant athlete.