



2024 SUMMER Registration Information

CURRENT Members

This document is **ONLY** applicable to **Current Members**** of our club . If you are new to our club or are a returning member, please refer to the guideline for new registrants.

*** You are considered a current member if you have/had an athlete in our 2023 Summer and/or 2023 Fall and/or 2024 Winter Programs .*

SAFETY

Coaches continuously assess swimmers on their ability to safely participate. Previous enrollment in a Coquitlam Sharks program or acceptance into the program at tryouts does not guarantee continued participation.

TRYOUT

Please note that an athlete who HAS NOT swam with the club this past year (2024 Winter or 2023 Fall or 2023 Summer programs, or as per the discretion of the Swim Director) will need to sign up for tryouts again before being eligible to register for 2024 SUMMER. Also note that your registration priority will be the same as New Members.

SWIM GROUP ASSIGNMENT

Swimmers who are assigned to a new swim group for the 2024 Summer Program will be notified via email prior to registration opening. If you do not receive a "Change in Group" notification email, please register your swimmer into their current COQ Sharks swim group for the 2024 Summer Program.

REGISTRATION PRIORITY ORDER

Please ensure you follow the registration priority rules. Should you register out of turn, the club reserves the right to cancel your registration. A refund will be processed (minus any transaction fees and an administration fee of \$50). **Please do not share your registration link with others.**

1st Priority: 2023 Summer Members **ONLY**

2nd Priority: 2023 Summer Members (continued)/returning 2023 Fall/returning 2024 Winter Members

3rd Priority: Open Registration: Open to new members who received an enrollment confirmation email.

VOLUNTEERING REQUIREMENT (SUMMER PROGRAM ONLY)

Volunteers are crucial to the Coquitlam Sharks Club during our Summer Programs. Our members are needed to help in the varied positions in all the water sports to ensure the success of the program for our athletes. Families (except families with swimmers **ONLY** in Mini Sharks/ Masters/ Grad) are required to complete a minimum 20 hours of volunteering or pay a \$400 Volunteer Opt-Out Fee.

PENALTIES

Automatic cancellations of your registrations if:

- your Volunteer Commitment Form and cheque are not received by **6th March, 2024**
- you registered out of turn,
- you registered to an unauthorized swim group
- you registered into a 2nd sport without first selecting a Main Sport

Registrations will be refunded **MINUS** a \$150.00 Admin Fee per registered practice. **The ACTIVE Processing Fee is not refundable.**

WITHDRAWAL POLICY

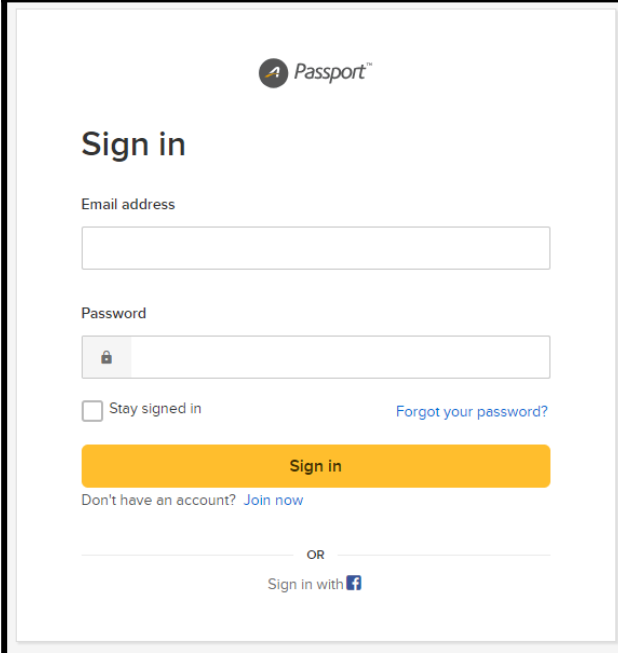
The option to withdraw is allowed up to and including Saturday, 1st April 2024. An administration fee of **\$150 per athlete withdrawn** will be deducted from the fees paid. There will be **no refunds for withdrawals after Saturday, 1st April 2024**. Refunds will be processed within 30-60 days of the withdrawal request.

ACTIVE REGISTRATION INSTRUCTIONS - CURRENT MEMBERS

IF YOU HAVE REGISTERED YOUR CHILD OR YOURSELF FOR A PROGRAM IN THE PAST, **PLEASE DO NOT CREATE A NEW USER***. CLICK ON THE 'FORGOT YOUR PASSWORD' LINK BELOW TO RECOVER YOUR CREDENTIALS.

**Creating new user profiles for existing members compromises your athletes swim records.*

STEP 1: SIGN IN using the email address on your account.



The image shows a screenshot of the Passport™ sign-in interface. At the top center is the Passport™ logo. Below it, the heading "Sign in" is displayed. The form includes an "Email address" field, a "Password" field with a lock icon, and a "Stay signed in" checkbox. A "Forgot your password?" link is located to the right of the checkbox. A prominent yellow "Sign in" button is positioned below the password field. At the bottom of the form, there is a link that says "Don't have an account? Join now". Below this, a horizontal line separates the sign-in section from a social login option, which includes the text "OR" and "Sign in with" followed by a Facebook logo.

STEP 2: REGISTER FOR YOUR PROGRAM

Who are you registering?

☒ Your child (or a child in your legal custody)
☐ Yourself

SWIMMER'S INFORMATION

* First name

* Last name

* Gender ☐ Male
☐ Female

* Date of birth
Enter as YYYY/MM/DD

*Please input **your** information below*

YOUR INFORMATION

* First name

* Last name

* Gender ☐ Male
☐ Female

* Date of birth [Why we ask for this](#)
Enter as YYYY/MM/DD

* Email

* ☐ You are this person's parent or legal guardian.

RETURNING members should see your child(ren)'s name(s) listed here. If you do not, please sign out and re-sign in with the email address you have used previously for your child(ren)'s ACTIVE account.

Click the "Forgot your password" option if you can't recall which email address you used.

NOTE: Creating "NEW" accounts compromises your children's swim records and swim time results on ACTIVE.

Step 3 - REGISTER FOR AN ADDITIONAL SPORT OR AN ADDITIONAL CHILD OR PAY FOR YOUR PROGRAM:

CHOOSE PARTICIPANT > SELECT GROUP > COMPLETE FORM > CHECKOUT

Review cart & check out

If you are registering another child, or wish to add 2nd sport, click here.

ORDER DETAILS

+ Add Another Registration

ITEMS	TOTAL
Coquitlam Sharks Club - registration Athlete Group: <div>Coupon code <input type="text"/> <div>APPLY</div></div>	<div>Edit Remove</div> <div>Subtotal</div> <div>Processing fee</div> <div>What's this?</div> <div>Total</div> <div>The Active Network, Ltd will charge the amount above</div>

Remember to review and/or update your personal information before checking out. Parent name and address must match bank account to receive a refund.