

INTRODUCTION

As part of our ongoing efforts to improve our services and streamline our operations, we have implemented a new system that will make it easier and more efficient for World Aquatics Members to submit Declaration Forms. The Declaration Forms have been revised and there is now one version for Athletes and Members. The revised Declaration Forms are also valid for the lifetime of the Athlete and Member with the possibility of withdrawal at any time.

As of the March 1st, 2023, Declaration Forms are to be submitted through the World Aquatics GMS. Please find the details of this updated process in the following pages.

We thank you for your understanding and cooperation as we implement this important update. If you have any questions or concerns about the new process, please do not hesitate to contact gms@worldaquatics.com. We look forward to continuing to serve you.

1) Download Declaration Form

A blank PDF Declaration Form is available for download on the World Aquatics website.

Declaration Forms with personal information pre-filled are available for download on the GMS through the following options:

- i. **Download Declaration Form button** - A *Download Declaration Form* button is located on the *General* tab of an Athlete/Member's profile under the *Declaration Form* section. By clicking this, a single Declaration Form with that Athlete/Member's personal information completed will be downloaded.
- ii. **Reports** - Under the *Reports* drop down menu found in both the *People* and *Nomination* modules, the option to *Download Declaration Forms* is available. It is important to note that using this option will download Declaration Forms only for Athlete/Members who have not uploaded a Declaration Form to their profile (see point three below). This option will download Declaration Forms for Athlete/Members within the context of the filters applied at the time of selection. There is a limit of 100 Declaration Forms that can be downloaded at a single time through the Reports function.

2) Sign Declaration Form

If the Athlete/Member agrees to the terms and conditions set forth in the Declaration Form, the Athlete/Member should then sign and date the *Athlete/Member Stakeholder* section.

If an Athlete/Member is of minority age, an additional signature from their parent/legal guardian is required.

3) Upload Declaration Form

The duly signed Declaration Form should be uploaded in the Athlete/Member's GMS profile. Signed Declaration Forms can be uploaded by dragging-and-dropping a file to the upload box or by clicking on the upload box itself to select a file.

All pages of the Declaration Form must be submitted in a single file.

Submission of only the signature page will not be accepted.

Forms missing a signature or date will not be accepted.

Files are accepted in JPG, PNG, and PDF formats.

4) Check status of Declaration Form

- i. **Filter** - Using the <Declaration Form> filter found at the top of the *People* and *Nomination* modules, it will be possible to filter by Athlete/Members with locked (approved by World Aquatics), unlocked (submitted) or missing Declaration Forms.
- ii. **Reports** - In the *Registration Summary by event (Complete Report)* excel report In the *Nominations* module, the *Declaration Form* column will indicate whether an individual has an approved Declaration Form or not.

Important points to note:

- An approved Declaration Form is valid for the lifetime of the Athlete/Member with the possibility of withdrawal at any time. If you wish to withdraw, please contact legal@worldaquatics.com.
- A signed Declaration Form is to be uploaded to the GMS and approved by World Aquatics prior to collection of accreditation badges. Without a signed Declaration Form, accreditation will not be provided and participation at the World Aquatics events will not be allowed.
- There is one version of the Declaration Form for Athletes/Members.