



EVENT SANCTIONING POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Events*” – Includes events, competitions, and programs run by Member organizations and further defined in this Policy
 - b) “*High Risk Activity*” – A program, event or activity which is more likely to be subject to danger or hazards and greater risk management.
 - c) “*Member Organizations*” – Swim Alberta Year-Round Clubs, Summer Swim Clubs, Master Swim Clubs, Alberta Summer Swimming Association, Alberta Coaches Council, Alberta Masters Swimming, Northern Region Swim Alberta and Southern Region Swim Alberta
 - d) “*Member*” - All categories of membership defined in Section 2.1 of the Swim Alberta *Constitution and Bylaws* as well as all individuals employed by, or engaged in activities with, Swim Alberta including but not limited to, clubs, athletes, coaches, officials, volunteers, managers, administrators, committee members, and directors and officers of Swim Alberta

Purpose

2. Swim Alberta is committed to providing an environment that promotes standard and fair competition for all of its Members; and as such, Member Organizations wishing to run Events must first seek approval and sanction from Swim Alberta. Irresponsible behaviour, unfair competition, or an unsafe environment can result in severe damage to the sport of competitive swimming, to Swim Alberta and its Members. This Policy provides sanctioning regulations that will help ensure that Events are safe, fair, and protect the health and welfare of Members.
3. By virtue of membership within Swim Alberta, certain Events run by Members Organizations are pre-sanctioned by Swim Alberta and do not require additional approval.

Application of this Policy

4. This Policy applies to all Events that are organized and run by Member Organizations.
5. This Policy does NOT apply to competition sanctions (swim meets) which are governed by the Swim Alberta Competitions Guidelines.

Insurance

6. Only the Events sanctioned by Swim Alberta and organized, managed and run by a Member Organization are covered by Swim Alberta’s insurance.

Pre-Sanctioned Events

7. Member Organizations (provided they are in good standing) are pre-sanctioned for the following Events:
 - a) Club training, practices, or cross training

- b) Participation in Swim Alberta-sanctioned Events (such as sanctioned meets and competitions, sanctioned time trials, tours, training competitions and camps)
- c) Swim Alberta and Member Organization Meetings; particularly meetings of the Board of Directors, general meetings of the membership, committee meetings, and parent orientations or other meetings that are required to ensure the effective operation of the Member Organization.
- d) Fundraising activities that follow Swim Alberta's Fundraising Policy and do not involve the consumption, sales or purchase of alcohol.
- e) Educational clinics/sessions and seminars that are related to the sport of swimming
- f) Promotion and marketing events that are required for operations of Member Organization.
- g) Member Organization celebration activities such as year end BBQ, squad celebrations, award banquets etc. None of these activities can involve serving or consumption of alcohol.

Events Requiring Swim Alberta Sanction

- 8. Events that are not considered pre-sanctioned in accordance with Section 7, must be sanctioned by obtaining a sanction in accordance with this Policy. Those events requiring sanction include, but are not limited to:
 - a) Certain fundraising Ventures (as per Swim Alberta's *Fundraising Policy*)
 - b) Out of country travel for competition or training
 - c) Any event where alcohol will be served or consumed
 - d) Any activity that is seen or identified as a "High Risk Activity"

Requesting a Sanction

- 9. Requests for sanctions must be submitted (using an applicable sanctioning request form with the applicable fee, if required) to the Swim Alberta office thirty (30) days prior to the Event.
- 10. A written statement giving reasons for requesting an exemption to the time limitation shall accompany requests for sanctions with less than thirty (30) days' notice. The decision to accept, or not accept, the late sanction request will be at the sole discretion of Swim Alberta and may not be appealed.
- 11. The request for sanction will be approved or denied by Swim Alberta. If the sanction is denied, Swim Alberta will provide reasons for the decision.
- 12. Sanctions are not transferable and new sanctions must be obtained each year for annual Events that require a sanction.

Sanction Refusals

- 13. Swim Alberta may refuse, deny, withdraw, or cancel a sanction for reasons that include, but are not limited to:
 - a) Poor organization, hosting, or running of a prior sanctioned Event
 - b) Failure to meet sanction conditions
 - c) Concerns that the Member Organization requesting the sanction is not capable of meeting Swim Alberta sanctioning requirements, or other factors relating to the operations of the Event
 - d) Late or incomplete sanction request
 - e) Failure to pay any fees (if required) to Swim Alberta
 - f) The Member Organization is not in good standing with Swim Alberta
 - g) Any other issue or matter which Swim Alberta deems may affect Swim Alberta's ability to obtain insurance coverage
 - h) Any other issue or matter which Swim Alberta deems may damage the reputation of Swim Alberta or that may introduce unreasonable safety concerns

Sanctioned Event Requirements

14. All sanctioned Events, including pre-sanctioned Events, must follow Swim Alberta's rules and policies.
15. All participants, athletes, coaches, and officials participating in an Event must be Members in good standing with Swim Alberta (unless deemed a guest in accordance with the guests section of this Policy).
16. Alcohol is not permitted at any Event.

Requesting Out of Province and Country Certificate of Insurance

17. Requests for certificates of insurance must be submitted (using an applicable request form with the applicable fee, if required) to the Swim Alberta office thirty (30) days prior to the Event.

Enforcement

18. Failure to adhere to this Policy may permit discipline in accordance with Swim Alberta's *Discipline and Complaints Policy*.