



**Competition Sanctioning Policy
EFFECTIVE SEPTEMBER 1, 2017**

Definitions

1. The following terms have these meanings in this document:
 - a) *Competitions* – Events hosted by a club member, the provincial section or Swimming Canada that are sanctioned by Swim Alberta or where required, Swimming Canada
 - b) *Time Trial* – Events hosted by a Club Member with a maximum of one session and each registered swimmer member is permitted to compete in only one (1) individual or relay event.
 - c) *Masters Members* - Competitive/recreational swimming for swimmers aged 18 and older registered as a masters swimmer with Swim Alberta
 - d) *Club Member* – a swim club admitted as a member with Swim Alberta and further defined in Swim Alberta's Bylaws
 - e) *Olympic Bonus* - A fee set by Swim Alberta that is charged for each individual swim and relay swim.
 - f) *Para-Swimming* - Events or competitions for swimmers with a disability who have been classified and appear on the Classification Database.
 - g) *Swimmer Member* –Registration is defined by Swimming Canada's National Registration Policy and Procedures.
 - h) *Competitors*: Swimmers who are registered with a Swimming Canada or another FINA recognized national federation and only these swimmers are eligible for entry to any sanctioned competition.
 - i) *Sanctioning Fee* - A fee set by Swim Alberta that is charged for each sanctioned competition
 - j) *Varsity* – those competitions and competitors recognized by U Sports and/or the Canada West Universities Athletics Association (CWUAA) that are sanctioned by the respective Provincial Section.
 - k) *Swimming Canada Registration System*: The national database system that provides membership registration and meet sanctioning, entry and results.

Governing Bodies

2. The following organizations govern the sport of swimming in Canada:
 - a) FINA - The international governing body for competitive swimming. Only Swimming Canada can seek a FINA sanction for an international event/competition.
 - b) Swimming Canada is the national governing body for competitive swimming in Canada. It has the sole authority to sanction competitions. It may give the sanctioning authority to provincial sections according to the National Sanctioning Policy.
 - c) Swim Alberta - The Alberta and Northwest Territories governing body for competitive swimming that has been granted sanctioning authority by Swimming Canada. Swim Alberta does not have the authority to give its sanctioning ability to another organization or body.
 - d) WPS - The World Para Swimming is the governing body for the Paralympic games and international sport for athletes with a disability. Para-Swimming is governed and managed by the WPS.

Purpose

3. The Competition Sanctioning Policy will ensure that swimming competitions or related competitive events are run fairly and safely and comply with the Sanctioning Policy of Swimming Canada and the Swimming Rules of Swimming Canada. All sanctioned competitions must follow current rules as established by FINA, Swimming Canada, and any rules that Swim Alberta has the jurisdiction to create as granted in the Swimming Rules of Swimming Canada.
4. Swimming Canada has designated Swim Alberta as the Provincial Section in Alberta with the authority to sanction competitive events and other activities in the province of Alberta and the Northwest Territories.
5. Swim Alberta has jurisdiction to create rules for competition as granted in Swimming Rules of Swimming Canada.

6. Under this policy, Swim Alberta must grant (approve) sanctioning for any swimming competition or related event for the following to apply in the province of Alberta:
 - a. Any other policy or rule of Swimming Canada or Swim Alberta to be in force
 - b. Competition results to be considered official and valid for use domestically for rankings, record setting, team selection, and eligibility for competition entry or meeting entry standards.
 - c. Insurance policies to be applicable.

Application of this Policy

7. *Competitions Requiring a Sanction from Swim Alberta*
 - a) All competitions require a sanction. Competitions held by Club Members of Swim Alberta must be sanctioned by Swim Alberta. This includes Masters Swimming Clubs, Age Group Clubs and Varsity Programs in the province of Alberta and the Northwest Territories.
 - b) Other events and activities that are not competitions must adhere to the Event Sanctioning Policy as approved by Swim Alberta.
8. *Competitions Requiring Approval from Swimming Canada through the Provincial Section*
 - a) Swimming Canada holds the final approval and authority on sanctioning the events of non-affiliated organizations as Limited Events. Competitions that are non-FINA or non-Swimming Canada events that comply with membership and sanctioning requirements may be sanctioned by Swim Alberta with approval of Swimming Canada.
9. *Competitions that are not sanctioned by Swim Alberta*
 - a) SWIMMING CANADA-Designated Meet - Swimming Canada has the authority to sanction their designated competitions.
 - b) WPS Sanctioned Para-swimming Competitions - The only competitions that will receive an WPS sanction are long course competitions.
 - c) Alberta Summer Swimming Association (ASSA) – These competitions are approved by the ASSA.

Universal Participation

10. Swim Alberta is committed to encouraging equity, inclusion and universal participation within its membership and to supporting universal participation within its programs and activities. Swim Alberta supports the participation of all qualified swimmers into all competitions including provincials and provincial championships meets.
 - a. Para-swimmers are eligible to participate in all Swim Alberta sanctioned competitions, provided they meet the provincial qualifying standard for swimmers with a disability.
 - b. Swim Alberta permits the wearing of religious coverings/suits so long as the material is permeable and will not aid in the buoyancy of the swimmer.
 - c. Swimmers are permitted to enter into competitions based on the gender they are registered with through the National Registration System. An athlete can compete in events of the gender in which they are registered and may only identify with one gender at a time.

Requirements to obtaining a sanction:

11. Only Swim Alberta Member Clubs in good standing may apply for a sanction.
12. All competitors shall be registered with Swimming Canada or their National Federation as recognized by FINA to be eligible to enter and compete.
13. Only competitions that follow current rules as established by FINA, Swimming Canada, and any rules that Swim Alberta has the jurisdiction to create in the Swimming Rules of Swimming Canada, will be considered for a sanction.
14. No penalties and surcharges can be assessed by a Club Member running a sanctioned competition.
15. Competitions cannot be held on blocked weekends as determined by Swim Alberta.

16. Sanction applications will only be approved in pools that are certified to hold competitions. Pool facilities must meet the minimum standards as set out by Swimming Canada and Swim Alberta as it pertains to certified competition pools. Pools are certified as established in the Swimming Rules of Swimming Canada and must follow the FINA facility rules.
17. Club Members will initially request Swim Alberta to “list” competitions on the Swimming Canada Registration System. Swim Alberta will approve competition dates and work with Club Members to resolve any conflicts in the competition calendar. Approval of dates does not guarantee a sanction. Once dates are approved, Club Members may then apply for a sanction as per the requirements contained within this policy. Any date changes to listed competitions need to be submitted to Swim Alberta approval.
18. Sanction applications must be accompanied by a Sanctioning Fee, as determined by Swim Alberta. This fee will be published.
19. Sanction applications will be reviewed to ensure the following components of a competition are in place as outlined in the Meet Package:
 - a) Name of the club
 - b) Sanctioning referee (who is aware of his or her role and approves of being used as a sanctioning referee)
 - c) Date, time, and sanction type of Competition
 - d) Facility and Course (based on Swim Alberta’s facility list)
 - e) Event order
 - f) Entry fees
 - g) Eligibility
 - h) Scratches
20. All sanctions must be applied for no less than:
 - a) Time Trials – three full business days prior to the first day of the event
 - b) All other Competitions - eight weeks prior to the first day of the meet,
 - c) Varsity and Masters Competitions are not subject to these timelines.
21. All sanction requests must be completed through the Swimming Canada Registration System.

Time Trials

22. Club Members are permitted only one sanctioned time trial per day.
23. Time Trials that are in conflict with other competitions may not receive a sanction.
24. All sanctioned competitions may hold a sanctioned time trial at the conclusion of the session or the competition. The granting of a competition sanction for a meet implies that a time trial may be run, unless specified differently in the meet package.

Late Fee

25. Sanction applications that are received late will be assessed a \$100 late sanction fee for the first occurrence by a club in a competitive season. Subsequent late sanction applications in the competitive season will be assessed a \$500.00 late sanction fee, which is payable upon receipt of invoice.
26. Requests for a late sanction may be denied by Swim Alberta at its discretion.

Transfer of a Sanction

27. Once obtained, sanctions may not be transferred to a third party or another Club Member.

Changes to a Sanctioned Competition and Fees

28. All additions or changes to a sanctioned competition must be approved by Swim Alberta. A Club Member that makes a change to a sanctioned competition without approval by Swim Alberta will be fined \$500.00 which is payable upon receipt of invoice.

29. Any requests for changes to a sanctioned competition will be assessed a \$100 change to sanction fee per submission
30. Notification of a cancellation of a sanctioned competition must be submitted in writing to Swim Alberta. Repeated cancellations without notification to Swim Alberta may result in future sanctions being denied.

Withdrawal of a Sanction

31. Swim Alberta may order the withdrawal of a sanction if:
 - a) Swimming Rules of Swimming Canada are violated
 - b) Rules and policies of Swim Alberta have been violated.
 - c) Competitors are not registered swimmers
 - d) The Club member is no longer a member in good standing with Swim Alberta at the time of the sanctioned competition.
32. In the event that a sanction is withdrawn by Swim Alberta, all competitors' results will be voided. Any fines or penalties assessed will still be required to be paid, even if a Sanction is withdrawn.

Olympic Bonus

33. Competitors are assessed the Olympic Bonus Fee, which is determined by Swim Alberta. The Olympic Bonus is payable to the Swim Alberta within 15 days following the completion of the Competition. The Olympic Bonus fee is the responsibility of the Host Club to pay.
34. Olympic Bonus fees will be published by Swim Alberta.
35. Entry fees should be received prior to the start of the meet.
36. Masters and varsity competitions are not subject to Olympic bonus payments.

Mixed Gender

37. Mixed Gender Events, involve male and female swimmers competing in the same heat, and will only be sanctioned for the following:
 - a. Timed Final Events
 - b. Para Events
 - c. Masters Competitions

Scratch Rule

38. Swim Alberta will have an approved and published Scratch Rule for all sanctioned competitions.

Entering a Sanctioned Competition (Entries)

39. All Club Members, including the host club must submit entries into sanctioned competitions using the Swimming Canada Registration System.
40. Any Club Member entering swimmers into a competition prior to the swimmer being fully registered will be fined \$100 per ineligible swimmer per incident.
41. Any Club Member entering non-competitive registered swimmers in a second competition which is not in compliance with the Swimming Canada National Registration Policy, will be fined \$100 per ineligible swimmer per incident and in addition, the swimmer will be automatically upgraded to a competitive member with upgrading fees due immediately.

Results

42. Removal of swimmers names or times from the results in not permitted, under any circumstance.

43. Final results should be posted to the Swimming Canada Registration System within 24 hours. Repeated offenses of not uploading results within 24 hours may result in future sanctions being denied.
44. Where competitions include foreign competitors, the host club will need to contact Swim Alberta for assistance with uploading the results.

Meet Reports

45. Swim Alberta at its discretion may request clubs submit post meet reports.

Competition Recommendations and Guidelines

46. Swim Alberta recommends that sessions be no longer than four hours in length, not including warm up. If a session times out to be more than four hours, meet management should either block the sessions or limit the entries.
47. The four-hour time recommendation per session does not apply to provincial or SWIMMING CANADA-designated meets hosted in the provincial jurisdiction, as these meets must allow for all swimmers who qualify at the standard to attend.
48. Entry deadline for all competitions should be two Mondays prior to the start of the competition.
49. A psych sheet should be available and posted within 72 hours in advance of the competition.
50. Heat sheets/start lists should be available at the beginning of warm-ups

Complaints and Appeals

51. Complaints and Appeals of any decision made by Swim Alberta may be filed under the terms of Swim Alberta's applicable policies for Complaints and Appeals.