



Competition Sanctioning Policy

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. Swim Alberta will publish the types of competition types eligible for sanctioning as well as any specific requirements on Swim Alberta website.
 - b) *Time Trial* – An event hosted by a club member as a record attempt or a qualifying time attempt, or as a permitted during competition. Record attempts or qualifying time attempts are limited to one (1) event with one (1) swimmer or one (1) relay team.
 - 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) *Splash Fee* - 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) *Provincial Section* - means that geographically defined provincial or territorial swimming organization, which is a member of Swimming Canada. Swim Alberta is considered a provincial section.
 - h) *Swimmer Member* – Registration is defined by Swimming Canada's National Registration Policy and Procedures.
 - i) *Competitors*: Swimmers who are registered with Swimming Canada in the national registration system or another FINA recognized national federation and only these swimmers are eligible for entry to any sanctioned competition.
 - j) *Sanctioning Fee* - A fee set by Swim Alberta that is charged for each sanctioned competition
 - k) *Swimming Canada Registration System*: The national database system that provides membership registration and meet sanctioning, entry and results.
 - l) *Year- Round Swim Club*: Is recognized as an Age Group Swim Club by Swimming Canada and is an organized body corporate swimming club/association or organized group of persons consisting of swimmer members whose main objective is the instruction and/or participation in competitive swimming. The year-round season runs from September 1 – August 31st each year.
 - m) *Summer Swim Club*: An organized body corporate swimming club/association or organized persons consisting of swimmer members whose main objective is the instruction and/or participation in competitive swimming. The summer season runs from May 1 – August 31 each year.
 - n) *Varsity Swim Club*: a recognized member of U SPORTS affiliated University whose team consists of swimmer members whose main objective is the training and participation of U SPORTS. The varsity season runs from September 1 – April 30th each year.
 - o) *Masters Swim Club*: organized body corporate swimming club or organized group of persons consisting of Masters Swimmer Members whose main objective is the instruction and/or participation in competitive masters swimming. Masters Members are restricted to those 18 years of age and older. The masters club season runs from September 1 – August 31st each year.
 - p) *Restricted Date*: A date or dates that Swim Alberta determines that club competitions cannot be held.
 - q) *Scratch Rule*: The procedure for a swimmer member withdrawing from a swim event in which they were previously entered.
 - r) *Return to Swimming and Competition Requirements*: A Swim Alberta document that outlines requirements that clubs must adhere to in order to have events and activities sanctioned by Swim Alberta and that is alignment with any provincial and/or municipal restrictions that are put in place by a governmental body as a result of the COVID-19 Pandemic.

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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, the Swimming Rules of Swimming Canada and the Facility Rules and Guidelines 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 by 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 and 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, Year-Round Clubs, Summer Swim Clubs and Varsity Club in the Province of Alberta and the Northwest Territories.
 - b) Clubs and programs can only apply for sanctions in which they are eligible to apply for. The types of eligible competition sanctions will be published by Swim Alberta, and may be specific to the type of affiliated club (i.e. summer, age group, masters, varsity).
 - c) 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. 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*

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- 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.

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 Club Members 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. All sanction applications must adhere to and demonstrate adherence to Swim Alberta's Return to Swimming and Competition Requirements. Failure to implement or follow requirements will result in a \$5,000 fine and withdrawal of the sanction.
15. No penalties and surcharges can be assessed by a Club Member running a sanctioned competition.
16. Competitions cannot be held on blocked weekends as determined by Swim Alberta.
17. Provincial competitions hosted by Swim Alberta will be restricted dates and club competitions will not be permitted or sanctioned unless a Restricted Date exception request has been submitted and accepted by Swim Alberta. Summer Swim Club competitions on the same date as a year-round provincial competition do not require an exception request.
18. A Restricted Date exception request must comply with the following:
 - a. Must be submitted a minimum of 16 weeks prior to the competition date.
 - b. Must be a closed invitational. Invited clubs must guarantee that qualified swimmers will not attend the closed invitational instead of the provincial competition.
 - c. Time standards and/or age groups must clearly demonstrate that there is no conflict with the provincial competition.
 - d. Host clubs who break the conditions of the exception request will be subject to a \$500 fine.
 - e. Clubs who enter swimmers that break the conditions of the exception request will be subject to a \$100 fine per swimmer.
 - f. The availability of officials, the location of the competition and facility availability will be considered by Swim Alberta.
 - g. Exception requests will be reviewed by Swim Alberta.
 - h. The final decision to grant a sanction is at the sole discretion of Swim Alberta and may not be appealed.

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19. Sanction applications will only be approved in pools that are certified to hold competitions. To be certified as a competition pool, a pool facility must meet the minimum standards set out by Swimming Canada and Swim Alberta.
20. Swim Alberta will publish and communicate the required steps to apply for a competition sanction on the Swim Alberta website. Changes to the published steps to apply for a competition sanction will be communicated to all members and updates posted on the website upon effective date.
21. Sanction applications will be reviewed to ensure the following components of a competition are in place as outlined in the Meet Package. Swim Alberta, may at its' sole discretion, request additional information to ensure the health and safety of all athletes and members prior to granting a sanction.
 - 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) Competition safety plan including relevant facility diagrams
 - f) Event order
 - g) Entry fees
 - h) Eligibility
 - i) Scratches
22. Deadlines to request a competition sanction will be published by Swim Alberta. Competition sanctions that are received late are subject to a late sanction fee.
23. All sanction requests must be completed through the Swimming Canada Registration System.

Time Trials

24. Club Members are permitted only one sanctioned time trial per day.
25. Time Trials that are in conflict with other competitions may not receive a sanction.
26. 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 Sanction Fee

27. 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.
28. Requests for a late sanction may be denied by Swim Alberta at its discretion.

Transfer of a Sanction

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

Changes to a Sanctioned Competition and Fees

30. 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.
31. Any requests for changes to a sanctioned competition will be assessed a \$100 change to sanction fee per submission

32. 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

33. 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.
 - e) The health and safety of athletes and other members are at risk; or as a result of any provincial and/or municipal restrictions that are put in place by a governmental body.
34. 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.

Sanctioning and Splash Fees

35. Sanction applications may be subject to a Sanctioning Fee, as determined by Swim Alberta. This fee will be published.
36. All competitors, competing in a year-round sanctioned competition are assessed a Splash Fee per race, which is determined by Swim Alberta. The Splash Fee is payable to the Swim Alberta within 15 days following the completion of the Competition. The Splash Fee is the responsibility of the club member who has applied for and received the sanction.
37. The Splash Fee will be published by Swim Alberta.
38. All competitors, competing in a Summer Swim Club Sanctioned Competition will be assessed a Summer Swim Club Sanctioning Fee, which is determined by Swim Alberta. The Summer Swim Club Sanctioning Fee is payable to Swim Alberta within 15 days following the completion of the Competition. The Summer Swim Club Sanctioning Fee is the responsibility of the club member who has applied for and received the sanction.
39. Summer Swim Club Sanctioning Fee will be published by Swim Alberta

Mixed Gender

40. 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
 - d. Summer Swim Club Competitions

Entering a Sanctioned Competition (Entries)

41. All Club Members, including the host club must submit entries into sanctioned competitions using the Swimming Canada Registration System.
42. Any Club Member entering swimmers into a competition prior to the swimmer being fully registered will be fined \$100 per ineligible swimmer per incident.
43. Any Club Member entering pre-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.

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44. Clubs submitting entries must be prepared to verify that all swimmers have completed the Competition Swim Test as outlined in Swim Alberta's Competition Readiness Standard. Masters Clubs and Varsity Clubs are not required to provide this verification. Fines of \$500 per club will be assessed by Swim Alberta when clubs are unable to provide verification of compliance to the Competition Readiness Standard upon the request of Swim Alberta.
45. Entry fees should be received prior to the start of the competition.

Scratch Rule

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

Results

47. Removal of swimmers' names or times from the results is not permitted, under any circumstance.
48. 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.
49. Where competitions include foreign competitors, the host club will need to contact Swim Alberta for assistance with uploading the results.

Meet Reports

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

Competition Recommendations and Guidelines

51. 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.
52. 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.
53. Entry deadline for all competitions should be two Mondays prior to the start of the competition.
54. A psych sheet should be available and posted within 72 hours in advance of the competition.
55. Heat sheets/start lists should be available at the beginning of warm-ups

Complaints and Appeals

56. 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.