



**POLICIES**

**2009**



This document describes Swim Ontario's policies for operation and the procedures necessary to fulfill them. Policies and procedures guide how decisions are made and how the work is to be done. Well written policies and procedures increase Swim Ontario's organizational accountability and transparency and are fundamental to improvement.

A good policy manual:

- Documents no more than ten principles which guide the interactions with all stakeholders and interested parties; and
- Maintains a strict focus on key determinants of quality.

While the management of the Annual General Meeting is an important event it is not a key determinant of quality, and as such should not be in the policy manual. Similarly, when the Board meets is an important piece of information that should be freely available, it is not a key determinant of quality, and as such should not be in the policy manual. How and where staff park cars may be important but it is not a policy; it is an instruction that is issued to staff. A non-smoking 'policy' is an instruction or rule that might flow from a policy on "Health and Safety of Consumers, Visitors and Staff"; it is not in and of itself a policy.

### ***Definitions:***

**Policies are...**

- The description of our commitment to key determinants of quality;
- The guiding principles of Swim Ontario;
- Broad guidelines to decision making;
- Not directives;
- The basis of the organization's procedures and instructions.

Policies are the guiding principles of service. Unlike procedures, they do not tell the reader exactly how something will be done. Policies simply set the signposts.

**Procedures are...**

- Based on the organization's policies;
- The recipe as to how things get done;
- Specific step by step directions.

Where policies provide the signposts or guidance, the procedures tell people how things will be done. A procedure specifies what will be done, when, and by whom and what records are to be kept. It is the 'recipe' by which the policies are enacted. One procedure can be informed by a range of policies.

**What then are instructions?**

- Task or practice specific directions;
- The 'rules' by which the organization operates.

Like procedures, work or task instructions tell people what will be done, when and by whom. Task instructions relate to particular task/s associated with a given procedure. For example, an organization may have in place a staff appointment procedure which addresses various issues and the roles of staff; one component of the appointment procedure might involve public advertisement. Rather than clutter the procedure with directions on how to run an advertisement, a work or task instruction would be used by the staff member responsible for placing the advertisement. Instructions are also used to inform people of the 'rules' by which the organization operates; for example, non-smoking, car parking etc. can be published as directives, memos, public display etc.

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<b>SECTION</b>	<b>Organization</b>	<b>POLICY #</b>	O-001
<b>SUBJECT</b>	<b>Accountability and Transparency Policy</b>	<b>EFFECTIVE</b>	January 2009
<b>AUTHORIZED BY</b>	Board Of Directors	<b>REVISED</b>	

Swim Ontario is committed to

- the fundamental principles of accountability and transparency as a matter of good governance.
- creating a culture wherein the Board of Directors, Swim Clubs and staff are aware of and understand the principles of accountability and transparency articulated through this policy,
- supporting and contributing to the spirit and intent of the policy.

This policy provides guidance on how Swim Ontario ensures sport and operational matters are approached in an accountable and transparent manner, with emphasis on openness, ethics, performance outcomes and fiscal responsibility. The leadership of the Board and staff will work to ensure these principles are practiced and adhered to throughout the swimming community.

Swim Ontario will promote accountable and transparent sport governance guided by the following principles:

- Decision-making will be open and transparent.
- Board operations will be conducted in an ethical and accountable manner.
- Financial resources will be managed in an efficient and effective manner
- Sport and operational information will be accessible to all stakeholders
- Inquiries, concerns and complaints will be responded to in a timely manner.
- Financial oversight, service standards and performance reporting and all other accountability documents will be made available and accessible,
- Swim Ontario will work to foster a safe environment that allows all stakeholders of this policy to participate freely, without fear of reprisal or retribution.

What do ACCOUNTABILITY and TRANSPARENCY Mean?

**Accountability:** is a relationship based on the obligation to demonstrate and take responsibility for performance, in light of agreed expectations.

**Transparency:** is a process in the accountability relationship that ensures access to clear, understandable information free from pretence and deceit, which will improve the results of Swim Ontario's services and activities and enhance community trust.

**ACCOUNTABILITY - Components**

1. There must be clearly defined Roles, Responsibilities and Relationships for all those who are a party to this policy. There is a need for all stakeholders to this policy to have a good understanding of the roles and responsibilities of parties involved in the accountability relationship.
  - a. Stakeholders to the policy include: members recognized within the provincial swimming body and other organizations and agencies affected by the actions or inactions of Swim Ontario.
  - b. The roles and responsibilities of the organization must be clearly defined. In the context of other levels of the sport, it should be articulated as to which organization is responsible for what services. Within the provincial organization, the roles of Board of Directors and staff need to be easily understood and the responsibilities clearly acknowledged.

- c. The relationship between the corporation as a service provider, and stakeholders as customers, requires an understanding of the expectations of both provider and customer.

The roles and responsibilities of stakeholders that utilize the services of the corporation must also be clearly defined in order to ensure the service is provided in a fair, equitable and timely manner and that the agreed outcomes are achieved. Actions will be consistent with clearly understood expectations. Accountability requires that expectations are mutually understood and agreed upon. This includes the need to agree on what each stakeholder is expected to contribute to the end result, and what the desired outcome should be. Simply, each service and business process offered by the corporation should be clearly explained and outlined to include what is expected from the customer and what the customer can expect from the corporation.

In setting expectations and reaching agreement, expectations may be implied or explicit. In many cases there will be a reasonable expectation based on common sense or normal practices and in other cases the outcome or expectation will need to be specifically given and acknowledged. Agreement on expected outcomes is not between an individual and the corporation, but rather, is between collective stakeholders and the corporation. Wherever possible the anticipated outcome of any service provided by the corporation will be given explicitly so as to be clear on what the customer may expect. This could be accomplished through the corporate performance measurement process wherein some business functions of the corporation are identified along with a measurable process and expected outcome.

### ***Definitions***

Accountability – The principle that Swim Ontario is obligated to demonstrate and take responsibility for its actions, decisions and policies and that it is answerable to the membership at large.

Transparency – The principle that Swim Ontario will conduct its business in an accessible, clear and visible manner and that its activities are open to examination by its stakeholders.

ONTARIO

<b>SECTION</b>	<b>Organization</b>	<b>POLICY #</b>	O-002
<b>SUBJECT</b>	<b>Risk Management</b>	<b>EFFECTIVE</b>	January 2009
<b>AUTHORIZED BY</b>	Board Of Directors	<b>REVISED</b>	

As the provincial sport organization that governs swimming in Ontario, Swim Ontario recognizes that there are risks inherent in the operation of the organization and in the sport of swimming. Swim Ontario is committed to minimizing risks to the organization and its members by being pro-active in identifying, measuring and controlling actual and potential risks.

### ***Purpose***

The purposes of risk management are to:

- prevent or limit injury to participants, volunteers and staff;
- help protect Swim Ontario and its volunteers and staff against litigation;
- reduce the cost of insurance;
- improve the services provided to Swim Ontario's members;
- practice sound business management; and
- enhance Swim Ontario's image and reputation.

### ***Applicability***

This policy is applicable to all levels of swimming within the province and all clubs are encouraged to adopt the same policy, or one that is similar in content and practice, to govern the management of risk within their organizations. Regions are also encouraged to adopt or to adapt to their needs and to those of their member clubs the specific risk control measures that are established by Swim Ontario in response to this policy.

### ***Definitions***

- **Risk** is defined as any condition or circumstance that may result in injury, damage or loss to either individuals or organizations.
- **Risk management** is a structured approach for reducing the chance of injury, damage or loss by taking steps to identify, measure and control risks.
- **Risk Management Plan** is a systematic analysis of activities within Swim Ontario to document potential risks, and the selection and introduction of appropriate risk control measures.

### ***Policy***

All activities or events undertaken by Swim Ontario must be analyzed from a risk management perspective with a view to protecting Swim Ontario and its members against possible risk. Prudent measures must be taken to identify and measure and control both predictable and unforeseen risks. Risk control strategies and procedures must be reasonable, and must protect Swim Ontario from accusations of negligence by establishing a "standard of care" that is defined by written/published standards, unwritten/unpublished standards (e.g. typical practices within the Canadian sport system or industry), established precedent (i.e. case law) and common sense. Risk management is a shared responsibility. All directors, officers, staff and volunteers have a general responsibility to take appropriate measures within their terms of reference to manage risk.

## **Provisions**

Managing risk involves a two step process: identifying and measuring actual or potential risks; and the development and implementation of measures for controlling risks. These two steps are explained at greater length below. Any risk that may arise as a result of an activity or event shall be identified, and the probability of that risk becoming reality and the related potential effect and/or cost to individuals or organizations shall be assessed. The sources of risk are generally categorized as: facilities (e.g. practice and competition pools); equipment (e.g. office equipment, starting blocks); people (e.g. swimmers, staff, volunteer officials); and programs (i.e. swimming itself). The main types of risk are categorized as:

- physical or mental injury;
- loss of rights/wrongful actions;
- property loss or damage; and
- damage to reputation.

## **Controlling Risks**

Based on the results of risk identification and measurement, steps shall be taken to control risks. Controlling risks generally entails developing and implementing measures that have one of four purposes:

- Retaining the risk – no action is taken because the likelihood of occurrence is low and the risk-related consequences are low.
- Reducing the risk and minimizing the exposure – actions are taken to reduce the likelihood of occurrence and/or the consequences.
- Transferring the risk – the level of risk is accepted, but the risk is transferred to others (e.g. through insurance or other forms of contracts).
- Avoiding the risk – the risk is eliminated through a decision to not continue with the risk-generating activity (e.g. cancel an event or program).

Risk control measures or strategies to retain, reduce, transfer or eliminate assessed risk may include, but are not limited to:

- policy development;
- communication and education;
- instruction or special training;
- establishment of mandatory qualifications and certification;
- use of legally sound agreements and contracts (with athletes, employees, contractors, partners, etc);
- supervision;
- establishment of complaint handling procedures;
- frequent reviews of insurance policies;
- emergency systems and procedures;
- modifications to equipment and facilities; and
- use of warnings and waiver liability forms.

The Admin and Finance Committee of Swim Ontario (headed by the V.P. Finance) is responsible and accountable to the Board for preparing Swim Ontario's Risk Management Plan, coordinating its implementation and ensuring that it remains up-to-date.

## ***Risk Management Plan***

A Risk Management Plan shall be developed as the mechanism for ensuring a coordinated approach to risk management within Swim Ontario's operations. The Risk Management Plan shall address both identified risks and a process for dealing with unforeseen risks:

The Plan shall identify all of the known risks of any significance that pertain to Swim Ontario and its operations. For each risk, a mitigating control measure or measures shall be specified. A specific appointment within the Swim Ontario staff/volunteer team shall be tasked with the responsibility of managing the selected risk control measure(s).

The Plan should also include a methodology for periodic review of each risk control measure to ensure that it remains current and functional.

The Plan should identify a process through which Swim Ontario's operating environment is regularly scanned for new risks. The process must specify the procedure for identifying and measuring new risks, for determining appropriate control measures, for assigning responsibility for control measures and for updating the Risk Management Plan accordingly.

**Insurance** is one of the principal risk control measures that Swim Ontario employs.

Swim Ontario maintains an insurance policy on behalf of the directors, members and volunteers of Swim Ontario, its member regions and the member clubs. The coverage in force is a Third Party Sports Liability Policy that includes Directors and Officers errors and omissions.

Merely identifying possible risks does not mean that the activity or event is covered by Swim Ontario's insurance policy. Therefore a proactive and focused effort shall be made to ensure that all activities or events are evaluated for essentiality and for associated risks. If an activity is deemed to be necessary and it is assessed that insurance is an appropriate control measure for risks associated with the activity, action must be taken to ensure that insurance coverage is in place.

Swim Ontario's Executive Director (ED) is responsible for all administration related to the maintenance of current and effective coverage through the Swim Ontario insurance policy. The ED will be the Swim Ontario authority on insurance matters, and is responsible for all communication regarding insurance matters between Swim Ontario and its insurer and between Swim Ontario and its member divisions.

The ED will prepare reports on the status of Swim Ontario's Risk Management Plan and insurance policy will be made annually to the Swim Ontario Board, normally at its Fall meeting (on the occasion of the Swim Ontario Annual General Meeting).

<b>SECTION</b>	<b>ORGANIZATION</b>	<b>POLICY #</b>	O-003
<b>SUBJECT</b>	<b>PERSONAL INFORMATION PROTECTION</b>	<b>EFFECTIVE</b>	January 2009
<b>AUTHORIZED BY</b>	Board Of Directors	<b>REVISED</b>	

On January 1, 2004 new privacy laws (PIPEDA) come into effect protecting personal information that is electronically collected, used or disclosed by all private sector companies, unless it is superseded by similar provincial legislation.

People will now be able to access information that companies hold on them and correct it if it is wrong. Individuals who feel their privacy has been invaded can lodge a complaint and expect action to be taken to resolve the situation. The new law provides for financial compensation.

This legislation does not try to prevent the collecting of information; it merely aims to make organizations more transparent about why they are collecting information and what they are doing with it.

**The 10 privacy principles are:**

1. **Accountability** - An organization is responsible for information under its control and shall designate an individual or individuals (privacy officer(s) who are accountable for the organization's compliance;
2. **Identifying Purposes** - The purposes for which the information is collected is to be identified by the organization at or before the time the information is collected;
3. **Consent** - The knowledge and consent of the individual are required for the collection, use or disclosure of personal information.
4. **Limiting Collection** - The collection of personal information will be limited to that which is necessary for the purposes identified by the organization.
5. **Limiting Use, Disclosure and Retention** - Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information will be retained only for as long as necessary for fulfillment of those purposes.
6. **Accuracy** - Personal information will be as accurate and up-to-date as is necessary for the purposes for which it is used.
7. **Safeguards** - Personal information will be protected by security safeguards appropriate to the sensitivity of the information.
8. **Openness** - An organization will make specific information about its policies and practices relating to the management of personal information, readily available to individuals.
9. **Individual Access** - Upon request, an individual has the right to be informed of the existence, use and disclosure of his or her personal information and shall be provided access. An individual will also be able to challenge the accuracy and completeness of the information and have it amended if appropriate.
10. **Challenging Compliance** - An individual shall be able to address a challenge concerning compliance with the above principles to the organization's privacy officer(s).

## Policy

Swim Ontario ("SO") routinely collects personal information about SO members.

This Privacy Policy is intended to inform the community, including in particular those whose personal information we hold, of our approach to collecting, using and protecting your personal information.

**Accountability:** SO considers that protecting all personal information is important and takes your right to privacy seriously.

**Purpose:** SO collects only the personal information that it needs in order to provide its services and opportunities. If the personal information that SO seeks is not provided, the services and opportunities available from SO may be limited.

**Consent:** Swimmers joining a competitive organization like Swim Ontario agree to the sharing and public display of the following information

- Full name
- Birth date
- Age
- Gender
- SNC Registration Number
- Citizenship
- Swim times and related events
- Club affiliation
- Any other performance related information necessary to run and record the results from a swimming competition

**Limited Collection:** Subject to the disclosure provisions in this statement, all of the personal information gathered by SO will be protected by password access. Information held on SwimMeet.ca will be subject to the level of encryption and security defined by Swimming Canada. Only SO staff may access personal information and even then only for one of the purposes in this Privacy Statement. Once SO no longer has a need for personal information it will either be destroyed or de-identified.

**Use, Disclosure and Retention:** SO may use this personal information in order to manage and administer the services it provides, including processing participation forms, providing sponsorship and participation opportunities, tickets and other information regarding SO services and the sport of swimming, for coach accreditation, to allow participants to receive prize money and to ensure that SO's internal business operations are running smoothly including any reporting or legal requirements it may be required to fulfill.

### Disclosure to third parties

From time to time, SO may disclose your personal information to certain third parties. If SO does this it requires the recipients to protect your personal information in the same way and to the same high standards that SO does. The types of organizations to which SO may disclose your personal information include:

- External service providers that provide SO with financial, legal, administrative, information technology, banking, travel, uniform manufacturing, publications and other services;
- Sponsorship companies including advertising agencies, marketing and/or sales agencies;
- Swimming organizations and committees including the Canadian Olympic Committee, the Canadian Commonwealth Games Association, SNC and FINA;
- SO Members, provincial swimming associations, local swimming clubs and other organizations with which SO is associated.
- Disciplinary committees and investigative bodies;
- Government agencies (as part of our regulatory or statutory obligations);

SO may also disclose your personal information in accordance with its constitution or By-Laws.

**Personal Profile and Results:** SO may also disclose your personal information including your personal profile, photographs of you and your results to the media, in our newsletter and on our Internet site for public viewing.

**Sensitive Information:** SO may also need to collect a swimmer's sensitive information including medication being taken, diagnoses of specific conditions and results from any drug testing undertaken at the direction of SO.

SO stores such sensitive information in secured files at the SO offices.

SO may disclose a swimmer's sensitive information to Anti Doping Authorities, FINA, medical boards, and the swimmer's Team Manager and an SO appointed Medical Practitioner from time to time.

**Consent to collection of Sensitive Information** By signing the SO Tour Team or other type of acceptance form you confirm that you have read and understood this Privacy Statement and you consent to the collection, use, disclosure and storage of your sensitive information in accordance with this Privacy Statement.

**Prohibited Persons/Police Check** SO may arrange for prohibited persons and/or police check to be undertaken on your behalf and will collect the results of such a check. The results from this check may be disclosed.

**Access and Accuracy:** Anyone may request access to the personal information that SO holds about them. Anyone may ask SO at any time to correct it where you believe it is incorrect or out of date.

**Challenging Compliance:** There will be no fee for accessing your personal information. To access personal information that SO holds about you, or to obtain more information about your rights or SO's Privacy Policy, please contact the SO Privacy Officer at:

**Swim Ontario**  
3 Concorde Gate, Suite 206  
North York, Ontario M3C 3N7  
Office (416)-426-7225  
Fax (416)-426-7356

**Current Privacy Statement** This Privacy Statement and the SO Privacy Policy may be amended from time to time if there are changes in the law or to best privacy protection practices. The current version of both documents is available from the Privacy Officer or on the SO website at [www.swimontario.com](http://www.swimontario.com).

**Website Privacy Statement** Swim Ontario (SO), through its website host, records visits to this website and logs the following information for statistical purposes: the user's server or proxy address, the date/time/length of the visit and the files requested. The information is used to analyze our server traffic. No attempt will be made to identify users or their browsing activities except where authorized by law. For example in the event of an investigation, a law enforcement agency may exercise their legal authority to inspect the internet service provider's logs. If you send us an email message we will record your contact details keeping and this information will only be used for the purpose for which you have provided it. We will not use your email for any other purpose and will not disclose it without your consent. When users choose to join a mailing list their details are added to that specific mailing list and used for the stated purpose of that list only. This is a cookie-free site.

You need to be aware of inherent risks associated with the transmission of information via the Internet. If you have concerns in this regard, SO has other ways of obtaining and providing information. Normal mail, telephone and fax facilities are available.

SO is not responsible for the privacy practices or the content of the linked web sites and the other pages hosted by SO on behalf of non- SO agencies and organizations.

**Disclaimer** The material on this website is made available on the understanding that users exercise their own skill and care with respect to its use. Before relying on the material in any important matter, users should carefully evaluate the accuracy, completeness and relevance of the information, and should obtain appropriate professional advice relevant to their particular circumstances.

The material on this site includes views and recommendations of individuals, which do not necessarily reflect the positions of the Swim Ontario (SO), its programs, or the SO Board.

Links to external web sites are inserted for convenience and do not constitute endorsement of material at those sites, or any associated organization, product or service.





**POLICY MANUAL**

<b>SECTION</b>	<b>MEMBERSHIP</b>	<b>POLICY #</b>	<b>M - 001</b>
<b>SUBJECT</b>	<b>MEMBERSHIP</b>	<b>EFFECTIVE</b>	January 2009
<b>AUTHORIZED BY</b>	Board Of Directors	<b>REVISED</b>	

Swim Ontario is a member of Swimming Canada. Swim Ontario is a not for profit sport governing body responsible for the organization and regulation of competitive swimming in Ontario.

Swim Ontario promotes excellence by structuring, regulating and supporting programs which encourage the maximum development of each individual swimmer. This is managed through its volunteer Board of Directors and procedures administered by a professional staff located in Toronto.

Membership in Swim Ontario is inclusive. The strict definition, along with the privileges is defined by the bylaws.

The foundation for excellence rests within the clubs found within the province. Working through this structure clubs will deliver the communication, regulation and quality of swimmer development and competition needed to achieve excellence in compliance with the bylaws, policies and procedures of Swim Ontario. Similarly all clubs will operate on an ethical foundation including but not limited to engaging only authorized coaching, ensuring all members are properly registered.

Swim Ontario will endeavour to create and enhance competitive swimming as a sport that involves fun, strength of character and attainment of personal excellence, dedication, health, safety and discipline; in short a sport of superior values.



<b>SECTION</b>	<b>MEMBERSHIP</b>	<b>POLICY #</b>	<b>M-002</b>
<b>SUBJECT</b>	<b>ATHLETE-COACH TANDEM</b>	<b>EFFECTIVE</b>	January 2009
<b>AUTHORIZED BY</b>	Board Of Directors	<b>REVISED</b>	

Swim Ontario supports an athlete-coach tandem.

The athlete-tandem recognizes that there is a defined relationship between the athlete and the coach.

Swim Ontario will only recognize athletes duly registered and in good standing with

- Swimming Canada
- Swim Ontario member club
- Swim Ontario

Swim Ontario will only recognize coaches duly registered and in good standing with

- Canadian Swim Coaches and Teacher Association
- Swimming Canada
- Ontario Swimming Coaches Association
- Swim Ontario member club

Those responsible for leadership and decision-making in swimming must recognize the coach-athlete tandem in both defining the needs and goals and in determining how to meet them. The athlete should be an active participant in, not the object of, sporting programs working in tandem with the coach.

### ***Coach-Athlete Values***

- *Respect*
- *Fairness*
- *Civility*
- *Honesty*
- *Responsibility*

Swim Ontario will insist that the members follow these values as guidelines. Sportsmanship is considered as essential as athletic ability and Swim Ontario will uphold good sportsmanship at all times.

### ***Coach-Athlete Programs***

Support for swimmer through the application of LTADS is at the heart of all programs offered by Swim Ontario. Technical program deliveries recognize excellence within the province and provide opportunities for growth outside our geographic boundaries.

### ***Resource Allocations and Priorities***

Swim Ontario will entrench a specific budget amount each year to support education, training opportunities and commitment to excellence. First and foremost will be technical programs which support the development of the coach-athlete relationship and promote healthy competition.



<b>SECTION</b>	<b>MEMBERSHIP</b>	<b>POLICY #</b>	<b>M-003</b>
<b>SUBJECT</b>	<b>CLUBS</b>	<b>EFFECTIVE</b>	January 2009
<b>AUTHORIZED BY</b>	Board Of Directors	<b>REVISED</b>	

Within Ontario there are over 100 clubs of various sizes.

Club membership is for a calendar year. Clubs apply for membership through Swim Ontario.

Annual renewal of the club is required to maintain membership. Fees must be paid prior to athletes being registered against the club.

All clubs must ensure that all athletes and coaches participating in sanctioned competitions are members of their respective organizations. In addition, all coaches of Swim Ontario clubs must join Swimming Canada (SNC), Swim Ontario, the Ontario Swim Coaches Association, and the Canadian Swimming Coaches and Teachers Association (CSCTA) as coach members.

All clubs which register for the first time as a year-round club member must comply with the New Club Affiliation requirements as established by Swim Ontario.

There are many benefits to clubs and individuals who join Swim Ontario. Clubs, coaches and athletes receive liability and excess insurance coverage. Members can compete in sanctioned competitions, which ensure safe, fair and competently officiated events. In addition, there are education benefits to clubs, coach and individuals.





POLICY MANUAL

<b>SECTION</b>	<b>COMPETITION</b>	<b>POLICY #</b>	C-001
<b>SUBJECT</b>	<b>COMPETITION</b>	<b>EFFECTIVE</b>	January 2009
<b>AUTHORIZED BY</b>	Board Of Directors	<b>REVISED</b>	

Swim Ontario is tasked with the responsibility of adhering to the expectations and requirements of all competitive policies as set out by Swimming Canada.

**Swimming Rules of Swimming/Natation Canada**

**GR 1 ELIGIBILITY**

**GR 1.1** All competitors shall be registered with their National Federation to be eligible to compete.

**CGR 1.1.1 Authority to Hold Meets in Canada**

**CGR 1.1.1.1** All meets in Canada shall be held under the authority of SNC or the PS as delegated.

**CGR 1.1.1.3** Provincial Sections shall sanction all meets and time trials within their jurisdiction. The PS may make special rules and regulations for age group and senior events.

- Swim Ontario has the right to issue and deny sanction opportunities to any club or organization.
- Only member clubs in good standing which meet a minimum expectation for officiating excellence will be allowed to submit a request for sanction.
- Swim Ontario shall on application by an approved host club or organization, sanction all competitions involving competitive swimming if they comply with Swim Ontario requirements for competitive meets as outlined in the Swimming Canada rule book.
- Request for sanction will be in the form of an application and shall outline the time, location, level of competition, facility and other relevant information to allow Swim Ontario to make a decision on the sanction.
- Until such time as a competition is sanctioned, it shall not be covered under the policy of insurance secured by SNC and Swim Ontario.
- The Board of Directors will identify the fee to sanction a meet for the upcoming season each spring.