



Sanction Information & Request Forms 2008-2009

All synchronized swimming demonstrations, exhibitions and competitive or educational events taking place in Ontario fall under the jurisdiction of the Corporation of Synchro Swim Ontario.

Written requests (see attached) for sanctions are required for the events where registered swimmers are participating: exhibitions, demonstrations, water shows, fundraisers, synchro camps or educational clinics, competitions/activities using certified officials and/or presenting awards (including Star Testing) and those events held out of province (excluding Nationals and Divisionals).

Clubs are pre-sanctioned for: routine club activity such as weekly training/practices; recreational testing that does not involve certified officials, participation and hosting of Synchro Swim Ontario competitions/events and invitational events/competitions that are sanctioned by Synchro Swim Ontario.

Sanction forms are available on the association website or from the Synchro Ontario office and, after completed are to be forwarded to the Executive Director.

- It is the responsibility of the Club President to request sanction from Synchro Swim Ontario.
- **Certified officials are not permitted to participate in non-sanctioned events.**
- Any saleable items that include Synchro Swim Ontario designations and/or its logo have to be approved in advance by the Executive Director.
- All certification courses (Trillium Instructor, NCCP/CBET, JTACS, etc) are under the jurisdiction of Synchro Swim Ontario and as such, must be organized through the office staff.
- Clubs will be notified if their request has been granted by email and a copy will be kept in the Synchro Ontario office. In the case of Invitational Meets, a copy of the sanction, whether granted or declined will be forwarded to the club and a copy kept in the Synchro Ontario office.
- The insurance company is now collecting information on the use of alcohol at events. At this time they do not anticipate that additional riders need to be purchased by the clubs for such events, however, they are looking at the types of socials that are occurring.

There are three different sanction procedures.

1. Invitational Meets/Events

This process is to be followed when a sanction is needed for invitational meets/events. Typically, these events will involve more than one club, require the use of officials, may require the need of pool time outside of regular practice, and there is likely a participation process such as registration or payment to participate. Synchro Ontario events and competitions take precedence over invitational events.

Application: Applications for sanction will be accepted after provincial meets for the upcoming year relative to the sanction's requested dates are announced and must be submitted at least three months in advance of the requested date(s) or a **\$50 late fee applies**. Sanction requests will be granted after considering several items including: dates in relation to Synchro Ontario events; other sanctioned events; dates in relation to the use of resources (including officials), location of the event, invitees, history of hosting, etc. Sanctioned events will be posted. Synchro Ontario events and competitions take precedence over invitational events.

Fines: Any events deemed by Synchro Ontario as an "invitational meet or event" that takes place without a sanction or with a sanction that does not reflect the event is subject to a **\$500.00 fine**. Further, any club that participates in an unsanctioned event are subject to a **\$100.00 fine**.

2. Regular Club Events

This process is to be followed when a sanction is needed for a regular club event. Pre-sanctioned events include your club's weekly training/practices; testing that does not involve certified officials; and participation in Synchro Swim Ontario competitions (such as Lisa Alexander Meet, Regional Championships, Provincial Championships, National Championships, etc).

Application: Applications for sanction are required two weeks prior to the event/activity. Multiple dates for an activity can be recorded on the same form.

Fines: Any events that take place without a sanction or with a sanction that does not reflect the event is subject to a **\$50.00 fine**.

Activities requiring sanction include but are not limited to:

- | | | |
|---|--------------------------------|----------------------------|
| Try Synchro! Event | Star Testing | Club try-outs/registration |
| Club Water Show | Hosting Clinic | Promotional Static Display |
| Club Fundraiser | Promotional Swim Demonstration | Burning Bright |
| Promotional Events | Social/Party | |
| Travel out of Ontario, but NOT out of Canada (excludes pre-sanctioned events) | | |

3. International

Synchro Swim Ontario must be aware of any synchronized swimming participation by its members (to include Coaches, Athletes and Officials). Written permission must be obtained from Synchro Canada as per Synchro Canada By-Laws (www.synchro.ca). A copy of the written request for sanction and a copy of the written permission from SC must be forwarded by the club to SO prior to the event or SO cannot in any way be held responsible.

Sanctioned Events & Registration

This does not address Competitive, Scholastic, University or TR memberships.

Program design	Member/Participant Type			Documentation Required	Sanction Needed for Program	Individual Membership Fee
	Non-member "Guest"	Special Program Member	Recreation Member			
Regular weekly session or Club Recreation Program (Aquasquirts, Trillium, Star, recreation, pre-competitive, etc.)			√	Each swimmer, <i>and</i> every new swimmer each session, is registered with SO/SC. Membership expires 8/31 of that year.	NO	SO - \$5 SC - \$4
One-time special event lasting more than one day, such as a summer camp, weekend program, Christmas special, etc. but NOT a regular program as below.		√		Register each non-member participant with SO. If they are already a member of SO through the club, no additional membership is required.	YES	\$1
Special event, part day or one-day only	√			Club keeps a list of guest names in their files and sends a copy to SO to be added to the sanction; participants are NOT registered with SO as members.	YES	N/A

Recreational Memberships:

Anyone participating in a recreational club program must become a member of the association, in the recreational category. This includes programs where a participant returns once or twice a week for multiple weeks. Sanctions are required for any programs that are outside of the clubs regular recreation programs that run annually in the competitive season.

Special Program Memberships:

For those attending a camp or one-time event, a "special program" category applies. The SP Membership fits in between a guest and a recreational member. The \$1.00 membership lasts only for that camp and does not carry them into any other club program. Should a participant join a recreational or competitive program after this time, he/she must be registered in the appropriate membership category (no credit for the \$1.00 membership). This will provide insurance coverage and provide appropriate membership tracking. Sanctions are required for these programs.

Guests:

Non-members are considered guests if they are joining an activity on a one-time basis for an event that is held for a part-day or one day period of time. A guest list must be kept on file at the club for verification should there be any incident involving the insurance company. Lists should be forwarded to Synchro Ontario to be added to the sanction. Further to insurance scenarios, it aids in provincial reporting.

If you have any questions about registration items, contact
Janet Herman at jherman@synchroontario.com or call 905-2 SYNC (7962).



2008-2009 Sanction Request Application B - Invitational Meets/Events

This process is to be followed when a sanction is needed for invitational meets/events. Typically, these events will involve more than one club, require the use of officials, may require the need of pool time outside of regular practice, and there is likely a participation process such as registration or payment to participate. Synchro Ontario events and competitions take precedence over invitational events. More information on sanctions is found in the front section of the sanction application package.

Applications for sanction will be accepted after provincial meets for the upcoming year relative to the sanction's requested dates are announced and must be submitted at least three months in advance of the requested date(s) or a **\$50 late fee applies**. Sanction requests will be granted after considering several items including: dates in relation to Synchro Ontario events; other sanctioned events; dates in relation to the use of resources (including officials), location of the event, invitees, history of hosting, etc. Sanctioned events will be posted. Synchro Ontario events and competitions take precedence over invitational events. Any events deemed by Synchro Ontario as an "invitational meet or event" that takes place without a sanction or with a sanction that does not reflect the event is subject to a **\$500.00 fine**. Further, any club that participates in an unsanctioned event are subject to a **\$100.00 fine**. Certified officials are not permitted to participate in unsanctioned events.

A. Applicant Information:

Name: _____ Club: _____
 Address: _____ City: _____
 Postal: _____ Phone: (day) _____
 Email: _____ Fax: _____

B. General Event Information:

Event Name: _____
 Location (city, pool): _____
 Event Date(s): _____

C. Detailed Event Information (check all that apply):

COMPETITIVE EVENT - Indicate the category and all possible participants and/or events

Participants will be competing by:

Tier 1 4 7 Team Duet Solo
 2 5 8 Figures LTAD/CS4L
 3 6 9 Other: _____

Age 11 & U 12 & U Team Duet Solo
 13-15 16-18 Figures LTAD/CS4L
 Senior Masters Other: _____

University League – List details _____

Other – List details: _____

RECREATIONAL EVENT - Indicate the category and all possible participants

Trillium/Star participants competing by: Age Skill level Other: _____
 Details: _____

Age group participants - Categories: _____
 Details: _____

Other: _____

OTHER

Details: _____



2008-2009 Sanction Request Application A (does not apply to Invitational meets/events)

This process is to be followed when a sanction is needed for a regular club event. Pre-sanctioned events include your club's weekly training/practices; testing that does not involve certified officials; and participation in Synchro Swim Ontario competitions (such as Lisa Alexander Meet, Regional Championships, Provincial Championships, National Championships, etc). Applications for sanction are required two weeks prior to the event/activity. Multiple dates for an activity can be recorded on the same form. Any events that take place without a sanction or with a sanction that does not reflect the event is subject to a \$50.00 fine.

Complete & return to Synchro Ontario: 905-572-SYNC (7962); or email: lmakins@synchroontario.com

Name: _____ Club: _____
Address: _____ City: _____
Postal: _____ Phone: (day) _____
Email: _____ Fax: _____

Clubs are pre-approved for: routine club activity such as weekly training/practices; recreational testing that does not involve certified officials, participation and hosting of Synchro Swim Ontario competitions

Category to be sanctioned:

- Try Synchro! Event
Club Water Show
Hosting Synchro Camp
Promotional Events
Burning Bright
Star Testing
Hosting Clinic
Club Fundraiser
Social/Party
Other
Club try-outs/registration
Promotional Static Display
Promotional Swim Demonstration
Out of Province Travel (excludes Divisionals, Nationals)

For international sanctions, see Rulebook and introductory information to this file.

Event Name: _____

Camps: detail purpose and who will be participating: _____

Location: _____ Event Date(s): _____

- 1. Are you aware that all activities must be properly supervised, including the use of certified lifeguards in aquatic environments? Lifeguards must be effectively guarding and in accordance with provincial Health Regulations.
2. I am aware of how program guests and participants must be recorded and/or registered for programs run by my club and all will be registered accordingly.
3. Are you aware if your club invites Officials to participate at any club event/activity you are responsible for reimbursing their expenses at \$0.35 per km for mileage and food at \$30.00 per day or \$8.00 for breakfast, \$7.00 for lunch and \$15.00 for dinner if meals are not otherwise provided, AND that the compensation is to be received by the judge at the time of the club's scheduled event?
4. Will Synchro Swim Ontario certified Officials be used?
5. Will alcohol be consumed at this event? In what capacity (ie. Wine served with dinner)

Anticipated numbers: Participants _____ Coaches _____ Volunteers _____ Spectators _____

I hereby request that the event described above receive sanction from Synchro Swim Ontario.

Signature _____ Position _____ Date _____

Synchro Swim Ontario use only:
I, Leslie Makins (as Executive Director) [] grant [] do not grant this sanction request.
Signature: _____ Date: _____
[] emailed [] faxed [] phone [] other: _____ date: _____