



Sanction Handbook

Last Revised September 2017

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Sanction Information

Helpful Hints

- The SSO website is an important source of information – <http://synchroontario.com/>
- Sanction Guidelines are available at <http://synchroontario.com/wp-content/uploads/2011/02/2016-SSO-Sanction-Guidelines-JANUARY-2017.pdf>. This document will be your primary resource; it describes all events and activities that are PRE-SANCTIONED and those that may be SANCTIONED including events and activities relating to training and competition, club administration and fundraising. There is also a list of events that are NOT sanctioned.
- Sanctions request forms are available from the main page under "Member Resources" – "Policies & Forms" – "Sanction Information and Forms"

Insurance

- Sanction requests must be submitted and approved by SSO to ensure insurance coverage is provided.
- Any event that takes place without a sanction or with a sanction that does not reflect the event with sufficient detail or accuracy is subject to a **FINE**.
- SSO reserves the right to decline to approve a sanction for an event or activity that is considered high risk or for non-synchro related club or team activities. See Sanction Guidelines at <http://synchroontario.com/wp-content/uploads/2011/02/2016-SSO-Sanction-Guidelines-JANUARY-2017.pdf> for a list of events and activities that are NOT sanctioned.

Pre-sanctioned Events

- Pre-sanctioned events refer to events or activities where a sanction request application by the club is NOT required.
- Pre-sanctioned events include SSO or Synchro Canada competitions, invitational meets that have been sanctioned by SSO, club board, committee or coach meetings, and regular club training and practices.
- See Sanction Guidelines at <http://synchroontario.com/wp-content/uploads/2011/02/2016-SSO-Sanction-Guidelines-JANUARY-2017.pdf> for a list of events and activities that are pre-sanctioned.

Regular Club Events

- **Sanction Request Application A** must be completed for many regular club events and activities including club socials, club try-outs, fundraising events or activities including Burning Bright, member or Annual General Meetings, promotional events, synchro camps, Try Synchro events and water shows.

- See Sanction Guidelines at <http://synchroontario.com/wp-content/uploads/2011/02/2016-SSO-Sanction-Guidelines-JANUARY-2017.pdf> for a list of events and activities that require a sanction as well as those events that are NOT sanctioned
- Applications for sanction are generally required TWO WEEKS prior to the event or activity
- Multiple dates for an activity can be recorded on the same form if for the same category event type (e.g., all tagging dates)
- Any event that takes place without a sanction or with a sanction that does not reflect the event is subject to a **\$50.00 FINE**

Special Events

- Clubs are encouraged to submit **Sanction Request Application A** for any synchro related event or activity involving non-SSO registered participants including athletes, coaches and consultants (e.g., National Senior team or international athletes or coaches are participating in your regular club practice or training with you during your regular club pool time)
- **Sanction Request Application A** should also be submitted for any synchro event or activity that is being photographed or filmed by a third-party (e.g., your practice is being filmed for a children's television show or athletes and coaches are being interviewed for a news award or feature)
- If you are in any doubt, please contact the SSO office for guidance on whether a sanction request application is required

Synchro Camps

- A Special Program Registration Form should be used to register participants in synchro camps or other one-time special events lasting more than one day
- Participants that have already been registered during the season (September to August) for regular club programming (i.e., "SSO registrants") do NOT need to be included on this form
- A fee of \$4.00 is required for each non-SSO registrant to cover insurance costs.
- The Special Program Registration Form and any associated fees must be submitted within **30 days** of the conclusion of the event or is subject to a **\$50.00 LATE FEE**.
- A Special Program Registration Form is NOT required for one-day Try Synchro events

Out of Province Travel

- **Sanction Request Application A** must be completed when a sanction is needed for club participation in an event or activity that is held out-of-province (i.e., excluding Synchro Canada competitions, which are pre-sanctioned)
 - Training camps that are held out-of-province or internationally must be sanctioned
 - Participation in an out-of-province competition (e.g., the Canadian Prairie Championship) must be sanctioned
- Sanction Handbook

- All participating athletes and coaches must be properly registered
- All activities must be properly supervised, including use of certified lifeguards as appropriate
- The sanction covers activities directly related to the synchronized swimming event or activity, including team meals and organized group travel
- Clubs should consider applying for EXCESS TRAVEL MEDICAL INSURANCE when travelling outside Ontario or outside Canada. See Sanction Guidelines at <http://synchroontario.com/wp-content/uploads/2011/02/2016-SSO-Sanction-Guidelines-JANUARY-2017.pdf> for additional information
- The sanction request should be submitted to SSO as soon as the details (date and location) are known (e.g., for March Break training camps, the sanction should be submitted no later than January for the following March)
- 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**

International Meets

- Registrants including Ontario athletes, coaches and officials must advise SSO of any proposed participation in an international competition
- Written permission for participation in an international competition must be obtained from Synchro Canada (see CASSA Rulebook section 3.2.1)
- SSO must receive a copy of the written request for sanction and Synchro Canada's approval of the request prior to the event or there may be no insurance coverage of the event

Invitational Meets

- **Sanction Request Application B** must be completed when a sanction is needed for a club-hosted invitational meet or event (i.e., for invitational meets such as the Waterloo Invitational or Burlington Novice & Recreational Extravaganza)
- Typically, these events will involve more than one club, require the use of SSO registered officials, may require the use of pool time outside of regular practice, and there may be a registration process or a fee charged to participate
- Participation is limited to athletes registered in a competitive stream (i.e., novice, provincial or national). SSO will NOT grant a sanction for any invitational meet involving recreational or community program swimmers
- All activities must be properly supervised, including use of certified lifeguards as appropriate
- SSO meets and events take precedence over all club invitational meets
- Clubs are encouraged to submit a sanction request as soon as the details (date and location) are known
- Any club that promotes an invitational meet before a sanction is granted is subject to a **\$50.00 FINE**

- Sanction requests may be granted after consideration of several factors including dates of the event in relation to SSO meets or other sanctioned events, resource availability including officials, location, participants, and the club's history of hosting similar meets
- Sanction requests must be submitted by the host club at least **THREE MONTHS** in advance of the requested date(s) or a **\$50 LATE FEE** applies
- SSO will post information provided by a club relating to a sanctioned invitational meet on the SSO website under Event Schedule – Club Invitational Meets
- Any event deemed by SSO 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**
- Any club that participates in an unsanctioned invitational meet or event is subject to a **\$100.00 FINE**
- Clubs do NOT have to submit a sanction request to participate in a sanctioned invitational meet or event

Timelines	
August / September	<ul style="list-style-type: none"> – SSO to post sanctions information for current season – Clubs must ensure sanction requests are submitted for September club events and activities (e.g. season opener events) – SSO recommends that, once your club calendar is finalized, you submit a sanction request for ALL events and activities reflected on the calendar – Multiple dates for an activity can be recorded on the same form if for the same category event type – Clubs are encouraged to submit a sanction request for all club-hosted invitational meets or activities as early as possible during the competitive season – Ensure sanction request is submitted for any Try Synchro events – Ensure sanction request is submitted for any Burning Bright events and activities – Ensure sanction request is submitted for any Halloween-related activities
October / November	<ul style="list-style-type: none"> – Ensure sanction request is submitted for holiday-related events and activities (e.g., water show or holiday party)
February	<ul style="list-style-type: none"> – Ensure sanction request is submitted for March Break training camps, as applicable
April / May	<ul style="list-style-type: none"> – Ensure sanction request is submitted for any end-of-year events and activities (e.g., water shows)
June / July	<ul style="list-style-type: none"> – SSO to make available competition calendar for following season at Annual Meeting, which will be posted online at http://synchroontario.com/ – Ensure sanction request is submitted for summer camps