



Sanction Handbook

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Sanction Information

Helpful Hints

- The [OAS website](#) is an important source of information
- Sanction Guidelines are available [here](#)
- 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
- Sanction request forms are available [here](#)

Insurance

- Sanction requests must be submitted and approved by OAS 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 **\$500 FINE** and discipline under the Canada Artistic Swimming (CAS) Discipline and Complaint Policy and Procedure
- OAS reserves the right to decline to approve a sanction for an event or activity that is considered high risk or for non-artistic swimming related club or team activities. See Sanction Guidelines 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 OAS or CAS competitions or events, invitational meets that have been sanctioned by OAS, club board, committee, or coach meetings, and virtual training
- See Sanction Guidelines 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 regular season training (in-person), club try-outs, athlete testing, fundraising events, and club activities including social events, club member or Annual Meetings, promotional events, camps, Try Art Swim events, water shows, and Burning Bright

- See Sanction Guidelines 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 the same category event or activity type can be recorded on the same form (e.g., all tagging dates)
- Any club that hosts an in-person artistic swimming activity or event that takes place without a sanction or with a sanction that does not reflect the event in sufficient detail or accuracy is subject to a **\$500.00 FINE** and discipline under the CAS Discipline and Complaint Policy and Procedure

Private Figures or Athlete Training or Routine Practices

- Private figures or athlete training or routine practices must take place during regular pool time booked by the club and sanctioned by OAS to ensure insurance coverage is provided
- Private figures or athlete training or routine practices that take place outside of regular pool time booked by the club and sanctioned by OAS will not be insured. Any club, coach, or athlete that participates in such activity is subject to disciplinary action under the CAS Discipline and Complaint Policy and Procedure

Special Events

- Clubs are encouraged to submit **Sanction Request Application A** for any artistic swimming related event or activity involving non-OAS registered participants including athletes, coaches, and any external experts or 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)
- External experts or consultants must either provide a certificate of insurance or be registered by the club as an Associate Registrant in H2OReg
- **Sanction Request Application A** should also be submitted for any artistic swimming event or activity that is being photographed or filmed by a third-party (e.g., your practice is being filmed for a television show or athletes and coaches are being interviewed for a news award or feature)
- If you are in any doubt, please contact the OAS office for guidance on whether a sanction request application is required

Camps

- A Special Program Registration Form should be used to register participants in artistic swimming camps or other one-time special event or activity lasting more than one day

- Participants that have already been registered during the season (September to August) for regular club programming (i.e., “OAS registrants”) do NOT need to be included on this form
- A fee of \$4.00 is required for each non-OAS 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 Art Swim 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 CAS competitions or events, 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
- 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 artistic 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 for additional information
- The sanction request should be submitted to OAS 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 club that participates in an artistic swimming activity or event that is held out-of-province without a sanction or with a sanction that does not reflect the event with sufficient detail or accuracy (i.e., excluding CAS competitions or events, which are pre- sanctioned) is subject to a **\$500.00 FINE** and discipline under the CAS Discipline and Complaint Policy and Procedure

International Meets

- Registrants including Ontario athletes, coaches, and officials must advise OAS of any proposed participation in an international competition

- Written permission for participation in an international competition must be obtained from CAS (see the CAS International Competition Bid Policy & Procedure [here](#)). A written letter of support from OAS must be provided with each bid application
- OAS must receive a copy of CAS's written approval of the bid 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
- Typically, these events will involve more than one club, require the use of OAS 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., regional league, provincial or national). OAS 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
- OAS competitions 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 invitational meet in relation to OAS meets or other sanctioned events including Athlete Technical Workshops, the availability of resources such as OAS registered officials, location, participants, and the club's history of hosting similar meets
- Restrictions will be applied where a club has backed out of hosting an OAS competition in a prior season after having accepted a bid to host the event
- CAS strategy, LTAD adoption, and a renewed focus on periodization all play a significant role in the development of the OAS competition schedule. For this reason, OAS will NOT approve routine events for regional league or 10U athletes BEFORE 1 February
- OAS will NOT approve an invitational meet within two weeks prior to a scheduled OAS competition with the exception of an event involving different age categories than the pending competition
- 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

- OAS will post information provided by a club relating to a sanctioned invitational meet on the OAS website under Event Schedule – Club Invitational Meets
- Any club that hosts an in-person artistic swimming event deemed by OAS at its sole discretion as an invitational meet 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 **\$500.00 FINE** and discipline under the CAS Discipline and Complaint Policy and Procedure
- Any club that participates in an unsanctioned invitational meet or event is subject to a **\$100.00 FINE** and discipline under the CAS Discipline and Complaint Policy and Procedure
- Clubs do NOT have to submit a sanction request to participate in a sanctioned invitational meet or event

Timelines	
August/ September	<p>OAS to post sanction information for current season</p> <p>Clubs must ensure sanction requests are submitted for September club events and activities (e.g., season opener events)</p> <p>OAS recommends that, once your club calendar is finalized, you submit a sanction request for ALL events and activities reflected on the calendar</p> <p>Multiple dates for an activity can be recorded on the same form ONLY where the request is for the same category event type</p> <p>Clubs are encouraged to submit a sanction request for all club-hosted invitational meets or activities as early as possible during the competitive season</p> <p>Ensure sanction request is submitted for any Try Art Swim events</p> <p>Ensure sanction request is submitted for any Burning Bright events and activities</p> <p>Ensure sanction request is submitted for any Halloween-related activities</p>
October/ November	<p>Ensure sanction request is submitted for holiday-related events and activities (e.g., water show or holiday party)</p>
February	<p>Ensure sanction request is submitted for March Break training camps as applicable</p>
April/ May	<p>Ensure sanction request is submitted for any end-of-year events and activities (e.g., water shows)</p>
June/ July	<p>OAS to make available competition calendar for following season, typically at Annual Meeting, which will be posted online at https://ontarioartisticswimming.ca</p> <p>Ensure sanction request is submitted for summer and specialty camps</p>

