



SANCTIONING POLICY

ONLY THOSE ACTIVITIES SANCTIONED BY SYNCHRO ALBERTA AS PER THIS POLICY AND THE SANCTIONING GUIDELINES ARE CONSIDERED COVERED UNDER OUR INSURANCE POLICIES

Purpose

1. Synchro Alberta is committed to providing a safe environment and fair competition for all its members. Irresponsible behavior, unfair competition or an unsafe environment can result in severe damage to the sport of synchronized swimming and Synchro Alberta members. This Policy provides guidelines and regulations for Synchro Alberta Members wishing to run events, programs and competitions helping to ensure a safe and fair event as well as to provide for the health and welfare of its participants.

Scope and Application of this Policy

2. This Policy applies to all activities, events and competitions participated in, organized by and run by Synchro Alberta Members.

Annual Club Sanctioning

3. Synchro Alberta Members are sanctioned for the following activities provided the Annual Club Sanction Form has been submitted and approved by Synchro Alberta for such activities:
 - a. Weekly Club Pool Training or Practices;
 - b. Dryland Training;
 - c. Athlete and coach participation in Synchro Alberta sanctioned meets;
 - d. Recreational testing that does not involve certified officials;
 - e. Meetings – Board of Directors, Committee, General, Special and Parent Orientations

Sanctions Required

4. Those activities that are not part of the annual club sanction require a sanction as per the outlined requirements. Some parameters and exclusions apply so please refer to Synchro Alberta's Sanctioning Guidelines. Some of the activities eligible and requiring a sanction include but are not limited to:
 - a. Exhibition;
 - b. Demonstration;
 - c. Water Show;
 - d. Fundraiser (that is an organized group activity);
 - e. Synchro Camps (includes summer) or Educational Clinics;
 - f. Hosting Competitions/Activities using certified officials and/or presenting awards;
 - g. Out of Province Travel for competition or training;
 - h. Testing or mock meets involving certified officials;
 - i. Promotions, advertising and marketing events;
 - j. Out of pool club activities.

Requesting a Sanction

5. A Synchro Alberta Member requesting a sanction must submit the proper Sanction Request Form, signed by a someone within the club with signing authority, and fee to the Synchro Alberta office twenty-one (21) days prior to the activity, event or competition. Applications received without twenty-one (21) days notice will be assessed a \$25 fine payable at time of sanction.
6. Sanction requests of more than three months in advance of their event will not be accepted.



7. The applicable Sanction Request Form will be approved or denied by Synchro Alberta.
8. A Sanction is not effective until signed by a person with proper authority of Synchro Alberta.
9. Sanctions are non-transferable.

Sanctioning Requirements

10. All Synchro Alberta sanctioned events, activities and competitions must follow the official rules and guidelines of Synchro Alberta.
11. All participants, athletes, coaches and judges participating in the activity, event or competition must be registered members in good standing with Synchro Alberta, unless deemed a guest in accordance with item 13.
12. Alcohol is prohibited at all sanctioned events.

Guests

13. Non-members of Synchro Alberta are considered guests if they are participating in an event, activity or competition within the jurisdiction of Synchro Alberta on a one-time basis. For an activity, event or competition that includes guests (non-members) the club must maintain a list that includes first and last name as well as mailing address and phone number of all guests for verification should there be any incident. This list must be kept for a minimum of 12 months from the time of the sanctioned activity, event or competition. (Guests may include but is not limited to participants in a come try it event, parents in a parent/swimmer night, or sponsors attending a watershow.)

Sanction Refusals

14. Synchro Alberta may refuse or cancel a sanction for the following reason(s), including but not limited to:
 - a. Poor prior performance of a sanctioned event, activity or competition;
 - b. Failure to meet sanction conditions;
 - c. Concerns that the Member requesting the sanction is not capable of meeting the Synchro Alberta sanctioning/safety requirements, or other factors relating to operations;
 - d. Insufficient time to process the sanction request;
 - e. Incomplete sanction request;
 - f. Failure to pay the sanctioning fee or late fee;
 - g. Being deemed a member not in good standing;
 - h. Failing to comply with the conditions of the sanction;
 - i. Any other issue or matter which Synchro Alberta deems a concern which may affect Synchro Alberta's ability to obtain insurance coverage, or;
 - j. Such other matters as Synchro Alberta may consider in preserving the reputation of the association and/or reasonable safety concerns.

Sanction Fee Refunds

15. Sanction fees are non-refundable

Violations

16. Conduct that violates this Policy may be subject to sanctions pursuant to Synchro Alberta's policies related to discipline and complaints.

Fines

17. Any event that takes place without a sanction or with a sanction that is not reflective of the event is subject to a \$75.00 fine.



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Amended Approved May 14, 2016