

SWIM

PROCEDURES

2015

Please be advised that procedures contained herein have been approved or approved in principle. Some procedures are under active review and amendment. If any clarification is needed please contact Swim Ontario staff.

ONTARIO

Updated June 2015

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.

DEFINITIONS

Definitions

“Age Group Club” means a club registered with SNC and the Provincial Section for the purpose of competition

“Association” means two or more registered Clubs and/or University Teams within a single provincial jurisdiction that applies for, and receives annual approval, from their respective Provincial Section to form an Association. Registered Associations are considered a “Club” for the purposes of competition entries and results.

“Club” means any organized group of persons associated for the purpose of swimming and registered as a Member of Swim Ontario or recognized by a FINA affiliated body, and includes registered Age Group Clubs, University Teams, University Clubs, and Associations.

“National Swim Centre”; “National Academy”; “Provincial Swim Centre” or “Provincial Academy” refers to high performance training entity in Canada or Ontario as designated by SNC and/or Swim Ontario. National/Provincial Swim Centres and National/Provincial Academies are not considered as clubs in the SNC registration system.

“University Club” means a club registered with SNC and the Provincial Section for the purpose of competition that is associated with a “Varsity Team”. Organizations of this type are restricted to only allowing swimmer registrations of 16 years of age (DOB) and older.

“University Team” or “Varsity Team” means a swimming team registered with the Canadian Interuniversity Sports (CIS), and SNC. A Registered University team is considered a “Club” in the National registration and result system. A University Team is considered a separate entity than a registered SNC Age Group Club.

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POLICY SECTION:	ORGANIZATION – ACCOUNTABILITY & TRANSPARENCY	PROCEDURE#	O-001-01
RESPONSIBILITY:	PROGRAM POLICY COMMITTEE		
SUBJECT:	BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES	EFFECTIVE	January 2009
AUTHORIZED BY:	Board Of Directors	REVISED	October 2012

Policy Support

Openness and disclosure can only happen with individuals that embrace this policy. To ensure that all directors understand the role and obligations of their position they must have read and be familiar with all aspects of organization.

Duties and Responsibilities of a Director

Directors are agents of the Corporation when acting in the interest of and on behalf of the Corporation and when acting within their actual, ostensible or implied authority. A Director will be liable when they fail to make it clear to an outside party they are not acting on their behalf. The ordinary law of agency applies to Directors.

Directors occupy a position of trust towards the Corporation and all its members. In performing their duties and exercising their functions, Directors must act with the utmost good faith toward the Corporation.

Procedure

Upon becoming a Director of Swim Ontario, within 30 days the directors must acknowledge in writing to the President the reading and understanding of the following documents found in the Board Binder:

- Swim Ontario By-Laws
- Swim Ontario Policies and Procedures
- Roles and Responsibilities of Volunteer Board Members
- The most recent Club Manual
- Completed confidentiality form (to be completed each year of the term served)
- Provide a successful Police Security Clearance Check

Aside from the initial meeting, no Director may assume a role in Committee or in Board Meetings until this step has been completed.

The staff will retain a record of the reading/understanding.

<i>Responsibility</i>	<i>Action</i>
New Board Members	Read and acknowledge materials indicated
Staff	Ensure new board member has a copy of the Board Binder to read at the AGM
President	Follow-up within 30 days of a new Board Member being elected to ensure completion and understanding
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	ORGANIZATION – ACCOUNTABILITY & TRANSPARENCY	PROCEDURE #	O-001-02
RESPONSIBILITY:	PROGRAM POLICY COMMITTEE		
SUBJECT:	BOARD OF DIRECTORS MEETING MINUTES	EFFECTIVE	January 2009
AUTHORIZED BY:	Board Of Directors	REVISED	October 2012

Policy Support

The first step in the defence of openness is the recording of votes, conversations, motions and more. The membership of the organization is owed the opportunity to read and understand the direction the executive take when making decisions.

Procedure

All documents which are directly referred to in formal motions of the Board (such as appendices, attachments, etc.) shall be formally included in the Board minutes.

- Motions are recorded and signed by the President at each Board meeting.
- Teleconference motions are minuted.
- Minutes are reviewed by the President and Executive Director prior to circulation for approval.

<i>Responsibility</i>	<i>Action</i>
Recording Secretary	Submits motions to the Membership Services and Office Coordinator
Membership Services and Office Coordinator	Prepares minutes of the meetings and incorporates motions into the minutes. Reports are referred to as appendices and are attached to the minutes.
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	ORGANIZATION – ACCOUNTABILITY AND TRANSPARENCY	PROCEDURE #	O-001-05
RESPONSIBILITY:	STAFF		
SUBJECT:	SWIM-A-THON RECEIPTS	EFFECTIVE	January 2009
AUTHORIZED BY:	Executive Director	REVISED	November 2014

Policy Support

Swim-a-thon™ is a registered trademark of Swimming Natation Canada and its use is licensed to Swim Ontario. Swim-a-thon™ represents a risk exposure for fraud if not managed correctly. As a charitable organization there can be no perceived or actual abuse of the system. This procedure details the specific sections of the process and responsibilities of the parties involved.

Procedure

This program must adhere to Swim Canada’s Charitable Donations policy.

Swim-a-thon is the major national fundraising project in which most affiliated clubs in Canada participate. It promotes and finances amateur competitive swimming. The purpose of Swim-A-Thon is to raise money for a club through swimmers’ participation in a marathon swim through obtaining pledges for so much per length swum, or a pre-determined amount.

The new electronic online delivery system will be the only means by which Swim a-thon will be delivered. Only not-for-profit incorporated and affiliated clubs may participate in Swim-a-thon.

Swim-a-thon 2015

- In 2015, no registered swimming family will be eligible to receive a charitable receipt for Swim-a-thon donations.
- A club wishing to participate in Swim-a-thon cannot have a mandatory Swim-a-thon assessment. They may have a fundraising assessment – but this assessment cannot include a mandatory Swim-a-thon levy.
- A more detailed process will be in place to track any cash or cheque donations for compliance purposes.
- Any club signing up to run Swim-a-thon in 2015 will have to sign the affidavit that states that the grant they receive from participating in Swim-a-thon will only be spent on general club operations and not be put into individual swimmer accounts.

Please note that these changes are to ensure compliance with Government of Canada tax rules as they relate to SNC’s status as Charity.

Failure to comply with these rules will result in your 2015 Swim-a-thon submission being considered null and void. There can be no exceptions to this condition.

Swim-a-thon Disbursements

The administration fee is 10%

Responsibility	Action
SNC	Issue tax receipts and grant cheques
Staff	Monitor and administer the tasks of the Swim A Thon program.
Club Swim-a-thon Chairperson	Read all duties and procedures related to Swim-a-thon
Finance and Audit Committee	Annually review aspects of the procedure to minimize exposure to risk

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.

POLICY SECTION:	ORGANIZATION – ACCOUNTABILITY AND TRANSPARENCY	PROCEDURE #	O-001-07
RESPONSIBILITY:	STAFF		
SUBJECT:	TAX RECEIPTS - NATIONAL OFFICIALS TRAVEL PROCEDURE	EFFECTIVE	January 2009
AUTHORIZED BY:	Executive Director	REVISED	April 2014

Policy Support

Level 4 and 5 officials are eligible to participate in the National Officials Travel Program.

Procedure

Officials must adhere to the Swimming Canada procedure for the Travel Program.

Swim Ontario will keep a record of all such donations received for reconciliation with Revenue Canada. Swimming Canada will issue tax receipts and grant cheques.

Responsibility

Action

Staff	Receives request and forwards to SNC .
Swimming Canada	Approves tax receipt and cheque

<p>Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.</p>
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POLICY SECTION:	ORGANIZATION – ACCOUNTABILITY & TRANSPARENCY	PROCEDURE #	O-001-6
RESPONSIBILITY:	AWARDS COMMITTEE		
SUBJECT:	SWIM ONTARIO AWARDS	EFFECTIVE	January 2009
AUTHORIZED BY:	Executive Director	REVISED	October 2012

Policy Support

To ensure awards are processed through a fair process.

Procedure

Swim Ontario administers and provides endorsement for an extensive awards programme that incorporates its own categories and that of the Ministry and Swimming/Natation Canada. These highly coveted awards express the association's admiration and gratitude to organizations and individuals that have contributed to the advancement of swimming in Ontario.

Swim Ontario presents the majority of its awards during the Annual Awards Ceremony held during the Annual General Meeting weekend.

All nominations for Swim Ontario awards are directed to the Awards Committee, a committee of the Executive Director, who will ensure that complete documentation is provided and that all criteria regarding the respective awards have been met. The Awards Committee will then forward the recommended names to the Executive Director.

Responsibility

Action

Awards Committee	Review nominations for awards and forward recommended names to Executive Director.
Executive Director	Approves nominations for staff to proceed with awards.

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.

ONTARIO

POLICY SECTION:	ORGANIZATION – RISK MANAGEMENT	PROCEDURE #	O-002-01
RESPONSIBILITY:	FINANCE AND AUDIT COMMITTEE		
SUBJECT:	FINANCIAL CONTROLS	EFFECTIVE	January 2009
AUTHORIZED BY:	Board Of Directors	REVISED	JUNE 2014

Policy Support

Controls define a minimum expectation for openness. Generally accepted accounting and management practices are always encouraged.

Procedure

The following are to be considered as minimum. Additional guidelines and directions may also be found in accounting procedures.

Cheque Management

- Two signatures on every cheque - no matter how insignificant or how large the amount.
- Back-up for all expenditures to be attached to cheque requisitions
 - both signing officers to peruse back-up and compare to cheque requisition for accuracy prior to signing any cheque.
 - Executive Director signature stamp is available in the ED's absence. The signature stamp is kept in a secure location
 - The Executive Director must initial all back-ups
 - Second signing officer must initial Executive Director expense submissions.

Cheque Requests

- All invoice requests as well as all voided cheques to be initialled by a signing officer.
- Unbudgeted expenditures up to \$5,000.00 may be authorized by the Executive Director and authorized unbudgeted expenditures up to \$10,000.00 to be made jointly by the Executive Director and President. Unbudgeted expenditures \$10,000 - \$20,000 require approval of the Finance and Audit Committee, followed by a report to the Board at its next meeting.
- Unbudgeted expenditures in excess of \$20,000 must be approved by the Board
- Purchase orders to be initialled by the Executive Director and attached to invoices.

Executive Director

- Expenses to be approved by the Executive Director prior to reimbursement.
- Pre-approves staff expenses and signs all expense forms.

Staff

- One staff person keeps track of income and expenses on financial software management system and does banking.
- At least two staff members are familiar with tracking system as well as invoicing/cheque requisition procedures to minimize delays during vacation periods.

Accountant

- Double-checks staff work,
- Reconcile bank statements
- Looks after monthly financial statements
- Makes all general ledger entries,
- Completes annual organization tax return

- Makes payroll, HST and other Revenue Canada report submissions

Audit

- The company financial records are examined at the end of each fiscal year by an appointed auditor who is approved by the membership at the annual AGM.
- Executive Director not to be the bookkeeper for the association.

Other

- Swim Ontario will not allow any of its affiliated clubs to access the privilege of its incorporation for grant applications that require incorporation – ie. Trillium, Quest for Gold
- Credit card purchases are approved by the Executive Director in advance of purchase
- Only Executive Director has a credit card however staff are permitted to use the credit card for pre-approved expenditures

Responsibility	Action
Executive Director	Adheres to and supports the direction of the controls
Executive Director & Signing Officers	Ensures actions are consistent with controls
Membership Services and Office Coordinator	Processes cheques, invoices and produces accurate journals
Accountant	Retrieves month-end data & compiles statements, bank rec.'s, and GL's
Executive Director	Copies Finance and Audit Committee on statements & compiles monthly report on actual compared to budget
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	ORGANIZATION – RISK MANAGEMENT	PROCEDURE #	O-002-02
RESPONSIBILITY:	FINANCE AND AUDIT COMMITTEE		
SUBJECT:	FINANCES – OPERATIONAL RESERVE	EFFECTIVE	January 2009
AUTHORIZED BY:	Board Of Directors	REVISED	OCTOBER 2012

Policy Support

To alleviate questions regarding reserves and cash on hand the minimum expectation for these monies is provided.

Procedure

That under normal circumstances, the Operational Reserve of Swim Ontario shall be maintained within a range of \$500,000 to \$750,000. For purposes of this procedure, the Operational Reserve is defined as the total of excess cash which Swim Ontario has invested in various income generating vehicles such as Guaranteed Investment Certificates, Canada Savings Bonds, Provincial Savings Bonds, bank savings accounts, etc. In the event that the Operational Reserve falls outside this range the Board shall agree upon a plan to return it within the defined range in a reasonable period of time.

Background

Prudent management practice dictates that Swim Ontario maintain an Operational Reserve to protect the organization from unexpected decreases in revenue and/or unplanned expenditures. Unexpected decreases in revenue could result from such events as a decrease in either government grants or the number of registered swimmers; unplanned expenditures could result from such events as unexpected legal actions, a sudden need for additional staff, the expansion of current programs and services or the desire to implement new programs. Under normal circumstances a suitable range for an Operational Reserve would be 5 to 7 months of Swim Ontario's operating expenses which would exclude flow-through expenses such as the SNC fees. Based on the Swim Ontario 2009-2010 budget the operating expenses are roughly \$1,250,000 which would suggest an Operational Reserve in the range of \$500,000 to \$750,000. It should also be noted that investing the Operational Reserve in conservative interested bearing vehicles will result in an annual revenue stream of roughly \$20,000, depending on the amount of the reserve and current interest rates.

<i>Responsibility</i>	<i>Action</i>
Finance and Audit Committee	Provides oversight
Executive Director	Signals a problem within the subsequent reporting period on an inability to maintain this procedure
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	ORGANIZATION – RISK MANAGEMENT	PROCEDURE #	O-002-03
RESPONSIBILITY:	PROGRAM POLICY COMMITTEE		
SUBJECT:	SECURITY SCREENING CHECKS FOR SWIM ONTARIO, SO BOARD/VOLUNTEERS & SO STAFF	EFFECTIVE	January 2009
AUTHORIZED BY:	Board Of Directors	REVISED	May 2014

Policy Support

Swim Ontario has a duty of care to protect and not place at unreasonable risk its staff, titleholders and third parties. In meeting this responsibility, Swim Ontario must be confident that all members and registrants and those involved in sanctioned events meet the highest standards of integrity and suitability so that the swimming community is satisfied it has minimized the risk of an unsafe environment.

Procedure

The intent of this procedure is to ensure appropriate screening processes are adopted for positions within Swim Ontario. This procedure is predicated on the premise that Swim Ontario:

- has a duty of care to protect, and not place at unreasonable risk, its staff and other persons;
- has a duty of care to protect and not place at unreasonable risk Swim Ontario resources;
- has a duty of care to protect and not place at unreasonable risk registered individuals;
- must undertake a rigorous assessment of the suitability of internal and external candidates prior to offering them appointment to a position;
- recognizes police record checks are not in themselves a rigorous assessment of suitability and considers these checks an essential part of the Swim Ontario processes.

This procedure applies to:

- Swim Ontario Staff
- Swim Ontario Board of Directors
- Swim Ontario Tour Team, Training Camp Personnel

This procedure is to be followed:

- Through the current season – September 1 – August 31.
- for all new hires or appointments of Swim Ontario
- when a police records check is required by the Executive Director, or
- when considering whether a police records check is required, for a specific event or position.

All new employees and Swim Ontario event Personnel are required to provide an original Criminal Record Check that is satisfactory to the Executive Director prior to the commencement of any employment/volunteer duties. The Criminal Record Check must have been executed within the preceding 90 days of hire (employees) and meet all of the conditions outlined below.

The original copy of the Security Screening Record Check (police security clearance check or vulnerable sector security clearance check), and any additional information requested, will become the property of Swim Ontario and will not be returned, copied or forwarded to any other institution or individual. The original Criminal Record

Check should be hand delivered to the Executive Director in a sealed envelope marked confidential, include the applicant’s full name and position, and the words “Criminal Record Check”.

An individuals must obtain a Criminal Record Check Report through a local police service headquarters or regional police services or other acceptable security clearance record check organization. Once a Criminal Security Record Check has been filed with Swim Ontario, an “Offence Declaration” form must be filed with the Swim Ontario office for every subsequent year of service or representation. Said Offence Declaration form will be part of the yearly process. If an individual leaves the organization for a period of more than a year, then returns, a new a Criminal Security Record Check needs to be completed and filed. Upon receipt of a “CLEAR”, Criminal Security Record Check and applicable fees the individual will be activated.

Any cost related to obtaining the Criminal Record Check is the sole responsibility of the applicant.

Should an individual submit a Criminal Record Check showing evidence of a criminal offence, confirmation of their employment, appointment or volunteer commitment (ie. Board position, coach, official, photographer, etc.), will be postponed pending a review of the information. A criminal record may not necessarily disqualify an individual. Swim Ontario reserves the right to request individuals to provide additional information with regard to their application or appointment. The final decision will be made by an appointed individual of Swim Ontario.

Responsibility	Action
Individual	Initiates the process for the check and brings to the Executive Director
Executive Director	Reviews and stores in personnel file

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.

POLICY SECTION:	ORGANIZATION – RISK MANAGEMENT	PROCEDURE #	O-002- 07
RESPONSIBILITY:	PROGRAM POLICY COMMITTEE		
SUBJECT:	SCREENING – CLUB PERSONNEL	EFFECTIVE	September 2015
AUTHORIZED BY:	Board of Directors	REVISED	June 2015

Policy Support

Swim Ontario has a duty of care to protect and not place at unreasonable risk its most precious resource...the swimmers. Any organization working with vulnerable people must assume the responsibility of screening volunteers. It is essential to develop a screening policy that meets the needs of our organization. In meeting this responsibility, Swim Ontario must be confident that all clubs and their members as well as those involved in sanctioned events meet the highest standards of integrity and suitability so that the swimming community is satisfied it has minimized the risk of an unsafe environment. Screening is an ongoing process designed to identify any person whether paid, or unpaid, volunteer or staff, who may harm children, youth or other vulnerable persons.

Definitions:

Security Screening – This is the result of the Police Records Check and/or the Vulnerable Sector Check for individuals as conditions listed below warrant.

Police Records Check (PRC) – A search of the Canadian Police Information Centre (CPIC) database, which is a compilation of police information and court decisions, as well as a search of the records held in the information database of a local police agency.

Vulnerable People – Vulnerable people are defined in the Criminal Records Act as persons who, because of age, disability, or other circumstances, whether temporary or permanent are:

- In a position of dependence on others; or
- Are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

This includes children, youth and people with physical, developmental, or other disabilities.

Vulnerable Sector Check (VSC) – A search based on a name or gender and date of birth against the RCMP National Repository of Criminal Records, Pardoned Sex Offender Database and various other police databases.

Offence Declaration – This form is to be filled annually out by the individual in the intervening years between Police Records Checks (years 2 to 5). By signing this form, the individual declares that nothing has changed in his/her status since their last Police Records Check. The form will be submitted to the club executive responsible for the collection.

Valid Security Screening

To be valid, a police screening must meet the following conditions:

- The PRC and VSC must have been completed by a police service within the preceding six (6) months;
- It must be an original; and
- For individuals who work with or have unsupervised access to children or vulnerable people, it must include a vulnerable sector check.

Swim Ontario's Requirements

Clubs are responsible for ensuring that all individuals in designated positions have a valid Police Records Check, Vulnerable Sector Check or Offence Declaration on file at the time they register their club for the current year.

All employees, board members, volunteers or other service providers who are in designated positions (see below) are required to provide valid Security Screening.

DESIGNATED POSITIONS

The following designated positions are required to submit a:

Police Records Check (PRC):

- Submitted to and reviewed by the club
- All board members;
- Any persons with access to sensitive personal or confidential information, or financial records or money;
- All Level 4 and Level 5 officials.
- Required initially and every 5 years thereafter

Vulnerable Sector Check (VSC)

- Submitted to the club
- Reviewed by Swim Ontario
- Any coach over the age of 18 that coaches children or vulnerable people;
- Any persons involved in the delivery of developmental programs for swimmers such as clinics or camps;
- Any persons affiliated with provincial teams; and
- Any persons appointed to accompany a team with swimmers under the age of 18 or other vulnerable people to a camp, competition or other event (e.g. team manager, chaperones).
- Required every year

COACHES

Effective September 1 2015, all Coaches applying for membership with Swim Ontario, must submit to Swim Ontario a Vulnerable Sector Check (VSC). The VSC will be part of the annual membership application process. A new VSC needs to be completed and filed with Swim Ontario annually. Upon receipt of a "Clear", VSC and applicable Coach Registration fees, the Coach registration will be activated.

CLUB POSITIONS REQUIRING A VSC

Effective September 1 2015, all club positions requiring a VSC must be submitted to the club and then to Swim Ontario for review. The VSC will be part of the annual review/membership process. A new VSC needs to be completed and filed with Swim Ontario annually. Upon receipt of a "Clear", VSC and any applicable registration fees, the individual registration/membership will be activated.

CLUBS

- Effective September 1 2015, it is required that all Swim Ontario affiliated Clubs must collect and keep on file at the club headquarters, the appropriate Security Screening document for persons involved with club activities (see Designated Persons listed above). These individuals must obtain the appropriate Security Screening, and in the intervening years (where applicable), an Offence Declaration must be submitted to the club executive.
- Once a PRC, or Offence Declaration has been submitted to the club executive, the club will then forward a list of names to Swim Ontario that have been accepted by the club and complete a Club Screening Declaration annually as part of the affiliation process, to confirm all applicable screening has been done.
- If an individual involved with a member club leaves the organization for a period of more than one year, then returns, a new valid Security Screening needs to be completed and filed.
- If an individual decides to volunteer after the club submits their registration, that individual must go through the process of obtaining the PRC and/or VSC and submitting it to the club executive for approval.

Once approved, the club will add their name to their list. The responsibility of updating the list and notifying Swim Ontario belongs to the club.

Upon leaving the club, the individual will receive their PRC, VSC and any Offence Declarations they have submitted

Procedure

GENERAL

Individuals must apply for and obtain, at their own expense, a police records check with or without a vulnerable sector check, as required.

Police Records Checks are valid for a period of five (5) years.

Where an individual has provided a valid Police Records Check within the past five (5) years to Swim Ontario or a club member, Swim Ontario or another club member may confirm that the results were satisfactory and not require a second screening. In the intervening four years between the PRC's, the individual must submit an Offence Declaration to the club executive responsible for collecting the forms.

Presentation

Individuals who are not affiliated with a club must forward the original copy of their Police Records Check, Offence Declarations and or Vulnerable Sector Check to the Swim Ontario office, to the attention of the Executive Director.

Individuals that are affiliated with a club should present the documents to their respective club.

Refusal to Comply

An individual that refuses to consent to a police records check is ineligible for the designated position.

Relevant Offences

An individual with a police records check that reveals a relevant offence is ineligible for the designated position unless they wish to contest the findings.

Examples of a relevant offence for which pardons have not been granted may include but not be limited to the following:

- Any offence involving the use of a motor vehicle, including but not limited to impaired driving;
- Any offence for trafficking and/or possession of drugs and/or narcotics;
- Any crime of violence including but not limited to, all forms of assault; or
- Any criminal offence involving a minor or minors.
- Any criminal offence involving the possession, distribution, or sale of any child- related pornography;
- Any sexual offence involving a minor or minors; or
- Any offence involving theft or fraud.

The discovery of an offense may and perhaps should be discussed with the club or Swim Ontario to provide circumstance should the individual wish to proceed.

Police record checks are not in themselves a rigorous assessment of suitability and are only one part of the security club process.

Swim Ontario reserves the right to request individuals to provide additional information with regard to their application. An appointed individual of Swim Ontario will make the final decision. Should an individual submit a VSC or a Police Records Check (PRC) showing evidence of a criminal offence, confirmation of their registration will be postponed pending a review of the information.

Privacy and Records

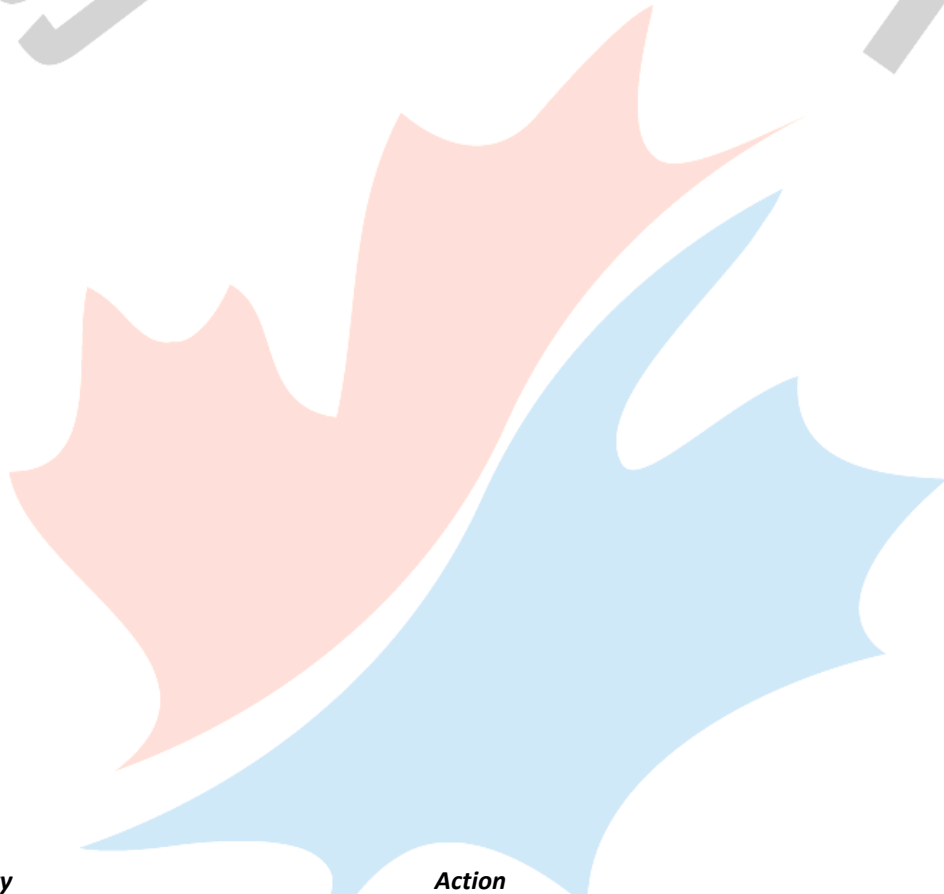
The results of a police records check can disclose sensitive personal information and must be treated as confidential. Swim Ontario and clubs must designate one person in a position of authority to review these documents (e.g., the Executive Director, club President or board member responsible for human resources related matters). When presented with a police records check, this person should make a written record that they have reviewed it and that it was satisfactory or revealed a relevant offence together with any other communication.

The original copy should always be returned to the person submitting the document.

Photocopied police records checks must remain confidential and proper security measures taken.

Always remember – your goal is to provide a safe environment for your swimmers.

SWIM



<i>Responsibility</i>	<i>Action</i>
Clubs	Collect Police Records Checks for persons involved with club activities. Submit Club Screening Declaration and list of names to Swim Ontario annually
Club/Coaches	All Coaches must submit Vulnerable Sector Check to Swim Ontario as part of the Annual Coach registration process.

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.

POLICY SECTION:	ORGANIZATION – RISK MANAGEMENT	PROCEDURE #	O-002-08
RESPONSIBILITY:	PROGRAM POLICY COMMITTEE		
SUBJECT:	SCREENING – SANCTIONED EVENTS PHOTOGRAPHY	EFFECTIVE	
AUTHORIZED BY:	Board Of Directors	REVISED	May 2014

Policy Support

Swim Ontario has a duty of care to protect and not place at unreasonable risk its staff, titleholders and third parties. In meeting this responsibility, Swim Ontario must be confident that all members and registrants and those involved in sanctioned events meet the highest standards of integrity and suitability so that the swimming community is satisfied it has minimized the risk of an unsafe environment.

Procedure

Guidelines for Use of Photographic / Filming Equipment at Swim Ontario Designated and Swim Ontario Sanctioned Competitions

Only individuals that have made application and received authorization to record the event shall be granted access and permission to do so.

Professional photographers/ filming / video operators wishing to record the event should seek accreditation and approval with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least 5 working days before the event.

Students or amateur photographers / film / video operators wishing to record the event should seek accreditation and approval with the event organiser by producing their student or club registration identification and a letter from their club / educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the promoter of the event for authorization.

Accreditation procedure: a system must be established whereby a documented record shall be made of the individual's name and address and/or club/organization through a copy of both personal and professional identification. Professionals should make application and register prior to the event and their identification details also recorded. Ideally identification details should be checked with the issuing authority prior to the event.

On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation. Where regular events occur, the identifying label should be changed to prevent unofficial replication.

Public Information: the specific details concerning photographic / video and filming equipment registration should, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event.

The recommended wording is:

In accordance with Swim Ontario's risk management Policies, the promoters of this event require that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography.

Guidelines for Use of Photographic / Filming Equipment at Swim Ontario Designated or SO Club Training Events

There is no intention to prevent affiliated and registered club coaches and teachers using videoing as a legitimate coaching aid. However, swimmers and their parents should be aware that this is part of the coaching programme and care should be taken in the storing of such information.

If clubs are concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact the facility management.

<i>Responsibility</i>	<i>Action</i>
Recording Secretary	
Senior Administration Assistant	

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.

POLICY SECTION:	ORGANIZATION – RISK MANAGEMENT	PROCEDURE #	O-002-04
RESPONSIBILITY:	EXECUTIVE DIRECTOR		
SUBJECT:	INSURANCE: CERTIFICATES OF INSURANCE AND NOTIFICATION TO TRAVEL	EFFECTIVE	January 2009
AUTHORIZED BY:	Executive Director	REVISED	APRIL 2014

Policy Support

Insurance represents a transfer of risk to a third party. The arrangements made with Swim Ontario's insurance company demands accuracy on behalf of Swim Ontario and its members. Swim Ontario acknowledges that the clubs and membership are correct. Swim Ontario must be able to ensure that clubs, identified pools, permit holders and more are reflected in the insurance carrier's role.

General Insurance

Swim Ontario will provide quality insurance for the Provincial Governing Body, member clubs and registrants in good standing with Swim Ontario. Club Affiliation fees include basic insurance coverage. A current summary of Swim Ontario's Insurance policies will be posted on the Swim Ontario website.

Insurance may include:

- Commercial General Liability Insurance
- Legal Expenses Insurance for registered and incorporated Non Profit Swimming Organizations.
- Directors & Officers Liability coverage
- Accidental Death & Dismemberment Insurance
- Participant Accident Insurance
- Property Insurance for the Provincial organization/clubs (clubs have the option to purchase additional insurance from our carrier as deemed necessary by the club)

Certificates of Insurance and Additional Insured

Insurance coverage will commence December 1st – November 30th of each swimming season/year. Clubs will be named on the insurance document along with any additional insurers as required by the club. Clubs must complete the application for Insurance prior to November 1st each season, listing all Ontario facilities requested and approved to be named on the annual Insurance Certificate. Requests for additional insurers through the year must be directed to the Swim Ontario office on the appropriate insurance certificate request form. Upon review and approval from Swim Ontario, certificates of insurance will be forwarded to the Insurance Carrier for approval. The naming of insured, as per the Swim Ontario club affiliation procedure, and the additional insurers on the insurance documents will be forwarded to the clubs in due course along with a copy filed in the Swim Ontario office. This document will be forwarded to the club along with a copy filed in the Swim Ontario office.

Notice of Travel

In order for Swim Ontario's insurance binder to follow the travel needs of a member club outside the province, clubs must request approval from Swim Ontario. It is a requirement that all member clubs must complete and submit a Notice of Travel Form to Swim Ontario at least ten business days prior to the departure date.

Travel Outside of Ontario, within Canada or United States

- submit Notification to Travel form to Swim Ontario

Travel Outside of Canada or United States

- submit Notification to Travel form to Swim Ontario and Swimming Canada

When traveling outside of Canada and United States, Swimming Canada rules require permission be granted from Swimming Canada. Please contact Swimming Canada.

Individuals are responsible for medical/health insurance when outside of the province of Ontario. Swim Ontario highly recommends that individuals traveling out of the province confirm with their club that they have medical travel insurance. Medical travel insurance for purchase is available through Swim Ontario's Insurance provider. See Medical Insurance Request form.

Accident Reports

Clubs must have their own Accident report forms. In the event of an accident these forms must be completed in full and kept on file with the member club. In the event of an insurance claim, the claimant must fill out the Accident Claim Form and submit this form along with the Club Accident Report Form to both Swim Ontario and the Insurance Broker.

Responsibility	Action
Executive Director	Annually review aspects of the procedure to minimize exposure to risk
Staff	Update information on a regular basis.

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.



POLICY SECTION:	ORGANIZATION – RISK MANAGEMENT	PROCEDURE #	O-002-05
RESPONSIBILITY:	EXECUTIVE DIRECTOR		
SUBJECT:	COMPLAINT AND APPEALS PROCEDURE	EFFECTIVE	January 2009
AUTHORIZED BY:	Board Of Directors	REVISED	JUNE 2014

Policy Support

In accordance with Swim Ontario Bylaws Article II Membership, Section 2.05 and 2.06, Swim Ontario will utilize the following Complaint and Appeal procedure in dealing with matters of appeal and dispute with Swim Ontario.

Please note that the following procedure was approved in principle by the Board Of Directors June 11, 2014. It continues to be actively reviewed. For any further clarification on the Complaint and Appeals Procedure please contact Swim Ontario Staff.

Dispute Resolution, Discipline and Appeal Policy

Who can make a complaint – Only a registered club of Swim Ontario

Why not a spectator? – Because then we would be investigating complaints from those denied the right to join a club (as an example) – anyone complaining should have a strong connection to Swim Ontario.

What if a spectator is the only one who views the incident and reports it – what should be done? A person at Swim Ontario can then initiate the complaint. The problem is who? Can't be the Executive Director. Can't be the Dispute Resolution Officer but should be someone in the office.

Who can a complaint be made against – only registered club of Swim Ontario. Same rationale as above – must have a strong connection to Swim Ontario.

Components of a complaint

Must be in writing. Must include any documentation relied upon.

Must be signed (cannot be anonymous).

Must be received within 60 days of the incident complained of or within 60 days of when they first became aware of the incident or DRO will have the authority to extend the time for making/receiving of a complaint where in his discretion it is warranted.

Complaint agrees that the DRO can share the complaint within any necessary person.

DRO may dismiss complaint peremptorily – lack jurisdiction or complaint on its face is insufficient

Decision to dismiss complaint cannot be appealed

Response required

Person complained of must reply in writing

Must have authority to reply – in the case of the club they must acknowledge that the answer they give binds the club

Has 14 days to provide a written reply. Must include any documentation upon which they intend to rely.

Next Steps

DRO will have 14 days to make a written recommendation about the resolution of the complaint including but not limited to; dismissing the complaint, letter of reprimand, probation, suspension, termination or a fine.

If all parties accept the recommendation it will have immediate effect unless otherwise intended.

If either party is dissatisfied with the recommendation from the DRO they may appeal the decision to the Executive Director of Swim Ontario within 7 days of receiving the recommendation

Procedure for the Hearing by Executive Director

DRO has burden of proof to support his recommendation.

The Executive Director in his discretion will determine hearing type.

The Executive Director may in his discretion decide that an independent arbitrator should hear the matter.

The Executive Director shall issue his written decision within 14 days of the completion of the hearing.

The Executive Director has the discretion to accept or deny the recommendation or to impose whatever penalty or sanction in his discretion.

All decisions of the Executive Director are subject to appeal to the Board of Swim Ontario.

Procedure for the application of Appeal to Board of Swim Ontario

All appeals to the Board of Swim Ontario must be in writing and made within 7 days of the decision issued by the Executive Director.

All appeals must include a payment to Swim Ontario in the amount of \$500.

The Appeal Panel of the Board shall be made up of no more than 3 individuals. To be selected by the Chair.

The Appeal Panel of the Board is to consider only whether the decision of the Executive Director was unreasonable in the circumstances.

Should the Appeal Panel of the Board find the decision of the Executive Director unreasonable they may substitute their decision in its place.

A written decision from the Appeal Panel of the Board shall be issued within 14 days of the completion of the hearing.

Substitute your decision for ED if his decision is unreasonable

Procedure for Public disclosure of Disciplinary Decisions – Effective January 1, 2015

Once all avenues of a dispute (appeal) have been exhausted, all disciplinary decisions will be published and disclosed publicly by identified means of Swim Ontario.

This may include but not be limited to electronic communication distribution.

<i>Responsibility</i>	<i>Action</i>
Appellant	To consider the procedures and apply them accordingly
ED	To provide an environment which supports the procedures listed above
Counsel	Coordinate and follow the procedures listed above

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.

POLICY SECTION:	ORGANIZATION – RISK MANAGEMENT	PROCEDURE #	O-002-07
RESPONSIBILITY:	Program Policy Committee		
SUBJECT:	COMPREHENSIVE CODE OF CONDUCT AND ETHICS	EFFECTIVE	September 1, 2012
AUTHORIZED BY:	Board of Directors	REVISED	October 2012

BACKGROUND

This procedure covers anyone participating in Swim Ontario sanctioned activities. Individuals can and typically will be subject to the provisions of more than one code simultaneously (please see Swimming Canada, athlete club, tour teams and more). This procedure defines the appropriate actions and conduct of people participating in a Swim Ontario sanctioned activity. Although other organizations may have their own conduct standards this is the minimum expectation of Swim Ontario.

This procedure supports Swim Ontario’s Risk Management policy.

Definitions

1. The following terms have these meanings in this Policy:
 - a. *“Individuals”* – All categories of Membership within the Swim Ontario, as per the Swim Ontario Bylaws, as well as all individuals engaged in activities with Swim Ontario, including but not limited to, clubs, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of Swim Ontario, and parents/guardians of Swim Ontario Registrants.

Purpose

2. The purpose of this Code of Conduct and Ethics ("Code") is to ensure a safe and positive environment within Swim Ontario programs, activities and events, by making all individuals aware that there is an expectation at all times of appropriate behavior consistent with the values of Swim Ontario as set out in Section 3 below.
3. Swim Ontario is committed to providing an environment in which all individuals are treated with respect. Individuals are expected to conduct themselves at all times in a manner consistent with the values of Swim Ontario that include fairness, integrity, open communication and mutual respect.
4. Conduct that violates this Code may be subject to sanctions pursuant to Swim Ontario’s policies related to discipline and complaints.

Application of this Policy

5. This Policy applies to conduct that may arise during the course of Swim Ontario business, activities and events, including but, not limited to, its office environment, competitions, practices, training camps, travel, and any meetings of, or on behalf of, Swim Ontario.
6. This Policy also applies to the conduct of Individuals that may occur outside of Swim Ontario’s business, activities, events and meetings when such conduct adversely affects relationships within Swim Ontario and its work and sport environment and is detrimental to the image and reputation of Swim Ontario.

Responsibilities

7. All Individuals have a responsibility to:
- a) maintain and enhance the dignity and self-esteem of Swim Ontario Members and other Individuals by:
 - i. demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - ii. focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and Members;
 - iii. consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - iv. acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - v. consistently treating individuals fairly and reasonably; and,
 - vi. ensuring that the rules of swimming, and the spirit of such rules, are adhered to.
 - b) Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
 - i. written or verbal abuse, threats or outbursts;
 - ii. the display of visual material which is offensive or which one ought to know is offensive in the circumstances;
 - iii. unwelcome remarks, jokes, comments, innuendos or taunts;
 - iv. leering or other suggestive or obscene gestures;
 - v. condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - vii. any form of hazing;
 - viii. unwanted physical contact including, but not limited to, touching, petting, pinching or kissing;
 - ix. physical or sexual assault;
 - x. behaviors such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment; or
 - xii. retaliation or threats of retaliation against an individual who reports harassment to Swim Ontario.
 - c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
 - i. sexist jokes;
 - ii. display of sexually offensive material;
 - iii. sexually degrading words used to describe a person;
 - iv. inquiries or comments about a person's sex life;
 - v. unwelcome sexual flirtations, advances, propositions, requests or invitations;
 - vi. persistent unwanted contact; and
 - vii. sexual assault.
 - d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Swim Ontario adopts and adheres to the Canadian Anti-Doping Program. Any infraction of such Program shall be considered an infraction of this Policy and shall be subject to disciplinary action, and possible sanction, pursuant to Swim Ontario's Discipline Policy. Swim Ontario will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Swim Ontario or any other sport organization.
 - e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive swimming, who has incurred a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES). Provided the foregoing is properly established pursuant to the Swim Ontario Discipline

Policy, such association on the part of the Member shall be considered a breach of Swim Ontario's Code of Conduct and Ethics and appropriate disciplinary sanction may be applied.

- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- g) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Swim Ontario events.
- h) Respect the property of others and not willfully cause damage.
- i) Promote swimming in the most constructive and positive manner possible.
- j) Adhere to all federal, provincial, municipal and host country laws.
- k) Comply at all times with the Bylaws, policies, procedures, rules and regulations of Swim Ontario, as adopted and amended from time to time.

Board/Committee Members and Staff

8. In addition to paragraph 7 above, **Board and Committee Members and Staff** of Swim Ontario will:
- a. respect the rights, dignity and worth of all persons with whom they engage on behalf of Swim Ontario;
 - b. be responsible for, first and foremost, the welfare of Swim Ontario functioning primarily as a member of the Board of Directors and/or committee(s) of Swim Ontario, not as a member of any other particular constituency;
 - c. conduct oneself openly, professionally, lawfully and in good faith in the best interests of Swim Ontario;
 - d. behave with decorum appropriate to both circumstance and position;
 - e. be fair, equitable, considerate and honest in all dealings with others;
 - f. exercise due diligence in upholding one's fiduciary responsibility to the Membership of Swim Ontario;
 - g. respect the confidentiality appropriate to issues of a sensitive nature;
 - h. ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
 - i. respect the decisions of the majority and resign if unable to do so;
 - j. commit the time to attend meetings and to be diligent in ones preparation for and participation in discussions at such meetings;
 - k. have a thorough knowledge and understanding of all Swim Ontario governance documents including, but not limited to, the following documents:
 - (i) Swim Ontario By-Laws
 - (ii) Swim Ontario policies and procedures
 - (iii) roles and responsibilities of volunteer Board Members; and,
 - (iv) the most recent Club Manual, when dealing with specific clubs;
 - (v) completed confidentiality forms; and,
 - l. meet the highest standards of integrity and suitability, including but not limited to such considerations established by Swim Ontario's Screening Policy, so that the swimming community is satisfied it has minimized the risk of an unsafe environment.

Clubs

9. In addition to paragraph 7 above, Clubs of Swim Ontario will:
 - a. deliver their services in compliance with the By-Laws, policies, rules, regulations and procedures of Swim Ontario, and, where necessary, amend their own rules to comply with those of Swim Ontario;
 - b. ensure that all athletes and coaches participating in sanctioned competitions are registered Members, in Good Standing, of their respective organizations and Swim Ontario.
 - c. ensure that all coaches of Swim Ontario clubs join Swim/Natation Canada (SNC), Swim Ontario, the Ontario Swim Coaches Committee (OSCC), and the Canadian Swimming Coaches and Teachers Association (CSCTA) as coach members.
 - d. operate on an ethical foundation including, but not limited to, engaging only authorized coaching personnel and non-sanctioned athletes, and ensuring all participants are properly registered with the club.

Parents/Guardians and Spectators

10. In addition to paragraph 7 above, **Parents/Guardians** of Swim Ontario Members and **Spectators** at events will:
 - a. encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence;
 - b. never ridicule a participant for a poor performance or practice; provide positive comments that motivate and encourage participants' continued efforts;
 - c. respect the decisions and judgments of officials and encourage athletes to do the same;
 - d. not question a referee, officials' or Swim Ontario's staffs' judgment or honesty;
 - e. respect and show appreciation to all competitors and to the coaches, officials, referees and other volunteers who give their time to the sport; and,
 - f. keep off of the competition area and not interfere with events or calls.

Athletes

11. In addition to paragraph 7 above, Athletes will have additional responsibilities to:
 - a. report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
 - b. participate and appear on time, well-nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects;
 - c. properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification or other reason;
 - d. adhere to Swim Ontario's rules and requirements regarding clothing and equipment;
 - e. at all times, present oneself in a positive manner to all other athletes, Members and coaches;
 - f. show respect for, and co-operate with, meet management, pool management, team staff, fellow competitors and people in authority positions within Swim Ontario, as required;
 - g. encourage other athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
 - h. never ridicule a participant for a poor performance or practice. Provide positive comments that motivate and encourage participants continued effort;
 - i. respect and show appreciation to all competitors, coaches, officials and other volunteers who give their time to the sport; and,
 - j. when competing, abide at all times with Swim Ontario's Code of Conduct and Ethics Policy.

Coaches (Registrants of Swim Ontario and OSCC)

12. In addition to paragraph 7 above, **Coaches** have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as sport and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will at all times:
- a. be registered with Swim/Natation Canada (SNC), Swim Ontario, the Ontario Swim Coaches Committee (OSCC), and the Canadian Swimming Coaches and Teachers Association (CSCTA) as coach members in good standing.
 - b. meet the highest standards of integrity and suitability, including, but not limited to, such considerations established by Swim Ontario's Screening Policy, so that the swimming community is satisfied it has minimized the risk of an unsafe environment.
 - c. ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, and educating athletes as to their responsibilities in contributing to a safe environment;
 - d. prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes;
 - e. avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems;
 - f. avoid any self-induced disability, such as the use of intoxicants or drugs, which interferes with or prejudices the one's ability to provide services to the athlete.
 - g. report any ongoing criminal investigation, bail conditions and convictions, including those for violence; child pornography; the possession, use or sale of any illegal substance or anti-doping activity.
 - h. never provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances pursuant to the Canadian Anti-Doping Policy and, in the case of minors, alcoholic beverages and/or tobacco;
 - i. consider paramount the welfare and provision of services for athletes;
 - j. accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
 - k. recognize the role and importance of parents being involved in decisions of importance of athletes who have not attained the legal age in his or her jurisdiction;
 - l. respect the responsibilities and preferences of other coaches and interact in a professional manner;
 - m. respect all other teams, and athletes from other teams, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved.
 - n. react to requests by athletes and parents that relate to the joining of another club in an objective manner, with the athlete's welfare always being the primary concern. This includes contact with the head coach of the club that a swimmer may be leaving. This will normally be done within 3 days of first contact from a swimmer or parent, unless extraordinary circumstances intervene;
 - o. must not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete.
 - p. where an athlete has qualified for a training camp, provincial team, national team, or other such competitive opportunity, the athlete's coach will support the program, applicable coaching staff and Swim Ontario.
 - q. give athletes the opportunity to contribute to proposed training and performance standards as appropriate. Coaches will provide athletes, and the parents/guardians of athletes who are minors, with the information necessary for such persons to be involved in the decisions that affect the athlete, as appropriate; refrain from intervening in personal affairs that are outside the generally accepted jurisdiction of a coach;
 - r. act in the best interest of the athlete's development as a whole person;
 - s. recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment. Coaches have a special

- responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights;
- t. dress professionally, neatly and inoffensively;
- u. use inoffensive language, taking into account the audience being addressed;

Officials

13. In addition to paragraph 7 above, Officials will have additional responsibilities to:
- a. accept an assignment to officiate at a meet only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the person in charge of officials know as soon as possible;
 - b. be fair and objective;
 - c. avoid situations for which a conflict of interest may arise pursuant to Swim Ontario's Conflict of Interest Policy;
 - d. make independent judgments;
 - e. have a positive attitude when going to work at a competition, time trial, and swim meet;
 - f. wear white - preferably long pants for men and dress slacks or skirts for women;
 - g. be at the pool and ready to work at least 45 minutes before the session begins, particularly if one is doing strokes and turns as the Referee will be giving instructions as to any rule changes or interpretations and procedures for the session at this time;
 - h. report promptly to the officials' area to sign in. Officials must remain in the sign-in area until briefing has been completed;
 - i. accept the assignment one has been given at the meet;
 - j. remain at your assigned station for the entire session. If you need a replacement for any reason, arrangements must be made with the Referee before leaving your post;
 - k. know the rules thoroughly as they apply to your assigned position;
 - l. be as impartial, unobtrusive and inconspicuous as possible. Officials do not coach or cheer while working. Your role is to assist by providing adequate technical supervision for the meet;
 - m. respect the final decision of the referee - he or she has the right to overturn your decision; and,
 - n. do not lecture a coach or debate disqualifications with a swimmer while working the deck. Remain composed and professional at all times. Refer any questions or problems that come your way to the referee.

<i>Responsibility</i>	<i>Action</i>
OSCC, OSOA	Ensure support and membership commitment
Clubs	Harmonize club codes of conduct. Ensure support and membership commitment
Athletes	Read and understand the expectations
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	Membership	PROCEDURE #	
RESPONSIBILITY:	MEMBER CLUBS		
SUBJECT:	CONCUSSION PROTOCOL	EFFECTIVE	
AUTHORIZED BY:	Executive Director	REVISED	April 2014

Policy Support

Swim Ontario has a duty of care to protect and not place at unreasonable risk its members/registrants.

Procedure

- Concussion Guidelines have been prepared by Ministry of Tourism, Culture and Sport as information for clubs to mitigate risk of concussions.
- Guideline document is on Swim Ontario website for club review

Responsibility

Action

Club	Review Concussion Guidelines

**Please note that while every effort is taken to ensure accuracy this procedure may have changed.
Please contact Swim Ontario staff for any assistance or additional information.**

POLICY SECTION:	ORGANIZATION – PERSONAL INFORMATION PROTECTION	PROCEDURE #	O-003-01
RESPONSIBILITY:	STAFF		
SUBJECT:	PERSONAL INFORMATION PROTECTION	EFFECTIVE	January 2009
AUTHORIZED BY:	Executive Director	REVISED	October 2012

Policy Support

Although the distribution of personal information is required within the sport the care and treatment of information should be kept as secure as possible.

Procedure

At the beginning of each swim season, swim clubs are required to obtain and keep on file a signed copy of the **“family PIPEDA form”** (found on Swim Ontario’s website)
<http://www.swimontario.com/userfiles/file/Family%20Pipeda%20Form.pdf>

A signed copy of the **“Club Compliance PIPEDA form”** (found on Swim Ontario’s website)
<http://www.swimontario.com/userfiles/file/Club%20Services/forms/Club%20PIPEDA%20Compliance%20Form.doc>

The Compliance Form **MUST** be submitted to Swim Ontario as part of the affiliation process each year.

Withdrawal of consent for the use of personal information must be received immediately in writing by the Executive Director of Swim Ontario.

Responsibility	Action
Clubs	<ul style="list-style-type: none"> Retain signed family PIPEDA forms in secure location Submit signed Club Compliance form to Swim Ontario
Staff	Retain and record all submitted forms.

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.

POLICY SECTION:	MEMBERSHIP – CLUBS AND REGISTRANTS	PROCEDURE #	M-001-01
RESPONSIBILITY:	FINANCE AND AUDIT COMMITTEE		
SUBJECT:	FEE INCREASES	EFFECTIVE	January 2009
AUTHORIZED BY:	Board Of Directors	REVISED	OCTOBER 2012

Policy Support

In the spirit of openness and fair-warning, members should not be expected to provide feedback on a subject as important as fee increases without due notice.

Procedure

As per By-law 2.04(c), the Board of Directors determines the membership fees. It is not voted upon by the entire membership.

In the interest of collaboration and cooperation, Swim Ontario will endeavour to integrate and align our membership infrastructure with our NSO where possible.

That all proposed Swim Ontario changes in membership fees shall be provided to the membership prior to July 1st, for upcoming member season beginning September 1st.

Responsibility

Action

Finance and Audit Committee	Provides recommendation to Full Board seeking support.
Full Board	Provides recommendation to staff to communicate proposed changes with enough time to achieve the required notification.
Staff	Communicates proposal to all members

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.

POLICY SECTION:	MEMBERSHIP - CLUBS	PROCEDURE #	M-001-02
RESPONSIBILITY:	FINANCE AND AUDIT - BOARD OF DIRECTORS		
SUBJECT:	MEMBERS IN ARREARS	EFFECTIVE	January 1997
AUTHORIZED BY:	Board Of Directors	REVISED	OCTOBER 1999 OCTOBER 2013

Policy Support

This procedure adheres to the Swim Ontario Bylaws, specifically but not limited to, Article II – Membership. Clubs are responsible for being current on the financial obligations of the organization.

Procedure

All member club organizations must participate in the prompt payment of all outstanding accounts (information and monies). Swim Ontario will maintain a posture of financial penalties without tolerance for clubs in default of their obligations.

Definition:

The member is in “Arrears” as per Swim Ontario Bylaw Article II – Membership, section 2.05B.

Section 2.05 Withdrawal and Termination of Membership

Arrears – A Member shall be suspended and subject to expulsion from the Organization by way of Ordinary Resolution of the Board of the Directors for failing to pay Membership dues or money owed to Swim Ontario by the deadline dates prescribed by the Organization.

Process

1. When a member is in “Arrears”, Swim Ontario will adhere to the following procedure:
 - A) When an account payable continues to be outstanding beyond the prescribed organizations deadline, the club will be considered to be in arrears.
 - B) In the case of unpaid monies owed to Swim Ontario, the organizations staff will notify the Board of Directors of the identified organizations status. Steps will be taken by the Board of Directors of Swim Ontario to terminate the membership as per Swim Ontario Bylaws.
 - C) No additional credit is to be granted the member.
 - D) If amounts owing are beyond Swim Ontario’s prescribed deadlines, member privileges may be suspended.

Responsibility

Action

Staff	Notifies club & regional director and follows procedures as listed above.
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Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.

NOTE: BYLAWS SUPERCEDE ALL

POLICY SECTION:	MEMBERSHIP - CLUBS	PROCEDURE #	M-001-01
RESPONSIBILITY;	FINANCE AND AUDIT COMMITTEE		
SUBJECT:	CLUB/TEAM AFFILIATION	EFFECTIVE	January 2009
AUTHORIZED BY:	Executive Director	REVISED	APRIL 2014

National Registration Procedures and Rules

Swim Ontario adopts and adheres to the Swimming Canada Registration Procedures as amended from time to time.

Policy Support

This procedure will outline the process of how an existing club re-applies for membership of Swim Ontario. The goal of the organization is to promote competitive swimming in the province. However, Swim Ontario would like to ensure that member clubs are continuing Swim Ontario best practices and compliance standards on an annual basis. The club must demonstrate support for Swim Ontario existing policies and organizational direction.

Membership in Swim Ontario is open to any corporate body or group of persons organized for the purposes of teaching swimming, or providing training in the sport of competitive swimming and every member is registered with Swimming/Natation Canada and Swim Ontario and may include:

1. Private aquatic or swimming clubs;
2. Swim Ontario teams
3. Swimming clubs or swim teams associated with schools, colleges or universities, playground or recreational organizations, youth organizations such as YWCA, YMCA, CYO, Armed Forces of Canada, special organizations such as Sport for Disabled or an institute for the deaf.
4. Clubs wishing to register swimmers or transfer swimmers to a new club must be prepared to demonstrate that the majority of training of the swimmers shall be on-site with the affiliated club as registered on the clubs Swim Ontario certificates of insurance. Effective September 1, 2014.
5. Clubs with athletes accepted and training with an SNC/SO National or Provincial Swimming Centre/Academy or CIS affiliated program are exempt from this requirement.
6. Clubs with swimmers that cannot demonstrate that the majority of training will be done with an existing club will be denied the opportunity to affiliate with Swim Ontario.
7. All clubs shall consist of at least ten (10) registered swimmers, one (1) Head Coach and one (1) Club Director operating in the Province of Ontario.
8. Clubs not in compliance will be subject to termination of the club as members of Swim Ontario in accordance to Swim Ontario Bylaws.
9. Swim Ontario requires that all clubs be incorporated by August 2015.

Note: Organizations/Clubs that are property of the Government of Canada (Armed Forces of Canada) are exempt.

Provincial Registration Procedures and Rules

Prior to the beginning of each season existing clubs in good standing are expected to follow a course of action to ensure they remain current and recognized by Swim Ontario and its member clubs. Responsibility for approval or denial of club affiliations rests with the Executive Director of Swim Ontario. The Executive Director may request and receive input and consideration from the Region into which any club will be placed and where it will be granted permission to operate.

Regulations

1. The following list of regulations is not exhaustive and additional compliance requirements may be identified by Swim Ontario in additional procedures or documentation.
2. All applications for affiliation of a Member Club must be submitted to the Swim Ontario administrative designate.
3. Clubs must pay an annual fee to Swim Ontario in order to maintain membership. This is known as a club affiliation fee. The club affiliation fee schedule is circulated in June of each season. This fee pays for club/team membership from September 1st to August 31st for “age group teams”. The Varsity affiliation fee pays for membership from September 1st to March 31st for Varsity Teams. Fees must be paid by September 1st each season.

Application Period.

- a. Applications for affiliation of a Club will follow a cycle within which a review, approval and commencement will occur. The process will only begin with the receipt of submission materials.

Review Period. Swim Ontario staff will undertake a review of the applications focusing specifically on

- i. Payment of all club affiliation fees as determined annually by the Board of Directors
 - ii. Submission of the following including but not limited to;
 - ✓ Complete and submit the On-Line Registration waiver form.
 - ✓ Submission of proof of incorporation and requested documents.
 - ✓ All recognized clubs must provide proof of incorporation by August 2015.
 - ✓ Complete and submit Club affiliation fees and signed forms.
 - ✓ Complete and submit list of all Swim Ontario facilities that you will utilize for the purposes of training. These facilities are subject to Swim Ontario authorization via submission of Pool depth certificates and facility sanction requirements as determined by Swim Ontario
 - ✓ Complete and submit signed Comprehensive Code of Conduct and Ethics compliance form
 - ✓ Complete and sign PIPEDA compliance form.
 - ✓ Complete and sign Coach/Swimmer Membership form acknowledging requirement to register all swimmers and coaches.
 - ✓ Complete and submit competition and participation agreements.
1. Once all of the above are received, reviewed and approved by the Executive Director or designate, Swim Ontario will activate the registrar with access to the SNC registration system. The registrar will receive an email with their login name and default password.
 2. As per Swim Ontario Bylaw 2.05, failure to renew affiliation for the season within 90 days of the new season automatically terminates the club as a member of Swim Ontario automatically lapses.
 3. If a lapsed club wishes to affiliate with Swim Ontario after 90 days, they are required to apply as per the “New Affiliation of a New Club and Change Procedure

4. All Swim Ontario member clubs must register all of their swimmers and coaches and provide accurate residential contact and address information according to the annual registration memo and information. Failure to do so may result in a club to be suspended/deemed Inactive.
5. Club/Team Affiliation Fees – Club affiliation fees are based on the total number of swimmers registered with Swim Ontario on August 31st of the previous seasonal year determined and approved by the Swim Ontario Board of Directors.
6. Clubs are responsible for reviewing and understanding all Swim Ontario Bylaws, Policies and Procedures.

The forms above can be found on the Swim Ontario website under “CLUB SERVICES” - “FORMS”

<i>Responsibility</i>	<i>Action</i>
Club/Team Registrar	Affiliates for season September through March for Varsity teams & September through to August for Age Group Club
Membership Services and Office Coordinator	Calculates affiliation fee and processes affiliation
<p align="center">Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.</p>	

SECTION	MEMBERSHIP-CLUBS	PROCEDURE #	M-001-04
RESPONSIBILITY	BOARD OF DIRECTORS		
SUBJECT	EXISTING CLUB – RESTRUCTURING AND SIGNIFICANT CHANGE	EFFECTIVE	June 2011
AUTHORIZED BY	Executive Director	REVISED	April 2014

Policy Support

The club which joins Swim Ontario is the club that Swim Ontario expects throughout the term of the relationship. Elements within the club may change without concern so long as they are not substantive. A club which changes significantly (their incorporation, geographic relocation, creates a subsidiary organization, etc.) changes the entity and consequently the relationship with Swim Ontario. This procedure will outline the process of how a club can restructure with the support and approval of Swim Ontario. There is no policy giving clubs a demographic 'license' within the province and indeed the goal of the organization is to promote competitive swimming in the province. However, Swim Ontario would like to ensure that the nature of the new club is financially sound and demonstrates support for existing policies and organizational direction.

Clubs which significantly change their entity in the opinion of the Board without due process and consideration will not be recognized.

Procedure

Responsibility for approval or denial of significant club change rests with the Executive Director (ED) of Swim Ontario. The ED may rely upon feedback and recommendations of Swim Ontario staff and/or the region in which the club operates and draw on such resources as necessary to arrive at an informed decision. The decision is submitted to the Board of Directors.

Regulations

1. All applications for significant change requests must be submitted to the Executive Director of Swim Ontario with a \$250.00 non-refundable application fee.
2. ***Application Period - Significant Change.***
 There is no application period for these changes. Swim Ontario wishes to undertake a dialogue with requesting organizations and recognizes that each situation will be unique. Openness and transparency in the change process is a key element of success. The process will begin with the receipt of application materials.
3. ***Application Period - Club Name Change and/or Call Letters***
 Please note that application for changes to club name and/or call letters will only be considered between March 1st and the last business day in March at 12pm and there is no application fee
4. ***Review Period.***
 The Executive Director will undertake a review of the application focusing specifically on:
 - i. Summary of the changes expected including but not limited to the following
 1. Incorporation
 2. Organization
 3. Sound Business practices

- ii Timeline for changes.
 1. Highlight key dates and hurdles
 2. Identify areas of uncertainty or where a process is out of the organization's control
- iii Assurances that the following elements meet Swim Ontario standards
 1. Coaching accreditation and swimmer coverage
 2. Changes (if any) to pool contracts measured impact on surrounding clubs
 3. Impact on swimmers in the area
 4. The club must be able to demonstrate sound business fundamentals lasting beyond the first year of operation.
 5. If the change is significant the club must also demonstrate the steps taken to ensure the 'old' entity is legally dissolved.

A report from the Executive Director may be sent to the following so that along with commenting on the report they can provide specific input.

- The applicant. Provide an opportunity to clarify identified concerns.
- The Region. To provide insight to the region's geography and competitive environment.
- Local Clubs. To provide insight to the pools and swimmers within their immediate area.

Responses to this report, including declining comments, shall be returned within 14 days.

7. **Approval Period.** A report will be created by the Executive Director on the application. This report will highlight the major aspects of the application highlighting any concerns. This report will,
 - i. Consolidate information from all parties
 - ii. Provide a response for acceptance or rejection
 - iii. Acceptance may include adjustments to any area of the application
8. **Ratification.** The decision will be distributed to the full Board.

Member Expectations

Clubs that have received approved changes will be expected to submit communication to Swim Ontario staff on a regular basis (as per the approved timeline).

At any time during the change process and at the end of the expected period the Executive Director of Swim Ontario, or designate, may conduct a review to ensure compliance with,

- Club submission
- Swim Ontario By-laws, Policies and Procedures
- Financial accountability and assurance the club is "in good standing"
- Any other aspect of membership consideration deemed appropriate

Should the review have concerns about the change it shall be filed with the Board of Directors for appropriate action.

Responsibility	Action
Club	Apply to Swim Ontario designate.
Executive Director	Review application and make decision.
Staff	Applicant shall be notified by Executive Director.
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	MEMBERSHIP - CLUBS	PROCEDURE #	M-001-05
RESPONSIBILITY:	SPORT DEVELOPMENT COMMITTEE		
SUBJECT:	CLUB OFFICIALS DEVELOPMENT PLAN	EFFECTIVE	April 2007
AUTHORIZED BY:	Executive Director	REVISED	Jan. 2013

BACKGROUND

The following plan, recommended by the Ontario Swimming Officials Association, and approved by Swim Ontario, encourages clubs to promote their officials progression up the officiating "ladder", enhancing club ability to host and/or assist at meets. Better officiating means better and more efficient meets.

The plan will be phased in over the next 3 competitive seasons.

CLUBS > 70 FAMILIES

YEAR 1	YEAR 2	YEAR 3 OPTION 1	YEAR 3 OPTION 2	YEAR 3 OPTION 3
3 LEVEL II	4 LEVEL II	5 LEVEL II	5 LEVEL II	7 LEVEL II
	1 LEVEL III	1 LEVEL III	2 LEVEL III	1 LEVEL III
		2 (ALUMNI) LEVEL IV/V	1 (ALUMNI) LEVEL IV/V	2 (ALUMNI) LEVEL IV/V

CLUBS 35 TO 69 FAMILIES

YEAR 1	YEAR 2	YEAR 3 OPTION 1	YEAR 3 OPTION 2	YEAR 3 OPTION 3
2 LEVEL II	3 LEVEL II	4 LEVEL II	3 LEVEL II	4 LEVEL II
	1 LEVEL III	1 LEVEL III	2 LEVEL III	1 LEVEL III
		1 (ALUMNI) LEVEL IV/V	1 (ALUMNI) LEVEL IV/V	2 (ALUMNI) LEVEL IV/V

CLUBS 20 TO 34 FAMILIES

YEAR 1	YEAR 2	YEAR 3 OPTION 1	YEAR 3 OPTION 2
1 LEVEL II	2 LEVEL II	2 LEVEL II	3 LEVEL II
		1 LEVEL III	
		1 (ALUMNI) LEVEL IV/V	1 (ALUMNI) LEVEL IV/V

**CLUBS < 20 FAMILIES ARE EXEMPT
 BUT ARE ENCOURAGED TO HAVE AT LEAST THE FOLLOWING**

YEAR 1	YEAR 2	YEAR 3
1 LEVEL II	1 LEVEL II	2 LEVEL II

Exemptions and clarifications

1. Requirement does not apply to development or regional meets.
2. Regional Officials Representatives (ROR) maintains a list of club affiliated and alumni officials (Levels II-V) for their region. Regional Sanction Officers will be given a list of clubs meeting the sanction requirement at the beginning of each swim year (September), starting with year 2 of the plan. Hosting “ability”, once assessed, stands for the year.
 - a. Any club not meeting the sanction requirement, and wishing to host a meet, must submit an officials’ development plan to the regional officials’ chairs for approval. Clubs can achieve their requirements at any time during the year.
 - b. Clubs may opt to combine resources when co-hosting a meet. If ineligible to host on their own, clubs must contact their ROR to confirm “combined” eligibility; ROR will notify Sanction Officer
3. The family count only includes active "competitive" families.
4. Year 1 is the season beginning September 1st 2007. Any club applying to host meets in Year 1 will be considered compliant with the plan requirements and will be granted sanction approval.
5. Clubs with less than 20 families are exempt, but are encouraged to participate and promote the training of officials moving up the ladder.
6. Level IV / V official may be parents of active swimmers, or “Alumni”; “Alumni” must declare with a single club for the year, and must agree to work meets hosted by the declared club.
7. Three options are available in the third year of program.

These requirements are the minimum needed to obtain a Competition Sanction.

<i>Responsibility</i>	<i>Action</i>
Club Officials Chair	Track and Record all Officials existing and new from Level 1 through to Level 5. Submit to Regional Officials Reps on an ongoing basis.
Regional Officials Reps	Receive, & verify all club Officials statistics from Level 1 through to 5. Each rep must notify the Regional Sanctioning Officers and Swim Ontario as to the compliance of each club in their region.
Regional Sanctioning Officers	Must ensure compliance to the policy and procedure for competition hosting and sanction applications where applicable.
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	MEMBERSHIP - CLUBS	PROCEDURE #	M-001-06
RESPONSIBILITY:	FINANCE AND AUDIT COMMITTEE		
SUBJECT:	ASSOCIATIONS	EFFECTIVE	Sept.2009
AUTHORIZED BY:	Executive Director	REVISED	October 2013

Policy Support

Swim Ontario adopts the Swimming Canada's Procedure.

Procedure

1. Clubs and University teams must register with their Provincial Section (PS) as individual clubs
2. Two or more Clubs and/or University teams may apply to their respective PS to form an Association
3. A Club and/or University team may be a member of only one Association at any given time
4. A registered Association will not be granted voting status within the provincial or national jurisdictions
5. Athlete transfer procedures are not affected by the existence of an Association; however, swimmers moving within clubs in an association may still compete for the Association during the unattached period
6. Provincial Sections will set their own annual association fees, payable no later than October 31st of each year, or upon approval of new Association status by the Executive Director / Technical Director

Operating Structure:

1. Associations must be incorporated by their respective provincial jurisdiction as legal entities (a registered "not-for-profit" society or a "for profit" business)
2. Associations must have signed written agreements by the President and Head Coach of each program or club
3. Associations must have a constituted Board of Directors and a formal decision-making structure
4. A Technical Director or Consultant must be named whose role is to improve the quality of swimming in the Association; specifically, the Technical Director will create an annual plan that includes regularly planned Association training sessions, training camps, coaching education/mentoring opportunities, ancillary activities and a competition schedule, to be submitted to the PS Executive Director/Technical Director prior to September 30 of each year
5. A Club and/or University team may join an Association at any time
6. A Club and/or University team may not transfer or change Associations except after Summer Nationals and prior to September 30 each year
7. A Club and/or University team may compete as an individual club/team, or their respective Association at any competition, but all swimmers of the program must compete as that entity for the entire competition

Annual Review:

Associations will be reviewed on an annual basis by the Executive Director / Technical Director of the PS. The purpose is to ensure compliance to requirements stated in the Operating Structure. The Executive Director will give non-compliant Association(s) a three-month period to make the appropriate changes to their operating structure. Failure to comply will result in suspension of the Association.

Application Process:

When applying for status as an Association, the application must submit to the respective Executive Director:

1. Proof that the Association is a legal entity within their province.
2. A formal written agreement signed by the President and Head Coach of each Program.
3. A list of the Association's Board of Directors and Technical Director/Consultant.
4. An outline of the Association's formal decision making structure.
5. An outline of the Association's annual Training Plan, including: training opportunities, training camps, coaching education/mentoring opportunities, ancillary activities and a competition schedule.
6. Expected results and Performance Measures for Years 1, 2 and 3.

Responsibility	Action
Association	Submit application, required documents and fee to Swim Ontario.
Executive Director	Accepts application and performs annual review
Staff	Process Association as a club on the on-line registration system.
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

SECTION	MEMBERSHIP - CLUBS	PROCEDURE #	M-001-07
RESPONSIBILITY	STAFF		
SUBJECT	Athlete & Coach Registration and Proof of Residence for Competitions	EFFECTIVE	September 2009
AUTHORIZED BY	Executive Director	REVISED	November 2013

Support

Swim Ontario Policy

M – 001 ... Swim Ontario is a not for profit sport governing body responsible for the organization and regulation of competitive swimming in Ontario.

Swimming Rules of SNC

GR 1.2.1.1 Swimmers entering meets in Canada must comply with all FINA, SNC and PS eligibility rules.

GR 1.1.1.3 The PS may make special rules and regulation for age group and senior events.

This procedure applies to all competitions sanctioned by Swim Ontario. This procedure is aimed at ensuring all athletes and coaches in competition are properly registered, insured and that they are residents of the country or province for which they claim residence.

Registration

Ontario and Canadian Athletes

Meet Managers must ensure that all swimmers and coaches are duly and properly registered with SNC. For athletes, meet managers must secure both

- 9 digit ID number and
- date of birth

For coaches, meet managers must ensure proof of registration via CSCTA in compliance with all SO and SNC policies and procedures. This is done through the Swimming Canada online registration system and the meet entry process. Through this route, meet managers can feel assured that the swimmer and coach is duly registered. Without this information, the swimmer and coach registration is suspect and meet managers must confirm the information within a reasonable period of time. Exemptions may be considered, please see Proof of Residence Exemption.

Non-Canadian or Non-Ontario Athletes/Coaches/Clubs

The non-Ontario swimmer and coach must be able to prove two things upon demand to compete within the province.

- Registration with a FINA affiliated governing body (USA Swimming for example)
 - Athlete number and
 - Date of birth and
 - Proof of registration and
 - Proof of Insurance
- Residency within the country of the governing body may be demonstrated by either the parent or swimmer and coach which may include:
 - Student ID
 - Drivers license
 - Green Card
 - Other government documentation proving residency as accepted by Swim Ontario

This procedure does not apply to the following situations where specific Swim Ontario and SNC rules shall govern:

- Swimmers competing in the OUA/CIS/NCAA.
- National Swimming Centre swimmers.

- Masters swimmers

Procedure

Any competition which has the potential for attracting non SNC Registered swimmers and coaches must include a notice of registration and residency.

SAMPLE TEXT FOR MEET PACKAGE

All swimmers and coaches must be duly registered and residents of the governing body for which they are competing. All swimmers and coaches must be in good standing with their respective governing swim body.

All swimmers and coaches must have primary residence within the province/state or country for which they claim registration. Proof of residency may be green card, student ID, drivers license, college residence or other document as deemed acceptable by Swim Ontario and shall be submitted with the Proof of Residence and Registration Status form to Swim Ontario.

Non SNC registered Athletes and Coaches competing in Ontario must,

- Have paid for competitive registration status prior to entering the meet.
 - Non Canadian clubs must register and pay for the registration of their athletes with their respective national governing swim body.
- Be residents of the country of the sport governing body for which they are registered
 - All swimmers and coaches must be residents of the country, province or state for which they are representing. Proof of residency may be passport, student ID, Green card, , drivers license or other document as deemed acceptable by Swim Ontario and shall be provided within 24 hours of request by Meet Management or Swim Ontario.

A penalty will be levied against any club found to have entered an athlete or coach in the meet without first registering the athlete and coach and paying for registration or for registering an athlete and coach without proper residency. This may be applied to either the meet host club, the club with the unregistered swimmer, unregistered coach or both. Submitting a meet entry without the athlete/s and coach/s being properly registered and that registration paid beforehand or without proper residency will lead to Swim Ontario penalties as deemed appropriate.

For non-Canadian swimmers the registration process may vary but in each case the swimmer must be able to prove they are a resident of the country for which they claim registration then provide an identification number. Meet managers must ask for this proof prior to accepting entries. Failure to ensure that all swimmers and coaches are duly registered will result in both the host club and/or the offending club to face strict penalties including but not limited to either a fine, withdrawal of sanction rights and even suspension.

All information of registration and proof of residency by the submitting club is required to be completed and received by the host club prior to competition. An application and “Proof of Registration and Residency” form must be used by Meet Management and can be found on the Swim Ontario website under “FORMS” in the “SWIM MEET FORMS” section.

All forms and copies of information attesting to resident and registration compliance must be submitted by the host club to the Swim Ontario offices within 7 days prior to entry of the competition. Failure to submit this information by the required deadline may result in competition entry denial/rejection .Swim Ontario Office - Fax: 416-426-7356 Email: info@swimontario.com or lindsay@swimontario.com

Responsibility	Action
Meet Manager	Ensure language is included in meet package, forms/documents are signed and submitted to Swim Ontario no later than 7 days prior to competition.
Swim Ontario	Receive and review Proof of Residency forms and act immediately on any concerns
<p>Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.</p>	

SECTION	MEMBERSHIP – NEW CLUBS	PROCEDURE #	M-001-09
RESPONSIBILITY	EXECUTIVE DIRECTOR		
SUBJECT	AFFILIATION OF A NEW CLUB	EFFECTIVE	Jan 2015
AUTHORIZED BY	Board of Directors	REVISED	Jan 2015

Policy Support

One of the goals of Swim Ontario is to promote competitive swimming in the province. Swim Ontario would like to ensure that member clubs are continuing Swim Ontario best practices and compliance standards on an annual basis. New clubs seeking entry into Swim Ontario must demonstrate a net benefit to the organization. New clubs must adhere and comply to Swim Ontario minimum standards of expectations through Swim Ontario's bylaws, policies and procedures.

Procedure

In accordance with SO Bylaw Article II Membership Section 2.03 Admission of Members, the Board of Directors extends the authority for managing the process of new club admissions and the power to grant membership, to the Executive Director of Swim Ontario.

Any issue arising herein is governed by the Complaint and Appeals procedure (O-002-005).

The Executive Director may request and receive input and consideration from any impacted clubs into which the geographic area a new club will be located and where it may be granted permission to operate.

Regulations

1. All applications for affiliation of a new member club must submit a non-refundable \$750.00 fee.
2. All applications for affiliation of a new Member Club must be submitted to the Executive Director of Swim Ontario.

Note:

If accepted, the new club will adhere to the affiliation procedure in September and submit all forms and required documents including applicable fees.

Application Period

- Applications must be submitted between March 1 and the last business day in March at 12:00pm.
- Applications for affiliation of a new Club will follow a cycle within which a review, approval and commencement will occur. The process will only begin with the receipt of application materials.
- The review process will only take place once each year beginning April 1.
- Only complete submissions will be reviewed.

Review Period

The Executive Director will undertake a review of the application focusing specifically on but not limited to:

- a. Club name and call letters
 - i. Swim Ontario and the applicant have the responsibility to ensure that their club name and call letter submission is not in conflict with any existing Canadian club. Swim Ontario staff can assist in this preliminary research.
 - ii. Coaching accreditation and swimmer coverage
- b. Expectation of minimum standards as defined by Swim Ontario
 - i. Formal review from CSCTA and SO staff and other professional organizations (if required)
 - ii. Submission of Vulnerable Sector Security Checks for all Coaches
 - iii. Pool time contracts and comparative measured impact on surrounding clubs
- c. Zero impact is ideal but if there is encroachment, it must be measured and not be to the material detriment of existing clubs.
- d. Introduction of new swimmers to Swim Ontario
 - i. The transfer of swimmers from an existing Swim Ontario club to a new club is not recommended however it should be included in the new club census as a separate statistic
- e. Sound Business practices
 - i. The new club must be able to demonstrate sound business fundamentals lasting beyond the first year of operation.

Understanding each element above is the responsibility of the applicant. This review process is subject to submitted documents only.

Decision of the ED for approved new clubs will be communicated to the Swim Ontario Community. Clubs not approved for admission will be contacted individually.

ONTARIO

Guiding the Content of Submission of a Proposed New Member Club

All submissions for application of a new club shall be submitted to the Executive Director of Swim Ontario. The application package shall include but not be restricted to the following documentation:

Section A - Club Information

Complete "New Club Application Form." This form includes, but is not limited to,

- i. Club Name (proposed)
- ii. Club Call Letters (proposed)
- iii. Contact information for the Club (as per minimum club requirements)
- iv. Contact information for the Club Board Members.
- v. Incorporation Number and documents
- vi. Region of Operation
- vii. Business Plan – to include focus/mandate/target market
- viii. Club By-Laws
- ix. Club Policies and Procedures
- x. Club Code of Conduct for members
- xi. Projected financial forecasts
- xii. Other Club Operation documents

Section B – Coach Information

- 1) Head Coach and all assistant coaches name, contact information, NCCP #, Certification
- 2) All coaches volunteer or employed/contracted to be working with Swim Ontario members must comply with the Swim Ontario screening procedure for coaches.
- 3) All Coaches submitted must be trained or certified at a minimum organization requirements as per SO procedures for coaches.
 - i. Head Coaches be certified at a minimum of level 2 with "Making Ethical Decisions" (MED) module.
 - ii. Assistant Coaches be certified at a minimum of Fundamentals Coach for coaching competitive registered swimmers and attending sanctioned competitions
 - iii. Assistant Coaches be certified at a minimum of Swimming Teacher or "I Can Swim" for coaching non-competitive registered swimmers and not attending sanctioned competitions.

Section C – Program Information

Police Reference Checks will be required for key personnel as indicated in the Swim Ontario screening procedure for Club Personnel. Documents detailing Athlete Program (projected forecast, Age Group breakdown, Coach to swimmer ration for practices)

- Annualized Training Plan
- Competition Schedule
- Ratio of new swimmers/transferring swimmers

Section D – Pool Facility Information

Pool locations, contact information, including pool contracts and a pool depth certificate shall be provided for each pool to be used. Pool time and contracts should not infringe materially on existing Member Clubs.

Section E – Officials

Name and contact information for Officials Chair. Plan to develop a base of qualified officials and to host competitions. ie. Timelines, dates, projected number of officials

Section F - Application fee - Non Refundable

Note: **INCOMPLETE APPLICATIONS WILL BE DENIED**

Probationary Membership

Newly approved clubs will be granted probationary status for a minimum period of 12 months and be required to sign an agreement to abide by all of Swim Ontario’s By-Laws, Policies, Procedures and Codes of Conduct.

If at any time during the probationary period the club is found not to be in compliance with Swim Ontario bylaws, policy or procedure the club may be immediately suspended by the Swim Ontario staff under the authority of the Executive Director.

At any time during the probationary period and at the end of the probationary period the Executive Director of Swim Ontario, or designates, will conduct a review to ensure compliance with,

- Club submission
- Swim Ontario By-laws, Policies and Procedures
- Financial accountability and assurance the club is “in good standing”
- Any other aspect of membership consideration deemed appropriate

The Executive Director may:

1. Grant full Member Club standing
2. Extend probationary Club status.
3. Refuse full Member Club standing.

Probationary status review will take place by August 31st of every year.

Responsibility	Action
Application Club	Prepare all required documentation and non-refundable fee and submit by the deadline
Staff	Review Submission Search for name/call letter infringement Executive Director provides decision If approved, submission of necessary information to place club within Swimming Canada Registration System
<p>Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.</p>	

SECTION	MEMBERSHIP - REGISTRANTS	PROCEDURE #	M-002-01
RESPONSIBILITY	STAFF		
SUBJECT	Foreign Swimmers	EFFECTIVE	September 2009
AUTHORIZED BY	Executive Director	REVISED	April 2014

Support

Swim Ontario Policy

M – 001 ... Swim Ontario is a not for profit sport governing body responsible for the organization and regulation of competitive swimming in Ontario.

Swim Ontario respects the privilege of foreign swimmers to train and compete with clubs in our province. However, the registration of these swimmers is required to ensure compliance with all SNC and FINA rules and procedures.

Procedure

Completion and acceptance of the Foreign Swimmer form prior to training within Ontario is required.

1. Download form from website
2. Complete all requested information
 - Please note there is an additional step (SNC approval) for any foreign swimmer registered with an Ontario club if they are ranked in the top 100 in the world.
3. Fax/email to Swim Ontario
 Swim Ontario Office
 Fax: 416-426-7356
 Attention: Heather Dwinnell – (heather@swimontario.com)

Swim Ontario retains the right to notify all foreign governing swimming bodies of this registration.

Responsibility	Action
Clubs with foreign swimmers	Complete form and fax/email to Membership Services and Office Coordinator before the swimmer begins practice.
Swim Ontario	Review swimmer status and consider implications.
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	MEMBERSHIP – REGISTRANTS	PROCEDURE #	M-002-02
RESPONSIBILITY:	STAFF		
SUBJECT:	SWIMMER REGISTRATION	EFFECTIVE	January 2009
AUTHORIZED BY:	Finance and Audit	REVISED	APRIL 2014

Policy Support

This procedure will begin to ensure equal onus. Clubs are responsible for upholding their dues and for supporting the financial obligations of the organization. Non-payment benefits no one and this procedure will ensure that clubs do not take advantage of the relationship with Swim Ontario to default on their obligations.

All affiliated clubs must register all of their swimmers and coaches as either competitive or non-competitive through the Swim Ontario registration process and procedures. Any unregistered swimmers are not insured under the “Accidental Death & Dismemberment” policy and unable to participate in any Swim Ontario activity (training, competition, or social) in which the Swim Ontario certificate of insurance binder is submitted. In addition, the club would be considered in violation of Swim Ontario policy and procedure and therefore not be insured under the “Commercial General Liability” and the “Directors and Officers” insurance policies (Club directors would then be placing their own personal assets at risk).

Requirements

- Swimmers wishing to register with or transfer to a new club must be prepared to demonstrate that the majority of training shall be on-site with the new club as registered on the clubs Swim Ontario certificates of insurance.
- Athletes accepted and training with an SNC/SO National or Provincial Swimming Centre/Academy, or Varsity affiliated teams are exempt from this requirement.
- Swimmers who cannot demonstrate that the majority of training will be done with an existing or new club (proposed or probationary) will be denied the opportunity to register with that club/region/Swim Ontario.

ONTARIO

Definitions

Swim Ontario will utilize the Swimming Canada online registration system and recognizes the following categories.

Non-Competitive	The Non-competitive category is limited to those enrolled in “Learn to Swim Programs” and “Fitness” programs. The SNC Fee shall apply for an unlimited number of sessions in that swimming year. Members in the Non-Competitive category may compete as EXHIBITION in ONE competitive sanctioned event or authorized “racing” opportunity per swimming year (September 1 to August 31); their results from the sanctioned event must be uploaded to the swimming.ca site. Swimmers in the Non-Competitive category who wish to compete in additional sanctioned competitions or racing opportunities beyond the one permitted EXHIBITION opportunity MUST be upgraded to the appropriate Competitive category prior to their second competition, failure to do so may result in penalties.
Non-Competitive – Summer	This non-competitive category is available July 1 – August 31 with the same benefits as non-competitive.
Competitive – Fundamental	This is defined as an 8 and under swimmer. A competitive swimmer is allowed to enter any meet for which they qualify. This category has no restrictions.
Competitive - Skills	This is defined as a 9 and 10 swimmer. A competitive swimmer is allowed to enter any meet for which they qualify. This category has no restrictions.
Competitive - Development	This is a 11 to 14 year old swimmer. A competitive swimmer is allowed to enter any meet for which they qualify. This category has no restrictions.
Competitive – Open	This is a 15 and over swimmer. A competitive swimmer is allowed to enter any meet for which they qualify. This category has no restrictions.
Competitive – Open Varsity	Varsity swimmers wishing to compete for their home club at SNC competitions must register concurrently in the Open-Varsity category with their home club and in the University-Varsity category with the University team. The Competitive-Open-Varsity member is valid for the swim year (Sept. 1 to August 31).
University - Varsity	Swimmers participating in a University/CEGEP/College-League program MUST register in this registration type. The University-Varsity category is targeted for swimmers who will compete at CIS/CEGEP/College competitions and in any SNC competition; this membership category is valid from September 1 to March 31. Varsity swimmers wishing to compete in SNC competitions from April 1 to August 31 will register with a SNC club in the Competitive-Open category and will pay the \$37.50 SNC fee (50% of \$75.00).
Other	The Summer and Summer-SNC registration categories are limited from May 1 – August 31. The Summer category is targeted for summer swimming members who plan to only compete in summer swimming sanctioned competitions. The Summer-SNC category is targeted for summer swimming members who plan to compete in summer swimming sanctioned competitions and in non-designated SNC sanctioned competitions. Swimmers wishing to compete in any SNC designated competitions must register in the appropriate Competitive Category. Swimmers in the Summer-SNC registration Category are not permitted to regularly train with an SNC club and will not be included in any SNC rankings. The Limited Event Membership category is targeted as a “one-off membership”. This membership is limited to a single sanctioned competition (i.e. World Police/Fire Games, NAIG, etc) for those not participating and registered in FINA, SNC, PSO, SNC Club programs (training/competition).
Coach and Teacher	The registration of all coaches and teachers within a club.

Swim Ontario feels that the breadth of swimmer categories available to clubs is adequate to meet all requirements. Non-competitive swimmers or Varsity swimmers seeking to compete in non-restrictive competitions must upgrade their classification. **Clubs must submit a signed agreement to register every member (swimmers and coaches) of their club with Swim Ontario.**

Fees are set as per the “Fee Increase Procedure” for all defined categories and requirements of Swim Ontario. See procedure.

Responsibility	Action
Finance and Audit Committee	Prepare budget forecasts and recommendation for changes to the Board
Board of Directors	Determine Swim Ontario registrant fees.
Staff	Input changes to system through the month of August.

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.

POLICY SECTION:	MEMBERSHIP - REGISTRANTS	PROCEDURE #	M-002-03
RESPONSIBILITY:	PSO AND STAFF		
SUBJECT:	CROSS PROVINCE SWIMMER REGISTRATION	EFFECTIVE	30-01-2009
AUTHORIZED BY:	SNC	REVISED	October 2012

BACKGROUND

Whereas SNC wishes to support both the choice for a swimmer's training opportunities and provincial jurisdiction related to membership, it has been deemed appropriate to apply a nation-wide Cross-Province Registration Procedure to govern the registration of swimmers from one province to a club in a non-resident province. The National Swimmer Transfer Procedure (<https://www.swimming.ca/NationalSwimmerTransferPolicy>) must be complied with for all potential cross-province swimmer registrations involving the transfer of a registered swimmer or formerly registered swimmer.

PROCEDURE

SWIMMING/NATATION CANADA - National Cross Province Swimmer Registration Procedure & Cross Province Swimmer Registration Operational Procedure

This process shall act as a formal mechanism to initiate a swimmer registration with a club from a different provincial jurisdiction than their permanent provincial residence.

Process

1. Swimmers wishing to register or transfer to a club in a different provincial jurisdiction from their permanent residence must provide notice of their intent to the national registrar and the provincial registrar of their home residence.
2. Swimmers wishing to register with or transfer to a club in a different provincial jurisdiction must demonstrate that the majority of training shall be on-site with the new club. An email from the Head Coach of the "receiving club" outlining the on-site training expectations to both the national and provincial registrars shall fulfill the requirement. Pending successful proof of this requirement, the registration or transfer request shall not be unreasonably withheld. Please note: Swimmers wishing to register or transfer to a satellite program of a club in a different provincial jurisdiction, shall only be considered if the satellite program and the root club are within 100km of one another.
3. Swimmers who cannot demonstrate that the majority of training will be done with the proposed new club will be denied the opportunity to register with that club/province.
4. Age Group swimmers from a geographic location where the closest affiliated SNC club is in a different provincial jurisdiction; and where the closest affiliated club in the swimmer's home provincial jurisdiction is greater than 100 km away; may apply to the national registrar for consideration.

This Operational Procedure does not apply to the following situations where specific SNC rules shall govern:

1. Swimmers competing in the CIS/NCAA.
2. Swimmers who are Canadian citizens and permanently residing outside of Canada.
3. SNC designated National Swimming Centre/Academy swimmers.
4. Masters swimmers

Responsibility	Action
Swimmer/Family	Speak with new club registrar Notify current club of transfer intent
New (receiving) Club	Transfer Request via SwimMeet.ca
Old (departing) Club	Accept or reject proposed change
Staff	Assign transfer request process on SwimMeet.ca
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	MEMBERSHP – REGISTRANTS	PROCEDURE #	M-002-04
RESPONSIBILITY:	STAFF		
SUBJECT:	SWIMMER TRANSFER	EFFECTIVE	January 2009
AUTHORIZED BY:	Executive Director	REVISED	APRIL 2014

Policy Support

A swimmer has the right to associate with whatever club they choose in compliance with the swimmer registration procedure and Club affiliation/registration procedures. Although geography plays a significant role in the selection of a club so too does coaching, competitive philosophy, cost and so much more.

Procedure

Swim Ontario accepts the spirit of the Transfer Procedure and Cross Province Registration Procedure put forward by Swimming Canada, however, specific alterations to the policy are included for clarification within this province.

The transfer process shall act as a formal mechanism to terminate a swimmer’s affiliation with one club and to initiate the affiliation with a new club. A period of reflection (30 days) is associated with the process to encourage resolution of any conflicts or issues in the departure.

1. A swimmer may be affiliated with only one club and/or varsity team (a swimmer may be affiliated with a varsity team only; or with both a club and varsity team; or with a recognized association, club and varsity team; from September 1 to March 31).
2. A swimmer may represent only one entity at a time.
3. A swimmer changing clubs at any time in the swimming season (September 1 to August 31) will follow the National/SNC and Swim Ontario Swimmer Transfer Procedures.
4. Swimmers wishing to register or transfer to a club must demonstrate that the majority of training shall be on-site with the “receiving club” as registered on their Swim Ontario certificates of insurance. In the process of a transfer, an email from the Head Coach of the “receiving club” outlining the on-site training expectations to both the provincial registrar and regional director shall fulfill the requirement. Pending successful proof of this requirement, the registration or transfer request shall not be unreasonably withheld. Athletes accepted and training with an SNC/SO National or Provincial Swimming Centre/Academy and Varsity affiliated team are exempt from this requirement.
5. Swimmers who cannot demonstrate that the majority of training will be done with the proposed “receiving club” will be denied the opportunity to register with that club/region/Swim Ontario.
6. A swimmer wishing to change clubs must make the request through the Club Registrar of the new club/“receiving club”. The club Registrar will initiate the transfer process using the SNC online registration and the Transfer module.
 - An email transfer request is automatically sent to the current (releasing) Club and the Provincial Swimming Office (PSO).
7. If the swimmer has no outstanding commitments (financial or other) to that club, the releasing club must accept the transfer of the swimmer within 5 working days of the receipt of the e-mail requesting the transfer.
8. If the swimmer has outstanding commitments (financial or other) to that club, the releasing club may hold up the process for a maximum of 30 days pending a resolution of outstanding matters

after which time the transfer is automatically processed. If there are no outstanding matters, the club is obliged to release the swimmer.

9. To acknowledge the transfer the Registrar of the former club will select the ACCEPT command in the field next to the swimmer's name in the Transfer Module.
 - An email acknowledging acceptance is automatically sent to the new (receiving) Club and the Provincial Swimming Office (PSO).
10. A transfer is effective after the date the approval is formally given by the Provincial Section.
11. On the first transfer in the swimming season (September 1 to August 31), following approval by the releasing Club and PSO, the swimmer may represent his/her new club immediately; there is no waiting period.
12. Swimmers who invoke a second and subsequent transfer within the same swimming season (September 1 to August 31), following approval by the PSO, shall begin a 60 day unattached status period. During this period swimmers may not represent any club (score points or swim in a relay) and must enter meets as UN-ON (unattached).
13. The transferring swimmer must have a certified coach in good standing, of a member club in good standing, who takes on the "Coach of Record" status for the swimmer during the "unattached" period.
 - A coach may not have more than 2 "unattached" swimmers at any given time unless they are members of the same nuclear family.

Note: Transfers are not required for Varsity Swimmers to their previously affiliated/registered club. Transfers do apply to Varsity swimmers transferring to clubs other than their previously affiliated/registered club.

Responsibility	Action
Swimmer/Family	Speak with new club registrar Notify current club of transfer intent
New (receiving) Club	Transfer Request via the online Registration System
Old (departing) Club	Accept or reject proposed transfer
Staff	Assign transfer request process on the online Registration System
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	MEMBERSHIP – REGISTRANTS	PROCEDURE #	M-002-05
RESPONSIBILITY;	EXECUTIVE DIRECTOR & STAFF		
SUBJECT:	COACH REGISTRATION	EFFECTIVE	January 2009
AUTHORIZED BY:	Board Of Directors	REVISED	APRIL 2014

Policy Support

This procedure will begin to ensure equal onus. Coaches are responsible for upholding their dues and for supporting the financial obligations of the organization. Non-payment benefits no one, and this procedure will ensure that coaches and clubs do not take advantage of the relationship with Swim Ontario to default on their obligations.

Procedures

Swim Ontario recognizes the SNC “National Registration Policy and Procedure – Coaches”. Swim Ontario will utilize the registration systems found on the SNC registration system for SNC/Swim Ontario coach membership and CSCTA membership.

Swim Ontario Coach Membership Registration:

- All coaches or individuals associated with Swim Ontario registrant swimmers in sanctioned activity must apply for and register as members with Swim Ontario on the SNC registration system.
- All Swim Ontario clubs pay a \$100.00 Club Coach fee and submit a Coach/Swimmer Registration Agreement form as part of the affiliation process
- The membership fee information is circulated to clubs in June of each year.
- Coaches must register all coaches on the SNC registration system and are required to pay fees for SNC /Swim Ontario and CSCTA at that time.
- SNC invoices Swim Ontario for coaches registered on-line.
- Swim Ontario will determine minimum certification and criteria for membership with Swim Ontario
- Clubs are responsible for submitting electronic colour head shot pictures of all their registered coaches eligible to attend sanctioned competitions to Swim Ontario
- Swim Ontario will create coaching compliance cards and send them to the home club.

Effective September 2014

Coach Membership cards must be presented and in plain view at all Swim Ontario sanctioned competitions

Effective September 2015

All coaches must comply with Swim Ontario’s Screening Procedures - Coaches

Responsibility	Action
Clubs	Submit signed agreement to register all coaches with Swim Ontario/SNC and CSCTA and sending electronic headshots of their coaches
Staff	Circulates fee schedule. Collects Fees. Forwards fees to SNC upon receipt of Invoice. Create and distribute coaching certification cards

**Please note that while every effort is taken to ensure accuracy this procedure may have changed.
Please contact Swim Ontario staff for any assistance or additional information.**

POLICY SECTION:	MEMBERSHIP – AFFILIATION AND REGISTRANT CATEGORY – SPECIAL INTEREST	PROCEDURE #	M-003-01
RESPONSIBILITY:	BOARD OF DIRECTORS		
SUBJECT:	MASTERS SWIMMING ONTARIO	EFFECTIVE	06-1988
AUTHORIZED BY:	Board Of Directors	REVISED	October 2013

Policy Support

This procedure will begin to ensure equal onus. Clubs are responsible for upholding their dues and for supporting the financial obligations of the organization. Non-payment benefits no one, and this procedure will ensure that coaches and clubs do not take advantage of the relationship with Swim Ontario to default on their obligations.

Background

FINA recognizes the Aquatic Federation of Canada (AFC) as the jurisdiction for governing the four aquatic disciplines in Canada. Swimming Natation Canada (SNC) is the governing jurisdiction for competitive swimming (pool, open water, and Masters). Swim Ontario is a recognized member of SNC for which it carries the privilege of jurisdiction for competitive swimming (pool, open water, and Masters).

Swim Ontario is the only authority specifically governing swimming in Ontario.

Swim Ontario and Masters Swimming Ontario (MSO) have common goals and enjoy a special relationship. MSO is an entity of Swim Ontario; the terms and conditions of its relationship, and registrants shall be as determined from time to time by resolution of the Swim Ontario Board of Directors.

PROCEDURE

MSO pays a fee per member no later than December 1 of each swim season to Swim Ontario on an annual basis. This enables MSO to sanction and MSO clubs to host competitions.

<i>Responsibility</i>	<i>Action</i>
The MSO President	Notifies Swim Ontario of the number of registered athletes as of August 31, in the previous season.
Membership & Office Services Coordinator	Invoices MSO for the amount set by the Board of Directors.
MSO President or his representative	
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	MEMBERSHIP – ATHLETE/COACH TANDEM	PROCEDURE #	M-004-01
RESPONSIBILITY;	SPORT DEVELOPMENT COMMITTEE		
SUBJECT:	LONG TERM ATHLETE DEVELOPMENT	EFFECTIVE	January 2009
AUTHORIZED BY:	Executive Director	REVISED	OCTOBER 2012

Policy Support

At the center of everything 'swimming' is the preservation of Swim Ontario for the long term and to protect them from short sighted, well intentioned or not, activities which impact their development and growth.

With world swimming relentlessly moving forward and Canadian swimming standing still in comparison, the Swim Ontario Board of Directors voted in April of 2003 to have a committee conduct an in-depth evaluation of our provincial swimming system. The full Swim Ontario and SNC LTADS strategies are on-line at www.SwimOntario.com

The Long Term Athlete Development Strategy upholds the principles that swimming for Developing Athletes must be:

- Swimmer focused
- Process focused
- Fun

Although there are many 'Athlete Development Strategies' in existence, Swim Ontario's 'Long Term Athlete Development Strategy' will evolve over the years to become one of the best.

Procedure

The ability to promote and build on the development of excellence in swimming requires flexibility within the scope outlined by the Long Term Athlete Development Strategy. Swim Ontario accepts the foundation of both the Swim Canada and Swim Ontario athlete development strategies to promote long term, healthy and competitive swimming in the province.

LTAD Strategy Document Review - Chronology

LTAD Strategy Document Review - The purpose was not to re-write what is already an excellent strategy, but rather to ensure that the language of the document and the recommendations support and enhance the new Swim Ontario Provincial Competitive structure.

1. **May 2011** - LTAD Strategy Document Review Committee established.
2. **May 2011 – July 2011** - LTAD Strategy Document Review Committee: meet to review the LTAD Strategy Document to support proposed changes to the Competitive Template and Structure.
3. **September 2011 – November 2011** - Swim Ontario Staff refine the LTAD Strategy Document.
4. **November 2011** - Swimming Development Committee (SDC) - approve, in principal, the proposed LTAD Strategy Document.
5. **January 2012** - Swim Ontario Board of Directors - approve the new LTAD Strategy Document.

The Sport Development Committee is enabled with the ability to impact and influence change within the following key areas of development. Change is subject to approval by the Executive Director.

1. That pre-requisite swimming is structured against single age-groups using predefined events in all sanctioned provincial competitions held in the province. This direction is also in support of the SNC LTADS.
2. **PREREQUISITES FOR QUALIFICATION:**

In addition to individual event qualifying standards for each championship competition the following prerequisites shall be in place:

Festivals - All Events are Timed Finals		
Girls	Pre-requisites	Boys
10 Years and Under	200 Free & 200 IM	10 Years and Under
11 Years Old	400 Free & 200 IM	11 Years Old
12 Years Old	400 Free & 200 IM or 400 IM	12 Years Old
13 Years Old	400 Free & 200 IM or 400 IM	13 Years Old
Age Group Championships: All events Heats & Finals		
Girls	Pre-requisites	Boys
13 Years & Under	800 or 1500 Free & 200 IM or 400 IM	13 Years & Under
14 Years Old	800 or 1500 Free & 400 IM	14 Years Old
15 Years Old	None	15 Years Old
16-17 Years Old	None	16-17 Years Old
Provincial Championships: All Events Heats & Finals		
Girls	Pre-requisites	Boys
13 Years & Under	800 or 1500 Free & 200 IM or 400 IM	13 Years & Under
14 Years Old	800 or 1500 Free & 400 IM	14 Years Old
15 Years Old	None	15 Years Old
16-17 Years Old	None	16-17 Years Old
Open	None	Open

3. **Heats and Finals:**

At the age group championship and the provincial championship competitions, all swimmers are permitted to compete in both preliminary and finals sessions.

The provincial festival championship competitions will be timed final events for all age groups.

At all other swim Ontario sanctioned competitions including club invitationals and time trials, 12 & under swimmers are only permitted to compete in time final events.

4. **Provincial Championship Competitions to include:**

- A 10 -day entry deadline for the festival championship, age group championship and the provincial championship will be in place.
- “psych” sheets will be posted 5 days in advance of the competition.
- The 1500 free for women and the 800 free for men will be included at the Swim Ontario age group championships and the Swim Ontario provincial championships competitions, in the appropriate age categories
- Individual high point awards at the age group championship competition will be based on the sum of Fina points from three (3) different events and will recognize the highest aggregate point score of both female and male in each age group.

- Individual high point awards at the provincial championship competition will be based on the single highest Fina point score in one event and will recognize the fastest female and male in each age group evaluated against all events.
- No individual high point awards will be given at the festival championship competitions.
- Swim Ontario open standard based on: mid-way between the 16-17 Ontario standard and the 2011-12 SNC senior standard.
- FINA point ratings and the swimmer's age will appear on the results of the age group championship and the provincial championship competitions.

5. FUNDING, TRAINING CAMPS AND TOUR TEAMS

- Swim Ontario athlete performance funding (athlete carding) – nomination will be based on world rank.
- Swim Ontario high performance grant (club grant) – nomination for funding will be based on selection to the SNC senior national team (specifically - Olympics, Fina World Championships lcm, Pan Pacific Championships).
- Swim Ontario high performance provincial team: nominations will be based on world rankings or the current FINA point chart. This will be specific to each team based on
 - size of the team including the number of spots targeted for males and females;
 - the age demographic.

6. **RESULTS** - of all Swim Ontario sanctioned competitions must be uploaded onto the online results database within 48 hours of completion of the event.

7. **PERIODIZATION:** Swim Ontario will define a province-wide “fundamental skill revitalization period” every season; whereby sanctioned competitions in Ontario will be prohibited; and a phasing in period of single session competitions to multiple session competitions will take place.

THIS EXCLUDES SANCTIONS ISSUED SPECIFIC TO THE PREPARATION OF PERFORMANCES AT SNC TRIALS (SPRING) NATIONALS.

For a more detailed description of the Swim Ontario and SNC Long Term Athlete Development Strategies please find the strategies on-line at www.SwimOntario.com .

Responsibility	Action
Swimming Development Committee	Regularly review and keep current both the Strategy and the procedure by which the strategy is fulfilled.
Staff	Communicate changes to procedure to Meet Manager and officials to ensure compliance
Regional Sanctioning Officers	Uphold the procedure
Meet Managers	Uphold the procedure
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

POLICY SECTION:	COMPETITION - COMPETITION	PROCEDURE #	C-001-01
RESPONSIBILITY;	EXECUTIVE DIRECTOR		
SUBJECT:	MEET SANCTION OBLIGATIONS & PROCEDURE	EFFECTIVE	January 2009
AUTHORIZED BY:	Sport Development Committee	REVISED	JAN. 2013

Policy Support

Competition Sanctioning is a privilege licensed to Swim Ontario via our NSO, (Swimming Canada) which is licensed from FINA. Sanctioning officers are acting as agents of this chain of command and in particular as agents of Swim Ontario. Therefore it is imperative that all in the sanction process, (clubs, coaches, meet managers, officials, sanctioning officers) adhere to the procedures outlined.

Sanctioning is a matter of trust. Trust in the results and fees are accurately communicated to the public following the end of the meet in a timely manner. Sanctioned meets are at the heart of competitive swimming and define the integrity and quality of our organization.

Sanction applications will only be accepted via the electronic process provided by SNC.

The following Procedure Applies to the following categories of Competitions:

1. Sanction
2. Class 2 Time Trials or In-house competition*
3. Class 1 Time Trials*
4. Time Trials with entry fee's/awards
5. Non conforming sanction – Unofficial Results (some exceptions apply)
6. OUA/Varsity (specific procedures apply)
7. OUA/Club (specific procedures apply)

Procedure

Pre-Meet (a minimum of 6-8 weeks prior to the competition)

Inherent with the granting of sanction for a meet the following obligations must be fulfilled by a meet manager. Failure to comply with any aspect of the pre-sanction obligations will result in the request being refused.

- Submit sanction processing fee to Swim Ontario.
- A copy of the meet package uploaded to the designated online competition sanctioning database
 - No other document will be considered relevant and clubs will not post a meet package different to the one found here anywhere else.
 - A meet package which complies with the SNC and Swim Ontario Long Term Athlete development strategies
 - *A Meet Referee at or above a level 4 for sanctioned meets and at or above Level 3 (if approved by ROR) for time trials.
 - The club and Regional Sanctioning Officer must ensure that the Meet Referee and the Meet Manager are not the same person for sanctioned meets
 - ROR will have a list of eligible level 3 for verification at time of sanction
 - A club in compliance with the Official's Development Plan
 - Entry submissions must be through the SNC process
 - No session to exceed the 4.5 hours
 - Regardless of meet format or age categories, all individual and relay events for 12 and under are TIME FINALS

- Conversion process outlined
- Results to be posted to the SNC site within 7 days of completion of meet
- Scratch rule and penalty to be clearly set out in meet package
- Non-compliance may result in denial or retraction of results
- The following ruling for splits must be posted in the meet package; “Meet Management requires that any coach wishing to rely on a time achieved by the swimmer for an interval shorter than the total distance of the event shall so advise the Referee prior to the commencement of the session (or event) in question.”

The Regional Sanctioning officer and Swim Ontario are electronically notified of the ‘sanction pending’ meet submitted. Once reviewed by the regional sanctioning officer and providing the application meets all necessary requirements, LTAD’s, officials requirements, etc...the meet application will then receive “region approved” status. Prior to the granting of final “sanction” status, Swim Ontario will review the application and confirm that the host club is in good standing with no outstanding fees or information.

Club Entry to a Meet

Closed Competition

This is a swim meet which is only accessible only by the listed clubs.

Open Competition

This is a swim meet which is only accessible by all eligible clubs.

Swim Ontario respects the opportunity of clubs to enter a meet. As well, Swim Ontario upholds the right of host club to accept or reject all entries. The openness of a meet or the ability to submit entry should in no way be confused with acceptance or rejection. While the meet being run is the property of the host club and subject to sanction guidelines the tone, competitive nature, conduct of swimmers and more are all taken into account when accepting a club’s entry file.

All meet packages should carry a notification by which decisions will be taken for the acceptance of entries. For example,

- All entries will be accepted at the discretion of meet management
- Entries will be accepted on a first-come-first-in basis
- Prior year participants will be given priority until (date) following which entries will be accepted on a first-come-first-in basis

Good Competition

Clubs are encouraged to adopt a professional approach to the management of their own meets. Meet management is an important element in considering the selection of a meet by visiting club.

- Clearly define the method by which the host club will accept or reject entries to a meet.
- If a host club offers first-come-first-serve criteria for meet selection then meet management should maintain a record of entry files and a comparison to the calculated maximum swimmer count.
- If a host club offers preferred consideration to previous meet participants than consider placing two dates for accepting entries: one deadline for returning clubs and another for all others.
- When the meet is full, return to the online sanction database and “close” the meet. This will clearly demonstrate to any clubs seeking access that the meet is no longer accepting entries.
- If a meet manager already knows the names of clubs attending the meet consider making the meet “closed” when applying for the sanction. This will clearly define which teams are invited and prevent all other teams for participating.

Rejected Entries

Host clubs are within their rights to reject any entry but need to consider the management of the rejection so as to ensure consideration for their meet in the future and that they have fairly managed the process.

The competition sanction database provides a method for automatically generating a document when rejected, however meet managers should still consider sending an email to the entry club indicating the reason for rejection.

Rejected entries that do not follow the meet package guidelines will be subject to Swim Ontario discipline as not following the meet package.

During the Meet

All sanctioned events are available for audit by Regional Sanctioning Officers, Swim Ontario Directors, Staff and Board appointed authorities. These individuals are allowed free access to a meet to ensure adherence to the claims made within sanction application are met. These claims include but are not limited to the following.

- All statements in the meet package are being upheld
 - SNC Safety procedure is being followed, including safety marshals
 - Meet referee named in the meet package is on site and available for officials
 - All official positions are staffed at a level appropriate for sanction
 - Only authorized individuals have access to the pool deck and swimmers.
 - Properly carded member coaches only are permitted on deck
 - Properly recorded officials only are permitted on deck
 - Properly registered and affiliated swimmers are permitted on deck
 - No banned or suspended coaches are using the meet as an opportunity to consult/coach swimmers on the deck

Failure to adhere to this expectation may result in the following scope of penalties.

- Meet Referee name no longer considered valid against a sanction application
- Sanction immediately withdrawn and all times will remain invalid
- Club fine
- Meet Referee or Club (Host and/or Offending Club(s)) suspension of competition sanction privileges (including those currently approved)
- Club suspension of competition sanction privileges for a specific period of time
- Potential penalty to Host and/or offending Club(s).

Following the Meet

At the conclusion of meet specific steps must be undertaken in order to complete the sanction agreement.

- Results must be uploaded to the online database within 7 days of the completion of the meet
- A meet report through SwimMeet.ca must be generated within 7 days of the completion of the meet
- Gold Bonus must be paid within 14 days of the completion of the meet
- Time Trials with entry fee's/awards will be subject to gold bonus

Failure to comply with all post meet requirements will result in the loss of future sanction ability. Failure to pay Gold Bonus on time will result in a late penalty fee, charged at a rate of \$25.00 per month.

Provincial/Provincial Championship Meets

- Application for a Swim Ontario Provincial Meet must be submitted via the SNC electronic system. As these meets are the property of Swim Ontario, the PSO will review the application and posted meet package and provide 'sanction' status.
- When submitting sanction application for a Provincial Meet, ensure that 'Provincial' is selected as meet type in the application

Open Water Meet Requirements

- All swimmers must be eligible registrants with Swim Ontario
- Swimmers MUST be 11 years old and over to participate in any sanctioned Open Water events in Canada
Swimmers aged 11 years old are limited to Open Water events of not more than 1000m
- Swimmers aged 12 or 13 years old are limited to Open Water events of NOT more than 2500m
- Swimmers aged 14 years and older may participate in Open Water events that can range from 5000m or more
- The same age restrictions apply to Para Swimmers and will also be in keeping with the FINA suggested distance for their classification
- *Clarification of Open Water age/distance limits effective March 8, 2012*
- Host is required to supply written water test results to Swim Ontario, two weeks prior to the event, that confirm compliance with Ontario Health Standards
Water tolerance levels must meet the following standards:
pH between 6 and 9
E'coli (fresh water) not more than 200 per 100 mils
Enterococci 35 per 100 mils
- Water temperature to be tested 2 hours before the event and confirmed at 16 degrees or higher
- In the case of bad weather ie: thunder or lightning, alternate plans for event date or cancellation must be in place
- Written Emergency extraction plan or medical intervention must be in place and included in meet package and posted at the event
- Must have EMT on site
- Must have certified NLS Lifeguards
- No wet suits will be allowed
- Each swimmer must be clearly numbered on upper arm, back and swim cap
- No Event shall be more than 10km.
- The course must be clearly marked and defined
- The finish point where the race terminates must be clearly marked and defined with a predetermined 'touch' point
- Timing procedures need to be outlined and considered satisfactory by SO Regional Sanctioning officer
- Finish monitors must be in place to assist swimmers out of the water if necessary
- Cut off times must be implemented and approved by Swim Ontario
- The host shall establish and announce a cut-off time for the event, at which time, all contestants still on the course must be picked up by the sweeper or clean-up boat. Swimmers failing to finish under the designated time must be disqualified and picked up

- Safety Precautions A stationary craft will be available every 250 metres of the course with NLS Lifeguard on board
- Escort crafts, with NLS Lifeguard, in the water following alongside the swimmers as they swim their course
 - All boats used in conjunction with the event must meet Safety Compliance Notice issued by Transport Canada for equipment and loading capacity
 - All swimmers and coaches must be briefed on emergency procedures prior to the start of the race as well as these procedures must be posted day of event
 - Every swimmer must be accounted for before they enter the water and as they exit the water
 - Race course and beach/land area should be checked and cleared of any hazards morning of the event
 - Spectators should be kept at a distance from the start/finish lines allowing clear access for the swimmers

Smoking or the use of any other tobacco products is prohibited in the venue of all Swim Ontario sanctioned events.

Responsibility	Action
Swim Ontario	Periodically identify a Director or Staff to audit meets and ensure conformance
Meet Manager	Complies with all aspects of receiving a sanction
Meet Referee	Ensure compliance of all aspects of the sanction
Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.	

SECTION	Club Services - Competition	POLICY #`	10-28-08
SUBJECT	Non-conforming Sanctioned Meets	EFFECTIVE	October 28, 2008
AUTHORIZED BY	Sport Development Committee	REVISED	October 2012

BACKGROUND

Yards pools are often the only available competitive pool available to a club. However, the FINA and SNC rules do not recognize yards, as a legitimate distance for competition. Swim Ontario does however, recognize the distance when it comes to the development of competitive swimmers and is sympathetic to the issues of infrastructure in communities throughout the province.

This policy is to allow the use of pools, which are neither 25m nor 50m and yet still keep their results from mingling with those of recognized pools. Uploading to swimmeet.ca ensures that only properly registered swimmers are entered into a meet.

POLICY

- These competition applications are only for members of Swim Ontario registered in the “Competitive” categories according to the Swim Ontario/SNC membership categories. (Non-competitive swimmers are Only permitted one exhibition swim per season)
- Only pools/facilities that have Swim Ontario approved pool depth certificates are eligible
- Applicants for these sanctions are responsible for the \$30.00 application fee and a gold bonus fee of \$0.375 plus applicable taxes per event per swimmer
- Approval or denial of competition applications of this type will be the responsibility of the Regional Sanctioning Officer/Swim Ontario
- All Swim Ontario policies and procedures that effect competition applications/sanctions, and the competition infrastructure of Swim Ontario apply
- Adherence to the SO and SNC LTADS polices is required
- Adherence to the SO/OSOA “Club Officials Development Plan” is required
- All results from these competitions are considered to be “non-conforming” and therefore are unofficial results. These unofficial results must be uploaded to the results database (swimmeet.ca) for verification of membership compliance.
- These unofficial results will not be used for rankings or entry to any provincially or SNC designated competitions for any recognized purposes (i.e. Rankings, records, proof of time, conversions, etc...)

PROCEDURE

Same process and procedure as currently used for sanctioned competitions. Meet Management will select Non-conforming Sanctioned Meets when initiating the process.

Responsibility	Action
Club	Submit and/or ensure completed pool depth certificates
Meet Manager	Ensure pool is not compatible with sanctioned competition Upload meet package, meet application checking off the appropriate sections
Sanctioning Officer	Ensure that all aspects of LTADS have been met and that the club is in good standing with regard to OSOA’s ‘Club Officials Development Plan’

POLICY SECTION:	COMPETITION - COMPETITION	PROCEDURE #	C-001-02
RESPONSIBILITY:	SPORT DEVELOPMENT COMMITTEE		
SUBJECT:	OUA VARSITY AND OUA VARSITY/CLUB MEETS	EFFECTIVE	October 28, 2008
AUTHORIZED BY:	Executive Director	REVISED	October 2012

BACKGROUND

Ontario University Association competitions are working towards an environment whereby their association and competitions are certified yet flexible enough to encompass all demands. Varsity swimmers are all members of Swim Ontario/SNC. Varsity competitions may be used for Inter-school competitions, open meet qualifications and more. CIS requires sanctioned meet times, found on swimmeet.ca for admission.

POLICY

OUA Varsity

- These competition applications are only for members of Swim Ontario registered in the “Competitive Open – Varsity” or “University – Varsity ” categories according to the Swim Ontario/SNC membership categories
- Only pools/facilities that have Swim Ontario approved pool depth certificates are eligible
- Applicants for these sanctions are responsible for the sanction process fee only
- Approval or denial of competition applications of this type will be the responsibility of Swim Ontario via application of the “Region – OUA” field of the swimmeet.ca site.
- These competitions require a referee certified at a minimum of Level 4. This referee will then ensure that the meet is properly staffed with qualified personnel before the meet can begin.
- These competitions operate under the guidelines and playing regulations of the OUA swimming league
- Adherence to the SO and SNC LTADS polices is NOT required
- Adherence to the SO/OSOA “Club Officials Development Plan” is NOT required
- All results from these competitions are considered official results to be uploaded to the SNC results database (swimmeet.ca) and subject to verification of membership compliance.

OUA Varsity/Club

- These competition applications are only for members of Swim Ontario registered in the “Open Competitive – Varsity” or “University - Varsity” categories according to the Swim Ontario/SNC membership categories
- Only pools/facilities that have Swim Ontario approved pool depth certificates are eligible
- Host team must be an OUA Varsity Team
- Maximum of four teams total with a minimum of one OUA team as the host and participant
- OUA Varsity/Club hosted meets being held for club members only, must apply as an invitational meet and are subject to the policy and procedures of Swim Ontario’s open competitive Sanctioning processes.
- All teams must be declared in advance
- Applicants for these sanctions are responsible for the sanction process fee and Gold Bonus fees.
- Approval or denial of competition applications of this type will be the responsibility of Swim Ontario via application of the “Region – OUA” field of the swimmeet.ca site.
- These competitions require a referee certified at a minimum of Level 4. This referee will then ensure that the meet is properly staffed with qualified personnel before the start of the meet.

- These competitions operate under the guidelines and playing regulations of the OUA swimming league
- Adherence to the SO and SNC LTADS polices is NOT required
- Adherence to the SO/OSOA “Club Officials Development Plan” is NOT required

PROCEDURE

Same process and procedure as currently used for sanction obligation procedures. Meet Management will select a new category for OUA Sanctioned Meets when initiating the process. They must also choose “Region – OUA” in order to identify the competition.

<i>Responsibility</i>	<i>Action</i>
University	Submit and/or ensure completed pool depth certificates
Meet Manager	Upload meet package, meet application checking off the appropriate sections Ensure Region-OUA has been selected All payments and charges complied with as per standard Swim Ontario timelines. Ensure that all senior official positions are covered and that there are names attached to each position.
Swim Ontario	In the case of a Varsity/Club competition, ensure the status is as a closed meet and limited only to the clubs invited.
<p>Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.</p>	

POLICY SECTION:	COMPETITION - COMPETITION	PROCEDURE #	C-001-03
RESPONSIBILITY;	SPORT DEVELOPMENT COMMITTEE		
SUBJECT:	SNC WARM-UP PROCEDURES	EFFECTIVE	April 1988
AUTHORIZED BY:	Executive Director	REVISED	Nov 2014

Policy Support

At the center of everything 'swimming' is the preservation of Swim Ontario for the long term and to protect them from short sighted, well intentioned or not, activities which impact their development and growth.

POLICY

Swim Ontario will no longer tolerate behaviour which breaches pool safety rules, including awards ceremonies. Therefore Swim Ontario will add to the Swimming/Natation Canada Warm-Up Procedure the following warning: "Breach of pool safety rules by members of a club will be reported to Swim Ontario. The club may face a fine not to exceed \$1,500.00".



SWIMMING CANADA COMPETITION WARM-UP SAFETY PROCEDURES

Meet Management for all sanctioned Canadian swimming competition must ensure the following safety procedures are applied. It is incumbent on coaches, swimmers, and officials to comply with these procedures during all scheduled warm-up periods. Coaches are requested to encourage swimmers to cooperate with Safety Marshals.

GENERAL WARM-UP:

- Swimmers must enter the water **FEET FIRST** in a cautious manner, entering from a start or turn end only and from a standing or sitting position.
- Running on the pool deck and running entries into the pool tank are prohibited.
- Meet Management may designate the use of sprint or pace lanes during the scheduled warm-up time. Any such lane usage must be communicated either in pre-competition handout, announcement or deck signage.
- Diving starts shall be permitted only in designated sprint lanes.
- Only one-way swimming from the start end of sprint lanes is permitted.
- Notices or barriers must be placed on starting blocks to indicate no diving during warm-up.

EQUIPMENT:

- Kick Boards, Pull-Buoys, Ankle Bands, and Snorkels are permitted for use in the scheduled warm-up time.

- Meet Management may permit use of tubing or cord assisted sprinting in designated lanes and during specific times of the warm-up only. Coaches are responsible for equipment reliability and use.
- Hand paddles, drag chutes, and flippers / fins are not permitted during any warm-up at any time.

VIOLATIONS:

- Swimmers witnessed by a Safety Marshal diving or entering the water in a dangerous fashion will be removed without warning from their first event following the warm-up period in which the violation occurred.
- In the case of a second offense during the same competition the swimmer will be removed from the competition in its entirety. A provincial disciplinary action or report may be filed.

SAFETY MARSHALS:

The Safety Marshal is a trained position designated by Meet Management. Safety Marshals shall:

- Be visible by safety vest
- Be situated at each end of the competition tank and when applicable, similarly situated in designated warm-up tanks when pre-competition warm-ups are scheduled.
- Actively monitor all scheduled warm-up periods.
- Ensure participants comply with warm-up safety procedures and report violations to the Referee.

PARA-SWIMMER NOTIFICATION:

Coaches are requested to notify Safety Marshals of any Para-swimmers participating in warm-ups where necessary and at the coach’s discretion.

The following statement must appear in all Swimming Canada sanctioned meet information and posted notices:

“SWIMMING CANADA WARM-UP COMPETITION SAFETY PROCEDURES WILL BE IN EFFECT AT THIS MEET.”

<i>Responsibility</i>	<i>Action</i>
Meet Personnel	Informs club and Swim Ontario Staff
Swim Ontario Staff	Contacts President, Regional Sanctioning officer
<p>Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.</p>	

POLICY SECTION:	COMPETITION - COMPETITION	PROCEDURE #	C-001-04
RESPONSIBILITY:	FINANCE AND AUDIT COMMITTEE		
SUBJECT:	ILLEGAL SWIMMER SUBSTITUTION	EFFECTIVE	January 2009
AUTHORIZED BY:	Board Of Directors	REVISED	OCTOBER 2012

Policy Support

At the center of everything 'swimming' is the preservation of Swim Ontario for the long term and to protect them from short sighted, well intentioned or not, activities which impact their development and growth.

Procedure:

1. The penalty for "illegal substitution of a swimmer" will be \$100.00 (plus applicable taxes) to be paid by the offending swimmer's club to Swim Ontario.
2. Meet management, in consultation with the Meet Referee, will notify the offending club and the Swim Ontario office in writing immediately.
3. Once the club has been notified, they will have five (5) business days to pay the fine in order to maintain their "good standing" with Swim Ontario.
4. This penalty does not apply to swimmers who, accidentally, swim out-of-order on a relay.
5. Complaint is filed in club file at Swim Ontario office.
6. If penalty is not received within 5 business days, club and all sanctioning officers are informed of the club no longer being in good standing. Club may not participate in any Swim Ontario programmes until fine has been paid.

<i>Responsibility</i>	<i>Action</i>
Meet Managers	Report problem to Meet Referee
Meet Referee	Reports complaint & action to Swim Ontario
Swim Ontario Staff	File report in club folder
Club	Sends penalty
Swim Ontario Staff	Report non-payment to regional director & inform sanctioning officers of club not being in good standing until further notice

Please note that while every effort is taken to ensure accuracy this procedure may have changed. Please contact Swim Ontario staff for any assistance or additional information.