



Title: Sanctioning Policy

Section: Swim BC Sport Development Policies
Approved by: Board of Directors

Date of Approval: June 16, 2026
Review Cycle: 2028

Definitions

1. Terms in this Policy are defined as follows:

- a) **Sanction** – Official approval granted by Swim BC for an event to ensure compliance with organizational policies, safety standards, and fair competition regulations.
- b) **Events** – Includes competitions, time trials, and other organized gatherings related to swimming.
- c) **Host** – The individual, club, team, or group responsible for organizing and running a sanctioned event.
- d) **Participants** – All categories of membership as defined in Article 3 of the Swim BC Bylaws.

Purpose

- 2. Swim BC is committed to maintaining a competitive environment that is standardized, fair, and safe for all participants. To uphold these principles, all event hosts must obtain prior sanctioning approval from Swim BC. Unregulated or improperly managed events can result in significant risks to participants, hosts, and Swim BC's reputation.
- 3. This policy establishes the requirements and procedures for obtaining event sanctioning to ensure compliance with safety regulations, organizational policies, and ethical standards.
- 4. Certain Events run by Hosts may be pre-sanctioned by Swim BC and do not require additional approval.

Application of this Policy

- 5. This policy applies to all Events organized and run by hosts that include Swim BC affiliated participants and is enforced by Swim BC staff.

Insurance Coverage

- 6. Only sanctioned events are covered under Swim BC's insurance policy.

Pre-Sanctioned Events

- 7. The following types of Events are pre-sanctioned and do not require additional approval:
 - a) Practices and training sessions within BC
 - b) Official Swim BC and club meetings, including:
 - Board meetings
 - General meetings
 - Committee meetings
 - Parent orientations
 - Club social events
 - c) Special events explicitly designated as pre-sanctioned by Swim BC

Events Requiring Sanction

- 8. Hosts must obtain sanctioning approval from Swim BC for the following events:
 - a) Competitions such as club invitationals and time trials (Class I and II)
 - b) Practice and training sessions outside BC
 - c) Official certification clinics
 - d) Fundraising activities involving gambling, raffles, or alcohol sales.



Requesting a Sanction

9. Submission Requirements

- a) Hosts must submit a sanction application via the prescribed Swim BC process.
- b) Meet sanction applications must be submitted by the following deadlines:
 - i. Club Invitationals – Applications must be submitted a minimum of 30 days prior to the meet.
 - ii. Time Trials (Class I and II) – Applications must be submitted a minimum of 5 business days prior to the meet.
 - iii. Open Water Events – Applications must be submitted a minimum of 90 days prior to the meet.
- c) Late submissions must include written justification for the delay. Acceptance of late requests is at Swim BC's sole discretion and cannot be appealed. Late submissions are subject to a \$100.00 late fee. Exceptional circumstances may include but are not limited to:
 - i. Unforeseen venue changes
 - ii. Significant club personnel changes
 - iii. Delays in obtaining External approvals or permits.

10. Sanction Approval Process

- a) Swim BC will review each request and approve, or deny sanctioning based on established criteria.
- b) Swim BC reserves the right to "black out" certain dates to prioritize provincial competitions, the BC Swimming Congress, or other major Swim BC events.

Sanction Request Evaluation

11. Swim BC will assess sanction requests based on:

- a) Host's compliance history with Swim BC policies
- b) Host's ability to meet sanctioning requirements
- c) Success or issues in previous sanctioned events (if applicable)
- d) Potential risks to insurance coverage
- e) Any factor that could impact Swim BC's reputation or participant safety

Sanction Request Refusals

12. Swim BC may refuse a sanction request for reasons including, but not limited to:

- a) Poor organization or non-compliance in prior events
- b) Failure to meet sanction requirements
- c) Late or incomplete applications
- d) Non-payment of Swim BC sanction fees
- e) Failure to submit previous sanctioned competition results (complete and error free) within the specified time frame.

13. Sanction refusals of timely applications may be appealed under Swim BC's Appeal Policy.

Sanctioned Event Compliance Regulations

14. All sanctioned events must adhere to Swim BC's technical standards and policies.

15. Sanctions are not transferable, and new sanctions must be obtained each year for annual Events.

16. Host Responsibilities:

- a) Ensure compliance with all safety and operational requirements.
- b) Obtain permits for alcohol or gaming-related fundraising activities
- c) Adhere to provincial and municipal regulations regarding liquor and gaming licenses
- d) Final meet results file should be posted to the Swimming Canada Registration System within 2 days following the completion of the competition.



Tampering with results file such as removal of swimmers' names or times from the results is not permitted, under any circumstance.

Sanction Revocation

17. Swim BC may revoke a sanction if:

- a) The host fails to meet the policy requirements before the event
- b) The event does not comply with Swim BC's technical and safety standards
- c) The event poses a safety risk to participants or attendees

Enforcement

18. Non-compliance with this policy may result in disciplinary actions in accordance with Swim BC's Discipline and Complaints Policy.

Appendix A – Host and Swim BC Responsibilities

Host Responsibilities

For each sanctioned event, the Host must:

- Ensure all event participants comply with Swim BC policies.
- Submit required documentation, including permits and compliance reports.
- Assign a designated event coordinator responsible for safety and rule enforcement.
- Provide appropriate event staffing, including officials and safety personnel.
- Ensure the venue meets Swim BC's safety and operational standards.

Swim BC Responsibilities

After approving a sanction request, Swim BC will:

- Provide oversight and guidance to ensure event compliance.
- Issue official sanction documentation confirming approval.
- Ensure insurance coverage applies to the sanctioned event.
- Monitor event execution as necessary to verify adherence to policies.