



Sanction Applications Prerequisites

Head Coaches, Meet Managers and Competition Coordinators must be fully registered before sanction applications are reviewed and approved. Please ensure this is completed as soon as possible in the fall.

Sanction applications will be reviewed as follows

- Prior to Nov. 30th
 - First club hosted meet: the Head Coach*, Meet Manager and Competition Coordinator must be fully registered.
 - Second (or subsequent) hosted meet: Head Coach*, meet manager, Competition Coordinator and majority of returning officials must be fully registered (status active) for the season.
- After Nov. 30th
 - First (and subsequent) hosted meet: Head Coach*, meet manager, Competition Coordinator and majority of returning officials must be fully registered (status active) for the season.

*Masters Meet: no head coach registration prerequisites

Sanction Applications Notes

- The next few pages outlines the different type of meets and accompanying sanctions available for Age Group Clubs, Varsity Teams and Masters Clubs.
- Each type lists restrictions, deadlines for sanction application, template meet package and post meet fees payable to Swim Ontario.
- For In House competitions or Time Trials, the online Jotform must be used when creating the meet package. Creating the meet package with the online form is NOT the sanction application. The meet manager would need to login to their Meet Manager account on the RTR and submit a sanction application with the meet package PDF created with the jotform.
- For Varsity Dual/Tri meets that are 1 session long only, we ask that you use the Jotform available.
- All other types of sanctions can use the Google Doc template as a guide. Make a copy of the Google Doc, rename it and complete where necessary. Then create a PDF (File/Download/PDF or File/Print/PDF).

Age Group Club Sanctions



Meet Type	Sanction Type	Restrictions	Meet Package Template	Deadlines	Post Meet Fees <small>*sanction fee will be part of Post Meet Fees</small>
Class I Time Trial	Class I Time Trial	For record attempts only. Open. Generally 1 or 2 events and very few swimmers. Can charge an entry fee. Must be sanctioned 3 days before the record attempt.	Age Group - Google Doc template	5 Business days.	Age Group & Masters Sanction Fee: \$50 Per swim Fee: \$1
Class II Time Trial	Class II Time Trial / In House Competition	1 session only. No more than 50 swimmers and 2.5 hours long. Cannot charge an entry fee. No awards / scoring	Age Group - In House competition and Time Trial online form	2 weeks	No Post Meet Fees
In House Competition	Class II Time Trial / In House Competition	Host club only. 1 session only. 3 hours maximum. Cannot charge an entry fee. No awards / scoring	In House competition and Time Trial online form	2 weeks	No Post Meet Fees
Invitational (open)	Sanction*	Each session cannot exceed 4.5 hours	Age Group - Google Doc template	6-8 weeks	Sanction Fee: \$50 Per swim Fee: \$1
Invitational (closed)	Sanction*	Closed to specific clubs. Each session cannot exceed 4.5 hours	Google Doc template	6-8 weeks	Sanction Fee: \$50 Per swim Fee: \$1

*For Yards meets select “Non-conforming sanction” - Per swim fee is \$0.75 - same restrictions

Varsity Team Sanctions



Meet Type	Sanction Type	Restrictions	Meet Package Template	Deadlines	Post Meet Fees <small>*sanction fee will be part of Post Meet Fees</small>
OUA - Varsity	Class I Time Trial	For record attempts only. Open. Generally 1 or 2 events and very few swimmers. Can charge an entry fee. Must be sanctioned 3 days before the record attempt.	Varsity - Google Doc template	5 Business days.	Sanction Fee: \$50 Per swim Fee: \$1
Class II Time Trial	Class II Time Trial / In House Competition	1 session only. No more than 50 swimmers and 2.5 hours long. Cannot charge an entry fee. No awards / scoring	Varsity - In House competition and Time Trial online form	2 weeks	No Post Meet Fees
In House Competition	Class II Time Trial / In House Competition	Host club only. 1 session only. 3 hours maximum Cannot charge an entry fee. No awards / scoring	Varsity - In House competition and Time Trial online form	2 weeks	No Post Meet Fees
OUA - Varsity	OUA - Varsity Closed	Closed to certain clubs Dual/Tri 1 session meets Each session cannot exceed 4.5 hours Cannot charge an entry fee. No awards / scoring	Varsity - Varsity Dual or Tri Meet - 1 session	6-8 weeks	Sanction Fee: \$50
OUA - Varsity	OUA - Varsity	Multi-session Each session cannot exceed 4.5 hours Can charge an entry fee.	Varsity - Google Doc template	6-8 weeks	Sanction Fee: \$50

Masters Club Sanctions



Meet Type	Sanction Type	Restrictions	Meet Package Template	Deadlines	Post Meet Fees <small>*sanction fee will be part of Post Meet Fees</small>
Masters	Class I Time Trial	For record attempts only. Open. Generally 1 or 2 events and very few swimmers. Can charge an entry fee. Must be sanctioned 3 days before the record attempt.	Masters - Google Doc template	5 Business days.	Sanction Fee: \$50 Per swim Fee: \$1
Class II Time Trial	Class II Time Trial / In House Competition	1 session only. No more than 50 swimmers and 2.5 hours long. Cannot charge an entry fee. No awards / scoring	Masters - In House competition and Time Trial online form	2 weeks	No Post Meet Fees
In House Competition	Class II Time Trial / In House Competition	Host club only. 1 session only. 3 hours maximum. Cannot charge an entry fee. No awards / scoring	Masters - In House competition and Time Trial online form	2 weeks	No Post Meet Fees
Masters	Masters Meet	Each session cannot exceed 4.5 hours. Either open to all Masters clubs or closed to specific clubs. Can charge an entry Fee	Masters - Google Doc template	6-8 weeks	Sanction Fee: \$25 Per swim Fee: \$0.50