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| Policy Title: | International Competition Bid Policy and Procedure | |
| Adopted: | March 2017 | |
| Current version approved by Board of Directors: | December 3, 2018 | Pages: 8 |

1. Definitions

The following terms have these meanings in this Policy:

- “CAS” refers to Canada Artistic Swimming;
- “DTE” means daily training environment;
- “ERC” refers to the External Relations Committee;
- “Including” means including but not limited to;
- “IST” refers to Integrated Support Team services;
- “Member” means any Provincial or Territorial Section registered with CAS; and
- “Registrant” refers to any club or individual that has fulfilled the requirements of registration as required by CAS and has paid any associated registration fees to CAS including Masters’ teams and athletes. Registrant categories can be found in the CAS Bylaws and related CAS Registration Policy.

2. Application of Policy

The International Bid Policy and Procedure applies to all Member and Registrant bid applications for international competitions.

No CAS Member or Registrant will participate in any competition outside Canada without the express permission of CAS through the application of this Policy. Violators of this Policy are subject to penalties, which may include a fine of \$1,000 and/or membership restrictions up to and including expulsion.

3. Purpose

To formalize and standardize the CAS process for selecting and approving Member and Registrant bid applications for international competitions.

4. Selection Criteria

4.1 International Competition Calendar

The ERC is responsible for issuing a calendar of international competitions annually, at the beginning of the international competitive year. This calendar includes the level and eligibility requirements of each competition and is made available to all Members and Registrant clubs. Updates to the calendar and classification of the competition may occur and will be communicated as CAS receives additional information about international competitions.

Given the importance of general and specific preparation phases to the annual athlete development process, international competition bids from Registrant clubs will only be considered for events that occur after the CAS National Qualifier event (this requirement does not apply to Masters' bids).

The international event must not interfere with the Canadian qualifying event structure (i.e. an international bid will not be granted in place of competing at the Canadian Championships).

4.2 Selecting Member or Registrant Bid Competitions

The ERC is responsible for classifying which international competitions are reserved for CAS National Teams and which competitions are available for Member or Registrant bids. Member or Registrant entries will not usually be approved for the same competition as the National Team, although exceptions may occur.

CAS also reserves the right to protect specific international competitions for talent identified athletes from the Members in the 13-15 and Junior Age Groups.

4.3 Selection Criteria

The ERC is responsible for establishing the selection criteria for each competition available for Member and Registrant bids. Except for Masters' bids, all selections for international competitions are: (i) performance-based; (ii) reserved for athletes qualifying for and participating in Canadian Championships or qualifying events for Canadian Championships; and (iii) are subject to the terms and conditions set out in this Policy.

Selection requirements include:

- a) Members and Registrants including all individual swimmers must be in Good Standing with CAS including having all fees paid;
- b) Championship score and result determined as follows:
 - Depending on the timing of the international competition, scores from either the current year's Qualifier or Canadian Championships event will be used.
 - Scores used must be in the top 10% of category scores at the most recent Qualifier or Canadian Championships event, as applicable
 - Qualifier or Championship scores must be within the range of podium scores at the previous year's international event for which there is a bid.
- c) In the case of bids submitted for Team competitions, the Team must have a minimum of 50% of the original Team members competing at the competition event from which the selection score has been used.
- d) In the case of bids submitted for a duet, the duet must be the original members competing at the competition event from which the selection score has been used.
- e) An exception to these requirements shall be if the ERC has elected to approve applications for Provincial or Inter-provincial Duet or Team bids or new Mixed Duets. CAS will take into consideration the technical routine score of each athlete (for Seniors and Juniors) or figure score of each athlete (for 13-15 Age Group). In this case, CAS may also review the routine that will be used by the Provincial or Inter-provincial Duet or Team and the scores it received at the most recent competition(s). There will be no other exceptions to these requirements.
- f) All bid applications must be accompanied by evidence of a DTE and yearly training plan, which incorporates an IST plan for athlete training and development.
- g) Bids must include evidence that the Head Coach is Comp Dev Certified or in training to be Comp Dev Certified, with inclusion of NCCP number.
- h) All athletes must meet the age level required for each particular international competition, as provided on the international calendar or information package. Bids for athletes 12 years of age or younger to compete out of country will be considered on a case by case basis.
- i) Masters bids are exempted from the above criteria. They will be considered on their own merit.

5. Bid Applications

A written letter of support from the Registrant's home Provincial or Territorial Section must be provided with each Registrant bid.

In addition to the information indicated above, all applications must include:

- a) The technical package or summons;
- b) A bid administration fee of \$200 and a bid bond of \$1,000, which may be returned following the competition or in the case the bid is not approved; and
- c) Proof of travel and accident insurance.

6. Bid Submission

6.1 Submission Process and Deadlines

- a) For each international competition bid, a Letter of Intent must be sent to CAS six months before the competition or as soon as the club decides to bid, whichever is earlier. This Letter of Intent does not require all information on the International Bid Submission Form to be completed but must include as much information as is known at the time.
- b) All international competition bids must be submitted no later than 90 days prior to the start date of the competition. The final bid submission must provide all required information including the completed International Bid Submission Form, a letter of support from the home Provincial or Territorial Section, the \$200 bid administration fee and the \$1,000 bid bond.

The \$1,000 bid bond is held in trust and will be returned when:

- i. The bid is unsuccessful; or
- ii. The bid is successful and complies with all CAS requirements for approval including:
 - a. Receipt of a competition report by the Head of Delegation or Head Coach, as applicable, and a copy of the results, which must be received by the CAS National Office within 30 days of the competition end date.
 - b. Entry forms must be identified by Registrant name or Province or Territory and Canada only (i.e., not identified as Canada Artistic Swimming).
 - c. All invoiced amounts are paid in full.

- c) Bids that are withdrawn within 30 days of the start of the Competition will forfeit the \$200 administration fee and the \$1,000 bid bond.
- d) Bids will be considered on a first come first serve basis. No late or incomplete entries will be accepted. CAS reserves the right to revoke bids that are not completed on time, or where invoices for entry and other fees are not paid on time.
- e) Provincial Teams are encouraged to submit their International Competition Bid(s) as soon as the first phase of their Provincial Team selection process is complete. CAS will approve the Provincial Bid based on the results from the athlete's individual selection results (as indicated above in 4.3.b).
- f) Changes to a bid may only be submitted prior to the submission deadline.
- g) Members and Registrants must compete with the athletes named on the approved bid submission. Those that do not compete with the athletes named on the International Bid Submission Form will forfeit the \$1,000 bid bond and may be subject to further sanctions.
- h) A separate bid must be submitted for each competition.
- i) Bids must be submitted to the CAS National Office, attention Executive Coordinator at info@artisticswimming.ca.

7. Bid Selection

7.1 Approval

The ERC will evaluate and approve, as appropriate, an international bid upon confirmation by CAS that all bid requirements have been fulfilled.

7.2 Selection Timing

International bids will be evaluated by the ERC within two weeks of the bid submission deadline, if required.

Applicants will be informed of the result of their bid and given five (5) days to confirm their participation in the international competition.

7.3 Multiple applicants

If more than one applicant bids for the same international competition, bids will be approved starting with teams, and followed by duets and then solos.

- The Team with the highest score has the first right of refusal;
- The Duet with the highest score will have the first right of refusal;
- The Solo with the highest score will have the first right of refusal;
- For international competitions that permit more than one Duet or Solo from a Federation, the Selection Committee may approve more than one Duet or Solo from the list of applicants.

7.4 Bidding for a Second Competition

After all competitions have been approved and if no other bid has been received for a competition, an applicant may be approved for a second international competition.

7.5 Bids in Dangerous Locations

Bids, even if previously approved, may be withdrawn with a full refund of the CAS bid administration fee and bid bond in the event the host country becomes unsuitable for travel due to civil or other unrest or criminal activity, as identified in Government of Canada Travel Advice and Advisories.

8. Officials

A Canadian International Official must accompany every Member or Registrant successful in their bid to attend an international competition (unless otherwise specified by the host country). The Official will be selected by the ERC. If multiple bids are approved for a competition, more than one International Official may be assigned.

If more than one Member or Registrant is attending the same competition, the expenses for the Official(s) will be divided based on the number of athletes from each bid.

The Member or Registrant will cover the expenses (i.e., hotel, airfare, *per diem* and incidentals) of the Official(s). Expenses covered will include a reasonable flight schedule for international travel. If the Official requests additional days outside of the agreed time frame, it will be at his or her own expense. *Per diems* must be arranged according to the CAS approved Travel & Living Policy.

The CAS National Office will make travel arrangements for the Official(s) and will invoice the successful Member or Registrant accordingly. These expenses must be paid when invoiced, which may be in advance of the competition.

9. Head of Delegation

A Head of Delegation may be recommended by the ERC. The selection will be made from persons already travelling to the competition, including any International Officials.

10. International Report and Results

The successful Member or Registrant will be responsible for sending the competition results immediately after the event has concluded to the CAS Communications & Events Director at stephane@artisticswimming.ca.

The Member or Registrant will also be responsible for providing a competition report using the guidelines provided in the CAS Guidelines for International Reports within 30 days of the competition end date. The report must include the complete package of competition results. This report can be completed by the Head of Delegation or Head Coach attending the competition. This report is separate from the report submitted by the International Official attending the competition.

Once the international report has been received and all other conditions reflected in this Policy are have been satisfied, the bid bond will be returned to the Member or Registrant.

After 30 days from the competition end date, CAS will deduct 25% from the \$1,000 bid bond per week that the international report is overdue.

11. Direct Invitations from Foreign Organizations

Any CAS Member or Registrant invited directly to compete at an international event is required to complete the bid process set out in this Policy and to obtain approval from Canada Artistic Swimming and their home Provincial or Territorial Section, where applicable.

All foreign invitations should be forwarded to the CAS National Office upon receipt.

Any Official receiving a direct invitation to officiate at an international event must not accept the invitation directly, The Official must forward the request to the CAS National Office for evaluation by the ERC.

12. Other

12.1 Travel

Applicants are encouraged to stay at the official hotel(s) recommended by the competition organizing committee. If there is more than one Member or Registrant attending and sharing the cost of the hotel, the Official(s) will stay in the official hotel.

Members and Registrants are responsible for registering the athletes with the competition organizing committee and making their own arrangements for travel and accommodation, unless otherwise required by the ERC.

12.2 Entertainment and Gifts

Please note and abide by CAS rules and requirements relating to entertainment and gifts, as set out in the *CAS Conduct Policy*.

12.3 Uniforms

Athletes, coach(es) and the Team Manager(s), as applicable, should wear official Member or Registrant clothing including track suits, swim suits and swim caps, or a plain white bathing cap.

National Team members attending an international competition as part of a successful Member or Registrant bid must follow the Member or Registrant uniform rules and requirements.

12.4 Flag

Member or Registrant participants in international competitions will carry a Canadian flag ONLY. There will be no Provincial flags.