



Policy Title:	International Competition Bid Policy and Procedure		
Adopted:	March 2017		
Current version approved by Board of Directors:	Rev. February 2025	Pages: 8	

1. Definitions

The following terms have these meanings in this Policy:

“CAS” refers to Canada Artistic Swimming;

“IRC” refers to the International Relations Committee;

“Including” means including but not limited to;

“PTSO” refers to Provincial or Territorial Sport Organization;

“Registrant” refers to any affiliated organization (i.e. club or PTSO) 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*; and

“Representative” means the person responsible for submitting a bid application under this Policy on behalf of a Registrant.

2. Application of Policy

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

No 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 Registrant bid applications for international competitions.

4. Selection Criteria

4.1 International Competition Calendar

The Chief Operating Officer, on behalf of CAS, is responsible for sharing international competition opportunities and information for all categories of competitors with Registrants on an ongoing basis as international federations and clubs communicate their available events for international attendees.

International events must not interfere with the Canadian qualifying event structure (i.e. an international bid will not be granted in place of competing at a Provincial Championship, the National Qualifier or the Canadian Championships).

4.2 Selecting Member or Registrant Bid Competitions

The Chief Operating Officer, on behalf of CAS, is responsible for classifying which international competitions are reserved for CAS National Teams and which competitions are available for Registrant bids. Registrant entries will not usually be approved for the same competition as the National Team, although exceptions may occur.

The Chief Operating Officer, on behalf of CAS, has the right to reserve and protect specific international competitions for talent-identified athletes from the Registrants in the Youth and Junior Age Groups.

Decisions of the Chief Operating Officer under this section are final.

4.3 Selection Criteria

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

Selection requirements include:

- a) Participating Registrants, including all individual swimmers and coaches listed on rosters, must be in Good Standing with CAS including having all fees paid.;

- b) The Representative must contact their PTSO regarding their bid submission and receive approval of their application. CAS will verify PTSO notification and approval upon receipt of the bid.
- c) All athletes must meet the age level required for each particular international competition, as per World Aquatics or Continental rules or the competition information package.
- d) Representatives must indicate the competition level of athletes participating in the bid (provincial level or national level). Provincial level athletes will only be considered for competitions that are appropriate for their level (for example Provincial level routines cannot bid to attend another federation's national competition).
- e) Competition opportunities at the Masters level will be evaluated on a case-by-case basis.
- f) Bids must include evidence that the Head Coach, or lead coach traveling with the athletes, is Competition Development Certified or in training to be Competition Development Certified and must include the coach's NCCP number.
- g) Representatives are required to submit a \$250.00 bid fee with their bid submission for it to be considered by the Chief Operating Officer. This fee is non-refundable.

5. Bid Application and Submission Process

- a) All bid applications must be submitted through the online application link provided on the CAS website:
<https://artisticswimming.ca/resources/competitions/international-competition-bids/>
- b) Bids will be considered on a first-come, first served basis.
- c) A separate bid must be submitted for each competition.
- d) The Representative must contact their PTSO regarding their bid submission and receive approval of their application. Upon receipt of the bid, CAS will verify PTSO notification and approval.

- e) If CAS has not provided the information package or summons for a competition, and the Registrant has found an international opportunity not previously communicated, then the Registrant must forward the information package to the Chief Operating Officer.
- f) A non-refundable bid administration fee of \$250 must be submitted to CAS for the bid to be considered by the IRC.
- g) All Registrants must compete with the athletes named on their approved bid submissions. If there are changes to the athlete and/or coach roster, as specified in the Representative's original International Bid Submission form, then the Representative must forward notification immediately to the Chief Operating Officer for their consideration and approval in advance of the competition. The Chief Operating Officer will notify the PTSO of the changes to the athlete and/or coach roster. Any athlete or coach named on the International Bid Submission Form who does not compete may be subject to a \$1,000 fine as per Section 2 above.

6. Bid Selection

6.1 Approval

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

6.2 Selection Timing

International bids will be evaluated by the IRC 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.

6.3 Multiple applicants

If more than one applicant submits a bid 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 Chief Operating Officer, on behalf of CAS, may approve more than one Duet or Solo from the list of applicants.

6.4 Bidding for a Second Competition

After all competitions have been approved and if no other bid has been received for a competition, a Representative may submit a bid for a second international competition for consideration by the Chief Operating Officer.

6.5 Insurance

The approval of any international bid is conditional on the Representative providing proof of travel, accident and medical insurance to the Chief Operating Officer by any deadline specified by the Chief Operating Officer. If the Representative fails to provide satisfactory proof of insurance, the approval will be withdrawn and the CAS bid administration fee will not be refunded.

6.6 Bids in Dangerous Locations

Bids, even if previously approved, may be withdrawn with a full refund of the CAS bid administration fee 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.

7. Officials

A Canadian International Official must accompany every successful bid to attend an international competition (unless otherwise specified by the host country OR if it is determined by CAS that it is cost prohibitive to the Registrant, for example, if only a duet is attending a competition). The Official will be selected by the International Officials Lead in consultation with the Chief Operating Officer and IRC, as appropriate. If multiple bids are approved for a competition, more than one International Official may be assigned.

If more than one Registrant is attending the same competition, the expenses for the Official(s) will be pro-rated based on the total number of Canadian athletes attending the international competition.

The Registrant will cover the expenses (i.e., hotel, airfare, per diem and incidentals) of the Official(s). The 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 their own expense. Per diems must be arranged according to the CAS approved Travel, Accommodations, and Meal Guidelines.

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

8. Head of Delegation

A Head of Delegation may be recommended by the IRC. The selection will be made from persons already traveling to the competition, including any International Official.

9. International Report and Results

The Registrant will be responsible for sending competition results and photos, which may be shared on CAS's social media channels, to the Chief Operating Officer.

The Registrant is responsible for completing and submitting a competition report using the International Report Online Submission Form:

<https://docs.google.com/forms/d/e/1FAIpQLSdjLu4aoXyuXmd0ma0Sc3xtJqf8qEHor-hqjpsk5fxz7qo6mQ/viewform>

10. Direct Invitations from Foreign Organizations

Any 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 the Chief Operating Officer, on behalf of CAS, and their PTSO.

All foreign invitations, upon receipt, should be forwarded to the Chief Operating Officer.

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 Chief Operating Officer for their consideration, in consultation with the IRC.

11. Other

11.1 Travel

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

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 CAS.

11.2 Entertainment and Gifts

Registrant participants in international competitions must abide by all CAS rules and requirements relating to entertainment and gifts, as set out in the *CAS Conduct Policy*.

11.3 Uniforms

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

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

11.4 Flag

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