



TRIATHLON ONTARIO

Sanctioning Policy for Clinics and Camps

1. Sanctioning

Part of the TRIATHLON ONTARIO mandate is to ensure safe and fair environment for all members. Sanctioning of clinics and camps is an integral part of that mandate.

Sanctioning is a good idea because it;

1. Recognizes the environment is safe for all who attend.
2. Includes a comprehensive insurance package
3. insures that the coaches and clinicians are properly trained and certified
4. insures that all appropriate screening procedures have taken place

2. Sanctioning Information

The following provides some information on the sanctioning process for clinics and camps in Ontario

Authority

TRIATHLON ONTARIO is the provincial governing body for triathlon, duathlon, winter triathlon, aquathlons and other multi-sport events in Ontario. TRIATHLON ONTARIO has the responsibility to sanction these types of events in Ontario. All clinics or camps financially supported or promoted by TRIATHLON ONTARIO must be sanctioned.

Purpose of Sanctioning

The purpose of sanctioning is to offer guidelines and assistance to coaches and clinicians in providing a safe and fair environment as well as to provide for the health, welfare and safety of its participants including athletes, staff, coaches, and volunteers.

Process

Sanction Forms for races must arrive, in the designated format with all required attachments, in the TRIATHLON ONTARIO office, no less than 8 weeks in advance. This allows time to review the documents and ask questions if something is unclear. These forms can be downloaded from the TRIATHLON ONTARIO website or by contacting TRIATHLON ONTARIO office for the electronic files.

Upon approval of the event and receipt of the sanctioning fee, the Administrator of Technical Programmes will:

1. Inform the coach that the event is sanctioned
2. Post the clinic or camp on the TRIATHLON ONTARIO website calendar.
3. provide a form to Request Insurance Certificates

Sanction Fee Refunds

Partial sanction fees will be refunded as follows;



1. If the camp director voluntarily withdraws the application within 14 days of TRIATHLON ONTARIO's receipt of the sanction documents, the coach or clinician will have 50% of the fee returned

No sanction fees will be refunded in the following cases:

1. Failure to comply with the sanction documents submitted;
2. Where TRIATHLON ONTARIO removes the sanction due to last-minute changes in location, or personnel
3. More than 14 days after sanction papers have been received.

Compliance

Sanctioned clinics and camps must meet the following criteria:

1. The Head Coach must be NCCP qualified in Triathlon (Comp Dev, or Comp Intro or Trained Community)
2. Assistant coaches may be NCCP qualified in other disciplines IF that expertise is being used during the camp or clinic eg. cycling, swimming, running
3. Police Security Checks with Vulnerable Sector Checks current within the interval set out in TRIATHLON ONTARIO'S Volunteer Screening Policy are strongly recommended.
4. Camp or clinic participants must be supervised **AT ALL TIMES** during workouts ie. From the first person arrives until the last person has left.
5. In the case of minors – participants must be supervised **AT ALL TIMES** (including travel to and from the camp, and before and after the workouts). Minors should not be left in the care of anyone who has not produced the required Police and Vulnerable Sector Checks.
6. An appropriate EAP (Emergency Action Plan) must be provided with the sanction application. The EAP may be amended at the camp to reflect existing situations and must be in the possession of the head coach at all times.
7. In the case of swim workouts, qualified safety personnel ie lifeguards or such, must be present at all times with all appropriate safety equipment.
8. The Head Coach will have the following information in their possession at all times during the camp or clinic:
 - a. Signed waivers for all participants (copies will be provided to TRIATHLON ONTARIO on demand)
 - b. A current and appropriate EAP including on site contact information for all coaches
 - c. Medical history forms for all participants
 - d. In the case of minors – signed “Permission to Provide Medical Care In the Case of an Emergency” forms
 - e. A stocked first aid kit



Refusal

Sanctioning of any clinic or camp in Ontario can be refused for one or more of the reasons listed below:

1. Poor past performance;
2. Failure to adequately supervise the participants;
3. Insufficient time to process the sanctioning request;
5. Incomplete sanctioning requests;
6. Outstanding past requirements and obligations;
7. Not being a member on good standing of TRIATHLON ONTARIO ie. Fees outstanding from the previous season;
8. Failing to comply with conditions of sanctioning;
9. Any other issue, which TRIATHLON ONTARIO deems, is a serious concern, which may affect TRIATHLON ONTARIO's ability to obtain insurance coverage; or
10. Such other matters as TRIATHLON ONTARIO may consider in preserving the reputation of the association and/or reasonable safety concerns.