



July 19, 2017

Ontario Officials Bulletin

Registration of Officials for 2017-2018 season

Clubs should have now received their affiliation packages from Swim Ontario (sent June 26, 2017 to Club Registrar). A few things to consider in preparing your packages for the 2017-2018 season

1. The registration of officials is annual. Membership ends on August 31 of each year.
2. Current Club Officials Administrators (COA) and/or Club Officials Chairs (COC) will no longer be able to access the system as of August 24, 2017.
3. The status for all registered officials will change to “Invoice Pending” on September 1. All entered information will remain (including contact information).
4. To regain or gain access to the system for COC/COA, Swim Ontario must receive the [Additional User Access Form](#) and the Club must be affiliated with Swim Ontario for 2017-2018.
5. The affiliation form for Clubs will ask for a Club Officials Chair (COC) and Club Officials Administrators (COA). They can be the same person. Please make sure these are completed. It will be important to distinguish the roles each play within a club.
6. The COC and COA should each have access to the Swimming Canada registration system for officials. If the COC and COA are different people, two [Additional User Access Form](#) are needed.
7. [PIPEDA Forms](#):
 - a. **Clubs are required to collect signed PIPEDA forms from each official** (see suggestions below).
8. Clubs will be required to share the [Swim Ontario Comprehensive Code of Conduct and Ethics](#) with officials
 - a. **No separate form for officials is required for Code of Conduct**
9. As part of the affiliation package, Clubs will also sign a Club Declaration form indicating that PIPEDA forms have been collected, that the Code of Conduct has been received and shared with members including officials and that all swimmers, coaches and officials (Level I to V) will be registered with Swim Ontario/Swimming Canada on the Swimming Canada registration system.
10. In order to facilitate the registration of officials, a template WORD document found [HERE](#) was prepared to help collect information.

Clubs are encouraged to get their Meet Managers and Level IV/V officials registered as soon as possible. This will help with the sanction applications for competitions.



Suggestion for collection of PIPEDA Forms and contact information

Paper Collection

- In person at fall registration
- In person at clinics (Intro to swimming Officiating)
- In person at first swim competition they help with officiating

Electronic Collection

As long as the Club can demonstrate to Swim Ontario, when asked, that the full document (PIPEDA form) is part of their “electronic” consent documents and that each official has access to the form and consents to its content then electronic format is acceptable.

- Team Unify
- Online Survey software (Google Forms, Survey Monkey, etc.)

Example using Google Forms

To be used as a template only for a club’s own data collection

- Open a google spreadsheet first and then create a form to suit your needs
 - Responses will be collected in spreadsheet and also viewed individually and printed
- Link to example <http://goo.gl/forms/FJsUEprF5o1UUg8b2>
- If requested, a copy can be made and shared for exploring and editing purposes (nicole@swimontario.com)

The Swim Ontario website has been updated with current information regarding registration of officials. Please visit the following links for additional information

- [Additional User Access Form](#) (2017-2018) for COC/COA to obtain access to registration system
- Officials Registration <http://www.swimontario.com/page.php?id=2981>
- Club Official <http://www.swimontario.com/page.php?id=2982>
- Registration Forms <http://www.swimontario.com/page.php?id=2985>
- The COA Registration Guide, Official registration guide and Official Handbook have also been updated.

Swimming Canada Referee and Meet Manager Clinics

Please note that Swimming Canada has now completed the revamp of all 10 officials’ clinics. Details can be found [HERE](#). The Dropbox folder with PowerPoint presentations for Instructors has also been updated with these clinics.



Club Sanction Compliance, Meet Manager Accounts & Sanction Applications

The Officials Development Program requirements to determine if a club is compliant to apply for sanctions for hosting competitions for the 2017-2018 will be determined based on registered (status active) officials on the Swimming Canada registration system as of **August 15, 2017**.

Active meet managers and COC/COA for 2017-18 season will be contacted following August 15 by Swim Ontario regarding sanction compliance.

All Meet Manager accounts will be inactivated on Aug. 24 and can only be reactivated once the Club is affiliated. Sanction applications will only be reviewed after September 1. Clubs and meet managers are encouraged to “List” upcoming 2017-18 swim meets on the system before the system shutdown on August 24.

Head Coaches must be registered before sanction applications are reviewed. Please ensure this is completed as soon as possible in the fall.

Swim meets before Nov. 30, 2017 will be reviewed once the club is affiliated and Head Coach is fully registered.

Swim meets after Nov. 30, 2017 will be reviewed as follows

- 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.

Watch for updates / new wording for meet packages beginning this fall. Additional information will be sent via Meet Manager accounts on the Swimming Canada registration system.

2017 Ontario Officials Seminar

Save the date: Saturday, September 23 from 1:30 to 4:30 pm - Toronto Airport Marriott Hotel

As part of the Swim Ontario Conference weekend there will be an Officials Seminar offered on Saturday, Sept. 23 from 1:30 to 4:30pm. Regional Official Representatives, Club Official Chairs and Administrators, Meet Managers, and any Level 3 to 5 officials are encouraged to attend. A full itinerary will be available in the fall. For additional Swim Ontario conference details please visit <http://www.swimontario.com/page.php?id=1621> . Registration details to follow.



10-Year Service Pins & Supplies for officials

Clubs may order 10-year service pins for volunteers through Swim Ontario. They can email Nicole at nicole@swimontario.com with their order. Please use the [Merchandise Order Form](#) and indicate name and first year of service. There is no charge for either the pin or shipping for this item.

Clubs may also order supplies for officials through the [Merchandise Order Form](#).



Swim Ontario would like to congratulate **Mary Jane Smith** on her appointment to the Canada Games Technical Officials roster.

Swim Ontario would like to recognize the hard work the following officials have done to becoming Senior and Master Officials from March 2017 onwards.



| Level V | | | Level IV | | |
|-----------------|-------|-----|-------------------|-------|-----|
| Edward Kus | ESWIM | CR | Bernard Richard | MMST | CR |
| Don Maclean | NEW | CR | May Loo | YORK | CR |
| Bennet Chan | MSSAC | CR | Stephen Sachs | WD | CR |
| Craig Dwyer | LSC | CR | Pascale Gallacher | UPCAN | ER |
| Doug Neilsen | NKB | ER | Cathi Brown | BTSC | HUR |
| Angus MacDonald | CPWD | ER | Lawrence Mironsky | NWN | NW |
| Paul Sostar | OOSC | HUR | Paul Tokiwa | BAD | WR |
| Jim Kilroy | CT33 | NE | Lea Chen | RHAC | CR |

| Level III | | | | | |
|-------------------|-------|-------------------|----------------|--------------------|------|
| Central Region | | | Western Region | | |
| Peter Abbatangelo | MAC | Anne-Marie Duguay | MSSAC | Catherine Colman | BAD |
| Iwona Rosinski | MSSAC | Adele Chester | MAC | Thorsten Begemann | STJJ |
| Geoff Gow | STARS | Bonita Tenn | MST | Marcel Broer | AOA |
| Susan Koloditzky | VAC | Tricia Vargo | LSC | John Adiwinata | BAD |
| Paul Duff | OSHAC | Patrick Durcak | SCAR | | |
| Clark Evans | LSC | Isabelle Charette | MST | Eastern Region | |
| Gordana Plackoska | HHBF | Daniela Burgi | OSHAC | Pamela Coens | EBSC |
| Crystal Rasa | LSC | Dawn Soulis | PICK | Chantal Courchesne | ROCS |
| Denise Miller | OSHAC | Jeff Paterson | NYAC | North West Region | |
| | | | | Tony Bossio | NWN |