

# SWIM ONTARIO

## VISION 2020: LEAD – MOTIVATE - PERFORM



February 27, 2018

### Ontario Officials Memo

To: Level III to V officials, COCs and COAs

Re: Rule books and Online E-modules

Swimming Canada and the Officials Competition and Rules Committee (OCRC) have published the latest National Officials Bulletin yesterday. It can be found [HERE](#).

There are a couple of items that need to be addressed based on information from the bulletin.

#### Rule Books

Many have placed orders for the updated rule book (2018) with Swim Ontario as we anticipated it would be available in January 2018. Based on the information provided in the National Bulletin, if you do not have the current rule book (2013) and wish to have a copy as we wait for the next rule book please email [nicole@swimontario.com](mailto:nicole@swimontario.com). We can send a copy of the insert (we no longer have the covers). Ensure your email has a mailing address included. Those that have submitted orders for the 2018 rule books will be contacted when they will be available.

#### E-modules

Exciting news from Swimming Canada! The Intro to Swim Officiating and Safety Marshal clinic e-modules are now available online.

The modules are available to any official that has login details. ~~However, at the moment, COAs are not able to easily send login details to those that have status "invoice pending". Only those that have status "PSO Pending" or "Active" can receive their login details. We have asked for this to be fixed to enable COAs to enter officials but only register them once they have completed both clinics and are listed as Level I. I anticipate this to be fixed shortly and will send a notice once completed.~~

First the login for the Swimming Canada education system is <https://edu.swimming.ca/>

A few things you need to be aware of before launching this information to your officials:

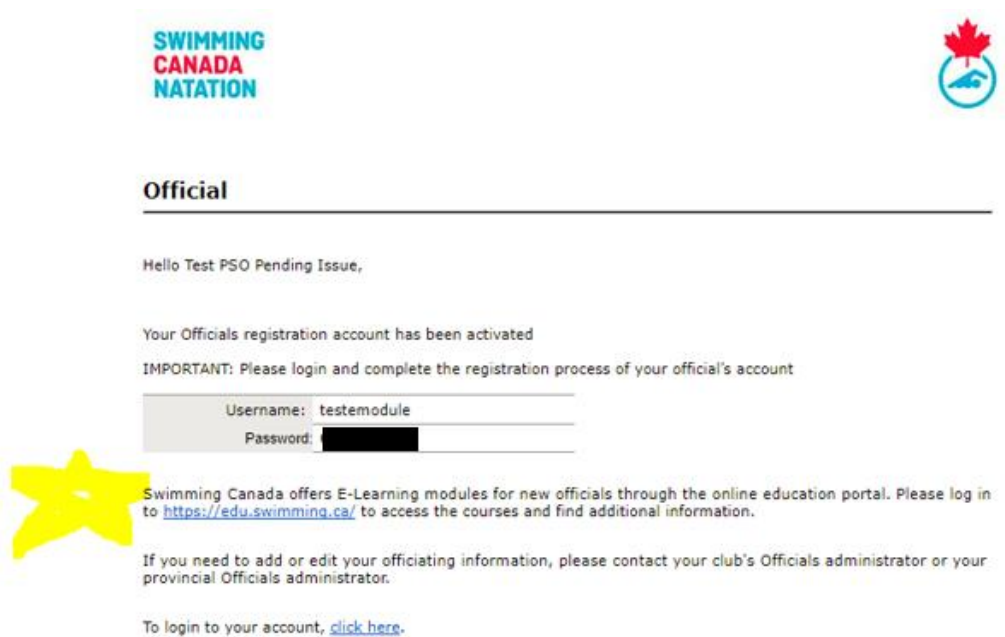
1. The e-modules work well for someone that is new, i.e. has no Intro / Timekeeper clinic or Safety Marshal clinic
2. If an official is already Level I certified and simply wants to take the clinics, they will "overwrite" their Level I details and certification date.
  - a. As an example, if an official simply enrolls in the Safety Marshal clinic, their Level I date will disappear and you, as COA, would need to add it back in.
3. An official needs to take both e-modules clinics to get the Level I certification date added – as per the updated National Certification Pathway.



### How will this work?

For new parents / officials to your club (in preparation for the 2018-2019 season as an example):

1. Parents / new officials complete a registration form (paper or online) that includes the PIPEDA form
2. COA would add the official to the system
3. COA would send login details which will have the link and login details for the E-modules – the email received will look like the one below:



4. The official can then login to the educational site and take the e-modules. Once they have completed both modules their online profile on the registration system will be updated and they will be listed as Level I with details of clinics taken.
5. The COA can then register them by creating an invoice and arranging for payment.

**Warning:** if you are registering any officials (whether new or old) or using the “send login info” button in next few months, those officials will receive the email example above. Be prepared for a few officials to “overwrite” their Level I certification dates as they test out the e-modules.

In the next few weeks, I will prepare additional information regarding these e-modules. Although we were anxiously awaiting these, we were only told yesterday regarding the launch.

Thank you for your patience!  
Nicole Parent  
Provincial Officials Administrator