



May 19, 2016

### Ontario Officials Bulletin

#### Topics

- Registration of Officials for 2016-2017 season **\*\*NEW INFO ADDED\*\***
- Definition of a Session
- FAQ Relays
- Ontario Official Recognition
- Deck Evaluations
- 10-Year Service Pins
- Officials Education Supplies
- Referee Assessment - **NEW**
- Outstanding Invoices for 2015-2016 season
- Swim Ontario Dress Code
- Incident Reports – Meet Managers

#### Definition of a Session

As per the Swim Ontario LTAD recommendations, a session cannot be any longer than 4.5 hours (excluding warmup). A session **must be preceded** by a warmup session of minimum length 30 minutes. This will enable both swimmers, coaches and officials to “recharge”. Breaks can be incorporated into your swim meet structure as long as they include a warmup period. Any changes to your sessions (warmup and start times) or number of sessions at a swim meet requires the meet manager to contact Swim Ontario with those changes. A revised meet package with changes highlighted will be required for upload to the SNC site.

#### Deck Evaluations

Deck evaluations for positions other than referee may be requested after the clinic has been completed, the questionnaire answered and the official has been mentored for one or two sessions in the position to be assessed.

There is no substitute for on-deck experience. The classroom can only touch some of the situations you will encounter as an official. Candidates should feel comfortable making decisions on their own before asking for an on-deck evaluation. Some positions may require more mentoring sessions. As an example, the Stroke and Turn clinic covers several positions on deck. Experience in those different positions are key in obtaining an overall understanding. Level IV & V Referees will only sign the Official Certification Card for successful deck evaluations where candidates have shown competency and confidence in the position.

Deck evaluations can be obtained at sanctioned meets that have 2 to 2.5 hours long sessions (excluding Time Trials and In-House competitions). Although High School swim meets are valuable for on-deck experience, deck evaluations cannot be obtained at these non-sanctioned events. Not all requests for deck evaluations can be granted.

#### Referee and Starter Assessment Forms

The SOOC has completed their review of the Referee Assessment and has now posted a revised form online. The Starter Assessment form is also available online.

[Referee Assessment Form](#)

[Starter Assessment Form](#)



### Swim Ontario Red Polos

Swim Ontario Red polos are now available for sale by using our [Merchandise Order Form](#). The cost of the polos is \$30 including HST. Merchandise orders will have shipping charges added.

As addressed in the [November 20, 2015 bulletin](#), Swim Ontario will be transitioning to the new modernized attire initiatives from Swimming Canada for officials. Beginning in September 2016, the new dress code will be in place for all Swim Ontario sanctioned competitions.

#### New Dress Code

**Chief Timer:** White polo (top) over black bottoms with black footwear

**Timers:** White top over black bottoms

**All other officials:** Red Polos (top) over black bottoms with black footwear

- Includes Head Lane Timer **performing turn judge duties**

### FAQ Relays and first leg of relay

#### ***Q: What are the protocols for 4x50 Relays in Long Course Meets?***

A: The first leg of the relay is an official time and as such host clubs must ensure that timers are in place to obtain an official time. The 4x50 relays in long course meets require additional timers at the 50m mark (turn end) to obtain a backup to the pad time (may be stopwatches or plungers).

If the host clubs cannot staff the 50m end with extra timers, the following must be put in place

1. The meet package must indicate that the first leg of relay will not be an official time and that splits will be deleted before they are uploaded to the SNC site.
2. The meet package must also allow for request of official splits in the relays will be granted if club requesting the official split provides the timers needed.
3. The protocol for official splits (creating new event) is followed.
4. Splits for all relays must be removed from meet management software before upload to SNC site

#### ***Q: What are the protocols for any mixed relays (SC or LC meets)?***

A: A mixed relay must have 2 girls and 2 boys. No other combination is allowed. The first leg of a relay is not an official time. Requests for official splits are not allowed for mixed relays. All splits must be removed before upload of results to the SNC site.



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### ***Q: What are the protocols for a DQ'ed relay and the first leg of a relay (except mixed relays)?***

A: If the DQ is not during the first leg of the relay, then the first leg is an official time. In order for the time to appear on the SNC system, meet managers are asked to follow the official split request protocol and create a new event for the first leg of a relay. This will ensure the time is recorded for the swimmer in the SNC database.

### **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](mailto: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](#). Available items are

- Officials Certification Cards
- Rule Books
- Red and White pins
- Nameplates
- Swim ON Red Polos

### **Swimming Canada Registrations**

Club Officials Administrators (COAs) are asked to verify outstanding invoices for the 2015-2016 season and make arrangements for payment. All outstanding invoices will need to be paid in order for the Club to affiliate with Swim Ontario for the 2016-17 season.

### ***Q: Why Register Officials on the Swimming Canada system? If I have a roster, isn't that good enough?***

A: It is important to register all officials. An official who has taken the Intro to Swimming or Level I Timekeeper and Safety marshal clinic should be registered as they are Level I certified.

- Clubs signed an Agreement with Swim Ontario to register all swimmer, coaches and officials in order to be an affiliated club. Any unregistered official is a risk management issue.
- Registration ensures they have coverage under the same Swimming Canada / Swim Ontario insurance umbrella as a registrant (swimmer, coaches and officials) and sanctions are not put at risk.
- It also ensures they are eligible for the different funding opportunities and educational tools available.
- Lastly, registrant numbers help with funding from provincial sports ministry for governing bodies.



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### Meet Managers - Incident Reporting Form

Meet managers are reminded that incidents that occur at a swim meet that requires attention of the facility staff must also be reported to Swim Ontario. Please complete the [Incident Reporting Form](#) and send to [info@swimontario.com](mailto:info@swimontario.com). A copy should be kept with club files.

### Registration of Officials for 2016-2017 season

On May 10, 2016 the Swim Ontario Procedure Manual with new, reviewed and updated procedures was posted on the Swim Ontario website. A summary of changes with regards to fees and fall registration/affiliation can be found [HERE](#). A quick summary with regards to official's registration is as follows

- A new Officials Registration procedure has been added
- The PIPEDA procedure has been updated to include Officials
- The registration fee for officials Level I-V will be \$5.00 + HST for 2016-2017
- The Screening Procedure has been updated
  - Police Record Checks (PRCs) will be valid for **5 years provided an offence declaration is made annually**
  - Valid Security Screening – scanned original is accepted and removal of dated within 6 months

With the changes made to the Screening Procedure, Swim Ontario will distribute an Offense Declaration Form with affiliation packages in June. Level IV & V officials who submitted PRCs in 2015-16 will need to complete the Offense Declaration Form and submit to their clubs. Independent officials will submit to Swim Ontario directly at [officials@swimontario.com](mailto:officials@swimontario.com). Any new Level IV & V officials are required to submit a Police Record Check (not a Vulnerable Sector Check). Clubs are asked to provide a support letter if requested to help reduce costs of the screening document. A template is available upon request.

A few things to consider in preparing your registration packages for the 2016-2017 season

1. The registration of officials is annual. Registration ends on August 31 of each year.
2. The status for all registered officials will change to "Invoice Pending" on September 1. All entered information will remain (including contact information).
3. The affiliation form for Clubs will ask for a Club Officials Chair (COC) and Club Officials Administrators (COA). They can be the same person.
4. All COA accounts will be inactive until an Additional User Waiver Form is submitted and the Club is affiliated with Swim Ontario. These forms are updated each year by Swimming Canada in June and will be sent to Clubs in their affiliation packages.
5. PIPEDA Forms:
  - a. **Clubs are required to collect signed PIPEDA forms from each official** (see suggestions below) and submit a signed compliance form confirming this has been done. This will be part of the Affiliation package.



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6. Clubs are also encouraged to collect the following information to enable them to register their officials (see suggestions below). This will speed up the process for COAs and help eliminate having to chase officials to update their information.
  - i. Full Name
  - ii. Email Address
  - iii. Year of Birth
  - iv. Address
  - v. Postal Code
  - vi. Telephone number
  - vii. Answer to Email Consent question: “Please confirm that you want to receive emails from Swimming/Natation Canada Inc, the Provincial Sport Organizations and member clubs”
7. Clubs will be required to share the Swim Ontario Comprehensive Code of Conduct and Ethics with officials and submit the Comprehensive Code of Conduct and Ethics Compliance Form with their affiliation packages. By signing this form, clubs acknowledge receipt of the Code and further agree to inform all members, including officials, of this Code.
  - a. **No separate form for officials is required for Code of Conduct**
8. As part of the affiliation package, Clubs will also sign a Swimmer, Coach and Officials Membership Agreement that indicates that all officials (Level I to V) will be registered with Swim Ontario/Swimming Canada on the Swimming Canada registration system.

### ***Suggestion for collection of PIPEDA Forms, contact information and email consent response***

#### 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.)

