



July 29, 2016

### Ontario Officials Bulletin

#### Registration of Officials for 2016-2017 season

Clubs should have now received their affiliation packages from Swim Ontario (sent June 29, 2016 to Club Registrar). A few things to consider in preparing your packages for the 2016-2017 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 25, 2016.
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, Swim Ontario must receive the [Additional User Access Form](#) and the Club must be affiliated with Swim Ontario for 2016-2017. The form was sent in the affiliation package and can be found [HERE](#).
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.
7. [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.
8. 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**
9. 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.
10. In order to facilitate the registration of officials, a template WORD document found [HERE](#) was prepared to help collect information.

#### **Officials Transfer Requests**

Before entering a NEW registrant, please use the “Official Lookup” function on the Swimming Canada registration system to verify if they have an account with a previous club. This will prevent duplication of accounts.



If a transfer is required, please contact [nicole@swimontario.com](mailto:nicole@swimontario.com) to request the transfer.

SWIMMING CANADA NATATION

My Info Officials **Official Lookup** Logout

Updates

Officials Registration Guide

Posted by Swimming Canada April 17, 2015

Officials Registration Guide - April 23, 2015

[Read More](#)

Official Lookup

Logged in as Nicole Parent (COA)

ID:  Last Name:  First Name:

Enter one or more fields then click SEARCH

### ***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 (updated with most current 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](mailto: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 \(2016-2017\)](#) 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>



### 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 2016-2017 will be determined based on registered ACTIVE officials on the Swimming Canada registration system as of **August 15, 2016**.

Active meet managers and COC/COA for 2015-16 season will be contacted following August 15 by Swim Ontario regarding sanction compliance.

All Meet Manager accounts will be inactivated on Aug. 25 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 2016-17 swim meets on the system before the system shutdown on August 25.

Once the head coach, meet manager and competition coordinator of host club are fully registered with Swim Ontario, sanction requests for the first swim meet of the season will be reviewed and granted by Swim Ontario. Subsequent sanction applications will only be reviewed once majority of returning officials have been registered and are ACTIVE for the season.

### Swim Ontario Dress Code for upcoming season

As addressed in the [November 20, 2015 bulletin](#), Swim Ontario has transitioned to the new modernized attire initiatives from Swimming Canada for officials. Beginning this September, 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**

Swim Ontario Red polos are 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.

### 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](#).

# SWIM ONTARIO

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## 2016 Ontario Officials Seminar

**Save the date: Saturday, October 1 from 1 to 4 pm** - Toronto Airport Marriott Hotel

As part of the Swim Ontario Conference weekend in conjunction with CSCTA Conference, there will be an Officials Seminar offered on Saturday, October 1 from 1 to 4pm. Regional Official Representatives, Club Official Chairs, Club Official Administrators, Meet Managers, and any Level 3 to 5 officials are encouraged to attend. A full itinerary will be available in the fall. You can register [HERE](#).

# congratulations

Swim Ontario would like to congratulate **Daryle Martin** and **Suzanne Paulins** of Ontario on their nominations to the FINA Pool List #19. This list has been submitted to FINA and was developed in coordination with the Chair of the OCRC.

Swim Ontario would like to recognize the hard work the following officials have done to becoming Senior and Master Officials in May, June and July 2016

Level V			Level IV		
Clare Atkinson	NYAC	CR	John Buckle	SWOTT	ER
Peter Larocque	VAC	CR	Alison Gadsby	LSC	CR
Khatija Mohammed	MAC	CR	Jennifer Jones	TSC	CR
Siobhan Muldowney	PERTH	ER	Stephen Kennedy	NYAC	CR
Nancy Riopel	TMSC	NE	Keith Lefebvre	OSAC	HUR
			Jim McKenna	DRC	ER
			Ram Shankar	BST	HUR

Level III					
Central Region		Eastern Region		Western Region	
Stephen Chan	MST	Wade Wright	NKB	Steve Baarda	LAC
Hung Ho	ESWIM			Anna Begemann	STJJ
Benny Ko	MST			Trevor Pool	LAC
Steve Kotaridis	PICK			Candice Varey	AOA
Alex Ngai	MAC				
Karen Osborne	STARS				
Karen Sargeant	TSC				

