

# PROCEDURE MANUAL

|                        |   |                    |                              |
|------------------------|---|--------------------|------------------------------|
| <b>POLICY SECTION:</b> | <b>MEMBERSHIP - CLUBS</b>                           | <b>PROCEDURE #</b> | <b>M-001-05</b>              |
| <b>RESPONSIBILITY:</b> | <b>Sport Development Committee</b>                  |                    |                              |
| <b>SUBJECT:</b>        | <b>AGE GROUP CLUB OFFICIALS DEVELOPMENT PROGRAM</b> | <b>EFFECTIVE</b>   | April 2007                   |
| <b>AUTHORIZED BY:</b>  | Executive Director                                  | <b>REVISED</b>     | February 2017<br>August 2017 |

## BACKGROUND

All swim competitions must follow SNC/FINA rules and as such must be properly staffed to provide a consistent and fair competition environment. The following program, approved by Swim Ontario, encourages clubs to engage their official's progression through levels of certification, complementing the club's ability to host and/or assist at meets. Better officiating means better and more efficient meets.

### CLUBS WITH 70 FAMILIES OR MORE <sup>1</sup>

| OPTION 1                  | OPTION 2                  | OPTION 3                  |
|---------------------------|---------------------------|---------------------------|
| 5 LEVEL II                | 5 LEVEL II                | 8 LEVEL II                |
| 1 LEVEL III               | 2 LEVEL III               |                           |
| 2 LEVEL IV/V <sup>2</sup> | 1 LEVEL IV/V <sup>2</sup> | 2 LEVEL IV/V <sup>2</sup> |

### CLUBS WITH 35 TO 69 FAMILIES <sup>1</sup>

| OPTION 1                  | OPTION 2                  | OPTION 3                  |
|---------------------------|---------------------------|---------------------------|
| 4 LEVEL II                | 3 LEVEL II                | 5 LEVEL II                |
| 1 LEVEL III               | 2 LEVEL III               |                           |
| 1 LEVEL IV/V <sup>2</sup> | 1 LEVEL IV/V <sup>2</sup> | 2 LEVEL IV/V <sup>2</sup> |

### CLUBS WITH 21 TO 34 FAMILIES <sup>1</sup>

| OPTION 1                  | OPTION 2                  |
|---------------------------|---------------------------|
| 2 LEVEL II                | 3 LEVEL II                |
| 1 LEVEL III               |                           |
| 1 LEVEL IV/V <sup>2</sup> | 1 LEVEL IV/V <sup>2</sup> |

### CLUBS WITH 20 FAMILIES OR LESS <sup>1</sup> ARE EXEMPT BUT ARE ENCOURAGED TO HAVE AT LEAST THE FOLLOWING

|            |
|------------|
| 2 LEVEL II |
|------------|

1. The family count is based on registered competitive swimmers at the end of each swim year (August).
2. The Level IV/V count is based on registered Level IV/V officials with the club.

## Exemptions and clarifications

1. Swim Ontario staff will determine a list of clubs that meet the sanction requirement at the end of each swim year (August), based on registered officials on the Swimming Canada registration system. The Official Development Program (ODP) sanction requirements, once assessed, will stand for the upcoming season and may be obtained at any time during the season.
2.
  - a. Any club not meeting the sanction requirement, and wishing to host a meet, must submit an officials' development plan to Swim Ontario staff for approval. Clubs can achieve their requirements at any time during the year.
    - i. Approved plans will be reviewed periodically (minimum once a season) and if no progress is shown with officials development then ODP requirement for sanction compliance will be denied
    - ii. If there is no Level IV/V official registered with the club, then a support letter from a Level IV/V official indicating support for competitions and official's development is required.
  - b. Clubs may opt to combine resources when co-hosting a meet. If ineligible to host on their own, clubs must contact Swim Ontario staff to confirm co-hosting eligibility;
3. To determine ODP requirements,
  - a. the family count is based on registered competitive swimmers at the end of each swim year (August).
  - b. the Level IV/V count is based on registered Level IV/V official with the club.
4. Clubs with 20 families or less are exempt, but are encouraged to participate and engage the training of officials.
5. Varsity and Masters Clubs are exempt from ODP but are encouraged to engage in the training of officials.

**These requirements are the minimum needed to apply for any type of sanctioned competition**

| <b>Responsibility</b>   | <b>Action</b>   |
|---|---|
| Club Officials Chair/<br>Administrator  | Register all officials on the Swimming Canada registration system and continue to update officiating online profiles for their officials.   |
| Provincial Official Administrator   | Verify all club official statistics from Level II – V. Advise Regional Official Representative (ROR) of a club's change in ODP sanction requirements. Consult with ROR on submitted Officials Development Plans |
| Competition Sanction<br>Coordinator   | Must ensure compliance to the policy and procedure for competition hosting and sanction applications where applicable.  |
| <b>Please note that while every effort is taken to ensure accuracy this procedure may have changed.<br/>Please contact Swim Ontario staff for any assistance or additional information.</b> |   |