Official Registration Guide

SWIM ONTARIO

Registration

- Effective September 1, 2015, the National registration procedure will require all officials who wish to officiate at a sanctioned competition be registered annually on the Swimming Canada registration site within two weeks (14 days) of commencing activity as an Official.
- As per SNC registration policy, an official is defined as an individual pursuing officiating certification in order to volunteer qualified officiating services at sanctioned swimming competition.
- There are three categories of Officials

1. New Official
2. Returning Club Affiliated Official
3. Independent Official (New or Returning)

ON SWIM ONTARIO

Registration – **New Club Official**

- Clubs will communicate the registration process for new club officials.
- Attending a Level I / Intro to Swim Officiating Clinic is one of the steps in the registration process.
- You will be asked to provide the following information
    - Signed PIPEDA Consent Form
    - Full name
    - Email address
    - Gender
- Clubs may ask for this information and forms when you register your swimmer before you attend a clinic or you may provide this information at the clinic.
- Please follow your Club's procedures.

ON SWIM ONTARIO

Registration – Returning Club Affiliated Official

- A returning Club affiliated official will need to contact their Club Official Chair (COC) and/or Club Official Administrator (COA).
- For registration to begin you will need to provide the COC/COA with the following
    - Signed PIPEDA Consent Form
    - Full name
    - Email address
    - Gender
    - Level of Certification and date received
- You may also be given additional instructions from your COC/COA.
- Level 4 & 5 official will submit either a Police Record Check or Offence Declaration Form by following the Club's Procedures for submission. The Swim Ontario Screening Policy can be found in the Swim Ontario Procedure Manual found here

SWIM ONTARIO

Registration – Independent Official

- Swim Ontario defines an Independent Official as any registered official of level 2 or higher who does not have an active swimmer with a club in Ontario, and is not associated with a club as an alumni.
- Independent officials who are willing to give of their time to support the sport of swimming for multiple sessions in a given season can register directly with Swim Ontario.
- Independent Officials will be registered under the ORON banner – Officials Registration Ontario (as per the SNC Registration Procedure and Rules).
- The Provincial Officials Administrator (POA) will be their contact for registration and other inquiries. Email officials@swimontario.com for support.

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Registration – Independent Official

- For registration to begin for an independent official, they will need to provide the POA with the following

  - Completed and Signed Independent Official Registration Form
  - Signed PIPEDA Consent Form
  - Level IV and V officials must submit either a Police Record Check (valid for 5 years) obtained from their local Police Services Departments or an Offence Declaration Form (see Screening – Club Personnel procedure in Swim Ontario Procedure Manual).

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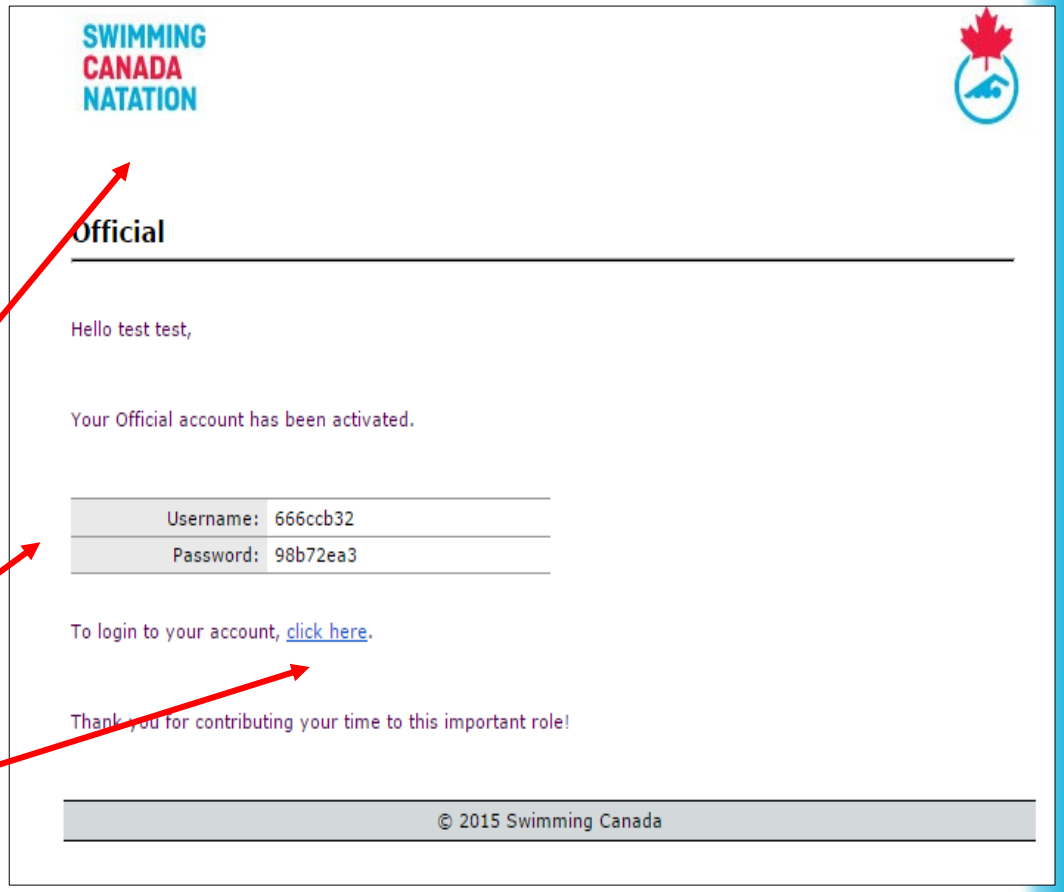
Registration – Swimming Canada

- Once this information is collected the process of registering you on the Swimming Canada system can begin.
- Your COC/COA will be the person that registers you.
- You will receive an email from systems@swimming.ca
- Check your spam folder for this email
- The email will provide you with a temporary username and password.
- It will also have a link to access your account.



SWIMMING CANADA NATATION

Official

Hello test test,

Your Official account has been activated.

Username:	666ccb32
Password:	98b72ea3

To login to your account, click here.

Thank you for contributing your time to this important role!

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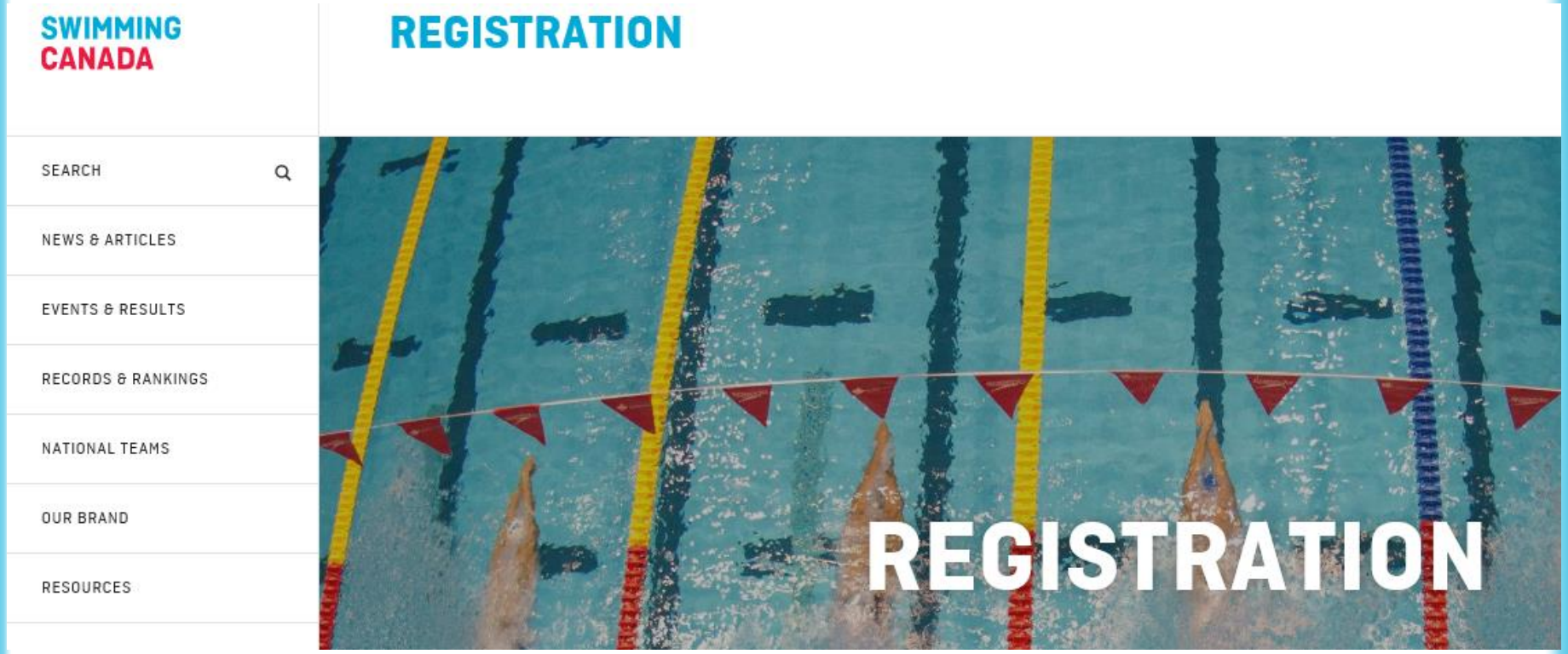
SWIM ONTARIO

Registration – Swimming Canada

- Click on link in email or go to

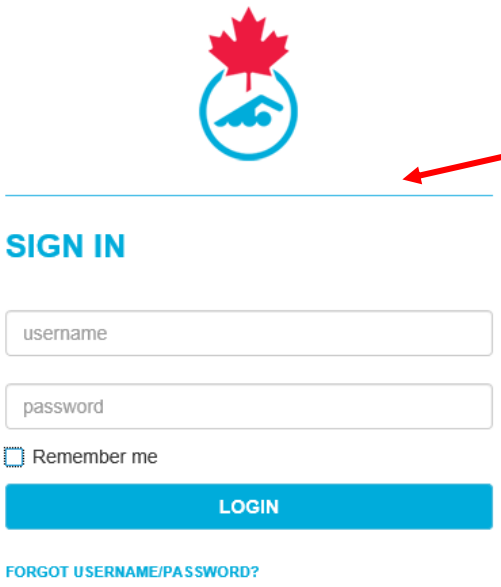
https://www.swimming.ca/en/registration/



Registration – Swimming Canada

- Scroll down until you find this RED Box and Click on it to login

REGISTRATION, TRACKING AND RESULTS SYSTEM LOGIN



- This will take you to this screen http://registration.swimming.ca/Login.aspx
- Use the temporary username and password to login
- Bookmark this page to save time for login in the future.

ON SWIM ONTARIO

Registration – Swimming Canada

- Login will take you to the Home Screen for your account
- You will need to update your contact information and answer an Email Consent Question the first time you login.
- Click on “My Info” to enter and update information

SWIM ONTARIO

Officials Registration – My Info

Logged in as Swim Official4

First Name		Swim
Middle Name		
Last Name		Official4
Year Of Birth	*	Please Select
Address	*	
City	*	
Postal Code	*	
Language	*	Please Select
Gender	*	Female
Phone Number	*	
Secondary Phone Number		
Email	*	test@test.ca
Parent email if under 18		
Region		Central
Club	*	Officials Registration ON
Aboriginal Ancestry		Please Select
Username	*	12e76659
Password	*	••••••••

Please confirm that you want to receive emails from Swimming/Natation Canada Inc, the Provincial Sport Organizations and member clubs.

Email Consent * ○ Agree ◉ Deny

Save

- Enter all fields that are required (*)
- If the Club or Region is incorrect please update.
- Change Username and Password
- Answer email consent question
- Click “SAVE”

All information will be lost if SAVE is not done.

Registration – Swimming Canada

- These steps complete the registration process for an official.
- Your account is now updated
- You can view/print your certification and clinic information from “My Officiating Info”.
- You cannot add/modify certification and clinic information.
- Please contact your COC/COA to correct errors or omissions.
- Not all information has been uploaded to the Swimming Canada system.

ON SWIM ONTARIO

Registration – Support

- Support for certification and clinic information contained in the Swimming Canada system can be directed to your COC/COA or to Swim Ontario officials@swimontario.com

Swim Ontario and the swimmers thank you for your time and effort to enable swimmers to compete in a safe and fair environment.

ON SWIM ONTARIO