

Official Registration Guide

Updated July 2017



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)



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.



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](#)



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.



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](#)).



Registration – Swimming Canada

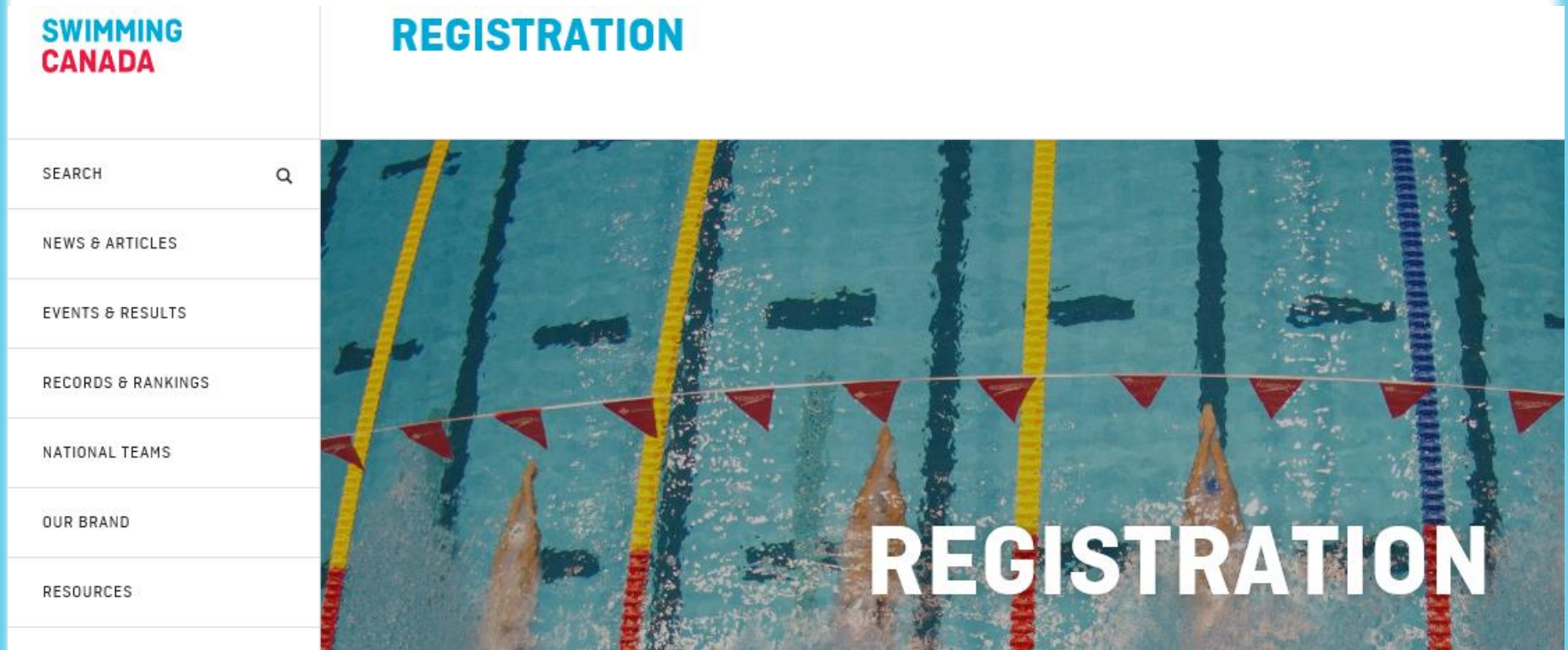
- Once this information is collected the process of registering you on the Swimming Canada system can begin.
- Your COC/COA will be the person that registers you.
- You will receive an email from systems@swimming.ca
- Check your spam folder for this email
- The email will provide you with a temporary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



Registration – Swimming Canada

- Click on link in email or go to

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



SWIMMING CANADA

REGISTRATION

SEARCH

NEWS & ARTICLES

EVENTS & RESULTS

RECORDS & RANKINGS

NATIONAL TEAMS

OUR BRAND

RESOURCES

REGISTRATION

Registration – Swimming Canada

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

REGISTRATION, TRACKING AND RESULTS SYSTEM LOGIN



SIGN IN

 Remember me

LOGIN

[FORGOT USERNAME/PASSWORD?](#)

- 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.



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



[Français](#)

Updates

Logged in as Swim Official



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

- 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.

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

Email Consent * Agree Deny

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.



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.

