

Swim Ontario has prepared this document as a handbook and reference tool for Ontario Officials. The most up-to-date information can be found on the Swim Ontario website. The Table of Contents has links to the topics in this document.

The Swim Ontario Officials Committee (SOOC) is an operations committee, whose main objective is to support our member clubs in the development of their volunteer officials throughout Ontario.

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Registration

Effective September 1, 2015, the [National registration procedure](#) requires 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.

An official is defined as an individual pursuing officiating certification in order to volunteer qualified officiating services at sanctioned swimming competition.

An official agrees, by submitting their application to be a registered Swimming Canada / Swim Ontario official, to abide by and comply with the By-Laws, policies, procedures, rules and regulations of Swim Ontario including the Swim Ontario Comprehensive [Code of Conduct and Ethics](#). They understand fully the implications of being a registrant of Swim Ontario.

Officials associated with a Club

The Club Officials Administrator (COA) will initiate the registration of an official once they receive the [Privacy Consent Form \(PIPEDA\) form](#) from the official in their club.

New Club Official

Clubs will communicate the registration process for new club officials. Attending an Intro to Swim Officiating Clinic is one of the steps in the registration process for a new official.

Officials will be asked to provide the following information

- Signed [PIPEDA Consent Form](#)
- Full name
- Email address
- Gender

Clubs may ask for the additional contact information and forms during swimmer registration periods. Please follow your Club's procedures for 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 they will need to provide the COC/COA with the following

- Signed [PIPEDA Consent Form](#)
- Email address

They may also be given additional instructions from their COC/COA.

Level 4 & 5 officials 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 [here](#) . All forms and Police Record Checks for club officials are to be submitted to the COA / Club.

Officials not associated with a Swim Ontario Club – The Independent Official

Swim Ontario defines an Independent Official as any registered official level 2 or higher who does not have an active swimmer with a club in Ontario, and is not associated with a club.

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. They will be registered under the ORON banner – Officials Registration Ontario (as per the SNC Registration Procedure and Rules).

Officials not associated with a Swim Ontario club may register through the Swim Ontario office. Please contact the Provincial Officials Administrator (POA) at officials@swimontario.com to begin the registration process. All forms and Police Record Checks for Independent Officials are to be submitted to POA / Swim Ontario.

Registration Guide

A detailed Official Registration Guide with screenshots to help with registration is available online. Click link to download

http://www.swimontario.com/uploads/Officials/Registration/2017-18/Official_Registration_Guide_2017.pdf

Once the registration process begins on the SNC registration site, an auto-generated email will be sent to you with your username and password. Please make sure to login with the link provided and update your personal contact information.

Only your COC/COA/POA can update your clinics, evaluations and certification information. It is important to keep in communication with them.

Dress Code

Swim Ontario has transitioned to the new modernized attire initiative from Swimming Canada for officials. Beginning in September 2016, the new recommended dress code is in place for all Swim Ontario sanctioned competitions.

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

Registration Process Summary



Education (Clinics)

To become an official in swimming requires some knowledge of the sport. You can gain that knowledge very quickly by helping out at swim meets. Throughout the swim season, your Club Official Chair (COC) will arrange clinics to be conducted for those wishing to officiate. Your region may also hold Regional Officials Clinics, where several different clinics are offered over a full day. All on-deck officials start off with the Intro to Swimming Officiating that includes a timekeeper component and Safety Marshal Clinic. They then move on to Level II Clinics which includes the majority of other on-deck positions such as Stroke and Turn, Clerk of Course, Chief Timer, etc. The Referee clinic is a Level III clinic. All clinic material is available online for review for the official under "Officials Clinics" section (<http://www.swimontario.com/page.php?id=2990>).

There are other specialized clinics that can be offered at either a regional or provincial level such as Para Swimming clinics and Open Water clinics.

Swimming Canada has developed a standardized education program for swimming officials across Canada. As part of the standardized education program, Swimming Canada has completed the updates to all clinics in the certification pathway found under "Officials Clinics" section (<http://www.swimontario.com/page.php?id=2990>).

Description of Official's Clinics

- **Intro to Swimming Officiating (Level I)** covers the timekeeper position on the deck. You will learn about swimming, the official, the coach and the introductory information to be a timekeeper on the deck. Recommended minimum age is 14 years old.
- **Safety Marshal (Level I)** – Covers the Safety Marshal position on the deck. It is recommended that it be given when the Intro to Swimming Officiating Clinic is given. The Warm-up and Safety Procedures can be found [here](#).
- **Inspectors of Turns and Judge of Stroke (Level II)** - In this clinic, you will learn all the rules of the swimming strokes, turns and finishes. This clinic has videos and demonstrations that generate discussion. This clinic covers two positions on the deck: Inspector of Turn and Judge of Stroke. Recommended minimum age is 16 years old.
- **Clerk of Course (Level II)** - The Clerk of Course is a position that requires knowledge of the competition and its rules. They are responsible in making sure athletes are assigned heats and lanes and will ensure swimmers arrive at their assigned lanes for their swims. They are assisted by Marshals. They may also act as an information booth and first point of contact for coaches to hand in documents such as scratches, deck entries, etc.
- **Chief Timer (Level II)** - In this clinic, you will learn the role of Chief Timer. As the name implies, the Chief Timer is in charge of making sure that the timers are fulfilling their duties. The Chief Timer also troubleshoots situations that occur with the timers.
- **Chief Finish Judge / Chief Judge Electronics (Level II)** - These clinics are given together as both of these roles have the responsibility of assigning official times to races. The Chief Judge Electronics (CJE) closely observes the operation and function of an automatic electronic timing system and approves the times produced by that system. The Chief Finish Judge (CFJ) determines official times through the use of manual (stop watches) and semi-automatic (plunger) timing devices. Experience as both a Chief Finish Judge and as an electronics operator is beneficial before working as a Chief Judge Electronics.
- **Recorder / Scorer (Level II)** - In this clinic, you will learn how to record and score results and placings for every swim. Most meets now use some type of Meet Management software to help with this. Swim meet experience is the best way to learn this position. It is called Desk Control in the Swimming Canada rule book. Deck evaluations are not required for this clinic.
- **Meet Manager (Level II)** - As the name implies, the meet manager makes sure that the swim meet runs smoothly from all aspect of the competition including but not limited to off-deck and office duties. Mentoring is crucial in learning this position. It is a demanding but very fulfilling position.
- **Starter (Level II)** - The central point of the Starter's role is to ensure a fair start for all swimmers. The Starter and the Referee must work as a team to ensure fair and consistent starts throughout the session.
- **Referee (Level III)** - In this clinic, you will learn the role of Referee (the General Manager). The Referee is in charge of all aspects of the "field of play". The Referee clinic should be taken once most Level III requirements are achieved (see certification process). This position will require more mentoring and experience before evaluations are conducted. The Clinic also touches on the role of the Competition Coordinator (meet referee). It is recommended to attend this clinic every two years to ensure referees are up-to-date with current rules and regulations.

The Official Certification Card

Once you have taken the Intro to Swimming Officiating and answered the questionnaire, you may be given an Officials Certification Card (OCC). Make sure to bring this card with you when you attend a clinic. The course conductor will initial and date the appropriate clinic information once the clinic is done and you have completed the questionnaire. The first column has the clinic name, the middle column is for when you have taken the clinic and the last column is for your on-deck evaluations. The card has a front (displayed here) and back portion. It is important for the official to keep their Club Official Administrator informed of any new additions to the Certification Card in order for the official's record to be updated on the Swimming Canada registration system.

SWIMMING / NATATION CANADA OFFICIALS CERTIFICATION CARD		
Name of Official _____		Region/Province _____
Level / Position	Attended Clinic & Passed Exam (Initials of Clinic Conductor & Date)	Satisfactory Deck Evaluations (Initials of Senior/Master Official & Date)
I Timekeeper/ Safety Marshall	_____	1 _____
	_____	2 _____
II Stroke & Turn Judge/ Head Lane Timer	_____	1 _____
	_____	2 _____
Clerk of Course	_____	1 _____
	_____	2 _____
Chief Timer	_____	1 _____
	_____	2 _____
Chief Finish Judge	_____	} 1 _____

Chief Judge Electronics	_____	} 2 _____

Meet Manager	_____	1 _____
	_____	2 _____
Recorder Scorer	_____	

Starter	_____	1 _____
	_____	2 _____
Clinic Conducted _____		Observer _____
Location _____		Date _____
Date Received Level II Badge _____		
Date Received Level III Badge _____		

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Attending a Clinic

Your COC will give you instructions on how to register to attend a clinic. You can view upcoming clinics in the province here <http://www.swimontario.com/page.php?id=3116>. It is important to register for a clinic in order to allow the COC and course conductor to prepare appropriately. Once you are at the clinic, the course conductor will provide you with all the necessary documentation for the presentation. They will also have a sign-in sheet for all attendees. It will be important to fill this out properly in order for you to obtain credit for attendance of the clinic. They will provide this information to your COC/COA to update your Swimming Canada account.

In-Person Officials Clinics with a course conductor remains an integral part of the training process for most officials. This facilitation of training includes instruction, discussion, Q&A that is provided in a group setting at a location. The course conductor will be able to use previous experiences at handling of situations as both an on deck official and a mentor to provide healthy discussions.

Mentorship and On-Deck Evaluations

Level I & II Clinics

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

There is no substitution 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, and experience in those different positions is key to obtaining an overall understanding. Level IV & V Referees will grant a successful deck evaluations where candidates have shown competency and confidence in the position.

The position of Inspector of Turn and Judge of Stroke requires practice at all 3 possible positions on the deck (Turn Judge at start end, Turn Judge at turn end and Judge of Stroke). It is recommended to begin mentoring as a turn judge before mentoring as a stroke judge.

It is important to gain experience as a Chief Finish Judge before you begin tackling the Chief Judge Electronics position. One of the on-deck evaluations must be as a Chief Finish Judge. Learning the “clock operations” is also an asset to the Chief Judge Electronics position.

The Meet Manager position should be mentored starting with smaller meets such as In-house competitions and one day development swim meets. Your first multi-session competition should be with a mentor.

Meet Manager deck evaluation: the candidate should be named in the meet package, should participate in the development of the meet package and the entries and should also participate in the lead-up activities and preparation including entries processing and communications with Coaches (in addition to activities at the meet itself and taking a prime role for sessions).

Deck evaluations, other than Referee Assessments, can be obtained at sanctioned Invitational and Provincial competitions that have minimum 2 hours long sessions. The Referee assessments should have minimum 3 hours sessions. On deck evaluations are signed by Level IV or V officials. Although Time Trials, In House Competitions and High School swim meets are valuable for on-deck experience, deck evaluations cannot be obtained at these events. Not all requests for deck evaluations can be granted.

For each positions, on-deck evaluations must be at two different swim meets, however, more than one on-deck evaluations can be obtained at the same swim meet provided they are for different positions.

- Inform the session referee and /or designate BEFORE the start of the session that you require an on-deck evaluation.
- Not all on-deck evaluations requests can be granted.
- Once the on-deck evaluation has been completed please see Competition Coordinator and/or Level IV/V mentor assigned for on-deck evaluations. If successful, they will keep a record of this successful evaluation and sign your Officials Certification Card if presented. See [Competition Coordinator Guidelines for On-Deck Evaluations](#).

Please make sure to keep your Club Officials Chair informed of your successful on-deck evaluations in order for them to update your online officiating profile on the Swimming Canada registration system. Swim Ontario will consult with your COC and the Competition Coordinator to verify the information entered. Once verified Swim Ontario will approve the on deck evaluation.

A successful deck evaluations is granted when candidates have shown competency and confidence in the position.

- The position of Inspector of Turn and Judge of Stroke requires practice at all 3 possible positions on the deck (Turn Judge at start end, Turn Judge at turn end and Judge of Stroke). It is recommended to begin mentoring as a turn judge before mentoring as a stroke judge.
- It is important to gain experience as a Chief Finish Judge before you begin tackling the Chief Judge Electronics position. One of the on-deck evaluations must be as a Chief Finish Judge. Learning the “clock operations” is also an asset to the Chief Judge Electronics position.
- The Meet Manager position should be mentored starting with smaller meets such as In-house competitions and one day development swim meets. Your first multi-session competition should be with a mentor.
- Meet Manager deck evaluation: the candidate should be named in the meet package, should participate in the development of the meet package and the entries and should also participate in the lead-up activities and preparation including entries processing and communications with Coaches (in addition to activities at the meet itself and taking a prime role for sessions).

Deck evaluations, other than Referee Assessments, can be obtained at sanctioned Invitational and Provincial competitions that have minimum 2 hours long sessions. The Referee assessments should have minimum 3 hours sessions and be mentored / conducted by a Level V. On deck evaluations for all positions except timekeeper or referee, are granted by Level IV or V officials. A Level III that has

completed all requirements to act as a session referee may grant on-deck evaluations for the position of timekeeper only. Although Time Trials, In House Competitions and High School swim meets are valuable for on-deck experience, deck evaluations cannot be obtained at these events. Not all requests for deck evaluations can be granted. For each position, on-deck evaluations must be at two different swim meets, however, more than one on-deck evaluation can be obtained at the same swim meet provided they are for different positions.

- Inform the session referee and /or designate BEFORE the start of the session that you require an on-deck evaluation.
- Not all on-deck evaluations requests can be granted.
- Once the on-deck evaluation has been completed please see Competition Coordinator and/or Level IV/V mentor assigned for on-deck evaluations. If successful, they will keep a record of this successful evaluation and sign your Officials Certification Card if presented. See [Competition Coordinator Guidelines for On-Deck Evaluations](#).

Please make sure to keep your Club Officials Chair informed of your successful on-deck evaluations in order for them to update your online officiating profile on the Swimming Canada registration system. Swim Ontario will consult with your COC and the Competition Coordinator to verify the information entered. Once verified Swim Ontario will approve the on deck evaluation.

Certification

Swimming Canada has updated their certification process in place for the beginning of the 2017-2018 season. The following is the certification process as defined by Swimming Canada found at website <https://www.swimming.ca/en/certification/> and the PDF document found [here](#). Swim Ontario has prepared a [Question and Answer document](#) to help answer questions to the updated certification. Overall the certification pathway is simply an update that will provide consistency in the levels across the country and clarifies frequently asked questions from officials.

It is important to note that anyone who is currently certified at their current level will maintain that level but will need to meet criteria moving forward to next level.

Once you have taken a clinic and answered the questionnaire you may work those positions at competitions as a qualified official. Mentoring and on-deck evaluations are necessary before you are a certified official for any one position.

LEVEL I: RED PIN

- A. Complete the Introduction to Swimming Officiating clinic.
- B. Complete the Safety Marshal clinic (if Level 1 clinic completed after September 1, 2015 and did not include Safety Marshal).
- C. Complete registration in the Swimming Canada Officials Registration System.

Note: The requirements for Level I (A, B, C) may be completed simultaneously or in any order.

LEVEL II: WHITE PIN

- A.** Certify in Level I by obtaining two successful deck evaluations in the role of Timekeeper.
- B.** Complete the Judge of Stroke/Inspector of Turns clinic and obtain two successful deck evaluations.
- C.** Complete one other Level II clinic listed below and obtain two successful deck evaluations:
 - i. Chief Timekeeper;
 - ii. Clerk of Course;
 - iii. Chief Finish Judge (CFJ) / Chief Judge Electronics (CJE);
 - iv. Meet Manager;
 - v. Starter. (see Education section for description of these clinics)

Note: Certification in the role of Chief Finish Judge/Chief Judge Electronics - requires that an official obtain at least one of the two deck evaluations in the role of Chief Finish Judge. Completing the requirements for Level II (A, B, C) may happen simultaneously or in any order.

Log of Meets and Clinics

Once an official reaches Level II certification they are encouraged to begin keeping track of all meets worked including what positions and also clinics they have instructed in a log. Any format is acceptable however, electronic format is advised. A template Excel spreadsheet can be found [HERE](#) to help the official get started. This may be asked as a verification tool.

LEVEL III: ORANGE PIN

- A.** Complete all of the clinics listed under Level II;
- B.** Complete the Recorder-Scorer clinic;
- C.** Certify in three additional positions listed under Level II by obtaining two successful deck evaluations in each position;
- D.** Conduct the Level I – Introduction to Swimming Officiating clinic under the supervision of a Level IV or V official.

Note: Completing the requirements for Level III (A, B, C, D) may happen simultaneously or in any order.

The Recorder-Scorer clinic may be taught at any time, once official is working on their Level II, in combination with the Meet Manager or CFJ/CJE clinics as deemed appropriate. It is recommended the Recorder-Scorer clinic be taken prior to or in conjunction with the Meet Manager clinic. There are no deck evaluations required for the Recorder-Scorer position.

LEVEL IV: GREEN PIN

- A.** Successful completion of the following requirements:
 - i.** any outstanding certifications for remaining Level II positions, obtaining two successful deck evaluations in the position as noted under Level II;
 - ii.** Referee Clinic (please review Note below in regards to this clinic);
 - iii.** Experience as a Referee at a minimum of five sessions. It is recommended that these 5 sessions take place at different competitions in different pools and pool configurations;
 - iv.** Conduct a minimum of two different Level II officials clinics within the year of application under the supervision of a Level V official (official must be certified in the position for the clinic they are presenting);
- B.** Complete one year of active service as a Level III official working a variety of positions, which shall include a minimum of two sessions as a Stroke Judge and/or Inspector of Turns;
- C.** Obtain the approval of the Provincial Officials' Chairperson or their delegate to be evaluated and have two successful evaluations, in the position of Referee by a Level V official. It is recommended provinces implement a mentoring process whereby Level III officials receive formal mentor assessment(s), by Level V officials, prior to request for evaluation.

Note: The Referee Clinic may be taken prior to the official having taken all other clinics and becoming certified in each position, at the discretion of the Provincial Officials' Chair or Delegate. However, an official will not act in the capacity of Referee until all clinics are completed and certifications have been received. Completing the requirements for Level IV (A&B), with the exception of the above note on completing certifications and acting in the capacity of Referee, may happen simultaneously or in any order. The one year of active service begins following the achievement of Level III.

SwimON Note: It is important that the Level IV Official candidate review the [evaluation process for a level IV Official](#) as specific requirements are needed for the approval of request for evaluation.

LEVEL V: BLUE PIN

- A.** Complete a minimum of one year of active service as a Level IV official;
- B.** Organize, conduct and/or supervise a minimum of two different Level II clinics within the year of application;
- C.** Work a minimum of two sessions at a Swimming Canada national competition in any position, after becoming a Level III official;
- D.** Obtain the approval of the Provincial Officials' Chairperson or their delegate to be evaluated and have two successful evaluations as a Referee, or once as Referee and once as Starter, by a Level V official. It is recommended provinces maintain the mentoring process whereby Level IV officials continue to receive formal mentor assessment(s), by Level V officials, prior to request for evaluation;
- E.** Submit the completed Level V Official Certification Form to the Provincial Officials' Chairperson. If the Provincial Officials' Chairperson is satisfied that the candidate has met all requirements, the candidate's Level V Official Certification Form will be submitted to Swimming Canada for Officials, Competitions and Rules Committee (OCRC) approval. If the OCRC approves the candidate, they are then certified as a Level V Master Official. A congratulatory letter and Master Official certificate will be sent to the candidate with a copy forwarded to the Provincials Officials' Chairperson.

Note: Completing the requirements for Level V (A, B, & C) may happen simultaneously or in any order.

SwimON Note: It is important that the Level V Official candidate review the [evaluation process for a level V Official](#) as specific requirements are needed for the approval of request for evaluation.

Maintaining Certification

In order to remain an active Level V official in Canada, an official must:

- work a minimum of four sessions over a minimum of two meets in each swim year;
- conduct or supervise a clinic in each swim year;
- maintain their registration information in the Swimming Canada Officials Registration System.

Officials who do not work or instruct as required may apply to their Provincial Officials Chairperson for reinstatement, at which time a review of clinics may be required for certain positions.

NOTES

"Successful Evaluation" means a signed assessment/card for a specific position.

"Certified" means that the official has taken the clinic and worked a minimum of two sessions in that position – excluding Referee - during a sanctioned competition and has received approval of the Referee for successfully working the position.

"Session" means a specific time frame in a swim meet, represented as a timed final session, preliminary session or finals session.

"Mentor Assessment" refers to a formal documented process whereby the Level III or IV official receives mentoring and feedback as a Referee, while working toward Level IV or V certification. Officials are encouraged to maintain a "log" of positions and meets worked in order to support their progress toward level IV and V certification. While there are no minimum requirements outside of the certification process, officials are encouraged to obtain and maintain experience in all positions while working in a variety of pools and meet configurations.

Course conductors: Level I clinics may be conducted by certified level III officials. Level II clinics may be conducted by certified level IV officials. The level III clinic (Referee clinic) must be conducted by a level V official.

Evaluation Process

Level III Evaluation Process

Once you have all the requirements listed in the Certification Process for a Level III and your Officials Card and/or online profile is completed you need to contact Swim Ontario - officials@swimontario.com and your ROR.

- They will verify information (either Officials Card or online profile). The verification may require a deck log to confirm some requirements.
- The COA will be asked to complete any missing information on your online profile.
- Swim Ontario will approve your certification and if desired will order a Swim Ontario namebadge.
- Once certification is approved, a club representative or your ROR can present you with the Level III orange pin.

Level III official acting as a Session Referee

If an official received their Level III certification after September 23, 2017, they may not act as a session referee until the following are completed:

- Taken the Referee Clinic
- Completed certification in last Level II position

Once an official completes the above requirements they need to contact Swim Ontario - officials@swimontario.com.

- Swim Ontario will verify information. The verification may require a deck log to confirm some requirements.
- The COA will be asked to complete any missing information on your online profile.
- Once verified you will be added to a list of Level III officials that can act as a session referee. This will be shared with RORs and Competition Coordinators.
- If requested a mentor official will be assigned for the next stages of Senior and Master Officials requirements.
- Swim Ontario will also send you a whistle and lanyard as you move to the next phase of mentoring as a Referee.

Level IV & V Evaluation Process

By the time a candidate has completed the requirements for Level III +, the motivation to continue should come primarily from the candidate. The focus should be directed to self-improvement through travel afield in the region and the province, and should also be active in providing more help to upcoming officials at the local club.

It is important that the candidate gain as much experience as they can in not only referee roles, but other deck roles. They should gain experience with a number of different types of meets from one session development meets, to multi-day meets that have heats/finals. The more diversified experience

the candidate gains as a referee and continues to gain as an official in other roles on deck, will serve them positively in their development as an effective and successful Referee.

The Mentor Referee (Level V official) will help with preparing the candidate for their on-deck evaluations as a Referee and/or Starter. Using the Referee Assessment Form, the Mentor Referee will prepare the candidate for their evaluations but will not conduct the evaluations.

A candidate for Level IV or V should contact the Provincial Official Administrator (POA) at officials@swimontario.com and their ROR to indicate their *intent of requesting an evaluation* as they approach the completion of their requirements. A request for evaluation with supporting documents requires a minimum of 6 weeks to review, approve request and organize the evaluation. The Level IV or V candidate will be required to submit the following documentation to the Provincial Official Chair (officials@swimontario.com) and their ROR.

- log of clinics conducted,
- log of meets and positions worked,
- 3 Successful [Referee Assessments forms](#) (conducted during year of application),
- Swim Ontario [Level IV certification form](#) or [Level V certification form](#) (parts A and B completed)

One of the submitted successful referee assessment for Level V candidates must be from an out-of-region competition. [Funding](#) is available to Level IV and V candidates seeking out-of-region experience.

The Provincial Official Chair will consult with the ROR as to the readiness of the candidate, however the final decision regarding evaluation rests with the candidate. The Provincial Official Administrator will arrange for evaluations to be conducted with the Competition Coordinator, ROR and Evaluators. The formal assessment for Level IV candidates requires them to work 2 sessions as Referee. The formal evaluation for Level V candidate requires them to work two sessions. The first session as a Referee and if successful the second evaluation can be either as a Referee or Starter. These two formal Assessments will be conducted by two Level V officials. The level IV evaluation can have two level V evaluators from the same region and the level V evaluation will require one evaluator to be out of region.

Once the evaluations are successful and completed,

- the ROR or evaluators will present the official with their level IV green pin / level V blue pin
- one of the evaluators must send the following documents to the POA, ROR and candidate
 - Referee Assessment Forms signed (Level IV)
 - [Starter Assessment Form](#) (if used for Level V) signed
 - Completed and signed by evaluators certification form for Level IV or V

Swim Ontario has final approval for all Level IV certification and Swim Ontario will recommend for approval any level V candidates to the Official Competition and Rules Committee (OCRC) who has final approval for all Level V certification. Swim Ontario will ensure the Swimming Canada Level V certification form is sent to Swimming Canada for review by the OCRC.

Once the national office certifies a candidate for Master Official certification, a congratulatory letter and Master Official certificate will be sent to the candidate from the national office.

Swim Ontario Officials Development - Funding

One of Swim Ontario primary function is to ensure Ontario Swim Officials receive proper training and receive every opportunity to develop and progress to the highest level possible. Swim Ontario will budget annually for Officials Development that can be applied for by Senior/Master Officials (level III/IV/V) who are trying to advance to a Level V or FINA/IPC level.

Eligibility

Group A: Level IIIs and IVs

Support will be available for Level III and IV officials who must gain experience outside of region for the purpose of attaining Level IV and V certification. The candidate must work a minimum of 4 sessions at the competition. Eligible meets are Regional and Provincial Championship and approved Invitational meets. Candidates can request this type of support only once per year and for a maximum of twice in total.

Group B: Level IVs

Support will be available for Level IV officials who must work at a SNC designated competition for the purpose of attaining level V certification. The candidate must work a minimum of 4 sessions at the competition. Candidates can request this type of support only once.

Group C: Level Vs

Support will be available for Level V officials who are working towards advancing for FINA/IPC designation. The candidate must work a minimum of 4 sessions at the competition and must be certified to work the level of meet he/she is planning on working. Officials working IPC designated meets as IPC designated officials in training are eligible. Candidates can request this funding once every two years.

Funding

Swim Ontario, with the SOOC, budgets annually for official's development for Level IIIs, IVs and Vs. Financial assistance will be available to applicants within the limits of the amount budgeted annually and will be prorated to ensure that all candidates are assisted.

Procedure

Applicants who are interested in officiating and are eligible to receive funding must make application to Swim Ontario **1 month prior** to the competition. Swim Ontario in conjunction with the SOOC will review applications. Complete section A & B for application.

[Swim Ontario Officials Development and Funding Application](#)

If approved

Group A

- Swim Ontario in conjunction with ROR will contact the Competition Coordinator of approved competition to arrange suitable deck assignments.
- Candidate
 - must work a minimum of 4 sessions
 - Obtain Meet Manager / Competition Coordinator signatures for sessions worked on application form
 - Submit completed application form and receipts to Swim Ontario with 2 weeks of end of competition

Group B

- Candidate
 - submits Officials Form for SNC Designated meet to notify them of sessions they are available to work
 - must work a minimum of 4 sessions
 - notify Swim Ontario if application to work is accepted
 - obtain Competition Coordinators signatures on application form
 - Submit completed application form and receipts to Swim Ontario with 2 weeks of end of competition

Group C

- Candidate
 - submits Officials Form for designated approved meet to notify of sessions they are available to work
 - must work a minimum of 4 sessions
 - notify Swim Ontario if application to work is accepted
 - obtain Competition Coordinators signatures on application form
 - Submit completed application form and receipts to Swim Ontario with 2 weeks of end of competition

All documentation must be submitted by March 1 of application year for consideration. Dispersal of funds will be prior to March 31 of application year. Any eligible competitions in April will be funded for the following year. Amounts reimbursed will be prorated based on total claims submitted of approved applications.

SERVICE RECOGNITION AWARDS

10-Year Service Pins

Awarded to volunteers/officials who have served for 10 years in helping with the sport of competitive swimming in Ontario. Clubs/Regions can order the service pins by using the [Merchandise Order Form](#).

Roll of Honour Award

This title is bestowed upon an individual who has volunteered over 20 years of service to competitive swimming in Ontario. This award is presented at the Swim Ontario Awards and Hall of Fame dinner in the fall. Recipients will receive a letter inviting them to the Awards night. Swim Ontario and the Awards committee determines these awards.

Lifetime Achievement Award

Individuals are awarded this prestigious title who have volunteered their time and skills for over 30 years of dedicated service to competitive swimming in Ontario. This award is presented at the Swim Ontario Awards and Hall of Fame dinner in the fall. Recipients will receive a letter inviting them to the Awards night. Swim Ontario and the Awards committee determines these awards.

Elizabeth Collins Ralph Award

The Elizabeth Collins Ralph Award is presented to the Master Official who has made outstanding contributions to competitive swimming in the field of officiating over a considerable length of time. For more details click [HERE](#).

Resources

Registration

- [PIPEDA Consent Form for officials](#) - Swimming Canada Privacy Consent Form to be completed each year by each official as part of their registration.
- [Offence Declaration Form](#) – see Swim Ontario Screening – Club Personnel Procedure in [SwimON Procedure Manual](#) – for returning level IV and V officials.
- [Officials Registration Guide](#)
- [SwimON Comprehensive Code of Conduct and Ethics](#)

Funding

- [Swim Ontario Officials Development and Funding Application](#) – for Level III, IV, V and IPC officials

Level II and above Official

- [Log of Meets and Clinics Template](#) – to be used to keep track of meets / clinics worked

Starter

- [Starter Assessment form](#)

Meet Manager

See following webpage to more details <http://www.swimontario.com/page.php?id=3031>

- Swimming.ca How-To Guide for [Meet Manager](#)
- [Meet Manager Checklist](#)
- [Proof of Residence and Registration Status](#)
- [Swimming Canada Competition Warm Up and Safety Procedures](#)
- [2017 SNC Swimwear Interpretation](#)
- [Incident Reporting Form](#)
- [Swim ON DQ Wording](#)
- [Swimming Canada Competition Forms](#)
- [Meet Manager Resources](#) - link to public Dropbox folder

Referee

- [Referee Assessments form](#)
- [Referee General Briefing Notes](#)
- SwimOn [Level IV certification form](#)
- SwimOn [Level V certification form](#)
- [Swimming Canada Level V Certification form](#)

Competition Coordinator

- [Role and Responsibilities](#)

Club Official Chair and Administrator

- [Role and Responsibilities](#)