



---

*Committed to achieving an Olympic and/or World Championship podium performance by an Ontario trained athlete, individually or as a member of a Canadian relay team.*

---

June 19, 2015

Dear Club Presidents, Meet Managers and Club Officials Chairs,

As per the Swim Ontario Memo of May 5<sup>th</sup> and the Swim Ontario Officials Committee (SOOC) May 20<sup>th</sup> communication we are providing you with additional information and background to the changes being implemented for 2015-16. Swim Ontario has been involved for some time in the planning and implementation of a *strategic evolution* to ensure we continue to serve our regions and members at the highest level.

One key insight from the strategic planning process was to obtain a greater understanding of the dramatically varied fees and levies applied to member clubs, and swimmers through competition fees and/or regional levies. Swim Ontario believes it is of the highest importance to have transparency in costs to our swimmers, clubs and families as well as congruent application of fees across the entire province.

- It has been agreed that the regional subcommittees will no longer implement registrant affiliation fees or competition fees/levies to Swim Ontario registrants (swimmers, coaches, officials, etc.) and clubs without the consent of Swim Ontario
- Allocation of annual regional funding, will be based on approved proposals received from each region, which are to include budgets and descriptions of how funds will be allocated.

The result of this process has meant that in order to mitigate that financial gap of the regional needs, the regions reviewed two forms of revenue generation and eventually recommended to the BOD an increase to swimmer registration fees.

- The recommended increase was assessed to be less than what was levied by all regions but one, thereby decreasing the cost to swimmers.
- However, the Swim Ontario Board of Directors felt a swimmer fee increase should be delayed one year. This would allow everyone involved the opportunity to better assess their needs after this transitional first year.

#### **FEES – Swimmers**

- There is no change to the swimmer registration fees for the 2015-16 year.
- The BOD has actioned the finance committee to review the regional recommendation of a \$5.00 per competitive swimmer increase for the 2016-17 year and beyond.



---

*Committed to achieving an Olympic and/or World Championship podium performance by an Ontario trained athlete, individually or as a member of a Canadian relay team.*

---

### **FEES – Officials**

The costs associated with officials development has also followed the same review and recommendation to harmonize in accordance with our alignment and compliance requirements with Swimming Canada and our Provincial Ministry

- Swim Ontario has removed the \$1/swimmer levy which was directed to OSOA
- Swim Ontario has removed the swimmer levies/surcharges of 0.25 per swim at Regional Championship meets which was payable by host clubs to OSOA, as part of the regional subcommittee commitment to not charge extra levies
- Swim Ontario has removed the Annual Club Affiliation Meet Sanction fee of \$20.00 per club
- An official's fee of \$3.50 per official which was approved by the BOD, will be payable by the club.

Further instructions and requirements are outlined throughout the rest of this document and subsequent communications to clubs.

Swim Ontario and the Swim Ontario Officials Committee (SOOC) is committed to providing officials with effective development opportunities, education, and mentorship to ensure the delivery of technically proficient competitions that allow for the highest level of performance of our athletes. The work that Meet Managers (MMs) and Club Officials Chairs (COCs) do will help support those initiatives.

For the Club Officials Chair (COC) there will be some changes coming to the role. Swim Ontario understands that change can be difficult and we want to assure all of you that we are here to support you during this transitional year. If you have received this communication through your club and not from Swim Ontario, we ask you to please email [officials@swimontario.com](mailto:officials@swimontario.com) to be added to our email distribution list.

### **Registration of Officials on the National Registration database**

The role of the COC will change slightly but the goals remain the same. One of the changes will be the registration of officials. The Club Officials Chair or designate should be the person registering all club officials. 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. 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



---

*Committed to achieving an Olympic and/or World Championship podium performance by an Ontario trained athlete, individually or as a member of a Canadian relay team.*

---

Official. The registration period for officials is September 1 to August 31 of each competitive season.

Swimming Canada has implemented, as part of their registration database, an official's registration area that either the COC or designate will manage. The system has been tested through the provincial offices and some provinces have begun using the system since April. Swim Ontario has requested some additional features to the system that will delay the launch to clubs across the province.

The site will have the ability to keep track of education, evaluations and certifications of officials. Coming this September, once a club affiliates with Swim Ontario, the Club Registrar will submit an *Additional User System Access Waiver* to Swim Ontario prior to assigning a **Club Officials Administrator** (COC or designate) to process the registration of officials for clubs that have active officials. The Club Officials Administrator (COA) will then be granted access to the Swimming Canada registration system for officials. With this access, the COA will be able to

1. register their existing officials for the season;
2. add and register new officials throughout the season;
3. enter clinics attended;
4. enter evaluations received;
5. update certification requirements and dates.

#### **Pre-existing OSOA data**

The data on the OSOA website is owned by OSOA. OSOA has instructed officials, by communications in late May and their website, to capture information from the OSOA website between July 15 and September 1 (or sooner, if needed). If asked, it is important they capture the following information

- Level of Certification
- Certification dates
- Clinics (name, date, course conductor)
- Evaluations (date, evaluators)
- Meet experience for Referee
- Log of meets and positions they have worked

We encourage your officials to maintain their original copies of their Officials Certification Card with signatures from evaluators and course conductors and their PTRs and final evaluations for Referee and/or Starter as we proceed in this transitional year.



---

*Committed to achieving an Olympic and/or World Championship podium performance by an Ontario trained athlete, individually or as a member of a Canadian relay team.*

---

### **Registration of officials**

The registration of officials will be similar to the registration of swimmers. There will be a fee associated with the registration of each official. Swim Ontario will be charging the clubs a \$3.50 + HST per official fee. The Club will register their officials and then “generate” an invoice for the registered officials that will be billed to the club. An auto-generated email will be sent to each individual official registered to authorize and update their information for their account. The club may also update the contact information in each officials account to facilitate the registration criteria. Accounts will need to be updated and payment from the club received before officials are fully registered.

### **Deck Evaluations and Certifications**

The Club Officials Administrator will be responsible for recording information from deck evaluations and certification requirements into the registration system. The Club Officials Chair will also continue to award certification pins for Level I and II. Pins can be purchased from Swim Ontario through the Merchandise Order Form found on the Swim Ontario website

[http://www.swimontario.com/userfiles/file/Club%20Services/forms/2014-2015/merchandise%20order%20form\(1\).pdf](http://www.swimontario.com/userfiles/file/Club%20Services/forms/2014-2015/merchandise%20order%20form(1).pdf)

Swimming Canada has prepared a handbook for Swim Ontario and Club Officials Administrators regarding this registration process. It will be shared with Clubs once the additional features to the registration site are available.

Learning a new database/registration system will require support. Support can be found at Swimming Canada through [support@swimming.ca](mailto:support@swimming.ca) and at Swim Ontario through Nicole Parent, Coordinator – Officials and Competitions Development Services at [officials@swimontario.com](mailto:officials@swimontario.com) or call 416-426-7220.



---

*Committed to achieving an Olympic and/or World Championship podium performance by an Ontario trained athlete, individually or as a member of a Canadian relay team.*

---

### **Regional and Club Officials Clinics**

Swim Ontario will work with both Regional Chairs and their subcommittee and Club Officials Chairs to help with coordination of in-person clinics. Swimming Canada has indicated that educational material will be available this fall. Swim Ontario is preparing handouts and sign-in forms for download for COCs and course conductors. Online clinics will NOT be available for the foreseeable future. We recommend COCs to plan additional in-person clinics during this lag in services. All In-person clinics will need to be registered with Swim Ontario. A more detailed communication will follow with procedures and instructions on how this will be implemented.

Clubs (through the Club Officials Administrator) will be required to enter the information into the Swimming Canada officials' registration system for each of your officials that attend a clinic. The official will be able to view this information from their account but will not be able to modify it.

### **Swim Meet Recruitment of Officials**

The Swimming Canada registration site does not have competitions signup options. We will be communicating alternative solutions to both meet managers and COCs in a separate letter.

### **Officials Development Strategy**

Although the SOOC is reviewing the Officials Development Plan, we understand that COCs and clubs need to have details for the 2015/16 season in preparation for hosting swim meets. We will be providing a separate communication to clubs, meet managers and COCs with details regarding the process. There will not be drastic changes to the required number of officials for each club. The changes will come in the procedure for those that require exemptions and the delivery of their strategy for official's development. For the beginning of the 2015/2016 season, if a Club met the sanctioning requirements for the Officials Development Plan on June 1, 2015, those same privileges will carry to start the season.

### **Screening - Club Personnel Procedure**

Effective September 2015, it is required that all Swim Ontario affiliated clubs adhere to the Screening – Club Personnel Procedure found in the updated [Procedure Manual](#). Clubs are required to collect and keep on file at the club headquarters all Police Records Checks (PRC). As part of the annual membership application process clubs must submit a signed Declaration with



---

*Committed to achieving an Olympic and/or World Championship podium performance by an Ontario trained athlete, individually or as a member of a Canadian relay team.*

---

a list of names and type of screening check collected to Swim Ontario. Please refer to the [Screening – Club Personnel Procedure](#) for additional details.

Swimming Canada is aware of the services that OSOA provided through their online educational and competition signup systems and what Ontario officials are accustomed to. They are striving to provide those services, however not all these features will be available in the fall. In the meantime, Swim Ontario and the SOOC have provided alternatives outlined in this communication.

There will be an increase in COC responsibilities during this transition year. We recommend that clubs assign two (or more) volunteers to work with the officials depending on the club size and the number of its officials. One person would strictly be the “administrator” of the club’s officials – Club Officials Administrator (COA). They would be responsible for entering and updating information into the Swimming Canada registration database. The other volunteer(s) would be the COC(s) and would be in charge of coordinating club official’s clinics, recruitment of officials and swim meet recruitment/signups. As the Swimming Canada system is developed with additional features, these roles could be merged.

In the coming months leading up to September 1, 2015, we encourage you to frequent our [“Officials” section](#) on the Swim Ontario website and our [FAQ page](#). We understand that not all of your questions or concerns will be answered through this communication. As we work with Swimming Canada leading up to the fall, we will keep you informed. We encourage you to sign up for our email distribution at [officials@swimontario.com](mailto:officials@swimontario.com) to ensure you do receive those communications and updates.

Suzanne Paulins

Chair - SOOC