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.

July 24, 2015

Dear Club Presidents and Club Officials Chairs,

As per the Swim Ontario Officials Committee (SOOC) May 20th communication and COC communication of June 19th we are providing you with additional information and instructions in preparation for 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.

Swim Ontario is providing Clubs with two methods for information to be collected and then entered into the Swimming Canada registration system for existing officials.

Method One

Swimming Canada has provided Swim Ontario with instructions on how to best upload existing information into their registration system for returning officials. Clubs are asked to please send the following information to Swim Ontario in the Excel template provided (attached). Swim Ontario will support Clubs with the formatting if needed.

- First Name
- Last Name
- Club
- Email Address
- Gender
- Certification Levels & Dates Certification was obtained
- Clinics attended with Clinics Dates and Deck Evaluation dates

This information will be verified and formatted for upload to the Swimming Canada system. Clubs that are able to provide this information by **August 10, 2015** will have their information uploaded to the Swimming Canada system by September 2015. Clubs may experience delays with the upload of information if received after August 10, 2015 and consequently may result in delays in clubs registering their officials and obtaining sanctions for swim meets. The information can be emailed to officials@swimontario.com .

Clubs will receive access to uploaded information on the Swimming Canada system in the fall once the Club is affiliated and the COC/COA account is activated. PIPEDA Consent Forms as well as Code of Conduct and Ethics forms will be required for each official the club wishes to register from their uploaded list. Non-returning officials can be inactivated or deleted from the Swimming Canada system once the COC/COA has been granted access.

To activate the COC/COA account, the Club through the Club Registrar must submit the ADDITIONAL USER REGISTRATION SYSTEM ACCESS WAIVER form found on Swim Ontario website and submit to Swim Ontario by fax (416-426-7356) or scanned email officials@swimontario.com .

Swim Ontario encourages Clubs to begin collecting these forms from Officials in anticipation of registration in the fall. These forms are required for registration (not for providing information for upload to Swimming Canada system).

The following information will not be uploaded to the Swimming Canada System;

- location and course conductors for clinics,
- clinics conducted,
- meets worked

Method Two

The Club and Club Official Administrator (COA) chooses to enter information received from the returning official by keying in their information directly into the Swimming Canada system. This would be the same process as a NEW registrant. The information the official must provide for registration is

- First Name
- Last Name
- Club
- Email Address
- Gender
- Highest Level of Certification and date obtained

Clubs are asked to begin collecting the information from their officials in anticipation for registration in September. Before collecting any information from Officials it is important to obtain a signed PIPEDA Consent Form as well as the Code of Conduct form. The bulleted required information for registration will be obtained from the official through the Code of Conduct and Ethics form and their Officials Card. Additional information such as clinics and deck evaluations can be inputted based on the Officials Card but are not required for registration.

The COC/COA will be granted access to the Swimming Canada registration system for fall registrations once the Club is affiliated and Swim Ontario receives the ADDITIONAL USER REGISTRATION SYSTEM ACCESS WAIVER for the COC/COA. The form can be submitted to Swim Ontario by fax (416-426-7356) or scanned email officials@swimontario.com .

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We strongly encourage your club officials to maintain their original copies of;

- Officials Certification Card that includes signatures from evaluators and course conductors
- Evaluations for Referee and/or Starter

It is also important to maintain a log of meets worked and clinics conducted. This will aid as we proceed in the transitional year.

An instructional guide will be provided in September to help the COC/ COA with this new registration system. Concerns or questions regarding the information requested should be directed to Nicole Parent at Swim Ontario – officials@swimontario.com / 416-426-7220.

All communications from Swim Ontario and the SOOC can be followed on the Officials and FAQ pages of the Swim Ontario website.

Thank you,

Nicole Parent
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Swim Ontario
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