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*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.*

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July 31, 2015

Dear Swimming Canada/Swim Ontario Official,

As per the Swim Ontario Officials Committee (SOOC) [May 20<sup>th</sup> communication](#) and COC [communication of June 19<sup>th</sup>](#) we are ready to provide you with additional information and instructions in preparation for changes being implemented for 2015-16.

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 that will be registered during the upcoming season.

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

This memo will address the last two categories; the [returning club affiliated official](#) and the [independent official](#).

### **Returning Club Affiliated Official**

Clubs were advised last week ([memo dated July 24<sup>th</sup>](#)) to begin collecting information from their officials in preparation for registration this fall. Clubs will be advising their officials of the procedure for registration, however, please be aware that the Club Officials Chair (COC) no longer have access to your officiating records. They will require your help to make sure your information is not lost. Clubs and Swim Ontario strongly encourage you to obtain your officiating records before September 1 (at which point they will no longer be available).

Your COC or your Club Officials Administrator (COA) may not have access to your records, which may also mean they do not have access to your email addresses and communication may not reach all officials. In an effort to be as proactive as possible, we encourage all officials to seek out your club's COC/COA and provide them with the information listed below.



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For registration to begin you will need to provide the COC/COA with the following

- Signed [Code of Conduct and Ethics](#)
- Signed [PIPEDA Consent Form](#) (Privacy Policy Compliance 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 returning officials (in 2015) will need to provide a Police Record Check by following the Club's Procedures for submission. To find out more about the Swim Ontario Screening Policy and Level 4 & 5 officials requiring a Police Record Check please visit the [Swim Ontario website – Screening Policy](#).

Once clubs are affiliated with Swim Ontario, they will be registering officials for the new 2015-2016 season. An instructional guide for Officials will be available in August/September to help with the new registration system and how to access your account.

### **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](mailto:officials@swimontario.com) for support.

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

- Signed [Code of Conduct and Ethics](#)
- Signed [PIPEDA Consent Form](#) (Privacy Policy Compliance Form)
- Full name
- Email address
- Gender
- Level of Certification and date received



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We will also require their Officials Card with clinics attended and evaluations, clinics you have conducted. Level 4 & 5 officials (in 2015) will need to provide a Police Record Check. A support letter will be provided upon request by emailing [officials@swimontario.com](mailto:officials@swimontario.com). To find out more about the Swim Ontario Screening Policy and Level 4 & 5 officials requiring a Police Record Check please visit the [Swim Ontario website – Screening Policy](#).

The POA will accept your information in preparation for registration this fall. You will obtain access to your account once the registration system is activated in September. An instructional guide will be available in August/September which will provide additional details to access your account.

Swim Ontario does not have a list of current independent officials or their email addresses. As a means of help, we ask that if you know of an independent official to please forward this information to them and encourage them to sign up to receive emails from Swim Ontario.

Swim Ontario strongly encourages all 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 be helpful as we proceed in the transitional year.

An instructional guide will be provided in August/September to help with the registration system. If you have additional questions or concerns please ask your COC/COA or Swim Ontario at [officials@swimontario.com](mailto:officials@swimontario.com).

### **Save the Date**

As part of the Swim Ontario Conference weekend, there will be an Officials Seminar offered on Saturday, September 26<sup>th</sup> from 9am to 3pm. Regional Official Representatives, Club Official Chairs, Club Official Administrators, Meet Managers, and any Level 3 to 5 officials will be encouraged to attend. Please stay tuned for more information coming out in the coming weeks on how to register for this event.

Thank you,

Nicole Parent  
Provincial Officials Administrator  
[officials@swimontario.com](mailto:officials@swimontario.com)