
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.

August 28, 2015

SOOC Bulletin

COC/COA account activation

Please remember that account activation for COCs/COAs requires the [Additional User Registration System Access Waiver Form](#) to be completed and returned to Swim Ontario. It MUST indicate “Club Official Chair/Administrator” as access required. Club Registrars and Team Managers are NOT able to register officials through their access. It must be done through a COC/COA account. As with Club Registrars and Team Managers, COC/COA accounts will be activated *starting* September 1, 2015 once the club has submitted all affiliation paperwork.

The next deadline for submission of information in the [Excel template](#) is September 1, 2015. Information will be uploaded on September 8, 2015.

COC/COA Registration Guide & Officials Registration Guide

In order to help COCs/COAs with the registration of officials on the Swimming Canada registration system, Swim Ontario has prepared registration guides with screenshots and instructions for both the COC/COA and the Official. Please share the Officials Registration Guide as this will help with the steps your officials will need to complete the registration process.

- [COC/COA Registration Guide](#)
- [Official Registration Guide](#)

Please note that the guides are available in PowerPoint presentation format upon requested at officials@swimontario.com.

Some key points

- Clubs that provided information for upload to the Swimming Canada system will see those officials with their certification information and “**Invoice Pending**” status.
Status of officials that are NOT returning MUST be changed to “Inactive”
- Clubs will be registering their officials, NOT the officials themselves.
- Registration can be done throughout the season

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- Registration Procedure for Clubs
 1. Update information if needed (email addresses)
 2. Add new officials if needed
 3. “Generate Invoice” for Club
 - **changes status to “PSO Pending”**
 - Auto-generates an email to the officials (on the invoice) for them to update their contact information
 4. Make payment of invoice
 - **changes status to “Active”**
 - All Officials invoices are payable to Swim Ontario.
 - Payment can be by cheque or credit card
 - Contact your Clubs treasurer to determine best method of payment.
 - Final registration process (acceptance of payment) will only be done once all officials accounts are updated (contact information only).
 - Clubs may choose to have a credit card on file for payments of invoices.
 - Calling in (416-426-7220) the credit card number for first payment is advisable.
 - Do not send credit card numbers by email.
 - Accepted credit cards are Visa and MasterCard.
 - Swim Ontario will not process a payment until an email is sent authorizing the use of credit card for payment of an invoice.
 - Email officials@swimontario.com to authorize payment.
 - Email should indicate the CLUB, Invoice number and last four digits of credit card to use for payment.

Officials Clinics


With the beginning of season for swimmers and coaches comes the beginning of clubs preparing their officials to help out at swim competitions. This usually involves organizing in-person clinics. Swim Ontario has prepared an instructional guide for COCs and Course Conductors for Officials Clinics. Clinic material such as PowerPoint presentations for course conductors, handouts for officials and questionnaires are available upon request at officials@swimontario.com.

[Instructional Guide for COC/COA and Course Conductors for Officials Clinics](#)

Some key points

- No online modules available – in-person clinics only
- Participants must sign in using the Sign In Form for clinics
- Course Conductors must ensure COC/COA obtains copy of Sign In Form
- COC must register the clinic with Swim Ontario after the clinic is completed

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- Information requested will be
 1. Clinic given
 2. Date and Location
 3. Number of participants
 4. Course Conductor name / email address
- Look for the “Register Officials Clinic” button 



Regional Officials Representatives (ROR)

Regions have now established their Regional Officials Representatives for 2015-2016 (listed below). Swim Ontario and the SOOC will begin working and integrating RORs in SOOC activities during this transitional year. They will play a key role in implementing the Swimming Canada official’s development pathway as visible leaders in their regions.

Central - Paul Corkum
Eastern - Charles Montpetit
Huronian - Earl McLeod
North Eastern - Connie Zwarich
North Western - Rob Kavanagh
Western - Carol McNiece

2015 OCRC Officials Symposium

As part of the Swimming Canada AGM week, the OCRC will hold their annual Officials Symposium, in Ottawa, September 19 & 20, 2015. To view details and register for this symposium please go [HERE](#).

2015 Ontario Officials Seminar

As part of the Swim Ontario Conference weekend, there will be an Officials Seminar offered on Saturday, September 26th from 9am to 3pm. Regional Official Representatives, Club Official Chairs, Club Official Administrators, Meet Managers, and any Level 3 to 5 officials are encouraged to attend. A full itinerary and registration links can be found [HERE](#). **UPDATE: Meet Referees and their roles will be addressed during the Seminar.**