



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.

September 18, 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.

Officials Registrations

The next deadline for submission of official’s information for upload to the Swimming Canada registration system is **Friday, September 25**. Upload will be completed on or before September 30, 2015. Please submit information in [Excel template](#).

Please note that as per the Swimming Canada registration policy: all Officials must be registered annually as an Official in the SNC online registration system within two weeks (14 days) of commencing activity as an Official. To clarify this statement:

- Commencing activity means attending a clinic, officiating/mentoring at a swim meet or instructing a clinic.
- Swimming Canada also defines an official as a person pursuing certification.
- As a new official, taking the Level I / Intro to Swim Officiating clinic is the trigger for registration.
- The COA has 14 days after the official begins an activity to register them.
- Any high school students earning volunteer hours as a timer or grandparent helping from the stands at a swim meet is not necessarily pursuing certification and do not need to be registered.
- Rosters (Officials/Volunteer grids) at swim meets are important to maintain to ensure everyone on deck is authorized to be there.

Frequently Asked Questions regarding registration/invoicing by COAs

Swimming Canada has been briefed on all of these questions and they are implementing solutions while you read this bulletin.

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1. Active / Inactive status changes

The “change status” feature has been removed temporarily as developers address the issue of official’s status changing to active/inactive and no longer be able to invoice. Your inactive officials will remain as “invoice pending” until this is resolved. Do not add them to an invoice.

2. Transfers

COAs can do an “Official Lookup” to see if an official’s information has been uploaded to the system. If they have, their information can be transferred to the new club. Currently, any transfer requests can be done through Swim Ontario only. Please send email to nicole@swimontario.com with request. If their information has not be uploaded to the system, then follow directions for new registrant. Swimming Canada will develop a capability of transferring information between clubs that will be similar to the coaches transfer system.

3. Generating invoice – status remains at “invoice pending”

COAs have been receiving reports of login emails not received for officials that have been added to an invoice. Upon further investigation, the problem stems from the fact that the officials status did not change to “PSO Pending” (the trigger to send out emails). We are hoping to have this resolved quickly, however in the meantime we ask that statuses are checked after invoices are created and to report any problems to nicole@swimontario.com.

4. Invoicing more than one official at a time

As advised in [registration guide for COAs](#), a COA can add more than one official to an invoice. Simply click on boxes by official’s name you wish to register and generate the invoice. Please note that you can choose to only view those that are invoice pending by choosing “invoice pending” in status and then clicking “SHOW”. The list of officials are now all on “one page” instead of multi-page view.

5. Official Account Updates

Please note that all officials added to an invoice must login and update their account contact information and answer the email consent question. Final registration will not be granted unless this step is completed. COAs need to encourage their officials to complete this step. The COA can view who has not completed this step and resend their login information. Let officials know to expect an email. Double check the email address to ensure it is still valid. Swim Ontario will not process payment until all accounts on an invoice have been updated. Share the [Official Registration Guide](#).



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Officials Clinics

In order to help with educating officials in Ontario, Swim Ontario has created an optional registration of upcoming clinic information. Club Official Chairs can enter contact email as well as link for registration. We encourage Club Officials Chairs to share information and pool resources to help develop officials by co-hosting these clinics. Everyone benefits from collaborations as more officials get educated and involved in officiating in Ontario. The Instructional Guide for Clinics has been updated with links and buttons to reflect these updates.

[Officials Clinics - Instructional Guide for COC/COA & Course Conductors - updated](#)

As similar concept will be developed for swim meets recruitment of officials. The next bulletin will have link to upload contact information so that any official wishing to help at swim meets throughout their region and the province has the contact information.

Regional Officials Representatives (ROR)

The RORs will play a key role in implementing Swimming Canada official's development pathway as visible leaders in their regions. To view their roles and responsibilities click [HERE](#).

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

Swim Ontario Province wide Recovery & Regeneration Period

Swim Ontario has adjusted the Recovery & Regeneration Period to end on Thursday, March 24, 2015. The blackout period for swim meets will now be March 7-24, 2015.

Club/Class II Time Trial and In House Competition Sanctions

Swimming Canada has removed the Class II time trial definition from the rule book and as such Swim Ontario has been operating (sanctioning) class II time trials without having a proper definition. The SOOC has recommended to the Sport Development Committee the following definition and criteria for each of the time trial and In house competition and imposed deadlines for completion of sanctions for any competitions.

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In order to be considered for a sanction, the sanction request should be submitted in sufficient time to permit reasonable review, and to allow for any adjustments that may be required prior to sanctioning deadlines. These changes were approved by the SDC and Swim Ontario and will take effect September 16, 2015. Meet managers that require clarification can contact Nicole at nicole@swimontario.com

The Competition Procedures in the [Swim Ontario Procedure Manual](#) have been updated with these changes. The following is summary of those changes

- Removal of “Time Trial with fees” Sanction Type
- Addition of “Provincial Meet Sanction” Sanction Type for provincial designated meets (post meet fees will include \$5 splash fee/swimmer)
- Deadlines for sanction for Meet Type
 - Invitational / Regional / Provincial meets : 4 weeks
 - In House competitions: 2 weeks
 - Time Trials (Class II): 3 business days
 - Class I time trial: 3 business days
- Criteria for Club Time Trial
 - [Club Time Trail Template](#) for meet package development
 - Sanction application choose
 - Sanction Type – “Club Time Trial/In House competition”
 - Meet Type – “Class II Time Trial”
 - Purpose is to obtain QT for upcoming meets with declared events
 - Closed time trial – can be more than one club
 - No more than 2 events per swimmer
 - No longer than 2 hours including warm-up
 - No more than 50 swimmers
 - Entries through SNC system as per Swim Ontario procedures for sanctioned competitions
- Criteria for In house competition
 - [In House template](#) for meet package development
 - Sanction application choose
 - Sanction Type – “Club Time Trial/In House competition”
 - Meet Type – “In House competition”
 - Purpose of In House competition to be stated in meet package
 - Closed meet - one club only
 - Events to be declared
 - No longer than 3 hours including warm-up / 1 session
 - Entries through SNC system as per Swim Ontario procedures for sanctioned competitions