

The Club Officials Chair and the Club Officials Administrator

The following is a summary of the roles and responsibilities of the Club Officials Chair (COC) and the Club Officials Administrator (COA). It is recommended that the roles of the COC and COA are assigned to two or more people.

Club Officials Administrator Role

Manage the Swimming Canada Registration System

Club Officials Chair Role

Coordinate officials development through clinics & competitions

Duties include

- Registering officials with Swimming Canada/Swim Ontario
- Maintaining officials' online profile information
- Identify officials reaching next certification level

Support through Swimming Canada (support@swimming.ca) or Swim Ontario (officials@swimontario.com)

Duties include

- Coordinating and registering in-person clinics
- Coordinating officials recruitment for competitions
- Monitor progression of officials development

Support through Swim Ontario, ROR, Competition Coordinator & Mentor officials

(officials@swimontario.com)

Regional Officials Representative (ROR), Mentor Officials, Competition Coordinators (CC) Officials Development Strategies

- Support and work with COCs and COAs in developing strategies to adequately staff and host a competition
- Mentor and work with COCs and COAs to ensure a continued officials' development within the club
- Facilitate officials development by helping with coordination of club clinics & regional clinics
- Ensure that club officials are informed of new rules, procedures, interpretations and policies of Swimming Canada and Swim Ontario



COC



 COA



Official Development within the club

- Mentor
- Education
- Support
- Evaluations

- •Coordinate Clinics
- Recruit officials for Competitions
- Monitor progression
- Officials Registration
- Maintenance of online profile
- Identify officials for next level

Swim Ontario Official Development Program

Registration & Certification

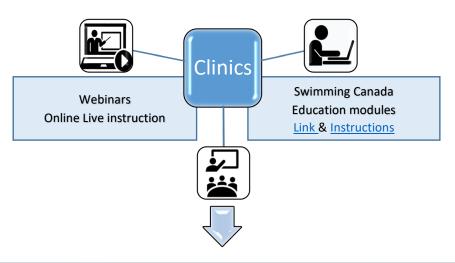
Club Official Administrator - Manage the Swimming Canada Registration System

More details in the RTR User Guide for COA



Certification Pathway Overview

Officials Clinics



In-Person Clinics
Club Officials Chair – Coordinating & Registering Clinic Guide

Before the Clinic

Arrange for Clinic Instructor and/or evaluator

Coordinate location or video platform

Setup registration for participants (LMS)

Order Merchandise
(if necessary)

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Prepare Material for Clinic

Sign In Form

At the Clinic

Clinic Leader (COC attendance is optional)

Participants attendance
Sign In Form

Presentation, Q&A and Quiz

Sign Certification Card (if requested)

Collect paperwork for COC

After the Clinic

Mark Attendance on LMS & Send info to RTR via LMS

Keep Sign-In form for 1 year



Handouts & Quiz officials@swimontario.com

For additional details visit the Swim Ontario website

Competitions



Club Official Chair - Coordinating recruitment for competitions guide and resources

