



The Officials Utilities Program is for POAs, RORs and COCs/COAs to allow clubs to determine their meet sanctioning ability both independently and through co-hosting based on the new skills criteria. It also analyzes the supplied export from the [Registration, Tracking and Results System \(RTR\)](#) for errors and warnings that may affect the club’s ability to sanction meets. It has additional capabilities to provide a set of personalized recommendations for each official for pathway progression.

Contents

- Requirements..... 1
- License..... 1
- The export from the RTR..... 2
- Installation 2
- Start-up 3
- Officials Utilities 4
- Sanctioning Utility 5
 - Preferences 5
 - Sanction Situation Options: 6
 - Analyzer/Report Settings options:..... 7
 - Optional Utility Appearance: 7
- RTR DATA 8
- REPORTS..... 9
- ROR/POA Reports OPTIONS..... 9
- COA/Co-Hosting Reports options 11
- The generated report details for Sanctioning Utility 13
- Officials Recommendations Utility 14
 - RTR DATA 14
 - Documents 15
 - What Documents are generated with the Officials Recommendations Utility? 15
 - The generated report details for Officials Recommendation Utilities 16

Requirements

The system will run on any Windows 10 or 11 system. The system should also run on Linux and MacOS with a Python interpreter but this has not been tested.

Support: Please contact [Nicole](#) for support with the software. Do NOT contact Swimming Canada. This is a Swim Ontario software that simply uses the exported data from the RTR.

License

Officials Utilities is free, open-source software that you can download and use. The software is licensed under the MIT License. The software was written by Darren Richer (SOOC member).



The export from the RTR

Do an export of your officials list.

- a. DO NOT open or rename it. You can copy and paste it to a desired folder on your computer.
- b. It is important that the export be done after **September 18, 2023** as some changes have been made to the export that the Officials Utility has been programmed to recognize.

WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)

Official List

2022-2023 --All Certification Level-- - Select Your Status Apply Filters

Add Official Status Change Export Remove Officials Deceased Migrate to Current Season Generate Invoice Invoice List

Official	City	Email	Certification Level	Status	Account Updated	Reg Date	Actions
<input type="checkbox"/>				Inactive			[Edit] [Refresh] [Delete]
<input type="checkbox"/>	lastname, firstname	test@test.ca		Invoice Pending			[Edit] [Refresh] [Delete]
<input type="checkbox"/>	MassAdd, Test4	Toronto	LEVEL 1 - RED PIN	Inactive			[Edit] [Refresh] [Delete]
<input type="checkbox"/>	Official, NewLook			Invoice Pending			[Edit] [Refresh] [Delete]
<input type="checkbox"/>	Optionone, AddOfficial		LEVEL 1 - RED PIN	Invoice Pending			[Edit] [Refresh] [Delete]

1. Do an export of your officials list. Do not open the file.

Installation

2. Go to link <https://github.com/dmanusrex/SWON-Analyzer/releases/latest>
 - a. Click *swon-install.exe* file

Releases / v1.2.0

Release 1.2.0 Latest

dmanusrex released this 6 hours ago · 1 commit to main since this release · v1.2.0 · 0a3b125

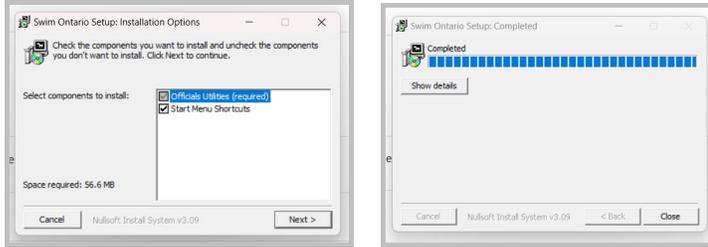
Add an installer for Windows. Download swon-installer.exe and run it.

Assets 3

swon-install.exe	55.7 MB	6 hours ago
Source code (zip)		6 hours ago
Source code (tar.gz)		6 hours ago

2. Click here to download the exe file

3. Double click on the exe file you just downloaded and follow Windows installer prompts
 - a. Click Next, then Install.



- b. Your firewall and virus protection will kick in. They may ask to scan the file (go ahead and wait until done prior to proceeding to next steps).
- c. If you have windows defender – follow below
 - i. Click “More Info” link
 - ii. Click “Run Anyway”
- d. Each protection program will be different.
- e. It may take a few times to get the file opened depending on your firewalls and virus protection programs.

The program is now installed on your computer.

4. On your start menu go to “Swim Ontario” then “Officials Utilities”. Or your desktop or taskbar.



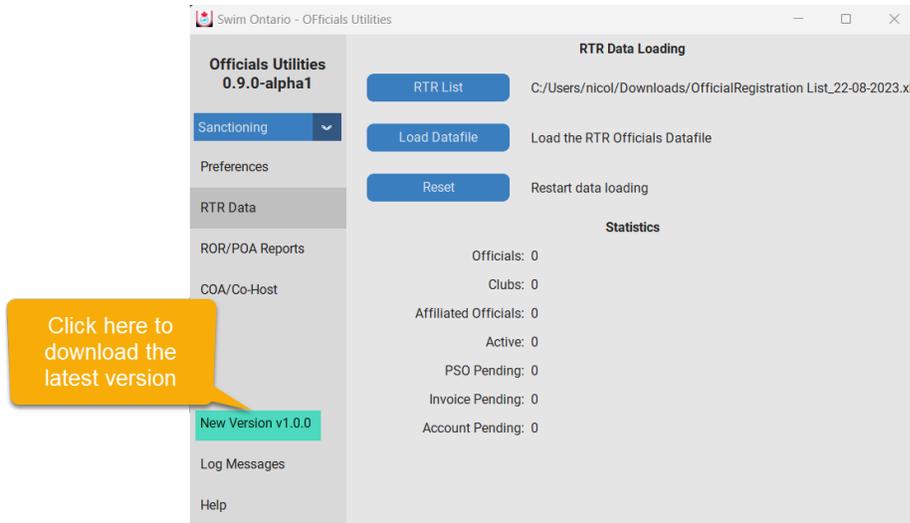
Start-up

Double click on the program (swon-analyzer.exe file).

Once the program opens, you will see a “splash” Swim Ontario graphic.



ANY NEW RELEASES WILL BE SHOWN ON THE MAIN PAGE



HINT: You will need to logout of the utility to install the newest version.

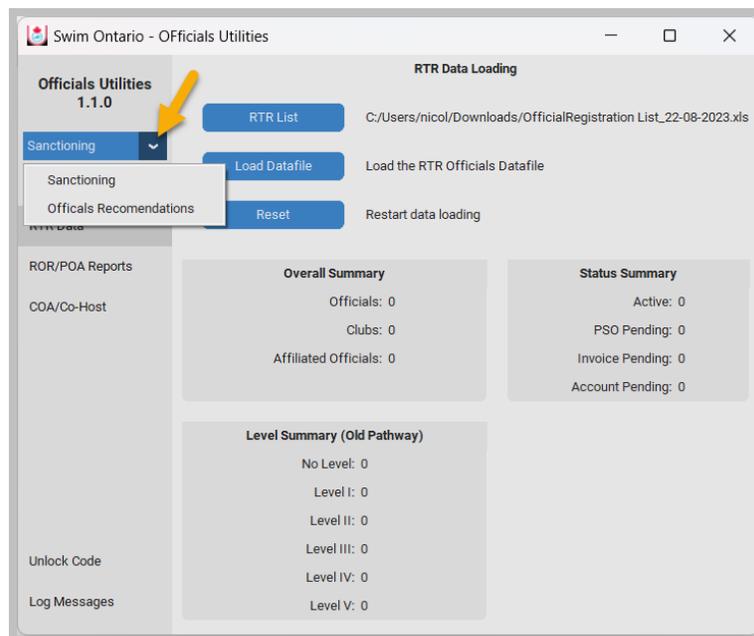
Officials Utilities

There are two tools incorporated into this program.

1. **Sanctioning Utility**
2. **Officials Recommendations Utility**

They can be accessed from here on the main page by clicking on the down arrow. The default landing page when the Officials Utilities program is opened will be Sanctioning Utility/RTR Data.

The menu pages to navigate the utilities are located on the left frame. At the bottom of the left frame you will find a log of messages for any action the utilities have done as well as the help guide.



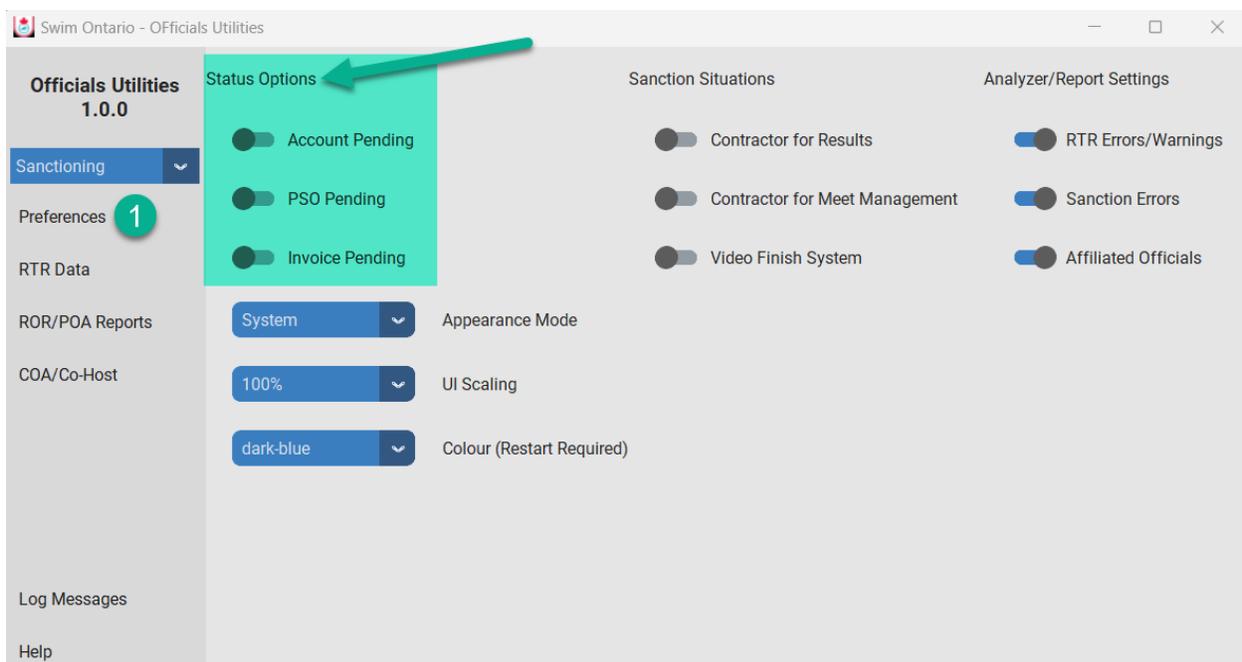
Sanctioning Utility

The sanctioning utility allows a club, ROR or Swim Ontario to determine what Tier of sanction application a club can submit. The details of the Sanction Requirements (beginning in September of 2024) can be found [HERE](#).

Preferences

The Preferences menu allows you to customize both the Utilities Appearance on your screen but also your clubs hosting arrangements. There are three different sets of toggles

Status Options:



- Select which status (of registration) you want to use. The program automatically selects everyone as status Active. Reminder:
 - Invoice Pending status – the official has not yet been put on an invoice. The COA would need to generate an invoice to begin the registration process.
 - PSO Pending status – the club has not yet paid the generated invoice that this official is on. The COA would need to arrange for payment by the club to Swim Ontario.
 - Account Pending – the club has started the registration and paid the invoice - the official has not yet completed their registration and consent forms. The official needs to login and complete the steps.
 - Active – fully registered official

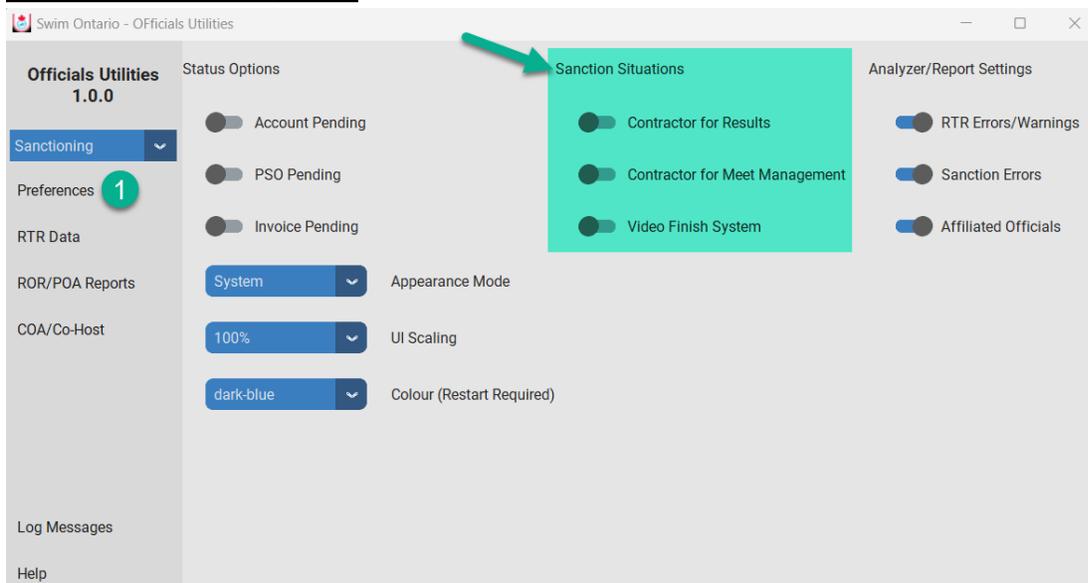
NOTE: Swim Ontario will select the following when determining Sanctioning Eligibility based on following criteria

- Events prior to Nov. 30th



- First club hosted meet: the Head Coach, Meet Manager(s) and Competition Coordinator(s) must be fully registered. **Status option in the utility - Account Pending, PSO Pending, Invoice Pending**
- Second (or subsequent) hosted meet: Head Coach, meet manager(s), Competition Coordinator(s) and majority of returning officials must be fully registered (status active) for the season. **Status option in the utility – Active.**
- Events after Nov. 30th
 - First (and subsequent) hosted meet: Head Coach, meet manager(s), Competition Coordinator(s) and majority of returning officials must be fully registered (status active) for the season. **Status option in the utility – Active.**

Sanction Situation Options:



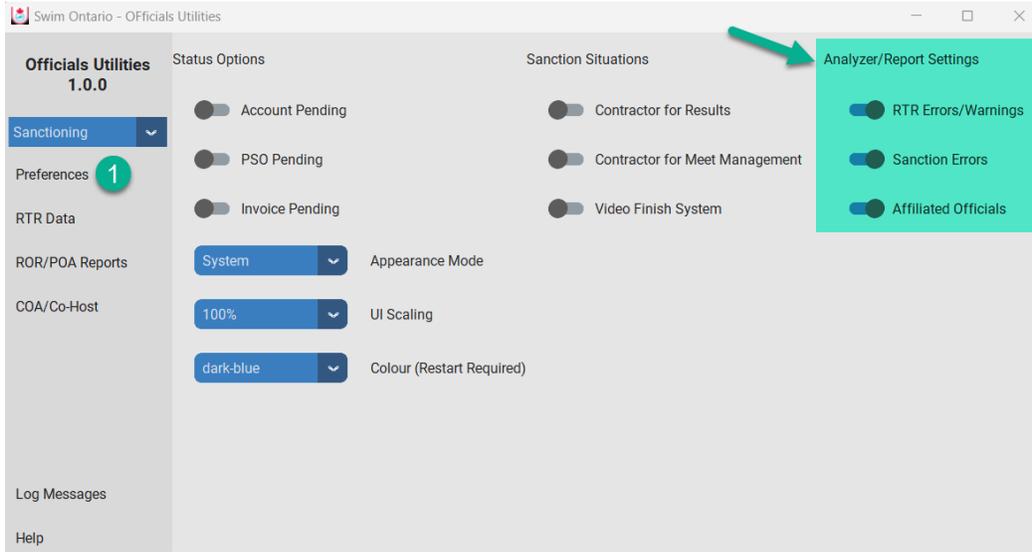
Your club may use contractors to help run your meets. The utility takes this into account and makes the following changes in its algorithm

- **Contractor for results** suppresses the club providing the CFJ/CJEs only if video finish is NOT enabled (i.e. RecTec Results management).
- **Contractor for Meet Manager (MM)** will change any Certified MM requirement to Qualified MM. This would be for a **contractor that is onsite as the designated Senior Meet Manager at the competition** – not someone doing Entries Management only such as a coach or club admin staff.
- **Video Finish** suppresses the CT requirement and adds 1 more qualified CFJ/CJE (i.e such as HSV at TPASC).

IMPORTANT NOTE: Contractors can be registered with a primary/home club, however, they are asked to NOT affiliate as officials with the clubs they will provide the services listed above. To be clear, they can register as officials and their certification will be recognized but are not to affiliate with other clubs in the RTR.



Analyzer/Report Settings options:



Clubs can customize the details the report will provide through the Report Settings. The default is that the toggles are enabled as these extra features in the report are highly recommended.

RTR Errors/Warnings will add any issues with officials missing information (i.e date for Level 1 certification).

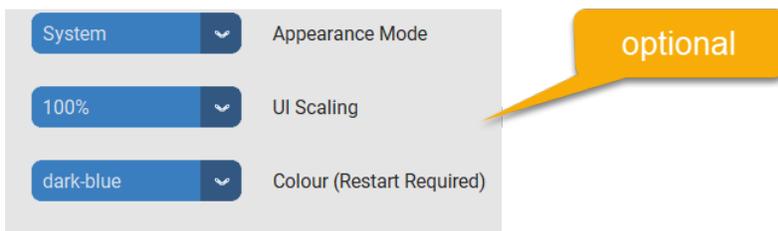
Sanction Errors will provide basic information to reach the next level tier. They fall in three categories

- Minimum available skills not met (not enough officials)
- Unable to staff stroke & turn
- Unable to staff senior grid

Affiliated Officials will run the report with affiliated officials with the club. The club want to see where they land without the affiliated official(s).

Optional Utility Appearance:

As a user you can select different “looks” for the utility to suit your preferences.

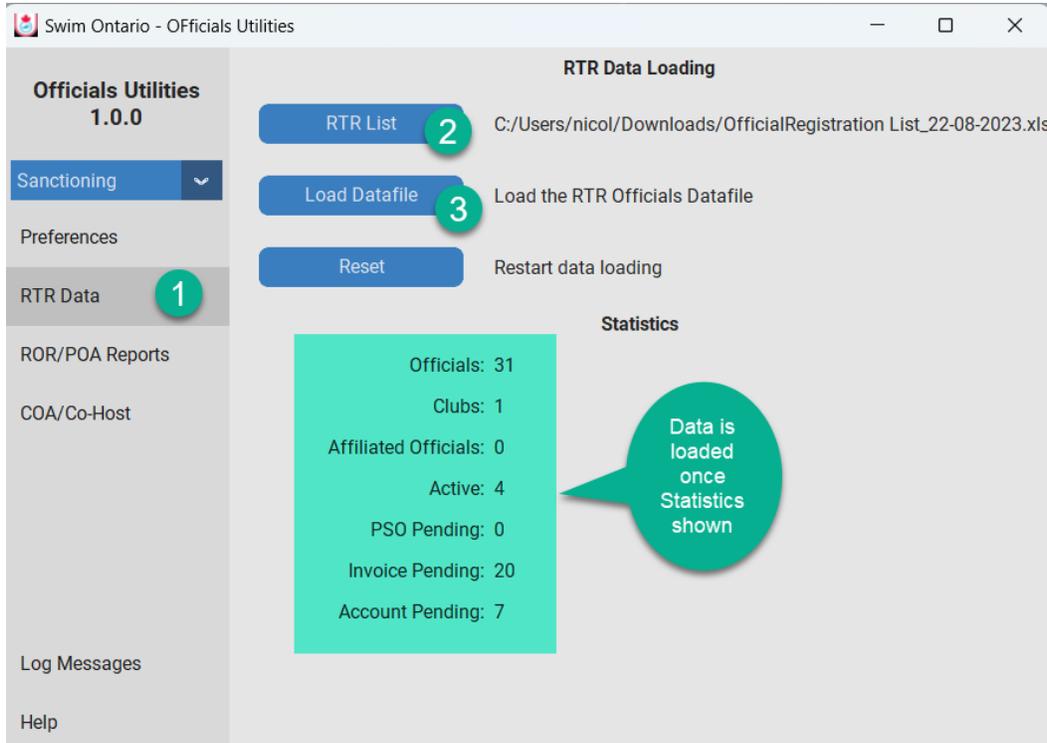




RTR DATA

The **RTR Data Loading** menu page is where the RTR export data is loaded for the utility to run the report.

NOTE: The developer has added some additional Statistics frames for when the data is loaded so the screenshots have a slightly different look then the actual program, however, the steps remain the same.



1. Click on **RTR Data Menu** (left frame).
2. Click on **RTR List** button and select the exported official list from your computer.
3. Click the **Load Data File** button
 - a. The Statistics below will indicate the officials that were loaded.
 - b. The messages log will indicate when completed or any errors during the data loading

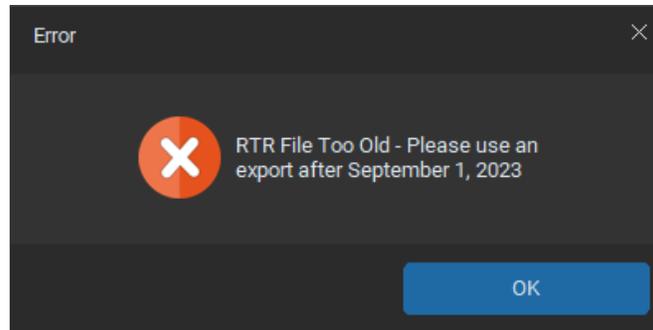
NOTE: you can add multiple files for co-hosting feature. Repeat steps 2 & 3 with a second file and third file.

REMINDER: the exported data file cannot be modified (cannot be opened and saved as excel). The file will show as excel which is fine and should only be copied and pasted to desired folder on your computer. Everyone has a different “download folder”. Find that folder, copy the file and paste to desired folder for the analysis. The file will have the following name

OfficialRegistration List_DD-MM-YYYY.xls

If you need to reset the RTR data, click **Reset** button and repeat steps 2 & 3.

Only EXPORTS done after September 1, 2023 will be accepted. You will get an error message if the export is old.



REPORTS

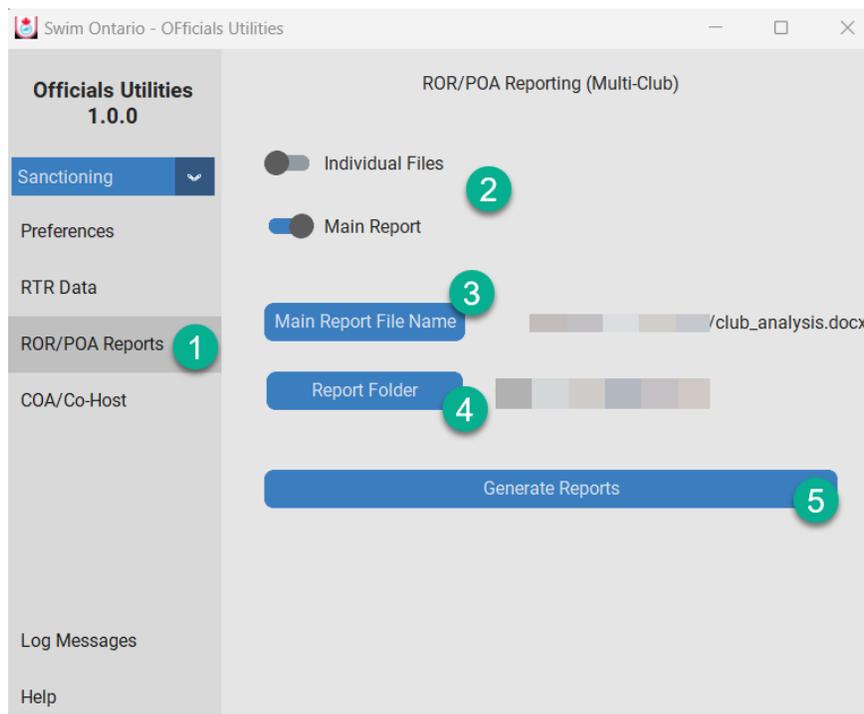
There are three types of RTR accounts that can produce an export file of the official list.

The Provincial Official Administrator (POA) and Regional Official Representative (ROR) can export multiple clubs and can use the ROR/POA Reports tab or COA/Co-hosting tab.

The Club Official Administrator can export their club only and should use the COA/Co-hosting tab.

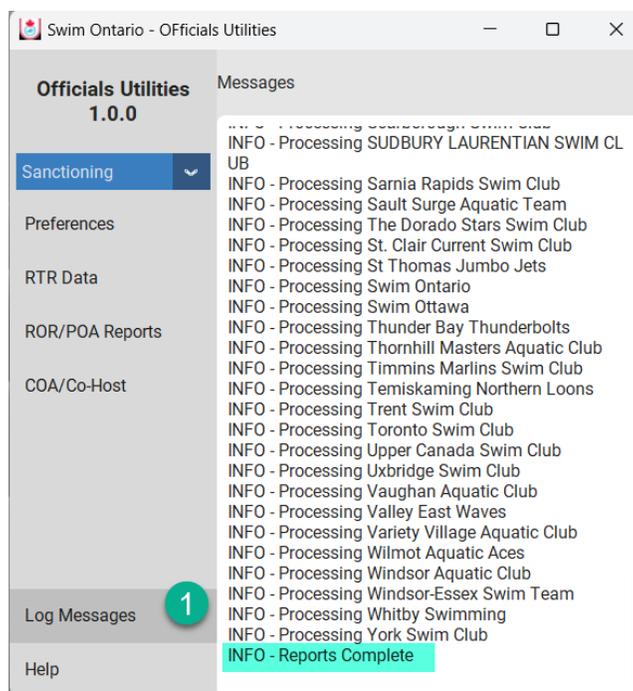
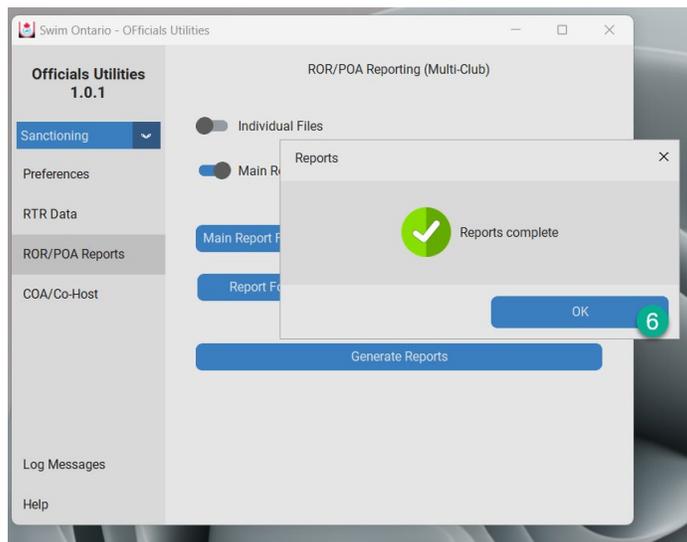
ROR/POA Reports OPTIONS

The ROR/POA Reporting (Multi-Club) options is when you have multiple clubs in the export file from a ROR or POA RTR account and you want information from each club.



1. Click **ROR/POA Reports** on left menu.
2. Select if you want 1 file for each club or one report file. The report file is a WORD document.
3. Click **Main Report File Name** button to give the report file a name.
4. Click **Report Folder** button to select desired folder the file (s) will be located once the report is completed.
5. Click **Generate Reports** button.

- Wait until the report is done. A progress bar will show, then a pop up Reports complete (Click **OK** button) – or look at the Log Messages to see the progress.





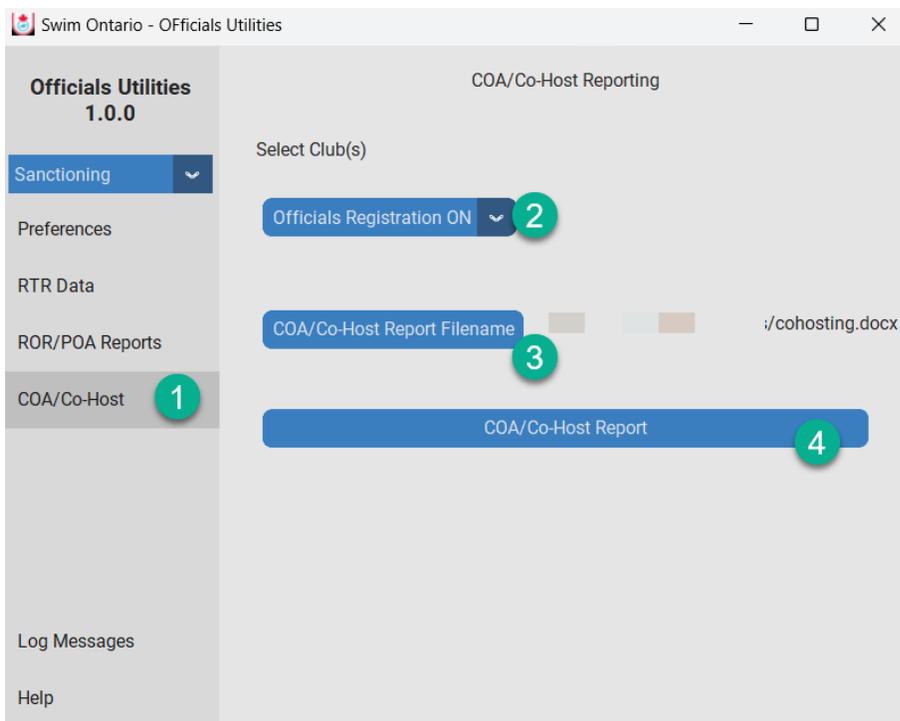
COA/Co-Hosting Reports options

The **COA/Co-Host Reporting** options is for when you have a single club or for co-hosting multiple clubs.

REMINDER: A club can add multiple exports from another club from the RTR Data Loading menu page.

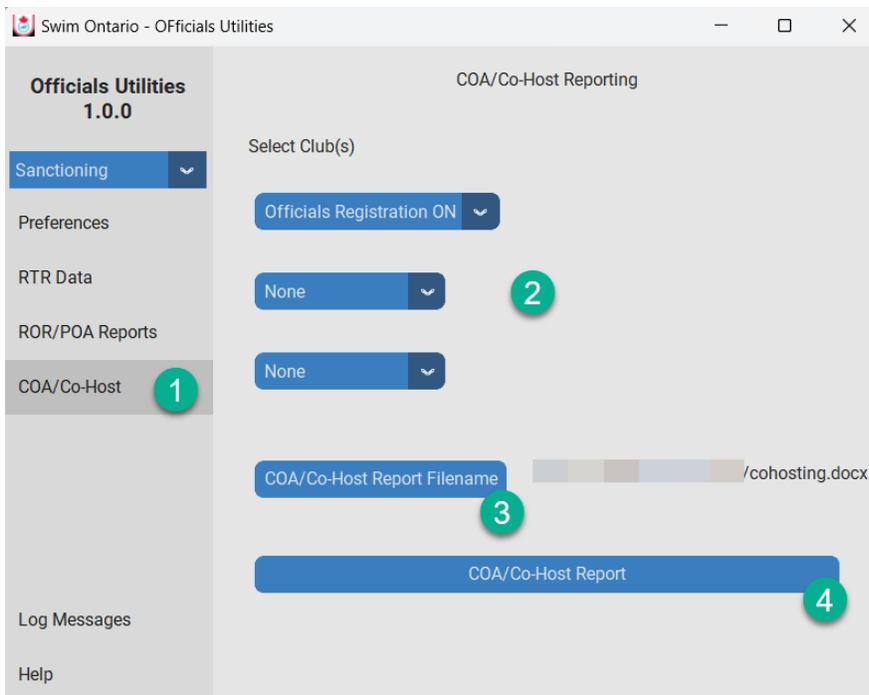
If one club do the following:

1. Click **COA/Co-Host** on left menu.
2. Make sure the correct Club is selected.
3. Click **COA/Co-Host Report Filename** button to give the report file a name. The report file is a WORD document.
4. Click **COA/Co-Host Report** button.

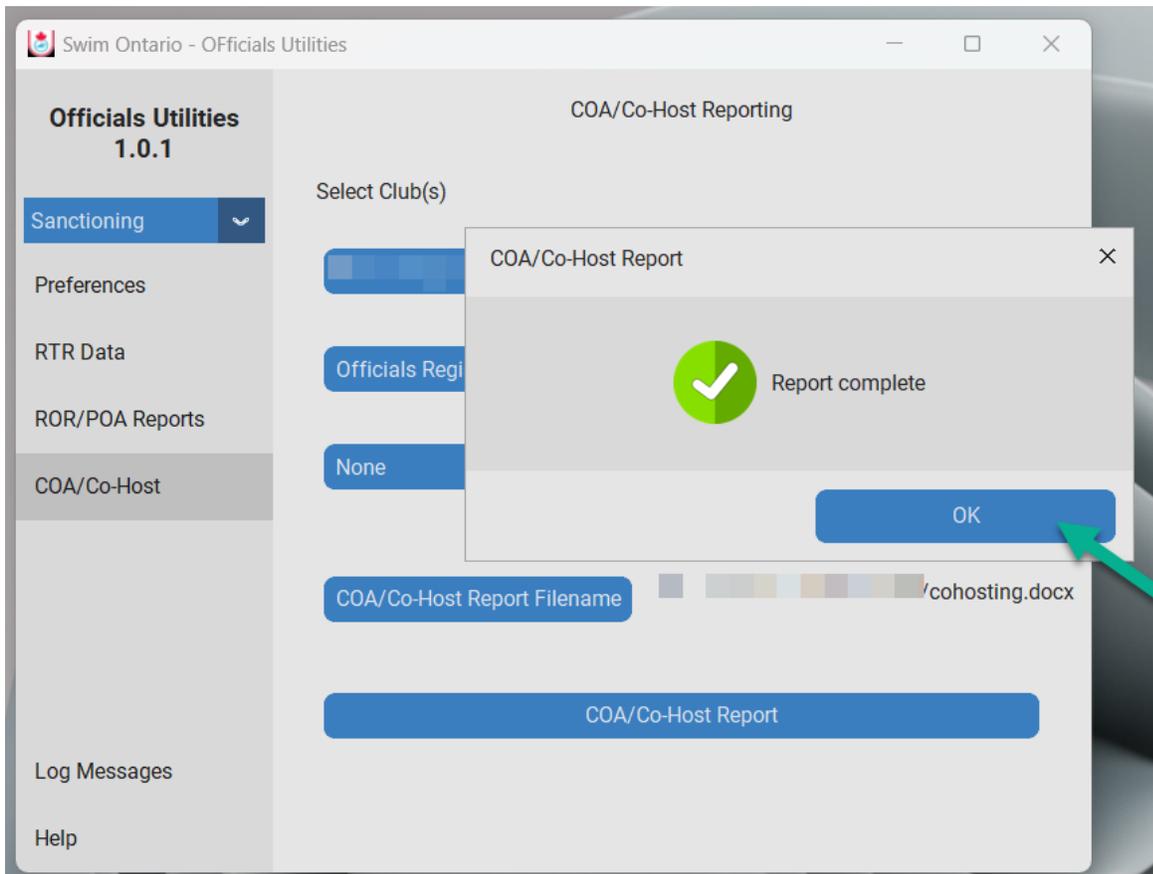


If two or more clubs you can run a single club report or a Co-hosting report:

1. Click **COA/Co-Host** on left menu.
2. Select the clubs for Co-Hosting
3. Click **COA/Co-Host Report Filename** button to give the report file a name. The report file is a WORD document.
4. Click **COA/Co-Host Report** button.



Wait until the report is done. A pop up Report complete (Click **OK** button)



The generated report details for Sanctioning Utility

A lot of information is contained in this report. Each club will be different. The report now shows the different options for Judge of Stroke and Inspector of Turn. This is not reflected in the screenshot below.

Example

1. A list of sanctioned tier the club is eligible to host.
2. An official summary
 - a. By certification level
 - b. If the club has Level 3 officials, it will list those that are Qualified Level 3 Referee
3. A list of officials that have the clinics and number of sign-offs (excludes Level 4/5 officials). This is part of the information that is used to determine the type of tier of sanction for a club. See [sanction matrix](#) for more details.
4. The Sanctioning Issues provides basic information to reach the next level tier. They fall in three categories
 - a. Minimum available skills not met
 - b. Unable to staff stroke & turn
 - c. Unable to staff senior grid
5. If the errors and warnings are selected (highly recommended), then a list of those follow. The errors and warnings are ACTIONS the COA needs to fix.

Officials Registration ON (ORON)

Provisionally Approved Sanction Types (as of September 07 2023 03:46PM)
1

TIER I - Class II Time Trial + In-House Competition (Option(s): A B)
 TIER II - Closed Invitational (limited to 4 sessions) (Option(s): A B C)
 TIER III - Open Invitational (limited to 6 sessions, no standards) (Option(s): A B)

Officials Summary
2

No Level: 1
 Level 1 : 0
 Level 2 : 0
 Level 3 : 2
 Level 4 : 5
 Level 5 : 18

Qualification	Total Clinics	1 Sign-Off	2 Sign-Offs
Intro to Swimming	2	0	2
Stroke & Turn (Pre Sept/23)	2	0	2
Inspector of Turns	2	0	2
Judge of Stroke	2	0	2
Chief Timekeeper	2	0	2
Admin Desk (Clerk)	2	0	2
Meet Manager	2	0	0
Starter	2	0	2
CFJ/CJE	2	1	1
Chief Recorder/Recorder	2		
Referee Clinics	1		

Sanctioning Issues
3

TIER IV - A : Unable to staff stroke & turn
 TIER IV - B : Unable to staff stroke & turn

Sanctioning Issues
4



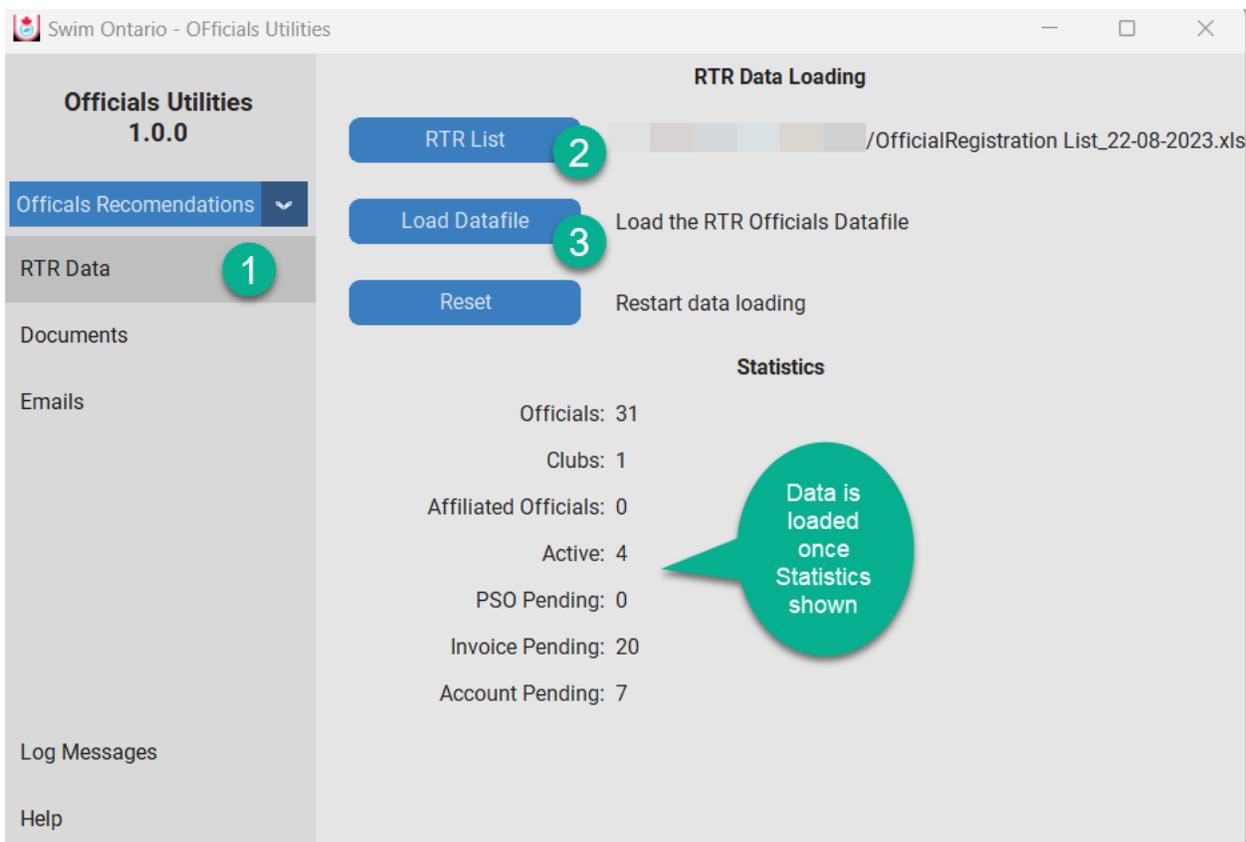
Officials Recommendations Utility

The Officials Recommendations utility will provide a report for all Level II and below officials. For No Level and Level 1 will outline the next steps in their development. Such as which clinics or where to get sign-offs. For Level IIs the report will provide a summary of what has been completed. These reports can then be shared with the officials via email. The reports can also be used by COC/COA and CC to determine assignments at competitions to have the official progress.

RTR DATA

The **RTR Data Loading** menu page is where the RTR export data is loaded for the utility to run the report.

Note: this may already be done from the Sanctioning Utility. You may only need to Load the data.



1. Click on **RTR Data** Menu (left frame).
2. Click on **RTR List** button and select the exported official list from your computer.
3. Click the **Load Data File** button
 - a. The Statistics below will indicate the officials that were loaded.
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REMINDER: the exported data file cannot be modified (cannot be opened and saved as excel). The file will show as excel which is fine and should only be copied and pasted to desired folder on your computer. Everyone has a different "download folder". Find that folder, copy the file and paste to desired folder for the analysis. The file will have the following name

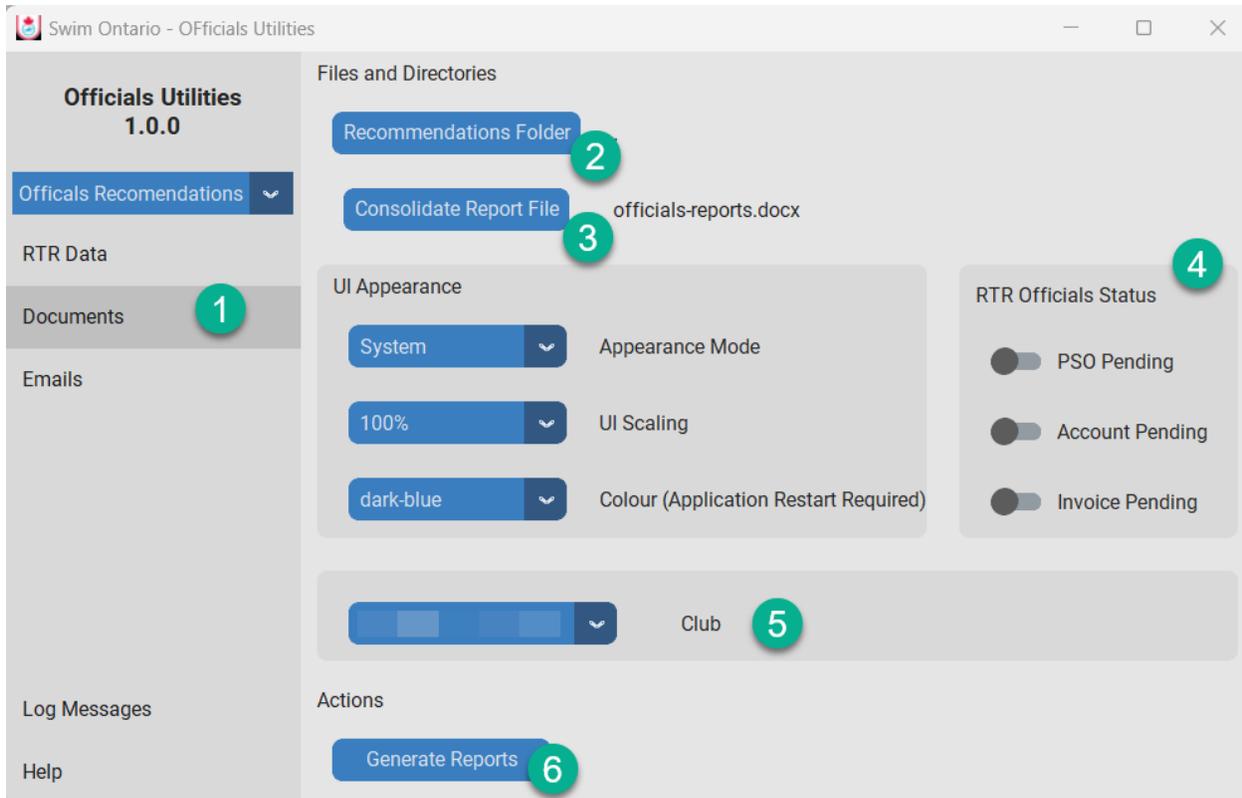


OfficialRegistration List_DD-MM-YYYY.xls

If you need to reset the RTR data, click **Reset** button and repeat steps 2 & 3.

Documents

The Documents page has all of the settings a COA/ROR would use to generate the Officials Recommendations.



Note: You can change the System Appearance here also which may require a “Restart” of the program.

1. Click on **Documents** Menu (left frame).
2. Click on **Recommendations Folder** button and select the folder you want all the documents to be stored on your computer.
3. Click the **Consolidated Report File** button to name the file for all the reports.
4. Select which **RTR Officials Status** to use. Status “Active” is automatic.
5. If more than one club in the export, you can select for which club to generate the report. The report is for one club only.
6. Click on **Generate Reports** button

What Documents are generated with the Officials Recommendations Utility?

- A single consolidated file with all officials up to Level II
 - The name you selected for the consolidated report
- A separate WORD file for each official up to Level II with their Name as the file name



- LastName-FirstName.docx
- A CSV file containing the email address in the same folder as the other reports
 - docgen-email-list.csv
 - Don't rename this file. It will be used in the emailing process.

The generated report details for Officials Recommendation Utilities

The report will provide a summary of clinics and deck sign-offs and a list of recommendations as next steps. The Judge of Stroke and Inspector of Turns clinics will also show as separated.

2023/24 Officials Development

Report Date: September 07 2023 04:07PM

Name: [REDACTED] (SNC ID : [REDACTED])

Club: [REDACTED]

Current Certification Level: LEVEL I - RED PIN

Clinic	Clinic Date	Sign Off #1	Sign Off #2
Intro to Swimming	2017-10-01	2017-11-05	2017-11-05
Safety Marshal	2018-10-13	N/A	N/A
Stroke & Turn (Pre Sept/23)	2018-10-06	2019-02-24	2021-12-11
Inspector of Turns			
Judge of Stroke			
Chief Timekeeper	2018-10-06		
Admin Desk (Clerk)	2018-10-14		
Meet Manager	2018-11-15		
Starter			
CFJ/CJE	2018-10-13	2019-11-09	
Chief Recorder/Recorder	2018-11-08	N/A	N/A
Referee		N/A	N/A
Para eModule		N/A	N/A

Recommended Actions

- Obtain sign-offs on at least 1 Level II clinic (CT, MM, CFJ/CJE, Admin Desk or Starter)