

Updated July 18, 2024

Introduction

During these past few years, the current Officials Development Program Procedure has been on hold as clubs rebuild their official's base. Over this past season, the SOOC has undertaken to review the framework of the new certification pathway (to be launched in September 2025) and how this relates to the current Officials Development Program Procedure. Starting from the **2024-25 season**, a new Official Development Program (ODP) and sanctioning requirements procedure will be implemented.

With the upcoming changes to the Certification Pathway, a role based qualification for the ODP and sanctioning is needed to reflect the way clubs operate and develop their officials.

- For the next two seasons, until the new pathway is in place, we will use a hybrid system where certain positions are still Level based but the majority are role based.
- The ODP and sanctioning requirements will determine what type of sanction a club can apply for beginning in September 2024.

The aim of the new certification pathway is to allow individuals to explore different officiating positions and for clubs to enhance their capacity to host more complex competitions. The emphasis will be on getting certified in positions where individuals excel.

All swim competitions must adhere to the rules set by Swimming Canada and Swim Ontario and ensure that they are properly staffed to provide a consistent and fair environment. The new ODP, approved by Swim Ontario, encourages clubs to engage their officials' progression through assigned roles at competitions, which will complement the club's ability to host and assist at meets.

The **2024-2025 season procedure** will be based on a tiered competition system, as opposed to the size of the club. This means that any club will be able to determine, in advance, which of the tier of competition they are eligible to apply for based on their registered officials and their qualifications in positions and levels of certification. This ensures that clubs can continue their official development without being denied the opportunity to host competitions. Swim Ontario will determine the approved tier of competition at the time of sanction, and it is the club's responsibility to ensure they have reached that tier by registering officials and adding affiliated officials prior to the sanction application.

Sanction Tier & Sanctioning Matrix

Different sanction types were divided into different TIERS based on number of sessions and complexity of the competition which requires a higher number of qualified and certified officials to deliver a fair and consistent event. It is important to note that 75% of competitions in 2018, 2019, 2022 and the 2023-2024 season were 4 sessions or less.

TIER I: Class II Time Trial + In House Competition

TIER II: Closed Invitational (limited to 4 sessions)

TIER III: Open Invitational (limited to 6 sessions, no qualification standards)

TIER IV: Open or Closed Invitational + Regionals & Provincials (no upper session limits, any double ended meet or meet with qualification standards)

Once the tier system was determined a sanctioning matrix was developed to ensure a minimum number of qualified and certified officials were in place with the club to be able to deliver a competition with the different

levels of complexity. This is a hybrid system, using both Level of senior officials as well as individual positions that need to be staffed.

The Sanctioning Matrix can be found [HERE](#). A breakdown of each Tier can be found in Appendix A of this document.

The **total staff** indicated on the matrix does not include the Chief Recorder, Timekeeper positions nor additional Stroke and Turn officials required to run a competition. The matrix indicates the minimum number of officials required to submit a sanction at a particular tier. Additional officials will be required to support the running of competitions.

- Qualified: the official has taken the clinic
- Certified: the official has taken the clinic and received two successful sign-offs
- Stroke Judge: requires one successful sign-off to be certified

Eligibility

- With the exception of Tier I competitions, a club may not submit more than one tier of competition within the same competition weekend.
- Clubs may opt to combine resources by co-hosting a meet. If ineligible to host on their own, clubs must contact Swim Ontario staff to confirm co-hosting eligibility.

To determine the eligibility for sanction requirements,

- Events prior to March 1, 2025
 - based on Achieved TIER at end of 2023-2024 season
 - First meet prior to January 1, 2025:
 - The Head Coach, Meet Manager(s) and Competition Coordinator(s) must be fully registered. Active Officials in the REMS system.
 - Second (or subsequent) hosted meet as well as first meet after January 1, 2025 and before March 1, 2025:
 - Head Coach, meet manager(s), Competition Coordinator(s) and majority of returning officials must be fully registered (status active) for the season. Active Officials in the REMS system.
- Events after March 1, 2025
 - based on Achieved TIER at the sanction deadline outlined for each TIER with Active officials within the club in the REMS system.
- The March 1, 2025 date may shift forward depending on available data through the REMS system.
- Sanction deadlines for the 2024-2025 season:
 - With the understanding that everyone will be learning the new REMS system, there will be leniency on the deadlines for sanction applications until January 1, 2025, however
 - any TIER II meets submitted within 2 weeks of the start of the event will be denied.
 - any TIER III or IV meet submitted within 4 weeks of the event start will be denied.
 - Events taking place after March 1, 2025, the sanction application deadlines will be in place and enforced.
 - TIER I: In House competition: 2 weeks
 - TIER I: Class II Time Trial: 1 week
 - TIER I: Class I Time Trial: 5 business days

- TIER II: Closed Invitational: 6 weeks
- TIER III: Invitational: 8 weeks
- TIER IV: Invitational: 8 weeks

- The eligible sanction Tier is based on registered active officials with the club at the time of the sanction application deadline stated above.
- All positions listed must be individually staffed. To be clear, to determine sanction eligibility an official may only be listed for one position.
- All senior officials must be “affiliated” with the clubs they wish to support.
 - They must first have a primary home club that will register them and they can then select clubs they will affiliate with. **Note: It is unclear how this will be done in the REMS system.**
 - Note: Contracted Meet Managers or Entries / Results services officials are asked to NOT “affiliate” with clubs that engage their services.

There are no exemptions to this procedure. If a club has not reached the desired tiered competition at the time of the eligibility deadline, they will be asked to modify the sanction to the tier for which they are eligible.

Officials Utilities

A software tool has been developed for Club Officials Administrators / Chairs that uses the information exported from the RTR to determine at what Tier a club can host a competition as well as providing recommendations for specific officials to allow the club (and official) to develop to next tier (position for the official).

This software will help both Swim Ontario and clubs determine where they land with the new ODP/sanctioning requirements. An important note to remember, this procedure does not come into effect until September 2024. Clubs can prepare now by determining where they land and begin official’s development to ensure they can meet the desired tiered competition.

The software also provides guidance for individual official’s assessments for Level II and below. A report card and next steps in their development. A useful tool for COCs and CCs as they begin to staff their upcoming competitions.

- Go to link <https://github.com/dmanusrex/SWON-Analyzer/releases/latest>
- Click swon-install.exe file
- The software has a help guide incorporated.
- A PDF is also available [HERE](#)

Sanctioning Requirements Output

1. A list of sanctioned tier the club is eligible to host.
2. An official summary by Level
3. A list of officials that have the clinics and number of sign-offs (excludes Level 4/5 officials)
4. The Sanctioning Issues
5. Errors and Warnings

Note: 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.

| Officials Registration ON (ORON) | | | |
|---|---------------|------------|-------------|
| Provisionally Approved Sanction Types (as of August 17 2023 02:12PM) 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: 0 | | | |
| Level 1: 0 | | | |
| Level 2: 0 | | | |
| Level 3: 2 | | | |
| Level 4: 4 | | | |
| Level 5: 11 | | | |
| Qualification | Total Clinics | 1 Sign-Off | 2 Sign-Offs |
| Intro to Swimming | 2 | 0 | 2 |
| Stroke & Turn | 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 |
| Recorder/Scorer | 2 | | |
| Referee Clinics | 1 | | |
| Sanctioning Issues 4 | | | |
| TIER IV - A : Unable to staff stroke & turn | | | |
| TIER IV - B : Unable to staff stroke & turn | | | |

Appendix A

TIER I: Class II Time Trial + In House Competition

- Eligibility for sanction application Deadline: 2 weeks
- Sanction Application Deadline for In House Competition: 2 weeks
- Sanction Application Deadline for Class II Time Trials: 1 week
- Sanction Application Deadline for Class I Time Trial: 5 business days
- Online Entry Deadline for In House and Class II Time Trials: minimum 3 days prior to start of competition
- Online Entry Deadline for Class I Time Trial: minimum 1 day prior to the start of competition

Class II Time Trial/In House Competition

Application for a Swim Ontario Time Trial/In House Competition Sanction must be submitted via the Swimming Canada REMS system. There is no sanction fee or Post Meet Fees applied. When submitting a sanction application for a Class II Time Trial/In House Competition

- Ensure that either “Class II Time Trial” or “In House completion” is selected as meet type in the application
- Ensure that appropriate meet package is submitted subject to criteria set out below:
- Criteria for time trial (use Time Trial template for meet package development)
 - 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
 - Entries through Swimming Canada system
 - No longer than 2 hours / 1 session
 - No more than 50 swimmers
- Criteria for In house competition (use In House template for meet package development)
 - Purpose to be stated in meet package
 - Closed meet - one club only
 - Events to be declared
 - Entries through Swimming Canada system
 - No longer than 3 hours / 1 session

TIER I

| | | Option | |
|---|------------|--------|---|
| | | A | B |
| Level 3/4/5 Senior Officials | Level 4/5 | 1 | |
| | L3 Referee | | 1 |
| | Level 3 | | |
| Chief Timekeeper | Qualified | 1 | 1 |
| | Certified | | |
| Meet Manager | Qualified | 1 | |
| | Certified | | 1 |
| Admin Desk | Qualified | | |
| | Certified | | |
| Starter | Qualified | 1 | 1 |
| | Certified | | |
| CFJ/CJE | Qualified | 1 | 1 |
| | Certified | | |
| Stroke judge | Qualified | | |
| | Certified | | |
| Turn Judge | Qualified | 4 | 3 |
| | Certified | | 1 |
| Total Staff | | 9 | 9 |

- The Total staff does not include the Chief Recorder, Timekeeper positions nor additional Stroke and Turn officials required to run a competition.
- The above is the minimum required to submit a sanction for a TIER I competition

Qualified: the official has taken the clinic

Certified: the official has taken the clinic and received two successful sign-offs

Stroke Judge: requires one successful sign-off to be certified

TIER II: Closed Invitational (limited to 4 sessions)

- Eligibility for sanction application Deadline: 6 weeks
- Sanction Application Deadline: 6 weeks
- Online Entry Deadline: minimum 10 days prior to start of competition
- Closed invitational to eligible clubs that must be listed on the sanction application

TIER II

| | | Option | | |
|---|------------|-----------|-----------|-----------|
| | | A | B | C |
| Level 3/4/5 Senior Officials | Level 4/5 | 1 | 1 | |
| | L3 Referee | 1 | | 2 |
| | Level 3 | | 1 | |
| Chief Timekeeper | Qualified | 2 | 1 | 1 |
| | Certified | | 1 | 1 |
| Meet Manager | Qualified | 1 | 1 | |
| | Certified | | | 1 |
| Admin Desk | Qualified | 1 | 1 | 1 |
| | Certified | | | |
| Starter | Qualified | 1 | 1 | 1 |
| | Certified | | | |
| CFJ/CJE | Qualified | 1 | 1 | 1 |
| | Certified | | | |
| Stroke judge | Qualified | | | |
| | Certified | | | |
| Turn Judge | Qualified | 4 | 4 | 4 |
| | Certified | 2 | 2 | 2 |
| Total Staff | | 14 | 14 | 14 |

- The Total staff does not include the Chief Recorder, timekeeper positions nor additional Stroke and Turn officials required to run a competition
- The above is the minimum required to submit a sanction for a TIER II competition
- Additional officials will be required to support this level of competition.

Qualified: the official has taken the clinic

Certified: the official has taken the clinic and received two successful sign-offs

Stroke Judge: requires one successful sign-off to be certified

TIER III: Open Invitational (limited to 6 sessions, no standards)

- Eligibility for sanction application Deadline: 8 weeks
- Sanction Application Deadline: 8 weeks
- Online Entry Deadline: minimum 17 days prior to start of competition

TIER III

| | | Option | |
|-------------------------------------|------------|-----------|-----------|
| | | A | B |
| Level 3/4/5 Senior Officials | Level 4/5 | 1 | 1 |
| | L3 Referee | 1 | |
| | Level 3 | 1 | 1 |
| Chief Timekeeper | Qualified | 2 | 1 |
| | Certified | | 1 |
| Meet Manager | Qualified | 1 | |
| | Certified | | 1 |
| Admin Desk | Qualified | 1 | 1 |
| | Certified | | |
| Starter | Qualified | 1 | 1 |
| | Certified | | 1 |
| CFJ/CJE | Qualified | 1 | 1 |
| | Certified | | |
| Stroke judge | Qualified | 1 | 1 |
| | Certified | | |
| Turn Judge | Qualified | 6 | 6 |
| | Certified | 2 | 2 |
| Total Staff | | 18 | 18 |

- The Total staff does not include the Chief Recorder, timekeeper positions nor additional Stroke and Turn officials required to run a competition
- The above is the minimum required to submit a sanction for a TIER III competition
- Additional officials will be required to support this level of competition.

Qualified: the official has taken the clinic

Certified: the official has taken the clinic and received two successful sign-offs

Stroke Judge: requires one successful sign-off to be certified

TIER IV: Open or Closed Invitational + Regionals + Provincials (no upper session limits, any double ended meet or meet with qualification standards)

- Eligibility for sanction application Deadline: 8 weeks
- Sanction Application Deadline: 8 weeks
- Online Entry Deadline: minimum 17 days prior to start of competition

TIER IV

| | | Option | |
|-------------------------------------|------------|-----------|-----------|
| | | A | B |
| Level 3/4/5 Senior Officials | Level 4/5 | 2 | 1 |
| | L3 Referee | | 1 |
| | Level 3 | 1 | 2 |
| Chief Timekeeper | Qualified | 1 | |
| | Certified | 1 | 2 |
| Meet Manager | Qualified | | |
| | Certified | 1 | 1 |
| Admin Desk | Qualified | 1 | 1 |
| | Certified | 1 | 1 |
| Starter | Qualified | 1 | 1 |
| | Certified | 1 | 1 |
| CFJ/CJE | Qualified | 1 | 1 |
| | Certified | 1 | 1 |
| Stroke judge | Qualified | 2 | 2 |
| | Certified | | |
| Turn Judge | Qualified | 8 | 8 |
| | Certified | 4 | 4 |
| Total Staff | | 26 | 27 |

- The Total staff does not include the Chief Recorder, timekeeper positions nor additional Stroke and Turn officials required to run a competition
- The above is the minimum required to submit a sanction for a TIER IV competition
- Additional officials will be required to support this level of competition.

Qualified: the official has taken the clinic

Certified: the official has taken the clinic and received two successful sign-offs

Stroke Judge: requires one successful sign-off to be certified