

July 18, 2024

RE: Official Bulletin – July 2024

RTR Shutdown

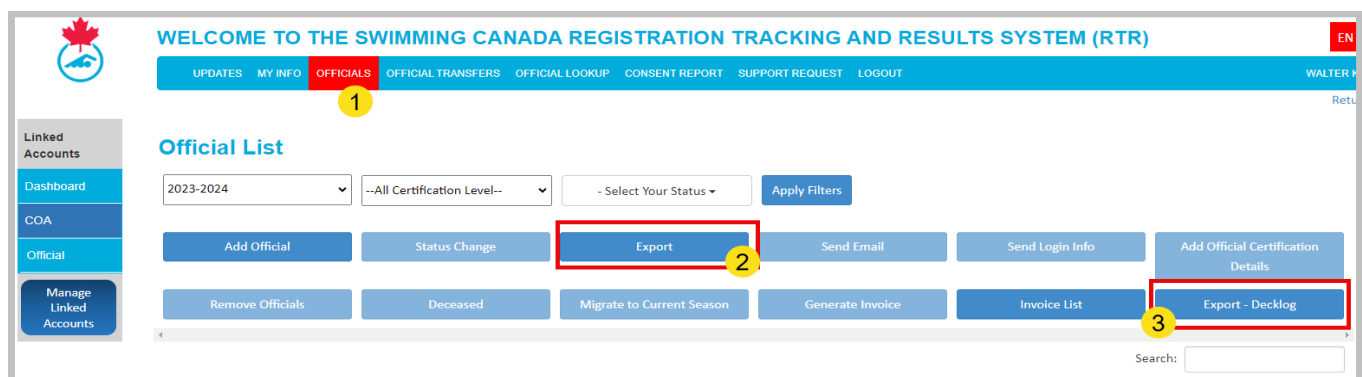
On April 17 a communication from Swim Ontario was sent to clubs (and included COA and Meet Manager account holders) receiving notification of the RTR shutdown on August 13th, 2024 and steps to take prior to the shutdown. The communication also outlined what information would be transferred. From an official's perspective the information that will be transferred is as follows:

- Basic registrant contact information (name, email, date of birth).
- Registration history (up to the 2017-2018 season).
- Officials' clinic and certification records.
- Officials deck logs.
- Listed meets for the 2024-25 season.

It is always recommended, as a safeguard, to download information that you can from any system that is being decommissioned.

COA Account holders can do an Exports and capture the following information

1. Select Officials from COA account
2. Export button: Official contact information (name, email, date of birth, address, phone number) and Officials' clinic and certification records.
3. Export - Deck Log: Officials deck logs (**NEW** Export recently added)



Officials can also login to their official account and download their own deck and clinic logs for those that maintain a log on the RTR.

1. Select Deck Log
2. Export Button: export the deck log entries into a spreadsheet.

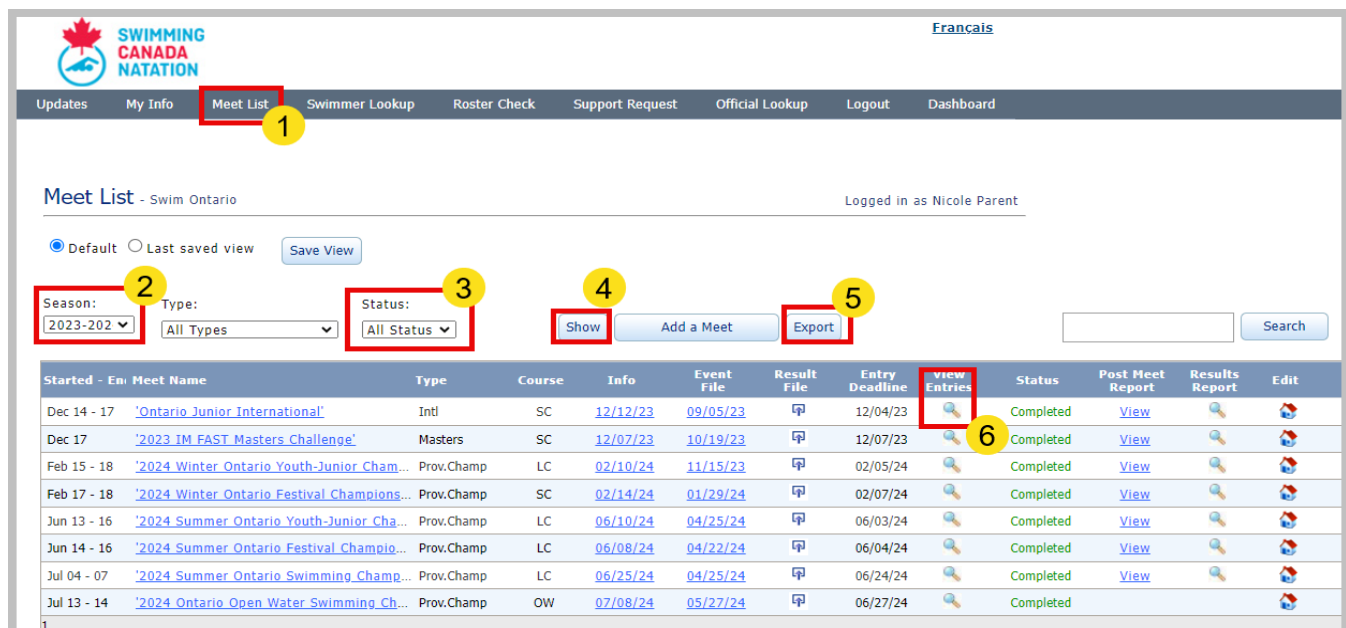
Of note, Level IV and V requirement details will be exported at the PSO (and NSO) level from the RTR for transfer to the REMS system.

Sanctioned Meet Historical information

For Meet Managers that rely on past season information such as clubs and contact information for entries coordinators, it is recommended that you download the Entries Summary Export for the meets that rely on this information for entries to the next season.

For historical sanction information (if needed), login to Meet Manager account

1. Select Meet List
2. Select the Season
3. Select Status: All status



The screenshot shows the 'Meet List' page for 'Swim Ontario'. The interface includes a navigation bar with 'Meet List' highlighted (1). Below the navigation bar, there are filters for 'Season' (2) set to '2023-202', 'Type' (3) set to 'All Types', and 'Status' (3) set to 'All Status'. There are buttons for 'Show' (4) and 'Export' (5). A table of meets is displayed below, with the 'View Entries' link (6) highlighted in the first row.

Started - End	Meet Name	Type	Course	Info	Event File	Result File	Entry Deadline	View Entries	Status	Post Meet Report	Results Report	Edit
Dec 14 - 17	'Ontario Junior International'	Intl	SC	12/12/23	09/05/23	📄	12/04/23	🔍	Completed	View	📄	📄
Dec 17	'2023 IM FAST Masters Challenge'	Masters	SC	12/07/23	10/19/23	📄	12/07/23	🔍	Completed	View	📄	📄
Feb 15 - 18	'2024 Winter Ontario Youth-Junior Cham...	Prov.Champ	LC	02/10/24	11/15/23	📄	02/05/24	🔍	Completed	View	📄	📄
Feb 17 - 18	'2024 Winter Ontario Festival Champions...	Prov.Champ	SC	02/14/24	01/29/24	📄	02/07/24	🔍	Completed	View	📄	📄
Jun 13 - 16	'2024 Summer Ontario Youth-Junior Cha...	Prov.Champ	LC	06/10/24	04/25/24	📄	06/03/24	🔍	Completed	View	📄	📄
Jun 14 - 16	'2024 Summer Ontario Festival Champio...	Prov.Champ	LC	06/08/24	04/22/24	📄	06/04/24	🔍	Completed	View	📄	📄
Jul 04 - 07	'2024 Summer Ontario Swimming Champ...	Prov.Champ	LC	06/25/24	04/25/24	📄	06/24/24	🔍	Completed	View	📄	📄
Jul 13 - 14	'2024 Ontario Open Water Swimming Ch...	Prov.Champ	OW	07/08/24	05/27/24	📄	06/27/24	🔍	Completed			📄

4. Click SHOW button
5. Click EXPORT button



6. Click on **View Entries** icon
7. Click on **Entry Summary Report** to get the list of clubs that attended

Meet Entry Management - Ontario Junior International

Logged in as Nicole Parent

Time Validation Date Range: : March 1 2022 : December 13 2023 Save

Clubs: [---All Clubs---] Status: Show All ☐ Show All Entry Files ☒ Only Show most recent Entry File from Each Club

Entries Download Approve Entries Reject Entries Email Entry Contact Email Contact & Coaches **Entry Summary Report** Time Validation Export Export Coaches

Para Classification Report D/deaf/HH Report

2024 - 2025 Swim Meet Listing on the RTR

With this latest communication, Swimming Canada has confirmed that listing (advertising) meet information for the 2024-2025 season on the RTR system will be transferred to the REMS system.

Clubs that have achieved the sanctioning requirements for the meets they wish to list to advertise on the Swimming Canada public website can do so now. There is an approval process to each listing from Swim Ontario.

- If the club has reached Tier II, the meets must be listed as
 - closed Invitational
 - no more than 4 sessions.
- If the club has reached Tier III, and wish to list a 3 day meet, they will need to contact Swim Ontario (nicole@swimontario.com) with the details and format of the meet prior to approval.
 - no more than 6 sessions
 - No time standards

If you have not reached the desired TIER, before listing of the meet Swim Ontario will require details of what you have planned to enable the meet to run as planned, i.e.

- Co-hosting
- Official support
- Regional support

If no plan is in place, the listing can be modified to the TIER reached. This does not prevent a club from eventually being able to reach that TIER, it is simply advertising what the club can currently offer.

Officials and Volunteers Registration on the REMS system

See bulletin [HERE](#). Information will be updated in this bulletin as it becomes available

Orientation sessions were provided to clubs for the REMS system that included officials' registration. You may review the video recording of the orientation as well as presentation slides [HERE](#). To help answer questions from those orientations' sessions:

- **Group registration will be an option for Ontario clubs**
 - There will be no bulk upload feature for new officials and volunteers until 2025-2026.
 - All existing officials and volunteer accounts in the RTR will be transferred
- **Self-Registration will also be an option for Ontario clubs**
 - The club will be able to generate ONE link on the REMS system that allows all officials / volunteers to self-register with that club.
 - Clubs will also be able to approve or deny the registration with their club.
 - The advantage of self-registration is that the official or volunteer completes all steps in one go - i.e. contact information and consent forms.
 - They do not need to login to complete their registration.
 - This replaces the Jotform/Google spreadsheet duplication of entry necessary by both the COA and official / volunteer.
 - In order to have self-registration available to the clubs, the REMS system will not charge an official / volunteer fee.
- **Official and volunteer Invoicing:** Swim Ontario will invoice clubs on a quarterly basis for their officials/volunteers' registrations (\$5 + HST) *outside of the REMS system*.

Officials and volunteers will be required to register through the REMS system. The consent forms will be required to be Active officials and volunteers. The consent forms are also required prior to working on deck in either an official capacity or volunteer capacity (no level official).

More details will be provided in the Affiliation and Registration Guide and through communications beginning mid-August on official and volunteer registration through the REMS system.

Sanctioning Requirements for 2024-2025 season

See bulletin [HERE](#). Information will be updated in this bulletin as it becomes available

Due to the learning curve to get officials registered and reporting capabilities in the REMS system, Swim Ontario will implement the following change to sanctioning requirements / ODP for next season.

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



- Masters Meets: 4 weeks
- Varsity only: 4 weeks
- Provincial meets: 8 weeks

Although the TIER achieved will be based on the 2023-2024 season for many meets this season it is important to remember that

- Clubs do have the ability to co-host (including regional clubs hosting / support) and gain support from affiliated officials.
- Clubs are responsible to register their officials and volunteers through the REMS system. Swim Ontario will ensure sufficient officials at various stages of development are registered through the REMS system.
- Swim Ontario can request either or both an official development plan and progress report on the official's grid to ensure a host club has sufficient officials in place to run a fair and safe competition.
- Swim Ontario can request a Post Meet Report that would include
 - Actual session timeline reports (start of warm-up, start of session, end of session, and delays)
 - Scanned copies of the "checked-in" Officials Grids.
 - Full Meet Backup
 - Additional Information may be required from the Competition Coordinators and Meet Managers.
- Swim Ontario can withdraw a sanction at any time if insufficient officials are in place or Swim Ontario procedures are not being followed to ensure a fair and safe competition.

Sanction Applications for the 2024-2025 season

We hope the above topics will help alleviate the anxiety with sanction application deadlines and officials and volunteer registration in September as we all learn the new REMS system.

As usual, sanction applications can only occur once the club has affiliated for the season. The Affiliation and Registration Guide will be sent to clubs in late July detailing the procedures to be followed.

Sanction applications for meets taking place in September will not be permitted. *This includes In House / time trials.*

Early October meets will be a challenge for both the host club but also attending clubs as they learn the new REMS system and get coaches and swimmers registered.

Of note: Meet Package wording will be updated in August. Meet Managers will need to update their meet packages accordingly prior to the sanction applications in order to speed up the review process.

Meet Managers will find updated information [HERE](#) mid to late August.

Level III Referee eligibility to be Competition Coordinator

As we transition to the REMS system, the new sanctioning requirements and the 2024-2025 season, we feel it is important to outline the requirements for a Level III Referee to be assigned as a Competition Coordinator.

A Level III Referee with a minimum of 5 sessions as referee on their own and one complete Referee Assessment conducted and signed by a Level V can be named as competition Coordinator for a sanction provided the following are in place:

- TIER I: A Level III Referee eligible CC can work on their own
- TIER II to IV: A Level III Referee eligible to be CC must be under the supervision of a Level IV/V during the competition

Ontario Officials Seminar

Please SAVE THE DATE - Saturday September 21st, 2024 - join us for our annual Swim Ontario Conference & Awards 2024 at the Delta Hotel by Marriott - 3670 Hurontario Street, Mississauga, ON L5B 1P3

Registration coming soon! Officials are required to register. The event is free and includes the luncheon and awards ceremony. An agenda for the Officials is being reviewed by SOOC.

Ontario Officials Awards

Details on Ontario Officials Awards can be found [HERE](#). Of note, the Elizabeth Collins Ralph Award nominations are due August 1, 2024. The online nomination form can be found [HERE](#)

Canadian Swimming Championship commitment & Vacation

Beginning July 20 until July 30 I will be onsite at the Canadian Swimming Championships in Toronto. Emails will be monitored on a very limited basis and responses will be delayed. Further, beginning July 31 until August 9 I will be on vacation. Emails will not be monitored during this time. I will return on August 12, 2024.