



Swim Ontario Officials Seminar & Webinar

September 20, 25 & 29, 2025

Reset & Rewire: Navigating Change in Competitive Swimming Officiating
From Unlearning Old Practices to Mastering New Protocols

Topics

Swimming Canada & Swim Ontario Rules/Procedures Updates	All officials / MM /CC
Correct Application of the Certification Pathway	All Officials / COC / CC
Referee Assessment Form	Referee & Level 5 doing RA
Best Practices (presented at seminar / not in webinars)	Referee & CC
REMS & LMS & CSU overview / support	COA / COC / MM / CC

Swimming Canada & Swim Ontario Rules/Procedures Updates

for Competitions

Overview of Swimming Canada Rules updates

- No swim stroke / turn rule updates as of today
- The link for the Swimming Canada Rules is <https://www.swimming.ca/rules-and-forms/>
- The last published rules were September 1, 2025
- Several updates throughout last season - details on those changes can always be found [HERE](#)

Swimming Rules updates

Section II

2.3.2 The Starter shall report a swimmer to the Referee for delaying the start, for wilfully disobeying an order or for any other misconduct taking place at the start, but only the Referee may disqualify a swimmer for such delay, wilful disobedience or misconduct.

Swimming Rules updates

C.2.3.2.1 For the purposes of Rule II.2.3.2, “misconduct” shall include, but is not limited to:

- Deliberate or negligent acts such as spitting, spouting of water, or blowing the nose in the pool or on the pool deck immediately prior to the start may be considered misconduct.
- Deliberate kicking or striking of the starting platform, including the back plate prior to the start.
- Unsafe or uncontrolled entry into the pool immediately prior to the start of a race. All swimmers must enter the pool with a controlled, feet-first entry.

GUIDANCE AND EDUCATION FOR C.2.3.2.1

- [A guidance document has been created](#) for officials to support consistent application of the rule and a rolling out period to support swimmers' education of the new rule through December 31, 2025. During the rollout period, officials will emphasize education and warnings before escalating to formal sanctions (i.e DQ).
- A parallel plan is in place to update and educate coaches, ensuring athletes understand the expectations and the reasons behind the change.

Application of Rule C2.3.2.1 in Ontario

- Education period in place until the new year, however, repeated offenders, with warnings given at a competition, may be disqualified
- MM/CC to maintain list with warnings issued to manage repeat offenders
- All warnings should be communicated to coaches, not swimmers.
- Disqualification occurs AFTER they swim.

Application of Rule C2.3.2.1 in Ontario before Jan 1, 2026

- The rule states the Starter reports the misconduct.
- The referee accepts the report from the Starter and may choose
 - to issue a warning and record the warning if they also observed and in agreement or
 - if not observed, the referee may choose to issue a warning and record the warning based on the misconduct reported by the Starter.
- If the Starter does not report a misconduct observed by the Referee, the referee may choose to issue a warning and record the warning
- **All recorded warnings must indicate time the coach was informed.**

Application of Rule C2.3.2.1 in Ontario after Jan 1, 2026

- The rule states the Starter reports the misconduct.
- The referee accepts the report from the Starter and may choose
 - to disqualify if they also observed and in agreement or
 - if not observed, the referee may choose to issue a warning to the swimmer via their coach based on the misconduct reported by the Starter.
- If the Starter does not report a misconduct observed by the Referee, the referee may choose to issue a warning to the swimmer via their coach.

Swimming Rules updates

C2.1.6.1

At local or provincial competitions, if only one of the Referee or Starter observes a swimmer initiating the start before the starting signal, the Referee may call a disqualification based on the single observation.

- This recommendation has been in place for awhile now in an Officials Bulletin and has simply been added to the rule book.

Age Group Swimming Rules updates

C4.1.3

In age group swimming, it is permissible for a swimmer to start from a standing position on the deck or bulkhead.

- The Dive Starts statement has been amended for all meet packages to incorporate this new rule as well as in-water starts.
- We ask that all three options for dive starts be included in meet package if dive blocks are available and two options be included if no diving blocks are available.
- We ask that you specify how the dive can be done from start/turn/deep ends.

Age Group Swimming Rules updates

C5.1.1.10

In age group swimming, combined gender swimming is permitted. Canadian Age Group records can not be set when heats involve individual mixed genders.

- This allows us to remove mixed gender swimming exception statement now that combined gender swimming is permitted.
- Make sure to define your events as mixed if you have female, male and mixed events.

Age Group Swimming Rules updates

C5.1.1.10

- Until further review, Provincial records in mixed events will be recognized.
- The Records section of the meet package where records will be recognized has been updated with following:
- *Coaches are advised to inform Meet Management prior to the start of the session where mixed gender individual events are taking place that there is a possibility of a Canadian Age Group record being broken. The referee can ensure that the swimmer competes with competitors of the same gender for his/her heat.*

Age Group Swimming Rules updates

C10.10.2

In age group swimming where mixed gender racing is permitted, an official split for the first leg of a mixed gender relay is permitted. No Canadian Age Group records will be recognized.

- Until further review, Provincial records will be recognized for the first leg of the relay provided 2 females and 2 males
- Meet Managers no longer have to remove first leg relay splits for mixed gender relays.

Age Group Swimming Rules updates

C10.10.2

Meet Packages offers two options for mixed relays.

If offering mixed relays - pick one - cannot be a combination of these two options.

1. one with the only combination is 2 females and 2 males for mixed relays. Any other combination is a disqualification.
2. one for development meets: any combination is permitted. Meet Managers will remove the results before upload via REMS.

Age Group Swimming Rules updates

C6.1.1

In age group swimming, bending the toes over the lip of the gutter or end wall, if the gutter or end wall is at the same level as the water level, is permitted when ledges are not available and the lip of the gutter or end wall is not above the surface of the water.

Wilmot - water level at gutter lip - toes over permitted

Brantford - water level below gutter lip - toes over gutter not permitted

Swimming Canada Warm-up Procedure updates

- [New Warm-up Procedures](#) posted on Sept 18.
- Some sections are the same, some have been shifted better compliment the procedure.
- Some sections are new.
- Others reworded to better support swimmers, coaches and officials.

Swimming Canada Warm-up Procedure updates

GENERAL WARM-UP:

- Swimmers must enter the pool FEET FIRST in a controlled manner, entering from a start or turn end only and from a standing or sitting position.
- Swimmers shall always be aware of their surroundings and keep the end walls clear.
- When leaving sprint lanes, swimmers must be cautious and aware of their surroundings. If crossing into other lanes, they must ensure they do not interfere with ongoing sprint activity, pace work or para designated lanes.
- Coaches shall decide if their swimmer is ready to safely participate in pace work in designated pace lanes and must be directly supervised by their coaches.
- Safety marshals will only be placed in the competition pool when warm-ups take place.

Swimming Canada Warm-up Procedure updates

PARA-SWIMMER NOTIFICATION:

- Coaches are requested to notify Meet Management of any Para swimmers participating in warm-ups. Meet Management may designate a Para swimmer lane for warm-up when necessary.
- Where a para lane is designated, only classified swimmers may use it. Violations may lead to disciplinary action.

Swimming Canada Warm-up Procedure updates

VIOLATIONS:

- Swimmers witnessed by a Safety Marshal diving or entering the water in a dangerous fashion may be removed, by the Referee, without warning from their next individual event following the warm-up period in which the violation occurred. The swimmer's name and club shall be registered with the Meet Manager.
- In the case of a second offense during the same competition the swimmer shall be removed from the remainder of the competition by the Competition Coordinator/Meet Referee.

It is recognized that there is a level of interpretation and common sense that must be applied when applying these guidelines. Diving headfirst quietly into an empty pool at the start of warm-up is not the same as diving headfirst into a crowded lane. Judgment and context are required. This section is specific to diving violations and not equipment.

Swimming Canada Warm-up Procedure updates

SAFETY MARSHALS:

The Safety Marshal is a trained position designated by Meet Management. Judgment, tact and confidence is required and therefore the Safety Marshal should ideally be a more experienced official, whenever possible.

Safety Marshals shall:

- Be visible by safety vest.
- Be briefed thoroughly on the warm-up procedures
- Be situated at each end of the competition pool. Actively monitor all scheduled warm-up periods during competition days;
- Ensure participants comply with warm-up safety procedures and report violations to the Referee.

Swim Ontario Procedure updates

Safety at Competitions Procedure

- Posted - [HERE](#)
- Warm-up rules updated - Pace Lanes
- Two per lane swimming protocols updated

[Participant Safety Document](#) in meet packages has also been updated.

Swim Ontario Warm-up Safety Procedures

- *Meet Management may designate the use of sprint or pace lanes during the scheduled warmup time. **Any such lane usage must be communicated through a pre-competition handout or announcement and be visible through on deck signage.***

Swim Ontario Warm-up Safety Procedures updates - Pace Lanes

Pace lanes may only be designated at competitions under the following conditions:

In addition to the general safety marshals, **at least 1 additional safety marshal** shall be designated when pace lanes are available during the warm-up period.

Swim Ontario Warm-up Safety Procedures updates - Pace Lanes

Pace lanes may only be designated at competitions under the following conditions:

- Safety Marshalls, coaches and swimmers will communicate with each other and work together to keep the end walls clear.
 - Coaches must communicate with each other their swimmer's plans for pace work (stroke, distance, type of finish, etc.).

Swim Ontario Warm-up Safety Procedures updates - Pace Lanes

Pace lanes may only be designated at competitions under the following conditions:

- Coaches shall decide if their swimmer is ready to safely participate in pace work, and shall observe them while they are in the pace lane.
 - Only swimmers that are practiced and competent should engage in pace lane work.

Swim Ontario Warm-up Safety Procedures updates - Pace Lanes

Pace lanes may only be designated at competitions under the following conditions:

- Swimmers shall be vigilant of their surroundings including swimmers approaching the end wall
- The end walls must be kept clear at all times.

Competition Procedures Updates

Session Length:

- Heat Intervals shall not be any less than 20 seconds (+15 seconds for backstroke) **when determining the session length**
- **Heat Intervals shall not be any less than 20 seconds / -40 seconds chase when determining the session length for double ended chase racing.**
- Any sessions exceeding 4.5 hours (with above heat intervals) will require adjustments and re-sanctioning.

These heat intervals are in place to determine session length and if modifications need to be made PRIOR to the start of the session.

Safety at Competitions Procedure update

- Chase Starts

- Pre-event timing intervals are set as per competition procedure
- Sufficient time is provided for finishing swimmers to move aside and hold the lane rope and the chase swimmers to safely turn/finish their race;
- Inspector of Turns shall instruct swimmers to the lane rope and ensure both are aware which side the chase swimmer will use for the turn and adjust if necessary.
- Inspector of Turns will judge the chase swimmer turn.

Safety at Competitions Procedure update

- Chase Starts

- Chase Starts are not permitted for relay events. All Starts must be from one end only.
- Any heat with para swimmers shall be cleared prior to the start of the next heat as to allow sufficient time for the swimmers to safely exit the pool.
- If the session referee is new to chase starts, they shall be paired with an experienced starter AND an experienced referee at the other end.

Safety at Competitions Procedure update

- Chase Starts

- There are no more than 2 heats in the water during double-ended LCM chase starts.
 - During 50m events, allow sufficient time for swimmers to clear the pool before **the next heat finishes** (updated after seminar & webinars)
 - The co-referee or Competition Coordinator shall be positioned at the finish end and clearly signal to the start-end referee that the final swimmer has touched.
 - For clarity, swimmers can be whistled-up prior to the last swimmer touching the wall but shall not be started before the final swimmer touch.

Safety at Competitions Procedure update

- Chase Starts

All LCM Chase Starts competition must provide a session report (following the sanction requirement timing intervals) and senior officials grid to Swim Ontario at minimum 5 days prior to the start of the competition.

Swim Ontario Procedure updates

Concussion Procedure updated July 15

- From an official lead perspective and requirements nothing has changed.
- All significant impacts to head, neck, body need to be reported to Swim Ontario no matter if the participant returns to activity within 24 hours of the incident.
 - Ensures a follow-up is done with the club by Swim Ontario for possible late onset concussion symptoms
- A facility report is not necessary for most cases

Swim Ontario Procedure updates

Event Photography - Meet Packages

- Provided the facility permits, registered club coaches on the compliance list, approved sport science contractors, and support staff may record for coaching purposes without additional authorization.
- All other individuals — including club photographers, contracted photographers/videographers, and media — must apply for and receive authorization to access the competition deck before recording in any medium.

Swim Ontario Procedure updates

Event Photography - Meet Packages

- All recordings must comply with Swim Ontario policies, including the [Photography, Videography, and Cellphone Procedure](#) and the [Screening Requirements Procedures](#). Contact Meet Management for the application process. All Official Photographers and Videographers, as approved by Swim Ontario, will be declared within this Meet Package.

Swim Ontario Procedure updates

Event Photography - Official Photographers & Videographers

- If meet management will be accepting authorized individuals (other than above) on deck to record the event, they must first ensure they have the appropriate Screening Requirements (VSC or [EPIC](#)) on file with Swim Ontario and must obtain approval for the individual to designate as such in the meet package.
- Contact Nicole for application of approval.

Correct Application of the Certification Pathway

Chief Recorder / Chief Judge Electronics
Referee Designation

Chief Recorder/Chief Judge Electronics

Retirement of CFJ/CJE Clinic

- As of **September 24, 2024**, the **Chief Finish Judge / Chief Judge Electronics (CFJ/CJE)** clinic is **retired**
- The Chief Recorder role has replaced the Chief Finish Judge role

New Clinics

- Chief Recorder(CR) and Chief Judge Electronics (CJE) clinics and recorded separately in the LMS and REMS
- **Use only** the updated Chief Recorder and Chief Judge Electronics clinics.



Chief Recorder (CR)

Assigns times to swims based on data from timing systems **after the race** is completed

- The Chief Recorder (CR) is responsible for checking and finalizing all race results
- The CR uses data from the timing system to assign official times
- When needed, the CR can use order of finish information from Referee to help determine the correct time
- Ensure that disqualifications and “no shows” are accurately reported in the results



Chief Judge Electronics (CJE)

The **CJE** may assign the official time if

- fully automatic timing system is in use
- clear, unobstructed view of timing equipment and finish end of the pool
- ability to use **visual** and **auditory** information of timing system activation

Observes races in real-time to verify whether the primary automatic timing system properly recorded each swimmer's touch

- Approves times from the primary system
- Identifies timing system failures or malfunctions and assigns official times from secondary or tertiary systems
- May temporarily assume the role of CR

!! An Electronics Operator is not a CJE

Role Assignments in Practice

Manual & Semi-Automatic Timing (e.g., Stopwatches, Dolphin, TimeDrop, SST)

Chief Recorder

- Assign official times from timer sheets or semi- auto systems.

Recorder

- **Manual:** Enter times into Hy-Tek, print results.
- **Semi-Auto:** Retrieve times from system, adjust as directed by CR, print results.

✓ The **Recorder** role is often combined as **Chief Recorder (Recorder)** if one person does both roles.



Role Assignments in Practice

Automatic Timing Systems (e.g., Quantum, Colorado, TimeDrop with pads)

Option 1: Chief Recorder/Recorder Model

- **Chief Recorder** - Assigns official times based on timing system data **after the race**
- **Recorder** - Retrieves times from the system, adjusts as directed by CR, prints results

Option 2: Chief Judge Electronics (CJE) & Recorder Model

- **Chief Judge Electronics** - Assign official times based on **real-time visual and auditory observations**
- **Recorder** - Retrieves times from the system, prints results for approval

This slide has been updated from the seminar & webinars

Role Assignments in Practice

Automatic Timing Systems (e.g., Quantum, Colorado, DropTimes with pads)

Option 3: Mentoring Model

- If it is not possible to meet the requirements for the CJE role, a CR will determine official times
- But developing officials can gain experience under supervision of a CJE mentor

CJE/CR Training assign three people	CJE Training (preferred) assign three people	CJE Training assign three people
CJE/CR (official role, CR deck eval) with separate Recorder	CR (official role, CR deck eval) also doing the Recorder position	CJE/CR (official role, CR deck eval) with separate Recorder
CJE/CR (Trainee) - learning	CJE (Trainee) paired with Mentor CJE	Mentor CJE (guides & observes the CR in the CJE role)

Certification Requirements

Clinics Required

- Chief Recorder clinic **and** Chief Judge Electronics clinic
(or CFJ/CJE clinic taken before September 24, 2024)

On-Deck Evaluations — choose one path:

- 2 x Chief Recorder
- 1 x Chief Recorder + 1 x CFJ *(pre-Sept 24, 2024)*
- 1 x Chief Recorder + 1 x CJE
- 1 x CFJ *(pre-Sept 24, 2024)* + 1 x CJE

Certification Requirements

Note:

!! CJE on-deck evaluation is **optional** for Level 2/3/4/5 certification

- CJE on-deck evaluations are valid **only if** the person functions as **CJE** for the full session and is determining the official time for all races
- Otherwise, the on-deck evaluations are as **Chief Recorder** (*pre-Sept. 24 as CFJ*)

For Officials Who Took CFJ/CJE Clinic and have a CR deck evaluation

- Contact Swim Ontario (Nicole) who will ensure the CR deck evaluation is correctly tied to the clinic.

Grid Naming & Staffing Guidance

Correct Role Titles on the Grid

- ✓ **Chief Recorder**
- ✓ **Recorder**
- ✓ **Chief Recorder (Recorder)** — for one person handling both roles
- ✓ **Chief Judge Electronics**
- ✓ **Chief Recorder/Chief Judge Electronics** - hybrid combo role for one person only
- ✗ Do **not** use: “Hy-Tek”, “Computer”, “Mentor” (alone)
- ✗ A **Timing Operator** is **not** a Chief Judge Electronics
- ⊘ The term **Chief Finish Judge** is now **retired** — use **Chief Recorder**
 - clearly label mentor/trainee role e.g., Mentor CJE, CJE (Trainee)

Level 2 Developing Referee

Must complete

- All Level II certification requirements
- Certified in following positions
 - Chief Timekeeper
 - Admin Desk
 - Starter
- Have taken the
 - Meet Manager Clinic
 - Chief Judge Electronics (CJE) & Chief Recorder Clinic OR *Chief Finish Judge/CJE Clinic if done prior to Sept. 24, 2024*
 - Para Swimming eModule or Domestic Para Clinic
 - Referee Clinic

✓ Must have Level 2 Referee designation

👍 Can begin mentoring as Referee under supervision of Level IV/V

! These officials may practice under supervision but **cannot be assigned as the Referee**

Level 3 Certified Referee

Must complete

- All Level II certification requirements
- Certified in following positions
 - Chief Timekeeper
 - Admin Desk
 - Starter
 - Chief Recorder & CJE OR Meet Manager positions
- Have taken the
 - Meet Manager Clinic
 - Chief Judge Electronics (CJE) & Chief Recorder Clinic *OR Chief Finish Judge/CJE Clinic if done prior to Sept. 24, 2024*
 - Para Swimming eModule or Domestic Para Clinic
 - Referee Clinic



Must have Level 3 Referee designation



Eligible to be assigned as Session Referee once all requirements are met

Assignments for Session Referees

! If an official does not hold the “Level 2 Referee” or “Level 3 Referee” credential in REMS/CSU, they are not approved to act as a Referee

⊘ Competition Coordinators must NOT assign them the Referee role, including “shadowing”

Level 2 Referees must be under the jurisdiction of a Level IV/V assigned to the Session Referee position on the officials grid

Referee Assessment Form

Link [HERE](#)

Referee Assessment Form Updates

Form updates:

- update references of CFJ position to Chief Recorder
- remove references to Taping and Swimsuits in the briefing
- add Code of Conduct to general briefing section
- update Infraction reports briefing to include rule number
- update stroke briefing for breaststroke

Stroke cycle **starts at the beginning of the race and** must be 1 arm stroke and 1 leg kick in that order

- Removal of checkbox for successful assessment

Referee Assessment Form Updates

What are areas for growth and development that the Referee should focus on?

As Evaluator of this session, I recommend that the Developing Referee

☐ should gain additional experience and mentoring before considering evaluation for certification

☐ had a successful assessment and it may be used as part of moving toward certification

Additional Comments:

Level 4 & 5 Requirements

With no checkboxes on the RA form, how does this change the requirements for Level 4/5 formal evaluation requirements:

- Candidates must now submit 5 RAs, within the one year period, as part of their application from a minimum of 3 different Level Vs from 5 different meets.
 - RAs with the checkboxes can be used as part of the 5 RAs
 - 12 month period: the Referee Evaluation Committee will review, on a case by case basis candidates who may struggle in accessing competitions within this timeframe.

Level 4 & 5 Requirements

How will a candidate know if they are ready?

- They can request a Readiness Assessment from any of the provincial evaluators
- The readiness assessment is not required to move forward with the application for formal evaluation
- The list of provincial evaluators will be published

Provincial Credentials in REMS

Coming Soon!

To strengthen the tracking of continuing education, the SOOC is introducing two new provincial credentials (similar to the Level 2 and Level 3 Referee designations):

- **Evaluator Seminar**
 - designed for provincial-level evaluators. This will establish a formal list of qualified evaluators, with an option for interested individuals to join
- **Assessment Training Clinic**
 - Intended for Level 5 officials who are conducting Referee Assessments (RAs)

Best Practices

General Briefing - 10 things to remove from a Referee Briefing
Ontario Officials

Comments to Change

1. **Use your index finger for watches and plungers. The fatty part of the thumb...**

What is more important is consistency. Use the same finger to start and stop. Generally, timers will lag on the starts and anticipate the touch anyway.

2. **Excessive description of cross-over turns**

When you emphasize any rule by saying watch for X, people will to excess. We aren't there to look for opportunities to DQ. We are recognizing infractions when we see them

3. Don't walk stroke beside backstrokers and look them in the eyes

Really now, when did you ever see a swimmer looking at an official instead of watching their markers on the ceiling?

4. Endless bad descriptions of breaststroke starts

Yes friends, the cycle starts with the first arm stroke, the one that is permitted to go “completely back to the legs”. Therefore, there must be a breaststroke leg kick to complete the first cycle. It's the only cycle that may be submerged. The head must break the surface before the hands turn inward to recover on the second arm stroke and from there on, the head must break the surface one per cycle.

The swimmer may insert one butterfly kick before the first breaststroke kick after the start or after each turn.

5. Don't demonstrate your superiority by saying "and I my ask you which hand touched first?"

The more important question is where was the other hand?

6. Don't import national deck protocols to age group swimming.

It does not help them get accustomed to the short series of whistle blasts (Heaven forfend that we should call them FINA tweets. That's excessively casual)

7. Stop telling timers at non championship meets "Don't talk to the swimmers. They are in their zone"

When you're eight years old, sometimes you need friendly voices to reassure and direct you.

8. Stop telling SJs that if you see a flyer with her right foot higher and later you see her left foot higher that that's alternating leg movement and should be DQ'd.

Did they see the feet swap spots? If not, there's no DQ.

9. Stop telling officials at devo meets, well, they're little kids, so if you see them attempting to get their arms out on the fly that's ok.

No. It's not. Nor is it the swimmer's fault. It's a product of bad coaching practice. With enough calls, the parents will take care of it.

10. Stop telling ITs to watch relay takeovers with "watch the feet on the blocks. When the feet leave the blocks, drop your eyes to see if the touch has been made." ITs are perfectly capable of positioning themselves so that they can see the feet on the block and look past them down the face of the pad at the same time. If they hold that position, they will see both the touch and departure simultaneously.

Officials Splits

- The same timing principles applies for an Official Split as the final finish time.
- If you have pads at both ends and the end of race time is pad+2 plungers, then the official split simply needs pad & 2 plungers.
- There is no need to add watches.
- An official split is not a record attempt.

Chief Timekeeper

2.8.2 When only (1) Timekeeper per lane is available, an extra Timekeeper must be assigned in case of a malfunction of a watch. In addition, the Chief Timekeeper must always record the time of the winner of each race.

- In most cases clubs have 2 or more timekeepers per lane.
- Chief Timekeeper can take the finish time from the side.

Swim Ontario & Administrative updates

We encourage COA/COCs to also review the [March 2025 slides](#) from Drop-in Sessions - this provides how Swim Ontario can support you in the various officials management system

REMS - Club Admin Accounts for Officials Management & Competitions

Who needs a REMS Admin Account

- **Club Officials Administrator**
- **Club Officials Coordinator** (same setup as COA account)
- **Meet Manager**
- **Entries Administration** (for hosted meets - same setup as MM account)
- **Club Entries Coordinators** (for submission of entry files into competitions)
 - Login link [HERE](#) - a forgot password option is available.
 - Avoid username that are just a name with a space
 - Have the Name (username) setup so you are identified correctly
 - example: COA_name_ClubCode

REMS - Club Admin Accounts

- All existing Club Admin Accounts should be requesting to have their accounts updated with Member Inquiries option.



Registration

- ➔ View Registrants
- ➔ Payments Received
- ➔ Registration
- ➔ Approve Members
- ➔ Transfers and Affiliation
- ➔ Member Accounts
- ➔ Public User Accounts
- ➔ Member Lookup

- This will allow you to do a Member (registrant) Lookup from anyone in the country with a REMS public user account.
- Will provide REMS ID for registration of officials who are not part of your club
- Will provide registration status for deck entries management

Membership

- ☐ Invoicing & Fees (Club)
- ☒ View Registrants
- ☒ Payments Recieved
- ☒ Approve Members
- ☐ Content Pages
- ☒ Member Transfers
- ☒ Start Transfer (Request)
- ☐ Edit Custom Values
- ☒ Registration Invoicing
- ☒ Member Transfers Approve/Reject
- ☒ Request Dual
- ☒ Start Make Payment
- ☒ Group Registration
- ☒ Group Registration Payment
- ☒ Update Member Account
- ☒ Member Approval
- ☒ Public User Accounts
- ☒ Member Enquiries

REMS - Club Admin Accounts

- **IMPORTANT:** Meet Manager account setup now requires additional settings that were not there last year.
- Please ask your Club Registrars to update these - following the [Club Admin Account Setup Guide](#)

Events

- ☒ Event Orders
- ☒ Purchase Events
- ☒ Event Purchases
- ☒ Event Priority Lists

Meet Management

- ☒ Upload Meets
- ☒ Meets
- ☒ Meet Invoicing

REMS - Club Admin Support

- Most of your questions can be answered by accessing the
 - [REMS Knowledge Base](#)
 - lots of HINTS and TIPS within these guides
 - new layout - more interactive
 - Some of the Youtube videos from last season don't apply any longer as fixes have been done.
- COA/COC/MM contact [Nicole](#) for REMS issues related to Officials registration / credentials / competitions & entries
- Sanction Application questions are divided between [Kirsti](#) and [Nicole](#)
- [Sportlomo ticket](#)

LMS Admin - COA/COC

Link to login [HERE](#) - forgot password now available

User Guide: [HERE](#)

- No significant updates from last season - most questions can be answered with the guide
- If you don't have an LMS Admin account - complete this [Jotform](#) to request one

Resources on Swim Ontario website: [COA](#) , [COC](#) , [CC](#) , [general resources](#)

HINTS:

- Support: [Nicole](#)

IMPORTANT: Officials Clinics now need to be added through LMS. The functionality to add clinics as a credential in REMS has been turned off

Intro / Safety Marshal Clinic on LMS

Setup
the
clinics
on the
LMS

Use
Sign-up
Form **at the
clinic** to
collect info
to register
an official
on the
REMS

Register
the official
on the
REMS
and wait
until
Active
status

Add the
officials
to the
clinic
(once
Active)

Mark
Attendance
SAVE
attendees

Complete
the
Clinics

Mark
for
Submission
to
REMS

To register an official using

- **Group Registration:** full name, DOB and email address.
- **Self-Registration:** Email Address.

Sanction Applications



- REMS Meet Module now open
- Refer to the [REMS Knowledge Base for Meet Management](#)
- Updates and new features are planned in next few weeks
- Club Entries into your meets: Guide available on REMS Knowledge Base

New Terms for Sanctions

Meet Category

- Age Group
- Masters
- Varsity
- Open Water

Determines
which section of
the rules &
procedures are
applicable

New Terms for Sanctions

Meet Types

- Class I Time Trial
- Class II Time Trial
- In House Competition
- Invitational (Closed)
- Invitational (Open)
- Masters
- Provincial Meet
- Varsity
- Non-conforming sanction

All Meet Types remain
the same as previous
years

New Terms for Sanctions

Sanctioning Event

- **TIER I sanction**
- **TIER II-IV sanction**
- Masters sanction
- Varsity sanction
- Non-conforming sanction
- Provincial Meet sanction

Sanctioning Event
outlines the fees
associated with the
sanction application

Refer [HERE](#) to know more details, which meet type to select and which type of meet package to use.

How to get to Active sanction with least effort

- Meets after Oct. 30 - get those officials registered and Active to reach desired TIER for sanctioning requirements
- The MM/CC need to be registered!
- Make sure all required statements have been updated
- If using the templates, make sure to read the different options in the templates and clean up non valid options
 - Consult with the CC if unsure about the options
- READ and consult the Guides before using REMS to submit your sanction application
- Dates, names, location match between Meet Package and REMS

Entries Management Drop-in Sessions

Swim Ontario will conduct two drop-in sessions via GOOGLE MEET to go over the meets module and entries management and known bugs and issues that meet managers and host club entries coordinators need to be aware of. As well as Q&A.

Sign-up [HERE](#)

This slide was added after the seminar & webinars