



Official Bulletin – November 2022

Clinics & E-modules on the LMS update

Email notifications have been re-established with the education system (LMS). The emails are from education@swimming.ca. It has also been reported that COAs are receiving notifications when an official completes an e-module on the LMS.

A COA can run reports via the LMS Admin site for any of the e-modules and clinics managed through the LMS.

A reminder that the LMS requires a three-step process to complete a clinic managed through the LMS.

- **Step 1: Save the Clinic Attendees**

- This step can be completed by the Instructor via their Official Account
- This step can be completed by the COA via the LMS Admin login

SAVE CLINIC ATTENDEES

- **Step 2: Complete Clinic and Mark for Submission to COA/ROR/POA/Province**

- This step can be completed by the Instructor via their Official Account
- This step can be completed by the COA via the LMS Admin login

COMPLETE CLINIC AND MARK FOR SUBMISSION TO COA/ROR/POA/PROVINCE

- **Step 3: Mark for Submission to RTR**

- This is a crucial step to ensure all officials that attended have their official account profiles updated on the RTR, saving the COAs from having to manually enter the details
- This step can ONLY be completed by the COA via the LMS Admin login
 - This ensures that they verify any officials that have a refresher clinic that was missed in the initial steps.

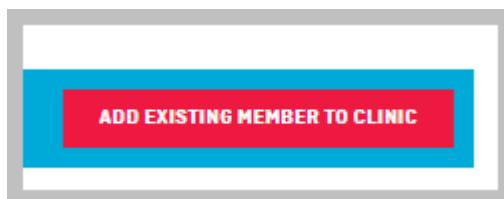
MARK FOR SUBMISSION TO RTR



Beginning in 2023-2024 all clinic registration must be managed on the LMS.

How to manage the Intro / Safety Marshal clinics for new parents/officials that may not yet have an account on the RTR:

1. Setup the clinic on the LMS ensuring both clinics are listed on the same application.
2. Collect necessary information in order to create an official profile on the RTR (Full name, Gender, Email Address) - preferably populate the CSV (excel) template.
3. Create the accounts on the RTR.
4. Either before or after the clinic is given, the COA can add the attendees to the clinic on the LMS (must have an account – Step 3 is necessary).



5. Complete the clinic once attendance is saved.
6. Mark for Submission to RTR

Resources

- [LMS User Guide for COA](#)
- [Official User Guide for the LMS](#)

Masters FINA Officials

We have received a call for officials to the 9th FINA World Masters Championships in Kyushu, Japan happening from August 2-8, 2023.

If you are a Level V official who is interested, available and willing to support your own travel and accommodations to the event, please contact nicole@swimontario.com for details on completing an application form.



Swim Meet Entries

A reminder that ALL entries must be submitted through the system. No exceptions.

- Meet Managers are obligated to not accept any entries via email. Accepting entries via email puts the host club in non-compliance with Swimming Canada and Swim Ontario entries procedures.
- All entry files must be downloaded through the system.
- No excuse is acceptable and Swim Ontario is here to help anyone struggling with the system. Have the clubs/coaches contact nicole@swimontario.com
- What if someone missed the entry deadline? Meet managers have the ability to accept entries through the system AFTER the entry deadline has passed. Meet Managers can control who gets to submit entries.
- If clubs need to submit a revised entry file after the deadline, meet managers can share the "Entry Upload" link.
 - Click on the "Entry Upload" button (see screenshot). This opens a new browser with a link they can copy and paste into an email to the club/coach.

Meet Entry Management - [User Avatar]

Time Validation Date Range: : September 1 2018 : December 12 2019 [Save] **Entry Upload**

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]

A last reminder regarding entries:

- All entries file must be either approved or rejected on the system before the start of competition.
- The status should show "approved" (see screenshot).

Meet Entry Management - [User Avatar] Logged in as Swim Ontario

Time Validation Date Range: : September 1 2017 : December 13 2018 [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]

Load Date & Time (EST)	Club	Entry File	Contact	Tel.	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status	Coaches
<input type="checkbox"/> 10-03-2018 09:54 AM	CREST		Wilfred Arzaga		2	10	0	0	0	2	10	Approved	Time Validate
<input type="checkbox"/> 10-19-2018 05:34 AM	WRMS		mike finch		1	5	1	5	0	2	5	Approved	Time Validate
<input type="checkbox"/> 11-05-2018 06:40 AM	CBAC		Tom Ponting		0	0	1	5	0	1	5	Approved	Time Validate
<input type="checkbox"/> 11-12-2018 11:03 AM	MS		Johnny Hewerdine		1	2	1	2	0	2	4	Approved	Time Validate
<input type="checkbox"/> 11-13-2018 10:34 AM	NORAC		Trish MacNeil		0	0	1	5	0	1	5	Approved	Time Validate
<input type="checkbox"/> 11-13-2018 01:00 PM	GSH		Luis Luebs		1	3	0	0	0	1	3	Approved	Time Validate
<input type="checkbox"/> 11-14-2018 03:13 PM	SPART		Justin Daly		2	10	2	10	0	4	20	Approved	Time Validate
<input type="checkbox"/> 11-15-2018 10:50 AM	STARS		Courtney Camille Desjardins		0	0	1	6	0	1	6	Approved	Time Validate



Officials Registration

A reminder that officials must be registered on the RTR within two weeks of taking a clinic or volunteering in an official position (timekeeper to referee to meet manager). What does registered mean

- The club generates an invoice and arranges for payment of invoices
- The official logs into their OFFICIAL account and completes the registration process which includes completing consent forms.
- The order in which these two steps can be any order.
- Status must show “Active” to be registered.
 - If the status shows Invoice Pending, the club has not yet generated an invoice
 - If the status shows PSO Pending, the club has not yet paid the invoice
 - If the status shows Account Pending, the official has not yet completed the registration process.

Note to COAs: Addition of on-deck evaluations or updating levels of certification for an official with status other than Active is NOT approved until the official is showing status Active.

FAQ

What is the minimum age for officials?

- Minimum Age for timekeeper is 14 years of age
- Minimum age for stroke & turn is 16 years of age

January Competition Sanctions

The Swim Ontario Office will be closed from Dec. 23 to January 2. As well, Nicole will be taking vacation days Dec. 20 to 22.

Please submit your sanction applications now to ensure they are sanctioned prior to Nicole's vacation and office closure.

Swim Cloud Results (message from Swimming Canada & Swim Ontario)

We have been notified that meet managers are receiving requests to upload meet results to Swim Cloud, a platform used in NCAA recruiting, and wanted to provide Swimming Canada's and Swim Ontario's position on this item.

Swimming Canada & Swim Ontario do not upload their results to Swim Cloud nor do we have any intention to. Meet managers have no obligation to upload results to Swim Cloud, their sole responsibility is uploading the results to the RTR. If a parent requests that results be uploaded, a coach can assist if they choose to.

SWIM ONTARIO

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2023 Bell Canadian Swimming Trials & Para Swimming Domestic Clinic

Swim Ontario will be host for Swimming Canada's 2023 Bell Canadian Swimming Trials March 28 - April 2, 2023 at the Toronto Pan Am Sports Centre. We are looking for volunteers and officials.



Volunteers are needed during pre-competition (March 25-27) and competition days (March 28-April 2). Seeing as this event will take place at TPASC, timekeepers will not be necessary. We ask that volunteers & Level 1 officials complete the [Swim Ontario Volunteer Sign-Up Form](#). Level 2 to 5 officials can also complete the volunteer sign-up form if available during pre-competition days (March 25-27), however, we ask that Level 2 to 5 officials complete the [Swimming Canada Officials Sign-Up Form](#) for competition days (March 28 - April 2).

Registration is now open for the Para Swimming official's clinic offered at the 2023 Bell Canadian Swimming Trials in Toronto – March 27, 2023 (English) 8am to 5pm. For officials interested in registering for the clinic, please login to the [Learning Management System](#), using your Swimming Canada officials' login information to register.

2023 Speedo Eastern Canadian Championships officials form

March 16-19, 2023 - Windsor
International Aquatic & Training
Centre

[Officials Sign-Up Form](#)



A Reminder that officials must

“Work a minimum of two sessions at a Swimming Canada national competition in any position, after becoming a Level III official” in order to achieve Level V certification. Sign-up today!

Heart of the Volunteer Series

There is nothing stronger than the heart of a volunteer, and over the next few weeks, Swim Ontario will be featuring five stories about some of our many volunteers who give back to our sport. Thank you to all of our hard working and dedicated volunteers!

Our first of this series can be found [HERE](#) featuring Anne Bell and Jennifer Owen.