

Swim Ontario Officials Educational Series

September 24 & October 4, 2026
updates October 7, 2026

Topics

Swimming Canada & Swim Ontario Rules/Procedures Updates

Officials Clinics

Swim Ontario & Administrative updates

REMS & LMS & CSU overview / support

~~Lunch~~

~~Competition Coordinator Clinic~~

Swimming Canada & Swim Ontario Rules/Procedures Updates

for Competitions

Overview of Swimming Canada Rules updates

- The link for the Swimming Canada Rules is <https://www.swimming.ca/swimming-canada-rules/>
- The last published rules was **October 1, 2026** which includes February 2026 AQUA and WPS updates
- Updates throughout the season can always be found [HERE](#)

Swimming Rules updates - Rule

Part II

2.5.2 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

II C.2.5.2.1 For the purposes of Rule II 2.5.2, “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.

Application of Rule C2.5.2.1 in Ontario

- Disqualification occurs AFTER they swim.
- The rule is now fully enforceable and may result in disqualification.
- All warnings should be communicated to coaches, not swimmers.

Application of Rule C2.5.2.1 in Ontario

- 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.

Application of new AQUA rules

- In July 2026, World Aquatics (AQUA) issued commentary on certain rules that took effect in January 2026
- Some of the rules & commentary are reflected in the Swimming Canada rule book
- Key commentary items are covered in the next few slides

Swimming Canada Rule 7.3

7.3 It is not permitted to roll onto the back at any time, except at the turn after the touch of the wall when it is permissible to turn in any manner as long as the body is on the breast from the beginning of the first arm stroke after leaving the wall. ***Athletes must not kick until they have returned past the vertical to the breast after the turn.*** From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms must be simultaneous without alternating movement.

Swimming Canada Rule 8.1 & 8.2

8.1 From the beginning of the first arm stroke after the start ~~and after each turn~~, the Athlete's body must be on the breast.

8.2 It is not permitted to roll onto the back at any time, except at the turn after the touch of the wall when it is permissible to turn in any manner as long as the body is on the breast ~~from the beginning of the first arm stroke~~ after leaving the wall.

Application of Rule 14 from AQUA

At Swim Ontario sanctioned competitions, tape is permitted.

There is no change to how a CC or MM manages this at competitions in Ontario.

Swimming Canada - Jury of Appeal SOP

- The rules on how a Jury of Appeal is conducted in Canada are changing.
- Last July the [Jury of Appeal Standard Operating Procedure](#) was published ahead of the new rule book.
- Additional changes may be made in next few weeks with the new rule book publication.

Swimming Canada - Jury of Appeal SOP

- Significant changes:
 - The Jury Record (Appeal of Referee Decision Form) has been updated - make sure to discard the older one and use the new form.
 - 3 members only, one of which is appointment chair by the Meet Manager
 - The Meet Manager is not the chair
 - The Meet Manager selects the members in consultation with CC
 - Only official video approved by the CC prior to the start of the competition may be consulted (C12.5.2) by the Jury - see SOP.
 - The scanned copies of the Jury Record and DQ form is to be submitted to Swimming Canada via an online form.

Swimming Canada - Jury of Appeal SOP

- Swimming Canada will provide a 1 pager for Officials and Coaches
 - It will address which type of video can be used for evidence for a Jury to restrict what the CC can approve as video evidence. Mostly centered around fixed point video such as livestreaming or HSV. Handheld will be discouraged.
- CCs and MMs are to review the SOP
- Ensure they have the correct Jury Record available at the Admin Desk
 - Current Jury Record Form - [Appeal on Referee Decision](#)
- The decision of the Jury will be posted / announced as per SOP.
- Once the rule book is posted - the SwimON statement will be updated - minor wording changes and link will need to be updated.

400 Freestyle - Bells & Counters

2.8.7 Each Inspector of Turns at the starting end will give a warning signal when the Athlete in their lane has two laps plus five (5) metres to swim to finish in individual Freestyle races of **400m**, 800m and 1500m. The signal must be repeated after the turn until the Athlete has reached the five metre-mark on the lane rope. The warning signal may be by whistle or bell.

400m counter sheets available on SwimON/Officials/Roles/Meet Management webpage - [All Counter Sheets](#)

C3.4.3.1 - No shows for finals

C3.4.3.1 When scratches are received after the scratch deadline and heat sheets production, reseeding is not necessary. Alternates are placed as applicable.

C10.2.2.1

10.2.2 An Athlete must start the race in his/her allocated lane, remain in that lane throughout the race, and finish the race in that lane.

C10.2.2.1 If the Referee determines (in his/her sole discretion) that an Athlete in an age group swimming event has mistakenly started the race in the incorrect lane, the Athlete shall be allowed to race in said lane as long as they remain in that lane throughout the race and finish the race in that lane.

C12.9.6 Canadian & Provincial Records

C12.9.6 Record swims will be timed and recorded by Automatic Officiating Equipment or by **two (2)** watches.

Infraction Reference Card and DQ Form are to be updated and have a new format.

Swimming Canada Warm-up Procedure updates

- Latest version was [November 2025](#)
- We anticipate new Warm-up Procedures this season

What has been updated is the Swim Ontario Warm-up Rules

Swim Ontario Procedure updates

Safety at Competitions Procedure

- [HERE](#)
- Warm-up rules updates:
 - Preamble
 - Lead Safety Marshal

Buletin outlining the changes

<https://www.swimontario.com/officials/bulletins/safety-at-competitions-procedure/>

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

Swim Ontario Warm-up Safety Procedures updates - Preamble

Competition warm-ups are recognized as one of the highest-risk periods of a swimming competition due to the number of athletes in the water and on deck, the variety of activities occurring simultaneously, and the limited space available.

During warm-up periods, athletes may be swimming at varying speeds, practicing turns, or performing stroke-specific drills while others are entering, exiting, or moving around the pool deck.

These conditions increase the potential for collisions and accidents both in and out of the water.

[Recommend listening to the recording here](#)

Swim Ontario Warm-up Safety Procedures updates - Preamble- cont'

Accordingly, coaches, swimmers, and officials share responsibility for maintaining a safe warm-up environment by complying with these procedures and exercising awareness, courtesy, and good judgment at all times. Coaches are encouraged to support Safety Marshals in promoting a safe environment.



[Recommend listening to the recording here](#)

Swim Ontario Warm-up Safety Procedures updates - Action item

We ask Meet Managers to include the following condensed version when sending communication to coaches in technical bulletin or email:

Warm-ups are among the highest-risk periods of a competition, given the number of athletes in the water and on deck, varied simultaneous activities, and limited space. Coaches, swimmers, and officials share responsibility for a safe warm-up environment. Please follow the Swimming Canada and Swim Ontario procedures, stay alert, and support Safety Marshals in maintaining safety.

→ will be added to required statements document but is part of pre-meet communication

[Recommend listening to the recording here](#)

Swim Ontario Warm-up Safety Procedures updates - Safety Marshal Requirements

One Lead Safety Marshal, rather than one per pool, is required for the full warm-up period before a single- or double-ended session when either of the following applies:

- Any session that has a split warm-up, or
- Any session of a Tier III or IV meet

Swim Ontario Warm-up Safety Procedures updates - Safety Marshal Requirements

The Lead Safety Marshal must:

- Be a Level II or higher official with prior Safety Marshal experience
 - May be the Meet Manager, provided they are performing no other duties and are on deck actively carrying out Safety Marshal responsibilities
- Be confident communicating with coaches and swimmers
- Be briefed by the Session Referee before the start of the warm-up period (or first split warm-up) with other Safety Marshals

Swim Ontario Warm-up Safety Procedures updates - Safety Marshal Requirements

If the Session Referee is unable to brief the second group of Safety Marshals for a split warm-up, the Lead Safety Marshal shall ensure they are properly briefed.

Why this change?

Warm-up is the highest-risk window of a session → and the point when senior officials are pulled off deck for briefings

The L2 or higher Lead Safety Marshal requirement closes that gap → ensuring certified, experienced oversight stays on deck while briefings run

Swim Ontario Warm-up Safety Procedures updates - Safety Marshal Requirements

<u>Minimum Safety Marshals per warm-up period</u>		
25 m Pool	2	When required, one must be a Lead Safety Marshal
50 m Pool <i>as either 2 x 25m or 1 x 50m pool</i>	4	
1 additional safety marshal shall be designated when pace lanes are available during the warm-up period.		

New Posting Requirement: Swim Ontario Warm-up Rules

- In addition to Swimming Canada's warm-up procedures, meets must now also post Swim Ontario's Warm-up Rules (from the Safety at Competitions procedure)
- A condensed version has been created just for posting.
- There is no need to print the full procedure document

[Swim Ontario Warm-Up Safety Rule - Meet Posting](#)

Lead Safety Marshals & Briefings

- Lead Safety Marshal will miss that session's briefing. This is a recognized trade-off, not an oversight
- Not unique to this role: Safety Marshals often miss briefings due to other assignments;
- Some LIII+ officials aren't relying on the content of the briefing either and can receive a condensed version of what they need to know prior to the start of competition via a virtual call / email.

Active Engagement in the Role of Safety Marshal

- Safety Marshals actively move and monitor – Corner is a starting point, not a fixed post
- Speak directly with coaches and swimmers
- Watch for crowding and clear lane ends; ask swimmers to spread out to other lanes when available
- Confirm split warm-up is being followed — the second half is often busier and needs closer attention

Minimum Age Requirement

- Safety Marshals should be 18 or older, minors are not suitable for this role
- The role requires understanding the risks involved and the willingness to enforce warm-up procedures and rules
- This is a role for officials with the maturity and standing to act, not just observe

Swim Ontario Warm-up Safety Procedures - Deck Changing

- Coaches and athletes are reminded that deck changing is not permitted at Swim Ontario sanctioned competitions.
- Athletes are asked to use the facility's change rooms, or on-deck changing tents if available.
- Coaches are asked to discourage deck changing and help keep the sport safe for everyone involved.

This is also part of the new template / statements

Swim Ontario Meet Sanction Obligation Procedure

The Meet Sanction Obligation Procedure was updated this past July and significant changes communicated.

We encourage all members of the Meet Organizing committee, including the Competition Coordinator, to review this procedure.

New definition of

- In House Competition (2.3)
- Competition Coordinator (2.4)

New sections include 6.3 and section 7

Deck Capacity & Session Management Rules (6.3) - Finding Your Number

Step 1: Ask your facility for its maximum deck/bather capacity — most clubs don't know this, so get it in writing

Your session's swimmer max = 85% of that number

- The other 15% is reserved for coaches, officials, lifeguards, staff

Host club is responsible for total deck occupancy, swimmers and staff, never exceeding the facility max

- More participating clubs = more coaches on deck, so you may need to set your swimmer limit lower than 85%
 - i.e. Regional Championships

[Recommend listening to the recording here](#)

Deck Capacity & Session Managements Rules - Applying it

Step 2: Put your swimmer max in the meet package

- entries close once it's hit → **New Checkbox!**
- request a change in sanction indicating maximum swimmer reached in meet package
- manage changes through priority list

Step 3: Session Management → Breaks between sessions: 15 min minimum, 30 min if the session is at or near max capacity

- break between end of session to start of warm-up
- If running split warm-ups - then you are at max capacity

Max 3 sessions/day if running at or near max capacity

Deck Capacity & Session Managements Rules - Why this Change

Safety & Compliance with facility rules.

A published limit means no overloaded sessions.

Safe transitions: Teams clear the deck before the next session arrives.

Buffer for small delays —> issues don't push back the whole day.

Proper breaks for officials: Officials get real rest between sessions, which supports alert, accurate officiating and helps with retention.

Safety marshal briefings: Safety Marshals for the next session get a proper handover and briefing, not a rushed one.

Resources for MMs

The Meet Manager Webpage on the Swim Ontario site has recently been re-organized

Navigation: Officials→Roles→Meet management



<https://www.swimontario.com/officials/roles/meet-manager-role/>

Competition Coordinator Definition (2.4)

- Level 4/5 official or an experienced Level 3 Referee (approved by Swim Ontario)
- Registered active official **who has completed the Swim Ontario Competition Coordinator Clinic.**

In the absence of Swim Ontario personnel, the Competition Coordinator will be the representative of Swim Ontario ensuring compliance, consistency and fairness at the competition.

Why "Competition Coordinator" and Not "Meet Referee"?

Swim Ontario uses the title Competition Coordinator rather than Swimming Canada's traditional Meet Referee because the role carries additional responsibilities beyond what Swimming Canada defines for a Meet Referee, including:

- Compliance oversight, ensuring the host club follows the sanction (the meet package)
- Ensuring Rowan's Law and the Photography, Videography & Cellphone Use Procedure are followed
- Informal resolution of Code of Conduct breaches

Maximum 2 CCs → One Shared Commitment

- Named on the meet package: only two people may hold the CC title for any one competition
- Being named CC is a commitment to the full competition, not a single session or day.
- The 2 named CCs are expected to lead in that role throughout from pre-meet planning through post-meet wrap-up
- Capping at 2 CCs keeps consistency in how policies, procedures, and rules are applied across the competition.
- Swim Ontario will contact the named CCs directly if any issues arise

Maximum 2 CCs → One Shared Commitment

- We've heard pushback on this, so let's be clear about what we're actually trying to solve.
- We're not asking for perfect attendance — if a CC needs to take a session off but is still committed to the meet pre, during, and post, that's not a problem. What we're solving is the CC who helicopters in for a session or a day with no involvement otherwise — they don't know the meet package, haven't been part of the planning, and they show up potentially disrupt the flow the rest of the committee has established, and leave. That's not coordination — that's a drive-by.
- What we are looking for is Committed-but-occasionally-stepping-away is fine. Showing up once and calling that CC is what we're ending.

Maximum 2 CCs → One Shared Commitment

Those that cannot fulfill the CC role can be there in other capacity such as mentoring, doing RCRs, session referee, which then allows the CC to concentrate on CC duties.

So here's the distinction:

- Committed to the full meet, but needs to step away for a session — that's fine. They're still part of the planning, still aware of what's happening across the competition, still reachable, still accountable for the meet as a whole.
- Shows up for a session or a day with no involvement before or after — that's exactly what we're trying to prevent. That's not a CC, regardless of what the meet package says.

Capping it at 2 is what makes this workable: with two committed CCs sharing the role, one stepping away for a session doesn't leave a gap, because the other is still there and both have been part of the whole picture from the start.

CC Role & Responsibility

- The CC role is not merely a name listed in the meet package.
- The CC must be part of the organizing committee, reviewing
 - the meet package,
 - the anticipated sessions, and
 - the deck staffing requirements for each session and assessing whether the club can adequately manage them
- The CC clinic covers this in more detail.

Resources for CCs

The Competition Coordinator Webpage on the Swim Ontario site has recently been updated with new information, summary of role, and extensive resource library.

Navigation:
Officials→Roles→Competition
Coordinator

<https://www.swimontario.com/officials/roles/competition-coordinator/>



Sanction Application Review & Re-sanction Process Update

To ensure CCs remain informed on all aspects of the competition they've committed to:

- Swim Ontario will copy the CC(s) on email communications with the MM(s) during the sanction application review process.
- Any requests for re-sanction should include the CC(s) when communicating with Swim Ontario.

Officials Clinics

Presentation Material

- First priority will be updating the rule numbers and wording based on the new rule book.
- Secondly - there is further delay in “revised” 8 clinic material mentioned in the September newsletter.
- Clinic Instructors and/or COA/COCs can email officials@swimontario.com for the link to all presentation material.

Inspector of Turns & Judge of Stroke Clinics

- Swimming Canada separated these clinics intentionally, as the combined content is too much to absorb at once and isn't recommended for adult learning.
- Additionally, each clinic individually requires at least two hours to deliver, so covering both in short timeframe will not be sufficient.
- It is recommended to take the Inspector of Turn clinic, have the official gain experience and then offer the Judge of Stroke clinic.

Other Minimum Age Requirements

- Timekeeper: 14 years of age
- Inspector of Turns / Judge of Stroke: 16 years of age

Swim Ontario Competitions & Administrative updates

Injury & Concussion Reporting

All injuries involving a significant impact to the head, neck, face, or body, regardless of whether the injured person returns to activity, must be reported to Swim Ontario as soon as possible within the first 24 hours using the [Injury or Concussion Report Form](#).

- This allows for follow-up on possible late-onset concussion symptoms.

Injury & Concussion Reporting

Any other injury must be reported to Swim Ontario within 24 hours using the [Injury or Concussion Report Form](#) when the injured person did not return to activity because

- it required an EMS call, or
- it required a medical centre/doctor visit, or
- the facility advised against returning.

If the participant gets lifeguard treatment and returns to activity - we don't need a report i.e someone gets ice for a cramp, swallows water, needs bandaids, these are not necessary to be reported.

NEW: Meet Package Configurator

Use the 2026-2027 Meet Package Configurator to develop your meet package:

- [Meet Package Configurator Guide](#)
- [Meet Package Configurator](#)
- [Bulletin](#)

IMPORTANT: We anticipate some changes when the rule book is published

Required Statements

- Some tweaks needed to be made to several statements with rule book changes.
- Some additions based on revised procedures.
- These can get updated throughout the season requiring a re-sanction with changes.

IMPORTANT: We anticipate some changes when the rule book is published

D/deaf & Hard of Hearing Accommodations

Download the D/deaf and hard of Hearing report from REMS and once accommodation confirmed:

- Any requests for visual accommodation signal (strobe or arm) add “HH” to Swimmer Profile in Hy-Tek using 2nd club designation (see Para swimmer Hy-Tek instructions above).
- Share report and requested accommodations with Competition Coordinator(s) and Session Referee(s) and any official responsible for Visual accommodation.

D/deaf & Hard of hearing Accommodations & Para Exception Codes

Report Preferences

Report Formats | Report Headers | Punctuation | Footer | Printer Options

Athletes / Relays

- ☒ List athletes with last name first
- ☒ Show athlete middle initial
- ☐ Use first name instead of preferred name
- ☐ First name initial with full last name
- ☐ Full first name with last name initial
- ☐ Show athlete status with name
- ☐ Show birth year in place of age
- ☐ Suppress "A" relay designator

Teams

- ☐ Use home town in place of team
- ☒ Show 2nd Club with primary team
- ☐ Show country code with team name
- ☐ Suppress LSC team designator
- ☐ Use Alternate Team Abbreviation and Name
- ☐ Sort team combo box by team name in add/edit athlete window

Miscellaneous

- ☐ Flag Over-Achievers with a "+"
- ☐ Flag Under-Achievers with a "-"
- ☐ 12 and Under as Under 13
- ☐ 13, 15, or 17 and Over as Senior / Open
- ☐ Display military time
- ☐ Relays as 4x100 and 4x200 style
- ☐ Relays alt with 2 fastest heats 1st (obsolete; by session now)

Meet Program / Results

- ☐ Always display actual entry time
- ☐ Suppress results small "x" for scorer limits
- ☐ Suppress the "J" for JD on results
- ☐ Suppress the Time Standard designator
- ☐ Suppress splits if result is an indiv DQ
- ☐ Suppress splits if result is a relay DQ
- ☐ Show both age and birth year (1 col only)
- ☐ Suppress results "q" for advancers
- ☐ Display NT for result times under 5 seconds

Paper Size - Meet Program / Results

- ☒ 8 1/2 x 11
- ☐ 8 1/2 x 14
- ☐ A4

OK Cancel

Athlete Edit

Contact Teams

Last Name : First Name : MI :

Pref Name : Birth Date : Age :

☐ Mark as anonymous

Reg ID# : Team :

Gender (MF) : Build ID :

Citizen of : Class Year : Status : SCMS ID :

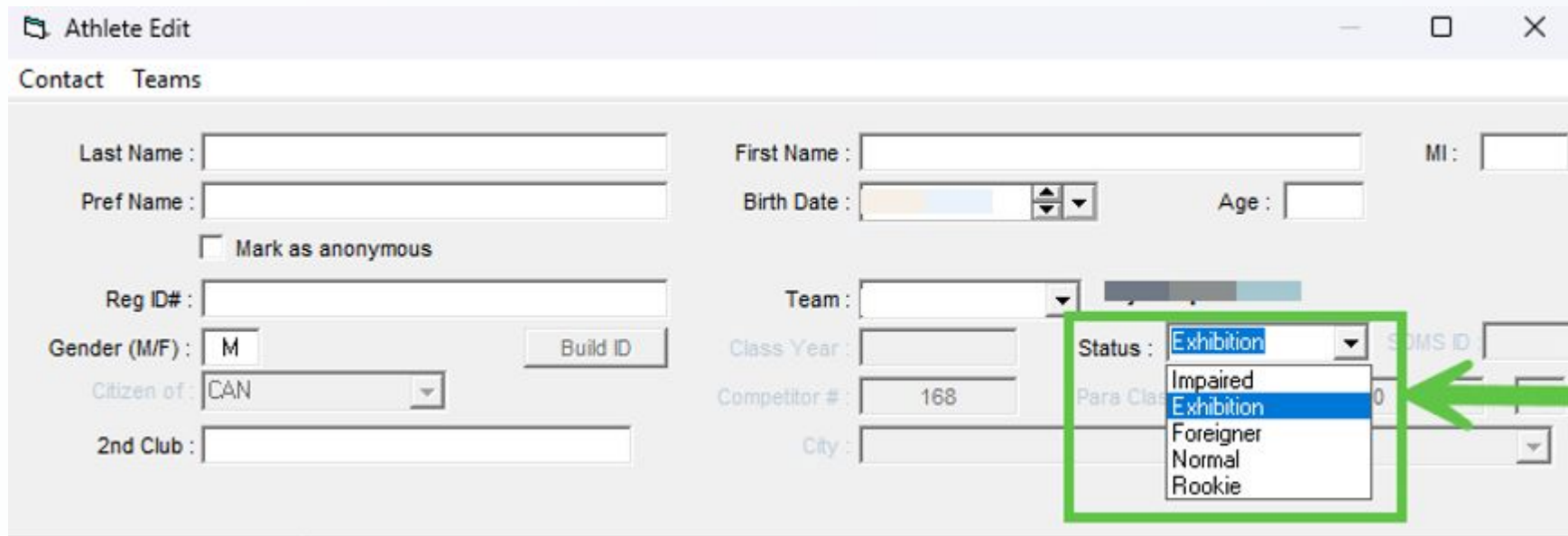
Competitor # : 543 Para Class (S, SB, SM) :

2nd Club : City : State :

Pre-competitive registered swimmers

If Pre-competitive registered swimmers can attend your meet they must compete as Exhibition and are not eligible for scoring or awards.

- Download Registration Category Report from REMS to identify pre-competitive swimmers and mark those swimmers as Exhibition: change status to Exhibition in Swimmer Profile in Hy-Tek



The screenshot shows the 'Athlete Edit' window in Hy-Tek software. The 'Contact' tab is selected. The form contains various fields for athlete information. The 'Status' dropdown menu is open, showing options: Exhibition, Impaired, Exhibition, Foreigner, Normal, and Rookie. A green arrow points to the 'Exhibition' option in the dropdown. The 'Status' field is highlighted with a green box.

Athlete Edit

Contact Teams

Last Name : First Name : MI :

Pref Name : Birth Date : Age :

☐ Mark as anonymous

Reg ID# : Team :

Gender (M/F) : Build ID

Citizen of : Class Year :

2nd Club : Competitor # : City :

Status : SOMS ID :

Para Class :

Foreign Swimmers & Results Upload

If foreign swimmers/teams attended:

- Ensure “Citizen of” is set to correct country (in Hytek – Setup / Athlete & Relay Preferences settings.
 - For USA Swimming athletes these are set to USA already if entries arrived by Hy-Tek entries file.
- Load results via REMS and ensure all domestic athletes pass validation.
- When only Foreign swimmers remain, contact Kirsti Kontor – kirsti@swimontario.com who will verify the swimmers were approved and mark the swimmers as foreign.

Meet Manager Checklist

You'll find all of this information and more in the Meet Manager Checklist on the SwimON Meet Management webpage

3. MEET MANAGER CHECKLIST

Comprehensive list of Swim Ontario's hosting requirements — updated several times a year, so check back regularly. Not every competition needs everything on it, but all applicable items must be followed.

[Meet Manager Checklist](#)



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 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
- For REMS related issues:
 - COA/COC/Age Group MM contact [Nicole](#)
 - Varsity & Masters MM contact [Kirsti](#)
 - Foreign Swimmer & Results: contact [Kirsti](#)
 - Photographer approval: contact [Nicole](#)

Officials Registrations

- No registration fee for officials in Ontario, but officials must still be registered in REMS
- Registration:
 - Provides insurance coverage
 - Binds officials to the Code of Conduct and Rowan's Law
 - Gives access to the LMS once status is Active

Do Volunteers Need to Be Registered?

"Do I need to register volunteers who help at meets?"

Yes, register them if:

- They volunteer at several meets (e.g., hospitality for the season)
- They're family members completing volunteer points

Not required for:

- One-off help (e.g., someone from the stands helping with ticket sales or serving food)

Why it matters: Registration covers them and accurately records when they started volunteering

REMS - Officials Registration - FAQs

- Registered with fake DOB - now duplicate
 - if you don't have the DOB - use self-registration for officials - it is the only option now, makes it easier
- Can't login to LMS - no ballchart
 - Not yet Active
 - combo accounts don't get assigned a ballchart immediately
 - wait 24 hours - Sportlomo does auto-script to assign ballchart IDs and auto-login to REMS

REMS - Officials Registration - FAQs

- Officials moving clubs → send them the link to self-register making sure to tell them to logout of their sportlomo account before clicking the link.
- Two registrations - Self (Active) and Group (Need More Info)
 - I can merge the duplicates and retain Active status and credentials

REMS - Credentials - FAQs

- When entering a deck evaluation - ensure you select status “Active”.
- That is the only one that is recognized in CSU

Details

Type

Credential Name

Provider

Provider Identifier

Start Date

Expiry Date

Additional Info

Set status for credential

- Expired
- Cancelled
- Invalid
- Rejected
- Pending
- Awaiting Approval
- In Progress
- Passed
- Attended
- Active**
- Not Provided

REMS - Credentials updates

- The CFJ/CJE combo clinic was split into the Chief Recorder Clinic and Chief Judge Electronics Clinics
- Any deck evaluations associated with the CFJ/CJE combo clinic were reassigned to the Chief Recorder Clinic
- This now may show CJE clinic without deck evaluations

REMS - Sanction Application - Requirements

- CC & MM registered in REMS
- CC registered for CC clinic (meets before Nov 30)
- CC taken CC clinic (meets Dec 1 onwards)
- Sanctioning Requirements (ODP)
 - Meets before Oct 30: end of 2025-26 season Tier level
 - Meets Nov 1: 2026-2027 season Tier
 - Get your returning officials registered

Sanction Application Reference Guide

Applying: A Meet Manager logs into the REMS Administrative link to apply for a sanction. Submit with enough lead time for review and any required adjustments.

[Meet Manager Guide to REMS](#)

[Swim Ontario Sanction Application Reference](#)

[Meet Manager Checklist](#)

REMS - Meet Entries Enhancements

- Some failsafes
 - Meet end date cannot be before meet start date
 - Meet entry date cannot be after meet start date
 - removed max value for coaches/support staff
 - minimum should not be touched - defaults are “1” for coaches and “0” for support staff
- Set category defaults based on meet category
 - ignore LMS coaches
 - ignore Classifiers
 - Coaches should have 3 categories minimum

REMS - Meet Entries Enhancements

- Venue Information and Description now shows in REMS when someone is looking at meet information

Meet Information

Meet Name	Start date
uOttawa_vs._Carleton_vs._Queens Tri Meet 2027	21/01/2027 16:00
Host Club	End date
RSEQ - UOTT University Of Ottawa	21/01/2027 21:00
Meet Category	Entry deadline
Varsity	15/01/2027 20:00
Meet Type	
Varsity	

Meet Description

Short Course - Open/Timed Final University Tri Meet.

Pool Information

Venue Name
Ottawa - Université d'Ottawa

Venue Address
Rue Louis Pasteur
Ottawa, K1N 6N5

Last Official Survey Date

Competition details

Meet course
SC

Number of sessions
1

REMS - Meet Entries Enhancements

Priority Lists updates - Bulk Updates

[Home](#) › [View Event Priority Lists](#)

View Event Priority Lists

+ Add

📁 Import

Search/filter options ▼

Change Status

-- No change --

Change Expiry Date

0 selected

✓ Apply to selected

☐

EMAIL ADDRESS ↕

ASSOCIATION ↕

CREATED DATE ↕

EXPIRY DATE ↕

PRIORITY LIST STATUS ↕

MAX QTY ↕

USED QTY ↕

ACTIONS

REMS - Meet Entries Enhancements

- Entry Acceptance - open/close - checkbox
 - would allow clubs to close entries when full.
 - ~~• checkbox to initiate priority list early (before deadline)~~
- Only applies to Open Meets
 - Open Invitationals
 - Masters
 - Varsity
 - Class I Time Trial

REMS - Entry Acceptance

- Manage My Meets, edit, 2nd tab (Meet Details), scroll down

Edit Swim Meet

1. Initial Details

2. Meet Details

3. Prerequisites

4. Attachments

5. Contact

Invitational (open)

Meet Course

SC

Lanes

10

Max Swims for Individual Entries

No. of Sessions

8

Age Group

Venue

Toronto Pan Am Sport Centre - Competition Pool

Max Swimmers Accepted

375

Sanction No

63098

Entry Acceptance

☒ Entries open

Untick to stop new clubs entering this meet. Clubs already entered can still submit until the entry deadline.

Entry By

☒ Clubs ☐ Masters ☐ Foreign Club ☐ Foreign Swimmer

←

→

REMS - Entry Acceptance

- Untick to stop new clubs entering this meet before the entry deadline.
- Clubs already entered can still submit entries changes until the entry deadline.
- After the entry deadline, priority list is enabled and entries are managed via priority list.

Entry Acceptance



Entries open

Untick to stop new clubs entering this meet. Clubs already entered can still submit until the entry deadline.

REMS - Some Upcoming Meet Entries Enhancements

- New club check process
 - As an additional step for domestic athletes, check that the registration is with the club noted in the entry file.
 - We've had two years of no check - now back to validating the club associated with the registration.
 - You may see more invalid swimmers as a result

LMS

LMS Admin - COA/COC

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

User Guide: [HERE](#) - nothing has changed in LMS for last two years

- No 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](#)
- [LMS FAQ bulletin](#) - updated
- No LMS enhancement upcoming

Intro / Safety Marshal Clinic on LMS

WAIT 24 HOURS for Sportlomo to run script to assign ballchart ID and aut-login to LMS to create the account in 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.**

Canadian Swimming Utilities (CSU)

CSU 1.0

- [Log in to CSU](#) using the same credentials as the REMS Admin account — no separate account is needed.

Tools to help build the grid

- Skills Finder (in CSU) — helps identify which officials have the skills/certifications needed for specific positions.
- Official Lookup (in CSU) — search for an official's certification and history when filling grid spots.

Tracking Level 2 & 3 progress via CSU

Progress toward Level II and Level III is tracked in the Canadian Swimming Utility (CSU), under its Level II / Level III Pathway Progress submenus.

CSU - Admin & User

[Log in to CSU](#)

Admin - using the same credentials as the REMS Admin account — no separate account is needed. Use username not email.

Users - same credentials as REMS user but use email address

Level 4/5 officials have access to extra features with the club they are registered with.

What happens if they support another club?

CSU - Level 4/5 support

To have access to Admin features in CSU with a different club, the Level 4/5 official needs a REMS Admin account with very limited features.

A CC for example would only need “Member Enquiries” in the menu options for their REMS Admin account.

It would give them full access to CSU information for that club without anything being done in REMS.

Registration

✓ Select All

- ☐ Invoicing & Fees (Club)
- ☐ View Registrants
- ☐ Payments Recieved
- ☐ Approve Members
- ☐ Content Pages
- ☐ Member Transfers
- ☐ Start Transfer (Request)
- ☐ Edit Custom Values
- ☐ Registration Invoicing (Don't user for Swimming)
- ☐ Member Transfers Approve/Reject
- ☐ Request Dual
- ☐ Start Make Payment
- ☐ Registration
- ☐ Group Registration Payment
- ☐ Update Member Account
- ☐ Member Approval
- ☐ Member Export
- ☐ Public User Accounts
- ☒ Member Enquiries

CSU 1.0

Tools to help build the grid

- Skills Finder (in CSU) — helps identify which officials have the skills/certifications needed for specific positions.
- Official Lookup (in CSU) — search for an official's certification and history when filling grid spots.

Tracking Level 2 & 3 progress via CSU

Progress toward Level II and Level III is tracked in the Canadian Swimming Utility (CSU), under its Level II / Level III Pathway Progress submenus.

CSU 2.0

**Canadian Swimming Utilities**
ADMINISTRATOR PORTAL

Officials & meet
administration for
Swimming Canada.

Secured access · Authorized personnel only

ADMIN PORTAL

Sign in

Use your administrator credentials to continue.

Email

nicole@swimontario.com

Password

.....

Forgot?

☐ Keep me signed in on this device

Sign in

First time here, or forgot your password?

OR

 **Sign in with passkey**

Not an administrator? [Go to the member portal](#)

© 2026 Canadian Swimming Utilities · [Privacy](#) · [Support](#)

CSU 2.0

- API with REMS - updates every 15 mins - two way communication for some items
- General Information of Officials from across the country
- Management of Club Officials information
 - Add/edit/approve credentials / deck log entries - yes add credentials
 - Better pathway progress visuals
- Skills Finder
 - Find officials with a selected qualification in your current organization.
- Skills Upgrade
 - Find officials whose certification pathway is missing a selected clinic.
- Credential approvals
 - Review and decide pending credential change requests for your organization.
- Years of Service

Manage My Officials

First name

Last name

REMS ID

Membership status

Level

Club

Province

Season

Pathway progression

Minimum % complete

Officials

Showing 1-1 of 1 officials

REMS ID

FIRST NAME

LAST NAME

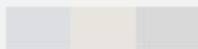
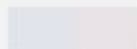
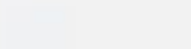
CLUB

LEVEL

NEXT LEVEL %

STATUS

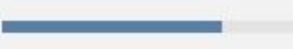
PROVINCE



ORON

Level I

73%



Active

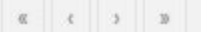
ON



Page 1 of 1

ROWS PER PAGE

25



CSU 2.0

Pathway progress – Toward Level II

73%  8/11

Requirement status

Introduction to Swimming  Introduction to Swimming complete	Judge of Stroke  Judge of Stroke – clinic only	Inspector of Turns  Inspector of Turns complete	Additional Qualification  Chief Judge Electronics, Chief Recorder – clinic only
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Next Steps

- Complete one deck evaluation for Judge of Stroke
- Complete two sign-offs in Chief Judge Electronics, Chief Recorder

Questions