



**Club Officials Administrator's  
Guide  
2023-24**

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Welcome to the 2022-2023 competitive swim season! Thank you for taking on the critical role and responsibility of Club Officials Administrator, it is a very important position in supporting club operations and Swim BC's mandate.

Clubs in BC are members of the provincial governing body (Swim BC) and as such the Swimming Canada Registration, Tracking and Results System, or "RTR", is integral to your role. The intent of this manual is to provide you with the information and instructions to assist you in your role, ensuring Swim BC officials are duly registered and covered by organizational policies, insurance and eligible for programs and competition.

As a sport governing organization, Swim BC is required to report on membership to support accountabilities for government funding. Statistics obtained from the data collected in the "RTR" are fundamental to this process. With your assistance and diligence, we can comply with our requirements and continue to benefit from government support, a significant portion of which is directed towards the support of swimmers, coaches, and clubs. Another key role in the registration process is the mitigation and management of risk. Insurance coverage is directly tied to the rights of membership, and as such individuals from all participant categories must appear and be appropriately registered to receive this benefit, and to safeguard the participation of themselves and all other members.

This Guide will be posted on the Swim BC website and every effort will be made to keep it current with changes to the registration procedures, and corrections. Changes will also be emailed to the Club Officials Administrator.

Please do not hesitate to contact Senior Manager - Technical Operations via [carrie.matheson@swimbc.ca](mailto:carrie.matheson@swimbc.ca) or phone (778) 430-9100 if you have any questions.

## Club Officials Administrator's Roles and Responsibilities

### *Communication:*

1. Keep in contact with assigned Regional Officials Director for upcoming clinics, updates from Swim BC and officiating opportunities.
2. Ensure that club officials are informed of new rules, procedures, interpretations, and policies from SNC and Swim BC.

### *Registration:*

3. Ensure that all club officials are registered annually online through the SNC RTR system.
4. Maintain an up-to-date club officials' database. (Details to include contact information, clinics taken/when, levels achieved, clinics taught/when, etc).

### *Education:*

5. Be responsible for the ongoing education and development of club officials.
6. Encourage club members to pursue education and training as a swim official.
7. Identify and support officials interested in pursuing higher levels of certification.
8. In cooperation with the ROD, arrange for clinics to be offered for all officiating positions, ensuring at least one Level I clinic is offered early in the swim year.
9. Forward attendance sheets of all training clinics to the Swim BC Office.
10. Distribute officials' pins, certification cards and recognition rewards when required.

### *Staffing Officials for Club Meets:*

11. Ensure appropriate and adequate officials staffing of Club meets.
12. Encourage identified officials to acquire deck experience at non-club meets and, where appropriate, at provincial, national and other meets.

## Regional Officials Director's Roles and Responsibilities

- Key mandate: represent Swim BC as officiating leaders to both Swim BC membership and the broader Canadian swimming community.
- *Communication:*
  - Support development of key communications facilitated by Swim BC office;
  - Assist clubs and officials in rule change clarification;
  - Assist clubs and officials in interpretation and clarification of new or changed policy and procedure originating from Swimming Canada or Swim BC.
  - Report to the Committee the status of officials' development within their region;
  - Identify regionally specific operational and implementation challenges regarding Swim BC policies and procedures;
  - Enhance regional communication with Swim BC operations where necessary;
  - Develop and advise on content for Officials Bulletins
- *Education and Mentorship:*
  - Promote excellence in officiating within their region by following the approved Swim BC education pathway.
  - Coordinate and advise officials' development within their Region
  - Work with clubs to schedule, staff and publicize officials' clinics.
  - Conduct and monitor clinics as required; provide clinic resources as required and ensure clinic records are submitted to Swim BC.
  - Identify mentorship opportunities for clinics and deck positions.
  - Assist all level 3, 4 and 5 officials in maintaining RTR deck log and complete currency reviews throughout the season.
- *Evaluation, Certification and Recognition:*
  - Approve Level II and III certifications in their Region and advance those approvals to Swim BC
  - Evaluate officials for Level IV or V as required.
  - Recommend officials for Level V certification to Swim BC by the appropriate deadline.
  - Present new certification pins and awards as required.
  - Identify and/or nominate officials for recognition and awards as required by the Swim BC Awards Committee. (Swim BC, Swimming Canada, Sport BC, etc.)
- *Competition Hosting:*
  - Assist clubs in identifying and recruiting their Officials Administrator (COA);
  - Assist COA's in the development of their Club Officiating Plan;
  - Identify and support officials interested in pursuing higher levels of certification.
  - Regional and Divisional Championships:
    - Approve Regional and Divisional Championship Meet Referees
    - Work with Swim BC and the competition organizing committee to identify and assign senior officials for these meets
  - Provincial Championships:
    - Work with Swim BC and the competition organizing committee to identify and assign senior officials for these meets

## RTR System - Registering Officials

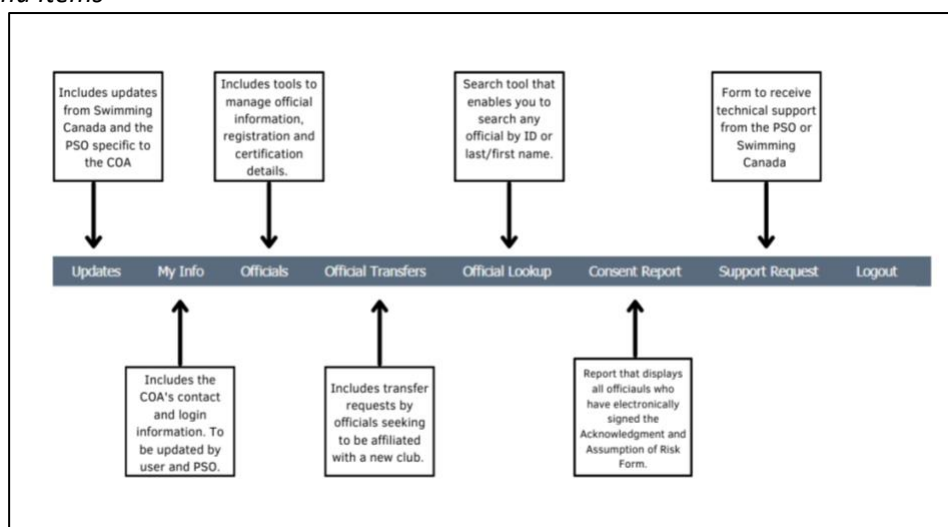
At the beginning of the season, each club must supply Swim BC with their Club Officials Administrator's name and email address as part of the Club Registration. Once the club registration has been completed, the Club Officials Administrator will receive an email with their RTR access information (username and password).

Each year, new officials will need to be added into the RTR system and returning officials will need to be activated for officials to complete their registration.

To login to the RTR, visit <https://www.swimming.ca/registration>

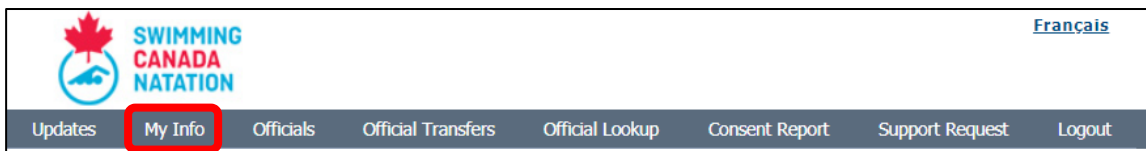
### Step 1: Getting Started

#### Available Menu Items



#### Update My Info

1. The COA can update their account information, including username and password by clicking on the **My Info** tab from the main menu.



2. Update all contact and account information listed. Click **Save** once complete.

The screenshot shows the 'My Info' form. The 'Save' button is highlighted with a red oval. The form contains the following fields:

- First Name: Swimming
- Last Name: Canada
- Email: support@swimming.ca
- Title: (empty)
- Phone: 613-260-1348
- Fax: (empty)
- Username: snregister
- Password: (masked with asterisks)
- Language:  English  French

## Step 2: List of Registered Swimmers/Families

Contact Club Registrar for a list of registered swimmers/families. Will need the following information:

- Parents/Guardians First and Last Names
- Gender
- Email addresses
- If possible: list returning, new and transferred swimmers/families

## Step 3: Activate Returning Officials

### Official Status

Every official entered in the system will have a status listed in their profile. This status defines where the officials' registration sits in the RTR.

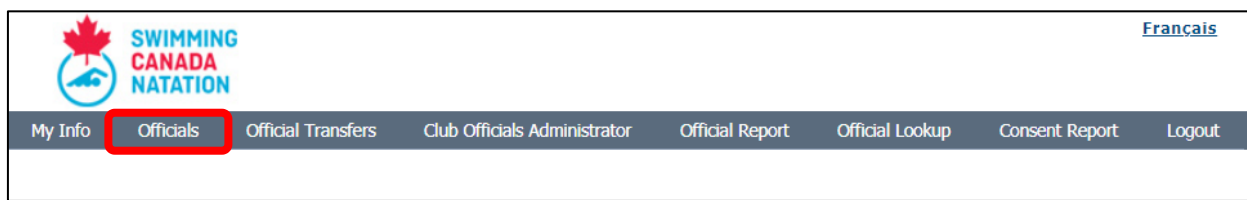
**Inactive** - The official is registered for the season, but not active with the current club.

**Account Pending** - The official is registered for the season but has not completed the additional requirements to update their account.

**Active** - The official has completed all requirements and is in good standing for the season.

### Review Official List

1. Select **Officials** from the main menu.




2. COAs can sort through the official registration list by status, region, and/or certification level.
  - a. Select the associated filter from the drop-down menu.
  - b. Click on the **Show** button and the list of officials that matches the selected criteria will appear.



















3. To search for an official or specific data, enter the info in Search and Click enter.

### Editing Official Contact Information

COA can edit an official's information in three ways:

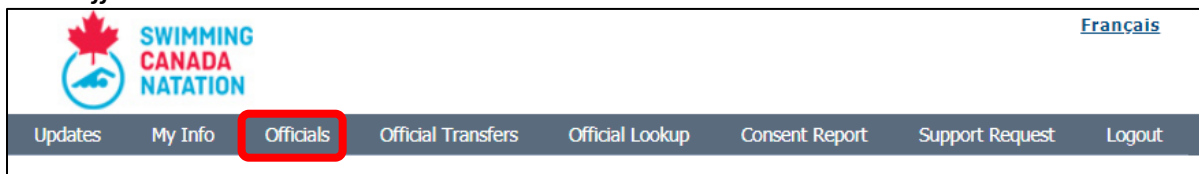
1. Logging into the Official's profile - click on **LOGIN** to log into the official's profile.
2. Click on the Official's hyperlinked name.
3. Click the edit icon  to edit the official's name, gender, and email address.

Official	City	Email	Certification Level	Status	RegDate	Login	Account U	Edit	Remove
<input type="checkbox"/> Developer_SNC	toronto	mahin.n@gmail.com		Account Pendi...		Login			
<input type="checkbox"/> Newman_Erica	test	enewman@swimming.ca	LEVEL I - RED PIN	Inactive		Login			
<input type="checkbox"/> Official_HB_Test		hbirebaum@gmail.com		Account Pendi...		Login			
<input type="checkbox"/> Official_Test_1		hbirebaum@swimming.ca		Account Pendi...		Login			
<input type="checkbox"/> Rowland4_Christine		christine.e.rowland@gmail.c...	LEVEL I - RED PIN	Inactive		Login			
<input type="checkbox"/> Rowland4_Christine		crowland@swimming.ca	LEVEL I - RED PIN	Inactive		Login			
<input type="checkbox"/> Test Official 1 FINA	city1	crowland@swimming.ca		Inactive		Login	✓		
<input type="checkbox"/> Test Official 2 FINA	test	crowland@swimming.ca		Account Pendi...		Login			

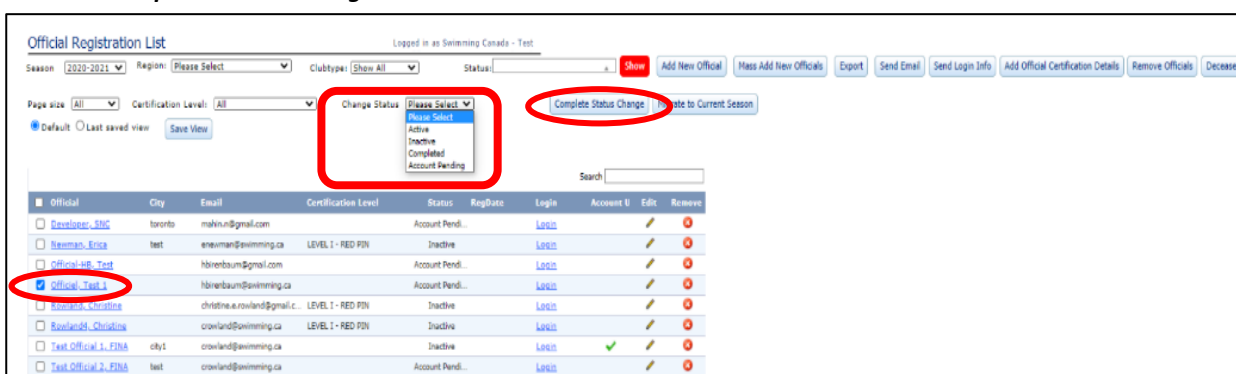
## Activating Officials on Official Registration List

Officials' statuses define their current position in the registration process for the season. Officials' statuses can be changed through the following steps:

1. Select **Officials** from the main menu.



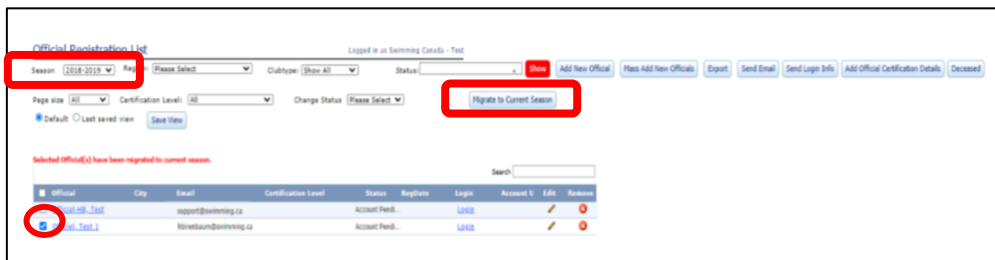
2. Select official(s) whose status you would like to change by clicking on the check box next to the official's first name.
3. Select **Active** or **Inactive** status from dropdown menu.
4. Press on **Complete Status Change**.



## Migrating Officials to Current Season

Officials who were previously registered with the club during a previous season can be migrated to the current season's official registration list to activate them for the current season. An official's account can be migrated in the following steps:

1. Select the **season** in which the official was last previously registered then select **Show** to show results.



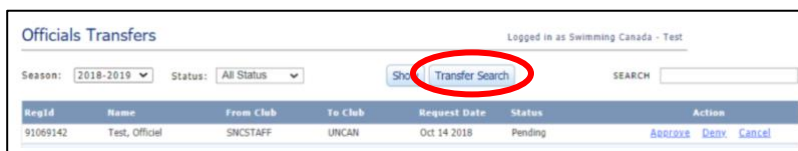
2. Select the checkbox next to the official(s)' name(s) in which you want to migrate to the current season. Once all desired names have been checked off, click the **'Migrate to Current Season'** box.
3. Change the season back to the current season to confirm migration of name. Once name has been added to the current season, their status can be changed.



## Step 4: Official Transfers

### Initiating a Transfer to Club

1. To transfer an official to a new club, click on **Transfer Search**.

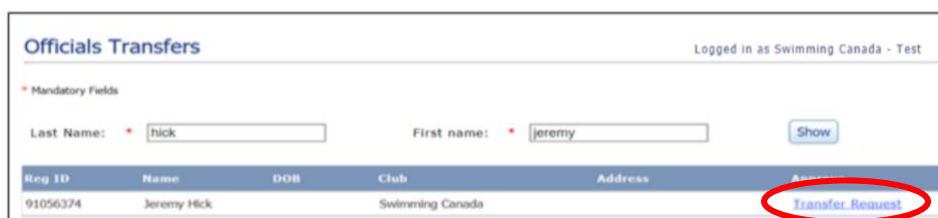


Officials Transfers Logged in as Swimming Canada - Test

Season: 2018-2019 Status: All Status Show Transfer Search SEARCH

RegId	Name	From Club	To Club	Request Date	Status	Action
91069142	Test, Official	SNCSTAFF	UNCAN	Oct 14 2018	Pending	Approve Deny Cancel

2. Enter the official's last name and first name and click on **Show**.
3. Click on the **Transfer Request** for the official that you would like to transfer to your club.
4. Once the transfer request is selected, this will initiate a transfer request email to the COA of the club the official is currently registered with.



Officials Transfers Logged in as Swimming Canada - Test

\* Mandatory Fields

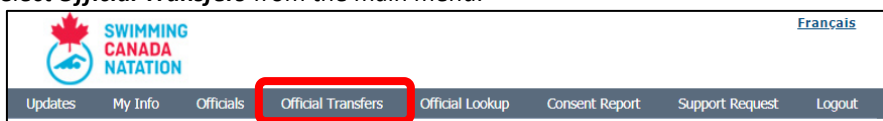
Last Name: \* hick First name: \* jeremy Show

Reg ID	Name	DOB	Club	Address	Action
91056374	Jeremy Hick		Swimming Canada		Transfer Request

- a. Once the transfer is approved by COA, the official will appear on the Official Registration List.

### Approving Transfers to Club

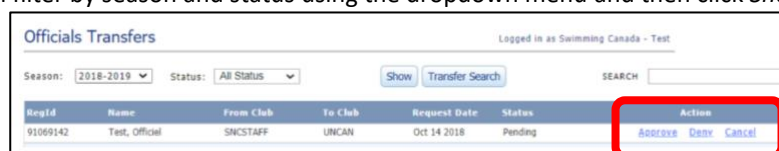
1. Select **Official Transfers** from the main menu.



SWIMMING CANADA NATATION Français

Updates My Info Officials Official Transfers Official Lookup Consent Report Support Request Logout

2. All the official transfers from the current season will appear in the list. For an official's transfer that is pending, you can either **Approve**, **Deny** or **Cancel** a transfer by clicking on each of the respective links in the action column.
  - a. You can filter by season and status using the dropdown menu and then click **Show**.



Officials Transfers Logged in as Swimming Canada - Test

Season: 2018-2019 Status: All Status Show Transfer Search SEARCH

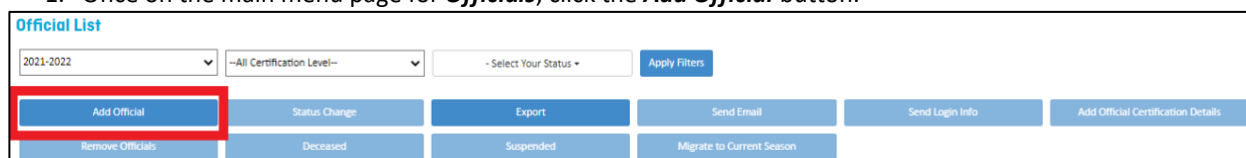
RegId	Name	From Club	To Club	Request Date	Status	Action
91069142	Test, Official	SNCSTAFF	UNCAN	Oct 14 2018	Pending	Approve Deny Cancel

## Step 5: Add New Officials

The COA can either add a single new official or several new officials at once.

### Adding a Single New Official

1. Once on the main menu page for **Officials**, click the **Add Official** button.



Official List

2021-2022 --All Certification Level-- -Select Your Status- Apply Filters

Add Official Status Change Export Send Email Send Login Info Add Official Certification Details

Remove Officials Deceased Suspended Migrate to Current Season

2. To add a single individual official, simply enter the first name, last name, and the gender, and then click **Search**.

The screenshot shows the 'Add Official' form with the following fields: First Name, Last Name, Gender (radio buttons for Male, Female, Other), and Official ID. There is a 'Search' button and a 'CSV Template Choose File' button. A red box highlights the 'Search' button.

3. If the official has not been previously registered in the RTR, input the required information and then click **Add New**.

The screenshot shows the 'Add Official' form with an 'Add New Official' section. The 'Add New Official' section has fields for First Name (test), Last Name (test01), Gender (Male), Date Of Birth, Email, City, Postal Code, Phone Number, and Address. There is an 'Add New' button.

4. Review the inputted information and then click **Add to Official List**.

The screenshot shows the 'Add Official' form with a table of officials to be added to the list. The table has columns for First Name, Last Name, Club, Gender, DOB, Email, City, Postal Code, Phone Number, and Address. The data in the table is: test, test01, , Male, 1994-05-17, test01@test.ca, test, j8x 006, 123-123-1234, 1 test street. There is an 'Add to Official List' button.

### Adding Multiple Officials using the Excel Upload Feature

The COA can add multiple officials at once by completing the supplied Excel template and uploading the file to the RTR.

1. Once on the main menu page for **Officials**, select the **Add Official** button.

The screenshot shows the 'Official List' page with a navigation bar. The 'Add Official' button is highlighted with a red box.

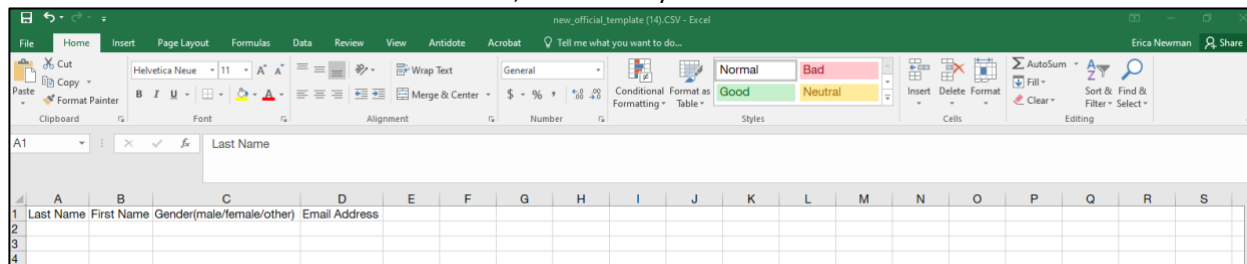
2. Download the Excel document by selecting the CSV template button (blue lettering). The template will then be downloaded to the Downloads section of your computer's desktop.

The screenshot shows the 'Add Official' form with the 'CSV Template Choose File' button highlighted with a red box.

- Open the Excel document and fill in all required contact information for each new official you wish to add to the club's swimmer list.

**Note:** You will be unable to upload your Excel file if column headings have been edited, fields have been left empty, additional columns have been added or if the file is saved in a format other than CSV

- Once all information has been filled in, ensure that you save the file as CSV file.



- Once complete, save the Excel document to your computer as a CSV file. Upload your filled out template from your desktop by first selecting **Choose File** button. Once the file has been uploaded, select **Import From Excel (CSV only)** to upload the officials information

**Note:** You will be unable to upload your Excel file if column headings have been editing, fields have been left empty, additional columns have been added or if the file is saved in a format other than CSV

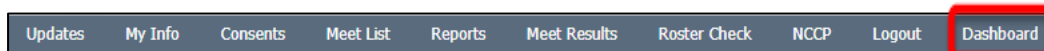
- The official(s) name and information will appear in a table below. Once the details have been confirmed complete the process by clicking on the **Add to Official List** button.
- Close the register new official tab once finished. All newly added officials will appear on your club's official list with a status of **Inactive**.

**Note:** A new official that has been added to the registration system will be sent an email with their username and password. The official can log into their profile and update personal information, sign the Acknowledgement and Assumption of Risk Form, indicate their preference to receive commercial emails, view their officiating information and manage their deck log.

### Managing Linked Accounts

Individuals with multiple Swimming Canada RTR accounts will be able to link their RTR accounts into one. This will be a feature utilized by individuals who possess multiple roles within the swimming community who can use one username and password to log into all their accounts.

Click **Dashboard** on the main menu to return to the dashboard and switch to another account type.



## Accessing Linked Accounts Page

To access the main menu page of the linked accounts, click on the **Manage Linked Accounts** tab on the left-hand side of the Dashboard.

**WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)**

Language: EN FR

Navigation: UPDATES MY INFO CLUB INFO MANAGE USERS SWIMMERS GROUPS COACHES INVOICES TRANSFERS REPORT SUPPORT REQUEST TAG LOGOUT TEST ACCOUNT

**Swimmer List**

Filters: 2020-2021, --All Groups--, --All Reg Type--, All statuses

Buttons: Add Swimmers, Remove Swimmers, Move to Category, Move to New Group, Change Status, Export to CSV, Renewal Login Info

Summary: Invoice Pending: 9, PSO Pending: 4, Account Pending: 1, Registered: 5, All Swimmers: 37

ID	Swimmer	Gender	DOB	Category	Group	Registered	Status	Account Updated	Declarations	Actions
<input type="checkbox"/> 122204838	Test Swimmer, SNC	Female	2000-01-01	Masters - Testing		2020-09-01	Registered	✓	(+)(-)	[Edit] [Refresh] [Info]
<input type="checkbox"/> New	Test, Swimmer	Female	2002-05-02	Masters - Testing			PSO Pending		(+)(-)	[Edit] [Refresh] [Info]
<input type="checkbox"/> New	Test, Swimmer 2	Female	2000-07-14				Pending		(+)(-)	[Edit] [Refresh] [Info]
<input type="checkbox"/> 122209432	Test, Swimmer, 3	Male	1976-05-01	Unattached Canada			PSO Pending	✓	(+)(-)	[Edit] [Refresh] [Info]

### Linked Accounts

Link an account to this one

Account Type	Name	Email	Actions
Parent / Swimmer	fname lname	test@test.com	[Remove]
Provincial Officials Administrator	POA fname POA lname	poa@swimming.ca	[Remove]
Club Registrar	Heather Birenbaum-Staff	hbirenbaum@swimming.ca	[Remove]

### Linking a New Account

To link an additional RTR account, click on the **“Link an account to this one”** button.

A pop-up window will appear to enter the account type and login credentials of the account you wish to link. Once all required information has been entered select the **“Linked Account”** button to finish the process.

The newly linked account will appear under the list of linked accounts.

### Deleting a Linked Account

If you need to remove an account from your linked accounts page, click on the Delete icon located under the Action column.

A pop-up window will appear once selected to confirm if you wish to proceed with this action. Select **“Yes Delete It”** to proceed or **“No”** to cancel the request.

Account Type	Name
Club Registrar	Heather Birenbaum-Staff
Provincial Officials Administrator	POA fname POA lname
Parent / Swimmer	fname lname

### Switching between Linked Accounts

Once accounts have been linked, the account type(s) will appear on the left-hand menu and details for each account type will appear on the dashboard.

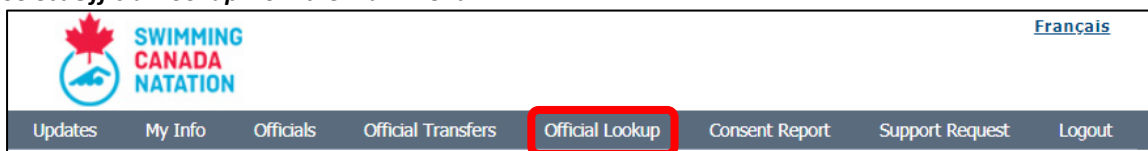
To access an account, click the account type on the left-hand menu. The top menu bar will update to show features available for that specific account type (e.g., Coach).

Click **DASHBOARD** on the main menu to return to the dashboard and switch to another account type.

## Other Features

### Officials Lookup

1. Select **Official Lookup** from the main menu.



2. Officials can be searched based off their ID Number, Last Name, or First Name.

A screenshot of the 'Officials Lookup' search interface. At the top, it says 'Officials Lookup' and 'Logged in as Swimming Canada - Test'. Below this are three input fields: 'ID:', 'Last Name:', and 'First Name:'. To the right of these fields are two radio buttons: 'Current Season' (selected) and 'Historical'. A 'Search' button is to the right of the radio buttons. Below the search fields, there is a small text that says '\*Search by one or more fields:'.

3. The list of officials that match the results entered will appear in table below the look up tool. To view the profile of the official, click on the icon in the Details column.

### Adding Additional Clubs to Profile

An official can **add additional clubs to their profile**. Affiliating officials with more than one club. Under *Add Clubs*, select the province and club from the dropdown list. Both COAs will be able to view and edit the official's profile. To export the Officials Registration List, click on the **Export** button. An excel document with all the data will be downloaded, which you can open to view the officials' data.

### Resend Official's Login Information

To send official(s) their login info, select the official(s) by clicking the check box in first column next to the official's first name and click on the **Send Login** Info button.

### Using Email Feature

To send official(s) an email, select the official(s) by clicking the check box in first column next to the official's first name and click on the **Send Email** button.

### Removing deceased officials

In the unfortunate event of a death, the COA can mark an official as deceased. When this is completed, the official will no longer appear as *Pending* on the officials list.

To mark an official as deceased:

1. Select the official(s) from the officials list
2. Click the **Deceased** button.

If this is done by mistake, please contact Carrie Matheson ([carrie.matheson@swimbc.ca](mailto:carrie.matheson@swimbc.ca)) to reverse this status.

## Official Certification

### Certification Pathway for Officials

Terms:

<i>Successful Evaluation</i>	means a signed assessment/card for a specific position
<i>Certified</i>	means that the official has taken the clinic and worked a minimum of two sessions in that position - excluding Referee - during a sanctioned competition and has received approval of the Referee for successfully working the position.
<i>Session</i>	means a specific time frame in a swim meet, represented as a timed final session, preliminary session, or finals session
<i>Mentor Assessment</i>	refers to a formal documented process whereby the Level III or IV official receives mentoring and feedback as a Referee, while working toward Level IV or V certification.

#### Level I - Red Pin

Officials must complete:

1. Introduction to Swimming Officiating clinic
2. Safety Marshal clinic
3. Fully registered in the RTR

#### Level II - White Pin

Officials must complete:

1. Two successful deck evaluations in the role of Timekeeper
2. Judge of Stroke/Inspector of Turns clinic
3. Two successful deck evaluations in the role of Stroke/Turn Official
4. One of the following Level II clinics:
  - Chief Timekeeper
  - Clerk of Course
  - Chief Finish Judge (CFJ) / Chief Judge Electronics (CJE)
  - Meet Manager
  - Starter
5. Two successful deck evaluations in role of the clinic above

Note: Certification in the role of Chief Finish Judge/Chief Judge Electronics - requires that an official obtain at least one of the two deck evaluations in the role of Chief Finish Judge.

#### Level III - Orange Pin

Officials must complete:

1. All remaining clinics listed under Level II (Chief Timer, Clerk of Course, Chief Finish Judge/Chief Judge Electronics, meet manager and Starter);
2. Recorder-Scorer clinic;
3. Para Swimming eModule (through the LMS)
4. Two successful deck evaluations in 3 different positions;
5. Encouraged to conduct the Introduction to Swimming Officiating clinic under the supervision of a Level IV or V official.

#### Level IV - Green Pin

Officials must complete:

1. Any outstanding deck evaluations for remaining Level II positions;
2. Referee Clinic (please review note below in regard to this clinic);
3. A minimum of 5 sessions as a Referee.
  - It is recommended that these 5 sessions take place at different competitions in different pools and pool configurations;

4. Conduct at least 2 different Level II officials' clinics under the supervision of a Level V official (official must be certified in the position for the clinic they are presenting);
5. Complete one year of active service as a Level III official working a variety of positions, which shall include a minimum of two sessions as a Stroke Judge and/or Inspector of Turns.

Note: An official may act in the position of Session Referee upon completion of the Referee clinic and who has completed the meet manager and CJE/CFJ clinics but has not yet been certified in these positions. Certification will be required to achieve level IV certification as per A i) above. Completing the requirements for Level IV (A&B), with the exception of the above note on completing certifications and acting in the capacity of Referee, may happen simultaneously or in any order. The one year of active service begins following the achievement of Level III.

### Level V - Blue Pin

Officials must:

1. Complete a minimum of one year of active service as a Level IV official;
2. Organize, conduct and/or supervise a minimum of 2 different Level II clinics within the year of application;
3. Work a minimum of 2 sessions at a Swimming Canada national competition in any position, after becoming a Level III official;
4. Obtain the approval from the Officials Committee to be evaluated and have 2 successful evaluations as a Referee, or once as Referee and once as Starter, by a Level V official.

## Learning Management System - Training Officials

Learning Management System has been created to Swimming Canada has created several online clinics that officials can access through the Learning Management System (LMS) - [LMS Link](#)

There are two ways officials can receive the appropriate instruction on all the clinics:

1. eModules
2. In-person and/or virtual clinics

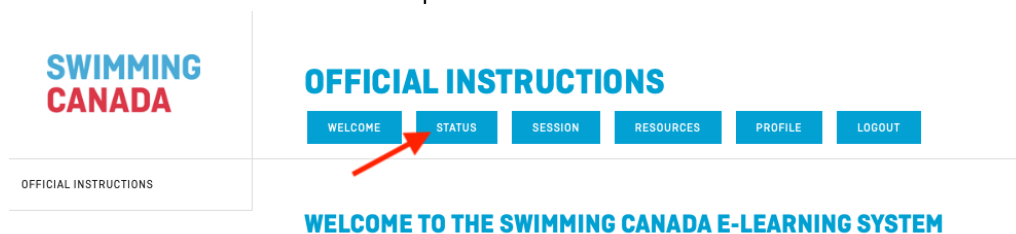
### eModules

The following five (5) clinics are currently available are: Introduction to Swimming Officiating (Timekeeper), Safety Marshal, Chief Timekeeper, Clerk of Course and Para Swimming eModule.

Officials need to complete their registration in the Swimming Canada online registration system and be listed as an active and fully registered to access the Swimming Canada e-learning system, using their Swimming Canada online registration system username and password.

Instructions for accessing the different online courses:

1. Click on the STATUS Button to see the full list of online courses. Each e-module will take about 30-45 minutes and includes activities and a quiz to test what is learnt.



2. The e-module includes audio, so don't forget to turn up the volume on computer or tablet. If using a smartphone, please ensure the mute button or ringer is set to "on".
  - a. If using a tablet, it may be required to download an app (ex: Articulate Mobile Player) in order to play the e-module.



- b. It is recommended that there is a copy of the Swimming Canada rule book available to reference or research whether it be in printed format or [online](#).
3. To begin taking the e-module, click on the ENROLL button.

#### LEVEL 1

MODULE	ENROLLED	COMPLETED
1 Intro to Officiating (Timekeeper) eModule	ENROLL	-
2 Safety Marshal eModule	ENROLL	-

#### LEVEL 2

MODULE	ENROLLED	COMPLETED
1 Chief Timekeeper eModule	ENROLL	-
2 Clerk of Course eModule	ENROLL	-

4. The e-modules will appear under SESSION tab. There is the option to complete each online course over one or more sessions. The E-Module will automatically start where it left off.
  - a. Can only resume a course on the same electronic device and in the same selected language.
5. Once registered for a course, the STATUS tab will show that ENROLLED and IN PROGRESS. Once the online course is completed, a green check mark will appear under COMPLETED and will be listed as QUALIFIED.
6. When the e-module has been completed, click the FINISH button on last slide to complete the course. When the FINISH button is clicked, Swimming Canada online registration system account will be automatically updated; showing this clinic as being completed via online delivery.

## In-Person and Virtual Clinics

Swimming Canada has created an online clinic registration system that allows clubs, regions, or provinces to create registration sites for the various clinics being held. Once the clinic is finished, this system will automatically update each attendee's official certification information in their RTR accounts.

COA access to the LMS: <https://edu.swimming.ca/admin/index.php>

Username and Password are the same used in RTR

### Creating Clinic Registrations through the LMS

1. Log-in to the Swimming Canada LMS system (using Club Officials Administrator username and password)
2. Select "**Official Clinic**" from the dropdown menu at the top right-hand side of the page.
3. Click "**New Clinic**" in the box at the top right-hand side of the table.
4. Fill in the required information.
5. If approval is required, click "**Submit for Approval**".
6. Swim BC staff will review and approve all clinics once they have been submitted. Clinics will be published to the LMS site then officials will be able to register for any clinic listed.

### Registering for a Clinic

#### Registration through the LMS:

Officials will be able to register for clinics by signing into the LMS with their officials account username and password.

Officials will be unable to log into the LMS until activated by their COA.

#### Manually adding an Official to a Clinic:

COA have the option to manually add an official to the clinic registration (if they are registered). For example, if someone attends the clinic that is not on the original list:

1. Open the clinic registration list by clicking on the number of people who have registered for that specific clinic.
2. Click **"Add Existing Member to Clinic"** from the top right-hand side of the table.
3. Enter the last name of the official in the search box. Only officials who are in the RTR will appear in the search.
  - a. If the official is not in the RTR, please add them into the RTR prior to adding them into the clinic.
4. Select the official to add to the clinic.
5. Click **"Save Clinic Attendees"** at the bottom of the page.

#### *Organization of In-Person or Virtual Clinic*

- a. Arrange clinic conductors: *"Get the best person to teach the clinic"*

##### **Level V** officials:

- Can teach any clinic without supervision

##### **Level IV** officials:

- Cannot conduct Level III courses and above (Recorder/Scorer and Referee) without supervision
- Supervision for all other clinics is only required for completing Level V requirements (2 clinics)

##### **Level III** officials:

- Requires no supervision for conducting Level I clinics
- Requires supervision for each Level II clinic until signed off by a Mentor (Level IV or V officials)

##### **Level II** officials:

- Supervision is required for Level I clinics until signed off by a Mentor (Level IV or V official)

**Note:** These guidelines are flexible to allow for specialists, who are not quite at the above certification levels, in certain positions to train others in that position as they may be the best persons available. For example, your Club's Clerk of Course Master might have at Level II certification, but they have run the clerk desk for the past 3-4 years – they would be the best person to teach the clinic. If this is the case, please confirm that Clinic Conductor with your Regional Officials Director prior to the clinic.

- b. Swim BC has a Zoom account that clubs can reserve on a first-come-first serve basis
  - Email Carrie Matheson for more information on the Zoom account: [carrie.matheson@swimbc.ca](mailto:carrie.matheson@swimbc.ca)
- c. Communicate availability of clinics to your officials and other COA's in your Region

#### *Clinic PowerPoint and Quiz Files:*

The clinics can be given in-person to a large group by a clinic conductor using an LCD projector or large screen TV:

- The clinics are in PowerPoint. If you do not have the program, you can download the PowerPoint Reader from Microsoft (prior to the clinic date)
- Contact Carrie Matheson [carrie.matheson@swimbc.ca](mailto:carrie.matheson@swimbc.ca) for a copy of the current PowerPoint Presentations
- Save to your computer, thumb drive etc.
- There are some videos embedded in the PowerPoint presentation; make sure these are accessible and working properly.
- For virtual clinics - it is easier to run the PowerPoint if you have access to two monitor setup.

Note: Confirm clinics presentation files with Swim BC each time giving a clinic so to ensure an up-to-date copy of the information is being used.


### Inputting the Attendance List

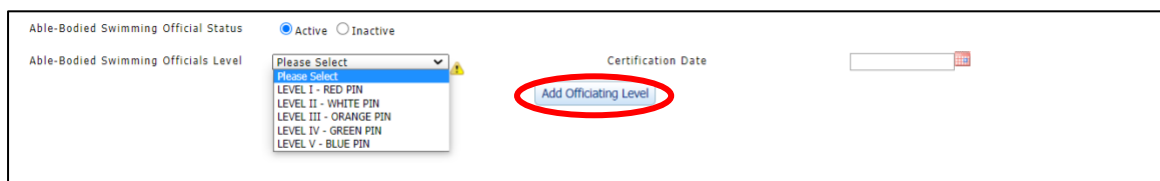
1. Once a clinic is complete, open the clinic registration list by clicking on the number of people who have registered for that specific clinic.
2. Check off each name of the official who was in attendance for the entire clinic.
  - a. If an official is using the clinic as a “Refresher” clinic, the person who is inputting the attendance list is responsible for checking off that box when completing the attendance.
3. Once all officials in attendance have been checked off:
  - a. Click **“Save Clinic Attendees”** to save the attendance list. This will **NOT** submit the attendance list for approval (if required).
  - b. Click **“Complete clinic and mark for Submission”** for the clinic to be sent to the RTR.

### Updating Officials Certification Details

(if not using the LMS for Clinic Registration)

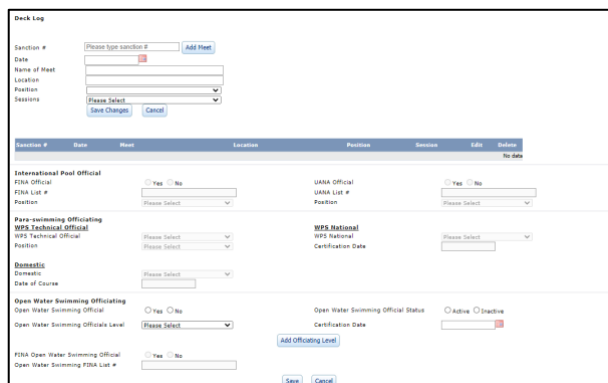
#### Adding the Official’s Certification Details for a Single Official

1. Click on the edit icon  to edit an official’s account information.
2. Select the Swimming Canada Officials Level from the drop-down menu.
3. If the official is certified at this level, add the certification by selecting the date from the calendar.
4. Click on the **Add Officiating Level** button.
  - A. Once a official’s level has been added, the official’s levels will appear in a table and officiating level details will be included.



**Note:** Steps 2-4 must be repeated to add another officiating level.

5. Press on pencil to edit information in table.
6. Press on delete to remove the level.
7. Fill out additional officiating information via the official’s profile.
  - a. For Level I-III Details, click on the **Add Clinic** button in order for all clinic fields entered to be listed in a table.
  - b. For Level IV Details, click on the **Add Meet Experience** button in order for all referee meet experiences fields entered to be listed in table.
  - c. For Level V Details, click on the **Save Meets** button in order for all Swimming Canada Designated Meets Worked to be listed in table.
8. An official can manage their deck log. COAs can view or edit the Deck Log.



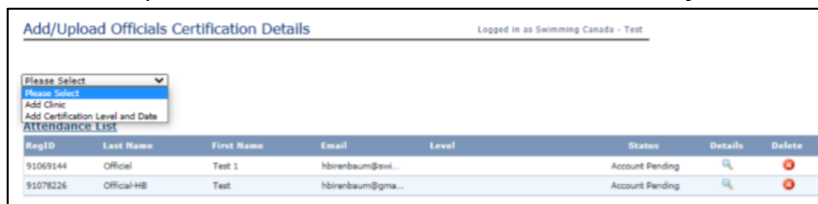
9. Press **Save** at top or bottom of form to save all information entered in the official's profile. Or press cancel to cancel any changes made.

### Adding the Official's Certification Details for Several Officials at a Time

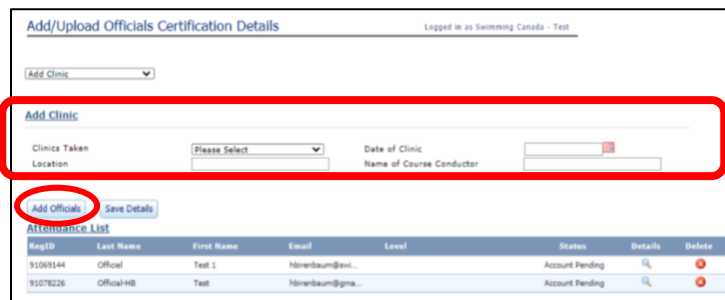
1. Select the officials that you would like to add to an attendance list by clicking on the check box in first column next to the official's first name.
2. Click on the **Add Official Certification Details** button.



3. From the dropdown menu, select either **Add Clinic** or **Add Certification Level and Date**.

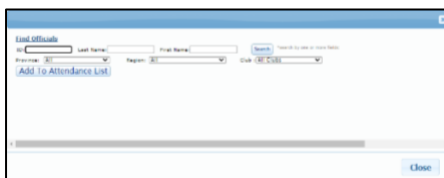


4. If **Add Clinic** is selected, add the clinic taken by selecting the clinic from the dropdown menu.
  - a. Add the date of clinic, location, and name of the course conductor.



If you need to add other officials to the attendance list, you can click on **Add Officials**:

5. Use the *Official Lookup* tool to search for an official. Enter info in fields and click on **Search**.



6. Click on the official you would like to add to the attendance list by clicking on the check box in first column next to the official's first name. Click on the **Add to Attendance List** button.
7. Once the clinic information has been added and attendance list is complete, click on the **Save Details** button. The clinic information will be automatically added to each of the profiles of the officials on the attendance list.
8. To add a certification level, follow the above steps; however, select **Add Certification Level and Date** from the dropdown menu.

Add/Upload Officials Certification Details

Logged in as Swimming Canada - Test

Add Certification Level and Date

**Add Certification Level and Date**

Swimming Canada Officials Level:

Date:

Add Officials Save Details

RegID	Last Name	First Name	Email	Level	Status	Details	Delete
91069144	Official	Test 1	horenbaum@swi...		Account Pending		
91078226	Official-HB	Test	horenbaum@swi...		Account Pending		

## Maintaining Deck Log

An official can manage their own deck log. From the official's profile, select **Deck Log** from the main menu. An official can add **sanctioned** and **non-sanctioned meets** to deck log.

Deck Log - Add/Modify Deck Experiences

Sanctioned Meet

Non-Sanctioned Meet

**Note:** For sanctioned meets, add the sanction number of the meet, which will automatically populate the date, name, and location of the meet.

You can look up the sanction number of a meet by clicking on Meet List from the main menu. The sanction number is listed in the first column of the meet list table.

Deck experience can be inputted through the following steps:

1. Input meet details (i.e., Date, Name of Meet, and Location).
2. Select your position in which you worked for the meet from the dropdown menu followed by the number of sessions worked additionally using the dropdown menu function.
3. Click on **Add Deck Experience** to save meet to deck log.
4. Press on pencil to edit and press on delete to remove the deck log entry.

In addition to Deck Experience, an official can add the clinics in which they have conducted to their deck log.

1. Under **Clinics Conducted**, of the Deck Log section input the clinic details (i.e., Date and Location).
2. Select the clinic from the dropdown list in which you conducted.
3. Once all information has been inputted, click the **'Add Course Conducted'** to save information.

Clinics conducted

Date:

Name of Clinic:

Location:

Add Course Conducted Cancel

## Maintaining Certification

To remain an active Level IV or V official in BC, an official must:

- work a minimum of four (4) sessions over a minimum of two (2) meets in each swim season;
- conduct or supervise a clinic in each swim season;
- maintain their registration information in the Swimming Canada Officials Registration System.

Officials who do not work or instruct as required may apply to the Officials Committee for reinstatement, at which time a review of clinics may be required for certain positions.

## Club Officials Administrator Supplies

### Certification Cards

Swim BC Certification card has been updated and can be found in Appendix I. This card can be used by officials that attend meets outside home club.

### Procedure for Completing Deck Evaluations

1. Communicate with the on-deck Referee prior to session that official is wanting to be evaluated for the position.
2. At end of the session have Meet or Session Referee sign and date the card.
3. After the meet, send a copy of certification card to Club Officials Administrator to update official certification record in the RTR system.

### Acknowledgement of Certification

#### Level Pins

Pins are ordered through the Swim BC office; there is no cost for pins.

#### Procedures for Ordering Pins

1. RTR records must be updated with all requirements for the new certification level. [See page 13-14](#) for more information on the Certification Levels.
2. Certification Approvals:
  - a. Level I & II can be approved by the Club Officials Administrator (COA)
  - b. Level III need to be approved by the Regional Officials Director
  - c. Level IV need to be approved by Officials Committee
  - d. Level V needs to be approved by Swimming Canada's OCRC
3. Use the [Swim BC Online form](#) to place order for pins. Submission must include a spreadsheet with officials' names, club code and Certification Level. Please note: only COA's may order pins.
4. Swim BC will mail out the Level I and II pins to the clubs. For the III, IV and V levels, Swim BC will look for opportunities to present them at an upcoming meet or club event (where the presentation can be done in front of peers).

#### Officials Recognition Program

Swim BC created this program to acknowledge the hard work, time and effort required for each level:

Level II Certification: Swim BC Officials Water Bottle

Level III Certification: Swim BC Officials Coffee Mug and Knapsack

Level IV Certification: Swim BC Officials Red Polo Shirt, Portfolio and Lanyard

Level V Certification: Swim BC Officials Jacket and Backpack

These items are sent out or presented with the Level pins.

### Name Badges and Rule Books

Officials Name Badges and Rule Books are ordered through the Swim BC office to order use the online forms to fill out the information.

**(2023-2024 season** – we are still unsure if Swimming Canada will be producing a hard copy of the updated rules – once we have that information, we will communicate with the clubs and/or officials)

#### [Name Badge - Online Form](#)

Name Badges are \$12.50 each

## Appendix I

### Swim BC Forms

1. Certification Card



# Official's Certification Card

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Club

Level I	Course Conductor Initials & Date	Satisfactory Deck Evaluations	
		Date	Level IV/V Official Initials
Intro to Swim Officiating (Timer)	_____	1. _____	_____
Safety Marshall	_____	2. _____	_____
		Not Required	
<b>Level II/III</b>			
Judge of Stroke & Inspector or Turns	_____	1. _____	_____
Chief Timekeeper	_____	2. _____	_____
Clerk of Course	_____	1. _____	_____
		2. _____	_____
Meet Manager	_____	1. _____	_____
		2. _____	_____
Recorder/Scorer	_____	Not Required	
CFJ/CJE	_____	1. _____	_____
		2. _____	_____
Starter	_____	1. _____	_____
		2. _____	_____
<b>Level III - Other Requirements</b>			
Clinic Conducted: _____		Date: _____	
Evaluator: _____		Location: _____	

<b>Level IV - Attended Clinic and Passed Referee Exam</b>			
_____	_____	_____	_____
Location	Date	Clinic Conductor	
<b>Two (2) Successful Referee Evaluations</b>			
_____	_____	_____	_____
Meet	Date	Evaluator	
_____	_____	_____	_____
Meet	Date	Evaluator	
<b>Conducted Two (2) Level II/III Clinics</b>			
_____	_____	_____	_____
Clinic	Location	Date	Evaluator
_____	_____	_____	_____
Clinic	Location	Date	Evaluator
<b>Level V Requirements</b>			
<b>Conducted Two (2) Additional Level II/III Clinics</b>			
_____	_____	_____	_____
Clinic	Location	Date	Evaluator
_____	_____	_____	_____
Clinic	Location	Date	Evaluator
<b>National Meet Experience - two (2) sessions worked</b>			
_____	_____	_____	_____
Meet	Date	Position	
_____	_____	_____	_____
Meet	Date	Position	
<b>Two (2) Successful Evaluations - one as Referee, second as Referee or Starter</b>			
_____	_____	_____	_____
Meet	Date	Evaluator	
_____	_____	_____	_____
Meet	Date	Evaluator	
<b>Open Water Officiating</b>			
<b>Clinic (Date &amp; Initials)</b>		<b>Evaluations (Date &amp; Initials)</b>	
Level I	_____	1. _____	_____
	_____	2. _____	_____
Level II	_____	1. _____	_____
	_____	2. _____	_____
Level III	_____	1. _____	_____
	_____	2. _____	_____
<b>Para-Swimming Officiating</b>			
Domestic Clinic: _____		_____	
	Date	Course Conductor	