



**Club Officials Administrator's  
Guide  
2024-2025**

# Table of Contents

- CLUB OFFICIALS ADMINISTRATOR’S ROLES AND RESPONSIBILITIES ..... 2**
- REGIONAL OFFICIALS DIRECTOR’S ROLES AND RESPONSIBILITIES ..... 3**
- REMS SYSTEM - REGISTERING OFFICIALS..... 4**
  - STEP 1: REGISTRATION SECTION OF REMS .....4
  - Set Up email notifications for Club Officials Registration ..... 4*
  - STEP 2: LIST OF REGISTERED SWIMMERS/FAMILIES .....5
  - STEP 3: REGISTERING OFFICIALS.....6
  - Registering Returning Officials ..... 6*
  - Registering New Officials.....8*
  - Duplicate Registrant Warning (Transferring Officials).....9*
- OFFICIALS CREDENTIALS AND CERTIFICATIONS – COMING SOON ..... 9**
  - MAINTAINING DECK LOG – COMING SOON.....9
- OFFICIAL CERTIFICATION ..... 10**
  - CERTIFICATION PATHWAY FOR OFFICIALS .....10
  - Level I - Red Pin.....10*
  - Level II - White Pin .....10*
  - Level III - Orange Pin.....10*
  - Level IV - Green Pin .....10*
  - Level V - Blue Pin.....11*
- LEARNING MANAGEMENT SYSTEM - COA ACCESS ..... 11**
  - IN-PERSON AND VIRTUAL CLINICS.....11
  - Creating Clinic Registrations through the LMS.....11*
  - Clinic Registration Management.....11*
    - Registration through the LMS: .....11
    - Manually adding an Official to a Clinic:.....11
    - Organization of In-Person or Virtual Clinic .....12
    - Clinic PowerPoint and Quiz Files: .....12
    - Inputting the Attendance List .....12
- LEARNING MANAGEMENT SYSTEM – OFFICIAL’S ACCESS ..... 13**
  - WHAT IS IN THE LEARNING MANAGEMENT SYSTEM (LMS) .....14
  - eModules .....14*
  - In-Person and Virtual Clinics.....15*
- CLUB OFFICIALS ADMINISTRATOR SUPPLIES..... 16**
  - CERTIFICATION CARDS.....16
  - Procedure for Completing Deck Evaluations .....16*
  - ACKNOWLEDGEMENT OF CERTIFICATION.....16
  - Level Pins .....16*
    - Procedure for Ordering Pins .....16
    - Officials Recognition Program.....16
  - NAME BADGES .....16
- APPENDIX I ..... 17**



Welcome to the 2024-2025 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 and Event Management, or "REMS", 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 "REMS" 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 SWIMMING CANADA and Swim BC.

### *Registration:*

3. Ensure that all club officials are registered annually online through the Swimming Canada REMS 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 REMS 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

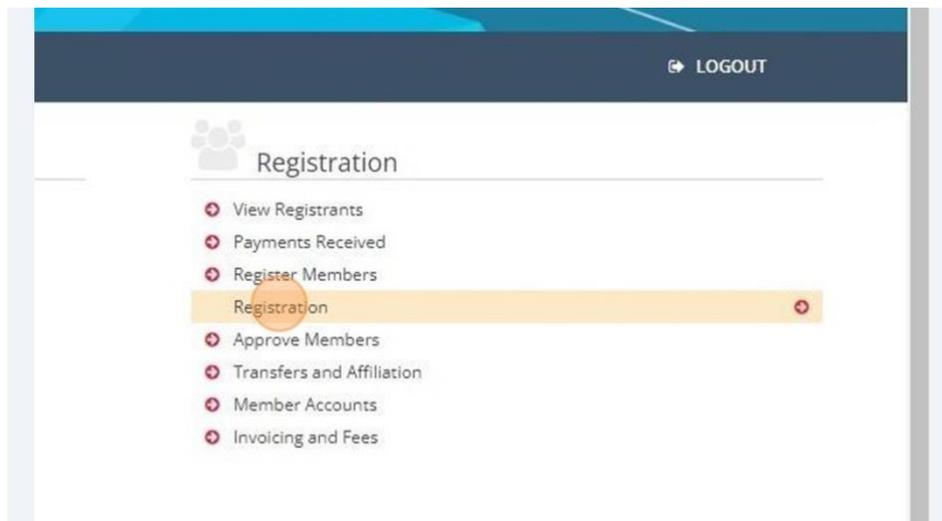
## REMS System - Registering Officials

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 Application. Once the club application has been completed and approved, the Club Officials' Administrator will receive an email with their REMS access information (username and password).

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

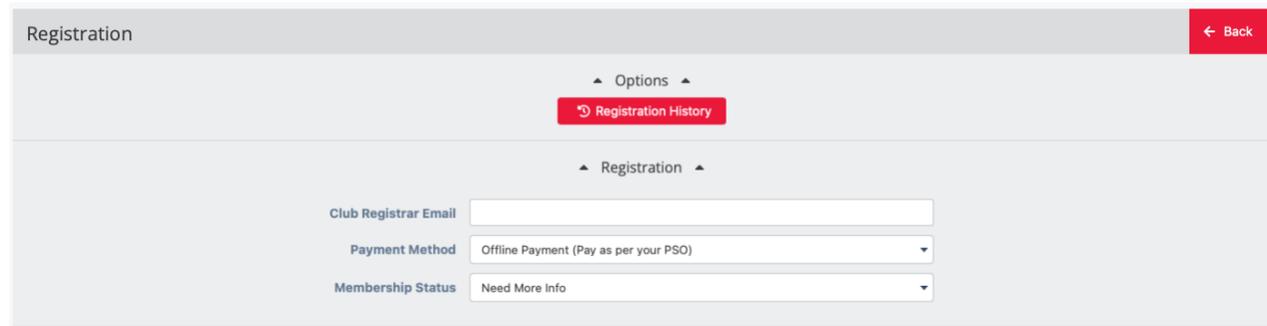
To login to the REMS, visit <https://swimming.canada.sportsmanager.ie/maint.php>

### Step 1: Registration Section of REMS



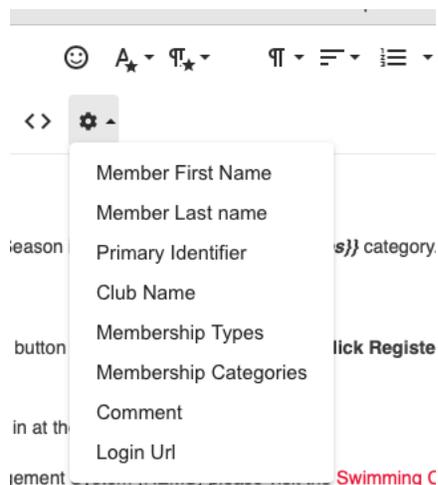
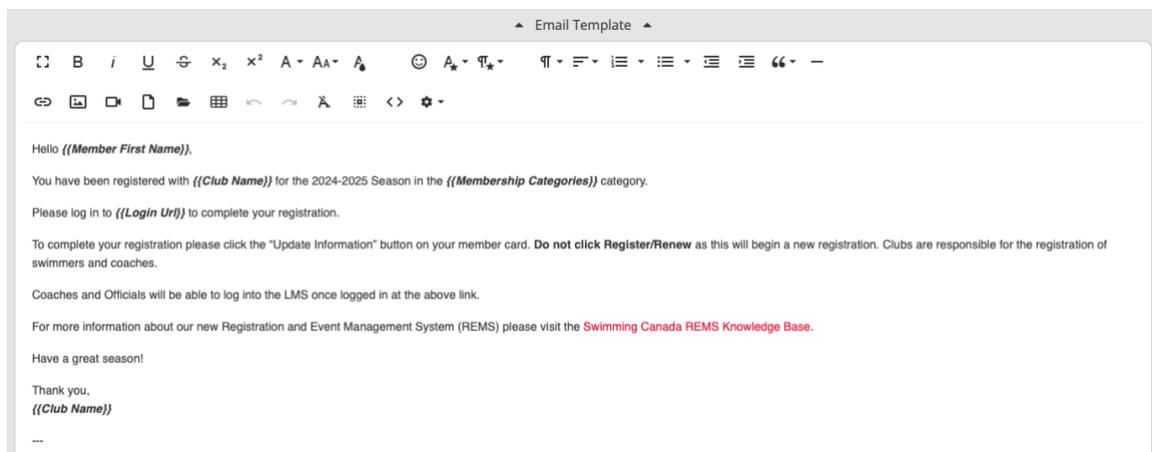
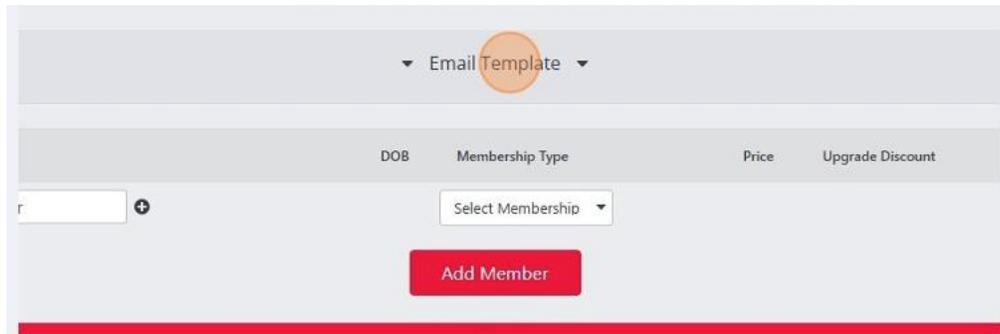
#### Set Up email notifications for Club Officials Registration

1. Enter the Club Officials Administrators email address
2. Payment Info should be set to Offline Payment
  - a. There is no fee for officials' registration, but the Payment method is a required field

A screenshot of the REMS system's Registration form. The form is titled 'Registration' and has a 'Back' button in the top right corner. Below the title, there is an 'Options' section with a 'Registration History' button. The main form area is titled 'Registration' and contains three fields: 'Club Registrar Email' (text input), 'Payment Method' (dropdown menu with 'Offline Payment (Pay as per your PSO)' selected), and 'Membership Status' (dropdown menu with 'Need More Info' selected).

### 3. Customize Registration email (if needed)

- a. You can customize the content of the email sent to registrants at the time of registration. You can add variables (list below) that will fill in the name of the official, club, etc in email sent. The email template is saved for subsequent registrations.



## Step 2: List of Registered Swimmers/Families

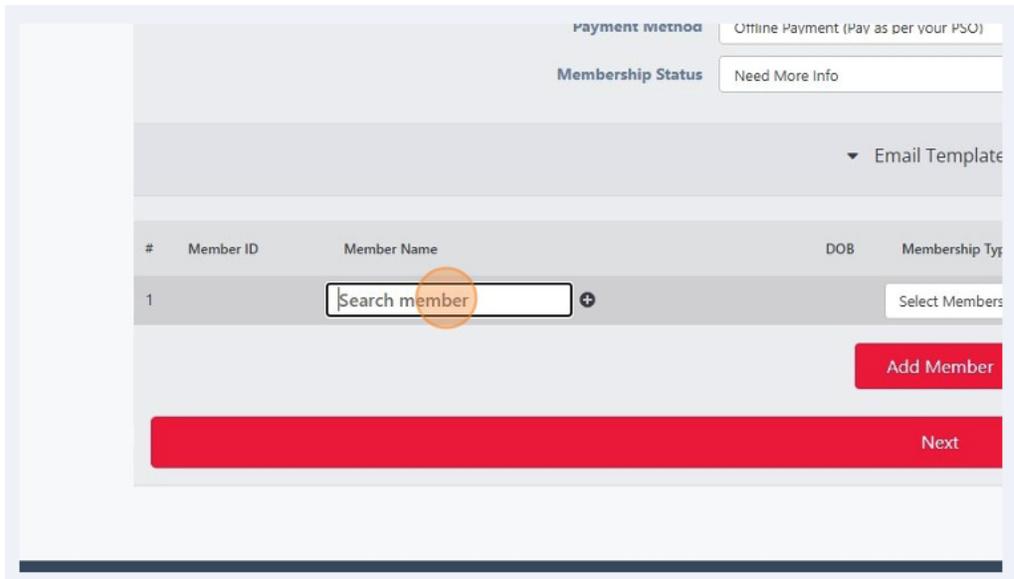
Contact Club Registrar for a list of registered swimmers/families. Will need the following information:

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

### Step 3: Registering Officials

#### Registering Returning Officials

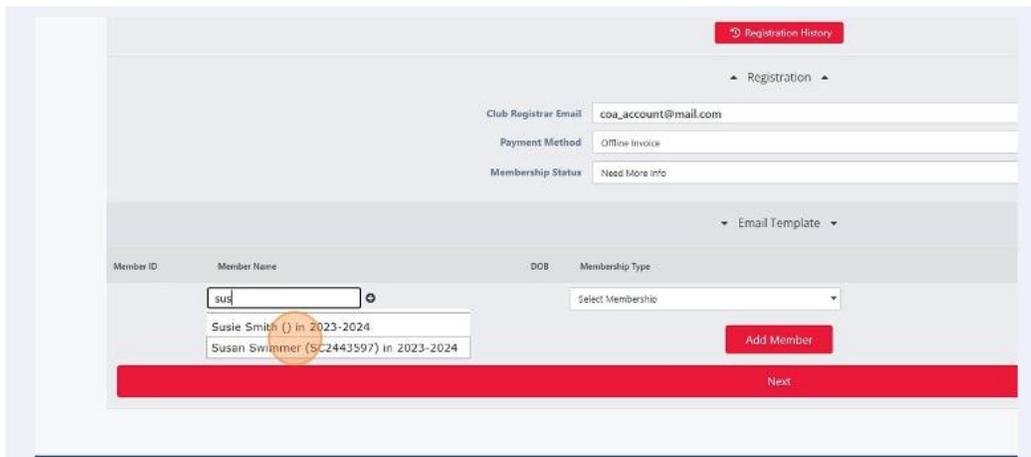
1. Click the “Search member” field. Begin typing some part of the official’s name.



The screenshot shows a registration form with several fields: "Payment Method" (Offline Payment (Pay as per your PSO)), "Membership Status" (Need More Info), and "Email Template" (dropdown). Below these is a table with columns: #, Member ID, Member Name, DOB, and Membership Type. The "Search member" field in the Member Name column is highlighted with an orange circle. Below the table is an "Add Member" button and a red "Next" button.

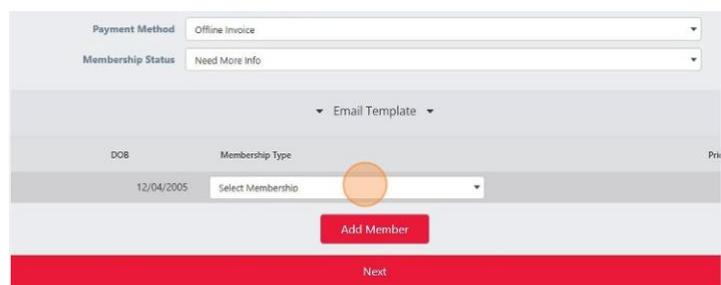
**\*\*Note\*\*** - if you are copying a name from another source (e.g. Excel file or Word document) copy the First **OR** Last name into the “member name” field. The system will not find the Official if you copy both the first and last name.

2. Names matching your search characters will be shown below the search field. Click the official’s name that you want to register.



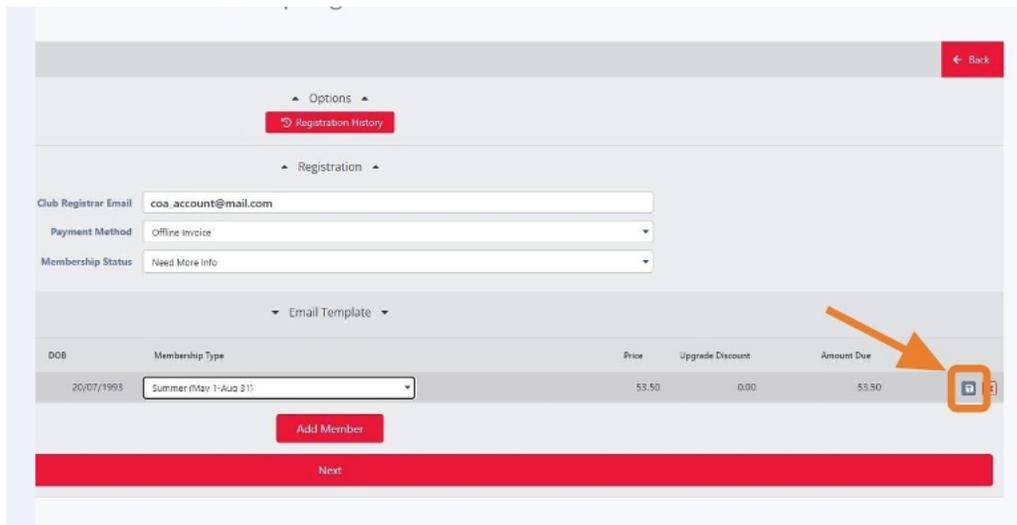
The screenshot shows the registration form with the search field containing "SUS". Below the search field, two search results are displayed: "Susie Smith ( ) in 2023-2024" and "Susan Swimmer (SC2443597) in 2023-2024". The "Add Member" button is highlighted with an orange circle. Below the results is a red "Next" button.

3. Select the Membership Type – **Official** from the dropdown list.



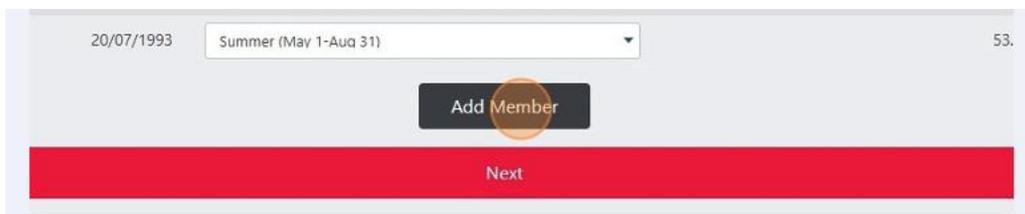
The screenshot shows the registration form with the "Membership Type" dropdown menu open, showing "Select Membership" and "Official" (highlighted with an orange circle). Below the dropdown is an "Add Member" button and a red "Next" button.

4. Click the "Save" button. You will be reminded to click save if you forget.



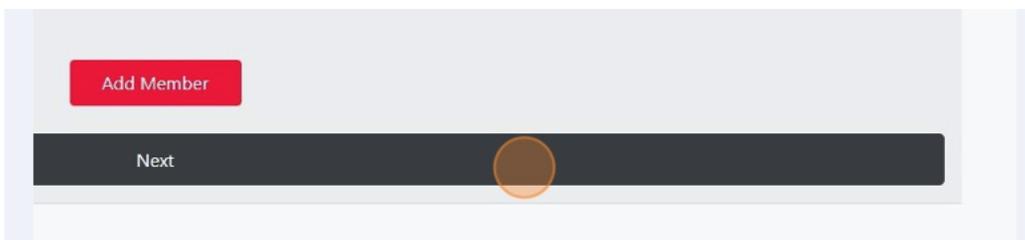
The screenshot shows a registration form with several sections: "Options" containing a "Registration History" button; "Registration" containing fields for "Club Registrar Email" (coa\_account@mail.com), "Payment Method" (Offline Invoice), and "Membership Status" (Need More Info); and "Email Template". Below these is a table with columns: "DOB", "Membership Type", "Price", "Upgrade Discount", and "Amount Due". A single row is visible with DOB 20/07/1993, Membership Type Summer (May 1-Aug 31), Price 53.50, Upgrade Discount 0.00, and Amount Due 53.50. An orange arrow points to a small blue square icon with a white document symbol in the right margin of the table row. Below the table is a red "Add Member" button and a red "Next" button.

5. Click "Add Member" to register another Official. You can add up to 50 Officials to the registration at one time.



This close-up shows the "Add Member" button highlighted with a brown circle. Above the button, the DOB field contains "20/07/1993", the Membership Type dropdown is set to "Summer (May 1-Aug 31)", and the "Amount Due" field shows "53.50". Below the button is a red "Next" button.

6. When you are finished adding officials (or have reached the 50 person limit), Click "Next" to submit the officials for registration.



This close-up shows the "Next" button highlighted with a brown circle. Above it is a red "Add Member" button.

7. You will see a message displayed at the bottom of the screen "We are processing the order". Please remain on this screen until you are taken to the invoice page.

## Registering New Officials

1. To register a NEW official, click the “plus” beside the Search field.



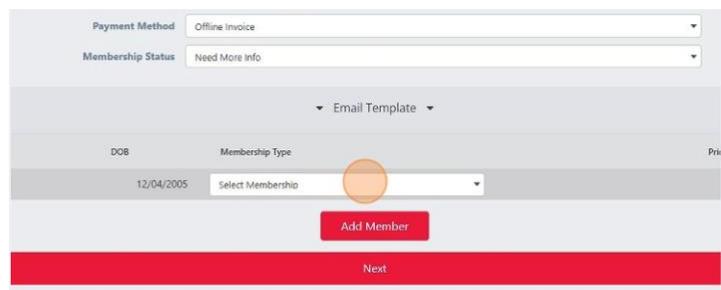
A screenshot of a web form. At the top, there is a search bar containing the text "Allie Gater (SC2443586) in" followed by a plus sign icon. Below the search bar is a "Search member" button, also with a plus sign icon. To the right of the search bar, there is a date field with "21/02/2001" and a dropdown menu with "D - Precompetit".

2. Enter the official’s name, date of birth and email address



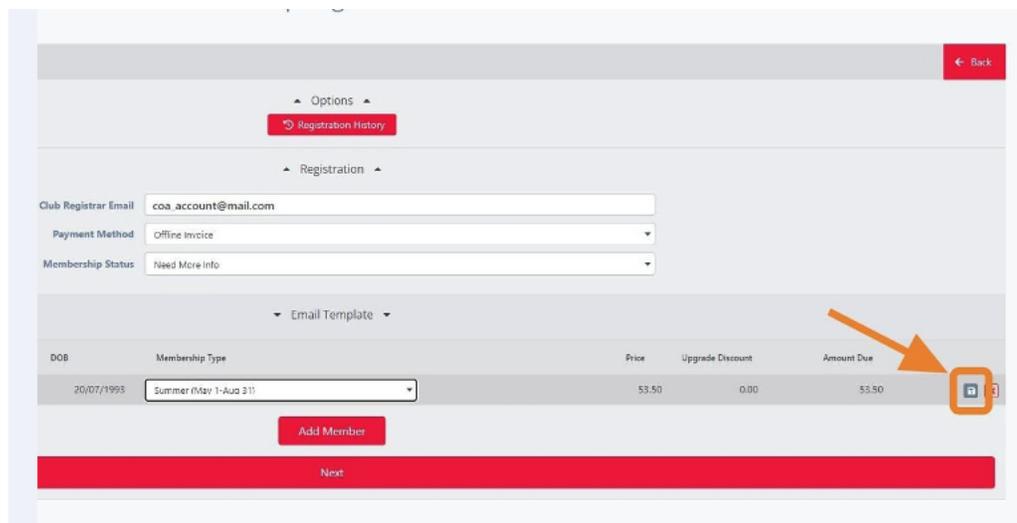
A screenshot of the registration form. The search bar now contains "Oscar Official () in 2023-20". Below it, the search results show "Allie Gater (SC2443586) in". A red box highlights the search field, and below it, there are input fields for "Search member Id", "Johnny", "Joseph", "DOB", and "johnnyjoseph@mail.com".

3. Select the Membership Type – **Official** from the dropdown list.



A screenshot of the registration form. The "Payment Method" is set to "Offline Invoice" and "Membership Status" is "Need More Info". Below these, there is an "Email Template" dropdown. The "DOB" field contains "12/04/2005" and the "Membership Type" dropdown is highlighted with a red box. Below the dropdown is an "Add Member" button and a "Next" button.

4. Click the “Save” button. You will be reminded to click save if you forget.



A screenshot of the registration form. The "Club Registrar Email" is "coa\_account@mail.com", "Payment Method" is "Offline Invoice", and "Membership Status" is "Need More Info". Below these, there is an "Email Template" dropdown. The "DOB" field contains "20/07/1998" and the "Membership Type" dropdown is set to "Summer (May 1-July 31)". Below the dropdown, there is a table with columns "Price", "Upgrade Discount", and "Amount Due". The "Price" is "53.50", "Upgrade Discount" is "0.00", and "Amount Due" is "53.50". A red box highlights the "Save" button, and an orange arrow points to it. Below the table is an "Add Member" button and a "Next" button.

### Duplicate Registrant Warning (Transferring Officials)

1. If you try to add an official that already exists in the system, a warning will be displayed when you click the “Select Membership” dropdown.

Member ID	Member Name	DOB	Membership Type	Price	Upgrade
45235	Susie Smith	09/04/2001	Official	0.00	

Search member Id  
Sophie  
Swimmer  
06/07/2011  
sophieswimmer@mail.com

Select Membership

2. To continue registering with the existing official, click on the official information. If you want to proceed with creating a new registrant, click the “Continue as a New Member” button.

We have found following members with similar data. Please select one to avoid duplicates.

Member ID	Name	DOB	Email	Membership Category	Registration Status	Association
SC244502	Sophie Swimmer	06/07/2011	sophieswimmer@mail.com	Swimmer (May 1-Aug 31)	Need More Info	Swimming Club

Continue as a New Member

3. Select you Membership type (Official) and click Save.

Registration

Options  
Registration History

Registration

Club Register Email: coe\_account@gmail.com  
Payment Method: Online Invoice  
Membership Status: Need More Info

Email Template

Member ID	Member Name	DOB	Membership Type	Price	Upgrade Discount	Amount Due
45235	Susie Smith	09/04/2001	Official	0.00	0.00	0.00
SC244502	Sophie Swimmer (SC244502)	06/07/2011	Swimmer (May 1-Aug 31)	74.00	23.50	50.50

Add Member

Next

**Officials Credentials and Certifications – coming soon**

**Maintaining Deck Log – coming soon**

# Official Certification

## Certification Pathway for Officials

Terms:

- Successful Evaluation* means a signed assessment/card for a specific position
- Certified* 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.
- Session* means a specific time frame in a swim meet, represented as a timed final session, preliminary session, or finals session
- Mentor Assessment* 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 REMS

### Level II - White Pin

Officials must complete:

1. Two successful deck evaluations in the role of Timekeeper
2. Inspector of Turns clinic
3. Judge of Stroke clinic
4. Two successful deck evaluations in the role of Turn Official
5. One successful deck evaluation in the role of Stroke Official
6. One of the following Level II clinics:
  - o Chief Timekeeper
  - o Administration Desk
  - o Chief Judge Electronics (CJE)
  - o Meet Manager
  - o Starter
7. Two successful deck evaluations in role of the clinic above

### Level III - Orange Pin

Officials must complete:

1. All remaining clinics listed under Level II (Chief Timer, Administration Desk, Chief Judge Electronics, Meet Manager and Starter).
2. Chief Recorder 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 regarding this clinic).
3. A minimum of 5 sessions as a Referee.
  - o 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 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), except for 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 - COA Access**

Learning Management System, created by Swimming Canada, has created several online clinics that officials can access. There are two ways officials can receive the appropriate instruction on all the clinics:

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

### **In-Person and Virtual Clinics**

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

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

- Username and Password will be sent in a separate email to the COA

### *Creating Clinic Registrations through the LMS*

1. Log-in to the Swimming Canada LMS system - *Admin* (using *above* 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.

### *Clinic Registration Management*

#### *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 in REMS.

#### *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 *REMS* will appear in the search.
4. If the official is not in the *REMS*, please add them into the *REMS* prior to adding them into the clinic.
5. Select the official to add to the clinic.
6. 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 clinics 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 Administration Desk Master might have at Level II certification, but they have run the admin 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 a two monitor set-up.

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.

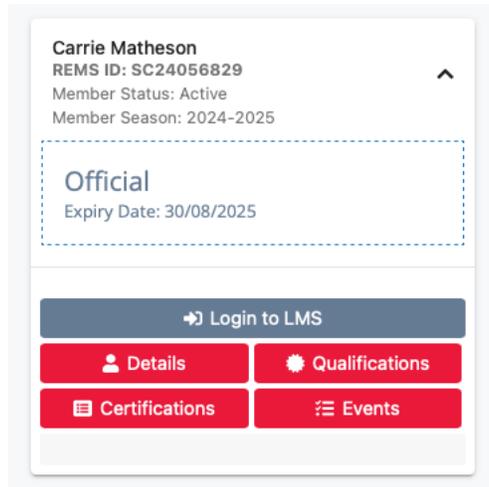
## Inputting the Attendance List

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. Remove any officials who did not attend; click on the “x” next to their name.
3. Check off each name of the officials who was in attendance for the entire clinic.
4. 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.
5. Once all officials in attendance have been confirmed, either:
  - 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 REMS.

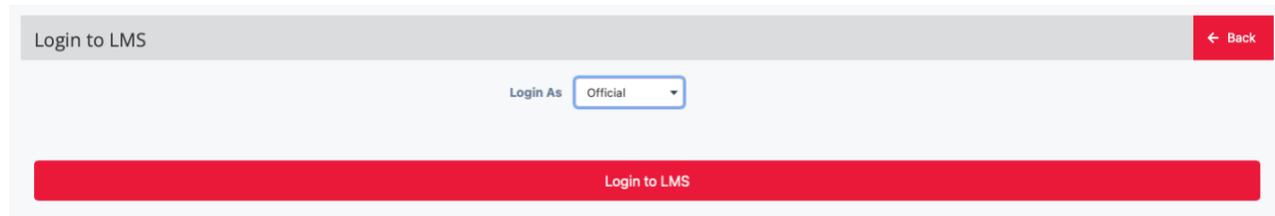
# Learning Management System – Official’s Access

Officials access the Swimming Canada’s Learning Management System (LMS):

1. Login to Official’s REMS account
2. Click “Login to LMS” on official’s member card



3. Select Official from the dropdown then click “Login to LMS” to navigate to LMS profile





## OFFICIAL INSTRUCTIONS

WELCOME STATUS CLINICS SESSION RESOURCES PROFILE LOGOUT

EN FR

### WELCOME TO THE SWIMMING CANADA E-LEARNING SYSTEM

**Important: Please read the following instructions before starting an eLearning module:**

1. Click on the STATUS Button to see the full list of eLearning modules. Each eLearning module will take about 30 minutes and includes activities and a quiz to test what you are learning. The eLearning module includes audio, so please don't forget to turn up the volume on your computer or tablet. If you are using a smartphone, please ensure the mute button or ringer is set to "on". Please note that if you are using a tablet, you may be required to download an app (ex: Articulate Mobile Player) in order to play the eLearning module. We recommend that you have the Swimming Canada rule book available to reference or research whether it be in printed format or [online](#).
2. If you would like to begin taking the eLearning module, please click on the ENROLL button.
3. The eLearning module will appear under SESSION. You have the option to complete each eLearning module over one or more sessions. The eLearning module will automatically start where you left off. Please note that you can only resume an eLearning module on the same electronic device and in the selected language.
4. Once you have registered for an eLearning module, the STATUS section will show that you are ENROLLED and IN PROGRESS. Once the eLearning module is completed, a green check mark will appear under COMPLETED and you will now be listed as QUALIFIED.
5. Once you have completed the eLearning module, please click the FINISH button on last slide in order to complete the eLearning module. Once the FINISH button is clicked, your Swimming Canada online registration system account will be automatically updated. Your account will show that you have completed the eLearning module.

We invite you to consult the [Swimming Canada Officials Certification Pathway](#) to understand the next steps in your certification process.

If you experience any issues or require assistance, please email [education@swimming.ca](mailto:education@swimming.ca).

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### ONLINE E-LEARNING MODULES FOR OFFICIALS

Swimming Canada's Learning Management System provides eLearning modules for officials.

The following eLearning modules are currently available for officials:

- Introduction to Swimming Officiating (formerly Timekeeper)
- Safety Marshal
- Chief Timekeeper
- Clerk of Course
- Canadian Para Swimming Online Deck Officials

## What is in the Learning Management System (LMS)

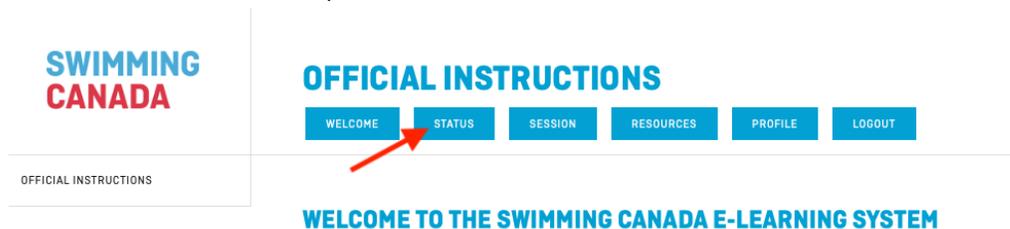
### eModules

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

Officials need to complete their registration in REMS and be listed as an active to access the Swimming Canada e-learning system.

Instructions for accessing the different online clinics:

1. Click on the STATUS Button to see the full list of online clinics. Each e-module will take about 45-60 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) 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 clinic over one or more sessions. The E-Module will automatically start where it left off.
  - a. Can only resume a clinic on the same electronic device and in the same selected language.
5. Once registered for a clinic, the STATUS tab will show that ENROLLED and IN PROGRESS. Once the online clinic 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 clinic. 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*

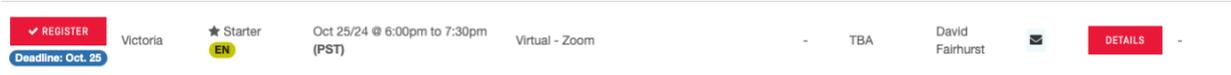
Clinic registration is done through the LMS. Officials wanting to register for a clinic, need to login to their LMS account (via REMS).

1. Click on Clinics in top menu bar

## OFFICIAL INSTRUCTIONS



2. Click on the “Register” button next to the clinic



3. Confirm registration – click red “Register” button at bottom of page.

## 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 to receive deck evaluations/sign-offs.

#### *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 REMS system.

### Acknowledgement of Certification

#### *Level Pins*

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

#### *Procedure for Ordering Pins*

1. REMS records must be updated with all requirements for the new certification level. [See page 12-13](#) 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 Lanyard, whistle, para card (codes of exception) and Knapsack

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

Level V Certification: Swim BC Officials Jacket and Backpack

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

### Name Badges

Officials Name Badges can be ordered through the Swim BC office. To order use the online form to submit:

[Name Badge - Online Form](#)

Name Badges are \$16.00 each

## Appendix I

### Swim BC Forms

1. Certification Card



**Officials Certification Card**

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

	Course Conductor Initials & Date	Satisfactory Deck Evaluations	
		Date	Level IV/V Official Initials
<b>Level I</b>		1. _____ 2. _____	
Intro to Swim Officiating (Timer)			
Safety Marshall			Not Required
<b>Level II/III</b>		1. _____ 2. _____ 1. _____ 2. _____	
Inspector of Turns Judge of Stroke			
Chief Timekeeper			
Clerk of Course			
Meet Manager			
Chief Recorder/CFJ			Not Required
C/E		1. _____ 2. _____	
Starter		1. _____ 2. _____	

**Level III - Other Requirements**

Clinic Conducted: \_\_\_\_\_ Date: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_ Location: \_\_\_\_\_

**Level IV - Attended Clinic and Passed Referee Exam**

Location \_\_\_\_\_ Date \_\_\_\_\_ Clinic Conductor \_\_\_\_\_  
**Two (2) Successful Referee Evaluations**  
 Meet \_\_\_\_\_ Date \_\_\_\_\_ Evaluator \_\_\_\_\_  
 Meet \_\_\_\_\_ Date \_\_\_\_\_ Evaluator \_\_\_\_\_

**Conducted Two (2) Level II/III Clinics**

Clinic \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_ Evaluator \_\_\_\_\_  
 Clinic \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_ Evaluator \_\_\_\_\_

**Level V Requirements  
 Conducted Two (2) Additional Level II/III Clinics**

Clinic \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_ Evaluator \_\_\_\_\_  
 Clinic \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_ Evaluator \_\_\_\_\_

**National Meet Experience - two (2) sessions worked**

Meet \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_  
 Meet \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_  
 Meet \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

**Two (2) Successful Evaluations - one as Referee, second as Referee or Starter**

Meet \_\_\_\_\_ Date \_\_\_\_\_ Evaluator \_\_\_\_\_  
 Meet \_\_\_\_\_ Date \_\_\_\_\_ Evaluator \_\_\_\_\_  
 Meet \_\_\_\_\_ Date \_\_\_\_\_ Evaluator \_\_\_\_\_

**Open Water Officiating  
 Clinic (Date & Initials)**

Level I \_\_\_\_\_ Evaluations (Date & Initials)  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 Level II \_\_\_\_\_  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 Level III \_\_\_\_\_  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**Para-Swimming Officiating**

Domestic Clinic: \_\_\_\_\_ Date \_\_\_\_\_ Course Conductor \_\_\_\_\_