



OFFICIALS CERTIFICATION PATHWAY

PROCEDURE FOR CERTIFICATION

LEVEL I – RED PIN

- A. Complete registration in the Swimming Canada Officials Registration System.
- B. Complete the Introduction to Swimming Officiating clinic.
- C. Complete the Safety Marshal clinic.

Note: The requirements for Level I (A, B, C) may be completed simultaneously or in any order. To access Swimming Canada’s Learning Management System (LMS) and take eLearning modules, you must be a registered official in Swimming Canada’s Registration, Tracking, and Results (RTR) system.

LEVEL II – WHITE PIN

- A. Certify in Level I by obtaining two successful deck evaluations in the role of Timekeeper.
- B. Complete the Inspector of Turns (IT) and Judge of Stroke (JS) clinics and obtain two successful deck evaluations as an IT and *one deck evaluation as a JS.

*Note: As of September 2023, the deck evaluation for JS can be added to Officials records in the Swimming Canada Registration System. Officials that completed Level II prior to September 2023 are not required to complete the JS deck evaluation. Officials completing Level II after August 31, 2023 must obtain one deck evaluation as JS to fulfill the requirements for Level II.

- C. Complete one other Level II clinic listed below and obtain two successful deck evaluations:
 - i. Chief Timekeeper;
 - ii. Administration Desk (formerly Clerk of Course);
 - iii. Chief Finish Judge (CFJ) / Chief Judge Electronics (CJE);
 - iv. Meet Manager;
 - v. Starter.

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.

- D. It is encouraged to complete the Para Swimming e-learning module early in the pathway, after an official has completed the Inspector of Turns and Judge of Stroke clinics and gained some experience on deck.



- The Para Swimming e-learning module is available through the LMS (Learning Management System).
- With more and more integrated swimming competitions, this is an excellent resource to learn about Para Swimming. While this e-learning module does not provide certification as a Para Swimming Official, it is an excellent starting point.
- To certify as a Para Swimming Official, you must take the daylong Domestic Para Swimming clinic. Upcoming clinics are listed in the LMS (Learning Management System).

Completing the requirements for Level II (A, B, C) may happen simultaneously or in any order.

LEVEL III – ORANGE PIN

- A. Complete all of the clinics listed under Level II;
- B. Complete the Chief Recorder and Recorder (formerly Recorder-Scorer) clinic;
- C. Certify in three additional positions listed under Level II by obtaining two successful deck evaluations in each position;
- D. Complete the Para Swimming e-learning module if not completed previously.
 - With more and more integrated swimming competitions, this is an excellent resource to learn about Para Swimming. While this e-learning module does not provide certification as a Para Swimming Official, it is an excellent starting point.
 - For officials interested in officiating at the Provincial and/or National level, certification as a Para Swimming Official is recommended. Certification requires completion of the daylong Domestic Para Swimming Officials clinic. Upcoming clinics are listed in the LMS (Learning Management System).
- E. It is encouraged to direct the Level I – Introduction to Swimming Officiating clinic under the supervision of a Level IV or V official.

Note: Completing the requirements for Level III (A, B, C, D) may happen simultaneously or in any order. The Chief Recorder and Recorder clinic may be completed at any time, once an official is working on their Level II, in combination with the Meet Manager or CFJ/CJE clinics as deemed appropriate. It is recommended the Chief Recorder and Recorder clinic be taken prior to or in conjunction with the Meet Manager clinic. There are no deck evaluations required for the Chief Recorder and Recorder position.

LEVEL IV – GREEN PIN

- A. Successful completion of the following requirements:
 - i. any outstanding certifications for remaining Level II positions, obtaining two successful deck evaluations in the position as noted under Level II;
 - ii. Referee Clinic (please review Note below in regards to this clinic);



- iii. Experience as a Referee at a minimum of five sessions. It is recommended that these 5 sessions take place at different competitions in different pools and pool configurations;
 - iv. Conduct a minimum of two different Level II officials clinics within the year of application under the supervision of a Level V official (official must be certified in the position for the clinic they are presenting);
- B. 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;
- C. Obtain the approval of the Provincial Officials' Chairperson or their delegate to be evaluated and have two successful evaluations, in the position of Referee by a Level V official. It is recommended that provinces implement a mentoring process whereby Level III officials receive formal mentor assessment(s), by Level V officials, prior to request for evaluation.

Note: An official may act in the position of 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

- A. Complete a minimum of one year of active service as a Level IV official;
- B. Organize, conduct and/or supervise a minimum of two different Level II clinics within the year of application;
- C. Work a minimum of two sessions at a Swimming Canada national competition in any position, after becoming a Level III official;
- D. Obtain the approval of the Provincial Officials' Chairperson or their delegate to be evaluated and have two successful evaluations as a Referee, or once as Referee and once as Starter, by a Level V official. It is recommended provinces maintain the mentoring process whereby Level IV officials continue to receive formal mentor assessment(s), by Level V officials, prior to request for evaluation;
- E. Submit the completed Level V Official Certification Form to the Provincial Officials' Chairperson.

If the Provincial Officials' Chairperson is satisfied that the candidate has met all requirements, the candidate's Level V Official Certification Form will be submitted to Swimming Canada for Officials, Competitions and Rules Committee (OCRC) approval. If the OCRC approves the candidate, they are then certified as a Level V Master Official. A congratulatory letter and



Master Official certificate will be sent to the candidate with a copy forwarded to the Provincials Officials' Chairperson.

Note: Completing the requirements for Level V (A, B, & C) may happen simultaneously or in any order.

MAINTAINING CERTIFICATION

In order to remain an active Level V official in Canada, an official must:

- Work a minimum of four sessions over a minimum of two meets in each swim year;
- Conduct or supervise a clinic in each swim year;
- Maintain their registration information in the Swimming Canada Officials Registration System.

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

NOTES

“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.

Course conductors: Level I clinics may be conducted by certified Level III officials. Level II clinics may be conducted by certified Level IV officials. The Level III clinic (Referee clinic) must be conducted by a Level V official.

“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.

“Session” means a specific time frame in a swim meet, represented as a timed final session, preliminary session or finals session.

Officials are encouraged to maintain a “log” of positions and meets worked in order to support their progress toward Level IV and V certification. Their Officials page in the RTR provides the easily accessible Deck Log. While there are no minimum requirements outside of the certification process, officials are encouraged to obtain and maintain experience in all positions while working in a variety of pools and meet configurations.