

# SWIM SASKATCHEWAN



**Better Lives  
Through Swimming**

**2018-19**

## **Swim Saskatchewan Club Officials Administrator (COA) Guide**

This Swim Sask Club Officials Administrator (COA) Guide is a supplement to the Swimming Canada document: [National Registration Policy, Procedures and Rules Manual](#)

Please use these documents together.

**This document is best used electronically as a pdf to access all hyperlinks.**

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SUPPORTED BY:



## Club Official's Administrator (COA)

All officials who wish to officiate at a sanctioned competition must be registered annually in the Swimming Canada National Registration Database/System (RTR), within two weeks (14 days) of commencing activity as an Official.

The RTR System is the primary database for officials within Saskatchewan. The Club Official's Administrator (COA) will initiate the registration of official's once they receive the signed Privacy Consent Form (PIPEDA) from each official being activated within their club.

As per SNC registration policy for officials, an official is defined as "an individual pursuing officiating certification to volunteer qualified officiating services at sanctioned swimming competition".

Each registered official will have their own account separate from swimmer(s) accounts.

The first role as Club Official's Administrator (COA) is to notify your membership that as official's they must complete a PIPEDA form each season (September 1 – August 31). A sample club communication is found at the end of this guide.

Thank you for your continued work with supporting the sport of swimming through the maintenance of a qualified and active officials base within your club.

### **Why register Officials on Swimming Canada RTR system?**

- It is important to register all officials. An official who has taken the Intro to Swimming/Level I Timekeeper/Safety Marshal clinic should be registered as they are Level I certified.
- Clubs signed an Agreement with Swim Saskatchewan to register all swimmers, coaches and officials to be an affiliated club. Any unregistered official is a risk management issue.
- Registration ensures they have coverage under the same Swim Saskatchewan insurance umbrella as a registrant (swimmer, coaches and officials) and sanctioned competitions are not put at risk.

### **NOTE:**

All information entered in the RTR Officials account will remain (including contact information) season to season. Changes must be made manually by the individual official.

Each official will have their own account separate from swimmer(s) accounts. All information entered in the RTR Officials account will remain (including contact information) season to season.

The status for all registered officials in the registration system will change annually to "inactive" Sept 1<sup>st</sup>. Each season, official's will have to be activated.

**Any person appearing on the National Sex Offender Registry is not eligible to register or participate in any capacity; paid or unpaid.**

## Official's Registration

**ALL officials must register each season (September 1 – August 31) within 14 days of commencing participation.** To register, an official must sign the officials PIPEDA seasonally. Upon receipt of the signed PIPEDA, the Club Official's Administrator (COA) can then activate an official in the RTR.

The Club Official's Coordinator (COA) will register official's each season, this is not the role of the Club Registrar. The Club Registrar will submit an Additional User System Access Waiver to Swim Sask prior to assigning the Club Officials Administrator (COA), or other club designate, to process the registration of officials. The Club Registrar can also act as the COA, however it requires a separate login.

Those officials not affiliated with a club pursue their Swimming Canada Officials registration directly through Swim Sask (i.e.: Referee who no longer has children in the sport and are not affiliated with a club).



### COA checklist for: Officials Registration

Important reminders and helpful tips

- Each club is required to assign a Club Officials Administrator (COA).
- To gain access to the RTR, the COA must complete the Additional User Access Form and return it to office@swimsask.ca as part of the annual club affiliation process.
- Include the letter addressed to all registrants in your club registration package.
- Officials are required to complete the Officials PIPEDA annually before being activated in the RTR system. **Return to Swim Sask copies of any PIPEDA Forms that were completed and signed in Section. Ensure that ONLY one section is signed A or B – NOT BOTH.B.**
- Ensure that all officials have a valid and current email address.
- Collect current season PIPEDA forms and then activate officials within the RTR system. This can be done immediately upon receipt but must be done within 14 days of commencing activity as an Official. Officials can and are encouraged to officiate at meets other than club hosted competitions.
- COA's collect completed official's certification cards and enter data into the RTR for their club. Input deck evaluations (official's cards) as you receive, even if it is only the first evaluation that is completed. Let's work to keep the database current, accurate and up to date. Once deck evaluations have been input with both deck evaluations, send entered cards to Swim Sask.
- Maintain the club's officials list within the RTR.
- Recruit officials (current members/community members/alumni) to officiate at sanctioned meets.
- Promote and encourage club's officials/new officials to attend Mass Clinics and further their officiating education. Officials Mass Clinics are free.
- Maintain a list of progressing officials to help Swim Sask identify official's ready to advance to the next level 'pin'.
- Foster a culture of volunteerism and advancement within the official's community. "Better Lives Through Swimming".
- Co-host Mass Official's Clinic if club is selected to co-host (see duties on next page).
- It is incumbent upon each Official to manage their certification levels.
- Officials MUST be registered before taking any online education.

## OFFICIAL'S EDUCATION

Swim Saskatchewan will be running Mass Clinics to train officials within our Province. We recommend that this included in your club registration information so that members are aware of the process to be trained as officials and how to register.

**Mass Official's Clinics are held in the Fall, Winter and Spring as per the Mass Clinic Policy. The Fall Mass Official's Clinic is scheduled for September 22, 2018 in Regina and Saskatoon.**

### Reference Links for Officials Registration

- [Swim Sask Board of Director Policies](#) (pages 54)
- [National Registration Policy, Procedures and Rules Manual](#)
- [Swim Sask Official's Policies Page](#)
- [Swim Sask COA Guide](#)
- [Officials Certifications Pathway](#)
- [Mass Clinic Policy](#)
- [Officials PIPEDA](#)
- [Swim Sask Official's Clinics](#)

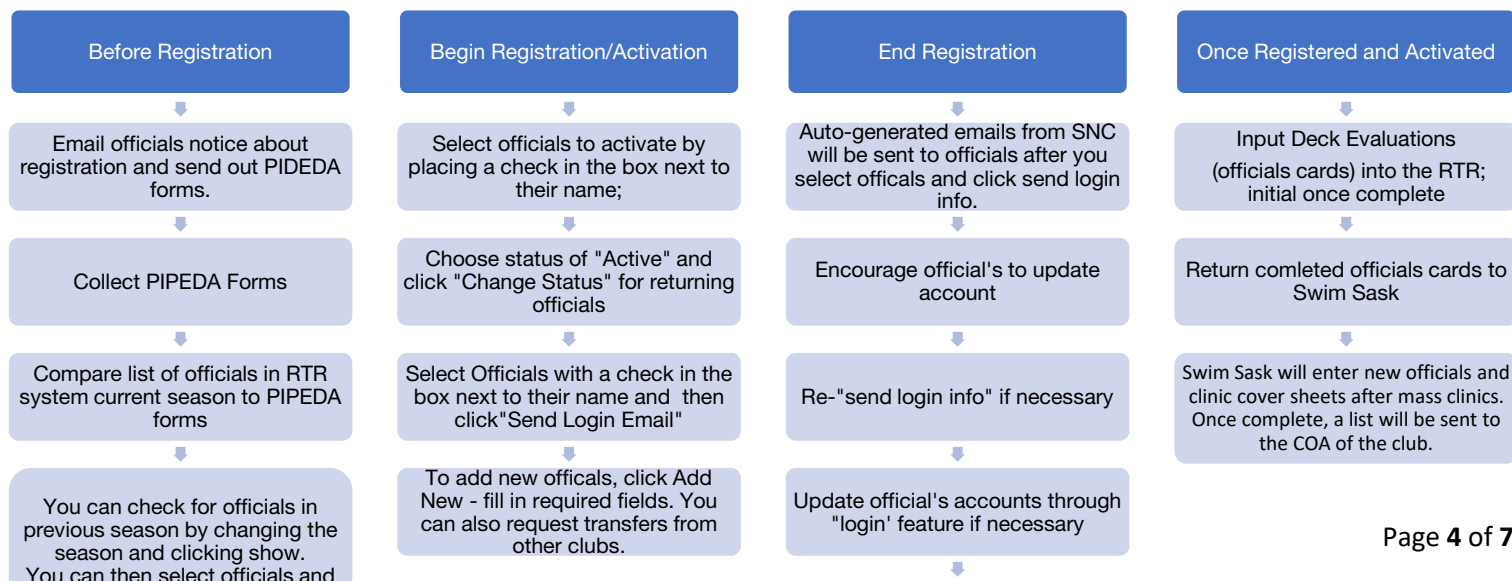
### PIPEDA Forms

Clubs are required to collect signed PIPEDA forms from each official each season. Suggestions for collection of PIPEDA Forms which now include name, club, gender and email address:

- Paper Collection at any of the following: fall registration, at clinics, at first swim competition;
- If the Club can demonstrate to Swim Saskatchewan, when asked, that the full document (PIPEDA form) is part of their "electronic" consent documents and that each official has access to the form and consents to its content then electronic format is acceptable;
- Team Unify or through online survey software (Google Forms, Survey Monkey)

### Registration and Activation of Officials in the RTR System Flowchart

You access the Swimming Canada Registration, Tracking and Results (RTR) system from here: <https://registration.swimming.ca/login.aspx> with the username and password supplied to you upon receipt of the Additional User Request Form. As COA, it is important that you work collaboratively with your meet manager (assigning of registered officials) and registrar (PIPEDA forms).



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### Special Notes on Adding New Officials

All information you will need to add a new official will be found on the signed officials PIPEDA form. In order to access the correct club, you must enter the region your clubs is located in. Below is a chart that will help you:

REGION	CLUB	REGION	CLUB
LAKELAND	Prince Albert Sharks Prince Albert Masters	Regina Sport District	Flatland Sport
			Regina Masters
PARKLAND	Yorkton Storm	Saskatoon Sport District	Regina Optimist Dolphins
			Regina Y Naughts
RIVERS WEST	Battlefords Kinsmen	South West	Regina Y's Men's Marlins
SASKATCHEWAN	Meadow Lake Manta Rays	Zone 5	University of Regina Cougars
	For use by Swim Sask ONLY		Saskatoon Goldfins
SOUTH EAST DISTRICT	-	Zone 9	Saskatoon Lasers
			University of Sask Masters
			Moose Jaw Kinsmen
			Swift Current Barracuda's
			-
			For use by Swim Sask ONLY

### Instructions for Inputting Data from the Swim Saskatchewan Official's Certification Cards (white deck experience cards)

#### Getting Started

1. Login at <https://registration.swimming.ca/Login.aspx>
2. Click Officials Tab
3. Select Official by name (listed alphabetically) and click the pencil/edit button
4. Add/Edit information
5. Click Update
6. Click Save before closing
7. NOTE: if you cannot save; it is likely you have missed a required field. Review form for red asterisk to ensure you have data entered.

#### Entering Level 2 Deck Experience Information

1. Look at the date and name of examiner on the blue card. If this information is not in the data base, then add it. (more than likely it won't be; there could be a default date of 01-01-2015 in for the date.)
2. Put in Evaluation #1 the date and referee (if from the date, you know the name of the meet enter it)
3. Put in Evaluation #2 the date and referee (if from the date, you know the name of the meet enter it)
4. Put in the correct date, location and name of examiner/course conductor
5. Click Update.
6. Click Save before closing or returning to list.

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### Sample Club Communication

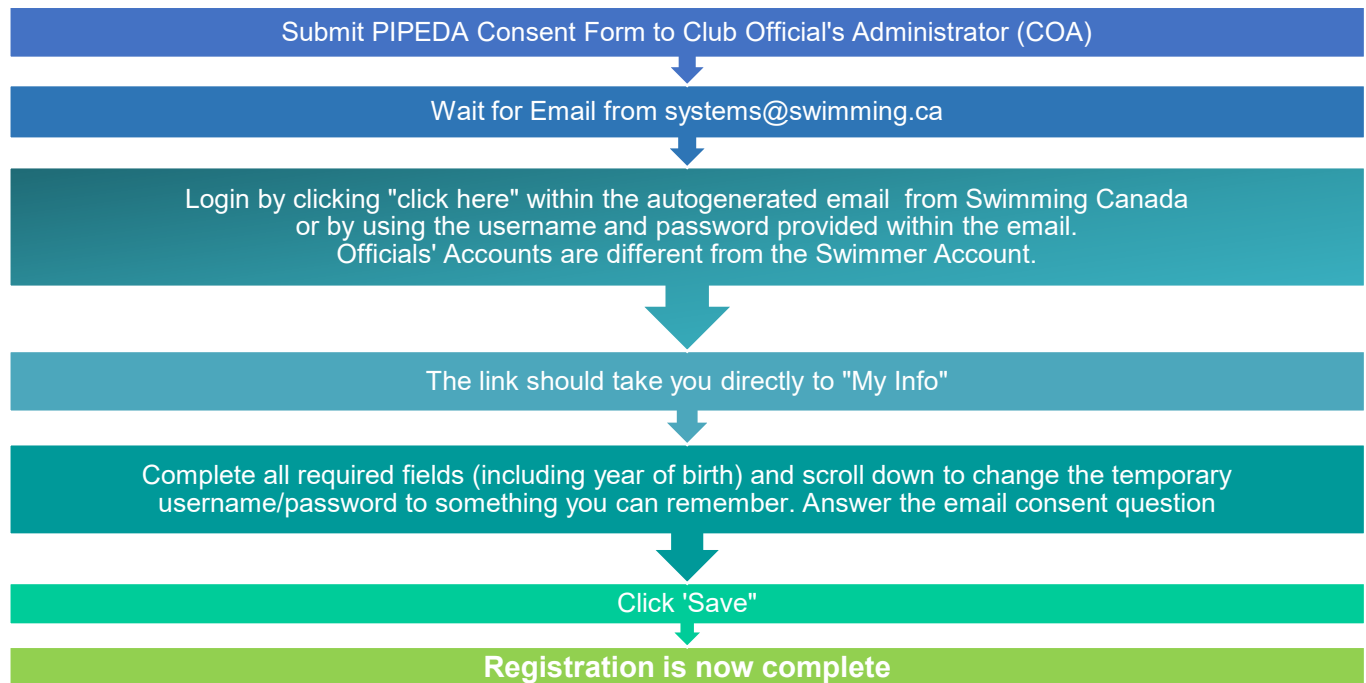
We are pleased to announce the roll out of the Swimming Canada Officials Database here in Saskatchewan.

Please be advised that officials must be activated in the Swimming Canada Registration System on a seasonal basis (Sept 1 – Aug 31). To be activated all officials must complete the PIPEDA (Personal Information Protection and Electronic Documents Act) Form. This will be valid for the remainder of the current season. A new form will be required each season to activate your official's account. An official's PIPEDA form is attached.

**<Name of COA>, the <Club Name> official's administrator will have the PIPEDA forms available to sign <where/when>. Please sign these forms to activate your official's account and have access to your official's clinic information and certification.**

Once activated an auto generated email from [systems@swimming.ca](mailto:systems@swimming.ca) will be sent to each official asking them to login to verify their account information. If it is not in their inbox, please check your trash/spam box.

### Overview of the Online Individual Official registration process



**Please note the previous Swim Saskatchewan Official's database documented certification by a method of assigning stars for clinics and evaluations. As such you will notice:**

- Dates of *01/01/year* which are fictitious dates that identify the transfer of data from one system to another; this date is in place of the one or two stars.
- There will be only one evaluation date for the following positions (Time Keeper, Safety Marshall, Chief Judge Electronics, Chief Finish Judge and Recorder Scorer).

Thank you for being an integral and valued member of our sport. As you continue your education and deck experiences as a Swimming Canada official, please submit the signed Official's Certification Card (*to your Official's Administrator, <name>*) so that your file can be updated.

*<Insert Closing>*,

## Mass Clinic Host Club Responsibilities

If your club is chosen to co-host a mass official's clinic, the COA will be asked to coordinate the following (Refer to [mass clinic policy](#) for more info)

1. Work with Swim Saskatchewan to assist Master and Senior Officials with the logistical arrangements and arranging facilities. Facilities being utilized must have internet/Wi-Fi access, projectors, screens, etc. Clubs are encouraged to be cost effective and work with members within their club to see if anyone can obtain school classrooms, board meeting rooms for free or at a very economical rate.
2. Organize the clinic materials provided by Swim Sask and be on-site to coordinate the day of the Mass Clinic.
3. After the clinic, collect the Clinic Cover sheets and return them to Swim Sask office.
4. Return any PIPEDA Forms that are signed at the mass clinic to Swim Sask for any officials that are not from your club.
5. Give any PIPEDA Forms that are signed by your own club members to your Club Officials Administrator.
6. Registration is now done online and Swim Sask manages this.

