

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type:	Training	Policy Number:	OT-3
Name:	Mass Clinics	Date Approved:	Jan 21, 2017
Authority:	Swim Sask Inc.	Date Revised:	March 2018

Reference: SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

Purpose: To promote officiating as an enhancement of swimming in Saskatchewan, through the use of clinics, following a set of criteria for certification of officials.

On an annual basis, members of the Master/Senior Officials committee will provide scheduled instruction to individuals who are involved in the Winter, Summer or Masters swimming programs and who are genuinely interested in officiating at swim meets throughout the Province of Saskatchewan.

Mass Clinics shall be offered based on the following criteria:

The Director of Officials in consultation with Swim Sask office, will establish a Mass Clinic Schedule on an Annual basis. The schedule will be developed prior to September 15 of any given year. The Director of Officials will ensure that members of the M/S Officials committee are available to instruct clinics according to the established schedule.

Ideally, six mass clinics will be offered in the North/South of the province:

- a. Annually in the fall – September - October
- b. Annually in the winter – January - February
- c. Annually in the spring – April – May

All Clubs in the same geographical region will be invited to participate (North/South).

Master and Senior Officials Responsibilities

1. Develop Mass Clinic Schedule as per above
2. Ensure a minimum of two (2) Master/Senior Officials are available to teach clinics.
Referees from the region where clinics are being held will be utilized to minimize costs.
3. Referees teaching the clinic will establish minimum numbers for the delivery of each clinic to be offered
4. Referee's instructing clinics will establish the schedule for the clinics being offered.

Swim Sask Office Responsibilities:

1. Contact a club in the region to assist with logistical arrangements
2. Take registrations for the clinics.
3. Swim Sask will cover costs relative to room rental and M/S Officials travel costs.
4. Assist M/S Officials Committee in contacting a club in the region to assist with logistical arrangements.
5. Complete the Mass Clinic Promotional Template based on the clinic schedule developed by the instructing referee's
6. Promote Mass Clinic on social media, website and email out to all clubs in the region.
7. Provide and ship all the materials for each of the clinics being offered.

Host Club Responsibilities:

1. Assist Master and Senior Officials and Swim Sask Office with the logistical arrangements and arranging facilities.
 - Facilities being utilized must have internet/Wi-Fi access, projectors, screens, etc. Ideally the facility will also have computers that can be used or host club to provide a computer to any course conductor that may not have his/her own laptop to bring.
 - 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 Saskatchewan
3. After the clinic, collect the Clinic Cover sheets and return them to Swim Saskatchewan 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.

All Clubs Responsibilities:

Clubs in region are responsible for advertising and promoting and getting their members to attend.

MASS CLINIC FORMAT – Clinic Time Frames

- Introduction to Swimming Officiating – 1.5 hours
- Chief Timekeeper – 1.5 hours
- Chief Finish Judge/Chief Judge of Electronics/Scorer Desk Control – 2 hours
- Clerk of Course – 2.5 hours
- Judge of Strokes & Inspector of Turns – 2 hours
- Meet Manager – 3.5 hours
- Referee – 4.5 to 5 hours
- Starter – 1.5 hours