



MASTER AND SENIOR OFFICIALS POLICIES

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Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Governance

Policy Number: OG-1

Name: Terms of Reference & Membership

Date Approved: September 2003

Authority: Master & Senior Officials Committee

Date Revised: June 2005, April 2008, May 2010

Reference: SSI Bylaws Art. 6, Board Policy G-7

The Master & Senior Officials Committee, subject to the Swimming/Natation Canada National Officials Committee policies, oversees all policies in respect to officials, officiating, and the implementation and application of swimming rules in Saskatchewan.

Purpose

1. To oversee the development of officials in the province of Saskatchewan and to ensure that proper protocol and procedures are followed at all sanctioned competitions held in the province of Saskatchewan.
2. To promote officiating as an enhancement of swimming in Saskatchewan, through the use of meetings, seminars, clinics, officiating opportunities, following a set of criteria for certification of officials.

Accountability

The Master & Senior Officials Committee shall be accountable to the Board of Directors and the members of Swim Saskatchewan Inc., through the Director, Officials.

Frequency of Meetings

The Master & Senior Officials Committee shall meet formally, twice per year, in the spring and in the fall.

Responsibilities

1. To provide Referees at all competitions in Saskatchewan
2. To standardize throughout the province the officiating at meets and oversee fair implementation and application of the rules.
3. To coordinate clinics, training, and certification programs for officials in all clubs throughout the province and thus promote and encourage the ongoing development of officials.
4. To liaise with the Winter Swimming Program Committee, the Summer Swimming Program Committee, the Saskatchewan Association of Masters Swimming (SAMS) and the Saskatchewan Swim Coaches Association (SSCA) in all matters regarding the rules, interpretations thereof, and changes thereto, and any other matter in regard to officiating.

Policy OG-1 continued...

5. To provide from time to time to the Swim Saskatchewan President and Board of Directors, lists of Officials to be recommended to the Provincial Officials Directors Council for certification or de-certification at the Master Official level.
6. To develop programs to recognize outstanding achievements of Swim Saskatchewan officials.
7. The committee may make recommendations through its Director of Officials to the Swim Saskatchewan President, the Swim Saskatchewan Board of Directors and the Provincial Officials Directors Council.
8. The committee may make recommendations to the Competitions Committee of Swimming/Natation Canada (SNC) regarding officials to consider as being eligible to work in senior positions at SNC Designated meets.
9. The committee may make recommendations through the Provincial Officials Directors Council to the Rules Committee of SNC relating to rule changes, interpretations and clarifications.

Members

- All Level V (Master) Officials and Level IV (Senior) Officials in the province of Saskatchewan who maintain their certification, and as such, are members in good standing.

Elected Positions

The Committee shall hold elections, at their spring meeting, in every even numbered year and shall elect the following:

- Chair, who will also sit as the Director of Officials on the Swim Saskatchewan Board of Directors and on the Provincial Officials Directors Council of Swimming/Natation Canada
- Winter Swimming Program Committee Officials Representative (reports to and through the Director of Officials)
- Summer Swimming Program Committee Officials Representative (reports to and through the Director of Officials)
- Recording Secretary

The term of office shall be two years, commencing on September 1 of the year in which the individual was elected. Individuals may be re-elected for consecutive or non-consecutive terms, without limitation.

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Governance

Name: Duties of Director, Officials

Authority: Master & Senior Officials Committee

Policy Number: OG-2

Date Approved: September 2003

Date Revised: June 2005, April 2008,
May 2010

Reference: SSI Bylaws Art. 5, Sect. 3, Board Policy G-5.6, G-6 and G-7

In the event the Director is unable to continue for any reason, the duties will be assumed by the Winter Swimming Program Committee Officials Representative and failing that by the duly elected Summer Swimming Program Committee Officials Representative until an election may be held for the position. In the event of the inability of a Representative to continue for any reason, the Director, in consultation with the remaining Representatives, may appoint a replacement until an election may be held for the position

The duties of the Director of Officials will be:

1. To set the Agenda and chair all regular semiannual spring and fall meetings of the Master and Senior Officials Committee and any other special meetings of the Committee.
2. To ensure that the minutes from all Master and Senior Officials Committee meetings are distributed in a timely fashion.
3. To represent all officials of the province as a Board member of Swim Saskatchewan Inc., to attend and participate, including voting in accordance with the Rules of Order for the same, at all meetings of the Board and to report back to the Master/Senior Officials Committee on all decisions affecting officiating and swimming in Saskatchewan.
4. To represent Saskatchewan on the Provincial Officials Directors Council of Swimming/Natation Canada, to attend and participate, including voting with the Rules of Order for the same, at all meetings of the Provincial Officials Directors Council and to report back to Swim Saskatchewan Inc. and the Master/Senior Officials Committee on all decisions affecting officiating and swimming in Saskatchewan and Canada or Internationally.
5. To work with the Winter Swimming Program Committee and Summer Swimming Program Committee Officials Representatives to encourage and promote the development of certified and qualified officials, at all levels, in all of the swim clubs affiliated with Swim Saskatchewan Inc.
6. To ensure that all Officials in Saskatchewan are current, capable and competent and are aware of all Rule changes as they occur in order that all officials are consistent and fair in their decisions and carrying out their duties.

Policy OG-2 continued...

7. To liaise and co-operate with all the other Committees and members of Swim Saskatchewan Inc. for the betterment of officiating and swimming in Saskatchewan.

8. To carry out any other duties as will from time to time be required, in order to fulfill the intent of the Bylaws of Swimming/Natation Canada, Swim Saskatchewan Inc., or any Official's committee thereof, or as may be necessary for fair, consistent and proper officiating of all swimmers at any meet sanctioned by Swimming/Natation Canada, Swim Saskatchewan Inc., or any other Provincial section.

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Governance

Policy Number: OG-3

Name: Summer Swimming Program Committee
Officials Representative

Date Approved: August 2001

Authority: Master & Senior Officials Committee

Date Revised: Sept 2003, June 2005

Reference: SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1 and
Master & Senior Officials Policy OG-1

The Summer Swimming Program Committee Officials Representative will be elected for a two year term by the Master & Senior Officials Committee and will serve on the Summer Swimming Program Committee as a non-voting member.

The Summer Swimming Program Committee Officials Representative will:

1. Serve as advisor on the interpretation and application of the Summer Swimming Technical Package, Summer Swimming Policies and Swim Saskatchewan policies as applied to summer swimming;
2. Ensure that all officials use current rules and interpretations at sanctioned meets;
3. Act as liaison with the Master & Senior Officials Committee;
4. Monitor and promote officials development with the SSI office
5. Schedule two referees per sanctioned summer swim meet;
6. Collect all Referee Reports and Officials lists from Sanctioned Meets;
7. Present a report at the Summer Swim Spring Symposium;
8. Promote and organize clinics for the certification of officials at all levels;
9. Serve as advisor to Summer Swimming regarding the application of rules as set out in the SNC rulebook.

The Summer Swimming Program Committee Officials Representative will be reimbursed expenses as per Administration policy SA-2

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Governance

Policy Number: OG-4

Name: Winter Swimming Program Committee
Officials Representative

Date Approved: June 2003

Authority: Master & Senior Officials Committee

Date Revised: June 2005

Reference: SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1; and
Master & Senior Officials Policy OG-1

The Winter Swimming Program Committee Officials Representative will be elected for a two year term by the Master & Senior Officials Committee and will serve on the Winter Swimming Program Committee as a non-voting member. The Winter Swimming Program Committee Officials Representative will also be responsible to attend meetings of the Saskatchewan Association of Masters Swimming, in an advisory capacity, when requested by the Director, Masters Swimming.

The Winter Swimming Program Committee Officials Representative will:

1. Serve as advisor on the interpretation and application of the Winter Swimming Technical Package, Winter Swimming Policies, Masters Swimming Policies and Swim Saskatchewan policies
2. Ensure that all officials use current rules and interpretations at sanctioned meets;
3. Act as liaison with the Master & Senior Officials Committee;
4. Monitor and promote officials development with the SSI office & database
5. Ensure two referees are scheduled per sanctioned Winter or Masters swim meet;
6. Collect all Referee Reports and officials lists from Sanctioned Meets
7. Present a report at the Winter Swimming Program Committee AGM;
8. Promote and organize clinics for the certification of officials at all levels;
9. Serve as advisor to the Winter Swimming Program Committee regarding the application of rules as set out in the SNC rulebook.

The Winter Swimming Committee Representative will be reimbursed expenses as per Administration policy WA-2

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Training

Name: Instructors of Clinics

Authority: Swim Saskatchewan Inc.

Policy Number: OT-1

Date Approved: April 2008

Date Revised:

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

Referees are instructors of clinics. An exception may be made by the responsible Coordinator of Officials, in consultation with the Chair of officials, for a level three official to conduct a clinic without supervision, and no referee is available to teach or supervise the clinic. The coordinator or Chair shall advise the Swim Sask office of the approval.

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Training

Name: Procedure for Certifying Officials in Sask

Authority: Swim Saskatchewan Inc.

Policy Number: OT-2

Date Approved: April 2008

Date Revised:

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

Level I	1. Complete the Level 1 clinic for Timekeeper and Safety Marshal (Must be a minimum of 14 years of age)	Red
Level II	<p>1. Be CERTIFIED in Level 1 by obtaining successful deck evaluations in each of Timekeeper and Safety Marshall</p> <p>2. Complete the clinic for Judge of Stroke/Inspector of Turns and one other Level II clinic listed below;</p> <p>3. Certify in those positions by obtaining two successful deck evaluations in each position:</p> <ul style="list-style-type: none"> ➤ Judge of Stroke/Inspector of Turns (counts as 1 position) - REQUIRED ➤ Clerk of Course ➤ Chief Timekeeper ➤ Starter ➤ Meet Manager (minimum of 2 meets, one of which CAN be as Assistant Meet Manager, or 1 meet if the meet is at least two days in length). ➤ Chief Finish Judge/Chief Judge Electronics/Recorder Scorer (Counts as 1 position) <p>NOTE: There are separate clinics for Chief Finish Judge, Chief Judge Electronics and Recorder Scorer. The clinic for Recorder Scorer must be taught as a Level II clinic, either separately or as part of another clinic. It is recommended that it be combined with Chief Finish Judge. For certification, a candidate must work a minimum of 2 sessions to the satisfaction of the referee, at least one of which must be Chief Finish Judge.</p>	White
Level III	<p>1. Be CERTIFIED in Level II - (i.e.) Completed two clinics and two successful on-deck evaluations in those clinic positions.</p> <p>2. Complete all of the clinics for the positions listed under Level II</p> <p>3. Certify in 3 additional positions listed under Level II by obtaining 2 successful deck evaluations in each position.</p> <p>4. Conduct a Level I clinic under the direction of a Level IV or V official.</p>	Orange
Level IV	<p>1. Successful completion of the following requirements:</p> <ul style="list-style-type: none"> ○ Certify in all positions listed under Level II ○ Successfully complete the Referee clinic ○ Gain experience as a Referee at a minimum of 5 sessions ○ Conduct a minimum of 2 Level II officials clinics within the year of application under the direction of a Level IV or V Official ○ Complete 1 year of active service as a Level III official <p>2. Obtain the approval of the provincial Officials' Chairperson or his delegate to be evaluated within two years of completion of the Referee's clinic.</p> <p>3. Be evaluated a minimum of four separate sessions at two different types of meets in the position of Referee by two separate Level V officials. Evaluation as a referee by the evaluating Level V Official is to include written debriefing comments and recommendations submitted to the Swim Sask Director of Officials.</p>	Green
Level V	<p>1. Complete a minimum of 1 year of active service as a Level IV official</p> <p>2. Conducted and/or supervised a minimum of 2 Level II official's clinics within the year of application.</p> <p>3. Be evaluated twice as a Referee or once as Referee and once as Starter by a Level V official</p> <p>4. Work a minimum of 2 sessions at a National Meet at any position.</p> <p>5. Provide the information required by the Chairperson of the National Official's Committee (NOC) for appointment of Master Officials to the Provincial Officials Chairperson. If the Provincial Officials' Chairperson is satisfied that the candidate has met all requirements, the candidate's name and the required information will be presented to the NOC Chairperson for certification of the candidate as a National Official (Blue Pin). If the NOC Chairperson certifies the candidate as a national official, a congratulatory letter and Master Official certification card will be sent to the candidate.</p>	Blue

MAINTAINING CERTIFICATION

In order to remain an active Master Official in Canada an official must:

- Work a minimum of 4 sessions over a minimum of 2 meets in each swim year
- Conduct or supervise a clinic in each swim year.
- Attend at least one Swim Sask Master and Senior Officials meeting each year.

Master Officials who do not work or instruct as required may apply for reinstatement to their provincial chair of officials, who may require certain senior level clinics to be re-done. Officials not meeting above requirements as a result of special circumstances may apply in writing to the Swim Sask Director of Officials for leniency in order to remain active. Such leniency will be permitted at the discretion of the Swim Sask Director of Officials.

NOTES: "CERTIFIED" means that the clinic shall be signed and dated by the Referee after working 2 sessions in that position during an SNC sanctioned competition. It is recommended that officials work a few sessions in any new position before requesting evaluation for certification. These certification procedures represent the minimum national standards with additional requirements as approved by Swim Saskatchewan Master & Senior Officials Committee

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Administration

Name: Relationship to Swim Saskatchewan Inc.

Authority: Swim Saskatchewan Inc.

Policy Number: OA-1

Date Approved: September 2003

Date Revised: June 2005

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

The Master and Senior Officials Committee is established by Swim Saskatchewan to carry out the routine business and exercise the authority of Swim Saskatchewan as it pertains to Officials, Officials Education and Swimming Rules. The Master and Senior Officials Committee is accountable to the Board of Swim Saskatchewan, through the Director, Officials.

All Master and Senior Officials Policies will be subject to Swim Saskatchewan Incorporated Bylaws and Policies.

Winter Swimming Competition Policies and the Winter Swimming Technical Package will be governed by the Swimming Rules of Swimming Natation Canada.

Masters Swimming Competition Policies will be governed by the Swimming Rules of Masters Swimming Canada and Swimming Natation Canada.

Summer Swimming Competition Policies and the Summer Swimming Technical Package will be governed by the Swimming Rules of Swimming Natation Canada.

SSI will maintain budgetary authority and fiscal responsibility for the Master & Senior Officials Committee.

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Administration

Name: Reimbursement of Expenses

Authority: Swim Saskatchewan Inc.

Policy Number: OA-2

Date Approved: September 2003

Date Revised: June 2005

Reference: SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, A-1 and A-2

Members of the Master and Senior Officials Committee will receive reimbursement for travel expenses to attend Master and Senior Officials Committee meetings according to the Swim Saskatchewan mileage rate in the current SSI Expense Policy.

Members of the Master and Senior Officials Committee who officiate at an SNC designated meet MAY be reimbursed for travel expenses upon prior approval from the committee and Director, Officials.

All expense claims must be submitted within 30 days of the date the expenses were incurred.

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Administration

Name: Reimbursement of Expenses for Referees

Authority: Swim Saskatchewan Inc.

Policy Number: OA-3

Date Approved: September 2003

Date Revised: June 2005, Oct 2010

Reference: SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, A-1 and A-2; Master and Senior Officials Policy OG-3 (item #5) and OG-4 (item #5)

Where practical, two referees shall be assigned to each sanctioned swim meet. In order to reduce costs for host clubs, preference shall be given to referees from the home community or from the nearest location to the host community.

Level IV and V Referees who are required to travel to sanctioned meets outside their home communities will be reimbursed by the host club upon the conclusion of the meet, for travel at the Swim Saskatchewan mileage rate, for accommodation at the basic rate of the host hotel and for reasonable meal expenses. Receipts for expenses must be submitted to the Meet Manager within 30 days of the conclusion of the meet, and prior to reimbursement.

If a level III official is required to work as one of the two session referees, because not level IV or V is available, then they shall be paid the same expenses as a Level IV or V referee in the clause above.

Level III officials that are being mentored or evaluated may have their expenses paid by Swim Sask, if prior approval is given by the Director of Officials. These expenses would only be approved, if the Level III official is required to travel to work at a swim meet to obtain their Level IV; that they would not have otherwise been attending.

Mentors & Evaluators who are required to travel to a sanctioned swim meet outside their home communities to mentor or evaluate a Level III or Level IV official for advancement will be reimbursed by Swim Saskatchewan for travel at the Swim Saskatchewan mileage rate, for accommodation at the basic rate of the host hotel and for reasonable meal expenses. Receipts for expenses must be submitted to the Swim Saskatchewan office within 30 days of the conclusion of the meet, and prior to reimbursement.

In no way will host clubs incur any additional expenses or a decrease in expenses as a result of referees being mentored or evaluated. In general, the host club is expected to pay for the two referees that would have otherwise been referees at their meet. Any additional expenses will be paid by Swim Saskatchewan.

Senior and Master Officials who work at an SNC Designated meet, and do not have any of their expenses covered by Swim Saskatchewan, may participate in the National Officials Travel Program. A copy is attached hereto.

Swimming/Natation Canada
National Officials Travel Program
(Effective Date: January 1, 2002)

1. The swimming competition must be sanctioned by the Provincial Section within whose jurisdiction the competition is held.
2. The reimbursement of travel claims related to swimming competitions in Canada is restricted to Level 4 Senior and Level 5 Master Officials certified in Canada.
3. Officials who wish to participate in the National Officials Travel Program must submit proof of certification signed by the chairperson of the provincial officials association with their first application.
4. Officials should submit an expense claim form to the Provincial Section office within ten business days of the completion of the competition.
5. Reimbursement for Officials travel claims will be limited to accommodation (original receipts required) and economy airfare or kilometers driven at a prescribed rate of \$0.40 per kilometer (based on Treasury Board Guidelines) and payable at year-end. Officials must have driven a minimum of 50 kilometers (cumulative) to be eligible for reimbursement. The maximum claim for kilometers shall be the equivalent of the economy airfare to the specific destination.
6. Only expense claims which are not subject to reimbursement by another part are eligible to be submitted.
7. Officials may make a yearly donation to their Provincial Swimming Association. A tax receipt will be issued at year-end.
8. Officials must be registered with their Provincial Section to be eligible for reimbursement.
9. Attendance Requirements:
 - a. For 1 or 2 session meets, an official must work each session.
 - b. For 3 or 4 session meets, an official may miss 1 session only.
 - c. For 5 or more session meets, an official may miss a maximum of 2 sessions.
Note: if in an emergency or due to illness, an official is unable to complete the minimum required sessions outlined in this policy, a letter explaining the unexpected extraordinary circumstances that arose while at the meet must be written by the official when applying for an expense claim receipt from the provincial section.
10. The National Officials Travel Program shall be reviewed annually.

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Administration

Name: Policy Review Schedule

Authority: Master & Senior Officials Committee

Policy Number: OA-4

Date Approved: September 2003

Date Revised: June '05, June '06

Reference: SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, A-1 and A-3

Master and Senior Officials Policies will be reviewed every two years, in the odd numbered years, or as required by the Master & Senior Officials Committee. Any recommended changes will be presented to the Board of Directors of Swim Saskatchewan Inc. for ratification.