

### Official Certification System - Procedure of Certification for Officials in Saskatchewan

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|------------------|---|---------------|
| <b>Level I</b>   | 1. Complete the Level 1 clinic for Timekeeper and Safety Marshal (Must be a minimum of 14 years of age)   | <b>Red</b>    |
| <b>Level II</b>  | <ol style="list-style-type: none"> <li>Be CERTIFIED in Level 1 by obtaining successful deck evaluations in each of Timekeeper and Safety Marshall</li> <li>Complete the clinic for Judge of Stroke/Inspector of Turns and one other Level II clinic listed below;</li> <li>Certify in those positions by obtaining two successful deck evaluations in each position: <ul style="list-style-type: none"> <li>Judge of Stroke/Inspector of Turns (counts as 1 position) - REQUIRED</li> <li>Clerk of Course</li> <li>Chief Timekeeper</li> <li>Starter</li> <li>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).</li> <li>Chief Finish Judge/Chief Judge Electronics/Recorder Scorer (Counts as 1 position)</li> </ul> <p><b>NOTE:</b> 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> </li> </ol> | <b>White</b>  |
| <b>Level III</b> | <ol style="list-style-type: none"> <li>Be CERTIFIED in Level II - (i.e.) Completed two clinics and two successful on-deck evaluations in those clinic positions.</li> <li>Complete all of the clinics for the positions listed under Level II</li> <li>Certify in 3 additional positions listed under Level II by obtaining 2 successful deck evaluations in each position.</li> <li>Conduct a Level I clinic under the direction of a Level IV or V official.</li> </ol>   | <b>Orange</b> |
| <b>Level IV</b>  | <ol style="list-style-type: none"> <li>Successful completion of the following requirements: <ul style="list-style-type: none"> <li>Certify in all positions listed under Level II</li> <li>Successfully complete the Referee clinic</li> <li>Gain experience as a Referee at a minimum of 5 sessions</li> <li>Conduct a minimum of 2 Level II officials clinics within the year of application under the direction of a Level IV or V Official</li> <li>Complete 1 year of active service as a Level III official</li> </ul> </li> <li>Obtain the approval of the provincial Officials' Chairperson or his delegate to be evaluated within two years of completion of the Referee's clinic.</li> <li>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.</li> </ol>   | <b>Green</b>  |
| <b>Level V</b>   | <ol style="list-style-type: none"> <li>Complete a minimum of 1 year of active service as a Level IV official</li> <li>Conducted and/or supervised a minimum of 2 Level II official's clinics within the year of application.</li> <li>Be evaluated twice as a Referee or once as Referee and once as Starter by a Level V official</li> <li>Work a minimum of 2 sessions at a National Meet at any position.</li> <li>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.</li> </ol>   | <b>Blue</b>   |

#### 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