



## **MASTER AND SENIOR OFFICIALS POLICIES**

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## Swim Saskatchewan Inc.

### MASTER AND SENIOR OFFICIALS POLICIES

<b>Type:</b>	Governance	<b>Policy Number:</b>	OG-1
<b>Name:</b>	Terms of Reference & Membership	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Master & Senior Officials Committee	<b>Date Revised:</b>	June 2005, April 2008, May 2010, April 2015, March 2018

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

The Master & Senior Officials Committee, subject to the Swimming Canada Officials, Competition and Rules Committee (OCRC) 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 regarding officiating.

5. To provide from time to time to the Swim Saskatchewan President and Board of Directors, lists of Officials to be recommended to the Officials, Competition and Rules Committee of Swimming Canada 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 OCRC Committee of Swimming Canada.
8. The committee may, through the Director of Officials, make recommendations to the OCRC regarding active officials to consider as being eligible to work in senior positions at Swimming Canada National Competitions and/or FINA or World Para Swimming competitions.
9. The committee may make recommendations through the Officials, Competition and Rules Committee of Swimming Canada 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 register annually in the Swimming Canada RTR Registration system and as such, are members in good standing.
- Progressing officials that have successfully passed the Referee exam, may be invited by the Director of Officials to attend, as observers, Master and Senior Officials Meetings.

### Elected Positions

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

- Chair, (must be Level V) who will also sit as the Director of Officials on the Swim Saskatchewan Board of Directors and represent Saskatchewan as required on relevant activities of the Officials, Competition and Rules Committee of Swimming Canada.
- Coordinator, Officials (Must be Level V) (report to and through the Director of Officials)
- Recording Secretary (may be either Level IV or V)

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

<b>Type:</b>	Governance	<b>Policy Number:</b>	OG-2
<b>Name:</b>	Duties of Director, Officials	<b>Date Approved:</b>	September 2003
<b>Authority:</b>	Master & Senior Officials Committee	<b>Date Revised:</b>	June 2005, April '08, May '10, April '15, March '18

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**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 Coordinator, Officials, until an election may be held for the position. In the event of the inability of the Coordinator, Officials to continue for any reason, the Director 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 maintain ongoing communication with the Swimming Canada appointed Saskatchewan/Manitoba representative on the OCRC. In conjunction with the OCRC appointee, ensure communication is maintained to both the Swim Saskatchewan and Swim Manitoba office staff.
5. To work with the Coordinator, Officials 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.
7. In conjunction with the Coordinator, Officials and the Swim Sask office, ensure that all Level IV and V officials in Saskatchewan maintain the requirements for annual certification to remain an active official in Canada

8. 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.
  
9. 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

<b>Type:</b>	Governance	<b>Policy Number:</b>	OG-3
<b>Name:</b>	Coordinator Officials	<b>Date Approved:</b>	August 2001
<b>Authority:</b>	Master & Senior Officials Committee	<b>Date Revised:</b>	Sept 2003, June 2005 April 2015, March 2018, Oct 2022

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

The Coordinator Officials will be elected for a two-year term by the Master & Senior Officials Committee.

The Coordinator Officials, in cooperation and collaboration of the Director of Officials, will:

1. Will be the appointed as the Sanction Chairperson and therefore will sanction all swimming competitions in the province of Saskatchewan in accordance with the Rulebook of Swimming Canada and with the FINA Masters Swimming Rules. (this starts with the 2023/2024 season).
2. Serve as advisor on the interpretation and application Winter, Summer and Masters Technical Packages, Competition policies and Swimming Canada Rules
3. Ensure that all officials use current rules and interpretations and information from Swimming Canada Officials Bulletins.
4. Monitor and promote official's development with the Swim Sask office.
5. In consultation with the Director Officials, schedule two referees per sanctioned competition.
6. Review all Referee Reports and Officials lists from Sanctioned competitions.
7. In conjunction with the Swim Saskatchewan office, promote and organize clinics for the certification of officials at all levels;
8. Attend any Program Committee meeting if requested or required.
9. Provide a summary report to the Director of Officials on the previous year's activities for inclusion in the Director of Officials Annual Report to the Swim Saskatchewan Annual General meeting.

The Coordinator Officials will be reimbursed expenses as per Administration policy SA-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:** Sept 2013, April 2015,  
March 2018, Oct 2022

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

Course Conductors are defined on the last page, in the section titled “Notes” of the current version of the Swimming Canada document titled: [Officials Certification Pathway](#)

Certified Level 3 officials wishing to teach a Level 1 Intro course must seek approval from the Director of Officials a minimum of 2 weeks prior to said clinic.

Clinics must be advertised to anyone to attend and not just for a specific club.

When teaching clinics, course conductors must:

- Wear a Red Swim Sask Officials Shirt
- Exhibit professionalism.
- Ensure that you are using all current Swimming Canada clinic power points, interpretations, bulletins, competition forms (i.e. DQ slips) etc.
- Explain that officials must be impartial, and that all officials, regardless of level, are Canadian Swimming officials'; not just an official for a specific club.
- Support and encourage official's education via the Learning Management System (LMS), also called EDU, for the clinics offered as E-modules versus Virtual or in-person.

## Swim Saskatchewan Inc.

### MASTER AND SENIOR OFFICIALS POLICIES

<b>Type:</b>	Training	<b>Policy Number:</b>	OT-2
<b>Name:</b>	Procedure for Certifying Officials in Sask	<b>Date Approved:</b>	April 2008
<b>Authority:</b>	Swim Saskatchewan Inc.	<b>Date Revised:</b>	March 2018

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

The procedure for Certifying Officials in Saskatchewan is laid out in the Swimming Canada document titled: [Officials Certification Pathway](#).

In addition to the requirements in the [Officials Certification Pathway](#) document, all Level IV and V officials must attend at least one Swim Saskatchewan Master and Senior Officials meeting each year.

Prior to requesting a 1<sup>st</sup> Referee Evaluation to become a Level IV Official, the minimum of 5 successful mentorship evaluations must include experience using both the Dolphin Timing and full electronic (Quantum, Daktronics, Ares etc.) systems and at the following types of sanctioned competitions:

- Time Final meet (this does not include a sanctioned Time Trial)
- Heats and Finals – 2 sessions at the same meet on the same day



## Swim Saskatchewan Inc.

### MASTER AND SENIOR OFFICIALS POLICIES

<b>Type:</b>	Training	<b>Policy Number:</b>	OT-3
<b>Name:</b>	Officials Clinics	<b>Date Approved:</b>	Jan 21, 2017
<b>Authority:</b>	Swim Sask Inc.	<b>Date Revised:</b>	March 2018, Oct 2022

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**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.

Officials Clinics shall be offered based on the following:

The Director of Officials in consultation with Swim Sask office, will establish a Clinic Schedule. The Director of Officials will ensure that members of the M/S Officials committee are available to instruct clinics.

Ideally clinics will be scheduled as follows:

- a. Fall – clinics to be held in September/October with dates set by August 31
- b. Winter – clinics to be held January/February with dates set by November 30
- c. Spring – clinics to be held April/May with dates set by Feb 28

Clinics will be offered virtually and may be offered in -person, with permission from the Director of Officials.

All Clubs are invited to participate.

#### **Master and Senior Officials Responsibilities**

1. Develop Clinic Schedule as per above
2. Ideally, ensure a minimum of two (2) Master/Senior Officials are available to teach clinics.
3. A minimum of 4 people is required for the delivery of each clinic to be offered. Instructors reserve the right to conduct a clinic with less people.
4. Support and encourage official education via the Learning Management System (LMS) for the clinics that are eModules and for those that are hosted virtually.

### **Swim Sask Office Responsibilities:**

1. Communicates with Master and Senior Officials to request their availability to teach clinics.
2. In conjunction with Director of Officials Set Schedule for clinics
3. Communicate finalized schedule with Master and Senior Officials
4. Set up clinics in the Learning Management/EDU System
5. Monitor registrations for the clinics.
6. Promote Clinics on social media, website and email out to all clubs.
7. Communicates with all clinic registrants and ensure that they have all the materials for each clinic.

### **All Clubs Responsibilities:**

All clubs are responsible for advertising and promoting officials education and advancement and for getting their members to take clinics.

### **Clinic Time Frames**

e-Modules are taken by logging into your officials account in the Swimming Canada Learning Management System - <https://edu.swimming.ca/login.php>

Introduction to Swimming Officiating – e-Module (if virtual or in-person clinic is 2 hours)

Safety Marshal – e-Module (if held virtually or in-person then is hosted in conjunction with the Intro to Swimming Officiating clinic).

Chief Timekeeper – e-Module (if virtual or in-person clinic is approx.1.5 hours)

Chief Finish Judge/Chief Judge of Electronics/Scorer Desk Control – virtual or in-person only 4 hours

Clerk of Course – e-Module (if virtual or in-person clinic is 2.5 hours)

Judge of Strokes & Inspector of Turns – virtual or in-person only 3 hours

Meet Manager –virtual or in-person only 4 hours

Referee – virtual or in-person only 4.5 to 5 hours

Starter – virtual or in-person only 2 hours

## Swim Saskatchewan Inc.

### MASTER AND SENIOR OFFICIALS POLICIES

**Type:** Administration **Policy Number:** OA-1  
**Name:** Relationship to Swim Saskatchewan Inc. **Date Approved:** Sept 2003  
**Authority:** Swim Saskatchewan Inc. **Date Revised:** June 2005

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**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.

Swim Saskatchewan 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:** Sept 2003

**Date Revised:** June 2005

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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 per the Swim Saskatchewan mileage rate in the current Swim Saskatchewan Expense Policy.

Members of the Master and Senior Officials Committee who officiate at a Swimming Canada National Competition 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

<b>Type:</b>	Administration	<b>Policy Number:</b>	OA-3
<b>Name:</b>	Reimbursement of Expenses For Referees	<b>Date Approved:</b>	Sept 2003
<b>Authority:</b>	Swim Saskatchewan Inc.	<b>Date Revised:</b>	June 2005, Oct 2010 June 2015

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**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 #4)

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 no 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.

**Swim Saskatchewan Inc.**

**MASTER AND SENIOR OFFICIALS POLICIES**

<b>Type:</b>	Administration	<b>Policy Number:</b>	OA-4
<b>Name:</b>	Policy Review Schedule	<b>Date Approved:</b>	Sept 2003
<b>Authority:</b>	Master & Senior Officials Committee	<b>Date Revised:</b>	June '05, June '06

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**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.