

Approved October 4, 2016

Swim Nova Scotia OFFICIALS CERTIFICATION PROTOCOLS

The Swim Nova Scotia (SNS) officials certification protocols are based on the Swimming/Natation Canada (SNC) official certification system as found on the SNC web site (officials section) www.swimming.ca. These Nova Scotia guidelines are intended to assist NS officials through the official's certification process.

General Principles:

Level 1, Level 2 and Level 3:

- Clinics will be offered by clubs or by SNS and will be conducted by certified officials.
- Clinics and evaluations will be tracked and administered through the individual Club Chair of Officials, or delegate, and they will do appropriate updates to the SNS Officials Database.
- Clinic attendance forms are available on the SNS website and a copy must be sent to the SNS Chair of Officials by the official conducting the clinic.

Shadowing: is encouraged to help prepare officials for evaluations (shadowing is when an individual works with an experienced official to acquire the skills needed for the position). There is no documentation with shadowing.

Meet Evaluation: an individual requests an evaluation by notifying the Meet Referee (evaluation is when the individual works independently under the observation of a designated official who may be the Referee or another official who has been designated by the Referee).

Level 2 and 3 evaluations are the responsibility of the Meet Referee and this information will be fed back to the individual, who will then notify their club Chair of Officials, or delegate, of their successful evaluation.

It is incumbent on the Meet Referee to ensure that evaluations are completed and the Session Assignment sheet is signed.

The process:

- Pre-session, Meet Referee notes who requires an evaluation and delegates appropriate individual
- At end of session, Meet Referee determines outcomes with Session Referee or delegated individuals and ensures the evaluated official receives feedback from their evaluation and notification of the outcome of the evaluation
- Meet Referee sends evaluation information to SNS Chair of Officials via the signed copy of the Officials Assignment sheet for the meet, with comments.

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Evaluations for teaching Level One Clinic to acquire Level 3: must be evaluated by a Level 4 or 5 official. Clubs without Senior Officials should call the SNS Chair of Officials to arrange for a Senior Official to evaluate the clinic.

Officials should complete all requirements before asking their Chair of Officials or the SNS Chair of Officials for promotion to the next Level.

We recognize that there may be challenges to acquiring some of the experience and evaluations required, arrangements can be discussed with the SNS Chair of Officials.

Level 4 and Level 5:

Certification at Level 4 and 5 requires a sincere commitment to officiating in the sport of swimming. To become qualified at these levels takes time and lots of experience at a variety of officiating positions. You must be an active official to acquire and maintain these levels. At these levels you are a Senior Official providing example, mentorship, teaching, guidance and expertise to up-coming officials. To be evaluated as a Level 4 Official in NS the candidate must be minimum 18 years of age. To be evaluated as a Level 5 Official in NS the candidate must be minimum 21 years of age.

Level 4:

Officials shall apply to the SNS Chair of Officials for all of their Level 4 evaluations after completion of the five requirements listed on the SNC website. The SNS Chair of Officials will facilitate and co-ordinate evaluations with the official and the Meet at SNC/SNS sanctioned meets. It is incumbent on the Meet Referee to ensure that evaluations are completed.

The process:

- The Level 3 official contacts the SNS Chair of Officials to discuss and arrange their evaluations.
- Pre- meet session - Meet Referee and SNS Chair of Officials notes who requires an evaluation and delegate an appropriate evaluator.
- The Chair of Officials will provide Referee and Starter assessment forms to the evaluating official.
- At end of session - the Meet Referee determines outcomes with the Session Referee or delegated evaluator and ensures the individual receives feedback from their evaluation and notification of the outcome of the evaluation at the end of the session.
- Meet Referee sends the completed evaluation form to SNS Chair of Officials
- SNS Chair of Officials forwards information of successful evaluations to the individual's Club Chair of Officials or designate.

Although not identified as a Clinic on the SNC Website, SNS recommends that all officials attend an Electronics Operator Clinic prior to Level 4 certification in order to gain a broader understanding of how the Electronics works, possible complications, capabilities within the system, etc.

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Upon successful completion of all requirements the official must complete and submit the Level 4 application form (available on the SNS website) to the SNS Chair of Officials. The SNS Chair of Officials will endorse the completed form and advance the official to Level 4 on the SNS Officials registry.

Level 5:

Officials apply to the SNS Chair of Officials for Level 5 evaluation as per SNC website. The SNS Chair of Officials will annually appoint three Level 5 officials as Designated Evaluators. The SNS Chair of Officials will facilitate and co-ordinate evaluations with the official and a Designated Evaluator at SNC/SNS sanctioned meets. It is incumbent on the designated Evaluators to ensure that requested evaluations are completed. Evaluations will take place at a variety of sessions and meets. They should be the most challenging sessions and provide the opportunity to experience technical interactions. It is important that the official experience and handle a variety of issues that may present at competitions.

The process:

- The official notifies the SNS Chair of Officials of their request for a Level 5 evaluation.
- SNS Chair of Officials (in collaboration with applicant) arranges for evaluation dates, positions and secures evaluators.
- The SNS Chair of Officials provides the evaluator with the evaluation form.
- At the end of the evaluation session the evaluator reviews the form and the evaluation with the official.
- The evaluator sends the completed form to the SNS Chair of Officials, who records the successful evaluations on the SNS Officials Registry.
- Once all requirements and successful evaluations are completed the SNS Chair of Officials provides the applicant with the appropriate application form. Once the completed form is returned to the SNS Chair of Officials it is submitted to the SNC Chair of Officials.

***Evaluations for all levels can only be done when there are sufficient officials for the successful officiating of the meet.**

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OFFICIALS EDUCATION:

SNC Clinic information is available on the SNC website and is the official training material for SNC officials. Some provinces have created power point presentations and these are useful tools and may be used for conducting clinics. 2012 – Swim Alberta has their clinics posted on their official's website.

Clubs and/or Officials who schedule clinics are asked to open their Clinic to officials from other clubs (when space permits). This can be done by notifying the SNS ED, so that the Clinic information can be emailed to area clubs and/or posted on the SNS website.

Level 1 (Intro to Officiating, Timer, Marshall and Safety Marshall):

Recommend using the SNC Level I Clinic material and/or a power point presentation from Swim Alberta. The theory and "hands on" component is done during the clinic. Stopwatches are needed to teach this clinic. This would also be the time when the certification card is explained and handed out. Officials are encouraged to maintain their own record of clinics and positions worked. The SNS Code of Conduct is to be discussed at this level. Initial timing experiences can happen at Time Trials.

Level 2 & 3:

This group needs to be very clear on the process of officiating and the difference between shadowing and evaluation experiences.

Shadowing- shadowing is when an individual works with an experienced official to acquire the skills needed for the position

Evaluation- evaluation is when an individual works independently under the observation of a designated official who may be the Referee or another official who has been designated by the Referee

- **Stroke and Turn:** Recommend using the Swim Canada Officials package. Also use of the DVD and rulebook. Shadowing is critical to this experience and some individuals may require many shadows before the evaluation process. Shadowing experiences and evaluations should take place at a variety of levels such as Time Trials, Nova Tech meets, and Age Group Development meets.
- **Chief Finish Electronics and Chief Finish Judge:** SNC has combined these two clinics. Use package on SNS Website. Recommend one session as Chief Finish Judge and one session as Chief Judge Electronics before gaining certification in this area.
- **Recorder Scorer:** Hytek and Recorder Scorer should be combined into a single clinic, as both skills are required for office work.
- **Clerk of Course:** SNS package and/or Swim Alberta power point; this may be a skill that many of our upcoming officials are having difficulty acquiring. This position can be incorporated into meets that have finals to enable officials to gain these skills. Experience and evaluations can be done at Nova Tech meets.

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Clinic participants can also seek out shadowing and evaluation experiences in this position at out of province meets.

- **Chief Timekeeper:** SNS package and/or Swim Alberta power point.
- **Meet Manager:** Package on SNC site recommended. A good mentor is very important for this position. Small meets (1-2 sessions) shall count as one evaluation session. Larger meets with three or more sessions shall count as the two required evaluations.
- **Starter:** Must be stroke and turn certified before taking on this role. SNC package recommended.
- **Referee:** SNC package recommended. Briefing notes should be discussed at these clinics. Referee Clinic should be conducted by experienced Level 5 Officials and coordinated at the provincial level. Participants should have their Level 3 and a strong knowledge base re: the rules and regulations of swimming. Referee Clinic is longer than the other Officials Clinics (app 3 hours) and should have lots of advance posting on the SNS site to inform interested participants. Once certified, it is important that the Referee continue to gain experiences at a variety of different levels of meets.

Staying Current:

To stay current as an SNC Official in Nova Scotia you need to work a minimum of four sessions at two meets each year. For Level 4 & 5 officials the sessions must be worked at sanctioned meets. One may be Nova Tech or AUS. The other three must be Age Group level or higher sanctioned swim meets.

Recertification:

- To recertify as a Level 2 official, you must review or attend the current SNC Stroke and Turn clinic.
- To recertify as a Level 3 official, you must review or attend the current SNC Stroke and Turn and Starter clinic.
- To recertify as a Level 4 or 5 official you must review or attend the current SNC Stroke and Turn, Starter and Referee clinic. You must have one evaluation at a sanctioned Meet.