



MASTER AND SENIOR OFFICIALS POLICIES

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Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type: Governance
Name: Terms of Reference & Membership
Authority: Master & Senior Officials Committee

Policy Number: OG-1
Date Approved: September 2003
Date Revised: June 2005, April 2008,
May 2010, April 2015, March 2018
April 2023, Sept 2023

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 with 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, mentoring, and 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

The Master & Senior Officials committee is responsible to:

1. Complete their Officials Registration including all necessary forms and consents prior Sept 30 of each year or prior to the fall Master and Senior Officials meeting, whichever comes first.
2. Provide Referees at all competitions in Saskatchewan
3. Standardize throughout the province the officiating at meets and oversee fair implementation and application of the rules.

Policy OG-1 continued...

4. Coordinate clinics, training, and certification programs for officials in all clubs throughout the province and thus promote and encourage the ongoing development of officials.
5. Liaise with the Winter Swimming Program Committee, the Summer Swimming Program Committee, the Masters Program Committee, and registered Coaches in all matters regarding the rules, interpretations thereof, and changes thereto, and any other matter regarding officiating.
6. Provide as needed to the Swim Saskatchewan President and Board of Directors, lists of Officials to be recommended to the Officials, Competition and Rules Committee (OCRC) of Swimming Canada for certification or de-certification at the Master Official level.
7. Develop programs to recognize the outstanding achievements of Swim Saskatchewan officials.
8. Make recommendations through its Director Officials to the Swim Saskatchewan President, the Swim Saskatchewan Board of Directors and the OCRC of Swimming Canada.
9. Make recommendations through Director Officials to the OCRC regarding active officials to consider as being eligible to work in senior positions at Swimming Canada National Competitions and/or World Aquatics or World Para Swimming competitions.
10. Make recommendations through the Director Officials to the OCRC 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 who have successfully passed the Referee exam may be invited by the Director Officials to attend Master and Senior Officials Committee meetings as observers.

Elected Positions

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

- Chair, (must be Level V) who will also sit as the Director 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 (may be either Level IV or V) (report to and through the Director 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

Type:	Governance	Policy Number:	OG-2
Name:	Duties of Director, Officials	Date Approved:	September 2003
Authority:	Master & Senior Officials Committee	Date Revised:	June 2005, April '08, May '10, April '15, March '18, April 2023

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

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

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 Officials may appoint a replacement until an election may be held for the position

The duties of the Director Officials will be to:

1. Set the Agenda and chair all regular semiannual spring and fall meetings of the Master & Senior Officials Committee and any other special meetings of the Committee.
2. Ensure that the minutes from all Master & Senior Officials Committee meetings are distributed in a timely fashion.
3. 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. Maintain ongoing communication with the Swimming Canada appointed Saskatchewan/Manitoba representative on the OCRC. In conjunction with the OCRC appointee, ensure communication is maintained with both the Swim Saskatchewan and Swim Manitoba office staff.
5. 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. 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. 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. In consultation with the Coordinator Officials, schedule two referees per sanctioned competition.
9. Liaise with all the other committees and members of Swim Saskatchewan Inc. for the betterment of officiating and swimming in Saskatchewan.
10. Carry out any other duties as will from time to time be required, in order to fulfill the intent of the Bylaws of Swimming 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 Canada, Swim Saskatchewan Inc., or any other Provincial section.

The Director, Officials will be reimbursed expenses as per Administration policy SA-2

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type:	Governance	Policy Number:	OG-3
Name:	Coordinator Officials	Date Approved:	August 2001
Authority:	Master & Senior Officials Committee	Date Revised:	Sept 2003, June 2005 April 2015, March 2018, Oct 2022, April 2023, Sept 2023

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 with the Director Officials, will:

1. Serve as advisor on the interpretation and application Winter, Summer and Masters Technical Packages, Competition policies and Swimming Canada Rules
2. Ensure that all officials use current rules and interpretations and information from Swimming Canada Officials Bulletins.
3. Monitor and promote official's development with the Swim Saskatchewan office.
4. In consultation with the Director Officials, schedule two referees per sanctioned competition.
5. Review all Referee Reports and Officials lists from Sanctioned competitions.
6. In conjunction with the Swim Saskatchewan office, promote and organize clinics for the certification of officials at all levels.
7. Attend any Program Committee meeting if requested or required.
8. Provide a summary report to the Director Officials on the previous year's activities for inclusion in the Director 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	Policy Number:	OT-1
Name:	Instructors of Clinics	Date Approved:	April 2008
Authority:	Swim Saskatchewan Inc.	Date Revised:	Sept 2013, April 2015, March 2018, Oct 2022, April 2023

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

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

When teaching clinics, Instructors of Clinics must:

- Wear a Red Swim Saskatchewan Officials Shirt
- Exhibit professionalism.
- Ensure that you are using all current Swimming Canada clinic power points, interpretations, bulletins, competition forms (eg. DQ slips) etc.
- Draw on examples from different clubs, pools including indoor and outdoor, to demonstrate diverse set-ups for CFJ/CJE/RS, Clerk of Course, Starter position and starting equipment, as well as the use of various timing systems.
- Explain that officials must be impartial, apply the rules regardless of age of swimmer/age group, 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

Type:	Training	Policy Number:	OT-2
Name:	Procedure for Certifying Officials in Sask	Date Approved:	April 2008
Authority:	Swim Saskatchewan Inc.	Date Revised:	March 2018, April 2023

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 most current version of the Swimming Canada document titled: *Officials Certification Pathway* found [HERE](#)

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 & Senior Officials Committee meeting each year.

Prior to requesting a 1st 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

Type:	Training	Policy Number:	OT-3
Name:	Officials Clinics	Date Approved:	Jan 21, 2017
Authority:	Swim Saskatchewan Inc.	Date Revised:	March 2018, Oct 2022, April 2023, Sept 2023, May 2024

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 Officials in consultation with Swim Sask office, will establish a Clinic Schedule.
- The Director Officials will ensure that members of the Master & Senior Officials Committee are available to instruct clinics.
- Ideally, clinics will be scheduled as follows:
 - Fall – clinics to be held in September/October with dates set by August 31
 - Winter – clinics to be held January/February with dates set by December 15
 - Spring – clinics to be held May/June with dates set by April 15
- Clinics will be offered virtually and may be offered in-person, with permission from the Director of Officials. The office must be informed of all individually offered clinics a minimum of two weeks prior to the said clinic so that they can be set up in the Swimming Canada LMS system for officials to sign up to take the clinic.
- All Clubs are invited to participate.

Master and Senior Officials Responsibilities

Members of the Master & Senior Officials Committee are responsible to:

1. Provide availability to instruct clinics when requested by Swim Saskatchewan.
2. Ideally, ensure a minimum of two (2) Master/Senior Officials are available to teach clinics.
3. Conduct clinics with a minimum of 4 people in 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.

Policy OT-3 continued...

Swim Saskatchewan Office Responsibilities:

Swim Saskatchewan is responsible to:

1. Communicate with Master and Senior Officials to request their availability to teach clinics.
2. Set schedule for clinics in conjunction with Director Officials.
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. Communicate with all clinic registrants and ensure that they have all the materials for each clinic they are registered in.
8. For in-person clinics, if Swim Sask organizes an in-person clinic then Swim Sask would cover the costs, but if it is a club requested/organized in-person clinic, then the club is responsible for the costs.

All Clubs' Responsibilities:

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

Club Responsibilities for an In-Person Clinic

If permission is granted to a club to host an in-person clinic, then the club is responsible for:

- 1) Finding instructors. Paying instructors mileage if not from the same community; may also need to pay for accommodation.
- 2) Book and pay for facility; the facility being utilized must have wi-fi, and a screen or white wall
- 3) If requested by the instructor, supply a computer
- 4) supply an LCD Projector (one may be borrowed from Swim Sask)
- 5) after the clinic, submit attendance to Swim Sask office

Clinic Time Frames

Self-guided 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** – this is a Self-guided e-Module clinic or if hosted as an instructor-led virtual or in-person clinic, then the clinic is 2 hours.
- **Safety Marshal** – this is a Self-guided e-Module clinic or if hosted as an instructor-led virtual or in-person, then this clinic is hosted in conjunction with the Intro to Swimming Officiating clinic.
- **Chief Timekeeper** – this is a Self-guided e-Module, or if hosted as an instructor-led virtual or in-person clinic, then the clinic is approx.1.5 hours.

Clinic Time Frames continued:

- **Chief Finish Judge/Chief Judge of Electronics/Chief Recorder and Recorder** (formerly recorder/Scorer) – this is only offered as an instructor-led virtual or in-person clinic and is 4 hours
- **Inspector of Turns** – this is only offered as an instructor-led virtual or in-person clinic and is 2 hours in length
- **Judge of Stroke** - this is only offered as an instructor-led virtual or in-person clinic and is 2 hours in length
NOTE: in Sask, the Inspector of Turns and Judge of Stroke clinics will be offered together and therefore may take approximately 3.5 to 4 hours. Inspector of Turns clinic must be taught/taken first.
- **Meet Manager** –this is only offered as an instructor-led virtual or in-person clinic and is 4 hours
- **Referee** – this is only offered as an instructor-led virtual or in-person clinic and is only 4.5 to 5 hours
- **Starter** – this is only offered as an instructor-led virtual or in-person clinic and is 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, April 2023

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

The Master & 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 & 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 Canada.

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

Summer Swimming Competition Policies and the Summer Swimming Technical Package will be governed by the Swimming Rules of Swimming 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	Policy Number: OA-2
Name:	Reimbursement of Expenses for meetings And Financial Assistance for National Competitions	Date Approved: Sept 2003
Authority:	Swim Saskatchewan Inc.	Date Revised: June 2005, April 2023

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

Members of the Master & Senior Officials Committee will receive reimbursement for travel expenses to attend any in-person Master & Senior Officials Committee meetings per the Swim Saskatchewan mileage rate in the current Swim Saskatchewan Expense Policy.

Members of the Master & Senior Officials Committee who want to officiate at a Swimming Canada National Competition and want to receive financial assistance should indicate this prior to the start of the swim season when requested by Swim Saskatchewan.

Officials MAY receive some financial assistance for travel expenses upon prior approval from the Executive Director and Director, Officials. Financial Assistance allocated to an official will be based on current amount budgeted and number of officials indicating their desire to attend national competitions during each fiscal year.

All expense claims must be submitted within 30 days of the date the expenses were incurred, and before the March 31 fiscal year end for any expenses incurred within the fiscal year.

Swim Saskatchewan Inc.

MASTER AND SENIOR OFFICIALS POLICIES

Type:	Administration	Policy Number:	OA-3
Name:	Reimbursement of Expenses For Referees	Date Approved:	Sept 2003
Authority:	Swim Saskatchewan Inc.	Date Revised:	June 2005, Oct 2010 June 2015, April 2023

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)

Two referees shall be assigned to each sanctioned swim meet, with the exception of sanctioned Time Trials and Dual meets, which only require one referee. 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 who are being mentored or evaluated may have their expenses paid by Swim Saskatchewan, if prior approval is given by the Director 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, and which they would not have otherwise been attending.

Mentors and 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 who 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

Type:	Administration	Policy Number:	OA-4
Name:	Policy Review Schedule	Date Approved:	Sept 2003
Authority:	Master & Senior Officials Committee	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.