

# An Introduction to Officiating for ISC Families:

Navigating Swim Canada's  
RTR System

# Club Official Director (COD)

## What a COD does:

- ✓ Registers parents/athletes as Volunteers in the Swimming Canada RTR
- ✓ Record keeper for certifications & evaluations
- ✓ Understands the volunteer needs of the club
- ✓ Sends waiver forms from Swimming Canada for volunteers to complete
- ✓ Update records in the RTR so volunteers can move up officiating levels
- ✓ Facilitates Official education training sessions
- ✓ Supports/helps parents navigate the RTR
- ✓ Supports/facilitates practice sessions for new officials

## What a COD does not do:

- Does not assign points for volunteering requirements
- Does not organize volunteering for meets



ISC  
VOLUNTEERING  
PATHWAY

SWIM CANADA  
RTR

OFFICIATING &  
LEVELS

Welcome



# Island Swim Club Volunteering

# Commitment & Dedication

Commitment & dedication comes from the athlete AND the parents!

- Time in pool
- Time for dryland
- Time in car driving
- Volunteers required to provide stage for athletes to perform



**CONDITIONING AND TECHNIQUE (C&T):**  
NO VOLUNTEER REQUIREMENTS



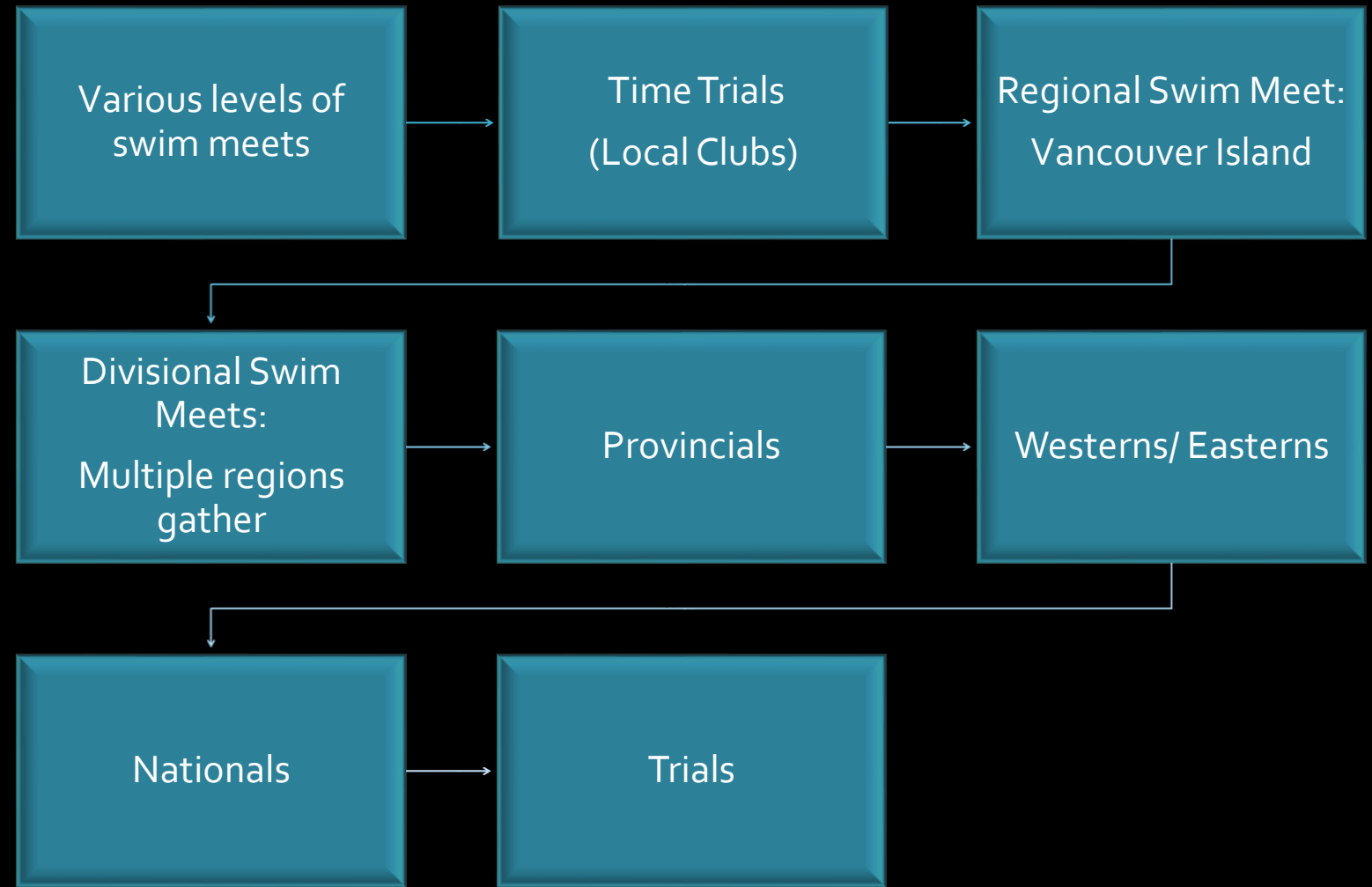
**ISLAND SWIM SKILLS TEAM (ISST):**  
NON- OFFICIAL MEETS AND A GOOD STAGE  
FOR PARENT TO PRACTICE OFFICIAL SKILLS



**INTRO COMPETITIVE & COMPETITIVE:**  
OFFICIAL SANCTIONED SWIM MEETS THAT  
REQUIRE LEVEL 1-5 OFFICIALS

# ISC Groups

# Competitive Swim Meets



### 1. Swim Meet Officials

- L1- L5 Officials.
- Courses and deck evaluations for certification

### 2. Swim Meet Support

- Hospitality
- Set up/Take down/ Prizes
- Hytek operations

### 3. ISC Program Support

- ISC Board Members
- Club Official Director
- Hospitality Director

### 3. Fundraising

- Setting up fundraisers
- Participating in fundraising events

What  
volunteering is  
needed?



# Official Training



# Official Training

- **Every 1-2 years, complete 1-2 new Official training sessions:**
  - Year 1: Intro to Officiating, Safety Marshall and Timing
  - Year 2: Stroke & Turn Officiating
  - Year 3 -5: Complete other L2 certifications
    - Chief timer
    - Clerk of the Course
    - Chief Finish Judge/ Chief Judge Electronics
    - Starter
    - Meet Manager
  - Year 5 or 6: L3 Certification
  - Year 6 onwards: L4 & L5 Official training

# Swim Meet Support Roles

Many volunteers are required to run a swim meet!

Not only do we need Officials, but we need other supporting roles filled:

## Other positions include:

- Hospitality Prep/ Team
- Electronics Set up
- Quantum Operators/Backup
- Heat Sheet Runners
- Volunteer Coordinator/ Check-in
- Set up and take down




# Fundraising

Fundraising is an important part of any non-profit club



The ISC relies on parents to come forward with fundraising ideas and organize these events



Fundraising helps to reduce ongoing costs for families

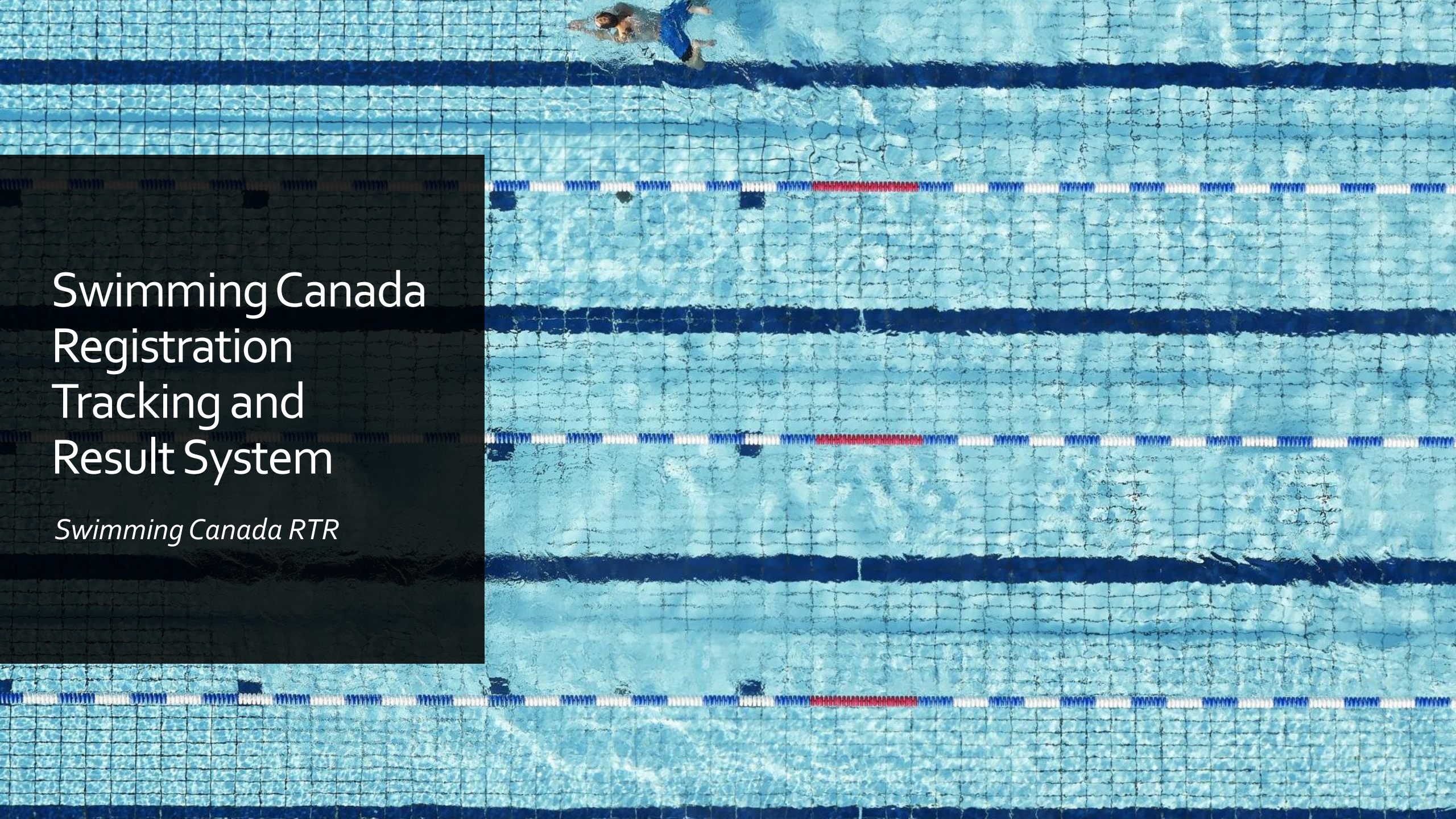
# Points Required

Meet & Date	Intro Comp	Regional	Provincial	CSI & National
<b>Sign Swimming Canada online Risk Waiver for Officials</b> Early in the season	1	1	1	1
<b>Bennett Cup</b> Nov 10 – 12, 2023	2	3	4	4
<b>February Dual Meet</b> February 17-18, 2024	1	2	2	2
<b>Medley Challenge</b> May 24 – 26, 2024	2	3	3	4
<b>Additional volunteer points</b> <ul style="list-style-type: none"> <li>• LC Time Trial Dec 16</li> <li>• Masters Meet - February</li> <li>• Other Volunteer Positions</li> <li>• Spillover from meet points</li> </ul>	1	1	2	2
<b>Total Annual Points</b>	<b>7</b>	<b>10</b>	<b>11</b>	<b>12</b>

# Important...

- Parents registered in the Swimming Canada RTR will be sent a notice at the beginning of the season to sign the waiver
- You cannot officiate on deck without this signed
- You will earn one point for completing this waiver
- NOTE: if both parents will be sharing the role of officiating, please ensure that EACH parent received an email- if you have not and you will be officiating, please contact me so I can add you as an official in the Swimming Canada site



An aerial photograph of a swimming pool with multiple lanes. A swimmer is visible in the top lane, moving towards the right. The pool is divided by dark blue lane lines, and each lane has a floating lane line with blue and red buoys. The water is a clear, light blue, and the pool floor is visible through the water.

# Swimming Canada Registration Tracking and Result System

*Swimming Canada RTR*



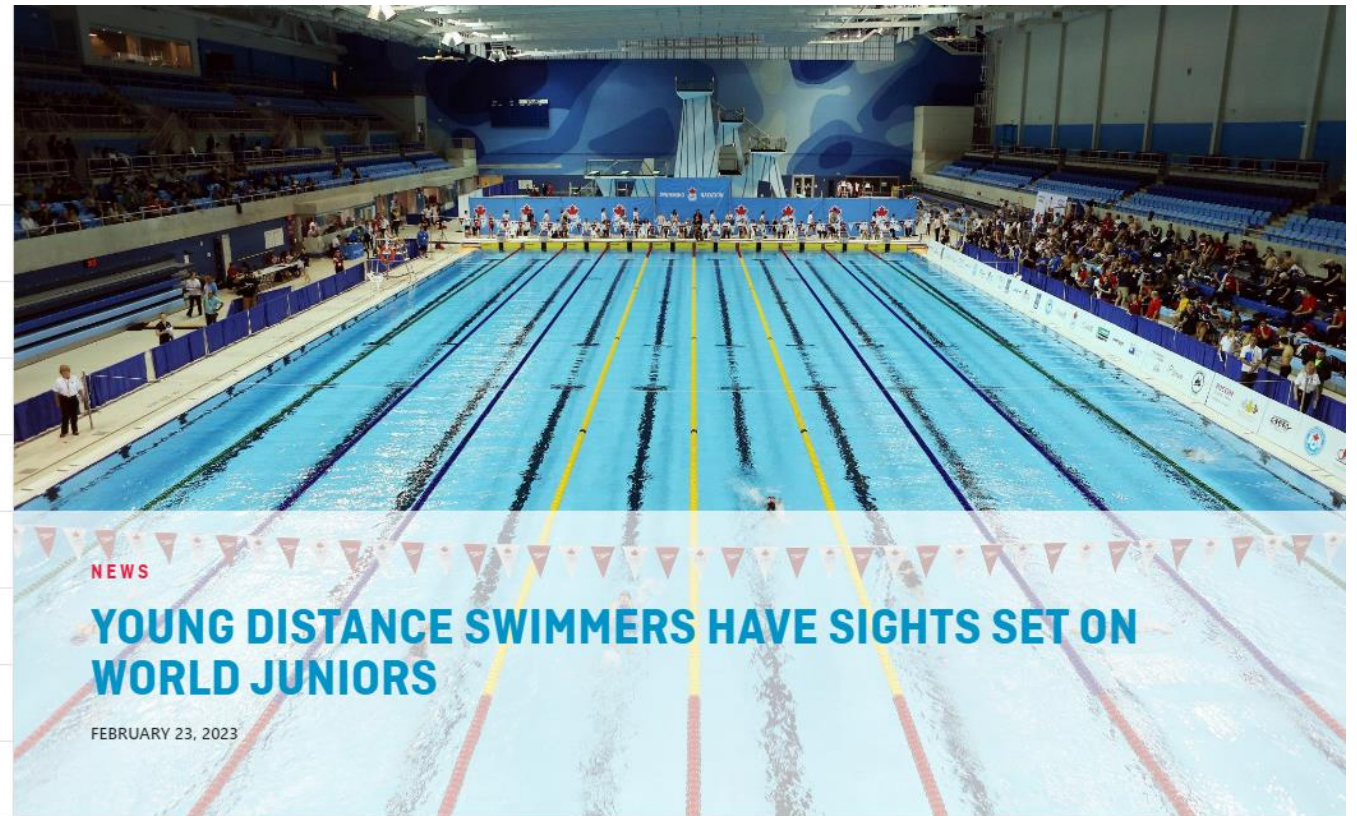
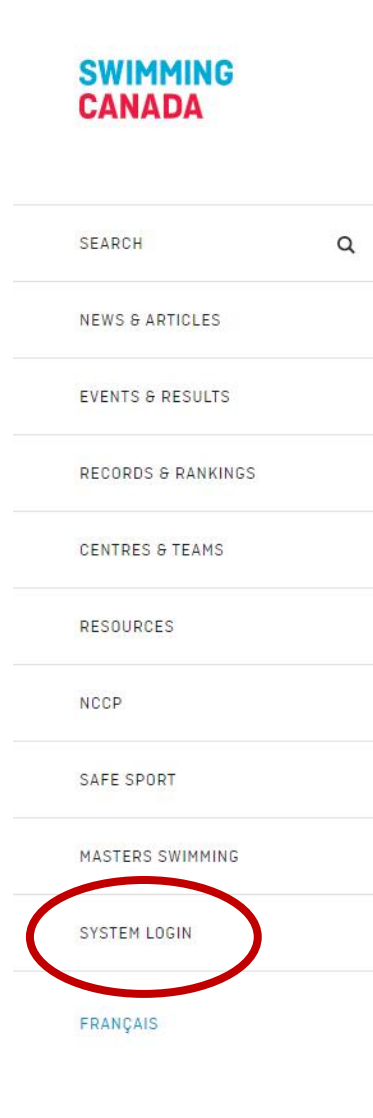
# Swimming Canada Registration Tracking and Results System (RTR)

This is the site used to activate your child's account with Swimming Canada.

Once you start your Official's training, you will be given a SEPARATE login name and password to activate your officials account (yes, this is confusing)

Login #1: Parent/Swimmer Login

Login #2: Official Login





There is a way to create one login and password for your Parent and Official Swimming Canada Login. Follow these steps:

1. Receive a notification to activate your officials account (I send this to all competitive families)
2. Login to Swimming Canada RTR using your **OFFICIAL's login** and password
3. Click on Managed Linked accounts



## WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)

[UPDATES](#) [SWIMMER REPORT](#) [LOGOUT](#)

Linked Accounts

Dashboard

Manage Linked Accounts

### Associated Swimmer Accounts

129135805	Jaden Price	2009-07-25	ISC	Registered	100%	<a href="#">View Swimmer profile</a>
129117169	Taylor Price	2007-12-08	ISC	Registered	100%	<a href="#">View Swimmer profile</a>

### Associated Coach Accounts

No Records Found

### Associated Official Accounts

91057163	Aaron Renyard	LEVEL I - RED PIN	Inactive	
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2 & 3. Once you are logged in under your officials account, click manage linked accounts and add your parent account.

1. Receive an email to activate your officials account

Swimming Canada Registration Tracking and Results System

Continued:

4. Select "Link an account to this one"
5. Enter in your Swim Canada Parent/Swimmer login and password

Now your accounts are linked and you will just use your **OFFICIALS login and password** to view all of your accounts within the RTR.



# WELCOME TO THE SWIMMING CANADA REGISTRATION TRACKING AND RESULTS SYSTEM (RTR)

UPDATES MY INFO OFFICIALS OFFICIAL TRANSFERS OFFICIAL LOOKUP CONSENT REPORT SUPPORT REQUEST LOGOUT

Linked Accounts

Dashboard

COA

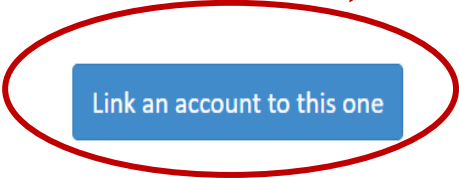
Official

Parent/Swimmer

Manage Linked Accounts

## Linked Accounts

4. Click on link and enter Parent/Swimmer login



Account Type	Name	Email	Actions
Official	Aaron Renyard	aaronrenyard2017@gmail.com	
Parent / Swimmer	Aaron Renyard	aaronrenyard2017@gmail.com	
Club Officials Administrator	Aaron Renyard	officials@islandswimming.com	

Confused?

As a Club Officials Director (COD), my role is to help you become certified as an official and update the Swimming Canada RTR system.

If you are experiencing challenges with this system, please let me know.

Email Aaron Renyard: [officials@islandswimming.com](mailto:officials@islandswimming.com)

# Swimming Canada Officiating Levels and Certification



# Official Certification Pathway

Level 1: RED PIN

## Steps to certify for your LEVEL 1

- 1. Activate your Officials Registration Account in the RTR
- 2. Complete your Introduction to Swimming Officiating Clinic (Timekeeping)
- 3. Complete the Safety Marshall clinic

*Completed Introduction to swimming course requires  
**two deck evaluations** for certification*

# Official Certification Pathway

Level 2: WHITE PIN

- **Steps to certify for your LEVEL 2**
- 1. Complete the Stroke and Turn Clinic
- 2. Complete one other Level 2 clinic of your choice:
  - Chief Timer
  - Clerk of Course
  - Chief Finish Judge/ Chief Judge Electronics
  - Meet Manager
  - Starter

*Completed courses require **two deck evaluations** for certification*

# Official Certification Pathway

Level 3: ORANGE PIN

- **Steps to certify for your LEVEL 3**
- **1.** Complete ALL of the level 2 clinics listed (5)
  - 3 of the 5 listed require deck evaluations
- **2.** Complete the Recorder-Scorer Clinic (no deck evaluation required)
- **3.** Direct a level 1 Introduction to Swimming Officiating Clinic
- **4.** Complete the Para Swimming emodule

# Official Certification Pathway

Level 4: GREEN PIN

- **Steps to certify for your LEVEL 4**
- 1. Complete all certifications and evaluations for Level 2 positions
- 2. Complete a Referee Clinic and 5 Referee sessions
  - Sessions are recommended to take place at different pools & different pool configurations
- 3. Conduct 2 different Level 2 Clinics
- 4. Completed 1 year as a Level 3 Official in various positions















# Official Certification Pathway

Level 5: BLUE PIN

- **Steps to certify for your LEVEL 5**
- 1. Complete 1 year as a level 4 official
- 2. Organize and conduct 2 level 2 clinics
- 3. Work two sessions at a Swimming Canada National Competition after becoming a level 3 official
- 4. Obtain approval of the Provincial Officials Chairperson or their delegate to be evaluated as a referee or starter by a level 5 Official
- 5. Submit the Level 5 Official Certification Form

## Deck Log

Sanction #	Date	Meet	Location	Position	Session	Edit	Delete
31949	11-09-2018	ISC 2018 Bennett Cup	SAANICH COMMONWEALTH PLACE,VIC...	Recorder-Scorer	1		
31949	11-09-2018	ISC 2018 Bennett Cup	SAANICH COMMONWEALTH PLACE,VIC...	Chief Finish Judge	3		
31949	11-09-2018	ISC 2018 Bennett Cup	SAANICH COMMONWEALTH PLACE,VIC...	Chief Finish Judge	5		
32257	11-11-2018	ISC Speed League #1	SAANICH COMMONWEALTH PLACE,VIC...	Chief Judge Electronics	1		
32438	01-25-2019	Vancouver Island Regional SC Champio...	SAANICH COMMONWEALTH PLACE,VIC...	Chief Finish Judge	1		
32438	01-25-2019	Vancouver Island Regional SC Champio...	SAANICH COMMONWEALTH PLACE,VIC...	Chief Finish Judge	2		

## Deck Log

Who enters this information?

Why enter this information?

# Summary



## 1. Volunteering includes:

Officiating  
Support roles  
Fundraising



## 2. Points are earned



## 3. New training each year



## 4. Thank you!

# Thank you

ISC Swimmers cannot compete without you!

