

Officiating

1) SETTING UP/ACTIVATING YOUR ACCOUNT

- a. If you have been an official in the past, at the beginning of the season you will receive an email from [Swimming Canada](#) with your log in information once the officials coordinator has added your name to the current season and activated your officials account. You can log in to your account to update your information & sign the consents. The information on how to sign the consents will either be sent to all officials in an email or posted on RDCSC website under "OFFICIALS"
- i. Please make sure to go through the process and sign your consents as soon as possible. Once you have completed the process, log out of your account and log back in again and you should see ACTIVE next to your name

Associated Official Accounts



		LEVEL I - RED PIN	Active	100%	View Official Profile
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- ii. If you do not see Active and 100% by your name you have missed signing one of the consents/checking a box. Please go back in to complete the consents.
 - iii. If you are an official (from another club) but new to RDCSC please email officials.catalina@gmail.com with your information so your account can be transferred.
- b. If you are a new parent and do not have an account OR if another parent or relative would like to sign up to be an official please email officials.catalina@gmail.com at the beginning of the season with the name of the official & email address. The officials coordinator will set up an account and the information will be sent from Swimming Canada and officials coordinator as above.
 - i. For new parents, unless directed otherwise, the coordinator will set up an officials account in the name of the primary account holder for the swimmer using the primary account holders email address. As above an email will be sent from Swimming Canada and the officials coordinator with information on how to activate the account.
- c. When setting up your officials account ensure you change the username to something that makes sense to you. Swimming.ca will create a random username for those officials who have swimmers linked to the same email address . This can cause issues when parents try to access the learning e-modules. Your username and password are shown under the "my info" tab on the main sign in page.

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

UPDATES MY INFO OFFICIATING INFO CONSENTS DECK LOG MEET LIST LOGOUT



2) OFFICIATING COURSES/BECOMING CERTIFIED

- a. If you are a new official you must complete the [Introduction to Officiating \(Timekeeper\)](#) and [Safety Marshall](#) course prior to being on deck at the first meet. These courses are available as e-modules on [Swimming Canada educational page](#) . Make sure to use your official's login to access the modules. These are FREE. The officials coordinator receives notification when you complete these modules and information is automatically updated to your officials account.
- b. If you are already an experienced timekeeper then use the [Swimming Canada pathway](#) as a guide and [Swim Alberta course list](#) to find your next courses. Most officials will do either the [Chief Timekeeper e-module](#), [Judge of Stroke and Inspector of Turns](#) or [Starter](#) self-directed course(s) .
 - i. Any self-directed course MUST have the information submitted to Swim Alberta for uploading into your official's account. Please make sure to send in the online clinic reporting [form](#) after you've completed the course and email the officials coordinator so they can follow up and ensure the information is tracked. All self-directed clinics must have a [mentorship session](#) (organized by the officials coordinator) prior to the first shadow session.
 - ii. If you are interested in any of the other courses/positions please email the officials coordinator to discuss availability of the position officials.catalina@gmail.com
 - iii. Almost all courses require 2 shadow sessions before the official is fully certified. These will be organized by the officials coordinator at our home meets .
- c. The officials coordinator will keep a Swim Alberta Officials Certification card for all RDCSC parents up to date and ensure shadow shifts are signed off by the referee, however officials are welcome/ encouraged to keep their cards available at Swim Alberta for [download](#).
- d. Officials are also encouraged to complete their deck log on their swimming Canada account after officiating at any meet . This is also available on the top tab bar of the main sign in page

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