

## Up the Ladder - OSOA (Ontario Swimming Officials Association)

### The Officials Ladder And Pin System

The following chart summarizes the requirements for completing each official's level (for further details, also see **THE CERTIFICATION PROCESS**).

**A complete understanding of the PTR and its role in attaining levels 4 & 5 is essential.**

#### THE OFFICIALS' LADDER AND PIN SYSTEM LEVEL POSITION PIN

##### Level I .. RED

Timekeeper/Safety Marshal

- Clinic taken & questionnaire completed for
- Obtain a Deck Evaluation Booklet and begin to use it

##### LEVEL II .. WHITE

Two complete Level II certifications

- Recorder/Scorer (intermediate)
- Clerk of Course/Marshal
- Judge of Stroke/Inspector of turns/Head Lane Timekeeper
- Starter
- Chief Timekeeper
- Chief Finish Judge
- Chief Judge Electronics
- Meet Manager

Each certification includes attendance at a clinic, the completion of the questionnaire **plus** two (2) successful deck evaluations.

##### LEVEL III .. ORANGE (See the certification process)

Six (6) complete Level II Certifications including,

- Judge of Stroke, Inspector (intermediate) of Turns/Head Lane Timekeeper
- attend clinics
- complete questionnaire in all other Level II positions
- **plus** complete the Referee's clinic
- conduct at least one (1) clinic
- submit documentation to your Regional Rep.

##### LEVEL IV .. GREEN

**Before applying for Level IV**, serve one (1) year as a qualified Level III official, having worked a minimum of five (5) meets (senior) and having completed three (3) **PTR's**. \*

- gain experience as a Referee (5 meets per year)
- complete the Referee's clinic within 2 years
- prior to evaluation for Level IV be fully certified at all Level II & III positions
- conduct at least two (2) clinics at level II or III
- attend the Ontario Provincial Seminar/Regional Seminar

##### LEVEL V .. BLUE

**Before applying for Level V**, serve one (1) year as a qualified Level IV official (master)

- completed three (3) **PTR's**. \*
- worked all positions
- plus demonstrated broad experience
- Attend the Provincial Senior Seminar/Regional Seminar
- Work a national calibre meet in two (2) positions.

\* **see the certification process**

## The Certification Process/ PTR's

### The Personal Training Record (PTR)

Originally begun as a means of peer evaluation and personal improvement, the PTR, for this purpose, has been replaced by the Deck Evaluation Booklet. The PTR remains an integral part of the evaluation process for Levels IV&V as a record of observation in the position of Referee. **It is not an evaluation form.** It may be used, as specified, as many times as the official wishes in order to keep a record of their improvement in the position of Referee. It is also used in preparation for evaluation. An explanation of its use as such is included with the description of the requirements for levels IV and V. **Note: The responsibility for the completed PTR's lies with the candidate. These must be presented to the Regional Officials Representative before an evaluation can take place.**

**See Appendices C and D**

#### Level I

- a) Participate in a Swim Ontario approved clinic (Timekeeper/Safety Marshal);
- b) answer the appropriate questionnaire.
- c) obtain a Deck Evaluation Booklet and begin to use it.
- d) be at least 14 years of age.

Note: It is recommended that new officials work a few sessions in any new position before requesting evaluation for certification.

#### Level II

- a) be certified at Level I;
- b) should be at least 16 years of age.
- c) attend clinics, answer questionnaires, and have two (2) on-deck certifications in any two of the positions listed under Level II;
- d) The position of HEAD LANE TIMEKEEPER is included with the position of STROKES AND TURNS and the two count as one position.
- e) submit documentation to the Regional Officials' Representative.

#### Level III

- a) Be certified at level II;
- b) attend all clinics, answer questionnaires, **plus** complete the Referee's clinic.
- c) be fully certified in six (6) positions listed under Level II/III, one of which must be Judge of Stroke & Inspector of Turns/Head Lane Timekeeper. The Referee position **cannot** be used as one of the six positions;
- d) Conduct one (1) clinic;
- e) submit documentation to a Regional Officials' Representative.

**NB: It is recommended that an official moving up the ladder keep a log of all meets and positions worked over the years.**

**Any official acting as a Referee during a session must have a minimum of Level III certification.**

#### Level IV

- a) Serve a minimum of one (1) year as a qualified Level III official before evaluation for Level IV.
- b) During the period spent as a Level III official, have completed three (3) PTR's in the position of Referee **at three different meets**, by three (3) different Senior or Master Officials, one of whom, **must be** a Master official;
- \*c) notify the Regional Officials Representative of his/her desire for evaluation at Senior level and at the same time, present the three required, completed PTR's in the position of Referee, to the Regional Officials' Representative;
- d) be fully certified in all positions listed under Level III;
- e) attend Referee's clinic within two (2) years of evaluation;
- f) have organized and conducted a minimum of two officials' clinics at Level II within the year of evaluation;

\*g) be certified as a Senior official, which includes being evaluated by two Master Officials designated by the OSOA, while working two sessions as Referee.

h) attend a debriefing with the evaluators. i) be placed on the list for future evaluation to ensure that appropriate practice sessions are provided at out of home pool meets;

j) submit documentation to a Regional Official's Representative.

**\*Note: The Regional Officials Representative may discuss with the candidate their readiness for evaluation. However, the final decision to be evaluated lies with the candidate. Arrangements for evaluation should be made through the Regional Officials Representative.**

#### **Level V**

a) be certified as a Senior official;

b) have a minimum of one (1) year's experience as a Senior official at SNC approved meets.

c) the candidate must have officiated at a minimum of five (5) meets as approved by the Regional Officials Representative and must have worked three (3) of the following positions: Referee, Starter, Chief Finish Judge, Clerk of Course, Meet Manager;

d) present clinics for any three (3) Level II positions;

e) present, to the Regional Officials Representative, three PTR's for the position of Referee, **from three different meets**, completed during the time the candidate was a Senior official. All three (3) must have been completed by **different** Master Officials and one of them must have been completed at a meet out of region;

f) be evaluated by two (2) approved evaluators, one of whom must be from another region. The candidate may be evaluated at a designated meet in another region. Evaluation will be in the following positions: One session as Referee and one of either Referee or Starter;

g) attend a debriefing session with the evaluators;

h) shall have attended a national level meet and worked two sessions in two different positions.

**Note:** In order to remain on the active list, all Senior/Master officials must have worked a minimum of three (3) meets within a swimming year, conducted or participated in one clinic or seminar, as well as be recognized by the OSOA through the appropriate form. The official must also attend a Re-certification Clinic once every two years.

**Note: The Regional Officials Representative may discuss with the candidate their readiness for evaluation; however, the final decision to be evaluated lies with the candidate. Arrangements for evaluation should be made through the Regional Officials Representative.**

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