

CERTIFICATION OF OFFICIALS

Today is the start of your adventure in swimming. All certification clinics are free. All certified officials receive an accreditation number. When working at a meet, make sure you register all your sessions on a form available on the FNQ website or through your Club's responsible of officials.

Ask the person responsible for officials at your club for the calendar of clinics that will be offered over the next few months.

The clinics are offered at different times during the year and by many clubs in your association. You are always welcome. These clinics last anywhere from one to three hours. At the end, all participants fill out a multiple-choice questionnaire and the instructor goes over the answers with everyone. No need to worry, everyone passes... Afterwards, you apply what you've learned by working on deck in these positions with someone more experienced at the position.

The different clinics offered are:

For everyone:

Timer, marshal and safety marshal.
With this clinic, you are certified Level I.

For Level I and II officials:

In any order:

- Chief Timekeeper
- Stroke Judge/Inspector of Turns (counts as 1 position)
- Starter
- Chief Finish Judge/Chief Judge Electronics (counts as 1 position)
- Recorder/Scorer
- Clerk of Course
- Meet Manager

For Level III officials:

Referee's clinic

OFFICIAL CERTIFICATION SYSTEM

The official's certification system of SWIMMING / NATATION CANADA (S.N.C.) has 5 levels.

LEVEL I : Red pin

- Participation in a Section approved training program which includes successful completion of the Clinics for Timekeeper, Marshal and Safety Marshal.

LEVEL II : Intermediate, white pin

- Be Level I certified.
- Successful completion of two clinics, one of them must be stroke judge/inspector of turns (see the list for officials Level I and II).
- Have on-deck experience in two different sessions, working at each of these two positions.

LEVEL III : Major, orange pin

- Be Level III certified.
- Successful completion of all clinics (except Referee).
- Have on-deck experience in two different sessions in 6 of these positions.
- Conduct one Level I clinic under the direction of a Level IV or Level V official.

LEVEL IV : Senior, green pin

- Be a Level II official for at least 1 year.
- Successfully complete the Referee clinic.
- Master the other positions.
- Conduct two Level II clinics under the direction of a Level IV or Level V official.
- Have successfully passed the **Level IV** evaluations.

LEVEL V : Master, blue pin

- Be a Level IV official for at least 1 year.
- Conduct two Level II clinics.
- Work 2 sessions at an SNC designated meet.
- Have successfully passed the **Level V** evaluations.

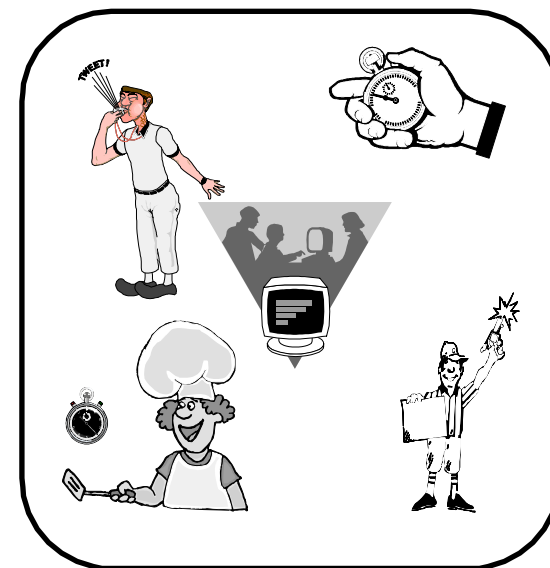


Fédération de natation
du Québec (F.N.Q.)

Visit our website: www.fnq.qc.ca

Welcome

into the family
of officials
of competitive swimming!



INFORMATION TO PARENTS

- Competitive swimming is a sport that needs the participation of parents.
- Swim meets are organized by parents who are actively involved with their Club.
- Here is your chance to get involved as a volunteer and contribute to the development of your child in swimming.
- At least one parent per family should become a certified official.
- Grand-parents, aunts, uncles as well as brothers and sisters are welcome as officials.

A FRIENDLY ENVIRONMENT

The person responsible for officials at your club needs at least 40 volunteers to fill the different positions required to run a meet. **You are essential!** Without your help, we can not organize swim meets. You will have the opportunity to learn new things, meet new people who, like you, are there for their children during meets.

CONTINUITY WITHIN YOUR CLUB

Your contribution is essential for the continuity of the sport. Parents are often just involved in being officials while their children are in swimming. New officials must be trained in order to ensure that each club continues to be able to host meets with a pool of qualified officials..

AN OFFICIAL IN SWIMMING

Is first and foremost a **volunteer** giving their time for the benefit of swimming.

WHAT IS A VOLUNTEER LOOKING FOR?

A volunteer offers his time and talents, working without compensation but with a sense of purpose, having fun and socializing but playing an active and vital role in the sport his child has chosen.

THE ROLE OF AN OFFICIAL

The role of an official is to ensure that the rules pertaining to swim meets are respected. He must be impartial and fair when making a decision. He must perform his duties in a manner that will encourage a swimmer. An official must keep in mind that he/she is there for the swimmers.

WHO CAN BE AN OFFICIAL?

Anyone who likes working with kids, who is there for the sport and who wants to learn the rules and regulations that govern the sport of swimming.

ASSISTANCE

You will not be alone in the world of swimming. You will be supported by the person responsible for officials (ROC) for your club. You can also count on the support of the person responsible for officials for the Association (ROA) and of all our master officials. Should you have any questions, do not hesitate to discuss them with them

DRESS CODE

We ask you to wear white clothes, **if possible**, during competitions, preferably pants or skirts with a polo shirt and comfortable shoes that may get wet.

OBLIGATIONS

During a meet, we ask that you report at least one hour before the start of the meet (during warm-up) to be briefed on the position you will be doing, and to work at this position for the duration of the session.

ADVANTAGES

Having breakfast or a meal with other officials who, like you, are accompanying their children. Having fun while working with good company. Exchanging stories with other parents, meeting new people, and in the end, helping out the athletes who are in competitive swimming.

The Club's person responsible for officials is _____, and you can reach him/her at (telephone): _____ or by email at: _____

The person responsible for officials will contact you shortly and will inform you of the different clinics you can attend. You can also take the initiative and call him/her yourself.

Get ready to jump in and have fun with the kids!

WE NEED YOU ! ! !

(Revised january 2009/l/s)