



Swimming Canada Officials Clinics Continual Updating Procedure

The following Swimming Canada staff role will be responsible for maintaining and ensuring the clinics are updated as per the procedure defined below: Coordinator, Domestic Operations – Christine Rowland.

Swimming Canada, will appoint a Clinic Task Group that will be comprised of Christine Rowland, a member of the OCRC and a provincial Executive Director or designate (example: Provincial Officials Chair).

Annual Review and Updating:

- Feedback form/request will be established with the OCRC and each provincial section to submit any feedback/comments/suggested changes to the current clinics by May 15th of each year.
- Coordinator, Domestic Operations in conjunction with identified task group will review all suggestions/feedback during the period of May 15th – June 15th of each year.
- Coordinator, Domestic Operations will incorporate any updates agreed to into the clinics by July 30th, in order that clinics are updated and posted for the start of the next competitive season- September 1st.
- Notice will go out to Provincial sections and OCRC informing them of the clinics that have been updated.
- Updated clinics will be posted on the Swimming Canada Website as well as made available in the provincial officials clinic drop box folder.

Updates required as a result of rule interpretations or information supplied by FINA/Swimming Canada that would affect content of the clinics:

- Coordinator, Domestic Operations will make any minor changes or updates directly to the clinics as needed.
- Where consultation is required, the Coordinator, Domestic Operations will consult with the Clinic Task Group for input/feedback.



- Notice will go out to Provincial sections and OCRC informing them of the clinics that have been updated.
- Updated clinics will be posted on the Swimming Canada Website as well as made available in the provincial officials clinic drop box folder.

Updates Required as a result of New Rule Book:

- In conjunction with the release of the new rule book, each clinic will be reviewed by the Clinic Task Group to ensure that any changes to the rules will be incorporated into the clinics and information updated.
- If the update is minimal and does not have a significant impact, the task group will update as required.
- If there is a significant change to the rules that require a further review of the clinic, the task group will utilize the procedure established for the original creation of the clinics where the clinic is re-developed and vetted through an separate group of Master Officials prior to being sent for approval to the OCRC.
- Coordinator, Domestic Operations will ensure the review after the release of the rule book is completed, and will also ensure all updates are done to the clinic. Notice will go out to Provincial Sections and the OCRC informing them of the clinics that have been updated
- Updated clinics will be posted on the Swimming Canada Website and made available in the provincial officials clinic drop box folder.

Updates required to the Certification Pathway as a result of feedback or technology changes:

- The Clinic Task group will monitor changes to the Certification Pathway as a result of clinic changes or technological enhancements to the Swimming Canada platform
- The same timing as used for updating the clinics on a yearly basis will be utilized to review the Certification Pathway and any recommended changes will be brought to the OCRC for approval