



2009-2010 Synchro Swim Ontario Officials Membership Registration Form

Please note: Police Records Checks (PRC) are now required for membership.

All Officials Availability sheets and PRCs are due by November 1st, 2009.

Save the Date! The 2009-2010 Officials Conference will be held at Sandalwood Suites on Saturday, November 14th. Details and Schedule to follow!

One of the Ontario Official's Management Team (OOMT) roles is to select Judges and Referees for Ontario and related competitions.

The selection process is as follows:

1. Submit registration, payment, PRC, photo (if needed) and availability sheet by November 1st.
2. OOMT will select officials for the Lisa Alexander meet and notify officials via email by November 7.
3. OOMT will select officials for all additional meets during the month of November. By December 7th, all officials will receive a document confirming which judges are selected to each meet. Notification will come by email, from Suzanne Laroche, OOMT Panels.
4. In the event that there are changes, further information will be circulated.

Selection will be based on certification level, experience, availability, and commitment.

Travel and Accommodation:

The anticipated means of travel is carpooling. Extraordinary travel circumstances must be preapproved*.

Officials whose primary purpose for attending a competition is in the capacity of an official (verses that of a parent, coach, etc) may request compensation for expenses* as per the Finance Policy. For example, travel expenses of officials who are attending an event on behalf of a club will have their expenses paid by their club and not claim expenses through the association. The OOMT will consider the hotel needs for officials based on location and timing of schedule.

*Claims and approvals must be preapproved by the Executive Director and/or in partnership with the Officials Rep.

Screening Policy:

As you are aware, Police/Criminal Reference Checks (PRC) are required by Officials (as per the Screening Policy found at www.synchroontario.com, under "About Us") and are valid for three years.

Police Record Checks are a mandatory part of your membership. Membership is required to function in any officiating capacity including judging, star testing, etc.

NEW, FAST, AND EASY ON-LINE OPTION – Synchro Ontario will accept "myBackCheck" PRC's. myBackCheck is an on-line agency that is used throughout Canada and is a service that allows you to apply for and receive your PRC on-line. This eliminates the need for you to go to your local police department and also reduces the waiting time to receive your completed PRC from several weeks to 24 hrs – plus you don't pay for gas, parking, mailing costs and save time from driving back and forth to the station!

In order to get the \$25 rate (typically \$39), you must go to Synchro Ontario's account/launching stage when you make your request. Further you do not have to mail your original to the Synchro Ontario office as we access your completed check on-line. As an additional benefit, you can use this check for other agencies or associations that may request one from you. myBackCheck services agencies including the Coaches Association of Ontario, Sport 4 Ontario, Sport BC, Big Brothers & Sisters, Gymnastics Canada, Girl Guides, and Scouts Canada.

If you want to use myBackCheck:

1. Go to our launching stage at www.backcheck.net/synchroswimontario
2. Create an account with a user name and password. This will allow you access to your completed PRC and then complete the required information and payment (Visa or MC).
3. Log on 24 hours later and you can expect to see your completed PRC!
4. **You MUST notify Leslie Makins (lmakins@synchroontario.com) when your PRC is complete.**
5. You have full access to your PRC through your account indefinitely. You can also use it when other agencies require a PRC!

TRADITIONAL IN-PERSON OPTION - If you wish to get your PRC from your local police department, it is advised that you call them or check their website prior to going in to ensure that you know their hours, cost/method of payment, and what documentation you should bring. Once you receive your completed PRC, you must **mail the ORIGINAL** PRC to the Synchro Swim Ontario office:

Synchro Ontario
Attention: Leslie Makins
208 Hillyard St, Suite 227
Hamilton, ON L8L 6B6

Once processed, Leslie will mail your original back to you for your keeping. For those officials residing in *Peel Region, Sault Ste. Marie, or Toronto*, please contact Leslie at Synchro Ontario directly to request an application form.

Identification:

Starting in the 2009-2010 Season, Synchro Ontario Officials will be required to wear identification badges while on deck at any meet. In order for these id badges to be ready for the start of the season please send a head shot, similar to the type of photo used for passports (except you may smile!) no later than November 1st, 2009. The photos must be a close-up of the head and shoulders so that the face covers approximately 25% of the photo. Also, please send only colour photos. Send your photos to id@synchroontario.com.

For those of you that had your pictures taken at the Lisa Alexander Meet last year, these photos will be used if a new photo is not sent in.