

Policy title	CAS Officials Registration and Certification Policy		
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## A. Definitions

The following terms have these meanings in this Policy:

- . "CAC" refers to the Coaching Association of Canada;
- b. "CAS" refers to Canada Artistic Swimming;
- c. "CCES" refers to Canadian Centre for Ethics in Sport;
- d. "Activity" means all CAS or PTSO business and activities;
- e. "Including" means including but not limited to;
- f. "Minor" means a person under the age of 18 years or, where applicable, a person who is under the age of majority and meets the definition of a child for the purposes of protection in the applicable province or territory;
- g. "NCCP" refers to the National Coaching Certification Program;
- h. "NOC" refers to the National Officials Committee;
- i. "Official" refers to the role of judge, technical controller, referee or scorer at an event or competition;
- j. "Parent" refers to an athlete's parent or guardian;
- k. "Participants" means all persons engaged in any paid or volunteer capacity with CAS or a PTSO;
- l. "PTSO" refers to a Provincial or Territorial Sport Organization that is responsible for the management of artistic swimming within its provincial or territorial boundaries; and
- m. "Vulnerable Person/Participant" means a person who, because of their age, disability, or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, and includes a Minor or a person with a physical, developmental, or other disability.

## **B. Application**

This Policy applies to all individuals wishing to engage in the role of an official (as defined above) for the sport of artistic swimming in Canada.

## **C. Purpose**

The purpose of this Policy is to outline registration and certification requirements for officiating artistic swimming in Canada that reflect the commitment of CAS and PTSOs to creating a safe work and support environment in which everyone is treated with respect and dignity.

To that end, officials are expected to conduct themselves with integrity and in a manner that is consistent with CAS and PTSO values, and to exhibit the highest standards of behaviour, in all matters involving or impacting CAS or a PTSO, or where they may be seen to be representing CAS or a PTSO, or where their conduct may otherwise reflect on the image or reputation of CAS or a PTSO.

## **D. In Good Standing**

An official will be in good standing provided that the official:

- a. Has complied with the governing by-laws, policies and rules of the relevant governing bodies and associations ;
- b. Has completed and submitted all required documents including any required police record check;
- c. Has made all required payments to the relevant governing bodies and associations;
- d. Is not subject to a disciplinary action, or if subject to disciplinary action previously, has satisfied all applicable terms; and
- e. Is not presently suspended or expelled or had other membership restrictions or sanctions imposed as a result of disciplinary action by any sport organization.

## **E. Screening**

All officials over the age of 18 are required to provide a valid police record check, and any other background check as prescribed in the [CAS Screening Policy](#).

CAS and the PTSO reserve the right to refuse a registration application or to identify an official's status as not in good standing in the CAS registration system based on the outcome of the individual's screening.

## **F. Registration**

An official will be considered registered provided that the official:

- a. Is in good standing;
- b. Has paid the registration fees as required by CAS and the PTSO;
- c. Has registered in the manner required by CAS and the PTSO including entering information about themselves in the CAS/PTSO registration system by the registration deadline;
- d. Has provided a valid Enhanced Criminal Record Check and any other required background check in the manner required by CAS and the PTSO;
- e. Has met minimum judge/technical controller/referee/scorer training and certification requirements as required by CAS and the PTSO;
- f. Has completed Safe Sport training as required by CAS;
  - All Provincial and National level officials must complete NCCP Safe Sport via CAC's Locker platform
  - All International Officials or officials selected to officiate at the Canada Games must complete CCES Safe Sport Training

## **G. CAS Officials Development Pathway**

CAS and PTSOs believe in the importance of having a nationally-respected volunteer workforce of certified officials. The CAS Officials Development Pathway offers a continuous learning pathway for officials across Canada, with the objective of establishing a standardized officials training and certification system. All officials must follow the CAS Officials Development Pathway including requirements for each level of certification inclusive of maintenance of certification.

Please see Appendix II for the CAS Officials Development Pathways.

### **A. International Officials**

Experienced international artistic swimming officials with approved training and certification residing in Canada may apply for equivalency to officiate in Canada. The applicant must be a resident of Canada or possess a Canadian work visa. Applications will be reviewed by the CAS National Officials Committee and Chief Operations Officer, who will determine the appropriate level to enter and level of evaluation to challenge. This will be completed on a case-by-case basis.

## H. Minimum Official Certification Requirements

The CAS minimum official certification requirements are as follows:

### A. Competition Environment

#### *PTSO hosted competitions*

1. An official must meet officials eligibility requirements as described by the applicable PTSO for the current year to be on deck officiating at any PTSO hosted competition.
  - a) At a minimum, Judges and Referees at any PTSO hosted competition must be at least Level 1 Certified or higher and registered and in good standing as defined in this Policy;
  - b) At a minimum, Technical Controllers and Scorers at any PTSO hosted competition must be at least Provincial Level Certified or higher and registered and in good standing as defined in this Policy.
2. Officials who are Level 1/Provincial Trained (i.e. have completed the training but not yet certified) and are registered and in good standing may be on deck officiating in a practice role to fulfill training and certification requirements.
3. Officials are expected to be active volunteers in their province, and will have activity tracked by the PTSO. Provincial activity is a requirement for upgrade nominations.

#### *CAS hosted competitions*

1. An official must meet officials eligibility requirements as described by the applicable CAS for the current year to be on deck at any CAS hosted competition.
  - a) At a minimum, Judges and Referees at any CAS hosted competition must be at least Level 3 Certified or higher and registered and in good standing as defined in this Policy;
  - b) At a minimum, Technical Controllers and Scorers at any CAS hosted competition must be at least National Level Certified or higher and registered and in good standing as defined in this Policy.
2. Officials who are Level 2/Provincial Trained and who have been recommended for upgrade to Level 3/National Level and are registered and in good standing may be on deck officiating in a practice role to fulfill National level training and certification requirements.
3. CUASL Nationals or Masters National Championships may use Level 2/Provincial Trained officials.
4. Officials are expected to be active volunteers provincially and nationally, and will

have activity tracked by the PTSO and NOC on behalf of CAS. Activity is a requirement for upgrade nominations.

## **B. Evaluations**

Officials evaluations are a best practice at all levels of the sport and are executed as a measure of officials' mastery of the sport's judgment system (judging, technical controlling, refereeing or scoring) and their professional behaviour (ethics, professionalism, communication skills, leadership, etc.).

### *PTSO hosted competitions*

- The PTSO or PTSO Officials Committee shall administer provincial level officials evaluations for judges, referees, technical controllers and scorers
- Provincial level evaluations are required for national upgrade recommendations

### *CAS hosted competitions*

- The CAS National Officials Committee shall administer national level officials evaluations for judges, referees, technical controllers and scorers
- All National level evaluations are submitted by the NOC and saved electronically by Canada Artistic Swimming
- National level evaluations are required for international upgrade recommendations (Pan Am Aquatics or World Aquatics)

## **C. Upgrades**

- Upgrade nominations are considered annually each Fall by the NOC. Nomination forms are sent to the PTSOs to nominate any Provincial level official for National level.
- The NOC reviews nominations inclusive of provincial evaluation, provincial activity and ethical behaviour.
- Officials have two competition seasons to complete their Level 3/National certification requirements. If certification requirements are not completed within two competition seasons, CAS may require remedial training to update. Practice extensions may be granted by CAS on a case-by-case basis.
- Provincial level upgrades are managed and administered by the PTSO, but are recommended to follow the national process as described above.

## **D. Activity**

Officials are expected to be active provincially and nationally (if certified) by attending competitions, professional development sessions run by the PTSO or CAS, and undertaking leadership or mentorship opportunities provincially and/or nationally. Officials should track their activity annually. Please see Appendix III for the CAS Officials Activity Template. PTSOs or their Officials committee track provincial activity and the CAS NOC tracks national activity. If an official is inactive for two consecutive competitive seasons at the national level the process in Section F will be followed.

## **E. Maintenance of Certification**

All officials are required to maintain their certification by participating in any required annual recertification exams and professional development or training activities as determined by CAS or the NOC to ensure they are up to date on all rules and regulations and in accordance with the CAS Officials Development Pathways (please see Appendix II).

## **F. Leave of Absence / Absence of Activity**

Officials who have taken a leave of absence or had an absence of activity for two consecutive competitive seasons at the national level need to follow the following process:

- i. All officials should formally request reinstatement in writing to the Chief Operating Officer
- ii. Officials require a letter from their PTSO ED/Officials Chair that states their province endorses their reinstatement, that they are in good standing, and that fees have been paid
- iii. The NOC must agree by majority vote that the official should be reinstated
  - For officials coming back within three years, after a leave of absence of two competitive seasons
    - Must take the annual exam
    - If exam was passed reinstate at previous national level
    - Due to the rapidly changing rules of the sport, the NOC can determine if remedial training is needed to ensure the official is up to date to ensure they are set-up for success in their return to sport (required training sessions, practice officiating, etc.)
  - For officials coming back within five years, after a leave of absence of three to four competitive seasons
    - Must take the annual exam
    - Judge: Practice judge figures and routine at one competition (at own expense)
    - Technical Controller: Practice TC at one competition (at own expense)
    - If exam and evaluation meet requirements for the official's level upon retirement then reinstatement proceeds at that level
  - For officials coming back after more than five years, after a leave of absence of five or more competitive seasons
    - Province needs to recommend the official's promotion back to national level/level 3 judge
    - Must take the annual exam
    - Judge: Practice judge figures and routine at one competition (at own expense)

- Technical Controller: Practice TC at one competition (at own expense)
- If exam and evaluation is successful, official is reinstated as a national level official/level 3 judge

## **IX. Assignments**

The CAS National Officials Committee inclusive of the CAS Chief Operating Officer undertakes assignments annually for CAS competitions.

The assignment process is as follows:

- a) Officials' assignments are completed each Fall by November 30th for competitions taking place the following year.
- b) Officials are eligible for assignments if they have completed their annual registration by the stated deadline, are in good standing, and are up to date as per this policy.
- c) Officials are sent an electronic form to complete with their availability and declaring any conflict of interest for the season. This form is to be completed annually by October 15th.
- d) Competition assignments account for a balance of provincial representation, experience, location of competition and travel costs, history of activity, and ensuring as much opportunity as possible for the availability submitted.

## **X. Safeguarding**

CAS has committed to implementing policies and processes to make our sport safer and more welcoming for everyone involved in artistic swimming in Canada. As part of this commitment, CAS requires the following from its officials:

### **A. Acknowledgement of the CAS Safe & Welcoming Sport Policy Suite**

CAS requires that all officials acknowledge they are aware of and will adhere to the CAS Safe & Welcoming Sport Policy Suite when registering with CAS for the current year.

### **B. Safe Sport Training**

CAS requires that all officials Level 1 or higher will complete NCCP Safe Sport Training. An official must be re-certified in this training every three years. International Officials are required to complete Canadian Safe Sport program training through the Canadian Centre for Ethics in Sport (CCES)

### **C. Duty to Report**

Where an official believes a registrant of CAS has failed to adhere to the CAS Safe & Welcoming Sport Policy Suite they have a responsibility to make a formal report with the independent complaint mechanism, as defined in the CAS Discipline and Complaint Policy & Procedure. Failure to report such misconduct may result in disciplinary action.

See also Appendix I below, which outlines best practices to assist in interpreting and applying the CAS Safe & Welcoming Sport Policy Suite, including the Conduct Policy and the

Harassment and Prohibited Behaviour Policy. In the event of any inconsistency between the CAS Safe & Welcoming Sport Policy Suite and Appendix I, the CAS Safe & Welcoming Sport Policy Suite takes precedence.

#### **XI. Violations of the Officials Registration and Certification Policy**

Any failure to comply with this Policy may result in disciplinary action under the [CAS Discipline and Complaint Policy & Procedure](#).



## **APPENDIX I**

### **SAFEGUARDING BEST PRACTICES**

#### **I. One-on-one Interactions**

An official may not be alone with a minor or other vulnerable person:

- a. In a private setting; and
- b. In any place that is inappropriate to the professional relationship (e.g., a social setting outside the training or competition environment).

Sport activity conducted in an open and observable environment or within the view or earshot of another adult is not considered a one-on-one interaction if there is a reasonable opportunity for interruption.

#### **II. Intimate or Sexual Relationships**

Officials must not engage in an intimate or sexual relationship with an athlete when in a position of power, trust or authority over the athlete, even if both the athlete and official are consenting adults.

#### **III. Communication and Social Media**

Primary communications from officials should be directed to coaches. In the event that officials are communicating with athletes, officials must adhere to the following best practices when communicating with athletes:

- a. Model professional behaviour with athletes including respectful language, tone and attitude;
- b. Maintain appropriate physical and emotional boundaries with athletes, especially minors or other vulnerable persons:
  - Officials should never ask an athlete to keep secrets or confide in or share overly personal information;
- c. Ensure all interactions and activities with athletes are:
  - Transparent;
  - Accountable;
  - For artistic swimming-related purposes; and
  - In response to meeting the athlete's needs.

- d. Ensure all online dialogue and interactions with athletes are directly tied to officiating duties:
  - It is recommended that all one-on-one online dialogue and interactions with minor athletes be eliminated;
  - Only send personal texts, direct messages on social media or emails to minors when absolutely necessary and always ensure another registered official or the athlete's coach and parent is included in the communication; and
- e. Use group messages, group emails or team pages as the primary method of communication with athletes:
  - Most social networking sites including Facebook, Instagram and Snapchat require users to be at least 13 years of age to access and use their services. Such sites must not be used as the method of communication with athletes under 13 years of age.

#### **IV. Travel**

Officials sometimes travel with a delegation to a competition and therefore must adhere to the following best practices when travelling with minors or other vulnerable persons:

- a. Officials should support the Coach to educate young or first-time travellers on appropriate boundaries and conduct between officials, coaches, chaperones and athletes;
- b. Officials should support the Coach in reviewing safety protocols including using the "buddy" system.

#### **V. Change Rooms**

Interactions (e.g., a conversation) between officials and athletes should not occur in any room where there is a reasonable expectation of privacy, such as a change room or washroom. A second adult must always be present for any necessary interaction between an official and a minor or other vulnerable person in any such room.

Additional official behaviour expectations and standards are set out in the [CAS Conduct Policy](#), which is available on the CAS website at [www.artisticswimming.ca](http://www.artisticswimming.ca).

## Appendix II – Officials Development Pathways

Judge Level		Training	Certification	Competition Level
1	Provincial	Level 1 course Practice judge figures and routine	Level 1 Exam Judge Evaluation	Skills events Regionals
2	Provincial	Upgrade nomination to Level 2 Level 2 course Practice judge figures and routine	Level 2 Exam Judge Evaluation	Skills events Regionals University Masters Provincials
3	National	Upgrade nomination to Level 3 Practice judge figures and routines at National competition	Level 3 exam Judge Evaluation	Skills events Regionals University Masters Provincials
4	National	Upgrade nomination to Level 4	Level 4 exam Judge Evaluation	National Qualifier Nationals SYNC Canada Games
5	International Trainee (Pan Am Aquatics)	Application of interest as International Official  International Relations Committee Interview  Upgrade nomination as International Trainee	Pan Am Aquatics annual Exam  Ongoing judge evaluations by Pan Am Aquatics	National Level plus: International Invitationals Pan Am Age Groups
	International (World Aquatics)	Upgrade nomination from international relations committee based on activity and evaluations.  Training and certification as per World Aquatics Development Pathway: <a href="https://www.worldaquatics.com/artistic-swimming/">https://www.worldaquatics.com/artistic-swimming/</a>		National Level plus: International Invitationals Pan Am Age Groups World Cup World Championships Pan Am Games Olympic Games

Technical Controller Level	Training	Certification	Competition Level
Provincial STC	Provincial STC course Practice STC at provincial competition	Provincial STC exam STC evaluation	Skills events Regionals University Masters Provincials
Provincial DTC	Provincial DTC course Practice DTC at provincial competition	Provincial DTC exam DTC evaluation	
National STC	Upgrade nomination to National STC Practice STC at Qualifier or Nationals	National STC Exam STC Evaluation	Skills events Regionals University Masters Provincials Nationals National Qualifier Nationals SYNC Canada Games
National DTC	Upgrade nomination to National DTC Practice DTC at Qualifier or Nationals	National DTC Exam DTC Evaluation	
International Trainee (Pan Am Aquatics)	Application of interest as International Official  International Relations Committee Interview  Upgrade nomination as International Trainee  Pan Am Aquatics TC Training (DTC/STC)	Pan Am Aquatics TC Exam (DTC/STC)  Ongoing TC evaluations by Pan Am Aquatics	Skills events Regionals University Masters Provincials Nationals National Qualifier Nationals SYNC Canada Games International Invitationals Pan Am Age Groups
International (World Aquatics)	Upgrade nomination from international relations committee based on activity and evaluations.  Training and certification as per World Aquatics Development Pathway: <a href="https://www.worldaquatics.com/artistic-swimming/">https://www.worldaquatics.com/artistic-swimming/</a>		All of the above + World Cup World Championships Pan Am Games Olympic Games

Referee Level		Training	Certification	Competition Level
1	Provincial	Level 1 referee course Practice referee figures and routine events	Level 1 Exam Referee Evaluation	Skills events Regionals
2	Provincial	Upgrade nomination to Level 2 Level 2 course Practice referee figures and routine events	Level 2 Exam Referee Evaluation	Skills events Regionals University Masters Provincials
3	National	Upgrade nomination to Level 3 Practice referee figures and routine events at National competition	Level 3 exam Referee Evaluation	Skills events Regionals University Masters Provincials National Qualifier Nationals SYNC Canada Games
4	National	Upgrade nomination to Level 4	Level 4 exam Referee Evaluation	
5	International (Pan Am Aquatics)		Referee Assignment from Pan Am Aquatics	National Level plus: Pan Am Age Groups Junior Pan Am Games Pan Am Games
	International (World Aquatics)	Referee Assignment from World Aquatics		National Level plus: Pan Am Age Groups Junior Pan Am Games Pan Am Games World Cup World Championships Olympic Games

Scorer Level	Training	Certification	Competition Level
Provincial Scorer	Provincial scorers course/practical training  Practice scoring at provincial competition	Scoring performance evaluation by Provincial scorer in partnership with PTSO and PTSO Officials Committee	Skills events Regionals University Masters Provincials
National Scorer	Upgrade nomination to National scorer  Practice scoring at Qualifier or Nationals	Scoring performance evaluation by National scorer in partnership with CAS COO and NOC	Skills events Regionals University Masters Provincials Nationals National Qualifier Nationals SYNC Canada Games
International Scorer (Pan Am Aquatics)  <i>*World Aquatics events scoring is managed by World Aquatics professional scoring partners</i>	Upgrade nomination from CAS as International Trainee as determined by evaluation of performance at national competitions by CAS COO and NOC  Any international training/updates as required	Scoring evaluation and updating as required by Pan Am Aquatics	Skills events Regionals University Masters Provincials Nationals National Qualifier Nationals SYNC Canada Games International Invitationals Pan Am Age Groups

## Appendix III – CAS Officials Activity Template

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