



LIFESAVING SOCIETY  
SOCIÉTÉ DE SAUVETAGE

*The Lifeguarding Experts*  
*Les experts en surveillance aquatique*

### **Canadian Lifesaving Championships Officials Selection Process**

The following criteria shall be used by the Officials Selection Committee to appoint the following key officials at the Canadian Lifeguard Emergency Response Championships (CLERC), Canadian Pool Lifesaving Championships (CPLC), and the Canadian Surf Lifesaving Championships (CSLC):

- Chief Referee
- 2 Deputy Referees
- Appeals Convenor

Key officials appointed through this selection will receive funding to attend the competition based on the NSO/PSO budgets each year. Branches will be given the opportunity to budget or help fund key officials to encourage participation and regional development.

#### **Process**

STEP	Timeline
NSO Confirms Host/PSO and dates of competition. Host agreements and site contracts signed.	August 31 (Previous Year - PY)
Call for expressions of interest for the key official positions posted by the National office and circulated by all PSOs.	September/October (PY)
Call for expressions of interest closes.	3 weeks after posting (PY)
The Selections Committee meets to review applicants. The meeting shall be recorded.	October/November (PY)
Once selections are complete, the slate is forwarded to the Sport Commission. Successful applicants have 10 days to confirm acceptance (appointment subject to Commission and BOD approval).	October/November (PY)
The slate is approved by the Sport Commission.	October/November (PY)
All applicants are notified – the appeal window opens for unsuccessful applicants (10 days).	October/November (PY)
Any appeals are adjudicated	15 days
Final slate is sent to the BOD for ratification.	December (PY)
Public notification of key officials for National Championships. <ul style="list-style-type: none"> <li>• Hosts are contacted to inform of the appointments.</li> <li>• An announcement is posted on LSC and PSO websites.</li> </ul>	January/February
Call for Officials for each Championship.	At least 3 months before event
Other officials appointed	Per Host

## Application Form

Applicants will complete the online application form whereby they shall confirm and/or provide the following:

- The Championship, position and related experience for position(s) selected.
- List all key officiating roles at Branch or National Championships or higher (ideally activity report from PSO/NSO Database).
- Relevant certification(s) or equivalent experience if PSO does not offer the Officials suite of programs.
- Attestation of understanding of role requirements as per the application.
- Attestation that they are not in conflict (i.e.: member of the National Board of Directors, PSO staff in host Branch, active coach, etc.).
- Attestation of understanding that acceptance of a Chief Referee, Deputy Referee or Appeals Convenor position makes the applicant ineligible for any other role at the designated Championship (e.g. can't resign as the Appeals Convenor to take a different position).
- Confirmation of language (ability to converse in both official languages is considered an asset) – at least one key official needs to be bilingual.
- Provide a letter of good standing from PSO/Branch of residence confirming that applicant is qualified to fill the position applied for (must submit to the National office within a week of the closing of the Call).
- To promote succession planning, officials wishing to gain experience in a key official's role can apply to apprentice with a key official to gain experience.

Prior to convening the Selections Committee, the National office will confirm the following:

- PSO endorsement, good standing and attestation that the applicant is not conflicted.
- Formal performance feedback/complaints from previous events

## Selection Committee

The Chair of the BOD Nomination Committee will chair the Officials Selection Committee (non-voting). The Selections Committee will consist of:

- A member representing the officials\*
- A member representing the athletes\*\*
- A member representing the host Branch

\* *The official's representative must be a former member of the Sport Commission if the current representative has applied for a Key Officials position.*

\*\* *The athlete's representative will be the current Athlete Representative to the Sport Commission.*

It is important to note that the Commissioner is an ex-officio member of all Commission committees. A Selection Committee member who applies for an appointment cannot participate in the selection of the key officials. The Sport Commissioner shall appoint a designate.

## Evaluation Criteria Principles

The following principles form the basis of the selection criteria:

- The Sport Commission is committed to ensuring the successful facilitation of three national championships annually and other sanctioned competitions - Canadian Lifeguard Emergency Response Championships (CLERC), Canadian Lifesaving Pool Championships (CPLC), and Canadian Surf Lifesaving Championships (CSLC).
- The Sport Commission is committed to ensuring the championships are a positive experience for athletes, officials, hosts, and volunteers.

- The appointments made by the Sport Commission are completed to ensure the fair and uniform presentation of the national championships in accordance with Society values.
- The appointments made by the Sport Commission are completed to ensure the national championships are conducted in a fair and uniform manner in accordance with Lifesaving Society Canada (LSC) and Canadian Lifesaving Sport rules and values.

### **Selection Criteria**

The Selection Committee is cognizant that there are a limited number of opportunities both nationally and provincially, as well as limited mentoring opportunities. The following criteria are used to guide the discussion.

#### **Automatic Disqualifications**

- Not in good standing with both the Lifesaving Society Canada and/or the Branch.
- Presence of a conflict of interest.
- The applicant has held the same key official position more than twice in sequence at the same championship (aka 2-term limit).

#### **Primary Selection Criteria**

- Applicants will hold a current Meet Manager & Referee certification or have related experience.
- Applicants applying for a position should have held that position at a provincial event within the last two years. Preference will be given to those having held a key official position at a national championship within the past two years.
- Key official applicants will have participated as an official at the national championship(s) to which they are applying.

#### **Secondary Selection Criteria**

- Performance at National Championships as per written evaluations through the NSO formal evaluation process.
- Ability to converse in both official languages is considered an asset.
- Related experience (e.g. coaching, managing a team or retired athlete).

### **Appeals Process**

The Lifesaving Society Canada accepts that members have the right to appeal decisions that are deemed to be inconsistent with bylaws, policies, procedures; biased; or that carry an undue adverse impact.

- LSC is committed to alternate dispute resolution processes and standards.
- Appeals are to be sent to the Sport Commissioner in writing within 10 days of the notification.
- In the event that the appellant is not satisfied with the resolution, the appeal can be sent to the CEO in writing within 10 business days following notice of the decision being appealed.
- The CEO will assess the complaint to determine if it meets the appeal threshold:
  - The decision is in conflict with LSC's bylaws, policies, procedures.
  - A procedural error was committed, or the appellant was not provided a fair hearing.
  - The decision maker did not have the authority or jurisdiction to render the decision.
- The CEO, in collaboration with the Corporate Secretary, will act as the Appeal Convener and coordinate the work of the Appeal Panel. Appeal Panel decisions are final and binding on all affected or interested parties. There is no further appeal following an Appeal Panel decision.
- LSC is committed to an appeal procedure in order to maintain consistency with legal positions and processes on dispute resolution.