



Officials Assistance Policy

Reviewed	June 18, 2026
Approved	August 21, 2026

Purpose

The purpose of the Officials Assistance Policy is to financially support Swim PEI officials' travel related to **advancement within the Swimming Canada Officials Certification Pathway**, where required competitive or evaluation opportunities are not available on Prince Edward Island.

Priority for funding will be given to applicants pursuing higher levels of certification with the immediate focus on supporting applicants who are actively working towards Levels 3, 4 or 5 certifications. Where funding is limited, priority will be given to support advancement in certification rather than maintenance of an existing level.

Swim PEI will not provide additional funding for an event if there has already been funding from a Provincial Sport Organization (PSO). Applications are reviewed based on eligibility, developmental priority, budget availability, and alignment with certification advancement.

Eligibility

To be eligible for funding under this policy, officials must meet **all** of the following criteria:

1. The official must be registered and in good standing with Swim PEI.
2. The official must be **actively officiating on deck at Island-hosted meets**, working a **minimum of two (2) Swim PEI-sanctioned meets per season**.
3. The official is seeking to advance to a higher level or maintain the current level of national certification (Levels 3, 4 or 5).
4. The official is seeking certification or maintenance of **Pan American (PAC) or World Aquatics (AQUA)** certification levels.

Funding

- Applicants may submit a maximum of two (2) applications per season subject to budget availability and approval. Subject to available resources and approval, additional applications from the same applicant may be considered in cases where only one applicant submits applications or there are insufficient applications received during a season.
- Travel may be supported up to a maximum of **\$250** per application to attain Level 3 certification provided that:
 - The required opportunity is not available on Prince Edward Island;
 - The meet is held in **Nova Scotia or New Brunswick**;
 - The meet requires a minimum of **one overnight stay**;
 - The official works a minimum of **two (2) meet sessions**;
 - The sessions are evaluated by the Meet Referee.
 - A copy of the completed evaluation is submitted to the **Chair of Officials and Competition Committee**; and

- Funding is available to support the request. Officials traveling in any additional capacity (e.g., parent of a swimmer, club chaperone, coach, or coach assistant) will receive **50%** of the approved funding amount.
- Travel may be supported up to a maximum of \$500 per application to attain Level 4 or Level 5 certification provided that:
 - The meet requires a minimum of **two (2) overnight stays**;
 - The official works a minimum of **four (4) meet sessions**;
 - Travel directly supports certification advancement; and
 - Funding is available to support the request.
- National meets will be recognized as those meets sanctioned and listed by Swimming Canada as national.

Process

Step 1 – Application Submission

- Officials must complete the **Officials Assistance Application Form** found on the Swim PEI website(<https://swimpei.com/funding/>)
- Applications will be sent to the **Chair of Officials and Competition Committee** for review.

Step 2 – Confirmation of Attendance

Officials must submit to the SPEI **Chair of Officials and Competition Committee**:

- Copies of any evaluations received.
- A copy of the assignment schedule of the swim meet attended.

Step 3 – Funding Distribution

- Approved funds will be distributed within **30 days** of receipt of required post-meet documentation.

Review Cycle

This policy shall be reviewed **annually** or as required.