



SPEEDO CANADIAN SWIMMING OPEN OFFICIALS/VOLUNTEER INFORMATION

April 10–12, 2025 | Kinsmen Sports Centre
Edmonton, Ab

Welcome Volunteers/Officials

This marks Keyano's first co-hosted national event since 2022, proudly hosted in partnership with Swimming Canada and the City of Edmonton/Kinsmen Sports Centre. This info sheet has everything you need to know—what to expect, where to be, when to be there, and who to report to for your shifts. We would like to draw your attention to key differences between this national-level competition and the typical events hosted solely by Keyano.

Local Organizing Committee

Meet Manager: Sara Pretzlaff/Cathy Finlin
Field of Play (FOP) Leads: Andre Pardo/Duncan Maxwell
Officials Chairs: Stephanie Slee/Carlene Cooke
Office Chairs: Trish Campbell/Lynn Crane
Electronics Chairs: Dave Pritchard/Blair Troock/
Ken Chan
Hospitality Chairs: Cheryl Bucharski/Brittany Oliver
Awards Chairs: Kellie Bowkowsky/Kimberley Templer
Pre Event Registration Lead: Kristi Williams
Admissions Lead: Melissa Phillips/ Kristine Belamisco/
Caroline Sledz
Security Leads: refer to FOP above
Set up/Take down Leads: Refer to FOP above
CCES Liaisons: Deborah Younger/Jeanette McCombe

Officials - Timers – Shift Info

Prelims check in 8:00–8:30am
Finals check in 3:30–4:00pm
Briefings (must attend) 8:45am and 4:15pm located in the Kinette Room.
Please Wear: White top, black pants/skirt, black shoes (no hats)
Make sure your Sportlomo/REMS account is active.

Volunteer - Shift Info

Pre-event Registration Desk – Check-in by 7:30am/3:30pm
Field of Play Setup - Check-in (on deck) by 5:30pm
Field of Play Takedown – will be communicated
Security - Check-in by 7:30am/3:00pm
Admissions - Check-in by 7:45/3:15pm
Office Runners - Check-in by 8:30am/4:00pm
Awards Assistants - Check-in by 4:30pm
Hospitality - Check-in by 7:30am/3:00pm (unless otherwise communicated by chair)

Wear: White top, black pants/skirt, black shoes (no hats)
for all volunteer roles

What to Expect

- **Check-in** for your shift will be located through the main doors, and through cafeteria.
You will receive your **deck pass** (required to access deck and hospitality) and a **white volunteer t-shirt** (while supplies last).
Please **return deck pass** after your shift.
- **Breaks will be kept to a minimum.** Spare timers will be available to cover quick bathroom breaks ONLY.
- Please **stay in your position** until the end of session unless otherwise communicated.
- **Hospitality:** Light breakfast/afternoon snacks will be served in the Kinette Room during warmup
An officials/volunteers lunch will be served immediately following each morning session.
No dinner will be served after evening session
- This event is **live streamed**.

Other Details

- 🚗 **Parking:** Main lot in front of pool – arrive early.
- 🔒 **Storage:** Aquatic Change room hallway or lockers in change room.
- 🚰 **Bring your own water bottle for refills.**

Officials Chair Contact Info

Questions?

Contact: Stephanie Slee or Carlene Cooke:

✉ officials@eksc.com

☎ 780 607 0406, 780 905 5618

⚠ We cannot accommodate cancellations within 48 hours of your shift. Please find your own qualified replacement if you are cancelling.