



**EDMONTON**

**KEYANO**

**SWIM CLUB**

**EDMONTON KEYANO  
COMPETITION HANDBOOK**

## Introduction

Keyano has a reputation for hosting well attended and well-run competitions. To continue this tradition, the Competition Committee has established standards to guide meet managers, meet committee members and club volunteers. This guide will provide you with detailed information on each role and recommended timelines for tasks.

## The Competition Committee

The Competition Committee is a volunteer committee within the Keyano Swim Club. The role of the committee is to support, guide and facilitate the various local, provincial and national swim meets that are hosted by the Keyano swim club.

The Competition Committee works behind the scenes to provide documents and structures to help the meet manager and their team run successful swim meets. This may include:

- The Competition Committee Chair or its designate may put out a call to Keyano members for meet managers for each competition or appoint individuals for any given meet. For Swim Alberta hosted meets and Swimming Canada hosted meets the Competition Committee will appoint a meet manager. Ideally the competition committee will have meet managers in place by mid-September. The competition committee chair or designate will meet with all meet managers to review the expectations per meet. If meet managers are not established for all meets, these meetings will occur with individual meet managers as meet managers are confirmed.
- For multi-day invitational meets, the Competition Committee Chair or its designate will do a call or appoint an Advisory Referee. The Advisory referee is minimally a level IV official. The advisory referee will book the session referees for the meet.
- All other roles will be filled by the meet manager.

## Getting Started

To get an idea of the scope of a meet committee, it is recommended to read through this handbook to familiarize yourself with process and what the roles of each chair are.

The meet committee size will be dependent on the size of the competition and the chair roles you will need. The following are the key chair roles:

- Meet Manager
- Awards Chair
- Electronics Chair
- Facilities Chair (Field of Play)
- Hospitality Chair
- Office Chair
- Officials Coordinator Chair

Meet Documents:

- a. Meet packages for all meets will be established by the competition committee and a staff person.
- b. Draft meet packages will be provided to meet managers for review and input. Final meet packages will be posted for sanctioning by a Keyano staff person.
- c. The meet package will be sent to invited or prospective clubs by a Keyano staff person.

- d. Technical bulletins will be drafted by the General Manager and provided to the meet managers, a meet committee designate and/or advisory referee for review.
- e. Meet budgets will be provided to meet managers by the EKSC General Manager.

## Swimmer Entries Procedure

Entries will be managed by the EKSC General Manager. Coaches submit their entries using the entry template on the Swimming Canada database and the General Manager will validate the times and import the entries into the meet file. Once the entries are imported, all of the statistics will be available. Including entry lists, fee reports, psych sheets, session reports etc. This reporting can be used to determine how full the meet is or if events need to be capped for entries. The General Manager will advise the meet manager. You will also be able to get a contact list for each attending club, which is generally the head coach.

## Role Descriptions

### Meet Manager

The role of the Meet Manager is to oversee the organizing of the meet and to ensure that each committee chair is supported in fulfilling their obligations.

The job of the Meet Manager is to manage the meet. The meet manager is not expected to perform every task but to delegate to individuals or teams of volunteers for support. This is made easier if you have a team that works well together and is experienced at hosting meets.

### Personal Commitment

The meet manager role is an exciting opportunity to be directly involved in every stage of a swim meet. It will allow you to understand the full operations of a swim meet and become acquainted with the other members of Keyano and the larger swimming community.

Being the meet manager does require a personal commitment. Prior to committing to the role, it is important to consider the following:

- Availability of your time (pre-meet, during meet, and post-meet)
- Ability to delegate work to volunteers, support your team, and stick to timelines
- Ability to be organized and prioritize and balance multiple priorities

### Personal Attributes

- Interest in the sport of swimming and in the fair conduct of sport
- Completed the Meet Manager clinic
- Ability to work in a fast paced and demanding position
- An understanding of the operations of a swim meet
- Ideally will have completed the Clerk of Course, Recorder/Scorer and Chief Finish Judge/Chief Judge Electronics Clinics and have had experience working in these positions

## Keys to Success

- You will be paired with an experienced Meet Manager to mentor and support you for your first meet and as needed after that.
- Be consistent during the meet. Follow the meet package, Swim Alberta rules and the advice of senior officials to guide your decisions and ensure you can make the same decision regardless of who is asking.
- Remember that managing a meet is a team effort and you are not alone. The Meet Manager job is a big one, but in small pieces and through delegation and communication with your team it is also lot of fun!

## Meet Manager Checklist

- 1) Organize a meet committee. The following are the key chair roles:
  - Awards Chair
  - Electronics Chair
  - Facilities Chair (Field of Play)
  - Hospitality Chair
  - Office Chair
  - Officials Coordinator Chair
- 2) Meet with your meet committee approximately 4-6 weeks prior to the event to discuss roles and responsibilities of each chair and to provide the Hospitality Chair and the Awards chair with their budget amounts.
- 3) Set up a meeting with the Facility Lead and the EKSC General Manager, once the meet package is finalized, to discuss the booking needs for the meet. This includes date of the meet; warm up and competition times; anticipated number of swimmers; room and pool bookings; life guard requirements and estimated cost of event.
- 4) Arrange for a second meeting with the meet committee one or two weeks prior to the meet. Depending on experience of meet chairs this may be done via email or in person.
- 5) Obtain the Session Reports from the EKSC General Manager after scratch deadline. The session reports are used to confirm the facility needs (i.e. time outs for the sessions and the number of swimmers attending). Review it for correct intervals and to ensure the session time outs are reasonable and fit with your allocated pool time. If needed adjustments to the contract can be made up until 15 days prior to the event. The General Manager will finalize the pool time with the respective facilities.
- 6) Send the session report to the advisory referee or session referee for review.
- 7) Obtain the Technical Bulletin draft from the General Manager once the scratch deadline passes. The technical bulletin contains any changes to the meet format since the meet package was circulated and may also include any highlights the meet manager needs to communicate to coaches. Generally, the technical bulletin will not repeat any of the information contained in the meet package. Technical bulletins are the responsibility of meet managers and must be reviewed by a staff person, a meet committee designate and/or advisory referee.
- 8) Confirm that the technical bulletin will be sent to attending clubs and posted on the Keyano website by a Keyano staff person.
- 9) Determine if Accreditation will be required for swimmers and coaches. If so, prepare Coaches Packages which may include the technical bulletin and any accreditation tags for swimmers.

- 10) If needed, arrange for Announcer and Anthem Singer/recording (or delegate to Awards Chair)
- 11) Prepare Warm-up music and ensure appropriate language
- 12) Attend and assist the Facilities Chair and volunteers with meet set up to ensure everything is set up in the proper place
- 13) Announce dive and pace lanes during warm up.
- 14) Lead the Coaches briefing prior to the start of the meet to review the Technical Bulletin and address any questions or concerns.
- 15) Welcome announcement to coaches, swimmers and fans at the beginning of each session of the meet.
- 16) Attend all sessions of the meet. Facilitate, coordinate and support the senior officials, volunteers, swimmers and coaches as needed. Record any suggestions, comments, challenges and successes with the meet.
- 17) Thank you cards/gifts for meet committee
- 18) Assist and coordinate meet take down with the Facilities Chair and volunteers
- 19) Participate in a brief meet feedback meeting immediately after the meet has concluded.
- 20) Submit expense form and receipts to EKSC office within 7 days of Competition for reimbursement.

## Awards Chair

The role of the awards chair is to oversee the organization, coordination and presenting of awards before, during and after the meet.

The job of the awards chair includes attending all chair meetings prior to the meet in order to coordinate with the meet manager and EKSC General Manager for the ordering of medals, bears and prizes for the participants and to update the meet team. The chair may decide to work alone or to coordinate helpers per session. The job of the Awards Chair may change dependent on the type of meet being hosted. To determine what will be needed, discuss with the Meet Manager and review the meet package for what type of awards will be presented at the competition.

### Personal Commitment

Prior to committing to the role, it is important to consider the following:

- Availability of your time to attend meetings and be available on deck for all sessions of the meet. (pre-meet, during meet, and post-meet)
- Ability to delegate work to volunteers, support your team, and stick to timelines
- Ability to be organized and prioritize and balance multiple priorities

### Awards Checklist

#### 1. Provincial and National Meets:

The Awards at these meets are decided by the provincial sport organization (PSO) or national sport organization (NSO) organizations as such all awards will be provided to the chairperson prior to the meet. Additional responsibilities may include:

- Liaise with the provincial or national organizer to determine when these awards will arrive
- Logistics surrounding time and place of awards ceremonies.

- Securing medal/award presenters
- Organizing and providing direction to any volunteers assisting with awards
- Preparing the appropriate awards at the session they are presented.
- Reviewing the technical bulletin for any award specific changes or clarifications.
- May be asked to assist with point calculations and points reports.

#### Hosted meets:

Awards at Hosted meets are decided by the General Manager in conjunction with the Competitions committee when developing the meet package. Awards/prizes may be:

- Purchased in advance/provided by the Keyano office staff.
- The Awards Chair may be given a budget to purchase draw prizes.
- Donated by local businesses or club members

Responsibilities include:

- The organization, coordination and presenting of awards
- Determine how prizes will be awarded. May be specified in meet package or technical bulletin, or may have more flexibility. Examples of types of awards include: Finals winners, Heat winners, best time draws, random bell heats, special awards (High FINA point, aggregate, awards).
- Review Technical Bulletin for any changes and detail regarding awards. Confirm with Meet Manager for any clarifications.
- Ensure all supplies are in office with enough time to purchase or order if needed. Supplies may include draw tickets, draw prizes, award ribbons, printer labels for awards, etc.
- Securing medal presenters (if medals are being presented at the podium)
- Organize and provide direction to any volunteers assisting with awards
- Awards/Ribbons labels can be printed via the Hytek Meet Manager software. The Clerk of Course or Recorder/Scorer is able to print these after the results have been made official by the referee.
- Ensure that all awards are given out by the end of the last session or delivered to the swimmer's team prior to departure. If there are awards that are not claimed or delivered, ensure that they are labelled clearly and communicate with the Meet Manager about who and how these will be given to the appropriate team.
- Submit expense form and receipts to EKSC office within 7 days of Competition for reimbursement.

## Electronics Chair

The role of the Electronic chair is to oversee the capturing, verification and recording of the electronic data from the meet. There are two types of electronic systems that EKSC may use; the Quantum timing system and the Dolphin timing system. At Kinsmen, in most cases, a full electronic timing system is used. This includes touch pads, plungers and the Quantum timing system.

The job of the Electronics chair includes the physical set up and take down of electronic equipment, organization and coordination of electronics volunteers and ensuring network and system communication is consistent and strong for the duration of the meet. The electronics chair is invited to attend all chair meetings prior to the meet in order to coordinate with the other Chairs and update the meet manager and team.

## Personal Commitment

Prior to committing to the role, it is important to consider the following:

- Availability of your time to attend meetings and be available for all sessions of the meet. (pre-meet, during meet, and post-meet)
- Ability to delegate work to volunteers, support your team, and stick to timelines
- Ability to be organized and prioritize and balance multiple priorities

## Qualifications

- Must have taken the recorder/scorer clinic
- Must have taken the Chief Finish Judge/Chief Judge electronics (CFJ/CJE) clinic
- Must be an experienced timing system operator for the system being used at the meet which you are chair for.
- Ideally the electronics chair will also have experience in all of the electronics roles as they are the mentor to the electronics volunteers and may need to step into any one of the roles if a volunteer needs to step away or is absent.
- An additional asset is being familiar and comfortable with computers and network technology but this is not required.
- Must be available for meet committee meetings as required and for setup and take down as well as during the competition.

## Electronics Checklist

NOTE: The City will install the touchpads and provide an electronics support staff who will provide technical guidance for setup, and a nominal amount of support hours for each day of the meet.

### 1. Quantum Timing System (Kinsmen)

- Responsible for assisting with the setup and providing one to three additional assistants depending on the size of the meet.
- Ensure all electronics roles including Recorder Scorer, CJE/CFJ and Quantum Operators are filled with competent volunteers:
  - The electronics volunteer positions are NOT posted on the general sign up. The Electronics is given a list of qualified and experienced electronics volunteers.
  - Current electronics chairs for the club are maintaining a contact list of people who meet the criteria for electronics official's roles. Generally this list is community wide, not just within the club.
  - The goal is to expand the list of experienced and qualified electronics volunteers. Shadow positions can be offered to any interested members who have taken the required courses and if the deck space allows for it. No more than one shadow person per role is advised, since having too much of a crowd can compromise the results.
  - The chair will also ensure the volunteer coordinator receives a list of all electronics volunteers to ensure the allocation of points.

- A copy of the schedule should be sent to the volunteers, the officials chair person, Advisory Referee and Meet Manager.
- During the meet, the chair will provide support, mentoring and relief for the volunteers in those roles.
- Responsible for trouble shooting any glitches in electronics during the meet and liaising with the City staff if additional guidance is needed.
- Participates and coordinates Electronics take down after the meet. Ensuring all equipment is in working order and put away.
- Keep track of any equipment that is malfunctioning or in need of repair. For meets using the Quantum system the City staff person will oversee the return of the equipment and bring forward any issues to the City.

## 2. Dolphin System (Developmental Meets)

The Dolphin system is a semi-automatic timing system. When using the Dolphin system, stop watches must also be used as a back-up timing system.

- Responsible for assisting with the setup and providing one to three additional assistants depending on the size of the meet. The set up includes the Dolphin system, computers, and printer.
- Ensure all electronics roles including Recorder Scorer, CJE/CFJ and Dolphin Operators are filled with competent volunteers:
  - Shadow positions can be offered to any interested members who have taken the required courses and if the deck space allows for it. No more than one shadow person per role is advised, since having too much of a crowd can compromise the results.
  - A copy of the schedule should be sent to the volunteers, the officials chair person, Advisory Referee and Meet Manager.
  - Ensure the volunteer coordinator receives a list of all electronics volunteers to ensure the allocation of points.
- During the meet the chair or a delegate must be available to support the timing system.
- Participates and coordinates Electronics take down after the meet. Ensuring all equipment is in working order and put away.
- Keep track of any equipment that is malfunctioning or in need of repair. For the Dolphin system, any issues can be reported to the General Manager.

## Field of Play Chair (Facilities)

The role of the field of play chair is to support the meet manager and the meet chairs by overseeing the physical environment of the meet.

The job of the field of play chair is to ensure the physical environment of the pool is set up and ready according to the specific meet requirements. It is also important to be proactive and respond quickly to any issues as they arise throughout the meet. The field of play chair is the liaison between the meet management team and the facilities staff while the meet is in session. The Facilities chair attends all Chair meetings prior to the meet.



## Personal Commitment

Being the field of play chair does require a personal commitment. Prior to committing to the role it is important to consider the following:

- Availability of your time to participate in pre-meet set up, post-meet take down and as a direct support to the meet manager during the meet.
- Ability to communicate with facility staff and volunteers to manage or troubleshoot potential issues on the swim deck.
- Ability to be organized and prioritize, balance multiple priorities and stick to timelines

## Personal Attributes

- Interest in the sport of swimming
- Ability to work in a fast paced and demanding position
- An understanding of the operations of a swim meet
- Energetic and organized

## Field of Play Checklist

- Attend facilities meeting with Meet Manager – liaise with tech advisor as to how the deck/bleachers/tables to be set up
- o Assist with the meet set-up
  - - Flags
  - - Backstroke ledges
  - - Bulletin boards
  - - Bleachers
  - - Draping
  - - Awards podium if using/awards table
  - - Railings
  - - Tables/chairs
- o Responsible for backstroke ledges
- o Coordinate volunteers to help with lifting bleachers at end of night
- o Assist with meet take down
- o Clean up garbage – or identify volunteers to keep deck clean
- o Assist meet manager as requested

## Hospitality Chair

The role of the hospitality chair is ensure adequate and appropriate food and beverages are served in a timely manner to the coaches, officials, and workers attending a hosted meet. Hospitality can be as simple as providing a bottle of water and snacks during a short afternoon meet or it may be providing several meals, snacks and drinks for multiple days.

The job of the Hospitality chair is to oversee the planning of the food and beverages including: setting the menu, purchasing the food, coordinating the delivery of food and organizing the volunteers working in the hospitality room. The Hospitality chair attends all Chair meetings prior to the meet.

### Personal Commitment

Prior to committing to the role, it is important to consider the following:

- Availability of your time to attend meetings and be available for all sessions of the meet. (pre-meet, during meet, and post-meet)
- Availability of your time to plan menu, purchase food and supplies and order from caterers.
- Ability to delegate work to volunteers, support your team, and stick to timelines
- Ability to be organized and prioritize and balance multiple priorities

### Hospitality Checklist

- Review the meet package and coordinate with the meet manager to find out the length of the meet and the number of sessions to determine how many meals are required.
- Coordinate with the Officials Chair to calculate the number of volunteers
- Coordinate with the meet manager and EKSC Operations Manager to estimate the number of coaches based on the number of swimmers expected. Tip: Use the ratio 1 coach/10 swimmers for older swimmers and 1 coach/7 swimmers for developmental meets.
- Obtain the budget from the meet manager or the EKSC General Manager and confirm the arrangement for paying for the supplies. In general, this involves purchase by the Hospitality chair and submitting receipts for reimbursement at the end of the meet.
- Confirm arrangements with the facility to store food and drink at the meet. This includes arranging for secure storage in between sessions if needed.
- Prepare menu and discuss food preparation and serving plans with the meet manager.
- Arrange and purchase the hospitality items needed for the meet:
  - The bulk of this is shopping for hospitality food/supplies.
  - Order catered food from vendors (when applicable)
  - Confirm when the hospitality room will be open for delivery of supplies. Ideally, supplies and food (that is not catered) should be brought to the facility during meet set-up so that those volunteers can be utilized to help with bringing hospitality food and supplies to the hospitality room.
  - Ensure that food from vendors arrives to the kitchen in a timely manner.
- Arrive prior to the each session of the meet to “set up” the hospitality room and start the coffee.
- During the meet, the hospitality coordinator ensures that kitchen workers assigned to each session are knowledgeable in the preparation and serving (buffet style) of each meal on the menu.
- Determine how to deliver food and drink on deck and make any needed arrangements. This may include recruiting and training volunteer help. Keep in mind that referees, starters and electronics volunteers do not always have time to visit the hospitality room for food.
- Prior to closing the hospitality room for the session, ensure that your referees have eaten, especially after prelims.
- Clean up the hospitality area after the meet is over:
  - Work with Hospitality volunteers to clean up the kitchen and return all of the hospitality equipment to the storage area.

- Take an inventory of remaining supplies (cups, plates, napkins etc.) to be provided to the Hospitality Chair for the next meet.
- Submit expense form and receipts to EKSC office within 7 days of Competition for reimbursement.

## Office Chair

The role of the office chair is ensure that the appropriate paperwork and supplies are available and accounted for to run a successful meet that complies with the requirements of Swim Alberta and Swimming Canada.

The job of the office chair is to coordinate the printing, distribution and retention of paperwork created and utilized by the referees, starters, electronics team, clerk of course and other officials as needed and/or required.

### Personal Commitment

Prior to committing to the role, it is important to consider the following:

- Attention to detail
- Availability of your time to attend meetings and be available or on deck for all sessions of the meet. (pre-meet, during meet, and post-meet)
- Ability to delegate work to volunteers, support your team, and stick to timelines
- Ability to be organized and prioritize and balance multiple priorities

### Office Chair Checklist

- 1 Week Prior to Swim Meet:
  - Review the meet package and coordinate with the meet manager to find out the length of the meet and the number of sessions to plan for supplies needed.
  - Ensure all office equipment needed is available. Notify EKSC office staff if any supplies need to be ordered i.e. paper, ink, paperclips, pencils etc....

Office Equipment:

- √ Clip boards
- √ Masking tape
- √ Pens/pencils, sharpener
- √ Staplers, staples
- √ Paper clips, elastic bands
- √ Calculator
- √ Stop watches
- √ Bells for distance events
- √ Lap counter sheets for starter and session referee (800m/1500m)
- √ Lap counter sheets for timers (800m/1500m)
- √ Reliable photocopiers

- √ Extension cords
- √ White boards for posting results
- √ White printing paper
- √ Pink/blue paper for relay cards
- √ Prelim and finals scratch forms, deck entry forms, query of time forms, infraction forms (DQ), protest forms, records applications,
- √ Coloured vests for safety marshals

#### During the meet:

- Meet with the meet manager to discuss any last minute changes or updates.
- Prepare separate large manila envelopes labelled for each session of the meet. These are for documents that are required by Swim Canada to be kept after each meet. This may include: original signed heat sheet, results, entries, scratches, deck entries etc.
- Post Warm-up procedures beside each pool that will be used during the meet (post for both sides – east/west as well as warm-up pool)
- Prepare most current pool checklist for Referee to use (available from the Swim Alberta website)
- Ensure all forms are available at the clerk of course desk with extras in the meet office (Scratch forms, Deck entry, official split request)
- Ensure all supplies are ready (paper, toner, pencils sharpened, tape)
- Calculate how many heat sheets you will need for each session (for each pool if applicable)
- Print the heat sheets for officials and coaches once they have been finalized after entry and scratches are signed off by referee.
- Place heat sheets for coaches in the bin on the clerk of course table
- Prepare clip boards for officials:
  - ⊖ Stroke and turn – heat sheets, infraction forms and most current infraction quick reference guide
  - ⊖ Timers – heat sheets and distance counting sheets if applicable
  - ⊖ Referee and starter – updated heat sheet from clerk after late scratch deadline, infraction forms and distance counting sheets if applicable
- Ensure the bells are out for distance events
- Office Volunteers will also:
  - Obtain results signed by session referee
  - Posting heat sheets on deck as well as in the spectator areas
  - Act as a “runner” to pick up result from recorder/scorer and hand off to session referee to check and sign results.
  - Post results on deck as well as in the spectator areas
- Note: If possible, run the heat sheets for the next session prior to the end of the current session – have the clipboards ready to go. Heat sheets can then be left on the clerk’s desk for the coaches to pick up when they arrive at the pool. This saves a lot of time and chaos at the beginning of a session. Check with the meet manager and/or advisory referee to confirm when heat sheets can be printed.

#### At the end of the meet:

- Ensure all documents and papers are filed in the appropriate envelope and left in the EKSC office.

- Return all office supplies, clipboards, pencils etc. to the appropriate place in the EKSC office
- Notify the EKSC office staff if there needs to be any supplies restocked.
- Remove posted results from walls/whiteboards once takedown is started.
- Clean up and recycle unneeded papers. Recycling and garbage to be emptied.

## Officials Chair

The role of the Officials Chair is to collaborate with the meet manager and advisory referee to ensure that trained meet officials and volunteers are recruited to fill the positions required to run a safe, efficient and successful swim meet.

The job of the Officials Chair is to work with the Meet Manager to determine which officiating roles are required for the meet, how many people per role and which positions will be open for sign up on the Keyano website. In addition, the Officials Chair manages the sign up prior to the meet, ensures volunteers are in place during the meet and reconciles member volunteer points after the meet.

### Personal Commitment

Prior to committing to the role, it is important to consider the following:

- Official Chairs are ideally stroke and turn certified
- Attention to detail
- Availability of your time to attend meetings and be available or on deck for all sessions of the meet. (pre-meet, during meet, and post-meet)
- Ability to delegate work to volunteers, support your team, and stick to timelines
- Ability to be organized and prioritize and balance multiple priorities

It is recommended to familiarize yourself with the [Swimming Canada Officiating Pathway document](#). This will help you to understand the clinic that is required per role and whether or not individuals meet the requirements. Please note:

- It is expected that volunteers minimally have taken the clinic for the role in which they are volunteering in.
- You can confirm the volunteers' credentials by checking with the Club Officials Administrator (COA), who will be able to look up the credentials on the Swimming Canada Officials database.
- Ideally timers and safety marshals will have taken the Introduction to Swimming clinic prior to signing up.

### Officials Chair Checklist

#### Prior to Swim Meet:

- Official/volunteer roles will be filled by club volunteers via the Team Unify sign up page on the website. Note: Some positions are not open for general sign up as specific skills and experience are necessary. This includes referees and electronics positions.

- See the 'Standard Slate of Officials' document in the Appendix to see which roles are typical to hosted invitational and Swim Alberta competitions.
- Team Unify volunteer sign-up page will be done by a Competitions Committee member. Notes will be included that clarify qualifications for clarity of role.
- Confirm with EKSC General Manager that sign up will close 2 days prior to the start of the meet.
- Electronic roles will be managed by the electronics chair. This includes; timing system operators, CFJ/CJE and recorder/scorer. You may be asked to include a sign-up for shadows in these roles.
- Open the site for sign up 2-3 weeks prior to the meet.
- Compose or send a standard invitation to sign up for the meet to the club members.
- Monitor sign up daily by logging into website.
- Check the officials@eksc mailbox for messages.
- Communicate with meet manager about the progress of sign up.
- Send additional reminder emails as the meet sign up deadline approaches.
- Request that the EKSC General Manager reach out to other local clubs for help to fill the positions. The Officials chair will enter them onto the team unify sign up page.
- Once sign up is closed create and print a roster for each session using the 'Swim Meet Officials Roster'
- Bring a print out of each session volunteer roster to the pool. This roster will be used to check in volunteers as they arrive.

#### During the meet:

- Expect to be at each session to ensure officials are there for their positions. If an official does not arrive, in most cases you will be expected to find a replacement
- Ensure that the EKSC club officials coordinator gets the roster so that people can be signed off for deck evaluation
- Check in the volunteers and officials
- Ensure safety marshals are on pool deck at start of warm-up with safety vest
- You may want to have one to two volunteers in place to manage the check in table, it is recommended to find assistants to allow you the freedom to troubleshoot if necessary and be on the deck to make sure officials are getting to their positions.
- At the start of each shift ensure all volunteers are on deck in their respective positions.
- Inform volunteers as they check in regarding the time for general officials briefing
- Check your roster to see if all volunteers have arrived and if not, identify which positions and how many are missing. Let your meet manager and advisory and/or session referees know. The session referees will guide you in their preference on where they want officials, especially stroke and turn officials.
- Let the referees know if anyone is new to the position and where they are placed.
- Ensure new volunteers are paired or nearby an experienced official.
- 5-10 minutes prior to meet start, bring a copy of the roster on deck to ensure all volunteers are in their respective positions.
- Keep a copy of each session's roster

#### At the end of the meet:

- At the conclusion of the competition you will be responsible for reconciling member volunteer points in Team Unify.

- If you have officials signed up from other clubs, provide a list of the respective clubs officials to their Club Officials Administrator.
- Email the other clubs with the names of their volunteers for shifts worked

### Additional Considerations

#### 1. Referees :

- For hosted multi-day invitational meets, the Competition and Officials Committee will appoint an advisory referee.
- The advisory referee will acquire session referees for all sessions.
- For a heats and finals meet, the session referee is expected to be the referee for both heats and finals of the same day to provide continuity from preliminaries to finals.
- If there is no advisory referee, the session referees will be acquired by the official's chair. Session referees must be certified referees as per the Swimming Canada pathway. A call for referees is done through the greater community especially for multi-session meets.
- Swim Alberta can provide a list of eligible referees in the community and/or in the province. Keep in mind that if you have out of town clubs participating, especially if they are from out of region (i.e., Red Deer and Calgary) you may also invite referees from these areas especially if they have swimmers participating in the meet.

#### 2. Officials for Swim Alberta Competitions

- An advisory referee will be appointed by the Alberta Officials and Competition Committee (AOCC) in conjunction with Swim Alberta.
- Swim Alberta and the advisory referee will acquire all session referees
- Swim Alberta will work together with the meet officials chair to acquire starters.
- The senior officials roster, session referees and starters, must be approved by the AOCC. For more information about this process you can see the 'Placement of Officials for Swim Alberta' document on their website on the officials page > resources.

#### 3. Officials for Swimming Canada Competitions

- All deck positions except for timers will be assigned by Swimming Canada's Officials Competitions Review Committee (OCRC), in conjunction with the Keyano's Major Officials Chair.
- Assignments are based on experience, starting with Provincial Championships then at Swimming Canada events: Western/Eastern Championships, Age Group Championships, Canadian Swimming Championships and Trials, in the order listed.
- Key roles (senior officials) including starters, referees, chief inspector of turns and chief judge electronics and judges of stroke will be assigned to level 5 and FINA officials based on experience in these roles at the above meets.
- Turn judges will be filled by a combination of off duty senior officials and club officials.
- Level 1 Officials:
  - Eligible to be timers.
  - Club members register on the Keyano website.
  - Non club members send the Officials Form to the minor officials chair.

- Level 2, 3 and 4 Officials:
  - Eligible to be timers, chief timers and turn judges.
  - Send the Officials Form to the major officials chair.
- Level 5 and FINA Officials – these levels are considered senior officials:
  - Eligible to be turn judges, stroke judges, chief inspector of turns, chief judge electronics, starters and referees.
  - Send the Officials Form to the major officials chair.

## Appendix

A - Standard Slate of Officials

B - Electronics Roles



## **APPENDIX A**

### **STANDARD SLATE OF OFFICIALS**

*All roles (except for Quantum operators) require the official to be trained through a Swimming Canada officials course. It is strongly recommended that Quantum or Dolphin Operators be trained in CFJ/CJE*

#### **Single ended meet – short course (25m) or long course (50m)**

- 1 advisory referee – for multi-day, H/F meet
- 1 clerk of course (for a large meet it is helpful to have 2 clerks)
- 1 session referee or 2 session referees – 1 for girls/1 for boys
  - if there are prelims and finals, the referee(s) should commit to both
- 1 starter or 2 starters – 1 for girls/1 for boys
  - if there are prelims and finals, ideally starter(s) will commit to both
- 4 safety marshals (one per corner for warm-up)
- Stroke and turn for 8 or 10 Lane pool
  - 4/5 inspector of turns at start end: one per two lanes
  - 4/5 inspector of turns at turn end: one per two lanes
  - 2-4 inspector of strokes: one per side 25m, ideally 2 per side 50m
  - 1-2 extra stroke and turn officials for relief breaks
- Timers for 8 or 10 Lane pool
  - 16 or 20 timers at the start end – 2 per lane
  - 1 relief timer
- 1 chief time keeper (liaises between timers and CFJ/CJE and referee)

Fully Automatic (Touch pads and plungers):

- 2 Quantum Operators
- 1 CFJ/CJE (Chief Finish Judge/Chief Judge Electronics)
- 1 Recorder/Scorer (for a large meet it can be helpful to have 2 R/S)

Semi-Automatic (Plungers w/stopwatches or Dolphin w/stopwatches)

- 1 Quantum (when using plungers) or 1 Dolphin Operator when using Dolphin system
- 1 Chief Finish Judge
- 1 Recorder/Scorer

Manual timing (stopwatches):

- 3 timers per lane – each operating a stop watch
- 1 Chief Finish Judge
- 1 Recorder/Scorer

**Two Pools** – These meets are setup in the short course format and will have 8 lanes each

- 1 advisory referee – for multi-day, H/F meet
- 1 clerk of course (for a large meet it is helpful to have 2 clerks)
- 2 session referees (should commit to prelims and finals)

- 2 starters (ideally these people will commit to prelims and finals)
- 4-6 safety marshals (one per corner for warm-up – if two pools are side by side then you would need 4 marshals per corner and 2 for between the two pools)
- Stroke and turn for 8 lanes
  - 4 inspector of turns at start end per pool
  - 4 inspector of turns at turn end per pool
  - 2 inspector of strokes per pool: one per side 25m
  - 1-2 extra stroke and turn officials for relief breaks and step in for infraction reporting
- Timers for 8 lanes
  - 16 timers at the start end – 2 per lane
  - 2 relief timers, one per pool is ideal
- 2 chief time keepers – one per pool or end (liaises between timers and other deck officials)

Fully Automatic (touch pads and plungers): 2 electronics platforms each with the following:

- 2 Quantum Operators
- 1 CFJ/CJE (Chief Finish Judge/Chief Judge Electronics)
- 1 Recorder/Scorer (for a large meet it can be helpful to have 2 R/S)

#### **Equipment Requirement:**

- All meets - 1 computer and 1 printer for clerk

Electronics Platform: For **each pool**:

- 2 computers for Quantum
- 1 Quantum unit and power supply
- 1 Printer
- 1 computer for Recorder/Scorer
- Network switch and network cables

When using a dolphin system:

- 1 Recorder/Scorer computer
- 1 computer for Dolphin Operator
- 1 printer
- Network switch and network cables

## **APPENDIX B**

### **ELECTRONICS ROLES AND PLACEMENT**

The electronics roles will not be available on-line to sign-up for. The respective electronics chairs per meet will contact volunteers directly to fill the positions.

The following roles will fall within the electronics category:

1. Chief Finish Judge/Chief Judge electronics (CFJ/CJE)
2. Operator 1
3. Operator 2
4. Recorder/Scorer (R/S)

Chief Finish Judge/Chief Judge electronics:

This is a role within the Swimming Canada Officiating pathway. A volunteer in this role must minimally have taken the clinic as a recorder/scorer AND chief finish judge/chief judge electronics. As per the Swimming Canada Officiating Pathway, you will require two deck evaluations to be signed by a referee. Experience as a R/S is an asset.

Operator 1 / 2:

These roles are not part of the Swimming Canada Officiating pathway. If you are interested in volunteering in this role sign up to shadow in the role first. After a session of being a shadow volunteer you will be a trained operator.

There are two different types of operators. For the touchpad system at Kinsmen there are two Quantum operators. For the Dolphin system there is only one operator. The role of the operator for both systems is the same, the platform used is different. It is best to shadow in each system first.

Recorder/Scorer:

This is a role within the Swimming Canada Officiating pathway. A volunteer in this role must minimally have taken the recorder/scorer clinic.

Officiating clinics can be taken on-line or in-person (when offered). When a clinic is taken on-line, you must shadow once in the role and then you can complete two deck evaluations.

Once you have been trained and/or completed your certification in a role please contact Chris Nelson to be added to the list of individuals eligible to fulfill electronics roles for meets