



KILLARNEY SWIM CLUB OFFICIATING POLICY 2026-27

Officiating is an important part of each family's membership with KSC. When KSC hosts a swim meet, it raises funds to help keep our fees low and is also a great opportunity for our families to work together in support of our swimmers and their club. KSC has a well-deserved reputation for hosting great meets – we could not do that without the help of ALL of our wonderful families.

There are **two** components to the officiating obligations for each Killarney family:

1. Working volunteer shifts or sessions **at swim meets hosted by KSC**, and
2. Obtaining Officials qualifications (being trained to perform specific tasks at a swim meet).

The requirement for each component is based on the swimming level of the most senior KSC swimmer in the family

The 2026/27 Officiating Obligations are as follows:

	# of Officiating Shifts required	Minimum Officials qualification(s)
Performance	12	Timer, Stroke & Turn + two other Level II qualifications
Senior	11	Timer, Stroke & Turn + two other Level II qualifications
Intermediates	9	Timer, Stroke & Turn Judge + one other Level II qualification
Junior 2	8	Timer, Inspector of Turns + Judge of Stroke
Junior 1	7	Timer + Inspector of Turns
Sprocket 3	6	Timer
Sprocket 2	4	Timer
Sprocket 1	3	Timer

***** Families in Junior to Performance are expected to work a minimum of two shifts per family at each KSC Invitational meet in the fall and spring. Performance families will be required to complete two shifts at the Howler Fundamental Meet (one swimmer and one qualified parent) as a Performance Fundraiser. These shifts will NOT count towards the total number of required shifts listed above. *****

To obtain your MEET SHIFT requirement, your family is able to sign up on the KSC website to work meet shifts at swim meets that are hosted by Killarney Swim Club for the 2026/27 season. This is called “Job Sign -Up”. Please see detailed information regarding this in the section below on “Signing up for a meet shift”.

To obtain your OFFICIALS QUALIFICATION requirement, ONE member of your family must complete BOTH of the following steps:

1. **A clinic in the required skill/qualification level-** these can be done in person or online and the information can be found on our website under Parent Resources/Officiating Information.
2. **Two (2) shadow shifts (also known as Deck Evaluations) to practice this new skill** – these shadow shifts count towards your meet shift requirement for the season. Detailed information regarding how to complete clinics and shadows is detailed in the section below on “Obtaining skills qualification”

We would all prefer to work only at meets where our swimmer is competing, however this is not possible. The KSC Invitational meets need Sprocket parents to volunteer in positions such as Timer and our Developmental (Sprocket) meets require our experienced parents in Juniors thru Performance to help with the higher positions. Our KSC meets are a major part of our club fundraising and we appreciate your time and efforts.

KSC families may choose to volunteer as an Official at meets hosted by other swim clubs. This is encouraged and appreciated, however, it will **NOT** count towards your meet shift commitment for KSC.

All KSC families must complete their officiating requirements, regardless of any other volunteering they do for KSC!

Signing up for an officiating shift (“Job Sign Up”):

- Families will be notified via email when the job sign-ups for swim meets are open and available through the password protected portion of the KSC website. Detailed information about how to use the online sign up. can be found on our website under Parent Resources/Officiating Information.
- Families are encouraged to plan their officiating and sign up early. This helps ensure they can volunteer on the days that work best for their family’s schedule.
- Typically changes can be made online up until 2 weeks before a meet, enabling families to adjust their shift dates to accommodate changes to family schedules, and families are encouraged to monitor sign up opportunities throughout the swim season.
- **Signing up for a position at a meet is a request** – sometimes it is necessary to move an Official to a different position if a specific skill set is needed. Should this be the case, the Officials Coordinators will do their best to notify the family in advance.

- **All jobs/positions at a swim meet require an active Officiating account with Swim Canada and completion of the Introduction to Swimming Officiating course.** Information can be found on our website under Parent Resources/Officiating Information. Some jobs do not require qualifications including Hospitality, Gate Entry, Runner, Prize Table, Medals & Swimmer Marshall. Working these jobs counts towards meet shift obligations, but families are still required to obtain the Officials Qualifications as listed in the table above.
- For members that have completed a clinic but have not yet practiced the new skill, there are **shadow shifts** available. Completion of the clinic plus two shadow shifts in that skill are required to become *qualified* in that skill.
- Members may only use their account to sign-up for positions that their family member(s) will be working. The full name of the volunteer who will be Officiating must be added to the Job Sign Up as this is often different than the account holder's name. Members are not permitted to "place hold" for other KSC families by signing up for multiple positions with their account. If this occurs, the Officials Coordinators will remove the member's name from those positions without notification.
- Officials will inform KSC families via email approximately 7 days ahead of the job sign up closing. We ask families to review their commitment prior to the close date and make changes as necessary.
 - Non-emergency shift cancellations communicated to Officials after the job sign up close date and up to 24 hours prior to the start to the meet, will result in a penalty charge to the family of \$100.
 - Non-emergency shift cancellations communicated to Officials 24 hours or less prior to the start of the meet, will result in a penalty charge to the family of \$150.
- Once volunteers have committed to work at a KSC HOSTED meet, it is critical that they attend and that they are prepared to stay until the entire shift is over.
 - Failure to show up and/or to not work your entire shift will result in a penalty charge to the family of \$200.
- Arrival times for each position are included in the Job Sign Up, and communications will include a **tentative** end time. However, there can be unforeseen circumstances such as technical issues (often beyond our control) or medical situations that can lengthen the meet. We do not have coverage for parents who leave before the end of the session. We ask that parents be prepared to work later, should it be required.

Obtaining skills qualifications:

- Until a family has achieved the qualifications as outlined in the Officiating Obligation table above, they are required to take ONE upgrade clinic in the fall of each year, ideally by December 31, as well as completing 2 shadow shifts in this new skill by the end of the swim year.
- The same person from the family must complete the two shadow shifts to be considered qualified in that skill
- **Clinics** are offered by Swim Canada via the Learning Management System (LMS). Members may do clinics in person, via Zoom, or complete a self-directed clinic (if available).

- **Shadowing** is when someone has completed the clinic works alongside someone with experience such that they can be comfortable with the new skill. Shadow shifts do count towards your meet shift requirement total.
- Once a family has the qualifications as outlined in the Officiating Obligation table above (i.e. completed the clinic plus two shadow positions), they are not required to take any additional upgrading clinics until they have a swimmer in a more senior swim squad.
- Families are supported and encouraged to upgrade their officiating skills beyond the levels noted above; however, shadows must be completed in the same swim season.
- Officials Coordinators can provide direction and guidance as to which Level II skills are most needed by the club in any particular swim year.
- If after taking two shadow shifts, someone is still uncomfortable with their new skill, they can contact the Officials Coordinators to request additional shadow opportunities. We want new officials to feel comfortable in their roles and will do our best to provide enough shadow shifts.

There are financial penalties assessed at the end of each swim year for families that do not comply with the Officiating Policy. Please meet your commitment so that you can avoid fines and we can host great meets! Officiating obligations should not be left until the end of the year to complete as opportunities may be limited. Begin your training and shadow shifts early in the season to ensure you are able to meet your commitments.

We will do our best to help you to meet your officiating obligations, and we welcome your questions and concerns.

Thank you!

KSC Officials Coordinators
officials@killarneyswimming.com