

Officials Policy



Approved by the Board of Directors

Calgary Patriots Swim Club

Last Updated: June 10, 2026

Reviewed For: 2026–2027 Season

Board Approved: June 15, 2026

Reviewed By: N. Sauder

Next Review Date: Annually, or as required due to updates to Swim Alberta policies

1. Purpose

Club-hosted swim meets are fundamental to the Calgary Patriots Swim Club's ability to deliver a high-quality program. They provide valuable racing opportunities, support athlete development, strengthen club culture, and contribute to the broader competitive swim community, while also generating essential revenue that helps keep registration fees affordable.

The success of Patriots-hosted meets depends on active participation from member families in officiating and meet operations roles. This policy outlines expectations to ensure meets are conducted safely, efficiently, and to the high standard expected of the Calgary Patriots Swim Club.

2. Scope

This policy applies to all Calgary Patriots Swim Club member families and governs required participation in officiating and meet operations at club-hosted swim meets. Consistent engagement supports meet operations, builds the experience needed to run safe and efficient meets, and sustains the club's ability to host competitions each season.

All obligations are assigned on a per-family basis, regardless of the number of swimmers registered.

3. Requirements

Each family must commit to a minimum of nine (9) shifts at club-hosted meets per swim season unless granted an exemption (see section 5. Exemptions). Roles may include officiating positions, meet operations roles, or other required positions.

Shift distribution requirements are as follows:

- Minimum of three (3) shifts at Pugsley's Plunge;
- Minimum of two (2) shifts at Chinook Invitational; and
- Remaining four (4) shifts at any club-hosted meets.

If the Club hosts a provincial, regional, or national competition, the Officials Coordinators shall communicate any additional meet shift commitment requirements as soon as practicable. Any such requirements will be in addition to, and do not replace, the commitments set out in this Policy.

4. Officials Qualification Requirements

All families are obligated to obtain officiating qualifications in accordance with Swimming Canada standards.

Calgary Patriots Swim Club expects at least one family member to attend a recognized officials' training clinic and complete the required evaluations within each swim season.

The club will support completion of the Swimming Canada certification pathways.

5. Exemptions

Exemptions may be granted only in exceptional circumstances at the discretion of the Officials Coordinator Team and/or Board. Requests must be submitted in writing to officials@calgarypatriots.com and will be considered case-by-case.

Approved exemptions:

- Apply only to the specific requirement, meet, or season identified
- Are time-limited and do not establish precedent
- May include alternative requirements as determined by the Club

6. Compliance and Penalties

Active participation is essential to ensuring safe, well-organized meets and building a strong officiating base for current and future seasons.

- Assigned commitments must be fulfilled as scheduled.
- If families cannot attend a scheduled shift they are responsible to arrange a qualified replacement.
- All commitments must be made within the same season to meet minimum requirements.

A \$200 fine will be applied for each uncommitted or unfulfilled shift. Fines will be applied after each club-hosted meet with a minimum shift commitment (i.e. Pugsley's Plunge, Chinook Invitational) and after the last club-hosted meet (i.e. Summer Splash) for the balance of shifts.

Outstanding fees or failure to meet officiating qualification expectations may affect eligibility for future meet participation or club registration, at the discretion of the Club.

7. Policy Review

This policy will be reviewed annually by the Board of Directors and updated as required.