



The UCSC Officials Guide

*Every Meet. Every Race. Every Best Time.
None of this happens without volunteers.
Thank you for being part of the UCSC team.*



Why Officiating Matters

UCSC is proud to have one of the largest swimmer development programs in Western Canada, including our Shouldice, Churchill, TREX and 12 Stream athletes. We are also one of the largest youth competitive swim clubs in Canada.

Our goal is to develop not only exceptional swimmers, but confidence, resilient, and community minded athletes with a lifelong love of sport. Many swimmers who have gone on to compete at provincial, national, and international levels began their journey in our development programs.

While practices build fitness, technique and confidence, swim meets provide opportunities that cannot be replicated in training. Meets allow swimmers to race, participate in relays, learn from both success and disappointment, challenging themselves in a competitive environment and develops skills that extend far beyond the pool.

These opportunities are only possible because of our volunteers.

From timing races and inspecting turns to judging strokes, managing meet operations, and helping with setup and takedown, parent officials play an essential role in creating the safe, fair, and positive competition environment that helps our swimmers grow and succeed.

This guide is designed to help you learn about the critical roles that make swim meets possible, and discover where your skills, interests and talents can make a meaningful impact.

Together, we're creating opportunities that help our swimmers thrive, both in and out of the pool.



Which Official Are You? - Timer

Timer (50 volunteer pts/session)

Are you a stopwatch superstar? If you love precision, attention to detail, and making sure every second counts, timing might be for you! Timers are the backbone of every race and have the best seat in the house right at the end of the lane!

You might enjoy this role if you:

- thrive on precision
- like being close to the action
- stay focused and efficient under pressure

Training Requirements:

- ☐ Introduction to Swimming Officiating (course)
- ☐ Safety Marshall (course)
- ☐ Obtain two successful deck evaluations (Time Keeper) → *[print this out](#) and bring it to the meet for the ref to sign!*

*Swim Canada continually updates official roles and training, for more information please connect with the UCSC officials coordinator @ officials@calgaryswimming.com and stay connected on the Swim Alberta site: <https://swimalberta.ca/community/officials/clinics/>



Which Official Are You? – Inspector of Turns

Inspector of Turns (IT) (75 volunteer pts/session)

Do you notice the little things other miss? Inspector of Turns watch swimmers perform legal turns and finishes. It's a great role for observant people who enjoy learning the technical side of swimming.

You might enjoy this role if you:

- notice things others miss
- value rules, consistency, and fair play
- enjoy being poolside and close to the action
- Appreciate the importance of a good wall touch
- want to create a level playing field for swimmers

Training requirements:

- ☐ Complete all timekeeper requirements
- ☐ Inspector of Turns (IT) (course) + 2 deck evaluations

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Nervous about DQ'ing a swimmer?

You're not alone!

In fact, this is the #1 concern we hear from officials consider Stroke & Turn roles.

Here's the good news:

- ✓ You receive training before you officiate
- ✓ You shadow experience officials
- ✓ You won't be expected to know everything on Day 1
- ✓ Good officials focus on learning, consistency and fairness
- ✓ Every experience stroke & turn official once felt the exact same way.

Remember: Your role isn't to "catch" swimmers. Your role is to ensure every swimmer competes under the same rules. **Stroke and turn are the second set of eyes for the referees, they call the DQ's and you make the observations!**



Which Official Are You? – Judge of Stroke

Judge of Stroke (JS) (75 volunteer pts/session)

Looking to get your steps in? Stroke Judges walk the pool deck observing swimmers and helping ensure strokes are performed correctly. It's the perfect role for someone who likes to stay moving while staying involved in the race! Worried about making the wrong call, fret not, the referee is there to back you up!

You might enjoy this role if you:

- prefer being on your feet rather than sitting still
- enjoy getting your steps in
- notice details other might miss
- Want a front-row view of the action

Training requirements:

- ☐ Complete all timekeeper requirements
- ☐ Judge of Stroke (JS) (Course) + 1 deck evaluation

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Which Official Are You? – Chief Timekeeper

Chief Timekeeper (75 volunteer pts/session)

Are you the organizer in your friend group? Chief Timekeepers coordinate the timing team and keep things running smoothly. Think of yourself as the team captain for timers.

You might enjoy this role if you:

- enjoy keeping things organized and running smoothly
- have a knack for accuracy and attention to detail
- don't mind having a stopwatch in hand
- enjoy coordinating and supporting a team of timers
- believe that every second counts

Training requirements:

- ☐ Complete all timekeeper requirements
- ☐ Complete Inspector of Turns (IT) and Judge of Stroke (JS) + evaluations
- ☐ Chief Timekeeper (course)

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Which Official Are You? – Administration Desk

Administration Desk (75 volunteer pts/session)

Love spreadsheets, organization, and making order out of chaos with minimal splashing? The Admin Desk helps keep meet information flowing and supports the operations behind the scenes.

You might enjoy this role if you:

- like keeping things organized and on track
- have ever wondered, “How do relays get set up?” or “What’s a scratch?”
- enjoy working with technology
- notice the little details that make a big difference
- love bringing order to a busy environment

Training requirements:

- ☐ Complete all timekeeper requirements
- ☐ Complete Inspector of Turns (IT) and Judge of Stroke (JS) + evaluations
- ☐ Administration Desk (Course)

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Which Official Are You? – Chief Recorder / Chief Judge Electronics

Chief Recorder / Chief Judge Electronics (75 volunteer pts/session)

Do you enjoy making sure everything adds up? These officials help verify results and electronic timing systems. They're the quality-control experts of the meet.

You might enjoy this role if you:

- love solving puzzle and figuring things out
- enjoy working with technology and data
- are curious about how timing systems and touchpads work
- stay calm troubleshooting issues
- take pride in getting the results right

Training requirements:

- ☐ Complete all timekeeper requirements
- ☐ Complete Inspector of Turns (IT) and Judge of Stroke (JS) + evaluations
- ☐ Chief Recorder (course) and Chief Judge Electronics (CJE) (Course) + 2 deck evaluations

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Which Official Are You? – Starter

Starter (100 volunteer pts/session)

Have you ever wanted to be the voice everyone listens to? The Starter is responsible for beginning each race and ensuring swimmers have a fair start.

You might enjoy this role if you:

- have a voice that varies
- have a calm and steady presence
- can focus in a busy environment
- enjoy creating a fair and consistent start for every race

Training requirements:

- ☐ Complete all timekeeper requirements
- ☐ Complete Inspector of Turns (IT) and Judge of Stroke (JS) + evaluations
- ☐ Starter (course)

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Which Official Are You? – Meet Manager

Meet Manager

Part event planner, part air traffic controller, part superhero. Meet Managers coordinate everything that happens before and during a swim meet to help great a great experience for swimmers, coaches, and families.

You might enjoy this role if you:

- are a natural organizer
- enjoy connecting people and coordinating teams
- like finding solutions when challenges arise
- stay calm when things get busy
- love seeing a plan come together

Training requirements:

- Complete Level II training and complete evaluations on deck
- Complete Meet Manager Clinic
- *Before starting down this path, please connect with UCSC Director of Competitions*

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Not Sure Where to Start?

Start with Timer!

Most officials begin as Timers after completing their Level 1 certification. It's a fun way to learn how meets work, meet other swim families, and become part of the team.

No swimming background required. Just an interest in supporting our swimmers!

If you have questions about the different roles, please reach out to: [director of competitions](#) OR [officials coordinator](#).

Find more info here!

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Go Dinos