



UCSC

Officiating Policy

FINAL COPY

Approved by the UCSC Board of Directors

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UCSC Officiating Policy

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UCSC Officiating Policy

A. Guiding Principles of the UCSC Officials Policy

- UCSC will organize and host excellent swim meets.
- The policy is equitable to all families and recognizes the time people contribute and the responsibilities they take on.
- All UCSC families are expected to help officiate at swim meets hosted by UCSC (this may include parents of swimmers who are not participating in the meet).
- The point system applies to all families and all hosted swim meets.
- Families are responsible for requesting officiating assignments by signing up on the UCSC event page for that swim meet.
- Families are responsible for knowing their officiating assignments and working them.

B. Officiating Participants

Swim meets are a key part of competitive swimming and require many officials to ensure they run properly. Parents are usually the volunteers for these positions. Some families may have other members (e.g., grandfather, aunt, etc.) that wish to help officiate at meets – as such, we refer to our officiating volunteers as “**participants**”.

Participants volunteering and working at swim meets need to adhere to the following guidelines:

- Should be a parent or guardian of swimmer in the club
- May be an alternative family member or friend (the club needs to be informed of these participants by the family at the beginning of the season)
- May be 10 years or older to do a Supporting position, but must be 12 years or older to earn points.
- Must be 12 years of age or older to volunteer in a Level 1 position (timer only).
- Must be 14 years or older to volunteer in a Level 2 position.
- Must be 14 years or older to volunteer as a safety marshal.
- All participants must take the Level 1 clinic before officiating at a meet.
- All participants are encouraged to progress their level of certification beyond that of Level 1.
- All participants must be compliant with Dare to Care certification.

C. Officiating Positions

There are a number of different positions available for parents to work at swim meets. Some of the positions are certified by Swim Alberta and/or Swimming Canada. Some are supporting roles needed to make an overall meet function, and some are leadership roles. It is imperative that the on-deck positions be filled in order for a meet to run. Supporting positions are important, but are secondary in priority.

Here is the typical list of positions required for a swim meet (FYI, some positions are assigned by the Meet Manager/Club Officials Chair/Director of Competitions):

Swim Alberta/Swimming Canada Certified Positions:

Level 1 positions: Timer, Marshal, Safety Marshal

Level 2 positions: Judge of Stroke/Inspector of Turns, Chief Timer, Chief Finish Judge, Chief Judge of Electronics, Electronics Operators, Clerk of Course, Recorder/Scorer, Starter, Meet Manager.

Level 3+ positions: Session Referee, Competition Coordinator (Advisory Referee), etc.

Supporting Positions:

Program Sales, Access Door/Gate Monitor, Runner, Washroom monitor, Programs & Awards Assistant, Hospitality Assistant, Photographer.

Please note:

Participants may choose positions that do not require certifications, in which case only the Level 1 clinic is required. However, please note that point accumulation for these positions may be limited to the level of certification that the participant has.

Senior Organizational and Leadership Positions:

Club Officials Chair, Officials Coordinator, Programs & Awards Lead, Hospitality Manager, Electronics Setup, Meet Manager. All Senior Positions will be assigned by the Director of Competitions.

NOTE:

- All participants must complete the Level 1 clinic by the end of October in the year that they joined the swim club. It is highly recommended that participants take this clinic in-class as it provides a good base of information and allows for questions and answers. Classes are offered multiple times/year through the club and/or through Swim Alberta (posted to the Swim Alberta website). However, participants can also take this course on-line through e-learning modules on the Swimming Canada website. Once the clinic is completed, participants will sign up for specific positions at meets (Timer or Marshal) and if assigned will perform one of these positions at a meet. The first time performing one of these positions, you will be mentored by a more experienced

official. You will then sign up and do these positions two more times to become Level 1 certified.

NOTE: You can only sign up for those positions of which you are certified to work at (see Level 1/2/3 above).

- Once participants are Level 1 certified they should advance to Level 2 officiating positions. Level 2 is needed once the swimmer advances into the Age Group Program. The Level 2 officials clinic may be taken on-line or in class, and once it is completed the participant will “shadow” an experienced “mentor” at a meet. Participants can then do the position at meets as many times as they like – but you must do it two times in order to become certified in the position. It is recommended that participants progress through one position at a time.
- Failure to complete certification in Level 1 at a minimum may impact future membership with UCSC.

D. Officials Certification Process

UCSC follows the Swim Canada Officials Certification System with a few modifications specific to our club. A detailed outline of the Officials Certification process is provided within the “Members” tab under Officiating Info. You must be signed in on the calgaryswimming.com site in order to access this information.

A participant can progress through officiating positions and certification levels by following this process. Each UCSC participant’s officiating activities are tracked and stored by our Club Officials Chair in Swimming Canada’s Officials Management System database. Participants can also track their own officiating activities by downloading the “Officials Certification Card” from www.swimalberta.ca and carrying it with them to all the sanctioned meets that they officiate at. The referee for each meet will sign off on their activities. Participants can check their records in the Officials Management System database and make sure their records match their Card by going to swimming.ca.

The official certification process starts with Level 1 positions and progresses through to Level 5 positions. Participants must progress through each level sequentially and can ONLY work positions at the next level (eg., Chief Timer in Level 2) after being fully certified at the previous level (eg., Level 1). Participants are certified at each LEVEL by completing the requirements laid out in Swim Alberta Officials Certification System. These requirements include:

Clinics

- Clinics are the first step on the path to getting certified in a position.
- Clinics can be taken in two ways: either on-line or in-person. In-person clinics are offered throughout the year by various clubs. In the spring and fall, the Alberta Officials Committee (AOC) organizes an officials’ clinic day where participants can take any of the clinics. Upcoming in-person clinics are also announced on the Swim Alberta website at www.swimalberta.ca/officials/officials-clinics-dates.htm
- It is strongly encouraged that the Level 1 clinic, the Judge of Stroke/Inspector of Turns clinic, and the Level 2 clinic, the Meet Manager clinic, be taken in-person whenever possible.

- It is advisable that the clinics be taken in the following order:
 - Timer, Marshal & Safety Marshal (in-person where possible)
 - Judge of Stroke / Inspector of Turns (in-person where possible)
 - Chief Timer
 - Chief Finish Judge/Chief Judge of Electronics
 - Recorder Scorer
 - Clerk of Course
 - Starter
 - Meet Manager (in-person where possible)
- Participants that take in-person clinics will sign in at the clinic and have their records updated in the Officials Management System database by the Club Officials Chair.
- Participants that take on-line clinics are responsible for informing your Club Officials Chair that you have taken a clinic by filling out the form and emailing it to officials@calgaryswimming.com. The Club Officials Chair will update the database.

Mentoring Sessions

- After completing a clinic, participants are required to mentor with an experienced official in your first session working the position. This is not included as a deck evaluation.
- Participants should sign up to work as a “shadow” for their first time working a position. By signing up to shadow you are identifying to our officials’ coordinator that this is your first time and that a “mentor” will be required. The officials’ coordinator will make every effort to assign you a “shadow” position at a meet.
- At the meet, please let the Referee know that you require mentoring. The Referee will sign off on your “Official Certification Card” if you choose to track your own officiating activities. They will also confirm that you have been assigned an experienced official who can mentor you in your new role.

Deck Evaluations

- A deck evaluation for all positions (except Referee) is your second working experience on deck.
- After one mentoring session, each session you work, is counted as one deck evaluation, with the exception of the Meet Manager (Meet Managers require two meets versus two sessions).
- Participants will not be given a formal evaluation.
- Participants require two deck evaluations in order to be certified in a position. If you choose to track your own officiating records, ensure that the referee has signed off on your Officials Certification Card for each of the two deck evaluations.

Certification in a position

- After completing the clinic, one mentoring session and two deck evaluations – participants are then certified in the position.

E. Signing up and Working at Meets

There are several steps a participant needs to follow to be able to work a position at a swim meet.

UCSC uses an on-line “Job Sign Up” process to allow participants to show their commitment to officiate at a meet and their willingness to do specific positions at a meet. Participants can earn points by performing their assigned position. Occasionally, we have more participants than needed. In this case, participants who signed up but were not assigned a position on the posted roster will still receive their points for that session.

After signing up online for positions at a UCSC hosted meet, an “Officials Roster” will be posted on the UCSC website for that specific meet a few days prior to the meet. Participants must check this roster to see what position(s) they have actually been assigned to. Participants assigned a position on this roster must show up at the meet and perform their position in order to receive points.

*If the meet is a non-hosted meet, participants can find the officials’ roster on the host clubs website.

After the meet is over, the signed roster is used to update the officiating records of each participant and to update the points earned by each participant for their family.

Meet Notification

- The UCSC office will send out an email notifying participants of an upcoming meet. This email will go to families that are eligible to enter their swimmer in the meet. Families are directed to the UCSC website where they can sign up to work at the meet. Note that families that have a swimmer in a meet will be assigned a specific number of “required” officiating points. Families are required to sign up to work as an official at the meet in order to “earn” these officiating points. (see “UCSC Point System” below).

Job Sign Up

- The primary method for participants to request a position at a meet is through the “Job Sign Up” process located on the UCSC website. Questions pertaining to the roster may be sent to the Officials Coordinator (the name and email for this official is shown on our website for

each meet), however all job signups must be completed online. All sign up requests, must be completed by the stated deadline on the Events Page.

- Job Sign-up and any emails to an Officials Coordinator are considered COMMITMENTS by the participants to work a session at a meet, with a PREFERENCE to work a specific position.
- The sign up/email requests are only REQUESTS to do the positions.
- You may not get the position you signed up for but you must accept and work the position assigned to you by the Meet Manager / Officials Coordinator.
- In some situations you may not get assigned a position at all for a meet.
- Each participant at a meet (eg., family member (mother, grandfather, etc.), or friend) should individually select the positions in each session that they would like to work and then click the “Sign Up” button. When the pop-up dialog box appears – please enter the first and last name of the participant. It is important to enter the full name of the participant for each position. If this is not done you may not get assigned the position because we do not have enough information. DO NOT PROVIDE ANY OTHER INFORMATION IN THE DIALOGUE BOX OTHER THAN THE PARTICIPANTS FULL NAME (ie. No phone number, other names, etc.).
- After signing up, participants should check to make sure that your name shows up for the positions you signed up.
- Participants should only sign up for positions they can actually work.
- Participants should only sign up for one position per session. The exceptions are where there are positions that run before the session (eg., Setup, Safety Marshal) or after the session is over (eg., Cleanup, Takedown).
- Failure to sign up before the deadline means that participants cannot earn points for the meet. The exception is if there is a shortage of officials and the Officials’ Coordinator assigns you a position AND you work the position at the meet, you can earn points. (See “UCSC Point System”).
- Participants that sign up for a position that they are not yet qualified to do will have their sign up automatically changed to a position they are qualified to do by the Officials’ Coordinator.
- Participants should not sign up to do both the Safety Marshal position and the Stroke & Turn position as the Officials’ Coordinator will not assign these two positions to one participant. The Stroke & Turn official needs to attend the Referee meeting and will not be able to do the Safety Marshal position.
- Participants that have completed the Clinic for a position can sign up to “shadow” the position (ie., Stroke & Turn shadow), but they cannot sign up to do the position (ie., Stroke & Turn). They will not be allowed to work the position until they have shadowed a “mentor”.
- Participants that have completed the Clinic and their “mentoring session” should sign up to do the position and earn your first or second deck evaluation.

Assignment on the Officials Roster (UCSC Hosted Meets)

- The officials' coordinator and the meet manager will review the Job Sign Up after the deadline. For UCSC hosted meets, participants on the Job Sign Up will be assigned position(s) for each session of the meet. For non-UCSC hosted meets (ie., meets hosted by other clubs), it is the responsibility of the participant to reach out to the host club if they would like to volunteer on-deck. In either case, the participants that are assigned to work a position will be shown on the host clubs' Officials Roster.
- The Officials Roster will be posted anywhere from 1 to 6 days prior to the start of the meet on the UCSC swim meet event page. UCSC hosted meets will typically have the roster posted by the TUESDAY prior to the meet.
- For non-hosted swim meets, participants must go the host clubs' website and download the Officials Roster and determine their assignment(s).
- If a participant is assigned a position, they must show up at the meet at the required time, sign in on the officials roster, attend the officials briefing and work the position assigned. If the required time of sign in is not specifically identified on the roster, participants are to sign in 60 minutes before the start of the meet (not 60 minutes prior to the start of warm-up). Failure to work an assigned position will result in the loss of points.
- If a participant does not show up at the specified time or 60 minutes prior to the start of the meet, the Officials' Coordinator may choose to assign another participant to your position. If this happens, you will not be able to work the position and you will not receive points for the session. Also, if a participant shows up late and is re-assigned a new position they may not be eligible for the points that they signed up for, but only for those that they worked.
- The Officials Roster is a formal document that is used to update a participant's officiating records in the Swimming Canada database as well as to form part of the calculation for the points earned by the participant.
- **Participants must make sure they sign in on the OFFICIALS ROSTER at the meet for the position they have been assigned. This signed roster is used by the UCSC Club Officials Chair to update your officiating records in the database.**

F. UCSC Officiating Points System

- Season 1 shall be defined as September 1 through March 31. Season 2 shall be defined as April 1 through July 31.
- Families are required to earn Officiating Points through the swim year by signing up to officiate and/or officiating at meets.
- The point system applies to all families and all hosted swim meets.
- Points are required and earned on a per family basis.
- Points are not transferrable between families.

- At the end of each swim season, any family behind on points will be charged \$1 per point.
- For all families – points are tallied on March 31st of the swim year and on July 31st of the same swim year. Points are reset to “0” on September 1 and April 1.
- Points are non-transferable between Season 1 and Season 2.
- It is the responsibility of the Family to ensure points are up to date and accurate. The points spreadsheet is posted on the website (members section). If there has been an error in calculating points, send an email to officials@calgaryswimming.com to resolve the issue prior to the end of Season 1 or Season 2.

1. Point Requirements

- Families are required to earn points for every UCSC hosted meet their swimmer is entered in.
- Families are also required to earn points at the key UCSC meets each year (two to three meets depending upon Varsity, Provincial or National awarding of meets)– regardless of whether their swimmer(s) are entered in these meets or not. These meets are identified to families at the beginning of the swim year in each Swimmer’s Registration package. Banked points may not be used for these meets.
- Families are neither required to earn points for meets hosted by clubs outside of Calgary, nor, are they required to earn points for non-hosted meets by other clubs in Calgary.
- Points required vary on a per-meet basis. Families will be informed of their point requirements for each meet before they are required to declare their swimmer’s intention to attend a meet.
- Point requirements are defined by entry into the meet and will not be pro-rated if a swimmer swims fewer sessions than the full meet.

2. Officiating Position Points

<u>Position</u>	<u>Type</u>	<u>Points per Session (or as stated)</u>	<u>Comment</u>
Meet Setup	Support position	25	
Meet Takedown/Clean Up	Support position	25	
Session Clean up	Support position	25	
Warmup Music DJ	Support position	25	
50/50 Draw	Support position	50	
Hospitality	Support position	50 to 75	75 pts if Level 2 certified
Meet Runner	Support position	50	
Pool Door/Gate Monitor	Support position	50	
Program Sales	Support position	50	
Washroom monitor	Support position	50	
Photographer	Support position	75	
Safety Marshall	SNC certified position	25	
Timers	SNC certified position	50	
Stroke & Turn	SNC certified position	75	

Stroke & Turn shadow	SNC certified position	75	
Chief Timer	SNC certified position	75	
Chief Timer Assistant	SNC certified position	75	
Chief Finish Judge	SNC certified position	75	
Chief Finish Judge shadow	SNC certified position	75	
Electronics Operator	SNC certified position	75	
Electronics Operator shadow	SNC certified position	75	
Clerk of Course	SNC certified position	75	
Clerk of Course shadow	SNC certified position	75	
Recorder Scorer	SNC certified position	75	
Recorder Scorer shadow	SNC certified position	75	
Starter	SNC certified position	100	
Starter shadow	SNC certified position	100	
Meet Manager	SNC certified position		Depends on size of meet
Meet Manager Assistant	SNC certified position	Based on activity	
Session or Advisory Referee	SNC certified position	100	
Electronics Setup/Takedown	Leadership position	75	
Programs & Awards	Leadership position		Depends on size of meet
Officials Coordinator	Leadership position		Depends on size of meet

Notes

1. Note that a session is equivalent to a 5 hour effort
2. Not all positions are required for every session/meet
3. Default points are L1 – 50pts, L2 – 75pts for any positions not listed above.
4. The positions and totals listed above are for informational purposes only and may be subject to change.

3. Earning & Working Points

- Points can be earned from either (a) signing up to officiate at a hosted meet, or (b) working positions that are assigned to you by the Meet Manager or Officials Coordinator for that meet. Participants earn the maximum of these two calculations (not the combined).
 - The maximum points a family can earn by signing up on the roster is their REQUIRED points for a meet.
- Once the Officials Roster has been posted for that EVENT on the UCSC website, the participant is committed to the assigned position. Failure to work the assigned position will result in zero points for that participant for that session.
- The roster will change once posted. If a participant has signed up but has not been originally picked to work, they can still be added in. In this case, the OC will advise them of the change. If the participant says they are no longer available, they will not receive their points.

- Cancellations, no-shows, etc. after the Officials Roster has been posted on the UCSC website will be assessed a penalty of \$1 per point missed. Surplus points may NOT be used to pay the fine.
- Participants of a family earn points for each position they are assigned and work.
- If a participant signs up to work a position they are qualified to do, but is re-assigned by the Officials Coordinator to a position that provides less points – they will earn the points associated with the position they signed up for.

Points Earned = Maximum of either Sign Up Points or Worked Points

Earning and Working Points - Examples

Example 1

- The “Doe” family has a swimmer in a UCSC hosted meet and is required to earn 75 points
- “John Doe” is qualified for Stroke and Turn and signs up to do this position twice (2 sessions)
- “John Doe” is assigned and works Stroke and Turn once and Timer once
- Sign Up points = 75 (150 points signed up for, but max is required points)
- Worked points = 150 {75 for Stroke & Turn + 75 for Timer (moved to lower point position)}
- Points Earned = 150 (maximum of 75 sign up points and 150 worked points)

Example 2

- The “Doe” family has a swimmer in a UCSC hosted meet and is required to earn 150 points
- “Jane Doe” is qualified for Stroke and Turn and signs up to do this position three times (3 sessions)
- “Jane Doe” is assigned to work all three sessions as Stroke & Turn.
- “Jane Doe” works two Stroke and Turn sessions but does not show up for the third session
- Sign Up points = 150 (225 points signed up for, max is 150 required points, Less 75 for no show)
- Worked points = 150 {150 for working two Stroke & Turn sessions}
- Points Earned = 150 (maximum of 75 sign up points and 75 worked points)
- Penalty = 75pts x \$1/pt = \$75

4. General Rules

- (a) Participants are responsible for signing up to officiate at meets.
- (b) After the job sign up deadline the Officials Roster will be posted online. Any changes up until the start of the meet will be reflected on the online roster. There will be no confirmation email or notification of assignment for any requested position.

- a. It is the responsibility of all participants to check the roster (daily if needed) right up to the start of the meet to confirm if they are working or not.
 - b. The Job Sign Up process is considered a “request” to be assigned an officiating position. Actual assignments may be different than requested and will be determined by the Officials Coordinator/Meet Manager.
- (c) If a participant is assigned a position on the roster, but does not sign in on the day of the meet and perform the assignment, no points will be earned and a penalty will be assessed. Typical sickness in the family is not considered an emergency and will not grant an exemption once the roster is posted.
- (d) In the event of a compassionate emergency when participants are unable to officiate, it is their responsibility to email the Officials Coordinator for that meet as soon as possible. The Officials Coordinator email is always posted on the meet information page.
- (e) Participants may be assigned to a “Spares” list on the Officials Roster. These parents must sign in and be ready to perform an officiating position at a meet at the request of the Officials Coordinator. Failure to sign in will result in loss of sign up points and possibly a penalty assessment.
- (f) A participant should sign up for ONLY the positions they are able to work at a session. If a parent signs up for more positions than they can actually work in a session, the extra positions will be removed so other participants can sign up.
- (g) In order to host successful, large-scale swim meets, all UCSC member families must help officiate. As outlined in the Point Requirements section of this policy there are typically 2 - 3 of these mandatory meets per year. Note that surplus points may not be used to cover the required points for these meets.
- (h) Mandatory meet point(s) requirement will be a minimum of 50 points for families in the development program and 75 points for families in the age group program with no swimmer in the meet.
- a. This is subject to change at the discretion of the Director of Competitions/Meet Manager.
- (i) Once the Officials and Hospitality roster is posted, participants are committed to those positions. There will be zero tolerance for any cancellations. As already outlined penalties and/or fines will be imposed.
- (j) Any assessed fines as per this policy will be placed on the participants account immediately following the swim meet.

5. Special Situations

- (a) If a participant does not sign up by the deadline to officiate at a session, and shows up at the pool for that session, they will receive points only if; (a) they are then assigned a position and, (b) they perform the assigned position.

- (b) If a participant has signed up by the deadline to officiate at a session, but; (a) is not on the roster for that session, and (b) is asked to come out of the stands to accept an assignment and, (c) agrees to work the assigned position – they will receive points for the position worked.
- (c) If a parent volunteers to officiate on the day of the meet as an extra spare and is not ultimately assigned a position by the Officials Coordinator/Meet Manager, they will not receive points.
- (d) If a family signs up without identifying the name of the participant, the primary parent at time of registration will be assumed as the participant. If this participant is not qualified for the position requested, the participant's sign up will be moved to a position they are qualified to do. Points will be assigned based on the position they are qualified for.
- (e) If a participant signs up to officiate at a meet and is assigned a position(s) on the roster, and then later realizes that they do not have a swimmer in the meet, they must fulfill their assignments. If they do not, points will be deducted for the assignments they do not work and a penalty assessed. The Officials Coordinator will do everything they can to replace the participant – if they are successful then the participant will not incur negative point charges.
- (f) At meets/sessions with two pools running simultaneously, last minute changes to the meet may result in participants officiating in one pool while their child is swimming in the other pool. Participants must officiate at the pool they are assigned on the roster to earn their points.

G. Non-hosted Meets

The University of Calgary Swim Club has no requirement or point allocation for our membership to work meets that are not hosted by UCSC. However, we strongly encourage all families to volunteer their time to assist clubs that are in need of officials at meets that their children are competing in.

Points will not be provided to UCSC families that work non-hosted events.

H. Hospitality

All participants working in hospitality must have taken the hospitality course. The Hospitality Manager is responsible for the organization and execution of hospitality at each UCSC hosted swim meet. All participants cooking/baking food and/or serving food must have taken the hospitality course. Participants are not permitted to sign up for hospitality unless certified to do so. If a participant signs up for hospitality and is found to not be certified, zero points will be earned.