



# **OFFICIATING GUIDE**

Competitive swimming in Canada is governed by provincial ([Swim Alberta](#)), national ([Swimming Canada](#)) and international (FINA) rules. These governing agencies set the requirements for the sport on everything from code of conduct, stroke technique all the way to standards for racing suits. They also require that swim meets are run in accordance with established guidelines, and that the officials involved in running a swim meet are properly trained.

### *Why Get Involved?*

Hosting a swim meet gives LASC swimmers the opportunity to race without the need to travel. Since swimmers are in a familiar environment, home meets are a great introduction to the swim meet culture for new families. Additionally, LASC swimmers are not charged entry fees into home meets.

Swim meets are also a significant source of revenue for the club. LASC normally budgets about \$20,000 annually in swim meet income. This money covers fixed expenses for the club, including pool rental and staff salaries. If this money isn't brought in through swim meet revenue, it has to come from other sources, such as fundraising or an increase in membership fees.

Swim meets are sanctioned events, meaning that certain rules and requirements have been followed in order for the times the swimmers achieve to be considered official. If LASC cannot staff the pool deck in accordance with Swimming Canada's requirements, the swim meet will not happen, and/or the swimmer's results will not be recognized. Since LASC has swimmers at all levels trying to make official qualifying times, it's important for the club to meet all the specified requirements, including having the right number of properly trained officials.

All LASC competitive families must earn a set number of points over the course of the year. One session worked equates to one point earned. If two individuals from one family, ex. a mother and a father, each work one session, that counts as two sessions worked for the family and therefore two points.

The LASC Board of Directors will monitor points accumulated by individual families. Any families not on track to meet their commitment will be contacted by a board member and asked to get involved at the next swim meet.

In the event that the point commitment is not met by the end of June, a set charge per unearned point will be charged to that family's account.

### *Who Can Get Involved?*

It takes upwards of 50 individuals to run one session of a swim meet, and each swim meet can have between 3 and 6 sessions. LASC relies on all the parents in our club to get involved. All positions on the pool deck require the individual to be trained, though some positions require more training than others. LASC offers officials training to our members throughout the year at no cost. There are also ways to get involved that don't require any training.

### *How To Get Involved*

There are six steps to getting involved in a swim meet:

1. Successfully complete the training course for a specific position.
2. Contact the Officials Coordinator to indicate an interest in shadowing the position at an upcoming meet.
3. Shadow the position on the pool deck.
4. Complete two assessment sessions and get signed off by the Referee for the position.
5. Sign up for the swim meet position at an upcoming meet through the LASC website.
6. Work your swim meet position and earn a point!

Individuals who have already been signed off, and/or want to work a position that requires no training can skip to Step 5 and sign up for the job on the LASC website.

**PLEASE NOTE:** Individuals must sign up for jobs through the LASC website, AND sign the check-in sheet at the swim meet in order for the point to be earned. Failure to show up to a swim meet session after confirming attendance through the LASC website will result in no point being awarded. There is no penalty for working a swim meet session you did not sign up for in advance, but it's a huge help to the Meet Manager and Official Coordinator to know what positions are filled and what positions are vacant. **Please sign up to work a swim meet session through the website as early as possible.**

## **LASC PARENTS - HOW TO SIGN UP TO OFFICIATE THROUGH THE LASC WEBSITE:**

- 1:** Click on the Job Signup button
- 2:** Put a checkmark in the empty box beside the position that you would like to sign up for
- 3:** Scroll back up to the top of the page and click on the Signup button
- 4:** When the pop-up dialogue box shows up, type in the full name of the person who will officiate (example: Bob Brown) -- just the full name, not phone numbers or email addresses
  1. Parents must sign up for a specific position and a specific session. If both parents will officiate, sign up for each person who is going to officiate.
  2. You must be certified for the position your sign up for.
  3. When you sign up to officiate, it is a request for the position. The Officials' Coordinator and Meet Manager will make the final decisions for all officiating assignments.
  4. If you want to shadow a position, please email the [Officials Chair](#) to indicate your interest. To shadow a position, you must have taken the course.
  5. If you are having difficulty signing up online, please email the Meet Manager or [Official's Chair](#).
  6. The Officials' Roster will be posted on our website. Parents must check the officials' roster online.
  7. ALL PARENTS must be in the officials' room at the start of warmup and sign the officials' roster that will be posted. Parents involved in Meet Set Up and the Safety Marshals must be on deck at the time specified by the Meet Manager for these positions.

## *Swim Meet Jobs*

The following is a list of swim meet positions and a description of the tasks involved. Unless otherwise specified, all positions require training.

- Food preparation (*no training required*) – prepare provided food for coaches and volunteers
- Food distribution (*no training required*) – bring food to coaches and officials on the pool deck
- Heat Sheet Sales (*no training required*) – sell printed heat sheets to parents up in the viewing gallery
- Awards (*no training required*) – label medals and/or ribbons for the top 8 finishers in each event, using labels provided by the Meet Manager
- Safety Marshal – monitor the pool during warm-up, ensure feet-first entry, open diving lanes
- Timer – identify swimmers in the lane, record the swimmer's time
- Chief Timer – oversee timers, assist any timer who missed the start of the race
- Stroke and Turn – watch swimmer technique for any illegal behaviors, disqualify swimmers for stroke infractions
- Chief Finish Judge – ensure manual times correlate accurately with the electronic timing system
- Starter – start races
- Recorder/Scorer – process and compile the results of each event
- Electronics – ensure the electronics system is functioning properly
- Session Referee – oversee the session, provide conditions for optimal swimmer performance
- Meet Referee – oversee the meet, provide conditions for optimal swimmer performance
- Clerk of Course – accept and input scratches, late entries, deck entries, relay entries
- Meet Manager – prepare and compile meet entries, prepare heat sheets, delegate jobs to volunteers, issue official results, manage the meet office
- Assistant Meet Manager – assist meet manager during session

### *Officials Training*

LASC offers officials training courses throughout the year. Course schedule will be posted on the website and communicated via email.

Course length is dependent on attendance, though most courses take approximately one hour to complete.

Once your swimmer has been registered with Swimming Canada, you will receive an email linking you to your own Swimming Canada account. From there you are able to view your current officiating certifications and take online courses.

<https://www.swimming.ca/en/resources/officiating/certification/>

### *Progression*

Certain officiating positions are designated as entry-level, while others require more experience and more training. Swimming Canada has a [recommended path](#) for officials furthering their certification, though this path is not 100% linear. Individuals are encouraged to get involved based on their interests and personal strengths, not necessarily follow the recommended path. At this time, LASC has a shortage on officials trained for Electronics, Clerk of Course, Starter, and Chief Finish Judge. LASC parents are encouraged to move past the Timer and Stroke & Turn stages into the more advanced positions.

**CLERK OF COURSE  
MEET MANAGER**

**OFFICE**

**SESSION REFEREE  
MEET REFEREE**

**REFEREE**

**RECORDER SCORER  
ELECTRONICS**

**BOOTH**

**CHIEF TIMER  
CHIEF FINISH JUDGE  
STARTER**

**NEXT STEP DECK**

**SAFETY MARSHAL  
TIMER  
STROKE AND TURN**

**DECK POSITIONS**

**FOOD PREPARATION  
FOOD DISTRIBUTION  
HEAT SHEET SALES  
AWARDS**

**NO TRAINING**