

KILLARNEY SWIM CLUB OFFICIATING POLICY 2020-21

Revised July 30, 2020

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 current Covid-19 pandemic has presented unique challenges to planning for the 2020/21 swim season. Based on current restrictions due to Covid -19, Swim Alberta is not sanctioning swim meets at this time.

***** Dates for KSC Hosted meets are currently unconfirmed and it is uncertain how many meets will be hosted by KSC for 2020/21.*****

If it is a "typical" swim season, the 2020/21 Officiating Obligations will be as follows:

	# of meet shifts	Minimum Officials qualification(s)
Performance	9	Timer, Stroke & Turn + two other Level 2 qualification
Senior	7	Timer, Stroke & Turn + one other Level 2 qualification
Intermediates	5	Timer, Stroke & Turn Judge
Junior 1 & 2	5	Timer, Stroke and Turn Judge
Sprocket 3	3	Timer
Sprocket 1 & 2	2	Timer

The number of shifts was calculated at the end of June based on both the number of KSC families and the four meets that KSC had planned to host during the 2020-21 swim season.

***** We will notify KSC families ASAP once our KSC hosted swim meets have been confirmed as the Officiating Obligations may change.*****

***** For the 2020/21 swim season – we anticipate limited shadows in the roles of Timer and Stroke & Turn Judge; if your family requires a shadow position in these roles to meet your Officiating obligation, the Officials Coordinator will contact you by email once KSC hosted meets are confirmed.**

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 2020/21 season. Please see detailed information regarding this in the section below on "Signing up for a meet shift".

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

1. **A clinic in the required skill level**- these can be done in person or online and the information is communicated at the start of the swim season by the Officials Coordinator
2. **Two (2) shadow shifts 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"

General notes:

- **We would all prefer to work only at meets where our swimmer is competing, however this is not possible. Families of senior swimmers in our club volunteer to run the Sprocket meets, and it is expected that Sprocket parents will volunteer at the KSC Invitational meets, even if their swimmer is not competing in this event.**
- 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.
- KSC families are always encouraged to work more than the minimum number of shifts should more opportunities become available

Signing up for a meet shift:

- 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 (Team Unify). Detailed information about how to use the online sign up will be shared via email.
- 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 schedule.
- 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.
- Not all jobs/positions at a swim meet require officiating qualifications. Examples are Hospitality, Gate Entry, Runner & 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 set up; completion of the clinic plus two shadow shifts in that skill are required to become *qualified* in that skill.
- **PLEASE DO NOT SIGN UP FOR SHADOW SHIFTS IF YOU ARE ALREADY QUALIFIED IN THAT SKILL** (ie Timer Shadows are for new parents learning to time, NOT EXPERIENCED TIMERS).
- The Officials Coordinator will remove those names from Shadow positions that are either not qualified to work in that position (ie have not done the clinic or pre- requisite skills) or are already experienced in that position
- Members can only use their account to sign-up for positions that their family member(s) will be working; Members are not permitted to "place hold" for other KSC families by signing up for multiple positions with their account; should this occur, the Official Coordinator will remove the member 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 signup close date and up to 24 hours prior to the start to the meet, will result in an immediate charge to the family of \$100, requiring payment within 5 business days.*
 - *Non-emergency shift cancellations communicated to Officials 24 hours or less prior to the start of the meet, will result in an immediate charge to the family of \$150, requiring payment within 5 business days.*

- Once volunteers have committed to work at a KSC HOSTED meet, it is CRITICAL that they SHOW UP 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 an immediate charge to the family of \$200, requiring payment within 5 business days.*
- Arrival times for each position are typically included in the roster, 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. This has been a significant problem in the past, so we ask that parents be prepared to work later, should it be required, and allow for at least an hour of potential delay.
- NO families are excluded from helping at meets, regardless of any other KSC volunteering they do!

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 shadows to be considered qualified in that skill
- Clinics are offered by Swim Alberta that members may do in person on specific dates, or complete on-line; this information is emailed by KSC Officials Coordinator to all members at the start of the swim season
- **Shadowing** is when someone who has completed the clinic but has not actually worked in that position works alongside someone with experience such that they can be comfortable with the new skill.
- Whenever a clinic is taken, the Officials Coordinators must be notified at officials@killarneyswimming.com so that KSC and Swim Canada records can be updated, and support given to find shadow positions.
- Once a family has the qualifications as outlined in the Officiating Obligation table above (ie. 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 should they wish to upgrade their officiating skills beyond the levels noted above; however it is strongly encouraged that shadows 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 2 shadow shifts, someone is still uncomfortable with their new skill, they can contact the Officials Coordinator 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. Note that this policy applies to ALL Killarney families, regardless of any other KSC volunteering a family chooses to do. No one wants anyone to be fined – we just need you to meet your commitment so that we can host great meets! Should there be an exceptional situation that we should consider, please contact your Officials Coordinators, at officials@killarneyswimming.com.

We will do our best to help you to meet your officiating obligations, and we welcome your questions and concerns. Please contact us anytime at officials@killarneyswimming.com.

Thank you!

KSC Officials Coordinators

officials@killarneyswimming.com