

KILLARNEY SWIM CLUB OFFICIATING POLICY 2022-23

September 1, 2022

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 our wonderful families and appreciate your time and energy at swim meets.

There are **two** components to the officiating obligations for each Killarney family:

1. Working volunteer **shifts** at swim meets hosted by KSC, and
2. Obtaining Officials **qualifications** (being trained to perform specific roles 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 2022/23 Officiating Obligations are:

	Minimum # of Shifts	Qualification level required
Performance	10	Timer, Stroke & Turn + two other Level 2 qualification
Senior	8	Timer, Stroke & Turn + two other Level 2 qualification
Intermediate	7	Timer, Stroke & Turn + one other Level 2 qualification
Junior 1 & 2	6	Timer, Stroke & Turn
Sprocket 3	4	Timer
Sprocket 1 & 2	3	Timer

**** KSC Hosted meets for 2022-23**:**

October 16, 2022- KSC Halloween Howler Meet- Developmental (Sprocket) meet;
Location: MNP Sport Centre

November 18 – 20, 2022- KSC SC Invitational- 3 days, 5 sessions; Location: MNP Sport Centre

February 10-12, 2023- KSC LC Invitational- 3 days, 6 sessions; Location: MNP Sport Centre ** new for 2023- this meet will have Prelim and Final sessions on all 3 days**

April 16, 2023- KSC Pajama Day Meet- Developmental (Sprocket) meet; Location: Seton YMCA

***** families in Junior to Performance are expected to work a minimum of two shifts per family at each KSC Invitational meet *****

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 2022/23 season. This is called " Job Sign -Up". Please see detailed information regarding this in the section below on "Signing up for a meet shift".

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

1. **A clinic in the required skill/qualification 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"

We would all prefer to work only at meets where our swimmer is competing, however this is not possible. The KSC Invitational meets need Sprocket parents to volunteer in positions such as Timer and our Developmental (Sprocket) meets require our experienced parents in Juniors thru Performance to help with the higher positions. Our KSC meets are a major part of our club fundraising and we appreciate your time and efforts.

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.

No families are excluded from helping at meets, regardless of any other KSC volunteering they do!

Signed up for a meet shift (aka " Job Sign Up"):

- 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.
- Typically 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.
- **All jobs/positions at a swim meet require an active Officiating account with Swim Canada and completion of the Intro to Swim Officiating course.** The Officials Coordinators will help you with this step and communicate important information at the start of the season.
- Some jobs are not in a direct Officiating role, and they include 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** available; 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); The Officials Coordinator will remove those names from Shadow positions that are either not qualified to work in that position (have not done the clinic or pre- requisite skills) or are already experienced in that position

- Members may 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’s 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 attend 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. We ask that parents be prepared to work later, should it be required, and allow for at least an hour of potential delay.

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 and Swim Canada; members may do clinics in person or via Zoom on specific dates, complete on-line with the Swim Canada Self Learning Program or do as a Self -Directed clinic; this information is emailed by KSC Officials Coordinator to members at the start of the swim season
- **Shadowing** is when someone has completed the clinic 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 KSC families, regardless of any other KSC volunteering a family chooses to do. Please meet your commitment so that you can avoid fines and 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.

Thank you!

KSC Officials Coordinators

officials@killarneyswimming.com

