



Musac Information for Officials:

Swim Meets are an essential part of the sport of swimming allowing athletes to test their skill and reach their swimming goals! Swim Meets require many volunteers to learn the officiating roles to run a sanctioned meet. Swimming officials ensure the competition is fair by implementing the technical rules of swimming and using the timing tools to record official times for swimmers.

In Ontario, officials positions are **filled by volunteers** including parents, family members, and individuals dedicated to the sport of swimming. To qualify as a swim official individuals **attend clinics** to become **certified by Swim Ontario**.

Officiating for MUSAC

MUSAC, like all swim clubs in Canada, **relies heavily on parents participating as officials**. As a starting point parents complete the Timer and Safety Marshall Clinic and the Stroke and Turn Clinic and learn the roles of Timer, Head Lane Timer, and Strokes and Turn Judge. However, all volunteers are encouraged to move beyond these entry-level officials' positions. As well MUSAC needs to have several volunteers working towards increasing their certification to higher levels to run sanctioned meets. Officiating helps our club and is a great way to really be part of your child's swim meet experience.

How to Become a Swim Official

To be an Official [Swim Ontario](#) requires that all parents and volunteers are registered. At the start of the season your Club Officials Chair (Ally Myers) will connect to get started. If you are interested in becoming an official contact: musac.officials@gmail.com

Clinics will be offered at the start of the season and mid way through the season. Clinic dates will be announced via TeamUnify email as they are scheduled and you will be required to register just as you would for a job sign-up for a meet.

As of September 1, 2015 all officials are required to sign and submit the following forms to the Musac Officials Coordinator who will submit to Swim Ontario on your behalf and register you as an Official. This process is updated annually.

[PIPEDA Form](#)

[Code of Conduct](#)

Swim Officials Levels

The following officials are on-deck at each session of a swim meet:

- Referee: 1
- Starter: 1
- Clerk of Course: 1
- Marshall: 1 to 2
- Inspector of Turns: 3 to 4
- Chief Timer: 1
- Chief Finish Judge: 1
- Chief Judge of Electronics: 1 or 2
- Head Lane Timer: 3 or 4
- Stroke Judge: 0 or 2
- Timer: 16 to 24
- Runners: 1-2

Click the Link to: [Officials Pathways: Swim Ontario](#) to learn how to increase your level of certification.

Description of Officials' Positions

The **MEET MANAGER** is responsible for planning, organizing and executing every aspect of the meet. This individual makes sure it runs without a hitch. They prepare the swim meet package, complete the sanction application with Swim Ontario, arrange for equipment and items needed for the meet right to the awards presentation. This job requires someone with patience, perseverance and attention to detail to ensure the swim meet is a success.

The **REFEREE** has the overall authority and responsibility for seeing that the competition complies with all of the appropriate rules and regulations. The referee resolves all questions related to the conduct of the swim meet and reviews any disqualifications.

The **STARTER** ensures that all swimmers receive a fair and equitable start. The starter works closely with the referee, and assumes responsibility for the start at the referee's signal. The starter steps the swimmers onto the starting blocks or into the water, directs the swimmers to "take their mark", and in conjunction with the referee, determines when a false start has occurred. The starter is also responsible for making sure that the starting equipment is in working order prior to the start of a session, and may instruct the timers in their duties.

The **CLERK OF COURSE** greatly contributes to a well-run meet. The clerk of course checks swimmers into the meet, "scratches" swimmers that are absent or do not intend to swim an event, and seeds swimmers according to their entry times. The clerk of course may also shepherd swimmers from a staging area to the starting blocks. Generally they may have 1 to 2 marshalls working with them.

The **CHIEF TIMER** assures that all lanes have timers, working stopwatches and/or electronic timing buttons, clipboards, pencils, and timing cards or sheets.

The **STROKE JUDGE** walks the distance alongside the side pool, typically between the backstroke flags, and observes the swimmers on his half of the pool. The stroke judge ensures compliance with the rules pertaining to the mechanics of the swim such as the arm stroke and kick.

The **INSPECTOR OF TURNS** observes the swimmers from either the start/finish end or turn end of the pool. The turn judge is responsible for judging the starts, finishes, and turns during each race.

As a **LANE TIMER**, you operate various timing devices, such as stopwatches or electronic buttons attached to the automatic timing equipment. Lane timers are responsible for starting their watches at the starter's signal, and stopping their watches or activating their buttons when any part of the swimmer's body touches the wall at the finish. The watch time is then recorded and used to determine the race results. As well 2 plungers are used per lane.

The **SAFETY MARSHALL** is assigned the important responsibility of maintaining a safe swim environment which may include supervision of warm-up sessions, crowd control on deck, and supervising the behaviour of swimmers in and out of the pool.

The **TIMING OPERATOR/Chief Judge Of Electronics** is responsible for the set up and operation of the timing system which consists of the console, touch pads and electronic buttons, starting system and scoreboard. The timing console collects and stores the starts and times obtained from the touch pads and electronic buttons. This information is passed to the Hy-tek Meet Manager software for results posting through a direct flow of data or manual entry from one system to the other.

If you know your way around a computer, **CHIEF FINISH OPERATOR**, may be the pace for you. The swimmers' times are received electronically through the ARES timing system or manually by stopwatch. These timing results are received or entered into the Hy-tek Meet Manager software, where they are matched to the individual swimmer's name.

UPDATED OFFICIALS 'DRESS CODE' (EFFECTIVE MARCH 2016)

With the implementation of a new brand for **Swimming Canada** there is also a **new policy regarding Attire for Canadian Officials:**

- **Shirt:** White Polo or T-Shirt (**Timer and Chief Timer**)
- **Shirt:** **Red** Polo or T-Shirt (**All other officials**)
- **Pants/Capri/Skirts/shorts:** : Black (**All officials**)

→If you have any questions about officiating please email: musac.officials@gmail.com