

Officials Update

Festival of Spring

This coming weekend, NKB will be hosting our Festival of Spring meet. Please find on the events page the attached the **PDF version** of the officials' placement sheet for this meet.

These sheets show the placement and session time for every participant working at the meet. Please note the position(s) and session(s) that you have signed up to work in. Make sure that you follow this version and follow the timings mentioned later in this email.

Before coming to the meet, please be aware of the following information:

- 1) The location of your name on the grid sheets with your session time and position on deck.
- 2) **All officials:** Please bring your own refillable water bottle to help reduce waste.
- 3) NKB is obligated to follow Swim Ontario **dress code** for officials:
 - **Timers:** White T-shirt, black pants/shorts, and black shoes/sandals.
 - **Chief Timer & Assistant Chief Timer:** White Polo (with collar), black pants/shorts, black shoes and black belt (optional).
 - **All other officials:** Red Polo shirts (with collar), black pants/shorts, black shoes, and black belt (optional).
- 4) **On Deck Evaluations:** If you are a looking to have an on deck **evaluation "sign-off"** on a level 2 position, please send your **request in advance** of the meet to officials@swimnkb.com.
- 5) **Stop Watches:** NKB has purchased 40 new stopwatches. They have all been labelled. Chief Timers, Assistant Chief Timers, Timers etc. will need to sign-out their stopwatch before the session. After the session the watches will need to be returned downstairs and signed back in. There will be 1 watch per timer, unless stated otherwise by the session referee or chief timer.
- 6) **Hospitality:** Please note that hospitality is only for working officials and coaching staff. It is not meant to feed:
 - Swimmers during the meet
 - Officials if you are not volunteering in that sessionIf your swimmer is hungry, food is available for purchase at the canteen in the lobby.
- 7) Below is the updated table of sessions with warm up and start times.

Session	Day	Gender/Ages	Warm-up	Start	Type
1	Friday	13 & O	10:00 AM	10:45 AM	Prelims
2	Friday	12 & U	2:00 PM	2:45 PM	Timed Finals
3	Saturday	13 & O	7:30 AM	8:15 AM	Finals
4	Saturday	12 & U	10:00 AM	10:45AM	Timed Finals
5	Saturday	13 & O	4:00 PM	4:45 PM	Prelims
6	Sunday	13 & O	8:00 AM	8:45 AM	Finals
7	Sunday	All Ages	10:30 AM	11:15 PM	Distant

- 8) **Officials:** For all positions, upon your arrival, please make sure to check-in. Check-in is located where the change rooms exit onto the pool deck. Go down the staircase closest to the boys change room.

Position			Arrive	
Announcer *	15 min	before	WARM-UP	Starts
Electronics Supervisor	30 min	before	WARM-UP	Starts
Electronics ***	15 min	before	WARM-UP	Starts
Check-in Team	45 min	before	WARM-UP	Starts
Clerk or Course *	30 min	before	WARM-UP	Starts
Hospitality	30 min	before	WARM-UP	Starts
Referees, Mentors, Starters	30 min	before	WARM-UP	Starts
Meet Management Assistants	15 min	before	WARM-UP	Starts
Safety Marshals	15 min	before	WARM-UP	Starts
Recorder/Scorer & CFJ **	45 min	before	SESSION	Starts
S&T Judges, Timekeepers	45 min	before	SESSION	Starts
Awards volunteers **	45 min	before	SESSION	Starts
Remaining senior officials	60 min	before	SESSION	Starts

* After Check-in, please go to the meet management office

**After Check-in, please meet with Megan in the meet management office once the session gets underway.

*** After Check-in, please meet with the electronics supervisor on deck.

As always, if you have any officiating questions, please feel free to contact me at the email below,

Once again, a big thank-you for volunteering and I look forward to seeing you on deck.

Christie McMann
 NKB Club Officials Chair
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