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| **Clinic** | **Job** | **Recommended to have the following:** |
| Introduction to Swimming Officiating | * **Timers** – use stopwatch and plungers – this clinic also explains basics of swimming and meets | Ability to pay attention and to stay on task, following directions |
| Safety Marshal | * **Safety Marshal** – ensure everyone is following warm-up rules, report infractions to referee | Ability to follow directions and to make sure swimmers are following the rules  Someone who will not be doing other officiating jobs, but has understanding of swim meets, general rules – should take Introduction to Swimming Officiating also |
| Judge of Stroke and Inspector of Turns | * **Stroke and Turn** – sides and end of pool – watch for infractions, report to referee | Ability to pay attention, to stay on task and follow directions  An interest in the sport of swimming |
| **Chief Timekeeper** | * To maintain a constant check on accuracy and efficiency of timers * Extra stopwatch running if timers need them, also help with any problems timers have, give breaks | Stroke and Turn training and experience  Attention to detail: to avoid mistakes and complete all tasks in allotted time under a certain amount of pressure (sometimes)  Courteous: to work with a variety of people as a team and communicate effectively. Provide briefing to timekeepers to share the details of the upcoming session.  Observant: Must be aware, during the session, of entire start end and be ready to jump in and help out timekeepers as needed.  Patient: to maintain a semblance of calm |

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| Chief Finish Judge/Chief Electronics Judge, Clerk of Course and Recorder-Scorer – because we have a small meet, these tend to meld into shared responsibilities – anyone who wants to work any of the jobs at the computer or clock should take all 3 of these clinics. Before a meet, these people would discuss who is going to take on the different roles: Identify Office Manager, Chief Finish Judge, Computer Input Person, Chief Judge Electronics, Clerk of Course and they would talk about the specific jobs that will be done and who will do them. The Meet Manager will work closely with all of these people throughout the meet to help as well, and may take on some of these jobs too. Running the clock itself is a job on its own and that person works closely with these people as well. There is no clinic for running the clock, but it needs to be learned by working with someone during a meet. | | |
| **Clinic** | **Job** | **Recommended to have the following:** |
| Chief Finish Judge (CFJ) and Chief Judge Electronics (CJE) | * **Chief Finish Judge** or **Chief Judge Electronics** * To oversee official times and make sure that they are accurate * CJE when computer/timing system unavailable – to determine official time based on stopwatch times only * CJE To run the computer – Meet Manager software determines the times and CJE approves | Recommended after timer and Chief Timekeeper experience  Computer friendly  Ability to work in fast paced and high pressure position  Ability to troubleshoot problems  An understanding of the operations of a swim meet  Attention to detail with mathematical capabilities |

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| Clerk of Course | * **Clerk of Course** * Responsible for seeding or reseeding heats and if instructed by the Referee, may combine heats where there are empty lanes. * Inform swimmers of their event, heat and lane assignments posting heat sheets and updates to heat sheets as required. * Be organized and consistent in the information provided to coaches, swimmers and support staff. * Many of the job functions of the Clerk of Course are completed through Meet Management software such as Hy-tek or Splash therefore not all responsibilities are manual in nature * Greet coaches and receive scratch forms, give heat sheets and relay sheets if applicable * Collect team entry fees * Remind coaches of important information such as scratch deadlines for sessions, finals, deadlines to submit relay names, positive check-ins * may be asked to distribute awards | Practical experience as a timekeeper across a range of competitive levels  Attention to detail: to avoid mistakes and complete all tasks in allotted time under a certain amount of pressure (sometimes)  Courteous: to work with a variety of people as a team and communicate effectively. Often the first contact at a competition for the coaches    Exact: to transfer appropriate and correct information  Efficient: to delegate tasks appropriately and avoid duplication of work  Methodical: to avoid omissions  Patient: to maintain a semblance of calm |

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| **Clinic** | **Job** | **Recommended to have the following:** |

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| Recorder-Scorer (Desk Control) | * **Recorder-Scorer** * Check results from computer printouts or from results of times and placing in each event received from the referee. * Witness the referees signing the results. * Preparation of accurate and complete record application forms, including obtaining appropriate signatures * Issuing the official results for the meet * The Recorder/Scorer may be asked to seed the Finals session or the following days Preliminaries session * The Recorder/Scorer may work with the Meet Manager or the Clerk of Course to seed events, process scratches and add in deck entry swimmers to the Meet Management software (Hy-tek or Splash). * If so, then a good understanding of Scratches and Deck Entry rules and procedures, including those stated in the meet package is important * Use the computerized swimming competition software (Hy-Tek’s Meet Manager or Splash) to:   + Record and post results •   + Set-up swim-off and official split events •   + Score an event •   + Know if a record time is set •   + Re-seed heats and events (if requested by Referee and/or Meet Manager) * Receive and process Chief Finish Judge’s report for each event * Ensure a list is compiled of the swimmers in their order of finish for each event * Assist, where applicable, the Meet Manager in producing a complete list of the results of the meet | Practical experience as a timekeeper across a range of competitive levels  Computer friendly – in this job you will be working with a swimming software application – Hy-tek or Splash  Qualities similar to Clerk of Course |
| (no clinic) | **Running the clock!**   * Set up the computer and clock before the meet * Run tests with the referee once all equipment is hooked up * Turn off empty lanes so they don’t show up during races * Turn on lanes when they have swimmers in them so that they show up | Computer-friendly  Calm  Ability to troubleshoot problems, work as a team  Similar to Clerk of Course  An understanding of swim meets, different lengths of races – taking the Introduction to Swimming Officiating would be helpful, as well as the above 3 clinics |

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| **Clinic** | **Job** | **Recommended to have the following:** |
| Meet Manager | * **Meet Manager** * Prepare the meet months ahead of time. * Book the date and the pool * Delegate jobs required to run the meet. * Look for sponsors to cover costs for food, hospitality for out of town officials * Prepare the meet package and send for sanctioning, including awards, age groups etc. * Import and validate entries to meet * Ensure there are enough awards/ribbons/medals as per meet package * Determine organization system for sorting awards/ribbons throughout the meet – delegate people to carry this out * Ensure that all officials positions are filled, as well as volunteer positions, such as raffle table, food, etc * Make heat sheets right before the meet – for sale and for coaches, officials etc – organize coaches and officials in the morning, given scratches * Organize hospitality arrangements for out-of-town officials * Ensure that all equipment and office supplies are available * Plan and run coaches’ meeting during warm-ups * Post results during the meet, help with scratches, relay cards, liason between coaches/ref/electronics/food/awards * Upload results to Swim Canada after meet | Dedication of time, before, during and after the swim meet dates  Ability to work in a fast paced and demanding position  An understanding of the operations of a swim meet  Completion of the Clerk of Course, Recorder/Scorer and Chief Finish Judge/Chief Judge Electronics Clinics and have had experience working in these positions |

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| **Clinic** | **Job** | **Recommended to have the following:** |
| Starter | * **Starter** – to tell the swimmers when to Take their Marks, and then sound the buzzer to start * To ensure a fair start for all swimmers – to confer with referee about start disqualifications * To be responsible for set up and operation of starter equipment | Should have Stroke and Turn training and experience  Consistent voice/tone  Calm and patient |
| Referee | * **Referee** * Confirm that pool and equipment are set up properly and safely * Ensure that the meet is run fairly, consistently and smoothly * Support and provide guidance to all officials on deck * Plan and run the briefing with officials before sessions – give all officials a clear understanding of their roles for each session * Record swimmer placement after each race (‘sweeps’) * Make all final decisions regarding disqualifications * Answer questions related to competition requiring a decision * Full authority over all other officials * Authority to modify officials roster if needed * Authority to call off or postpone competition due to safety * Signal with whistle the preparation of each race * May disqualify for any infraction observed by referee, or observed by other official, confirmed through questioning | A Level III certified official who has completed all Level II clinics and is certified in all required Level II positions  Positive attitude, with ability to take control and act decisively  Calm and patient  A good understanding of all the rules and ability to apply those rules in a fair and consistent manner  Common sense |