

**University of Victoria – Pacific Coast Swimming Association
Swim Meet Volunteers**



How many officials does it take to run a swim meet?

UVPCS hosts several swim meets each season. Meets vary in size from in-house time trials to Provincial and National level meets with up to five hundred swimmers (or more!). **Every swim meet needs a large number of volunteers to contribute their time and energy - each session at a swim meet requires at least 38 people; double-ended meets require twice as many officials as single-ended meets – 76 volunteers!**

You will find the following officials on deck at a competitive swim meet; they total a *minimum* of 33 people.

Number of people needed (multiply numbers by two for double-ended meets, except as noted)	Position	Duties
1	Referee	chief official over all others during meet; ensures fairness and makes decisions as required
1	Starter	starts each race by activating a starting device, ensuring the start is fair
2	Clerk of Course; and Marshall to Clerk of Course	maintains database for deck entries and scratches; where necessary checks-in swimmers and directs them to proper heats and lanes
2	Safety Marshal	ensures that all appropriate warm-up procedures are followed
16 <i>minimum</i> = 8 lanes, 2 per lane if primary timing is electronic (3 per lane if manual timing)	Timekeeper	takes swimmers' times in the assigned lane
1	Chief Timekeeper	responsible for all times, watches, timing plungers
6 <i>minimum</i> = 2 stroke judges, one at the side of the pool 4 turn judges, two at each end of the pool	Judge of Stroke Judge of Turn	observe correctness of stroke and/or turn to ensure that no swimmer gets an unfair advantage
4 or more	Food Preparation	organize and distribute food and drink to officials during the course of a meet
1 (required only if meet is timed manually)	Runner (usually a young swimmer)	picks up the time cards and delivers them to the Chief Finish Judge

You will find the following officials working in the background, often in a timing booth, at a competitive swim meet; they total a *minimum* of 5 people.

Number of people needed (multiply numbers by two for double-ended meets, except as noted)	Position	Duties
1 only	Meet Manager	plans and administers the whole meet, ensuring all positions are filled and requirements met
1	Chief Finish Judge	compiles order of finish of a race based on Timekeepers results sheets or Chief Judge Electronics order of finish tapes and reports
1	Chief Judge Electronics	supervises results coming from an automatic electronic timing and judging machine
1	Electronics Operator	operates or assists in the operation of any SNC approved Automatic Officiating Equipment
1	Recorder/Scorer	maintains results as directed by Chief Finish Judge and Chief Judge Electronics; loads results to the web for live results

Above list of officials abbreviated and extrapolated from the Swim Canada web site
http://swimming.ca/officials_deck/index_e.asp