



## Table of Contents

How to Host a Swimming Competition	2
1 FACILITIES:	2
2 VENUE REQUIREMENTS	2
3 EQUIPMENT	3
4 ADDITIONAL EQUIPMENT	3
5 VOLUNTEERS & OFFICIALS	3
6 ON DECK OFFICIALS	3
7 ON DECK OFFICIALS ATTIRE	5
8 VOLUNTEERS GENERAL	9
9 AWARDS	9
10 MEDICAL	9
11 MEALS	9
12 SOCIAL	9
13 HEAT SET UP / LANE ASSIGNMENT	10
14 VENUE SIGN OFF FORM	10
15 ADDITIONAL RESOURCES	10
16 FAQ	11

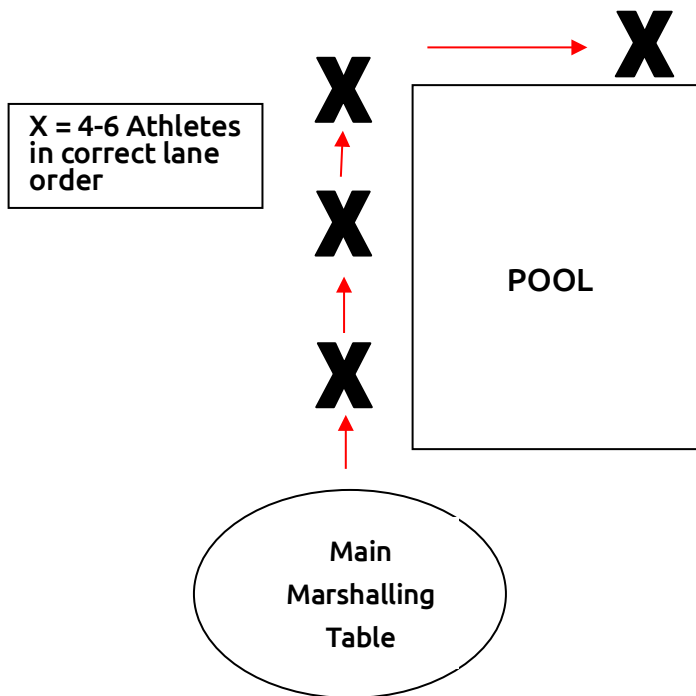
# How to Host a Swimming Competition

## 1 FACILITIES:

- Sufficient deck space for teams / pool deck volunteers / marshalling area
- Washrooms / Locker Change Rooms
- Accessibility
- Medical Area (with signage)
- Parking (Team Bussing and Volunteer Space)
- Area inside with electricity (GMS Team)

## 2 VENUE REQUIREMENTS

- 4-6 Lane, 25m Pool (Minimum) with diving blocks
- Space on deck for Marshalling Area (*see diagram*)
  - Three (3) sections with 4-6 chairs/section
  - One (1) section directly behind blocks with 4-6 chairs/section
- Dryland warm-up area available to teams prior to start of competition
- Sound System (Microphone or Megaphone)
- Medical Area + Muster Station
- Spectator Area
- Results Posting Area (preferably coach access only)
- Volunteer/Officials Area
- Team Area



### 3 EQUIPMENT

- Stopwatches (3 per lane)
- Stopwatches (2 per Chief Timer)
- Backup Stopwatches & Batteries
- Recording Sheets, DQ Cards, Swim Cards
- False Start Rope
- Whistle (2-3)
- Electronic Starter (or Clapper)
- Backstroke Flags above pool
- Hand bell / lap counter
- Clipboards & Pencils (15-20)
- Large Ziplock Baggies
- Club signs

### 4 ADDITIONAL EQUIPMENT

- Seating for spectators
- Seating for volunteers
- Megaphone or sound system
- Results Board/Area (Large – preferably for coach access only)
- Photocopier access (Highspeed preferably)
- Medals/Ribbons
- Podiums (if available)
- Garbage and Recyclable Bins
- Signage – Make sure each area is clearly marked, with directional arrows where needed, specific where spectators are and are not permitted to access.
- Name Tags to identify personnel permitted on deck, noting their role.

### 5 VOLUNTEERS & OFFICIALS

- **Sport Manager**– Assists Meet Manager, books venues, develops schedule of events, technical packages etc. (Typically, SONL's Program Director or Sport Coordinator).
- **Meet Convener/Meet Manager**– Organizes all sport specific aspects of the met. Shall have control of the mechanics associated with the running of the meet and shall be responsible for having the necessary equipment and personnel available during the meet.

### 6 ON DECK OFFICIALS

*(Please note correct dress for each role, see diagrams below)*

- **Referee in Chief (1-2)** – [Red Shirt] has full authority over all officials, approve their assignments, and instruct them regarding all special features or regulations related to the competition. In conjunction with SONL, ensures the rules are enforced, makes decision on placing, times, etc. Maintain the meet tempo and oversee the start and finish of each race. The Referee may intervene in the competition at any stage to ensure that the FINA and/or SNC rules shall be employed except when they are in conflict with the SOC Official Sports Rules. In such cases the

following sections outlining the SOC Official Swimming Rules shall apply. When possible, 2 referees may be used, a Session Ref. who blows the whistle, and a Backup Ref. who handles any problems.

- **Starter (1)** – [Red Shirt] has full control of the swimmers from the time the Referee turns the race over to them until the race has commenced. Starts the race in accordance with SW 4 <https://www.swimming.ca/content/uploads/2018/05/2017-Rulebook-05-03-18-12pt-1.pdf> The Starter will follow SW 2.3 <https://www.swimming.ca/content/uploads/2018/05/2017-Rulebook-05-03-18-12pt-1.pdf>
- **Clerk of Course (1)** – [Red Shirt] organizes and hands timecards to swimmer/coaches. Responsible for “checking-in” on swimmers in the marshaling area prior to each event. Calls swimmers for their events. Has full authority over swimmers in the marshaling area, may re-seed or reorganize heats.
- **Timekeepers (1-3 per lane)** – [White Shirt] shall take the time of the swimmers in the lane assigned to them in accordance with SW 11.3 <https://www.swimming.ca/content/uploads/2018/05/2017-Rulebook-05-03-18-12pt-1.pdf> Use stopwatches that meet the satisfaction of the meet Management Committee. If electronic touch pads/Dolphin system not available. Located behind the starting block for 50m+ events or at the opposite end of the pool or 25m events.
  - **One (1) timekeeper per lane with Stroke & Turn (Level 2 Official)**
  - **One (1) timekeeper per lane to time & record (Level 1 Official)**
  - **One (1) timekeeper per lane to time (Level 1 Official)**
  - **One (1) timekeeper would be Head Lane Timekeeper (selection would be determined prior to meet & based on each individual timekeepers’ qualifications.)**
- **Chief Timer (1)** – [Red Shirt] is responsible for the availability, accuracy and signing in and out of the stopwatches, takes the time of the 1<sup>st</sup> place finisher during each heat. Observes all times and records and signals the referee should problems occur.
- **Stroke & Turn Judge (2 + 1/lane)** – [Red Shirt] observes and judges the swimmer’ legality during the full race. Shall be located on each side of the pool. Each shall ensure that the rules related to the style of swimming designated for the event are being observed and shall observe the turns & the finishes. Shall report to the referee any violation on signed cards detailing the event, lane #, and the infraction. Is familiar with the rules of swimming. Will disqualify swimmers for infractions and Sport Manager/Meet Manager of same. Positioned along the side of the pool and will observe the swimmers during the stroke portion of each race. At the start and turn end of the pool will observe the starts, turns and finishes.
- **Recorder (1)** – [White Shirt] records unofficial time and finish order for each racer. Would, also record DQ’s or other relevant information before submitting cards/sheets to runner/inputter.
- **False Start Rope (2)** – [White Shirt] would have an individual on either end of the false start rope to control the rope as needed.
- **Safety Marshal (1)** – Shall be responsible to the Referee for all aspects of safety related to conduct during the warm-up period by ensuring that all appropriate warm-up procedures are followed. (see “Swimming Canada Warm-up Procedures” in the Swimming Canada Rulebook.
- **Assistant Marshall (1-2)** – Assist Clerk of Course.
- **Things to note:**
  - **False Start Procedure**
  - **Baskets for each lane to collect lanyards**

- Protest Procedure / Protest Committee
- Officials – check with the Results Coordinator before leaving the venue at end of competition each day to ensure all results have been signed off on and there are no outstanding protests.

## 7 ON DECK OFFICIALS ATTIRE



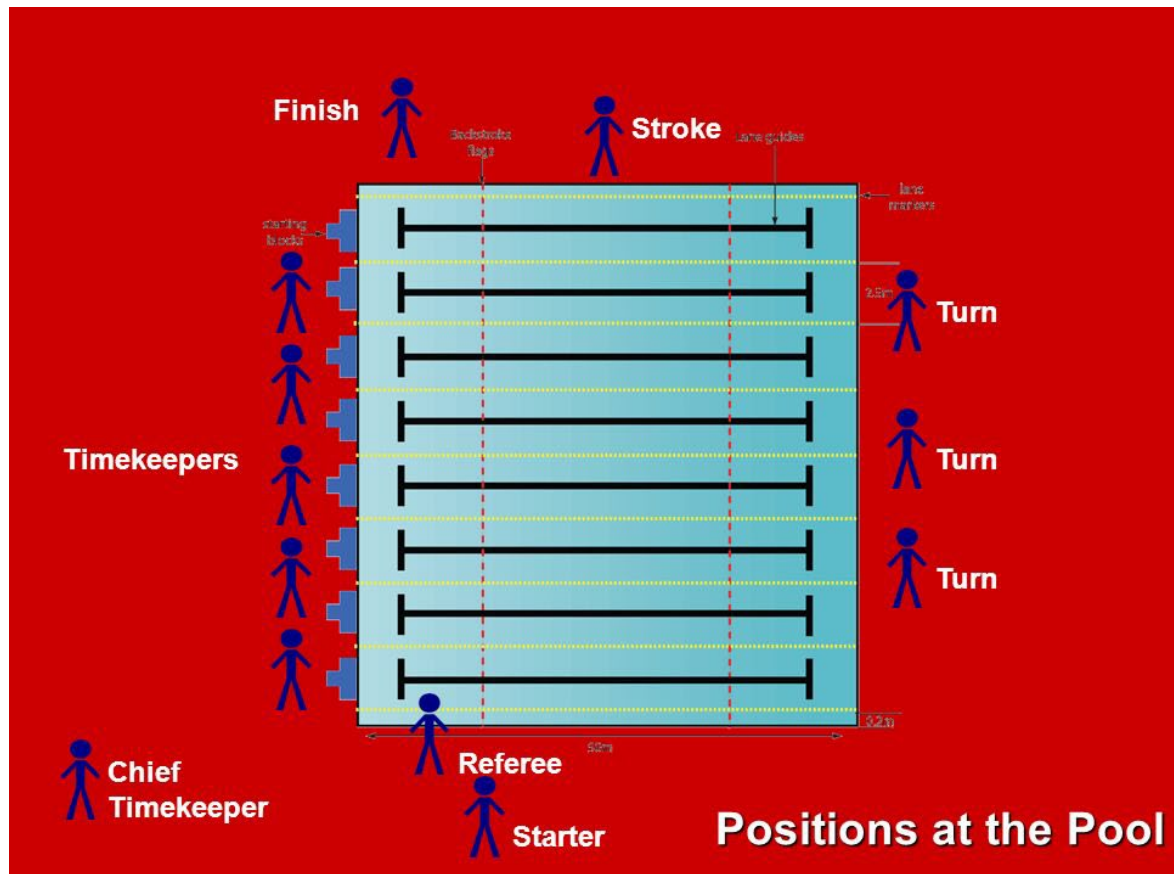
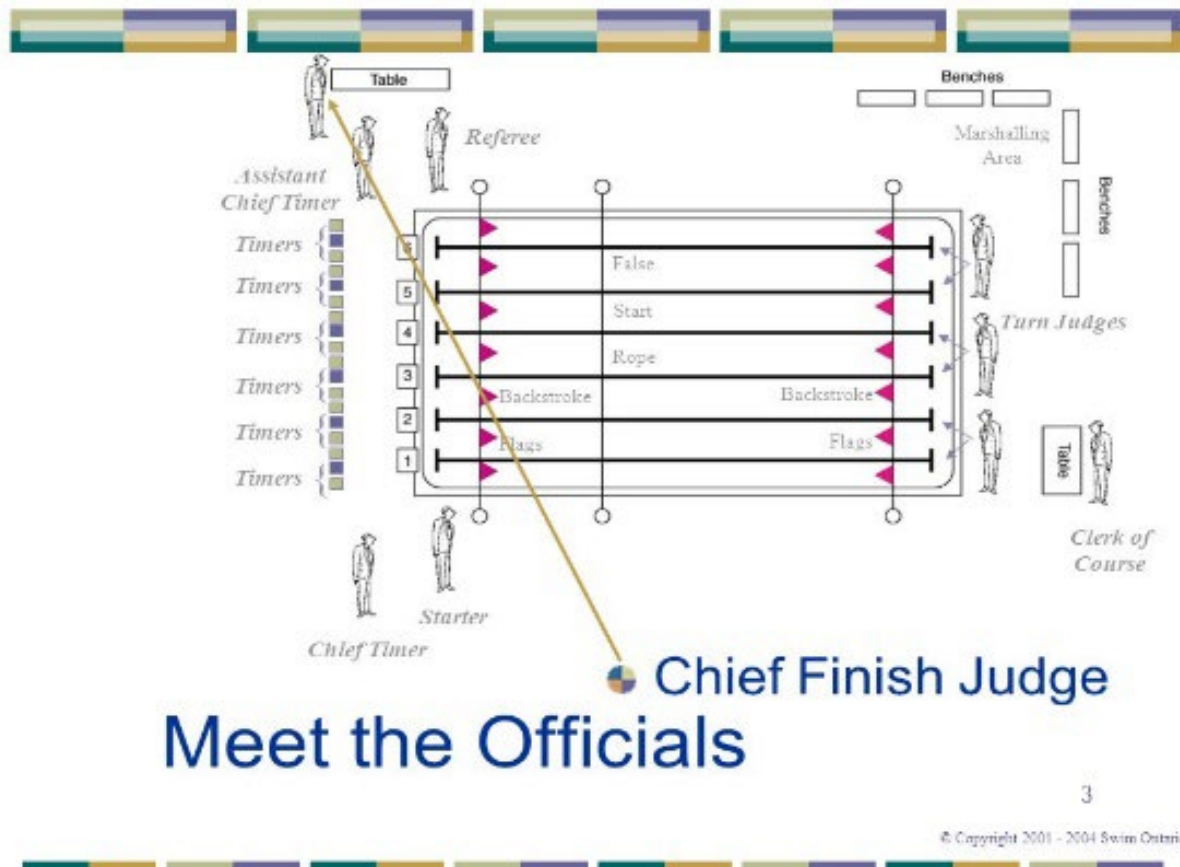
**White Shirt**  
**Timekeepers &**  
**Chief Timekeepers**

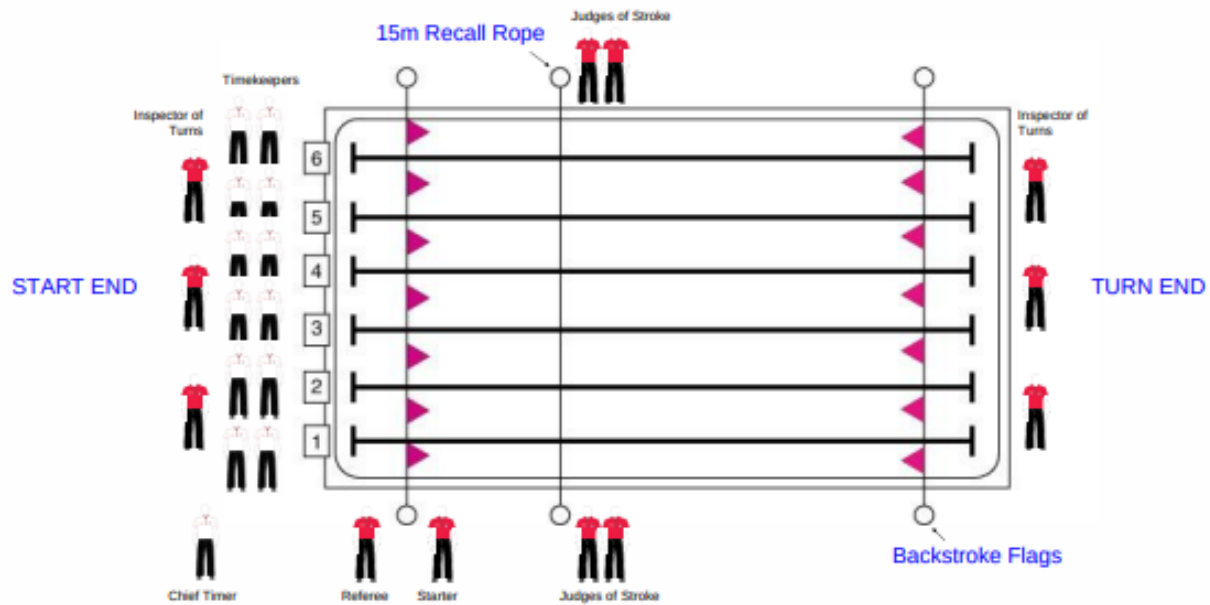


**Black Pants / Shorts / Skirt**  
**Black Shoes**



**Red Polo**  
**All Other Officials**





**Split / Reset  
Button**

**Mode Button  
Don't Touch**

**Start / Stop  
Button**

**Split** - When the watch is running, the first push of this button will "pause" the running time to allow recording of a split time; the second push of this button resumes the running time.

**Reset** - When the watch is stopped, the first push of this button resets the watch to zero



**Start** - The first push of this button starts the watch, and should be used at the start of the race when the flash of the starting device goes off.

**Stop** - The second push of this button stops the watch, and should be used at the end of the race.

Minutes

Hundredths

02:49.37

Seconds

#### Demo of Start command, Clapper, and Timers

The start command will be as follows: “Take your marks” when all swimmers are stationary, then the starter shall give the starting signal. The starting signal will be defined by a sufficiently loud sound. (Clapper)

**\*\*NOTE:** There may be races on the heat sheet where we will take a 5-minute break. This is for the athletes who have back-to-back events. These races will be highlighted on your heat sheets.



## 8 VOLUNTEERS GENERAL

- **Runners** (1-2) – To bring Swim Cards/DQ Cards from the finish area to Results Coordinator & post results to viewing/positing area.
- **Announcer** (1) – to call athletes to marshaling area for a given event.
- **Statisticians/Results** (Games Management System) – Oversees all inputting of results, divisioning, etc.
- **Security** (if needed)
- **Floater**s – assist as needed.

## 9 AWARDS

- **Presenters** (2-3) – Prepare and present awards. (Government officials, LETR, notable individuals)
- **Marshalls** (1-2) – assist with marshalling athletes as needed.
- **Announcer** (1) – announce all award recipients.
- **Podiums** (when available)

## 10 MEDICAL

- 1-2 people with a background in emergency first aid and CPR
- Lifeguards on deck
- Chair / cot where possible
- First aid kit and medical supplies
- Medical area
- Muster Station

## 11 MEALS

- Venue large enough to hold all team members / volunteers etc.
- Wheelchair Accessible
- Washrooms
- PA System (in case announcement need to be made)
- Close to sport venue when possible
- Ensure meals are suitable for all in attendance (note dietary/allergy needs)
- Healthy Meals when possible
- # of volunteers needed will depend on # of individuals responsible for during meals
- Volunteers to set up meals, provide meals and clean up from meals

## 12 SOCIAL

- DJ or equivalent with appropriate clean lyric music provided.
- Space is large enough for all attendees
- Washrooms
- Wheelchair Accessible
- Access to water (either fill station provided, or teams asked to bring their own)
- Note if appropriate indoor footwear is required
- Supper followed by dance and medals (Good transition from supper to dance)
- Communicate to visiting clubs including needs (i.e., indoor shoes for dance)

### 13 HEAT SET UP / LANE ASSIGNMENT

*(Determined by Sport Manager)*

- **Setting Up Heats:** Determine if you are going to run males/females in same heat or if you are going to run the genders in separate heats. Recommended to keep the genders separate as much as possible, but especially in the longer distances, it may be necessary to combine them, so the athletes have someone to compete against. This would be determined and communicated prior to the event as GMS and the schedule would reflect this.
- **Event Order:** Divisions for each event would be fun Female First, slowest to fastest followed by Male, slowest to fastest. i.e., 100m Backstroke Female F5, F4, F3, F2, F1 (F1 being the fastest) followed by 100 Backstroke Male M5, M4, M3, M2, M1 (M1 being the fastest)
- **Combine Division to fill pool:** If you have only 1-2 athletes in a event for each gender you may combine to fill the lanes to assist with scheduling. i.e., 3 Male and 2 Female in the 200IM, you can run the 1 Make and 2 Female athletes at the same time filling the lanes in the pool. This would be determined prior to competition and GMS and Schedule would reflect this. You would **not** combine stroke types when doing this.
- **Assigning Lanes:** Special Olympics Newfoundland & Labrador used a pyramid lanes assignment when assigning lanes for all events in swimming. Your fastest athlete in the heat/division would be put in the fastest lane (middle) and the times will decrease to the left then right (see chart below).

Speed/Time	6 (slowest)	4	2	1 (fastest)	3	5
Lane #	6	5	4	3	2	1

### 14 VENUE SIGN OFF FORM

[https://specialonl.sharepoint.com/:b:/s/SpecialOlympicsNL/EX-OgpzIO5dAlpjNkgP60\\_sBtQYZsES9n86Vfz6QrjJU6A?e=Fp5drA](https://specialonl.sharepoint.com/:b:/s/SpecialOlympicsNL/EX-OgpzIO5dAlpjNkgP60_sBtQYZsES9n86Vfz6QrjJU6A?e=Fp5drA)

### 15 ADDITIONAL RESOURCES

- **Swimming Canada Pool Setup Checklist:**  
<https://specialonl.sharepoint.com/:b:/s/SpecialOlympicsNL/Ec3X-auduINDhGvVu1HV7MkBgP99t0-SbbvMnGovkkMZQ?e=Q9gdbS>
- **Swim Canada Stoke Briefing:**  
<https://specialonl.sharepoint.com/:b:/s/SpecialOlympicsNL/EVXLtkZ1hRKp6nwHUNG5WEBFHCZGV C-XdL8wpN7aUUEEQ?e=wWyQzW>
- **SOC Swimming Rules:**  
[https://specialonl.sharepoint.com/:b:/s/SpecialOlympicsNL/EdD0I\\_H8TDIAmm10O30cMKUBBAPTsjitxaZBhhVbP4v9sA?e=AjQGAX](https://specialonl.sharepoint.com/:b:/s/SpecialOlympicsNL/EdD0I_H8TDIAmm10O30cMKUBBAPTsjitxaZBhhVbP4v9sA?e=AjQGAX)
- **Competition Budget Template:**  
<https://specialonl.sharepoint.com/:b:/s/SpecialOlympicsNL/EeDzEikncTVNn7XWYSDLDWoBEznYXhI3TReRorWqbQAFw?e=uko7fj>
- **Swim Canada DQ Form:**  
<https://specialonl.sharepoint.com/:b:/s/SpecialOlympicsNL/EYXRBvqWWWpLjm2m--gxla0BEcJ2jmD7pJZjQO3MsdeWUg?e=DebFL8>

## 16 FAQ

**Q: Some volunteers may have to leave early is that okay?**

**A:** We will reassign volunteer roles as needed.

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**Q: What is GMS?**

**A:** Games Management System [It is the system used to enter times, compile results and division athletes]

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**Q: Inside shoes should be worn on pool deck?**

**A:** Yes. [Timers wear white top, black pants/shorts & black shoes. Stroke & Turn + Referee + Starter wear red top, black pants/shorts & black shoes. **\*\*if you don't have either white or red top that is ok\*\***]

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**Q: Will you bring tape and markers for the protest sheets?**

**A:** Yes. [SONL will provide equipment and other supplies]

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**Q: When will the event end?**

**A:** It depends. Please stay a half hour after results are determined (when they become official) in case of protests.

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**Q: If there is doubt in a disqualification does it go to the swimmer?**

**A:** Yes. [Stroke & Turn Officials will write down any stroke or turn infractions they see] [Freestyle – can be any stroke but no touching the bottom of the pool. Backstroke – must be on their back during stroke and after turn, no touching the bottom of the pool, no pulling lane rope. Breaststroke – proper underwater pullout, no touching the bottom of the pool, two hand simultaneous touch. Butterfly – no touching the bottom of the pool, two hand simultaneous touch, simultaneous arm movement in the stroke.]

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**Q: Must the false start rope officials and results runners wear red?**

**A:** You can choose. Red or white, or provided volunteer shirt if applicable.

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**Q: Are there combined competition gendered events?**

**A:** Yes, but they are not competing against each other. They will be physically in the pool together, but Divisioning will be done through GMS.