



2024 Winter Regional Championships

February 2-4, 2024

Nepean Sportsplex

Officials and Volunteers Information

A huge thank-you to all of the volunteers in advance for helping out this weekend. We could not run this meets without your help!

Be sure to check out the Officials Grid. This shows the placement and session time for every participant working at the meet. Each session is a separate tab on the spreadsheet. Please note the position that you have signed up to work in, and check back before the meet as there is sometimes last-minute changes. I will have this grid printed so when you check in please initial beside your name.

Session Schedule:

**** Please note some changes to times from original meet package****

Session #	Date	Age Group	Prelims/ Finals	Warm Up	Start
1	Friday, February 2	13 & over	Prelims	8:30 am	9:30 am
2	Friday, February 2	12 & under	Time Finals	12:00 pm	1:00 pm
3	Friday, February 2	13 & over	Finals	4:30 pm	5:30 pm
4	Saturday, February 3	13 & over	Prelims	8:30 am	9:30 am
5	Saturday, February 3	12 & under	Time Finals	12:00 pm	1:00 pm
6	Saturday, February 3	13 & over	Finals	4:00 pm	5:00 pm
7	Sunday, February 4	13 & over	Prelims	8:30 am	9:30 am
8	Sunday, February 4	12 & under	Time Finals	12:00 pm	1:00 pm
9	Sunday, February 4	13 & over	Finals	4:00 pm	5:00 pm

Before arriving, please be aware of the following information:

1. The location of your name on the grid sheets with your position on deck.

2. Officials Check-in is located in the water safety room - which is down the staircase closest to where the boys' change exits onto the pool deck room.

3. We will be following 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. Stop Watches: There will be 1 watch per Timekeeper, 2 for Chief Timer and Assistant Chief Timer. Please return these to the Officials room when the session is done.

5. Please bring your own refillable water bottle to help reduce waste. The deck can get very humid. There are 2 water filling stations on deck if you need a refill.

Arrival Times:

Position	Arrive At least	
Referees, Mentors, Starters	30 min	before WARM-UP starts
Check-in Team	20 min	before WARM-UP starts
Admin Desk	20 min	before WARM-UP starts
Electronics	15 min	before WARM-UP starts
Announcer	15 min	before WARM-UP starts
Safety Marshals	15 min	before WARM-UP starts
Recorder/Scorer, CJE/CFJ, Chief Timers	60 min	before SESSION starts
S&T Judges, Timekeepers	45 min	before SESSION starts
Awards, Runner	45 min	before SESSION starts

Referees, Mentors, Starters: After Check-in, please meet in the basement.

S&T Judges, Timekeepers, Recorder/Scorer, CJE/CFJ, Chief Timers, ACT: After Check-in, please remain in the check-in room for briefing by Referee.

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

Safety Marshals: After Check-in and grabbing your vest, please gather on the pool deck near the Management office for your briefing from the session referee 10-15min before the warm-up starts. Please be on time.

Admin Desk: After Check-in, please remain in the check-in room for briefing by Referee 15 min before warmup starts, then head up to the Admin Desk set up by the lifeguard room beside the pool.

If you are new to being on-deck and require a refresher, please go over the [Intro Swimming Officiating](#) slides before coming to the pool

For anyone in the Judge or Stroke and Inspector of turn position, please refresh your memory with the following information: [Judge of Stroke](#) and [Inspector of Turn Clinic](#) (just the information – not certification).

As always, if you have any officiating questions please contact me.

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

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