



***Special  
Olympics***  
*British Columbia*

# **SPECIAL OLYMPICS BC EVENT PLANNING GUIDE AQUATICS SUPPLEMENT**

**Updated August 2012**

**JOB DESCRIPTIONS - OFFICIALS**

***Primary Officials***

**Competition Coordinator**

*Qualifications*

- Experience in hosting Aquatics competitions – Generic or Special Olympic.
- It is recommended that the Competition Coordinator complete a Swim BC Level One Officials Course.

*Responsibilities*

- Responsible for the overall management of the aquatics competition.
- Ensures that all officials are trained and supervised.
- Responsible for ensuring that the meet is run in accordance with the rules and regulations of Special Olympics Canada and British Columbia as well as Swim Natation Canada and FINA.
- Responsible for putting together the competition information package.
- Responsible for hosting and chairing regular meetings of the competitions' Organizing Committee. (These meetings may take the form of teleconference or in-person depending in the needs of the committee).
- Assist in the appointment of individuals to the protest committee.
- Receiving and verifying entries, setting up program of events.
- Host and chair all coaches meetings.

**Meet Referee**

*Qualifications*

- Experience officiating at Aquatics competitions – Generic or Special Olympic.
- Successfully completed the Swim BC Certification Program and be a Meet Referee in good standing with Swim BC.

*Responsibilities*

- Responsible for assigning and instructing all competition officials on their individual responsibilities.
- Take full authority and responsibility for all officials throughout the competition.
- Ultimately responsible for decisions pertaining to the sport component of the meet.

**Stroke Judges**

*Qualifications*

- Experience officiating at Aquatics competitions – Generic or Special Olympic
- Successfully completed the Swim BC Level I Officials Certification Program.

*Responsibilities*

- Responsible for watching each competitor's stroke throughout the race while walking along the pool deck.
- Notify the Referee should any infractions occur.

### **Turn Judges**

#### *Qualifications*

- Experience officiating at Aquatics competitions – Generic or Special Olympic.
- Successfully completed the Swim BC Level I Officials Certification Program.

#### *Responsibilities*

- Responsible for judging the technical correctness of swimming turns.
- Notify the Referee should any infractions occur.

### **Starter**

#### *Qualifications*

- Experience officiating at Aquatics competitions – Generic or Special Olympic.
- Successfully completed the Swim BC Level I Officials Certification Program.

#### *Responsibilities*

- Responsible for full control of the competitors from the time the Referee turns the competition over to him/her until the race has commenced.

### **Marshal**

#### *Qualifications*

- Experience acting as a marshal and/or official at prior Aquatics competitions – Generic or Special Olympic is recommended.

#### *Responsibilities*

- Responsible for registering athletes as they enter the staging area.
- Ensures that athletes are ordered by lane prior to handing off to the Clerk of Course.
- Responsible for notifying the Clerk of Course of any no shows at time of marshaling.
- The marshal has full charge of the flow of competitors within his/her venue area.

### **Clerk of Course**

#### *Qualifications*

- Experience acting as a Clerk of Course or Marshal and/or official at prior Aquatics competitions – Generic or Special Olympic is recommended.

#### *Responsibilities*

- Responsible for competitors from the primary marshaling area to the start line .
- Responsible for insuring that all competitors arrive in the proper order and in their assigned lanes to the start area.
- Notifies the starter and the Meet Referee of any no shows.

### **Meet Announcer**

#### *Qualifications*

- Experience acting as a Meet Announcer at Aquatics Competitions - Generic or Special Olympic.

*Responsibilities*

- Responsible for the smooth running of the competition.
- Responsible for calling events, announcing competitors and awards.

**Secondary Officials**

Lifeguard

- Supplied by the pool there must be coverage throughout the competition.

Timers (16, 2 per lane)

- Responsible for timing the swimmers in the competition.

Scorer (8, 1 per lane)

- Responsible for recording the athletes' scores and placements on the results sheet.

Athlete Escorts

- Responsible for the placement of each swimmer in the proper heat and the proper lane.
- May be asked to escort athletes to the awards area following completion of the event.

**MEDICAL REQUIREMENTS**

The following are the minimum requirements for medical coverage at sanctioned Special Olympics BC Aquatics competition.

- On Deck - provided by pool - (certified lifeguards)
- Spectators - two (2) first aid attendants (standard certification)

**AWARDS**

All competitors are to be awarded participation ribbons with the swimmer obtaining the fastest, second fastest and third fastest times in each gender, event and division receiving 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place awards accordingly.

For Example: The fastest, second fastest and third fastest swimmers in the following divisions would receive 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place awards accordingly.

Event - 50m Back  
Gender - Female  
Division - F1

Event - 50m Back  
Gender - Female  
Division - F2

Event - 50m Back  
Gender - Female  
Division - F3

## **EVENT FLOW**

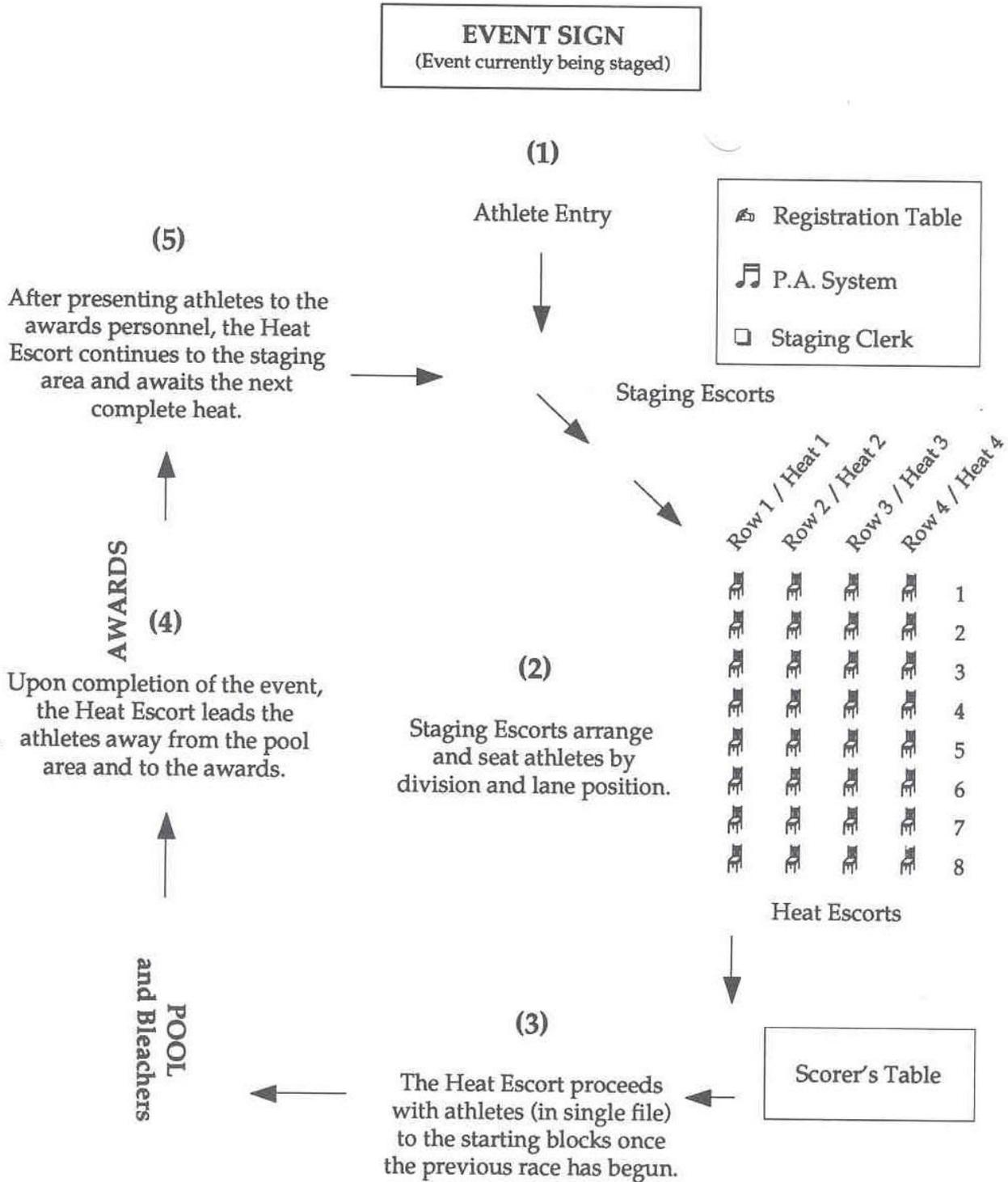
### **STAGING**

1. Check-in: The first staging call for an event should be approximately 30 minutes prior to the start of the competition. As each coach brings his or her athlete(s) to the staging area, the athlete should be checked in and seated. The Marshal should verify with the coach that the athlete is scheduled to swim.
2. Staging Area: Once the athlete is checked in, he/she should be escorted to a seating area made up of four (4) heats with eight (8) chairs per heat. It is helpful if the seating is arranged with the chairs numbered and placed in a row, corresponding to the number of lanes in the pool. When the athletes are called to be staged, they should be placed in the appropriate seat and monitored by a marshalling assistant.
3. Athlete Escorts: Each event heat should be assigned one(1) or more escorts that will:
  - Lead the athletes to the starting blocks, preferably in single file,
  - Wait for the athletes to complete their event,
  - Lead the athletes to the awards area,
  - Lead the athletes to the spectator's area following the awards presentation.

### **COMPETITION PROTOCOL**

1. Once the previous race has been completed, escorts are responsible for leading swimmers to their assigned starting blocks.
2. When all competitors have arrived at the starting blocks, the Starter assumes control of the race and may give a brief explanation of the event to the swimmers, for example, "This is the 100m freestyle, four lengths of the pool."
3. The Starter may then instruct athletes who have not yet mounted their starting blocks to do so.
4. Once the athlete(s) are ready on the blocks, the Starter commands, "Take your marks".
5. When athletes have all taken their marks, the Starter shall sound the horn or gun to commence the race.

Staging and Event Flow



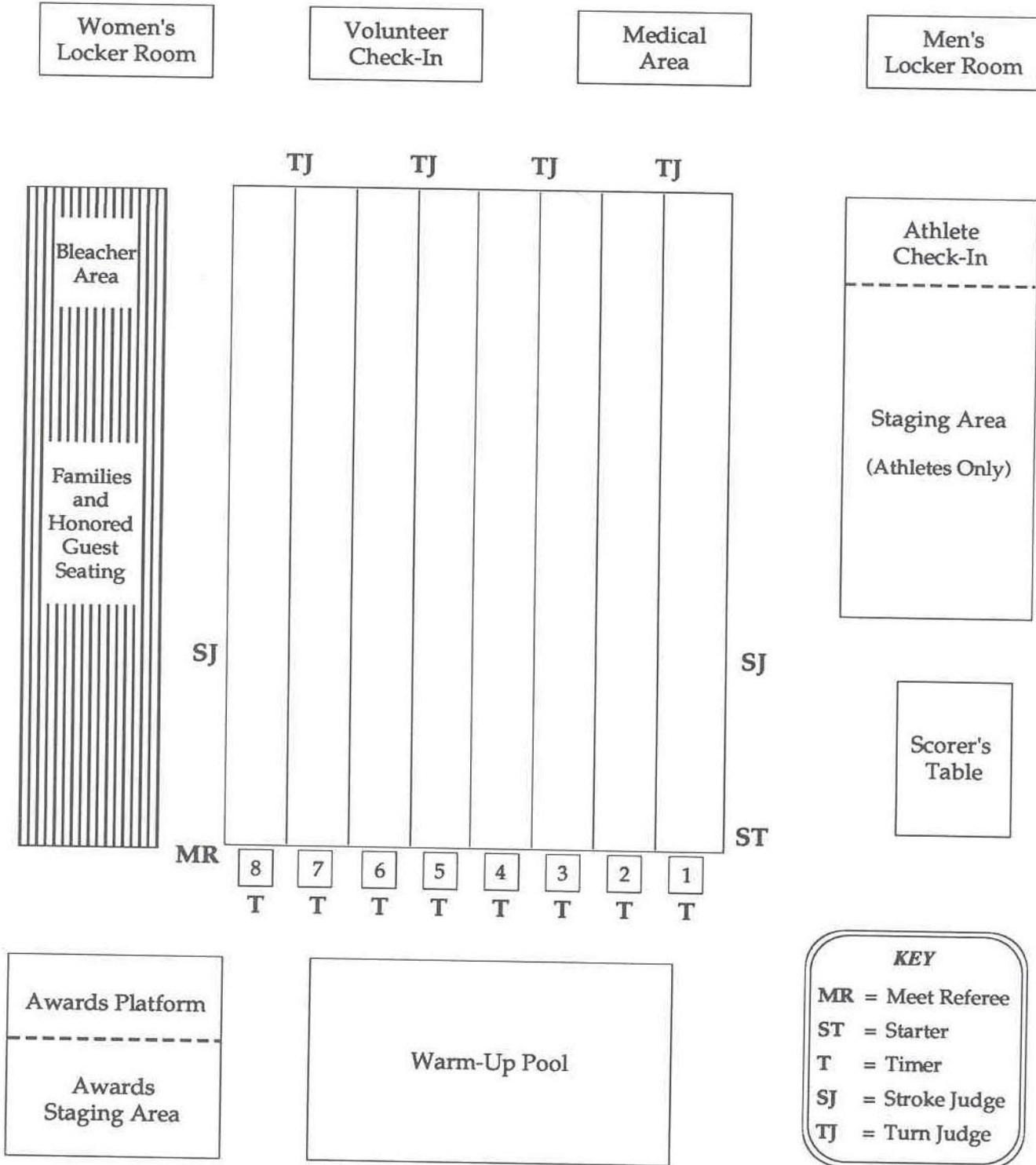
**SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE**  
**AQUATICS**



**EQUIPMENT CHECKLIST**

EQUIPMENT	NUMBER REQUIRED	CHECKED
Electronic starting device	1	_____
Starting gun/extra shells	1	_____
Stopwatches	18-20	_____
Benches for athletes	10-12	_____
Folding tables	4	_____
Clipboards	25-30	_____
Pens/Pencils	3 doz.	_____
Paper	1 box	_____
Awards stand	1	_____
Chairs	70-80	_____
Lane Ropes	8 x 25m	_____
Backstroke Flags	2	_____
False Start Rope	2	_____
Water jugs and cups	5-6	_____

**VENUE MAP**  
**Competition Venue**



# SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE AQUATICS

Officials can use these disqualification cards and the lane timer/place cards on the previous page when timing or judging swimmer. The cards should be copied onto heavy-duty card stick paper, cut, and given to the appropriate personnel.

**SPECIAL OLYMPICS AQUATICS**



**Lane Timer Card**

Name \_\_\_\_\_ Lane \_\_\_\_\_

Heat \_\_\_\_\_ Event \_\_\_\_\_

Time 1 \_\_\_\_\_

Time 2 \_\_\_\_\_

Time 3 \_\_\_\_\_

Alternate \_\_\_\_\_

OFFICIAL TIME

\_\_\_\_\_

**SPECIAL OLYMPICS AQUATICS**



**Lane Timer Card**

Name \_\_\_\_\_ Lane \_\_\_\_\_

Heat \_\_\_\_\_ Event \_\_\_\_\_

Time 1 \_\_\_\_\_

Time 2 \_\_\_\_\_

Time 3 \_\_\_\_\_

Alternate \_\_\_\_\_

OFFICIAL TIME

\_\_\_\_\_

**SPECIAL OLYMPICS AQUATICS**



**Disqualification Form**

Name \_\_\_\_\_ Lane \_\_\_\_\_

Heat \_\_\_\_\_ Event \_\_\_\_\_

Freestyle

\_\_\_\_\_ Stop/walk/push off

\_\_\_\_\_ No wall touch

Backstroke

\_\_\_\_\_ Using rope to pull on or push off

\_\_\_\_\_ Other \_\_\_\_\_

Breaststroke

\_\_\_\_\_ Second arm pull/kick

\_\_\_\_\_ Shoulder drop

\_\_\_\_\_ Touch: not simultaneous/one hand/uneven

\_\_\_\_\_ Kick: scissor/flutter/dolphin/sidestroke

\_\_\_\_\_ Feet turned inward in backward movement

\_\_\_\_\_ Not on breast

\_\_\_\_\_ Other \_\_\_\_\_

Butterfly

\_\_\_\_\_ Arms not over water

\_\_\_\_\_ Double pull

\_\_\_\_\_ Touch: not simultaneous/one hand/uneven

\_\_\_\_\_ Shoulder drop

\_\_\_\_\_ Other \_\_\_\_\_

Medley Relay \_\_\_\_\_ Indiv. Medley \_\_\_\_\_

SIGNATURE \_\_\_\_\_

*(Stroke and Turn Judge/Referee)*

**SPECIAL OLYMPICS AQUATICS**



**Disqualification Form**

Name \_\_\_\_\_ Lane \_\_\_\_\_

Heat \_\_\_\_\_ Event \_\_\_\_\_

Freestyle

\_\_\_\_\_ Stop/walk/push off

\_\_\_\_\_ No wall touch

Backstroke

\_\_\_\_\_ Using rope to pull on or push off

\_\_\_\_\_ Other \_\_\_\_\_

Breaststroke

\_\_\_\_\_ Second arm pull/kick

\_\_\_\_\_ Shoulder drop

\_\_\_\_\_ Touch: not simultaneous/one hand/uneven

\_\_\_\_\_ Kick: scissor/flutter/dolphin/sidestroke

\_\_\_\_\_ Feet turned inward in backward movement

\_\_\_\_\_ Not on breast

\_\_\_\_\_ Other \_\_\_\_\_

Butterfly

\_\_\_\_\_ Arms not over water

\_\_\_\_\_ Double pull

\_\_\_\_\_ Touch: not simultaneous/one hand/uneven

\_\_\_\_\_ Shoulder drop

\_\_\_\_\_ Other \_\_\_\_\_

Medley Relay \_\_\_\_\_ Indiv. Medley \_\_\_\_\_

SIGNATURE \_\_\_\_\_

*(Stroke and Turn Judge/Referee)*

# SPECIAL OLYMPICS BC - SWIMMING HEAT SHEETS



<b>EVENT:</b> _____	<b>EVENT NUMBER:</b> _____	<b>DIVISION:</b> _____
<b>GENDER:    MALE            FEMALE    (CIRCLE)</b>		
<b>AGE GROUP:</b> _____		

LANE	ATHLETE'S NAME	BIB #	LOCAL	TIME	PLACE
1					
2					
3					
4					
5					
6					
7					
8					

**OFFICIAL SCORER**

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# SPECIAL OLYMPICS BC AQUATICS REGISTRATION FORM



Region: \_\_\_\_\_ Local: \_\_\_\_\_

Team Contact:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Athlete Name	Gender	Age	Event	Seed Time/Distance
1) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	
			6)	
2) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	
			6)	
3) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	
			6)	
4) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	
			6)	
5) _____	_____	_____	1)	
			2)	
			3)	
			4)	
			5)	
			6)	

**Return Form to:**