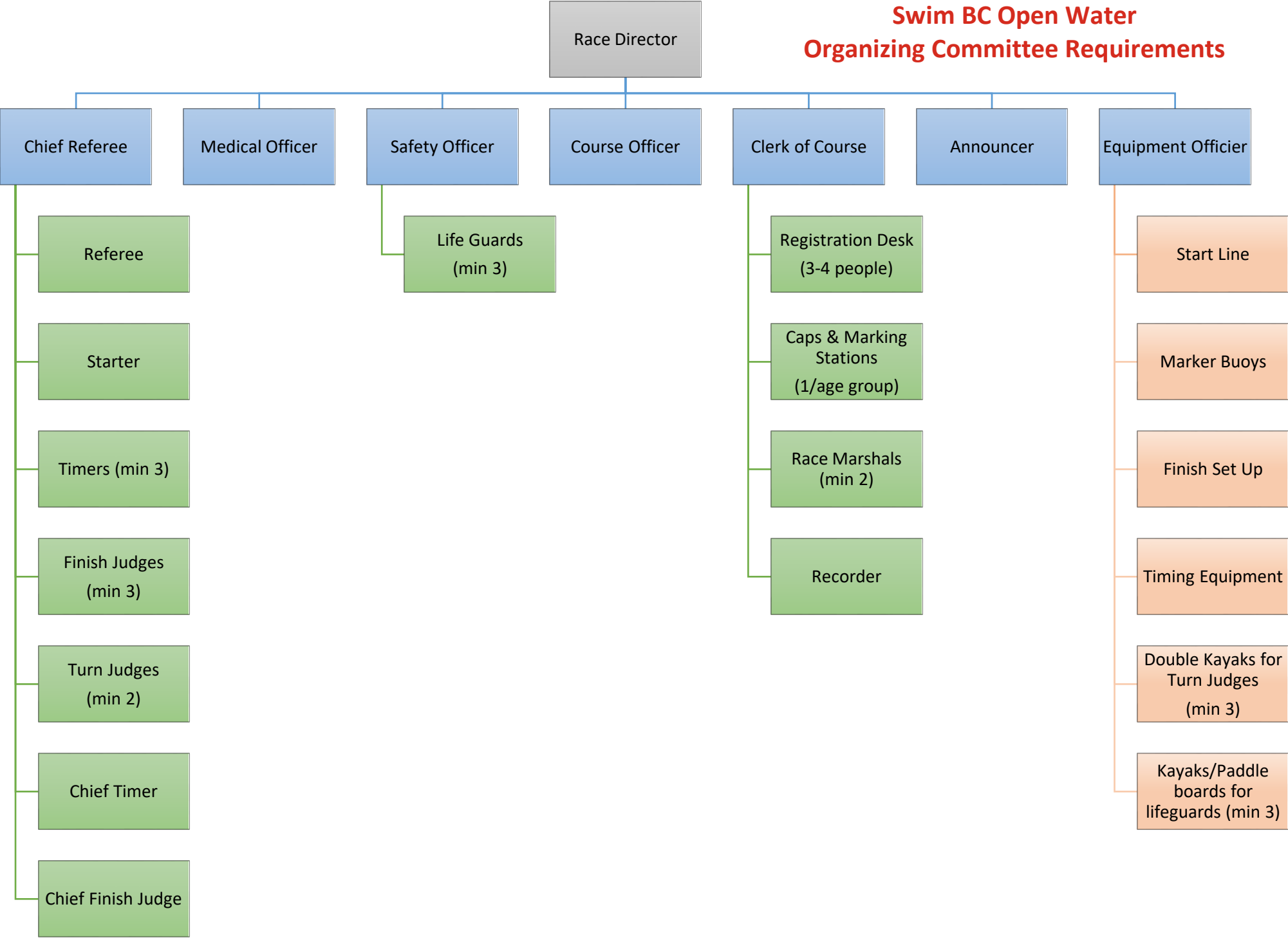


# Swim BC Open Water Organizing Committee Requirements



## Race Director

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The Race Director is responsible for organizing the Open Water Event. Similar to a Meet Manager, they procure and direct all of the key positions on the Event Committee. The Race Director's duties will include:

- Arranging the venue with the local jurisdiction
- Liaising with Swim BC
- All event Communications and Notifications
- Liaising with the Head Referee
- Chairing Race Committee meetings
- Delegating duties to Committee members
- Supervising and coordinating all aspects of event planning

There are no pre-qualifications for this position, but familiarity and experience with Open Water Swimming is desirable.

## Chief Referee

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The Chief Referee is responsible for the conduct of the Open Water event. As such, he or she is responsible for ensuring the compliance with the Rules for Open Water Swimming. Specific duties include the following:

- Provides guidance and direction to race officials including the Referee, Starter, Chief Timer, Turn Judges, Timers, Finish Judges
- Checks the Course for visibility, safety, accuracy, and clarity.
- Provides technical input and advice to the Race Director and other Committee members during the planning stages.
- Ensures that the race is conducted fairly and in accordance with the Rules
- Ensures that proper procedures are in place to enable a safe and fair race.
- Makes final decisions regarding race adjustments, delays, cancellations, and specific requirements
- Conducts briefings of officials and swimmers
- Reviews and signs off results

The Chief Referee should be a certified Level III Open Water Official.

## Medical Officer

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The Medical Officer provides medical expertise beyond the First Responder Level. Duties of the position include the following:

- Provides advice to the Safety Officer regarding medical risks and their mitigation
- Acts as the lead responder in Medical Emergencies
- Ensures that all required equipment is in place including:
  - Defibrillator
  - First Aid equipment
  - Spine Board
  - Cot with Blankets
  - Tent Shelter
- Undertakes medical checks and procedures as necessary

The Medical Officer should be a practising physician. If no physician is available, the position should, at minimum, be filled by a nurse practitioner experienced with emergency medicine.

## Safety Officer

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The Safety Officer is responsible for all aspects relating to the safety of the swimmers, volunteers, officials, and spectators at the event. Their duties will include the following:

- Procure and direct all lifeguards and first responders at the event
- Liaise with the Race Director and Chief Referee to identify risks and prepare plans for prevention and mitigation
- Prepare an overall Safety Plan for the event which will include the following:
  - Water rescue procedures
  - Evacuation corridors and plans
  - Criteria for race adjustments, delays, or cancellations
  - First Aid and Medical Assistance
  - Contacts for ambulance
- Conducts safety checks on the venue including:
  - Water quality and temperature
  - Air Quality and Temperature
  - Start Finish area safety including depth, bottom conditions, rocks, glass, or other hazards
  - Overall visibility
  - presence of weeds, litter etc.
- Ensures that all safety equipment is present and functional, and that motorized craft have propeller guards
- Liaises with the Head Referee and Race Director on all safety aspects of conductance of the event

The Safety Officer should be a Certified Lifeguard with First Responder training. The Safety Officer can be a shore based First Responder if he or she has sufficient certified lifeguards reporting to the position.

## Course Director

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The Course Director is responsible for the procurement and setup of all aspects of the event course. Duties include the following:

- Setup of the start and finish areas of the course, ensuring a start line perpendicular to the line to the first marker and a finish chute that complies with event requirements and rules
- Setup of marker buoys in accordance with the course plan and at appropriate distances
- Delineating warmup and warm down areas
- Delineating marshalling and clothing storage areas
- Liaising with the Safety Officer, Head Referee and Race Director regarding all course requirements.
- Other duties may include the preparation of a large-scale course map for briefing and display purposes as well as a venue plan for shore facilities.

There are no qualifications for this position but experience with Open Water swimming is helpful.

## Clerk of Course

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The Clerk of Course is responsible for the check-in and pre-race preparation of the swimmers.

Duties include the following:

- Supervision of all volunteers involved with the pre-race preparation
- Ensuring that the following pre-race activities are completed:
  - Submission of waivers
  - Issuance of caps and timing chips
  - Checking nails and jewelry
  - Marking swimmers
- Compiling entry lists for the Marshalls and Head Referee
- Providing pre-race information to swimmers, coaches, and parents
- Liaising with Head Referee regarding swimmers' readiness

There are no pre-qualifications for this position although Pool Clerk of Course experience and previous open water exposure are an asset.

## Announcer

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The Announcer has the responsibility for providing race-day information and notifications to swimmers, coaches, volunteers, parents, and spectators. He or she will work with the Race Director to ensure that the proper notifications take place. These will include the following:

- Information regarding warmup areas, check-in location and timing of the different races
- Notifications for officials, coaches, and swimmers regarding briefings
- Notifications regarding race procedures and the venue such as start & finish location, course map and clothing storage areas.
- Pre-race countdowns
- Marshalling assistance
- Information on swimmers' progress where applicable
- Award announcements

Some swim meet announcement experience is helpful. While this position is key, it may not entail or require membership on the Race Committee.

## Equipment Officer\*

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The Equipment Officer works with all the other committee members to procure the various equipment needs of the various aspects of the event. This can vary from major pieces such as Marker Buoys and tents to small items such as caps, clipboards, and pencils.

The Equipment Officer will typically also be responsible for the setup and takedown of the various equipment items. This may include items such as the PA system and/or Porta-Potties as necessary. He or she would direct a team of volunteers in these tasks.

There are no prequalifications for this position although handiness and resourcefulness are an asset.

\*Note: This position may or may not be included as a separate position. Equipment procurement, setup, and takedown may be assigned to the other members of the Committee.