



The following guidelines provide clubs with guidance and recommendations on reducing risks associated with spreading COVID-19 during sanctioned and unsanctioned competition. COVID-19 continues to circulate in our communities and through our actions we can help reduce the spread. We strive to ensure our affiliated clubs operate as consistently as possible with regards to COVID-19.

Each affiliated club has declared that they will adhere to the guidelines set forth in the [Club Declaration: Covid-19](#).

Swim Sask strongly encourages all affiliated clubs and members to adhere to these practices and be cognisant of the risks associated with transmitting COVID-19. Clubs should continue to work with their club based COVID-19 committee especially when planning a swim meet/competitive experience.

This document includes hyperlinks to access useful resources and is best used in PDF and outlines guidelines for all Swim Sask associated sanctioned and unsanctioned competitions. The information provides guidance as to best practices based on current information available as per the publication date.

Each member club is responsible for assessing the risks in its environment and establishing the appropriate safety procedures to minimize those risks, while following the advice, guidelines and directions of Swim Saskatchewan and instructions of public health and other government authorities, including facilities.

Additionally, it is an individual's responsibility to assess his or her personal risks in consultation with medical professionals and for the outcome of his or her decisions and actions.

SANCTIONING APPLICATION REQUIREMENTS: COVID-19

When applying to host a sanctioned competition, Swim Sask requests host clubs include COVID-19 safety measures within the meet package, listed alphabetically below:

CONTACT TRACING

- The host club will maintain a list of all swimmers, coaches, officials, and volunteers that attend.

COVID-TESTING

- Clubs are encouraged to seek testing prior to attending a meet (i.e., Rapid Testing)

HOSPITALITY

- There shall be no food or beverage service provided.
- Officials, volunteers, coaches, and swimmers are to bring their own required food and drink.
- All those bringing their own water bottle should have their name on it or some distinctive marking

IMMUNIZATION

- Extra caution should be taken as many swimmers are under the age of 12 and therefore not eligible to receive COVID-19 immunizations.
- Consideration and risk assessment is encouraged for the age, health, and immunization status of your members. We encourage our members to be fully vaccinated.
- Due to the current risk associated with Covid-19, Swim Sask highly recommends and asks for clubs to strongly consider:
 - only vaccinated swimmers, coaches, officials, volunteers, and spectators attend swimming competition.
 - that those who are not vaccinated, not travel to swimming competitions until such time as they can be vaccinated. Clubs should continue to do in house club racing with this group of swimmers.



MASK USE

- All spectators, swimmers, coaches, and officials are requested to be masked during the competition except when in the pool.

PHYSICAL DISTANCING

- Physical distancing is highly encouraged while on the deck and in the change rooms and during club activities and at competitions.
- Access outdoor facilities where possible (marshalling, meetings, team spaces, etc.)
- Increase ventilation/air circulation, providing natural ventilation, when possible, in indoor facilities.
- Communicate expected arrival time for all officials, coaches, swimmers, and spectators.
- Session timelines should be kept to a minimum.
- Reduce the number of officials.
- Consider meet format options such as creating shorter sessions, reducing numbers by age, gender, skill, etc.)
- Keep time gathered to a minimum.
- Establish one-way flow of swimmers, officials, coaches.
- Reduce the use of marshalling.
- Heat sheets/meet programs/results should be posted online on Meet Mobile, or other mobile applications, or club websites, where possible (posting paper results is discouraged to help reduce crowding).
 - Host club will maintain a signed copy of official results (kept by host club for one year), the matching electronic event file will be uploaded to the Swimming Canada RTR system.
- Electronic or virtual awards should be considered.

POSITIVE CASE PROTOCOL

- The Meet Manager will be the primary contact for Sask Health for any communication related to the competition.
- Any communication that must be shared will be then shared with coaches that attended the competition as well as Swim Sask, as per Sask Health instructions.
- Should there be any positive case identified post competition, notification from the individual who tested positive will be made to their coach who will then notify the Meet Manger and in turn Swim Sask.

SANITIZATION AND HYGIENE

- Encourage proper hand hygiene.

SCREENING and EXCLUSION PLANS

- Encourage swimmers, coaches, officials, and volunteers to self check for symptoms.
- Those who are sick or symptomatic must not participate.
- Encourage those that are sick or symptomatic to seek testing.

SPECTATORS

- Reduce spectators and/or find alternative ways to view the competition.
- Limit duration at the competition (do not stay for an entire session. Watch your swimmer race, then depart and return for your swimmer's next race.)
- Due to the current risk associated with Covid-19, Swim Sask highly recommends and asks that only those that have been vaccinated attend.



TRAVEL

- Clubs must remain aware of the current COVID-19 situation in communities they are considering travelling to.
- Appropriate measures should be taken to ensure the safety of all members when travelling.
 - (i.e., wearing a mask while car pooling or on team bus).
- Follow all public health orders regarding travel.

OUT OF PROVINCE CLUBS

- Clubs may make their own decision on inviting/allowing out of province clubs to their meet or not.
- If inviting out of province clubs, knowledge of the current COVID-19 situation in the other province is necessary and a risk assessment should be done.
- Include a statement in your meet package that states: “As the host club we have the right to deny a club from another area due to the covid situation in that area; regardless of competition numbers.”

MEET OFFICIATING

- Given the situation with COVID-19, officiating at competitions will be different.
- Reducing the number of officials required on deck over the long term, will help support changes to volunteerism and may help support a complete re-imagining of officiating in Canada.
- Areas of congregation (e.g., benches, bleachers) should set up and used in a way that creates physical distancing.
- Meet schedules should be staggered, and the duration of the activity should be specified to promote physical distancing and allow for adequate cleaning and disinfection.
- One-way traffic flow is required.
- Events with electronic timing, can have minimal officials on deck and still have valid results.
- Where possible, the Referee and Starter should always be placed on opposite sides of the pool to support physical distancing and to also support judging of the turns at the start end.
- Different meet formats/competition opportunities will help inform what officials are needed on deck.
- All officials should be recruited and assigned to positions ahead of time.
- The number of officials on deck, for any sanctioned competition can be reduced, maintaining the integrity of the results. Not having the minimum number of officials will not nullify the results of the competition.
- The minimum number of officials required for a sanctioned competition and as per Swimming Canada rule CSW 1.2.1 indicates that for each session there should be a minimum of the following certified officials:
 - 1 Referee
 - 2 Inspectors of Turns (at each end)
 - 1 Chief Judge Electronics/Finish Judge
 - 1 Timekeeper per lane
 - 2 Safety Marshals
 - 1 Starter
 - 2 Judges of Stroke
 - 1 Clerk of Course
 - 1 Marshal
 - 1 Recorder-Scorer
- Officials may perform several roles where the duties of each position are not in conflict with one another.
- Hy-Tek volunteer, should be included, when necessary, as a volunteer.



SPECIFIC ROLES

Meet Manager

- The Meet Manager will also be responsible to ensure that COVID-19 safety measures are considered and included in the meet package and operation of the meet including being the primary contact for Sask Health should there be any positive cases or communication related to the competition.
- Work with the facility to ensure all requirements are met.
- Work with Meet Referee to finalize the Meet Package.
- Work with the host Club Officials Administrator (COA) confirm the officials' roster
- The official's roster may include individuals filling multiple roles (i.e. a stroke and turn official timing in lane 2, may also be judging turns in lane 1 and 2 and act as a safety marshal during warm-up.
- Meet Manager will work with the facility to confirm all logistics and expectations.

Referee

- Referees will use an electronic whistle when possible; regular whistles are permitted when necessary.
- The Starter and Referee may be on opposite sides of the pool when possible.
- Whenever possible, hold coaches meeting and Officials Briefings outdoors or virtually prior to the competition.
- DQ slips will not be used.
- DQ's will be verbally reported to the referee who will keep a single record of all DQ's.
 - At conclusion of a heat – officials will sit unless they have a DQ – the Ref will then circulate and maintain physical distancing and document DQs on a master sheet.

Judge of Strokes, Inspector of Turns

- Judges of Stroke will support the Inspector of Turns at turn end, maintaining physical distancing.
- Use qualified Inspectors of Turns as Timekeepers to have one official per lane.
- Where not all Timekeepers are also Inspector of Turns qualified, the Referee, Starter and Judges of Stroke will support.
- Decide on which side of the blocks all Timekeepers/Inspectors of Turns will stand so officials can be in position and still maintain safe distances. Ensure this is communicated in advance.

Timekeepers

- One per lane, when using manual timing,
- Where possible, the Timekeeper may also be qualified as an Inspector of Turns and act in both roles. Where not all Timekeepers are also Inspector of Turns qualified, the Referee, Starter and Judges of Stroke will support.
- Decide on which side of the blocks all Timekeepers/Inspectors of Turns will stand so officials can be in position and still maintain safe distances. Ensure this is communicated in advance. Markings to direct timers to the correct side should be considered.
- Competitions where electronic timing system is in use, consider no Timekeepers.

Volunteers

- A volunteer is someone that is not operating as an official at the competition.
- Volunteers should be limited and assigned to positions ahead of time.
- Volunteers could be the Hy-Tek Coordinator, etc.



TIMING EQUIPMENT

- Timers are not required when using electronic timing; thus, reducing the number of officials needed and potentially allow for more swimmers.
- Should there be a light touch, or electronic timing malfunction, there will need to be a re-swim if a time is not recorded.
- Ensure system is working prior to competition start and arrival of officials, coaches, and swimmers.
- When using manual timing, one timer per lane is required, ideally with stroke and turn certification.

SAMPLE OFFICIAL/POOL LAYOUTS

- The following pages (6 &7) provide sample diagrams that are designed to guide host clubs in ways to reduce officials on deck at a competition as per [Swimming Canada Competition Facility Guidelines](#)

RESOURCES

- Dr. Kathy Lawrence BSc, MD, CCFP, FCFP
Provincial Head Academic Family Medicine (Sask Health Authority and University of Saskatchewan)
- Gary Thronberg, RPN (BADMIN Health Services)
Five Hills Health Region, Saskatchewan
Director Officials, Swim Saskatchewan

REFERENCES

- [Aug 20, 2021 Gov Sask Living With COVID: Long-Term COVID-19 Precautions Updated](#)
- [2021/08/13 UPDATED-MHO-return-to-school-guidance-for-2021-2022 \(Sask Health Authority\)](#)
- [Swimming Canada Competition Facility Guidelines](#)
- [Swim Sask webpage: COVID-19](#)



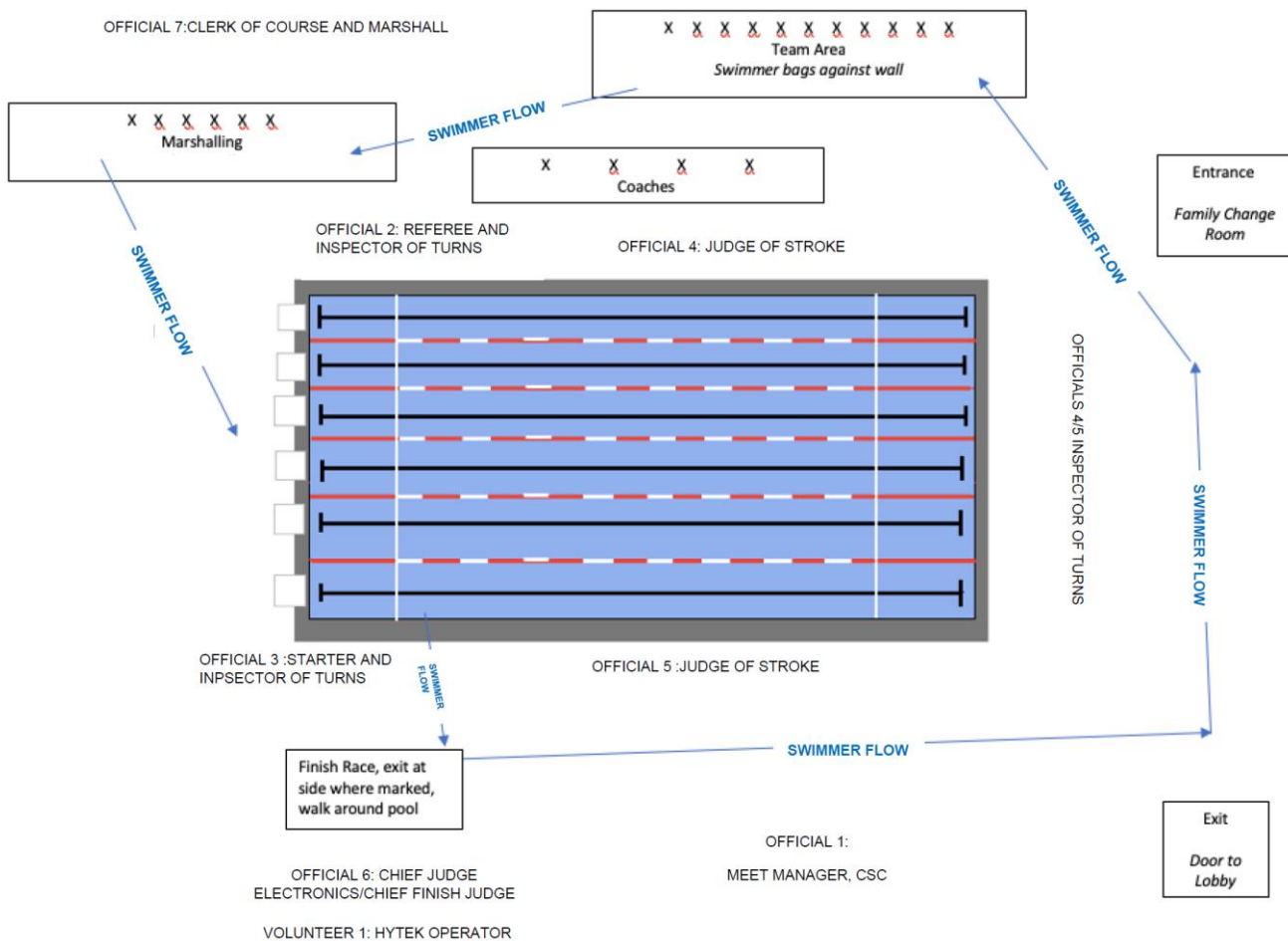
SAMPLE A: OFFICIALS/POOL FORMAT ELECTRONIC TIMING SYSTEM

- For this type of competition, it may be possible to run with no Timekeepers, if the electronic system is working well and touchpads have been tested and validated.
- Any missed times due to light touches or electronic timing malfunctions would need to be re-swum.
- The Chief Judge Electronics position will be critical when conducting a meet with no Timekeepers.

OFFICIALS:

- Official 1: Meet Manager, Competition Safety Coordinator
- Official 2: Referee, Inspector of Turns at start end for outside lane opposite Starter
- Official 3: Starter, Inspector of Turns at start end for outside lane opposite Referee
- Official 4: Inspectors of Turns, Judge of Stroke one on either side, Safety Marshall
- Official 5: Inspectors of Turns, Judge of Stroke one on either side, Safety Marshall
- Official 6: Chief Judge Electronics and Chief Finish Judge
- Official 7: Clerk of Course and Marshall
- Volunteer 1: Hytek Operator

SAMPLE A: OFFICIALS/POOL LAYOUT
ELECTRONIC TIMING SYSTEM





**SAMPLE B: OFFICIALS/POOL FORMAT
MANUAL OR ELECTRONIC TIMING SYSTEM**

- For this type of competition, there will be one timekeeper per lane.
- Any missed times due to light touches or electronic timing malfunctions would need to be re-swum.

OFFICIALS

- Official 1: Meet Manager, Competition Safety Coordinator
- Official 2: Referee, Inspector of Turns at start end for outside lane opposite Starter
- Official 3: Starter, Inspector of Turns at start end for outside lane opposite Referee
- Official 4: Inspectors of Turns, Judge of Stroke one on either side, Safety Marshall
- Official 5: Inspectors of Turns, Judge of Stroke one on either side, Safety Marshall
- Official 6: Chief Judge Electronics and Chief Finish Judge
- Official 7: Clerk of Course and Marshall
- Official 8: Timekeeper, Inspector of Turns at start end
- Official 9: Timekeeper, Inspector of Turns at start end
- Official 10: Timekeeper, Inspector of Turns at start end
- Official 11: Timekeeper, Inspector of Turns at start end
- Official 12: Timekeeper, Inspector of Turns at start end
- Official 13: Timekeeper, Inspector of Turns at start end

