



Recommendations for Meet Managers when ASSA Hosting Competitions and Selecting Referees

Hosting a competition is an exciting time for swimmers and a great way to develop officials. The ASSA has compiled a few notes to make hosting a competition as smooth as possible.

A Referee – the single most important officiating role in competitive swimming, the referee has complete control. They are responsible for enforcing the rules, settling disputes between coaches and other officials and calling swimmers to their respective blocks.

When planning for a referee, consider the size of your meet and whether it is necessary to have 1 referee or 2. You are not required to have more than 1 meet referee, but if you have a large meet it may make things more manageable for the individuals officiating.

For ASSA competitions, any individual that has completed the referee certification and is active, is eligible to officiate on deck at ASSA invitational and dual meets¹. All referees and officials participating in the sport of swimming are classified as Swimming Canada officials and should be treated equally regardless of their level of officiating or deck experience.

The ASSA would like to share the recommended process for selecting a session referee for invitational or dual competitions with Clubs and Meet Managers.

Step one

Meet managers are encouraged to look within their club as a first step. In some cases, there might be an individual that can fill this role.

Review past meet records or speak with previous meet managers and see what individuals have been invited in the past. Consider contacting those individuals first. If they are unavailable, then contact your Region Reps for recommendations.

Step Two

Region Reps can be a valuable resource for information when planning a competition. They will be able to provide meet managers with recommendations of known referees in the area. They may also have knowledge of a referee that might be attending already from an invited swim club.

¹ With the expectation of Regional and Provincial Championships where Placement of Officials for Swim Alberta and Summer Swimming Designated Competitions will be in effect.

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Step Three

If the Meet Manager has been unsuccessful in selecting a referee, email megan@swimalberta.ca to obtain a complete list of referees in the province.²

Meet Templates:

ASSA has developed new meet templates that clubs are encouraged to use. Meet managers have the option to choose between a one-day and two-day format. All templates can be found [here](#), along with other helpful information.

All templates follow ASSA standard events.

*ASSA Meet Managers should refer to the **SUMMER SWIMMING RESOURCES**.*

**Regional and Provincial Championships Meet templates will be distributed to Regional Championship Meet Managers.*

Meet Managers are required to list and sanction their competition 4 weeks prior to the date of competition described in the [Steps for Summer Swimming Competition Approval & Sanctioning](#)

Placement of Officials

The ASSA has worked with the Alberta Officials Committee and Swim Alberta to implement the Placement of Officials for Swim Alberta and Summer Swimming Designated Competitions.

The placement of advisory referees, referees, associate referees, starters, and those requiring evaluations will always be done to ensure a technically proficient meet that allows for the highest level of performance by the swimmer.

Summer Swim Club Sanctioning Fee

A fee per swimmer attending a Summer Swim Club competition. The Summer Swim Club Sanctioning Fee is payable to Swim Alberta within 15 days within completion of the competition. Summer Sanctioning Fee = \$3.00 per swimmer, per competition

² Meet Managers should begin selecting a meet referee 6 weeks prior to your competition