



OBJECTIVE:

The use of radios has become increasingly common on pool decks. Therefore, radios must be appropriately used to ensure accurate, efficient, and effective communication among officials.

**Timeliness in reporting the infraction is important,
but never sacrifice accuracy for speed.**

The following guidelines may be modified as appropriate at the discretion of the Meet Referee for usage within the LSC – e.g., adjust the order of the Deck Referee acceptance if only one admin official is working the admin table. The reason for acknowledgments is to ensure that everyone knows the information was received.

GENERAL USAGE:

1. Be familiar with the radio equipment.
 - a. How to turn on/off
 - b. Not voice-activated.
 - c. The setting of volume controls
 - d. Check the battery level.
2. Speak in a calm, natural voice.
 - a. **Key** the microphone briefly **before speaking**.
 - b. **Hold** the microphone key down **during speaking**.
 - c. **Stop** speaking **before releasing the microphone key**.
 - d. Ensure that the correct Event, Heat, and Lane preface each call about an athlete infraction.
3. Do not use the radios to:
 - a. Call attention to an athlete, volunteer, aquatic staff member, coach or spectator.
 - b. Transmit any information that could be misconstrued as being "unprofessional" in nature.
4. Do use the radios to:
 - a. Report an infraction or additional infraction information.
 - b. Conduct meet business, including safety incidents, injuries, equipment failures, and other meet-specific information critical to the operation of the meet.

BEFORE THE SESSION:

The person assigned to perform the pre-session radio check should let everyone (using a radio for the session) know when the radio check will be performed (typically 15 minutes before the start of the session). Using the assignment sheet, the person performing the radio check should ask each person if they can receive the call (e.g., "*Robert, this is Phil, good morning, can you hear me?*"). The other person should respond. If someone doesn't respond, the person performing the radio check should move down the list and note at the end of the checks those who didn't respond – then search out those people to make sure they have their radio connected, switched on, and they can hear and transmit. If there's an issue, that radio and/or headset should be replaced.



BEFORE THE SESSION AND BEFORE AN EVENT WITH A CHANGE OF STROKE:

A Chief Judge shall report to the Deck Referee "*Officials are in place*" for each quadrant and/or end of pool once officials are positioned for the start of the next event. The Deck Referee should acknowledge (e.g., "*Thank You*").

REPORTING PROCESS NO SHOW/DECLARED FALSE START:

1. After the start of the heat and when ready, The Deck Referee shall report in a calm, clear, concise manner.
 - a. Event, Heat, Lane Number(s), *NO SHOW* for empty lanes that don't have a DFS AND/OR
 - b. Event, Heat, Lane Number(s), *DECLARED FALSE START* for those that do.
2. The Admin Referee acknowledges. Suggested phrases are "*Admin Copy*" or "*Admin, thank you.*"

REPORTING PROCESS FOR A DISQUALIFICATION:

1. The Chief Judge or official shall report calmly, clearly, and concisely identifying the quadrant of the pool, turn or start end, stroke side, etc. For example, "Possible disqualification start end, lanes 1-4"
 - a. Upon reaching the official making the call
 - i. Verify lane number and immediately report it to the referee (i.e. "*Lane 4*")
 - ii. Verify the infraction
 - iii. Verify the rule.
 - iv. Verify the jurisdiction.
 - b. If all is in order, make a recommendation to the Deck Referee:
 - i. State the event, heat, and lane numbers.
 - ii. State the infraction in terms of the rule.
 - iii. Recommend
 1. Acceptance OR
 2. Further Discussion Required OR
 3. Call Withdrawn (if the official making the original call withdraws it)
 - c. Examples
 - i. "*Event 23, heat 3, lane 7, delay initiating turn, recommend disqualification*"
 - ii. "*Event 25, heat 2, lane 3, one hand touch at the turn, recommend disqualification*"
 - iii. "*Event 24, heat 2, lane 1, delay initiating arm pull, request further discussion*"
2. The Deck Referee will then:

Always restate the event, heat, and lane number.

 - a. If the call is accepted
 - i. Repeat the infraction to ensure it was heard and recorded correctly
 - ii. State "*Disqualification ACCEPTED.*"

