

IOWA SWIMMING SUGGESTED RADIO PROTOCOLS AND GUIDELINES



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.



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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:
 - 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."



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- b. If more Information is required or suggested
 - Ask a short clarifying question AND/<u>OR</u>
 - ii. Ask for further discussion with the official and Chief Judge
- c. If the call is Withdrawn
 - i. State "Call WITHDRAWN"
- d. If, after further discussion, the call is rejected
 - i. State "Call REJECTED"
- 3. If a False Start is called during an event, the Deck Referee will radio the Event, Heat, Lane, "False Start."
- 4. The Admin Referee always acknowledges Deck Referee's call.
- 5. A Chief Judge or official (as assigned) will:
 - a. Write the disqualification for review and approval by the Deck Referee
 - b. If in the protocol
 - i. Notify the athlete/coach
 - ii. Radio the Deck Referee "Athlete (or Coach) notified."
 - iii. Deck Referee Acknowledges

REPORTING PROCESS RELAY TAKEOFFS:

- 1. If an official (e.g., Chief Judge) is assigned to report on potential early takeoffs
 - After the last swimmer leaves the blocks for the final leg, the assigned official with a radio checks the assigned Early Take-Off Card for their reporting jurisdiction.
 - i. If there is no indicated Early Take-Off, the official reports "Lanes ... clear (Start/Turn end if the relays are from both ends), to cover the lanes under jurisdiction e.g., "Lanes 1 through 4 clear."
 - ii. If there are potential Early Take-Offs, the official reports "potential Early Take-Off Lane(s) as appropriate, e.g., "*Potential early take-off, Lane 1.*"
 - 1. If the corresponding official for the independent dual confirmation official has no Early Take-Offs, the response would be "Lanes ... clear (e.g., "Lanes 1 through 4 clear")
 - 2. If the corresponding official has a potential Early Take-Off in the previously indicated lanes, The response would be "Potential Early Take-Off Lane(s) ... as appropriate. The Judges then compare slips, and one announces the Event, Heat, and Lane Early Take-Off Swimmer ... (e.g., Event 2, Heat 2, Lane 3, early take-off swimmer number 3), if they match; otherwise, the lanes would be reported as clear, e.g., "Lanes 1 through 4 clear"
 - iii. After all lanes have reported in, the Referee responds with:
 - 1. Lanes ... (e.g., Lanes 1 through 8) All Clear, OR
 - 2. Event, Heat, Lane, Early Take-Off Swimmer ,,,
 - 3. Admin Referee should acknowledge.

END OF SESSION:

The Deck Referee should request the Chief Judges thank and release the officials, once it is confirmed that no further swims will take place in the session (e.g. swim-offs), or request officials remain behind to support swim-offs or for other purposes.