

MONTANA SWIMMING RADIO ETIQUETTE AND USAGE GUIDELINES

GENERAL USAGE:

1. Be familiar with the radio equipment.
2. Speak in a calm, natural voice.
 - a. Hold the microphone key down for a second or two before speaking and continue to hold it down while speaking.
 - b. Stop speaking before releasing the microphone key.
 - c. Don't talk over other officials while they are reporting.
 - d. Don't talk during the start.
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.

START OF SESSION, AND ANY CHANGE IN EVENT AND 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 in position for the start of the next event and stroke.

TECHNICAL INFRACTION REPORTING PROCESS:

1. The Chief Judge shall report in a clear concise manner:
 - a. State "Possible disqualification," or "Potential disqualification" then identify and report which quadrant of pool, turn or start end, stroke side, e.g., "Turn end lanes 5-8"
 - b. Upon reaching the Official making the call:
 - i. Verify the lane number and immediately report it to the referee, e.g., "Lane 7."
 - ii. Verify the infraction.
 - iii. Verify the rule.
 - iv. Verify the jurisdiction.
 - c. Communicate to Deck Referee:
 - i. State the event, heat and lane number, and the infraction, then
 - ii. State:
 1. "Recommend disqualification" / "Recommend acceptance" OR
 2. "Further discussion required" if Chief Judge does not believe the DQ should be recommended or if prolonged discussion is needed OR
 3. "Call is withdrawn" if the official observing the infraction decides that the call was made in error
2. The Deck Referee shall restate the event, heat and lane number, and the infraction, (to make sure they heard correctly), followed by:
 - a. "Disqualification Accepted" OR
 - b. "Disqualification rejected" / "Disqualification not accepted" OR
 - c. "Request Further Discussion." Any lengthy discussion should take place off the radio and in person. Upon making a decision, the Deck Referee shall report per a. or b. above.
3. If the disqualification is accepted:
 - a. The reporting Chief Judge shall write the disqualification and have the official print his or her name. The Chief Judge shall initial to the right of the official's name.
 - b. A Start End Chief Judge shall notify the athlete after completion of the race.
 - c. That Chief Judge shall report the event, heat, and lane number, followed by "Athlete notified."

RELAY TAKEOFF REPORTING PROCESS:

1. Following the final relay takeoff, the Chief Judge shall check with the outside relay takeoff judge in their quadrant, and report:
 - a. "Lanes 1 through 4 clear" (or 5 through 8). It may also be necessary to state "Start End" or "Turn End" OR
 - b. "Potential early takeoff, lanes 1 through 4" (or 5 through 8) [Assuming relay takeoffs are observed in sets of 4 lanes]
2. If there is a potential early takeoff, the Chief Judge shall verify the slip of the other takeoff judge, and report:
 - a. "Lanes 1 through 4 clear" (or 5 through 8) if the early takeoff is NOT confirmed by the other judge OR
 - b. State the event, heat, and lane number, and "Confirmed early takeoff" followed by the swimmer number, e.g., "Swimmer #3" if the early takeoff IS confirmed.
 - c. No recommendation to the Deck Referee is required for a confirmed early takeoff.
3. The Deck Referee shall report back:
 - a. "Lanes 1 through 8 All Clear" if both CJs report lanes are clear OR
 - b. Restate event, heat, and lane number, and "Early takeoff confirmed" followed by the swimmer number (to make sure they heard correctly).
4. If there is an early takeoff disqualification:
 - a. The reporting Chief Judge shall write the disqualification and have both takeoff judges print their names on it, along with their respective takeoff slips. The CJ should initial to the right of the official's names on the disqualification slip.
 - b. A start end Chief Judge shall notify the relay team after completion of the race.
 - c. That Chief Judge shall report the event, heat, and lane number, followed by "Relay team notified."

NO SHOWS, FALSE STARTS, ETC:

1. No Show: On observing a no show, after the heat has started, the Deck Referee shall report the event, heat, and lane number, followed by "No Show."
2. False Start: On confirming a false start, the Deck Referee shall report the event, heat, and lane number, followed by "False Start."
 - a. If the False Start is reported before the heat starts, the Chief Judge assigned to the starting area shall notify the swimmer and remove them from the heat.
 - b. The Chief Judge assigned to the starting area should acknowledge the call over the radio and shall write the disqualification and present it to the Starter to print their name. The CJ should initial to the right of the starter's name.
3. Declared False Start: If a heat has an empty lane because a swimmer has declared a false start beforehand, the Deck Referee shall report the event, heat, and lane number, followed by "Declared False Start."
4. Technical Infraction called by the DR:
 - a. On raising an arm to call a technical infraction, the Deck Referee shall report the event, heat, and lane number, followed by the infraction.
 - b. The Chief Judge assigned to the starting area shall write the disqualification and present it to the Deck Referee to print his or her name. The CJ should initial to the right of the referee's name.

END OF SESSION: The Deck Referee shall request the Chief Judges to thank and release the officials, once it is confirmed that no further swims will take place in the session (e.g., swim-offs).

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