

## MIDLAKES OFFICIATING

### PRE-MEET PREPARATION

- Bring own equipment
  - o Two whistles on lanyards
  - o Pens
  - o Rule book
  - o Midlakes Summary Sheets in sleeves
- Check equipment
  - o False start rope is up and knot is operable
  - o Starting equipment and Touch Pads
  - o Scope out officials walking area
  - o Obtain DQ sheets and Relay Exchange cards to share with officials
  - o Check appropriate Relay Exchange card count for the different ends of the pool. Terraced end only applicable for the first few events where the legs are 25 yards
  - o Label Relay Exchange cards as "Terrace" or "Diving Board" ends
  - o Heat sheets and Relay Exchange cards on separate marked clip boards
- Inform Runner to bring all DQ slips and Relay Exchange cards to Starter/Referee for review prior to the Timing Table.
- Inform Timing Table that all slips are to be returned to Starter/Referee who will review prior to providing to the Timing Table. Can the Timing Table pass them on to the coaches immediately after entry? We need to work together to get it all done in a timely manner
- Coordinate with Announcer
  - o Timers and Officials Meetings – volunteers from both shifts should come. Announce early and often
  - o During the meet - work off of whistles. Review whistle procedure.
  - o Define and coordinate with Announcer after which event the "second half" volunteer time starts. After backstroke 25's? (Event 30)
- Immediately before the start of meet
  - o Ask Announcer to have Timers raise their hands lane by lane to signify readiness (do this after each change between 25 and 50/100 yard races
  - o Make sure Relay and Stroke & Turn Judges are in place

Meeting Sequence if Starter/Referee is Running All Three Meetings

- 5:00 Coaches Meeting (visiting team practice is 4:30-5:00)
- 5:10 Timers Meeting
- 5:20 Officials (Frank will do earlier, but they have someone else meet with Timers)

Timing Computer Password: beachclub (all lower case)

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### PRE-MEET COACHES MEETING

- Establish pool protocol for Lifeguarding/First Aid. Are there Lifeguards or is the home coach the designated individual
- Ask coaches if the swimmers are prepared for Flyover Starts – both need to agree
  - o Designate person to inform Timers
  - o Inform Timers not to lift swimmers out
- Are swimmers familiar with the False Start rope?
- Scratches
  - o Please keep track of swimmers; they should let you know if leaving early
  - o Who should we look to for missing swimmers?
- Any combined heats?
- Caps – no high school or club caps please
- No double swim suits; speed suits
- We plan to get DQ slips to them timely

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### PRE-MEET TIMER'S MEETING

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- Thanks for volunteering! W/Your help, each swimmer will receive a fair, accurate and official time
- Any new Timers? That's great – we will teach you how right now
- **Safety is a Critical Priority**
  - You are in charge of your area and should stop any unsafe behavior (horseplay, running, etc)
  - You may need to ask swimmers to stay back from the edge so you can have a proper view and room to work. A good rule of thumb is to keep swimmers behind you
  - Quiet during relays
  - Swimmers in the water are not to be touched or pulled out (Lifeguards are available in case of emergency)
- **Two Roles**
  - **Stopwatch & Clip Board –**
    - This Timer verifies the name of current and upcoming swimmers. Report problems immediately to the Starter/Referee
    - Times the race and records the stopwatch times for both Timers
  - **Stopwatch & Plunger –**
    - This Timer times the race with their stopwatch.
    - They also depress the button on the plunger at the same instant they stop their stopwatch. The plunger button is only pressed at the end of the race. It is integrated with the starting mechanism and starts automatically
    - At MIBC there is no plunger for 25 yard races
  - A Timer may operate both a watch and a button, but not 2 watches or 2 buttons at once.
- Recording times on clip board
  - Be consistent, write your time in the first blank and the other time in the other
  - If one of you misses a time, write "NT" in the appropriate blank. Don't write in the scoreboard time or anything like that – they may be wrong
  - "NS" means No Swimmer showed for the race
  - "DNF" means "Did Not Finish"
  - Record any other pertinent information such as a late or missed touchpad, etc
  - Reset stopwatch after times have been recorded

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- **Start of Race:**
  - Procedure for Flyover Starts – applicable except backstroke.
    - Finishing swimmer stays in pool until the next heat starts – don't distract
    - Remind swimmers as needed
  - I will signal swimmers to get ready with three short chirps of the whistle
  - Announcer will describe the event;
  - I will signal swimmers to get ready to start -- on the blocks or in the water for Backstroke with a long whistle
  - Reset stopwatch if you have not already done so and look up at the Starter strobe
  - Raise your hand if you are not ready
  - For Backstroke I will give a second whistle signaling them to come to the blocks
  - I will say "On your mark" and then create an electronic tone. As Timer's you will watch for the strobe and start your watches as soon as you see it
  - Check your watch to make sure it started properly. If not, raise your hand high and look for the Head Timer (**Introduce Head Timer**) who will switch watches with you.
  - Head Timer is also your point of contact for questions, need for relief timers, refreshments, etc.
  - Start your watch even if you don't have a swimmer in case we need more than one backup watch.
  - Do not stop the watch or press any other buttons until the race is complete
- **During the Race**
  - Keep track of the race/event and the distance completed by your swimmer(s)
  - Explain length of pool and how events correspond to pool (25, 50, etc)
  - Focus on YOUR lane and swimmer, minimize distractions
  - Clipboard Timer should be checking for next swimmers in your lane

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- **End of Race:** **PAGE 3 OF 3**
  - Position yourself over the end of the pool so you can look directly down at the swimmer's touch.
    - For most strokes they will touch with their hands – but in Backstroke it could be a head or arm that touches. Any part of the body that touches the wall counts. Stop the watch at the first touch, whether legal or not.
    - Please **don't step on the touch pad** as it could create an inaccurate time
    - Please don't stand on gutters
  - Please don't anticipate the touch or be faked out by a near miss. Look for a definite touch.
  - Step back away from the pool edge to make room for swimmers
  - Record times ASAP to two decimal points
  - Reset stopwatches by the time I am blowing the long whistle.
- Please give the stopwatches a try now and make sure you are familiar with how they work and that they are working properly. There should be a Start, Stop and Re-set. Any questions? Don't be shy....
- Feel free to be a "cheerleader" saying "good job!")
- Any questions?
  - If anything comes up raise hand for Head Timer
  - Lane assignments – See Head Timer
- Again, **Thank You** for helping out the swimmers today!

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### PRE-MEET OFFICIALS MEETING

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- Establish who is in attendance – including officials assignments
- Official Assignments
  - o Jurisdiction Lane Assignments (cover the lane of the other club's lead swimmer)
  - o S&T Judge work area
  - o Jurisdiction is wall to wall
  - o S&T Judge on South side work will drop ropes in case of a false start
  - o Relay Exchanges
    - Jurisdiction is all lanes at applicable end of pool
    - "Dual Confirmation" so don't raise hand in case of violation
    - Mark Relay Exchange cards with Circle for a good exchange and an "X" for a violation
    - Mark cards as "Terrace" or "Diving Board" end to facilitate comparison
    - Runner will return all Relay Exchange cards to me
  - o If surplus of officials
    - Can separate Starter and Referee
    - More Experienced S&T Judge can review tickets of newer Judges
    - Organize and review relay tickets and turn in to timing table
- Official Reminders
  - o S&T - Raise hand high in case of DQ
  - o Relay Exchange Judges do not raise hands because of need for dual confirmation
  - o Call what you see, and only what you see
  - o Benefit of doubt goes to swimmer
  - o Observe lanes equally; if necessary watch empty lanes or swimmers out of your jurisdiction
  - o 15M rule – enforce with red lane rope buoy and DQ rope
  - o Review key DQ criteria for each stroke
    - Backstroke Turn – Midlakes allows kick after rotating onto stomach
  - o Write DQ's in language of rules
  - o Swimmers are not to be touched in the water – whether for relay starts or to assist pool exit
  - o 2 Hand Touch – the wall is considered the vertical wall; Not on top of the gutter
  - o As swimmers pull ahead, walking officials should follow the lead swimmer
  - o Explain without using hands – facilitate the use of proper swimming terminology

### Abbreviations

OHT – One hand touch; indicate which hand

SPV – Shoulders past vertical

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### STARTER/REFEREE DURING MEETS

- Before signaling swimmers to get on blocks or into water (backstroke), make sure that all swimmers from prior race are out of the water or at the wall (in the case of Fly Over Starts).
  - o Can do short whistle while last swimmer is coming into the wall
  - o Some try and time it so the announcer finishes announcement as the last swimmer finishes. This does challenge the Timers
- After the long whistle, make sure all swimmers shown in Heat Sheet have stepped onto the blocks (optional)
- Watch for raised hands from Timers who aren't ready
- Starting
  - o Make sure at least one foot is at the front of the block in order to avoid falls
  - o Give the swimmers time to settle down. They should naturally settle at which point say "Take Your Mark" and send them fairly quickly before they have a chance to get agitated.
  - o The goal is not to have them perfectly motionless, but instead to avoid any forward movement
  - o "Take Your Mark" should be fairly level and on a downbeat, not excited and not a question
  - o If a swimmer is starting to fall in the pool before having pressed the Start button, tell the field to Stand, thereby avoiding a false start. It is only a false start if the start signal has been given
- Whistle and speak loudly enough to be heard across the entire pool
- Don't start backstrokers with toes in the gutter
- Record order of finish for each event –
  - o most important for the final heat
  - o Simply write the lane numbers in order next to the event – don't try to put by each lane
- Before final relays, make sure Relay Judges are in place
- DQ Sheets - Review before they go to Timing Table
  - o Check swimmer name against Heat Sheet
  - o Event/Heat against Heat Sheet
  - o Good description of infraction and sensible in relation to event
  - o Check against Midlakes rules
  - o Initial form
  - o Mark on Starter Heat Sheet as a backup
- Watch Timing Table to make sure I'm not going to fast or causing other problems
- Switching between 25's and 50's

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- Ask Timers to switch ends as soon as they have documented most recent times
- Have announcer check each lane's timers to make sure they are ready
- Pool Contamination (vomiting, bowel)
  - If on pool deck and away from water standard cleaning is satisfactory
  - If near or in pool it depends on situation and consultation with pool management
    - If swimmer obviously ill, the pool is typically closed for treatment and the meet cancelled
    - If swimmer not obviously ill, but more of an accident, close pool for quick 30 minute shock treatment