

MOUNTAIN HI SWIM LEAGUE
**RULES and GUIDELINES for
OFFICIALS and DECK STAFF**

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1 PURPOSE:

1.1 To provide prospective officials and deck staff with initial instructions as required by the Mountain Hi Swim League for certification.

2 CERTIFICATION:

2.1 Please refer to section 14.1 of the Mountain Hi Swim League Policies and Procedures for details regarding certification.

2.2 MINIMUM PERSONNEL FOR THE MEET:

2.2.1 The hosting team must provide a Referee, a Starter, a Scribe, a minimum of 2 Stroke & Turn Judges, a Head Timer, 9-12 Timers per shift, depending on number of lanes at the venue, a Clerk of Course, at least one Heating Area Coordinator, at least 2 Runners, a Meet Manager operator, and 2-3 Scoring Table people which must include a Scoring Table Runner. Stroke & Turn Judges may also act as Relay Take-off Judges when not judging strokes.

2.2.2 The visiting team must provide a minimum of 2 Stroke & Turn Judges, 9-12 Timers per shift, depending on the number of lanes at the venue, at least one Heating Area Coordinator, and 2-3 Scoring Table people.

2.2.3 If a minimum of personnel cannot be obtained from one's own team, it is that team's responsibility to recruit the necessary staff from the other team. If the shortage is known ahead of time, the Division Officials coordinator may be contacted for assistance.

3 USA/MHSL SWIMMING PHILOSOPHY:

3.1 Strive for fair and equitable competition

3.2 Strive for consistency in officiating

3.3 Protect the swimmers who are swimming correctly

3.4 Know the rules

3.5 Understand the limits of your jurisdiction

3.6 Be in the proper position when swimmers are in your jurisdiction

3.7 Never shout at or belittle swimmers, or anyone associated with the meet

3.8 Be compassionate; try to say something positive

3.9 Expect to be questioned

3.10 Always give all benefits of doubt to the swimmer

4 REFEREE:

4.1 MEET REFEREE:

4.1.1 Shall have full authority over the swimming competition, including the items listed below, and is responsible for the safety of all swimmers. The Parent Delegates, or their designee, will maintain order of the swimming event for all matters outside of the competition.

4.1.2 RESPONSIBILITIES:

4.1.2.1 Conducts the officials' pre-meet meeting no later than 30 minutes prior to the start of the meet. All officials who will be working the meet, including the Deck Referees, Starters, Stroke & Turn Judges, Relay Take-off Judges, and Scribes must be at the meeting. The Meet Referee makes deck assignments; determines jurisdiction, reporting procedures for communicating DQ's, rotation, substitution procedures, headset protocol; reviews/demonstrates the correct positions for S&T Judges to observe the strokes; reviews protest procedures; provides any additional information relevant to the officiating of the meet; and maintains control of the running of the competition. In the meeting, the Meet Referee will have each person test his/her headset for good working order and verify that each headset is on manual (PTT-push to talk) rather than VOX (voice activated)

4.1.2.2 Assures equipment and facilities meet League requirements. (This includes the water temperature being between 77 and 82.4 degrees Fahrenheit, and being maintained for competition. The air temperature for indoor facilities shall not be lower than 76 degrees Fahrenheit.)

4.1.2.3 Assures meet is properly staffed with currently certified Officials.

4.1.2.4 Can overrule any official on a point of rule interpretation, or on a judgment decision pertaining to an action that the Meet Referee personally observed.

4.1.2.5 Can replace any official not properly executing his duties.

4.1.2.6 Shall give a decision on any point where the opinions of the Judges differ and resolve any disagreement that may arise if parties are unable to mutually agree.

4.1.2.7 Shall have authority to intercede in a competition at any time, to ensure that safe racing conditions are observed.

4.1.2.8 Shall provide headsets to each team for their Stroke & Turn Judges and Scribes.

4.1.2.9 May, at his/her discretion, prohibit the use of any bell, siren, horn, or other artificial noisemaker during the meet.

4.1.2.10 May modify any rule for a competitive swimmer who has a disability. The swimmer (or the swimmer's coach) is responsible for

notifying the Referee, prior to the competition, of any disability of the swimmer and of the requested modification. The Referee shall determine if the modifications are appropriate and can be met, and shall instruct the Starter and Stroke & Turn officials as to the accommodations to be made for that swimmer. Such modification shall be in accordance with Article 105 of the USA Swimming Rules and Regulations book.

4.1.2.11 Must provide written notice of changing the start time of the meet to an earlier time and deliver it to all affected swimmers and their coaches. Any affected swimmer or his/her/their coach may file a written protest if they do not agree to such change in time or date.

4.2 DECK REFEREE:

4.2.1 Shall have control over the competition in the pool. The Deck Referee is responsible for the safety of all swimmers in the competition pool and for accurate reporting of all disqualifications called and accepted during the competition.

4.2.2 RESPONSIBILITIES:

4.2.2.1 Works with the Clerk of Course and Starter to maintain an even pace for the running of the meet. If a Deck Referee is being utilized, this task becomes the responsibility of the Deck Referee. The Referee will use his/her headset to keep the officials informed of what heat is in the water. This is especially important when the Clerk of Course has combined the first few heats due to scratches.

4.2.2.2 Assures a fair start for each competitor. Blows a series of whistles to signal the next heat of swimmers to approach the starting blocks and get ready to swim. Shall blow a long whistle before each race to signal the swimmers to step up or in, to signal with an outstretched arm to the Starter that all Officials are in position, that the course is clear, and the competition can begin. For Backstroke starts, the Deck Referee blows a second long whistle once all swimmers are in the water (with their heads above the water) to signal that swimmers should return promptly to the wall and get ready to start.

4.2.2.3 May independently assess an unfair or false start. The Starter may report a swimmer to the Referee for delaying the start, for willfully disobeying an order or for any other misconduct taking place at the start, but only the Referee may disqualify a swimmer for such delay, willful disobedience or misconduct. The Referee may disqualify a swimmer who fails to appear at the starting platform ready to swim in time for the initial start of his/her heat. For these infractions, the Referee must raise his/her arm overhead with an open palm to signal the disqualification and inform the swimmer of the infraction.

4.2.2.4 Can disqualify a swimmer for any violation of the rules that the Referee personally observes; the Referee must raise one hand overhead with an open palm to signal a disqualification. The only exception is for dually confirmed infractions (false starts, early take-offs for relay exchanges).

4.2.2.5 Shall confirm the acceptance of all proper disqualifications over the radio or

reject any that are incorrect; shall ask the Scribe to write up the accepted disqualifications, sign them, and have them processed to the scoring table.

4.2.2.6 Shall record all accepted disqualifications on the Referee's heat sheet and turn it in to the scoring area at the end of the meet for retention with the meet documentation.

4.2.3 POSITION: Next to the Starter on his/her side that is closest to the turn end of the pool

5 STARTER:

5.1 Shall help the swimmers achieve the best start possible. Upon a signal from the Meet/Deck Referee, assume full control of the swimmers until a fair start has been achieved.

5.2 STARTER RESPONSIBILITIES:

5.2.1 Makes sure all lanes are numbered properly; makes sure all starting equipment is in good working order and positioned properly around the deck; verifies that the backstroke flags are in the correct position

5.2.2 Calls the swimmers to the blocks. When starting a new event, announce the distance and stroke; when changing heats, only announce the heat number

5.2.3 After the Deck Referee's long whistle, if the swimmers do not step up on the starting block or step in the water, instruct the swimmers to do so.

5.2.4 Gives the starting instruction, "Take your marks" to ensure that a proper starting form is observed with at least one foot at the front of the block in a forward start and toes are not curled over or are above the gutter on the backstroke start.

5.2.5 May use optional instructions only as needed:

5.2.5.1 Stroke(s) and stroke order

5.2.5.2 Advising the heat when a swimmer is attempting an intermediate distance time or is swimming under protest (mandatory announcement), advise the announcer not to announce the results, and notify the scoring table that points shall not be allocated nor awards given until the protest is resolved

5.2.5.3 Inform all relay swimmers that, except for the last swimmer, they must leave the pool immediately upon completion of their leg

5.2.5.4 "Place your feet" instruction for backstroke start

5.2.5.5 "Stand Please" (forward or in the water start) or "Relax Please" (for when an extended period of time is needed) instruction when swimmers do not set in a timely manner

5.2.6 Activates the starting device

5.2.7 Ensures that no swimmer has an unfair advantage

5.2.8 Shall record the Order of Finish for each heat in his/her heat sheet, which will be turned in to the scoring table at the end of the meet and kept with all hard copy supportive documentation for the meet. Recording Order of Finish by a volunteer or the Deck/Meet Referee is optional.

5.3 STARTER POSITION: Close to the side of the pool, within ten feet of the starting blocks, making sure that you have a clear view of all lanes; stand so that your toes are pointed toward the middle lanes.

5.4 EQUIPMENT- HORN OR ELECTRONIC START SYSTEM:

5.4.1 Be prepared to troubleshoot the system. A loudspeaker start system and an electronic strobe signal visible to all manual timers for forward and backstroke starts is preferred

5.4.2 Makes sure the system is working properly and is fully charged

5.4.3 If a strobe is used, makes sure it is visible to all lanes

5.4.4 Be familiar with things that can go wrong with automatic timing systems. Know how to prevent or fix common problems. Have a contingency plan

5.5 TIPS FOR STARTERS:

5.5.1 Maintain a copy of the order of the events.

5.5.2 Always be aware of the “big picture”.

5.5.3 Set a good pace for the meet.

5.5.4 Be calm, clear and confident in one’s instructions and do not threaten the swimmers with one’s tone of voice (extend an invitation to swim, do not command).

5.5.5 Pause and take a breath between the invitation to “Take your marks” and when you activate the starting device, allowing the swimmers to become stationary.

5.5.6 Step the heat down off the blocks in the event of a false start or a delay of meet call, when the Deck Referee informs the individual swimmer of the infraction.

5.5.7 Be familiar with any special starting rules that apply for disabled swimmers.

5.5.7.1 Deaf or hard of hearing swimmers may need visual starting signals. Ensure a recall rope is in place, in the event a recall is needed to allow a fair start for all.

5.5.7.1.1 Forward Starts: short whistles – twist hand at chin level; long whistle (swimmers step onto starting blocks) – arm overhead; signal to “Take your marks” – arm moves to shoulder level; starting signal – arm moves to side of body.

5.5.7.1.2 Backstroke Starts: short whistles - twist hand at chin level; first long whistle (swimmers enter the water) – arm overhead, then drop to side when swimmers enter the water; second long whistle (swimmers return to starting position) – arm overhead; signal to “Take your marks” – arm moves to shoulder level; starting signal – arm moves to side of body.

5.5.7.2 Swimmers with physical disabilities

5.5.7.2.1 May take longer to assume their starting position

5.5.7.2.2 May have difficulty holding the starting platform or pool end for a start

5.5.7.2.3 May need assistance from someone on the deck to maintain a starting position

5.5.7.2.4 May use a modified starting position on the blocks, deck, or in the water

5.5.7.2.5 Shall use a forward start for freestyle, breaststroke, and butterfly. The Referee may allow modifications such as the following: The swimmer may start from a sitting position on the block or on the deck. The swimmer may assume a starting position in the water, with or without assistance. If the swimmer cannot use a hand and/or foot to maintain contact with the wall, some other part of the body may be used. For breaststroke and butterfly, after the start and after each turn, a swimmer who is unable to push off with the leg(s) may perform one arm stroke that need not be simultaneous or on the horizontal plane to attain the breast position.

5.5.8 Always be impartial, fair, and consistent.

5.5.9 **Keep all instructions to the swimmers at a minimum;** only use the Starter’s microphone for necessary comments to the swimmers.

5.6 PROCEDURES:

5.6.1 Starting instructions should be consistent throughout the League

5.6.2 Deck Referee blows one long whistle for the swimmers to step up on the blocks or step in the water. For Backstroke starts, the Deck Referee blows a second long whistle once all swimmers are in the water (with their heads above the water) to signal that swimmers should return promptly to the wall and get ready to start. The Deck Referee extends an arm toward the Starter to signal that the swimmers are now under the Starter’s control.

5.6.3 Along with the Deck Referee, the Starter determines that all swimmers are present and in the proper position for the start

5.6.4 Insures that the crowd is quiet for start

5.6.5 Instructs the swimmers to “Take your marks”

5.6.6 If all swimmers are not ready within a reasonable amount of time, ask them to “Stand” or “Stand please”. In backstroke events, ask them to “Stand” or “Stand down please”. Once a “Stand” instruction is given, swimmers may stand up or step down off the blocks. If any swimmers choose to step down, then the Deck Referee must blow a whistle to step them back up on the blocks. Once the swimmers are ready, re-issue the “Take your marks” instruction.

5.6.7 After the swimmers move to a starting position on the blocks and become stationary, if any **purposeful forward movement** occurs prior to the start, ask the swimmers to “Stand”. In doing so, all swimmers are released and should not be charged with a false start. Any swimmers entering the water in reaction to the “Stand” instruction are relieved from a false start charge.

5.6.8 When swimmers are stationary, activate the starting device

5.7 SWIMMERS’ STARTING POSITIONS:

5.7.1 Forward Starts:

5.7.1.1 Both feet must be on the block prior to the instruction “Take your marks”. At least one foot must be at the front half of the block after the instruction is given and before the starting signal is activated.

5.7.1.2 NOTE: Swimmers may be bent at the waist prior to the “Take your marks” command. If a “Stand” instruction is given, the swimmers do not have to stand up, but can remain in a “Take your marks” position.

5.7.2 Backstroke Starts:

5.7.2.1 Both feet must be below the top of the gutter, but may be above the water line.

5.7.2.2 Curling the toes over the gutter or having toes above the gutter is not allowed

5.8 FALSE STARTS:

5.8.1 False starts must be reported by the Starter and confirmed by the Referee. The Referee will inform the swimmer(s) of a false start. A swimmer is not disqualified until a second false start charge has been observed. If the swimmers are on the blocks when a false start occurs, step them down during the notification process.

5.8.2 The Referee has the authority to call any DQ that he/she personally observes; no confirmation is required

5.8.3 The Starter should activate a recall signal immediately if a false or unfair start occurs and the swimmers have left the blocks

5.8.4 The Starter should relieve a swimmer if an infraction was caused by another swimmer

5.8.5 Immediately recall the swimmers if an unfair start has occurred even if you are not sure what caused the unfair start

5.8.6 The following conditions constitute a false start:

5.8.6.1 Any swimmers leaving their marks before the starting signal is given can be a false start. This may leave the Starter with the option to dismiss the false start charge if extraneous noise/activity caused the swimmers to leave early. At the Starter's discretion, he/she may elect not to charge a swimmer if he/she feels the action or movement of another competitor drew him off, or the Starter inadvertently caused the false start. If a swimmer loses his/her balance on the "Take your marks" instruction and falls into the pool, no False Start is charged to the swimmer.

5.8.6.2 All swimmers that become stationary on the "Take your marks" instruction, and then show purposeful forward motion prior to the starting signal may be charged with a false start.

5.8.6.3 If a swimmer sets, moves forward, and resets prior to the start, this is not considered a false start.

5.8.6.4 Any competitor charged with 2 false starts in the same event will cause him/her or his/her relay team (if applicable) to be disqualified from that event.

5.8.6.5 A swimmer who unnecessarily delays in assuming or holding a motionless position after the "Take your mark" instruction may be charged with a Delay of Meet disqualification by the Referee.

6 TIMERS:

6.1 Time is the measure of a swimmer's performance. The timer's role is to determine how long it took each swimmer to cover the distance of his/her event. Regardless of the type of timing equipment used, each lane must have 3 timers. No timer may operate more than one timing device of the same kind, for example two manual watches. They may operate two different types of timing devices, for example one manual watch and one semi-automatic device such as a Dolphin watch or an electronic button.

6.2 HEAD TIMER:

6.2.1 Verifies all timing equipment to be used is in good working order before the meet begins

6.2.2 Conducts the timers meeting and assigns timers to lanes, selecting one timer as the head lane timer. Each lane should include timers from both teams.

6.2.3 May deliver all lanes results, including disqualified swimmers documentation, to the runner for delivery to the scoring table

6.2.4 Acts as the backup timer and provides an accurately started watch to a lane timer in the event of a watch failure. The backup timer starts two watches at the beginning of every race.

6.3 HEAD LANE TIMER:

6.3.1 Checks entry card to verify event, swimmer, and lane number are accurate

6.3.2 Verifies that the swimmer is in the proper lane

6.3.3 Starts and stops a watch for the swimmer in his/her lane. Records all three watch times on the card upon completion of event.

6.4 **MANUAL WATCH LANE TIMER:** Operates a hand-held digital watch and is responsible for starting it on the visual signal (strobe) and stopping it at the end of the race. If the visual signal is not observed, the watch shall be started at the instant of hearing the sound of starting signal.

6.5 **BUTTON or DOLPHIN WATCH OPERATOR:** Presses a button (part of the semi-automatic electronic timing system) or stops the Dolphin watch at the finish of the race. If semi-automatic systems are used, at least one watch is also required as backup timing devices (three watch times are required for League records).

6.6 TIMER RESPONSIBILITIES:

6.6.1 Checks the manual watch to verify that the watch has been “zeroed out” before each start

6.6.2 **Stands well behind the starting blocks on each start** to help the Starter maintain an unobstructed view of the swimmers. Starts the manual watch when the starting signal is given - upon seeing the flash or hearing the tone. Dolphin watches should start automatically when the starting system is activated.

6.6.3 Stands near the edge of the pool, looking down the wall to clearly see when any part of the swimmer’s body touches the wall. Stops the watch or pushes the button when any part of the swimmer’s body touches the end of the pool at the finish of the race.

6.6.4 Is prepared to take splits or intermediate times in longer races, if assigned.

7 STROKE & TURN JUDGES:

7.1 Shall ensure fair and equitable competition for all swimmers

7.2 STROKE AND TURN JUDGES RESPONSIBILITIES:

7.2.1 Ensures that the rules relating to the strokes for the start, swim, turn, and finish are observed once the swimmer has entered the water

7.2.2 Wears the proper attire and equipment (orange wrist band and radio) while officiating

7.2.3 Attends the pre-meet officials meeting (usually held at 7:20 am) where the Meet Referee determines assignments, rotation, protocol, and jurisdiction

7.2.4 Judges swimmers ONLY IN ONE’S JURISDICTION, verifies conformity with the rules; calls disqualifications when the rules are broken

7.2.5 Knows the rules of MHSL/USA Swimming and applies them uniformly

7.2.6 Enforces the rules as a casual observer while being fair and considerate to the swimmers. **The MAJOR RULE OF THUMB FOR ALL STROKE & TURN JUDGES IS: THE BENEFIT OF ANY DOUBT GOES TO THE SWIMMER.**

7.2.7 Calls only what he/she actually sees, not what might have occurred

7.2.8 Calls all infractions observed in his/her jurisdiction, regardless of whether or not there was any advantage gained or if the swimmer has already been disqualified for other infractions on the same race

7.2.9 When judging swimmers with disabilities, judge in accordance with the rules any part of the body that is used; do not judge a part of the body that is missing or cannot be used. Base judgment on the actual rule, not the swimmer's technique.

7.2.10 As the Scribe, records all approved disqualifications on the DQ slip, fills in the heat and lane, notes the name of the official making the call, has the form signed by the Referee, and notifies the Runner to turn in the completed forms to the scoring table

7.2.11 As a Relay Take-off Judge, stand on your assigned side of the pool at the end where relay exchanges will take place. Be positioned to be able to see all assigned lanes. As the incoming swimmer approaches the wall, watch the feet on the starting block (or the contact with the wall for in-water exchanges). When the feet lose contact with the platform or the body loses contact with the wall, look to see if the incoming swimmer has arrived. Independently document all exchanges you are judging on Relay Take-off slips.

7.2.12 When a shift change or substitution takes place, the replacing Stroke & Turn Judge should arrive a few heats ahead of time to observe the deck and become comfortable with where everyone is and what is happening in the water. He/She should stand next to the official he/she is replacing. The on-duty Stroke & Turn Judge should continue to observe the swimmers in his/her jurisdiction until all swimmers have left; then the official going off duty should hand over headsets, wristbands, clipboards, pencils, and programs to his/her replacement. The replacing Stroke & Turn Judge should check in with the Deck Referee over the headset to inform the Referee and Scribe of the substitution.

7.3 STROKE & TURN JUDGE POSITION: At the end of the pool in the **middle** of one's assigned lanes. Be right at the edge of the pool, scanning all assigned lanes, watching swimmers at all times when they are in one's jurisdiction, even if they have been previously disqualified. Monitor all assigned lanes when swimmers enter one's jurisdiction, even if they are "empty".

7.4 DISQUALIFICATION PROCEDURES:

7.4.1 When an infraction is observed, the Judge shall signal by raising his/her arm overhead, palm open. Be quick and decisive in this action. If the arm is not

raised, the disqualification is not valid.

7.4.2 Over your headset, report the event number, heat, lane, a brief description of the violation, and your name to the Deck Referee. Continue to pay attention to swimmers still in your jurisdiction. Once the disqualification is accepted, by the Referee, the Scribe will fill out the DQ slip. Make a note of the infraction in your heat sheet.

7.4.3 If you are questioned by a parent about an infraction, direct the individual to the coach. If you are questioned by a coach, direct the individual to the Meet/Deck Referee.

7.4.4 If a swimmer inadvertently swims out of his/her lane, this is not automatically disqualification. It is a DQ if the swimmer who is out of his/her lane interferes with the swimmer in the correct lane, or commits a stroke infraction when attempting to return to the proper lane. However, a swimmer must start and finish the race in the same lane.

7.4.5 Dipping goggles into the water before a race is not a disqualification as long as it does not interfere with a race in progress. Any swimmer, however, who enters the pool where a race is being conducted before the completion of the race shall be barred from the next individual event in which the swimmer is entered.

7.4.6 DQ slips will be picked up from the Scribe and given to the scoring table by the runners

7.5 JUDGING STROKES:

7.5.1 FREESTYLE:

7.5.1.1 A forward start is used

7.5.1.2 Any stroke may be used

7.5.1.3 Any part of the swimmer's body must touch the wall of the pool at turns and finishes; the swimmer may turn in any manner

7.5.1.4 If any stroke other than the "crawl" is used, it does not have to conform to the rules for that stroke. Any stroke or combination of strokes may be used.

7.5.1.5 The infractions that can cause a DQ in Freestyle are not touching the wall on turns, not breaking the surface of the water by the 15M mark, pushing off the bottom of the pool, walking on the bottom, advancing by pulling on the lane ropes, or not finishing the prescribed distance. The curve of the wall is not considered the bottom of the pool.

7.5.1.6 Sculling back to hit the wall is permitted

7.5.1.7 Freestyle is the only stroke where a swimmer may stop and stand on the bottom of the pool

7.5.1.8 A swimmer must completely exit the water prior to finishing the required lengths of the event in order to be disqualified for a Did Not Finish

infraction.

7.5.2 BACKSTROKE:

7.5.2.1 In the water facing the start end of the pool for their start

7.5.2.2 Stroke is performed on the back. Except for turns, the swimmer's body may not rotate past vertical (i.e. not past perpendicular to the water surface) toward the breast.

7.5.2.3 Some portion of the swimmer must break the surface of the water throughout the race, except the swimmer may be submerged for not more than 15 meters after the start and after each turn. Once a swimmer surfaces, they may not fully resubmerge until just prior to the finish. A swimmer may fully resubmerge prior to the finish of a backstroke race "once some part of the head of the swimmer has passed the 5 meter mark (long course and short course meters) or 5 yard mark (short course yards) immediately prior to reaching the finish... prior to the touch." In other words, once the swimmer passes the closing flags, swimmers can resubmerge in backstroke races.

7.5.2.4 Upon completion of each length, some part of the swimmer's body must touch the wall. During the turn, the shoulders may turn past the vertical towards the breast after any part of the swimmer's head has passed the backstroke flags. The swimmer must return to a position past vertical toward the back when the swimmer leaves the wall.

7.5.2.5 When initiating a turn, after the upper shoulder rotates beyond the vertical toward the breast, a continuous single or simultaneous double arm pull may be used to initiate the turning action.

7.5.2.6 If a swimmer decides to use a flip turn as described above, he/she only receives one chance to hit the wall. If the wall is missed, sculling back to hit the wall is not allowed.

7.5.2.7 The swimmer has finished the race when any part of his/her body touches the wall at the end of the course

7.5.2.8 The swimmer's shoulders may not turn past vertical toward the breast prior to the touch on a finish. Swimmer must finish on the back.

7.5.2.9 Once the official's eyes have shifted to observe the finish, re-submersion may no longer be called because once the swimmer passes the closing flags, swimmers may resubmerge in backstroke races.

7.5.3 BUTTERFLY:

7.5.3.1 A forward start is used

7.5.3.2 The swimmer may be submerged for not more than 15 meters after the start and after each turn, upon which time the head must have broken the surface of the water.

7.5.3.3 The swimmer may use only one underwater pull at the start, which must bring the swimmer to the water surface. The swimmer must be on the breast at the first arm pull. Once the head has broken the surface, the swimmer must remain on the surface until the next turn or finish. One or more kicks are allowed at the start.

7.5.3.4 Arm pulls must be simultaneous, with a non-alternating stroke; the body must be kept on the breast. Each arm stroke must recover over the water surface with some portion of the arm (defined as that part of the body between the shoulder and the wrist) breaking the water's surface. Both arms must be brought forward over the water and pulled back simultaneously. After the start and after each turn, the swimmer's shoulders must be at or past vertical toward the breast.

7.5.3.5 In the up and down motion of the butterfly kick, the legs and feet do not have to be together. Their relative position to one another may change if they are moving up at the same time and down at the same time. A scissors or breaststroke (feet pointed outward, not just down at an angle) kicking movement is not permitted.

7.5.3.6 The swimmer's hands must touch the wall simultaneously. Hands do not have to touch at the same level. The hands do not need to be separated.

7.5.3.7 At the finish, the body must be on the breast

7.5.4 BREASTSTROKE:

7.5.4.1 A forward start is used

7.5.4.2 On the swim, the cycle of one arm pull followed by one kick with the head breaking the surface of the water within that cycle must be maintained. During the sequence after the start and each turn, the swimmer may take one complete arm pull (i.e., arm stroke completely back to the legs) and one downward butterfly kick at any time prior to the first breaststroke kick; the body may be wholly submerged. Except during the first stroke after the start and each turn, the hands shall not be brought beyond the hipline.

7.5.4.3 If submerged at the start and after each turn, the swimmers head must break the water surface by the time the swimmer's hands turn inward at the widest part of the second arm pull

7.5.4.4 The body must be kept on the breast on the start, the swim, and once the feet leave the wall after each turn. Officials will no longer need to assess whether athletes' arms or legs are on the same horizontal plane.

7.5.4.5 Some part of the swimmer's head must break the water surface during each cycle of the stroke, one arm pull and one leg kick, in that order. At each turn and finish, the head may be submerged after the last arm pull prior to the touch

as long as the head breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

7.5.4.6 The legs must move simultaneously and the feet must point outward during the propulsive part of the kick. A scissors, alternating, or downward butterfly kick (except as noted above) is not permitted. Breaking the surface of the water with the feet shall not merit a disqualification unless followed by a downward butterfly kick.

7.5.4.7 The arms shall move simultaneously without any alternating movement. The hands shall be pushed forward together from the breast on, under, or over the water. During the recovery phase of the stroke, the elbows shall be under the water except for the last stroke at each turn and the finish. The hands shall be brought back on or under the surface of the water.

7.5.4.8 The swimmer's hands must touch the wall simultaneously. Hands do not have to touch at the same level. The hands do not need to be separated.

7.5.4.9 At the finish, the body must be on the breast.

7.5.5 INDIVIDUAL MEDLEY:

7.5.5.1 The Individual Medley is a race where the swimmer utilizes all four strokes in a single event. The strokes must occur in the following order: Butterfly, Backstroke, Breaststroke, Freestyle

7.5.5.2 Each stroke must conform to the rules for that particular stroke

7.5.5.3 The freestyle leg may not be the backstroke, butterfly or breaststroke.

7.5.5.4 The transitions from one stroke to the next must conform to the respective finish and start rules for each stroke. A swimmer who finishes the backstroke by touching on his/her back may then turn in any manner.

7.5.6 MEDLEY RELAY:

7.5.6.1 The strokes in the Medley Relay must occur in the following order: Backstroke, Breaststroke, Butterfly, Freestyle

7.5.6.2 Each stroke must conform to the rules for that particular stroke

7.5.6.3 The freestyle leg may not be the backstroke, butterfly or breaststroke

7.5.6.4 The finishes of each stroke must conform to the respective finish rules for each stroke

7.5.7 Each relay member shall exit the water immediately upon finishing his/her leg except the last member.

8 RELAY EXCHANGE:

8.1 Relay exchanges are the jurisdiction of the Relay Take-off Judges.

8.2 PROCEDURE:

8.2.1 Be in position with relay take-off slips

8.2.2 Watch the swimmers' feet on the block. When the feet have left the block, move your eyes down to see if the touch has been made. This gives all benefit of the doubt to the swimmers. Do not be influenced by body movement. A good swimmer will have his/her body moving before the touch, but his/her feet are still in contact with the blocks as the touch is being made. For pools that require in-water exchanges, watch the swimmer on the wall; when all contact with the wall is broken, look to see if the incoming swimmer has arrived.

8.2.3 If an infraction occurred, Relay Take-off Judges will independently mark an "X" on the swimmer exchange number for any relevant lane(s). If the exchange is legal, the Judge will circle the relevant lanes. Once all exchanges for the heat have occurred, any illegal exchanges need to be reported to the Deck Referee. If independent confirmation is present from both Side Take-off Judges, then the dual confirmed infraction is reported to the Deck Referee. Once accepted, the Scribe will write the DQ slip.

8.3 POSITION: Relay Take-off Judges, should position themselves on each side of the pool, a few steps down from the end of the pool so they can see all the lanes in their jurisdiction in one glance.

9 PROTESTS:

9.1 At dual meets, the Meet Referee is the final authority in resolving disputes regarding the competition. He/She assembles the Protest Committee for hearing a protest and can vote in the case of a tie. At Prelim, Championship and All Stars meets, the Meet Referee will assemble and head the Protest Committee. See Section 14.17 of the MHS� Policies & Procedures manual for jury composition.

9.2 The Referee can overrule an official on a point of rule interpretation

9.3 The Referee can overrule an official on a judgment call if the Referee actually observed the infraction in question

9.4 The following questions must be answered "yes" for a DQ to stand:

9.4.1 Did the official raise his/her hand?

9.4.2 Did the official have jurisdiction where the infraction occurred?

9.4.3 Was the official in the proper position to make the call?

9.4.4 Was the official's rule interpretation correct?

10 SWIMMING INTERMEDIATE DISTANCE OR RELAY LEAD-OFF SPLITS FOR INDIVIDUAL TIMES:

10.1 When a swimmer is swimming for an intermediate distance time, the swimmer's coach will provide three (3) additional timers for the swimmer's event, one of the timers being from the opposing team. The swimmer's time will be established according to Section 14.16.4.1.2 of the MHSL Policies & Procedures manual.

10.2 When a swimmer wants to establish an individual time as the lead-off swimmer in a relay event, three additional timers are required to record that swimmer's portion of the relay. The times must be recorded on a separate card. One of those timers must be from the opposing team; they cannot be represented by coaches, parents of any swimmer in the relay, or any swimmer competing in the meet. Please see Section 10.14 of the MHSL Policies & Procedures manual for detailed instructions. A lead off swimmer's time shall not be nullified by a subsequent disqualification of his/her/their team members. The time of that swimmer's relay leg will be established according to Section 14.16.4.1.2 of the MHSL Policies & Procedures manual.

11 OFFICIALS SUMMARY:

11.1 Know the rules

11.2 Becoming a good official requires experience on the pool deck; the more you do the job, the more comfortable you get doing the job

11.3 Always be in the proper position

11.4 Always address the swimmers with respect

11.5 Signal a DQ immediately. If you have to hesitate, it probably is too close to call

11.6 Always be impartial, fair and consistent

11.7 Remember, **the benefit of the doubt always goes to the swimmer**

11.8 Call only what you see. You're going to miss some infractions. Judge all your lanes fairly with the same amount of attention and don't worry about what you may have missed.

11.9 Expect to be questioned when you observe and report a disqualification. Do not retaliate in any way from a verbal attack by a parent or coach. Direct the parent to the coach, and the coach to the Meet Referee. If the Meet Referee asks what you observed, calmly explain, in detail, what you observed without using your hands.

11.10 Have conviction, but don't hesitate to admit you were wrong; do not hesitate to rescind a call if you honestly believe you made an error.

11.11 Be conscientious about your position; don't socialize when you should be watching swimmers in your jurisdiction.

11.12 Turn your cell phone off when officiating on the deck

12 CLERK OF COURSE:

12.1 Every team in the MHSL must have at least one Clerk of Course. That person shall manage the heating area, working closely with the heating coordinators, the Starter, and the Deck Referee to

ensure a smooth running meet. Each year, the Clerk of Course must attend a mandatory League clinic.

12.2 CLERK OF COURSE RESPONSIBILITIES:

12.2.1 The hosting team provides the Clerk of Course who assures swimmers are organized in a clearly marked "heating area" at least two-three events prior to their swim. The Clerk of Course should keep the heating area full and ready for subsequent events so as to not delay the timely running of the meet.

12.2.2 For meets where entry cards are used, checks each entry card to Ensure name of swimmer, proper event number, and heat/lane assignment are correct.

12.2.3 All scratches should be reported to the Clerk of Course at least 30 minutes prior to the start of the meet; cards should be marked "S" and forwarded to the computer operator and scoring table. The Clerk of Course will then combine events when possible to expedite the running of the meet.

12.2.4 Communicates any changes in the seeding during a meet to the Starter and Deck Referee.

12.2.5 Processes relay declarations for events 5-14 at least 30 minutes prior to the start of the meet and events 81-90 by the start of the Individual Medley events (#71) to the computer operator.

13 HEATING AREA COORDINATOR:

13.1 Shall work with the Clerk of Course to find and heat swimmers before their races. Each team must provide at least one Heating Area Coordinator to assist the Clerk of Course for every dual meet.

13.2 HEATING AREA COORDINATOR RESPONSIBILITIES:

13.2.1 Assists the Clerk of Course with locating swimmers

13.2.2 Assists Clerk of Course with lining up the swimmers for their heats

14 RUNNERS:

14.1 Shall facilitate the processing of paperwork from the pool to the scoring table in a timely manner; if Scoring Table Runners are not available, assist with the distribution of DQ slips to the team coaches.

14.2 RUNNERS RESPONSIBILITIES:

14.2.1 Pick up swimmers cards from the head lane timers and DQ slips from the Scribe; deliver them to the scoring table in a timely manner.

14.2.2 On the 25 meter/yard events, deliver the swimmers cards to the head lane timers at the turn end of the pool in a timely manner. This may require additional runners.

14.2.3 If assigned by the hosting team, deliver the team copy of processed DQ slips to the appropriate coach or team representative in a timely manner

15 SCORERS:

15.1 Shall manage the scoring table to facilitate the timely reporting of accurate results and distribution of awards.

15.2 SCORERS RESPONSIBILITIES:

15.2.1 Review the reported times for each swimmer's card

15.2.2 Record the official time on each card

15.2.3 Match disqualification slips to the correct swimmers cards, by ensuring that name and lane are consistent

15.2.4 Pass the cards, in ascending lane order, by heat to the Meet Manager Operator for entry into the software program

15.2.5 Once the cards are returned to the scoring table, sort the cards for each event into finish order, fastest to slowest, placing disqualified swimmers cards at the end

15.2.6 Record the finish order on each card with a legal swim

15.2.7 Compare the results report from Meet Manager with the sort order of the cards for accuracy

15.2.8 Pass the cards to the awards people; separate into team piles for ribbon labeling

15.3 CALCULATING OFFICIAL TIMES:

15.3.1 Three Watches:

15.3.1.1 If two or three watches agree, that is the official time

15.3.1.2 If all three watches disagree, the median (middle) time is the official time

15.3.2 Two Watches:

15.3.2.1 If both watches agree, that is the official time

15.3.2.2 If watches disagree, the average of the two is the official time

15.3.2.3 The digits representing thousandths of a second shall be dropped with no rounding

15.3.3 One Watch:

15.3.3.1 Although this timing method is not recommended, the time on the watch is the official time

15.3.4 All League records must be timed with three stopwatches for them to be official. Secondary and tertiary times shall be recorded but shall not be used except to corroborate or correct missing or inaccurate primary/secondary results. The swimmer must also have the fastest time in the event, as well as

win the heat.

16 TEAM MANAGER OPERATOR:

16.1 Shall have a good understanding of the Hy-Tek Team Manager software, manage all team data, and process team entries for MHSL meets.

16.2 TEAM MANAGER RESPONSIBILITIES:

16.2.1 Maintain the team's Hy-Tek Team Manager or Team Unify database; update database for new League records as new files are received.

16.2.2 Process meet entries for each meet to the hosting team by 5:00 pm on the Thursday prior to the dual meet

16.2.3 Follow meet entry processing guidelines for Divisional and All Star meets. See MHSL Policies & Procedures manual for specifics

16.2.4 Update the team's Team Manager database promptly after each competition the team attends

16.2.5 Create a backup copy of the database for storage of all team times at the end of each season. Turn it in to the team designated representative prior to the September League Parent Delegate meeting.

17 MEET MANAGER OPERATOR:

17.1 Shall have a good understanding of the Hy-Tek Meet Manager software, be able to set up meet databases, run the software for collecting the meet data, and process meet results.

17.2 RESPONSIBILITIES:

17.2.1 Set up the dual meet database; update the Master meet database for new League records as new files are received.

17.2.2 Import entries for both teams, process the data including entering the DQ code for the infraction and the name of the Official making the call, and create all reports needed for running a dual meet

17.2.3 Seed the meet events based on slowest to fastest swimmer times

17.2.4 Home team will provide cards with printed deck labels for both teams and deliver them to the Clerk of Course in correct order of events and heats for the swimmers

17.2.5 Provide necessary reports to meet officials, coaches, Clerk of Course, heating helpers, Scoring table, Parent Delegates, and concessions; verify with the Meet Referee the number of heat sheets needed by the officials.

17.2.6 Print ribbon labels as required by Division

17.2.7 Periodically print meet results for posting at the meet

17.2.8 Provide each team with electronic meet results after completion of the meet. Each team is responsible for providing the storage medium for the electronic file.

17.2.9 Provide the Meet Referee and the MHSL Officials Chair with a copy of the Meet Summary/DQ by Official Report at the end of the meet. The pdf of the report should be emailed to the MHSL Officials Chair (officials@mhsl.org) within three (3) days of the end of the meet.

17.2.10 Report the meet score to the Division VP and the MHSL Webmaster by Sunday evening after the hosting of a dual meet

17.2.11 Report any new potential League records to the Meet Referee and have them announced at the meet. Send the League Records Submission Form, a backup copy of the meet database, and a copy of the card for the swim to the Scoring/Computer/Records Chair by Tuesday night of the following week. Also inform the Parent Delegates of the new potential League record.