

GENERAL PRINCIPLES of OFFICIATING

Module 2

ROLES and RESPONSIBILITIES for MASTERS SWIMMING OFFICIALS

Read these notes and make your own notes of any parts or statements that you do not fully understand so you can question the Presenter.

ROLES AND RESPONSIBILITIES for MASTERS SWIMMING OFFICIALS

The officials required to conduct a Masters Swimming Meet are as follows:

REFEREE

Referees may be required to act as Meet Referee or Event Referee and to perform each of the following roles at a Meet:

CHIEF INSPECTORS OF TURNS

INSPECTORS OF TURNS

JUDGES OF STROKE

STARTER

Other officials for all meets are:

CHIEF TIMEKEEPER

TIMEKEEPERS

CHECK STARTERS

CLERKS OF COURSE

MARSHALS

There is no formal course for each of the following.

MEET DIRECTOR

ANNOUNCER

RUNNERS

RECORDER

Major Meets using electronic timing will also require

A.O.E. OPERATORS

CONTROL-ROOM SUPERVISOR (where applicable).

PRESS STEWARD

PRESENTATION OFFICERS

The following positions are not applicable to Masters Meets as all places are determined by times recorded.

CHIEF FINISH JUDGE

FINISH JUDGES

ROLES and RESPONSIBILITIES for each position

ALL OFFICIALS

All officials should bring their own water bottles, pens, clip-boards and where required whistles, DQ sheets etc.

Do not bring your mobile phone on deck unless it has a silent vibrating function.

REFEREE

Depending on the number of officials available at a meet, referees may act in a single role or be rotated through the roles of Chief Inspector of Turns, Inspector of Turns, Judge of Stroke, Starter and Event Referee. One referee will have been appointed Meet Referee who, as will be seen in these notes, has extra duties.

The Meet Referee has overriding control of the conduct of the Meet. He/she is responsible for certifying the conditions of the sanction to conduct the meet have been met. They have responsibility for:

- conferring with the Meet Director and co-ordinating all requirements for the meet at least the day before the competition,
- obtaining a list of the officials and preparing a roster of duties for the Event Referees, Judges of Stroke, Chief Inspectors of Turns and Inspectors of Turns (plus Starters where appropriate),
- ensuring they have copies of the current Rules, Procedures and Forms,
- liaising with the Meet Director, Pool Manager, Announcer and Recorder,
- being familiar with the emergency procedures at the pool,
- conducting a pre-meet briefing of the officials,
- ensuring all Officials are at their respective posts,
- ensuring the meet commences on time,
- monitoring the performance of the other Meet Officials,
- adjudicating all protests relating to the competition in progress unless they have a vested interest in the outcome,
- checking and signing any Record Application Forms presented by the Recorder, including ensuring they do not include swimmers with an MD for that stroke.
- preparing a Meet Report.

The Event Referee has control of the event in progress. When possible the position of Event Referee would be rostered between the referees officiating at the meet. The Event Referee has responsibility for:

- ensuring all Officials are at their respective posts before starting the first heat,
- giving full attention to every start, including close observation and concurrence with the Starter regarding false starts and disqualifications,
- disqualifying any swimmer for any violation observed by them or reported by another Authorised Official,
- overruling a recommendation to disqualify if not in 100% agreement with the recommendations of other officials, either through their observation of the incident, or their interpretation of the Rules,
- reviewing, or answering questions about, disqualifications,
- approving all event results prior to their being posted or announced.

CHIEF INSPECTOR OF TURNS

The Chief Inspector of Turns must ensure that:

- Inspectors of Turns fulfil their duties during the competition,
- they receive the reports from the Inspectors of Turns if any infringement occurs, check them and if satisfied, present them to the Event Referee immediately.

INSPECTORS OF TURNS

Inspectors of Turns shall ensure that:

- swimmers comply with the relevant rules from the start until the completion of their first arm stroke on the surface,
- swimmers comply with the relevant rules for turning, commencing with the last arm stroke before touching and ending with the completion of the first arm stroke on the surface after turning,
- swimmers finish their race according to the current rules,
- swimmers in relay teams are in contact with the starting platform or pool end wall when the preceding swimmer touches the end wall,
- they record the number of laps completed by the swimmer in their lane and give a warning signal when there are 2 lengths plus 5 metres to swim to the finish, in events 400 metres or longer (this may be done by a designated timekeeper),
- they record any and all infringements of the Rules they observe on an Infringement Report, and signal immediately to the Event Referee/ Chief Inspector of Turns (whoever is closer) to collect and deal with same.

JUDGES OF STROKE

Judges of Stroke shall ensure that:

- swimmers observe the rules related to the style of swimming designated for the event, or the stroke they have specified they will swim in a freestyle event,
- they assist Inspectors of Turns in their duties when required,
- they record any and all violations of the Rules they observe on an Infringement Report, sign the Report and pass it on to the Event Referee.

STARTER

Starters shall ensure they:

- do a start check in conjunction with the Chief Timekeeper,
- are familiar with the competitors' starting positions in Masters Swimming,
- stand within 5 metres of the starting end, but not blocking the Timekeepers' view of the starting device's visual signal,
- will be able to see the Referee's extended arm signal that the swimmers are ready,
- are in a clear position to observe the start of the race,
- do not hold competitors too long at the start,
- ask the swimmers to 'stand up' if there is a problem at the start,
- recall the swimmers if there is a technical false start,
- immediately recommend disqualification of the swimmer to the Event Referee if a swimmer breaks or holds up the start,
- fill in an Infraction Form if the Event Referee asks them to do so.

CHECK STARTERS

Check Starters shall:

- ensure that swimmers are seated or standing behind the lane in which they are to swim before the completion of the previous heat,
- check that both swimmers know their correct heat and which side of the lane they will swim on when two swimmers are allocated to swim in the same lane,
- after a technical false start, recheck that competitors are in the correct heat and lane,
- immediately report any Check-Starting problems that cannot be resolved to the Event Referee.

CLERKS OF COURSE

Clerks of Course shall:

- collect swimmers from the Marshalling Area 2 to 3 heats before the completion of the heat that is currently being swum (less often for events 400m and over),
- check that the swimmers are lined up in the same order as the lanes (1 to 8 or 8 to 1),
- ensure that swimmers are in the correct event, heat and lane,
- escort swimmers to the starting end of the pool,
- remind swimmers that they must not hold onto the end wall when they have finished their race when electronic timing is being used.

MARSHAL

Marshals shall:

- check that the seats in the Marshalling Area are set up correctly,
- liaise with the Announcer to call swimmers to report to the Marshalling Area,
- check competitors as per the program (procedures for deck seeding and heat seeding will differ),
- ensure competitors remain in the Marshalling Area until collected by the Clerk of Course,
- ensure that event recording cards that are not collected are bundled together, marked **DNS** (did not swim) and are returned to the Recorder,
- immediately report any problems in the Marshalling area that cannot be resolved to the Meet Referee.

CHIEF TIMEKEEPER

Chief Timekeepers must ensure:

- there is one copy of the program or heat sheets per lane,
- there are split sheets if required (events 400m or longer),
- there are the required number of timekeepers for each lane especially for records,
- there are two reserve timekeepers if available, or two extra watches are started,
- timekeepers check that their watches are functioning,
- timekeepers are aware of the location of the starting signal and the method of start (by arranging a Start Check with the Starter),
- timekeepers record intermediate times on split sheets where this is required,
- they use a bright fluoro-coloured clip board to signal the timekeepers are ready for the start of the next heat. The bright side is to be held directly facing the Event Referee,
- timekeepers know what to do if their watch fails,

- they use their own stopwatch to do random checks on each lane,
- they replace timekeepers when needed (e.g. ill, competing, watch failed),
- they liaise with the Announcer to call for replacement timekeepers,
- the cards/sheets are collected by the Runners,
- any uncollected cards/sheets are forwarded to the Recorder.

TIMEKEEPERS

Timekeepers shall:

- know the “start/split/stop/reset” functions of the watch they are using,
- operate only one watch or push button in each race,
- be familiar with the starting method (could be flashing light or starting pistol),
- position themselves to get a clear view of the starting signal at the start of each race,
- start their watch on seeing the flash of light from the device (or smoke from the pistol),
- check their watch is running throughout the race,
- tell the Chief Timekeeper at once if their watch fails to start or stops during the race,
- stop their watch as soon as any part of swimmer's body touches the end wall,
- show and read the time on their watch to Timekeeper 1 who records the times,
- reset their watch to zero when the time has been written down,
- advise the Chief Timekeeper if and when they need to be replaced.
- record times at intermediate distances in races longer than 100 metres when instructed to do so by the Chief Timekeeper.

MEET DIRECTOR

The **Meet Director** is responsible for the organisation of a swim meet.

ANNOUNCER

The **Announcer** shall:

- keep swimmers, officials and spectators informed,
- make announcements at the direction of the Referee and Meet Director or their authorised representative.

RUNNERS

The **Runners** shall:

- collect all recorded times from the Lane Timekeepers and take them to the Recorder,
- if required, distribute time recording slips to Lane Timekeepers.
- Take Infraction forms to the Event Referee when requested and then to the Recorder.

RECORDER

The Recorder shall:

- give copies of the current list of Medical Disability swimmers to the Meet Referee,
- give heat sheets to the Chief Timekeeper or race cards to the Marshal,
- receive completed race cards/AOE slips after each heat of each event,
- keep cards for withdrawals and disqualifications separate,
- staple disqualification reports to swimmers' race cards,

- check results given to them for discrepancies, and ask for clarification where writing is illegible,
- record the official times,
- print results at the conclusion of each event,
- check results for records and disqualifications,
- post results and ensure that new records and disqualifications are highlighted against swimmers' names,
- mark the time of posting and display the results in a prominent position,
- record points scored by individuals and clubs,
- complete any documentation that is required for record submissions, checking that all information is correct; give to Meet Referee to sign.

A.O.E. OPERATORS

The A.O.E. Operators shall:

- operate the automatic timing and judging equipment at the direction of the Referee, provide the times and placings recorded by the equipment and inform the A.O.E. Supervisor of any recording malfunction.

CONTROL-ROOM SUPERVISOR

The Control-room Supervisor shall:

- supervise the automatic timing operation including the review of backup timing cameras,
- check the results from computer printouts,
- check the relay exchange printout and report any early takeoffs to the Event Referee.

PRESS STEWARD

The **Press Steward** shall:

- obtain the results of each finish from the Recorders and keep the media informed on all details of results during competition.

PRESENTATION OFFICERS

The Presentation Officers shall distribute all medals to the swimmers who win them.