

BRIEFING GUIDE :REFEREE

1- Meet Manager : _____

Copy of Invitation	<input type="checkbox"/>	Agenda	<input type="checkbox"/>	Time trials	<input type="checkbox"/>
Technical Bulletin	<input type="checkbox"/>	Protocol	<input type="checkbox"/>	Late entries	<input type="checkbox"/>
Copy of Program	<input type="checkbox"/>	Coaches Meeting	<input type="checkbox"/>	Exhibition swims	<input type="checkbox"/>
List of Events	<input type="checkbox"/>	Lifeguards	<input type="checkbox"/>	Other Meetings	<input type="checkbox"/>
Evaluation of time	<input type="checkbox"/>	Security (warm-ups)	<input type="checkbox"/>	Material, equipment	<input type="checkbox"/>

2- Referee : _____

Working Procedures	<input type="checkbox"/>	Sharing of events	<input type="checkbox"/>	Signals with Starter	<input type="checkbox"/>
Sharing of briefings	<input type="checkbox"/>	Disqualifications	<input type="checkbox"/>	Other tasks for starter	<input type="checkbox"/>

Have a good session!

3- Pool Deck Inspection

Meeting with Security Officials

Lane numbering	<input type="checkbox"/>	when facing the pool, lane #1 should be on the right
Starting Blocks	<input type="checkbox"/>	backstroke handles and starting blocks should be secured
False start rope	<input type="checkbox"/>	at 15 metres from the starting end
15 metre markers	<input type="checkbox"/>	cones or other markers at 15 metres from each end of pool
Backstroke flags	<input type="checkbox"/>	5 metres from respective walls, 1.3 metres to 1.8 metres from water level
Lane ropes	<input type="checkbox"/>	in place and well tightened (secured)
Filtration system	<input type="checkbox"/>	on or off
Pool deck	<input type="checkbox"/>	clean (no debris)
Starting equipment	<input type="checkbox"/>	strobe functional, enough bullets and adequate guns
Sound system	<input type="checkbox"/>	functional
Pace Clocks	<input type="checkbox"/>	stopped after warm up
Warm up	<input type="checkbox"/>	assign one or more responsible officials
Electronic System	<input type="checkbox"/>	functional
Touch Pads	<input type="checkbox"/>	in place, clean, and functional
Ambient temperature	<input type="checkbox"/>	registered
Water temperature	<input type="checkbox"/>	registered
Bells	<input type="checkbox"/>	available
Marshalling area	<input type="checkbox"/>	well identified
Furniture	<input type="checkbox"/>	enough chairs and tables on deck
Stroke and turn area	<input type="checkbox"/>	well defined

4- CLERK OF COURSE:

- | | | | | | |
|--------------------|--------------------------|--------------------------------|--------------------------|----------------------|--------------------------|
| Copy of Invitation | <input type="checkbox"/> | Technical Bulletin | <input type="checkbox"/> | Scratches | <input type="checkbox"/> |
| Late entries | <input type="checkbox"/> | Exhibition | <input type="checkbox"/> | Late scratches | <input type="checkbox"/> |
| Seeding procedure | <input type="checkbox"/> | Circle seeding (preliminaries) | <input type="checkbox"/> | Senior seeding | <input type="checkbox"/> |
| Official times | <input type="checkbox"/> | Be ready for start of session | <input type="checkbox"/> | Long distance events | <input type="checkbox"/> |

Have a good session!

5- Secretary (Recorder-Scorer):

- | | | | | | |
|---|--------------------------|-------------------|--------------------------|---|--------------------------|
| Material | <input type="checkbox"/> | Briefing with CPJ | <input type="checkbox"/> | Do not post results, in case of protest | <input type="checkbox"/> |
| Advise CPJ of all corrections | <input type="checkbox"/> | | <input type="checkbox"/> | Advise Referee of any swim-offs | <input type="checkbox"/> |
| Indicate the DQ's 9:99:99, EXHIBITION SWIMS, and TIES | <input type="checkbox"/> | | <input type="checkbox"/> | Publish finalists | <input type="checkbox"/> |
| Check results before posting | <input type="checkbox"/> | | <input type="checkbox"/> | Advise Referee of any records | <input type="checkbox"/> |
| No points for swimmers who do not achieve standards | <input type="checkbox"/> | | <input type="checkbox"/> | Post results | <input type="checkbox"/> |

Have a good session!

6-Chief Timekeeper:

- | | | | |
|---|--------------------------|--|--------------------------|
| Make sure you have enough timers | <input type="checkbox"/> | Where to write on cards | <input type="checkbox"/> |
| Keep track of watches distributed | <input type="checkbox"/> | Indicate where to write splits | <input type="checkbox"/> |
| Check watches and explain how they work | <input type="checkbox"/> | Take times and third time (if necessary) | <input type="checkbox"/> |
| Assign lanes | <input type="checkbox"/> | Watch how timers are working | <input type="checkbox"/> |
| Head lane timer: Pencils and clipboard | <input type="checkbox"/> | 800/1500 Bells at right of swimmer | <input type="checkbox"/> |
| Confirm # of timers for start of session | <input type="checkbox"/> | Pick up watches at end of session | <input type="checkbox"/> |
| Check swimmer, event, heat, lane | <input type="checkbox"/> | Swimmers remain in water | <input type="checkbox"/> |
| Start watch even if there are no swimmers | <input type="checkbox"/> | Bring additional watches and pencils on deck | <input type="checkbox"/> |
| Do not step on touch pads | <input type="checkbox"/> | Communicate with CPJ and electronics | <input type="checkbox"/> |
| Approach the edge of the pool to get an accurate time | <input type="checkbox"/> | | |

Have a good session!

7-Electronics:

- | | | | |
|--|--------------------------|------------------|--------------------------|
| Check electronics system with starter | <input type="checkbox"/> | Check touch pads | <input type="checkbox"/> |
| Check material, enough paper? | <input type="checkbox"/> | | |
| Start system manually –turn scoreboard off if missed start (for positions) | <input type="checkbox"/> | | |
| Indicate manual times and light touches | <input type="checkbox"/> | | |
| Identify events and heats | <input type="checkbox"/> | | |
| Communicate with CPJ | <input type="checkbox"/> | | |
| Advise chief timer if there is a problem with touches | <input type="checkbox"/> | | |
| Advise referee is system is not working | <input type="checkbox"/> | | |

Have a good session!

8- CHIEF PLACE JUDGE: _____

- Meet with runners to give them instructions
- Make sure you have all your cards by event, heat...
- Indicate manual times or electronics, highlight when manual time
- Write official time on cards of swimmers DQ'd and highlight the DQ
- Briefing with electronics
- Check swimmer's final standings
- Advise chief timer of time discrepancies
- Advise referee of particular problems
- Procedures to follow if swimmer has only one time.

Have a good session!

9- STARTER: _____

- Check and clean your equipment (podium)
- Test starting system with electronics operator
- Whistle on the lips = announce: event (#), event, age group, f-m, heat
- Announce only heat # for subsequent heats
- One long whistle calls swimmers to starting blocks, arm extended until start of heat indicates swimmers under Starter's control
- For Backstroke and Medley Relays, First long whistle calls swimmers into water, Second long whistle calls swimmers to starting position, arm extended until start of heat indicates swimmers under Starter's control
- 2nd start only for recall (unfair start – official's error)
- Signal to relax and restart
- Confer with Referee for false starts
- take notes for false starts, empty lanes, restarts, step downs, time for end of each heat.

Who works with whom? _____

Other tasks?: _____

Have a good session!

10- STROKE JUDGES : _____

INSPECTOR OF TURNS : _____

Organizing work :

- Material: pencils, infraction slips, rule book
- Assign positions, other responsibilities (false start rope, relay takeover, etc.)
- Communication on deck-rotation-replacements
- Stroke Judges: walk behind swimmers for Free, Fly and Beast, and check turns,
walk in front of swimmers for Backstroke so as not to be seen
- Turn Judges: Approach edge of pool to get good view of turn,
watch swimmers from last arm stroke in (around backstroke flags) through turn and
until first arm stroke (around backstroke flags) or to the when head breaks
surface on Breaststroke.

Infraction procedure

- Infraction, write same text (time card and infraction slip)
- Sign, note time, Infraction (including distance in metres)
- Wait until the end of the race then advise swimmer with discretion (or coach)
- Afterwards, bring time card and infraction slip to Referee for discussion
- Do not disqualify if in doubt... be ready to answer two questions: where were you,
and what exactly did you see?

Review strokes in order of the List of Events (see next page)

Notes :

FREE :

- Dive start, any style, except in I.M. (any style, except back, breast, fly)
- The head must have broken the surface of the water not more than 15m after the start and each turn
- Some part of the swimmer must break the surface of the water throughout the race
- Some part of the swimmer must touch the wall upon completion of each length and at the finish

BACK :

- Start in water on back, swimmer must stay on back throughout the race, except at the turns
- The head must break the surface of the water not more than 15m after the start and each turn
- During the turn, the shoulders may be turned over the vertical to the breast after which a continuous
single arm pull or simultaneous double arm pull may be used to initiate the turn
- The swimmer must be on the back position when leaving the wall after the turn.
- At the turns, some part of the swimmer's body must touch the wall
- At the finish of the race, the swimmer must touch the wall while on the back (not surpassing the 90⁰)

BREAST:

- Dive start, body kept on the breast.
- At the start, and after each turn, the swimmer is allowed one complete arm pull past the hips and one leg kick, while under water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. A single dolphin downward kick is only permitted at the start and turn whilst the arms are pulling back to the legs or after the arm pull whilst wholly submerged followed by a breaststroke kick
- Simultaneous arm movements - same horizontal plane without alternating movements.
- Elbows must stay under water, except for the turns and final touch
- Feet must be turned outwards during the propulsive part of the kick.
- A scissor or alternating kick and/or dolphin kick is not permitted during the swim
- Turns and final touch, simultaneous two hand touch.
- During each complete cycle (one arm stroke and one leg kick), some part of the swimmer's head shall break the surface of the water, except after the start and each turn.

BUTTERFLY :

- Dive start,
- At the start and after each turn, the swimmer is permitted one or more leg kicks and one arm pull under the water which must bring him to the surface of the water.
- The head must break the surface of the water not more than 15m after the start and each turn.
- From the first arm pull, the body shall be kept on the breast. Under water kicking on the side is allowed.
- Arms must be brought forward together over the surface of the water and brought back simultaneously.
- Simultaneous up and down leg kicks on the same vertical plane, no alternating movement
- At each turn and the final touch, simultaneous two-hand touch (shoulder position is not a factor)
- No underwater recovery of arms

QNI /IM:

- Sequence : Fly, Back, Breast, Free
- Free portion (other than the first three strokes)
- Must start and finish each stroke according to the rules of that stroke.
- Specify infractions for the IM and stroke involved.

I.M. Relay :

- Sequence : Back, Breast, Fly, Free
- Free portion (other than the first three strokes)
- Takeovers : Feet must be in contact with starting blocks until previous swimmer touches the wall
- Specify infractions for the relay IM and stroke involved

Free Relay:

- Takeovers : Feet must be in contact with starting blocks until previous swimmer touches the wall

Have a good session!