



Officials' Handbook



B. C. Summer Swimming Association

Revised November 2011



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Introduction

Officials' Philosophy and Behaviour

- ⇒ Swim meets are for Swimmers.
- ⇒ Be as inconspicuous as possible. Do not be militant or officious. You do not need to make a quota.
- ⇒ You will earn the respect of Swimmers and Coaches by being responsible, knowledgeable, and competent.
- ⇒ You must continue to learn and keep up with rule changes. Attend a stroke and turn clinic each year to keep up to date.
- ⇒ Rules and guidelines exist to regulate fair play, and to prevent the unfair advantage of one competitor over another.
- ⇒ Always give the benefit of any doubt to the Swimmer.
- ⇒ You must be aware of stroke variations that are legal, as well as those that are illegal.
- ⇒ Always use common sense, be reasonable and certain of what you are doing. If unsure, always consult with the Referee.
- ⇒ The Referee, prior to the meet, will establish the level of tolerance and the procedures to be followed
- ⇒ Arrive approximately 1/2 hour before the meet starts.
- ⇒ Dress in white. Have a rulebook, if possible.
- ⇒ Report to the Referee upon your arrival for instructions. Usually the Referee will have an officials' meeting prior to every session.
- ⇒ Be familiar with the BCSSA Harassment Policy.



BCSSA Harassment Policy

BCSSA's Policy states:

There will be no tolerance of harassment within the BC Summer Swimming Association. The BC Summer Swimming Association is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

Under the policy, anyone with knowledge of abuse of a criminal nature or harassment is obligated to report it to the appropriate authorities. Copies are available from either Club Presidents or the BCSSA office.

Harassment is defined as:

Any comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which create an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

1. Written or verbal abuse or threats;
2. Physical assault;
3. Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
4. Displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
5. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
6. Hazing or initiation rites;
7. Leering or other suggestive or obscene gestures;
8. Intimidation;
9. Condescension, paternalism, or patronizing behaviour which undermines self-respect or adversely affects performance [or working conditions];
10. Conduct, comments, gestures or contacts of a sexual nature that are likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement [or employment];
11. False accusations of harassment, motivated by malice or mischief, meant to cause other harm;
12. Sexual harassment.

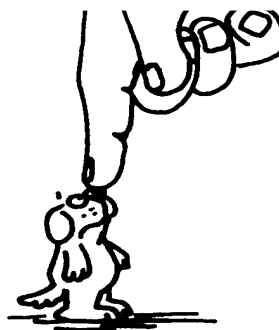
Sexual Harassment is

One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature:

- × When such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group;
- × When submission to such conduct is made either implicitly or explicitly as a condition of advancement [or employment];
- × When submission to or rejection of such conduct is used as a basis for any advancement decision; and
- × When such conduct has the purpose or the effect of interfering with a person's [work] performance or creating an intimidating, hostile or offensive [work] environment.

The Human Rights Act prohibits against discrimination based on:

- × Race,
- × Sex,
- × Colour,
- × Religion,
- × Ancestry,
- × Age,
- × Place of origin,
- × Political belief,
- × Marital status,
- × Family status,
- × Sexual orientation,
- × Physical or mental disability,
- × Criminal or summary conviction unrelated to employment, or membership,
- × Because a person complains or is named in a complaint, etc., under the Human Rights Code.



Harassment is degrading, embarrassing, humiliating and intimidating



Officials' Certification Program

CERTIFICATION STANDARDS

In order to be certified at any given level, an official must have demonstrated through participation at meets a certain standard of expertise to the evaluating director of officials. There are three standards of expertise:

- **“understanding of”**: This designation indicates that an official has obtained the necessary theoretical knowledge (usually through participation in clinics), knows the responsibilities of the position, and has served in the position at more than one meet.
- **“competent”**: This designation indicates that an official has sufficient knowledge and meet experience to assume the responsibilities of the position without guidance or instruction.
- **“expert”**: This designation indicates an official who is able to train others in the position and to evaluate their performance, and is also able to diagnose and solve problems independently that may arise in the performance of his or her duties.

Level 1 - Junior Pin [Green]

Be certified in both the theoretical and practical components for 3 out of 4 positions.

- × Lane Timer
- × Place Judge
- × Lane Recorder
- × Marshal

The practical component involves having performance in each position assessed as competent by the Club's Director of Officials.

Level 2 - Intermediate Pin [Red]

Be certified in both the theoretical and practical components for **all** of Level 1 positions, as well as both of the following positions:

- × Stroke and Turn
- × Crash Desk

And 2 of the following positions

- × Place Judge
- × Electronics [understanding of]
- × Clerk of the Course
- × Head Timer

The practical component involves having performance in each position assessed as competent by the Region's Director of Officials.



Specialist Pin [Orange]

Be certified in both the theoretical and practical components of any one of the following specialities:

- × Clerk of the Course (S1)
- × Computers (S2)
- × Chief Meet Recorder (S3)
- × Electronics (S4)
- × Meet Manager (S5)

The individual must have a minimum of three years experience within their speciality, including experience at Regionals.

Level 3 - Senior Pin [Light Blue]

Be certified in both the theoretical and practical components of **ALL** Level 2 positions and 3 of the Level 3 positions. Must have experience at Regionals in at least 1 of the senior positions.

- × Starter
- × Referee
- × Meet Manager
- × Chief Meet Recorder

The practical component involves having performance in each position assessed as competent by the Region's Director of Officials. A Level 3 Official must have completed an Harassment Clinic given by a BCSSA harassment officer.

Level 4 - Master Pin [Navy Blue]

- × Have a working knowledge of, and proficiency in, all aspects of the pool deck.
- × Must have worked at Provincials in a Level 3-Senior position.
- × Must conduct clinics [for both the theoretical and practical components].
- × Write the Masters' exam.
- × The Masters' evaluation is done by BCSSA's Provincial Director of Officials.

Level I – Junior (Green Pin)

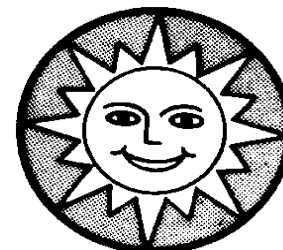
Marshal

Section 1:C.13 in the Rulebook

Duties:

When you arrive at the pool, report to the Clerk of the Course. Your duties may include:

- ★ Keeping order in the marshalling area,
- ★ Arranging swimmers on deck,
- ★ Leading swimmer to the starting blocks, if required.



Responsibilities:

- ☼ Marshals assist the Clerk and follow the Clerk's instructions.
- ☼ Marshals are responsible for directing the swimmers from the marshalling area to the blocks and for the swimmers' conduct on deck. You will get the swimmers' respect by being firm but fair, friendly, polite and tactful.
- ☼ Ensure that each swimmer's card / heat sheet is marked with the correct event number, heat, lane, swimmer's name, and that each lane has only one swimmer at a time.
- ☼ If necessary, help keep people from blocking the view of the Place Judges.
- ☼ Direct the swimmers to pass behind the Starter and Place Judges and not in front of them.
- ☼ If any swimmer becomes a problem, discuss the situation with the Clerk. If directed to do so by the Clerk, bring the problem to the attention of the Referee.
- ☼ The Clerk will inform you as to how the swimmers are to be marshalled.
- ☼ Ensure that each swimmer knows which lane he/she is in, and that all swimmers are seated in the correct order [mainly for the lower divisions].
- ☼ Assist in arranging the swimmers into heats.
- ☼ Ensure that the waiting heats of swimmers are quiet for the start.
- ☼ Swimmers must remain in the marshalling area once marshalled.
- ☼ Keep the Referee posted as to heat changes from the Clerk of the Course.

NOTE: A Marshal must be organized, firm and have considerable patience. A sense of humour can be a definite asset.

Lane Timer

Section 1.C.6 in the Rulebook



Before the Meet:

- × Report to the Chief Timer 30 minutes prior to the start of the meet.
- × Sign in for your watch and secure the lanyard around your neck.
- × Report to your assigned lane when called.
- × Familiarize yourself with the operation of the watch/plunger [i.e. start, stop & reset].
- × Participate in the watch check. The purpose is to ensure that all watches are operating correctly.

Start of a Race

- × Make sure the watch is set at zero prior to a start. Hold the watch up in front of you at shoulder height.
- × Start the watch with the index finger.
- × Start at the flash of the gun or strobe light from an electronic starting device.
- × If you miss the start, or if the watch malfunctions [or an extra dot shows on the display indicating a low battery], stand up or raise your hand to attract the attention of the chief timer.
- × Start your watch for each race even if there is not a swimmer in your lane. You may be asked to cover another lane if a Timer's watch malfunctions.

Race Finish

- × Concentrate on the swimmer in your lane.
- × Position yourself over the end of the pool for an unobstructed view of the finish touch.
- × Stop your watch when:
 - ⇒ Any part of the swimmer touches the end of the pool,
 - ⇒ Any part of the swimmer passes through an imaginary vertical plane extending up from the end of the pool.
- × The person who starts a watch always stops it. Never exchange watches between two Timekeepers.
- × Report your time to the Lane Recorder. Read your time completely and watch that the Recorder writes down the numbers correctly. Digital watches are recorded on the time card to the 1/100th as displayed. [The manual time will be rounded up to the nearest 1/10th at the recording table - 1:02.31 becomes 1:02.4 Electronic times are reported to the 1/100th with the 1/1000th digit dropped - 1:02.319 becomes 1:02.31].
- × Reset your watch [normally on the Referee's first whistle calling the heat up for the next race].
- × If a swimmer fails to touch, report "Did Not Finish" on the time card.
- × Do NOT record a time that you know is not correct. It is unfair to the swimmers.

Lane Recorder

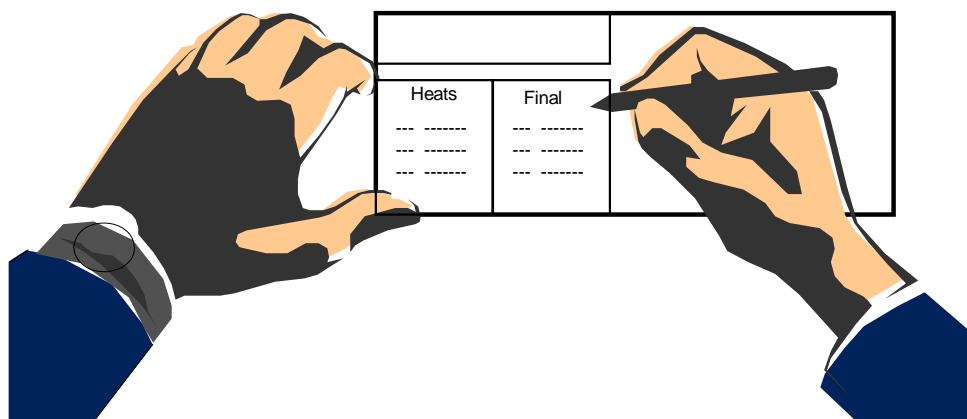
Section 1:C.6 in the Rulebook

A. Before the Meet

- Report to the Chief Timer 30 minutes prior to the start of the meet.
- Pick up a clipboard and heat sheet from the Chief Timer. Go to your assigned lane when called.

B. During the Meet

- Ensure that the swimmer's name on the time card / timer sheet coincides with the swimmer in your lane. Ask the younger swimmers, "What is your name?" [If you ask, "Is your name Johnny?" he may say yes, even though his name is Fred.]
- Ask the Timers for their initials and write them in the appropriate space on the time card [there is one section for heats and another section for finals].
- As the Timers give you their times, write them on the time card opposite the appropriate initials.
- If the Referee, Starter, or Stroke & Turn Judge asks you to hold the card; keep it. **Do not give it to the Runner** - a DQ is pending.
- Return your clipboard at the end of the session.



Note: Times for heats are entered into the space on the left. Times for finals are entered into the space on the right.

Place Judge

Section 1:C.8 in the Rulebook

1. Report to the official's area prior to your assigned shift. Collect pencils, heat sheets, Place Judge slips.
2. Position yourself in line with the end of the pool [on a raised platform, if possible]. Ensure that your line of sight will not be blocked. You have priority over **ANYONE** in this area of the pool.
3. Write the event number, heat number and your initials on each Place Judge slip as the events are called to the blocks.
4. Record the lane numbers as the swimmers finish.
 - ↳ Do not judge the correctness of the touch.
 - ↳ A swimmer has finished when any part of the body:
 - ✓ Touches the touchpad or end of the pool, or
 - ✓ Passes over the vertical plane of the wall.
5. Be attentive - try to write down all of the lanes in order of finish. If you do not get all of the places **DO NOT GUESS**, write down the ones that you are sure of, leaving dashes for those in doubt.
6. Do **NOT** call out numbers as people finish - it may distract other Place Judges.
7. Record swimmers as they finish, rather than trying to recall the positions afterwards. Your first impression is likely to be correct.
8. Record your decision only. **DO NOT COPY** another judge or the scoreboard.





Level II – Intermediate (Red Pin)

Clerk of the Course

Section 1:C.12

The Clerk of the Course plays an important role in the smooth functioning of a swim meet. Organization, patience and an even temper are vital. Many swimmers are nervous prior to their events and require a calm approach.

When heats are put together efficiently and come through the marshalling area promptly, the swim meet will progress smoothly. Problems with time cards that are corrected in the marshalling area eliminate delays on the starting blocks and in the recording area.

Duties of the Clerk of the Course:

1. Shall be responsible for checking swimmers 'in' to the marshalling area prior to each event.
2. Shall have control of the swimmers from the time they are checked in, until they are turned over to the Referee.
3. Shall have full charge of the working deck [see definition in section 2:C.6] in so far as the control of swimmers is concerned.
4. Shall report any undisciplined acts to the Referee.
5. Shall have full authority, if instructed by the Referee, to scratch swimmers who fail to report to the marshalling area when the event or heat is called for marshalling.
6. Shall seed swimmers in deck-seeded meets, inform swimmers of their heats and lane assignment and distribute time cards.
7. In pre-seeded meets may be given the authority, by the Referee, to combine heats and move swimmers from one heat to another in the interests of saving time or fair seeding.

Before the Meet:

- 1) Obtain a copy of the 'meet package' and review the information and ensure that there is a procedure regarding:
 - i) **Entries:** Number of events allowed per swimmer, deck entries, alternates, change of events, and combinations.
 - ii) **Procedure:** For calling swimmers (Announcer, White Board, Number of Calls and time in-between calls)
2. If any of the above are not clear in the meet package, establish the procedure to be used with the Meet Manager and ensure that the Announcer, Referee and Coaches are aware of it.

3. Go through scratches which have been submitted to you by the coaches. A list of scratches should be provided to you and scratch them on your heat sheet so you don't wait for them when the event is called. It also allows for empty lanes in-case of deck entries.
4. For alternates who are replacing other swimmers, an Alternate Validation Slip must be filled out. The slips to go to the last marshal, who gives it to the electronics operator, who turns it over to the CMR with other paperwork that is picked up by the runner.
5. Set-up a mechanism for calling swimmers:
 - a) Whiteboard where events being called can be posted and are clearly visible to all swimmers and coaches.
 - b) Liaison with the Announcer to establish a system of communicating with him/her about events or swimmers to be called on the PA.
 - c) Use the agreed upon method precisely and consistently.
5. Make sure that the area for the Clerk is set up appropriately with:
 - a) Chairs for the Clerk and Marshals
 - b) A Table (or two)
 - c) Chairs or Benches for the swimmers
 - d) Event call board, intercom, headsets
 - e) Tarps or Canopies (for outdoor marshalling areas)
 - f) Extra supplies on hand (e.g.: pencils, pens, paperclips, elastic bands, heat sheets and weights to hold paper in the wind)
6. Meet with the Referee to go over the ground rules of the meet as they relate to the Clerk of the Course. You must have the Referee's support in maintaining order in the marshalling area. Also, go over the time frame established for the heats in each event so that you are aware of the time frame for each event.
7. With the Referee and Meet Manager review the procedure for the reseeding of events, moving swimmers to fill empty lanes, etc. There are clear rules for filling gaps at Regionals and Provincials - check the meet package and rulebook for the details.



Seeding Events:

For meets that are not computerized and using Meet Manager, seed the event according to the BCSSA rules, which can be found in Section 7.



During the Meet:

1. Call swimmers to the marshalling area. There are usually two announcements, with a minimum of two minutes between calls. The final call should be identified - "This is the final call for event number..."
2. Mark on your copy of the heat sheets the time of all announcements. Check the swimmers in. Make sure that the competitors are in the correct lane, event and heat.
3. As the swimmers check in, the Clerk makes sure that they are seated in the correct heat and in accordance to their lane number.
4. A reasonable time after the final announcement, strike from the heat those swimmers who have not checked in [delay of meet] and remove them from the heat. Mark "No Show" on the Clerk's Master Heat Sheet. [Remember, once the alternate is called, the original swimmer is irrevocably scratched.]
5. Once they are checked in, the swimmers should not leave the marshalling area unless they have your permission [and then, only if there is an emergency].
6. Make the swimmers aware that they are responsible for giving their time card to the Lane Recorder.
7. Be aware of the progress of the meet, so that you do not marshal too far in advance yet have enough swimmers to ensure that there are no delays [e.g. in 200 metre races you may only marshal only one event ahead, but in 50 metre races you could marshal one or two events ahead, depending on the number of heats involved].
8. When an event is ready, it is helpful to advise the referee of the number of swimmers in each heat and the number of heats in each event. This saves time, as the Referee is aware why some lanes are empty and doesn't waste time searching for missing swimmers.
9. Make sure that the Marshals double check each swimmers in the event, heat and lane numbers are correct, and that the name on the card corresponds to the swimmer's name.
10. If given the authority by the Referee, combine heats and move competitors from one heat to another in the interest of saving time and fair seeding.
11. Call for relay cards at the appropriate time.
12. Always inform the Referee if heats are combined or if events are combined. The Meet Manager will have informed you at the start of the meet if combining is to occur.

Points to Remember:

- ❶ NEVER lose your temper.
- ❷ Deploy your Marshals effectively.
- ❸ You are responsible for the swimmers from check-in until they are on the starting blocks.
- ❹ If a problem arises, discuss it with the Referee.
- ❺ You have to be firm but fair.
- ❻ You can only disqualify a swimmer if given the authority by the Referee.
- ❼ In order to maintain discipline effectively, you have to gain the respect of the swimmers.
- ❽ Always maintain a calm, cool attitude.





Chief Timer

Section 1:C.5

The Chief Timer plays a vital role in ensuring that valid times are obtained for each competitor. The Chief Timer arrives at least an hour before the meet to check that there are sufficient watches in proper working order. Back up watches and extra batteries are essential. The Chief Timer must be thoroughly familiar with all of the rules pertaining to obtaining valid times and must be familiar with the timing equipment used at the meet [i.e. back-up plungers, types of watches used, how to change the batteries, etc.].

Prior to each session of the meet, the Chief Timer will sign out the watches, clipboards, heat sheets and pencils or pens to the Lane Timers/Recorders. She/he will ensure that each lane has the required number of Lane Timers and a Lane Recorder. If any of the timers are inexperienced, the Chief Timer may need to give a brief timing clinic to ensure that all timers are following the correct timing procedure. It is the Chief Timer's responsibility to ensure that all of the Timers are competent and that all watches/plungers are operating satisfactorily.

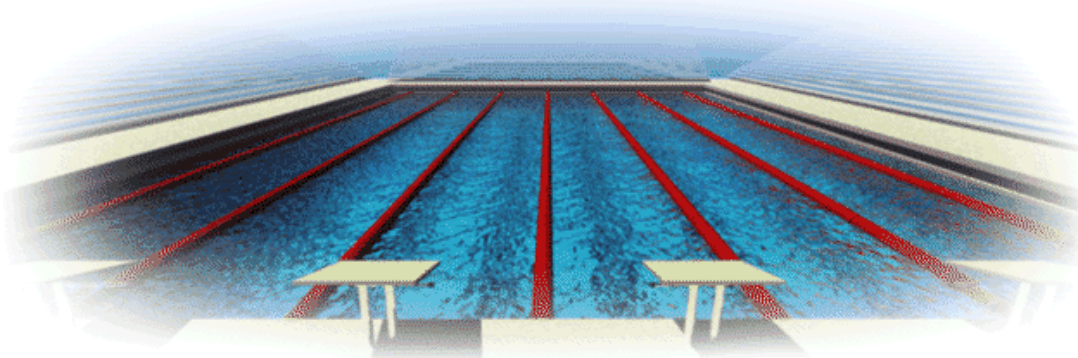
The Chief Timer supervises all Timers, checking and replacing watches [or Timers!] as necessary throughout the meet. The Chief Timer is responsible for checking that the winner of each heat has a valid time. Unless there are problems with watches in other lanes, the Chief Timer will normally take a back-up time for the winner of each heat and will normally assign the Assistant Chief Timer to take times for the second place finisher of each heat. The times obtained are recorded on the swimmer's time card with the notation that it is the Chief Timer's time.

The Referee may ask the Chief Timer to arrange for a split time to be taken for an official time. A separate time card is used for each official time.

The Chief Timer conducts a test of the timing system prior to the start of the meet. Timers will be told to reset their watches on a pre-arranged signal [such as the Referee's first whistle].

Points to Remember:

- ✘ Instruct the Timers to start their watches at the beginning of every race, whether they have a swimmer in their lane or not. If another Timer misses a start, you can assign one of the Timers without a swimmer to take a time in another lane.
- ✘ Remind your Timers that the person that starts a watch is the one to stop it. Watches are never to change hands while a race is in progress.
- ✘ Remind your Timers to sit for the start of each race. If they are standing, the referee may hold the next race, thinking that there is a problem with the previous heat. This also allows each Timer the best opportunity to see the flash of the signal at the start of the race.
- ✘ Do not allow anyone to block the Timers' view of the starter at the beginning of each race. New Runners may not be aware that they are interfering with the start when they offer timers snacks or refreshments during the start.
- ✘ Monitor the accuracy of the Lane Timers and Recorders throughout the meet. When relief Timers come on, you may need to do a quick Timer's clinic to ensure that they are following the correct timing procedure.
- ✘ Tell the Lane Recorders that they are to stress that any times they tell swimmers are 'unofficial.'
- ✘ Remind the Timers to immediately raise their hand or stand to get your attention if they miss the start of a race or have a malfunctioning watch, so that you can arrange for a substitute.
- ✘ At the end of the session, collect all of the watches and timing equipment. Check that all of the watches are operating correctly. Replace batteries as required.



Crash Desk

Section 8 & 9 for the Rules specific to timing

Establishing the Official Time

1. Receive the DQ slips, Place Judge slips and electronics print out for the heat.
2. Check that the number of swimmers and times on the electronics print out match what was imported into Hy-Tek Meet Manager from the Timing System.
3. Compare the touchpad to the plungers and look for soft touches that are identified in Hy-Tek Meet Manager if the plungers are 3/100ths of a second or more compared to the touch pad.
4. Follow the CMR Flow Chart which can be found in the Best Practices for determining Official Times.
5. If there is a discrepancy of 3/100ths of a second or more review the times and make a decision to calculate the official time using plungers or not.
6. Once you have determined the Official Time and processed DQ's for all heats in that specific event, print the event results for posting, but give the package to the CMR for verification prior to posting the results.
7. Any questions? Ask people around you for help or explain something you don't understand.



Manual Time:

1. If it is determined that the electronic time is not valid, a manual time will be assigned.
2. Watches are to be considered as manual times, however Plungers are not. Plungers are considered part of the Electronic Timing. When more than three watches are used, only valid times of the officially assigned watches are used to determine the official time. If the Chief Timer adds a fourth time, it is not used.
3. When there are three manual times, if all watches differ, the official time is the middle time. If two or more watches give the identical time, it will be the official time.
4. When there are only two manual times, the arithmetic average, rounded up to the slower tenth shall be the official time. For example, if the two watches list 1:25.56 and 1:25.63, the times are added and the result divided by two [1:25.59] before rounding to the slower tenth, giving an official time of 1:25.6. [If rounded before averaging, the time would work out to 1:25.7.]
5. In the event that the Chief Timer has placed his time on the card it shall only be used if one of the official manual watches does not have a valid time.
6. If the meet is using Time Cards sort the cards into order of time [fastest to slowest].
7. Compare the Place Judges results against the time cards for discrepancies in the order of finish.
8. If the Place Judge's slips do not agree with the time placing, pass the Place Judge's slips and time cards to the Chief Meet Recorder, who will adjust the times in accordance with the rules of BCSSA.



Chief Electronics Judge

Section 1:C.9 in the Rulebook

Chief Electronics Judge's Responsibilities:

- × Oversee the setting up, orientation of, take down and storage of any BCSSA approved automatic judging and timing system.
- × Determines when the automatic system is malfunctioning.
- × Informs the Referee and Chief Meet Recorder when the times from the automatic system are not valid.
- × Is thoroughly familiar with all of the swimming rules.
- × Is thoroughly familiar with the operation of the automatic judging system.

Before the Race:

- × Check that the automatic timing system is set up correctly and is fully operational.
- × Ensure that there is sufficient paper on hand to last the meet.
- × Have a supply of sharpened pencils and red pens for marking on the heat sheets and print outs.
- × Have a pool of assistants to help with the electronics – the meet will come to a grinding halt if no one knows how to operate the equipment!
- × Be positioned near the finish end of the pool so that you have an unobstructed view of the finish of every lane.
- × Reset the equipment prior to each race. Make sure that the distance for each race is correct.
- × Remember to reset the equipment if there is a false start or recall.



During the Race:

- × Check that each occupied lane has been activated by the starting device.
- × Notify the Referee or Starter [whichever is closer] immediately if there is a malfunction with the electronics or if you need to delay the start of a race [e.g.: to change the paper].



At the End of a Race:

- × Observe the touches of all the competitors. Note any instances when the equipment fails to properly record a touch [e.g.: records a touch before the swimmer touches the pad or fails to record a touch when the swimmer touches the pad “soft-touch”.]
- × Check that the electronic print-out is accurate. Mark the sheet with the event and heat numbers. Note any timing inconsistencies and soft touches.



Stroke & Turn Judge

Section 1:C.11 in the Rulebook

PHILOSOPHY AND BEHAVIOR:

- ⇒ Swim meets are for swimmers.
- ⇒ Be as inconspicuous as possible. Avoid being militant or officious. You do not need to make a quota.
- ⇒ You will earn the respect of Swimmers and Coaches by being responsible, knowledgeable, and competent.
- ⇒ You must continue to learn and keep up with rule changes. Attend a stroke and turn clinic each year to keep up to date.
- ⇒ Rules and guidelines exist to regulate fair play, and to prevent the unfair advantage of one competitor over another.
- ⇒ Always give the benefit of any doubt to the Swimmer.
- ⇒ You must be aware of stroke variations that are legal, as well as those that are illegal.
- ⇒ Always use common sense, be reasonable and certain of what you are doing. If unsure, consult with the Referee.
- ⇒ Before the meet the Referee will establish the level of tolerance and the procedures to be followed for the meet.
- ⇒ Arrive approximately 1/2 hour before the meet starts.
- ⇒ DRESS IN WHITE. Have a rulebook, if possible.
- ⇒ Report to the Referee for instructions when you arrive. Usually the Referee will have an officials' meeting prior to every session.
- ⇒ Be familiar with the BCSSA Harassment Policy.

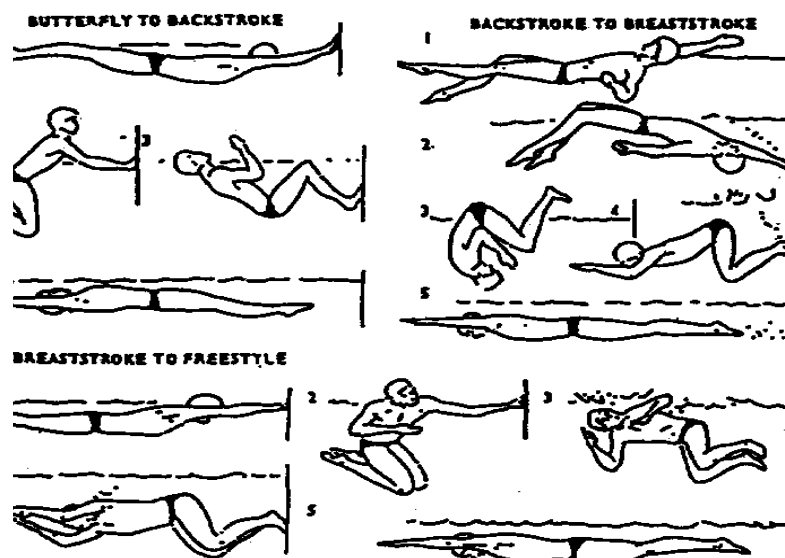
MECHANICS OF JUDGING:

Stroke Judge

1. **For freestyle:** Stand halfway down the side of the pool, but you can walk with the swimmers if you wish.
2. **For other strokes:** Walk along poolside in good view of the leading swimmers, but do not forget the slower swimmers. In backstroke do not walk where you are staring down into the face of the swimmer. A favourable position is about 2-3 meters behind the swimmer.
3. Give all assigned lanes equal attention. Do not just concentrate on the lane closest to you.
4. You are not responsible for anything that occurs outside of your lane assignment.
5. Your jurisdiction varies according to the stroke being swum. In the Freestyle and Butterfly you will observe from the start up to the second to last stroke into the wall and from the second stroke off the wall after a turn. In the Breaststroke you will be responsible from the entry into the water until the end of the second to the last stroke into the turn. After the turn is completed, you will resume observing the stroke after the completion of the second stroke off of the wall until the finish. In the Backstroke you will be responsible from the start to the flags, and after the turn, from the flags to the finish.
6. If you want a second opinion do not shout or point to the lane in question. Go over to the person whose opinion you want and discreetly explain the situation.
7. One Stroke Judge will be located on either side of the pool. You may confer with the other Stroke Judge or Referee when in doubt.
8. You shall inform the Referee of any DQ's. Give the lane number, heat number, event number, and the reason. The Referee will make a time notation on her/his heat sheet. [At some meets, the Referee will instruct you to inform the Starter, if you are on the Starter's side of the pool].
9. You must inform the swimmer or the Coach of the DQ within 15 minutes of the infraction or the Coach can protest and the DQ may be overruled.
10. Complete a Disqualification Form. Fill out the card in full and then sign and PRINT your name. If you just initial the card, it may be difficult to locate you if you are needed to explain your disqualification during a protest or an appeal. Make a note for yourself about the details of the DQ, in case you are called to explain the DQ to a Jury of Appeal.



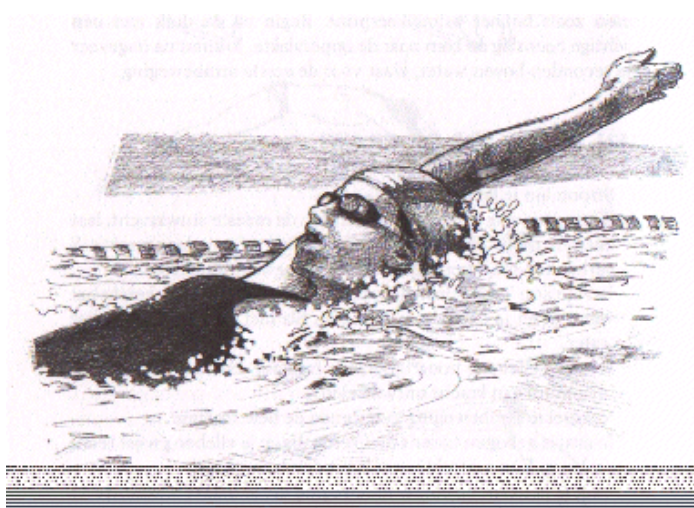
Turn Judge



1. You will usually be responsible for 2 lanes at the turning end of the pool.
2. Stand at the end of the pool immediately over the lane rope that separates your two lanes.
3. Stand so your view is unobstructed and you are looking directly down the end wall to the bottom of the pool.
4. Be prepared to get wet!!!
5. Watch your swimmers. Do not be distracted and glance away then glance back down and think you saw an improper touch. The swimmer may have touched very quickly and in reality you have caught him in the process of leaving the wall.
6. The Referee will instruct you about your jurisdiction. In the Freestyle and Butterfly, you will observe from the beginning of the last arm stroke of the approach to the wall, the touch and push-off, to the completion of the first arm stroke following the departure from the wall. In the Breaststroke you will judge from the beginning of the last arm stroke of the approach to the wall, the touch and push-off, to the completion of the second arm stroke following the departure from the wall. In the backstroke you will observe the swimmer from the backstroke flags on the approach to the wall, the touch and push-off, to the backstroke flags following the departure from the wall.
7. The Referee will inform you of your responsibility.
8. If you are a Timer you could be asked by the Referee to judge relay take-overs.
9. REMEMBER: A swimmer waiting a relay touch can be in motion prior to the touch as long as he/she remains in contact with the starting block, or edge of the pool.

When Disqualifying

1. Do not be obvious. Wait until the race is over; let the swimmer carry on normally. The swimmer could quit if you are seen obviously walking behind the timers or you could be overruled later, on a protest. Do not jeopardize the swimmer.
2. Inform the Referee on your side of the pool of the DQ, giving the event number, heat number, lane number, and the reason for the DQ. The Referee will mark this on his/her heat sheet along with a time notation. If there is not a Backup Referee, give the information to the Starter [if told to do so by the Referee at the officials' meeting].
3. Go behind the Timers and call the swimmer when he/she gets out of the water. For younger swimmers kneel down so that you are eye level with them and not talking down to them. Verify that you are talking to the swimmer whose name is on the heat sheet and inform the swimmer of the reason for the DQ. Be to the point, stating clearly what the infraction was. Be gentle, particularly with the younger swimmers.
4. Never go behind the Timers to DQ, a relay team until the last swimmer has completed his/her leg of the race.
5. You must talk to the swimmer and/or Coach within 15 minutes of the DQ. If you cannot find the swimmer or the Coach tell the Referee.
6. You may ask the Lane Recorder to hold the swimmer as soon as you go behind the lane. Fill out the DQ Form with what you specifically told the swimmer. Then print your name and note the time. Printing your name makes it easier to identify you, as the judge should you need to be talked to by the Referee or called to a Jury of Appeal. Note the same information on your heat sheet.



General Guidelines

- ➡ **TRY** to be consistent in all competitions. A DQ at a minor meet may save disqualification at an important meet later in the season.
- ➡ **REMEMBER** to treat all competitors alike. Try to think of them as numbers in the lanes, not by name, club, or region.
- ➡ **YOUR** responsibility is to see that no competitor gets an unfair advantage by doing something that is prohibited by the rules.
- ➡ **NEVER** warn a swimmer unless so instructed by the Referee. An action is either acceptable or unacceptable. If any doubt exists the swimmer gets the benefit.
- ➡ **MAKE** your presence felt, but not obvious – an official is seldom heard. Your presence is for swimmers to avoid deliberate rule infractions and provide them with the best possible competitive conditions.
- ➡ **BE SURE** you really saw what you thought you saw (remember ripples on the water from movement, light bending in water, and the glare of the sun off the water surface can distort what you see). Always give the swimmer the benefit of any doubt.
- ➡ **IF THERE** is a protest, always be able to defend your decision at a Jury of Appeal.
- ➡ **IF YOU** do make a mistake and the Referee points this out to you, accept it as a learning experience.
- ➡ **NEVER** argue about a DQ with a swimmer, coach, parent, or club executive. Refer them directly to the Referee.
- ➡ **DO NOT BE** afraid to ask the opinion of another Stroke or Turn Judge, or the Referee.



The Stroke Rules

Common to All Strokes

A swimmer may stand on the bottom, or rest on float lines or the sides of the pool, but may NOT commit any of the following infractions:

- ⇒ Leave the water (last toe out) before completing the full distance;
- ⇒ Walk in the desired direction along the bottom;
- ⇒ Spring from the bottom, if it imparts movement in the desired direction;
- ⇒ Pull in the desired direction on float lines or the side of the pool.

Freestyle

Any stroke or combination in any sequence may be used.



Figure 1: Depicts the normal, but not only allowable stroke.

Stroke Judging:

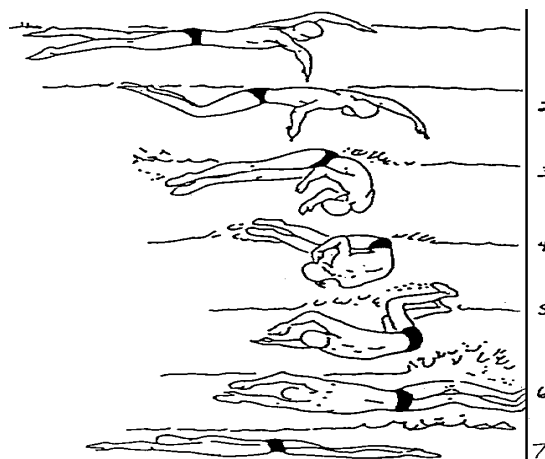
- ⇒ Watch for any infractions common to all strokes above.
- ⇒ Watch that the swimmer touches the end wall with some part of the body.
- ⇒ Watch that the swimmer surfaces by the 15 metre mark after the start and after each turn.

Turn Judging:

Unless otherwise directed by the Referee, the Turn Judge shall observe from the beginning of the last arm stroke of the approach to the wall, the touch and push-off, to the completion of the first arm stroke following the departure from the wall.

- ⇒ Watch that the swimmer touches the end wall with some part of the body during the turn.

Figure 2: Depicts normal, but not the only allowable, turn in Freestyle.



Backstroke

At the start, the back is directed to the course with both hands resting on the start grips. The feet [including the toes] must be placed firmly on the wall. Any stroke or combination may be used, as long as it is swum on the back.

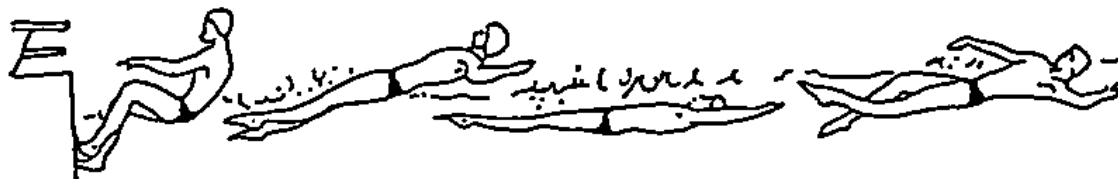


Figure 3: Depicts the normal, but not only allowable stroke.

Stroke Judge for the Backstroke:

- ⇒ At the start the toes must not be curled over the edge or in the gutter of the pool. Standing on the pool edge or gutters or pool floor is not permitted. All swimmers must start in the water.
- ⇒ Some part of the swimmer must break the surface of the water throughout the race. On the start and after a turn the entire body may be submerged provided that the head breaks the surface before the 15-metre mark.
- ⇒ Watch for any infraction common to all strokes.
- ⇒ Watch that the swimmer remains on the back for the whole race, except when executing a turn. Swimmers must remain on the back, except when executing a turn. The shoulders may roll to the vertical, but cannot roll more than 90° except when turning (see Figures 4 & 5).

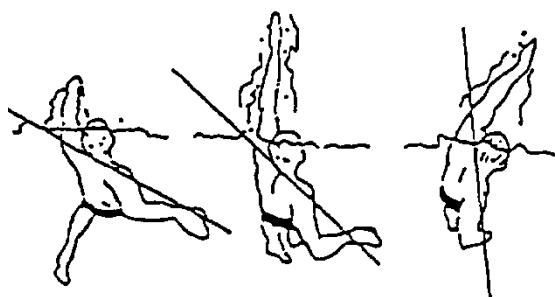


Fig. 4: Allowable roll during stroke or touch

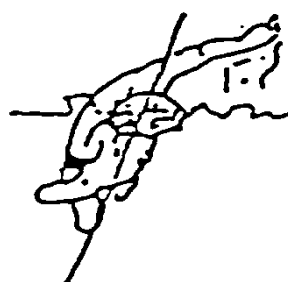
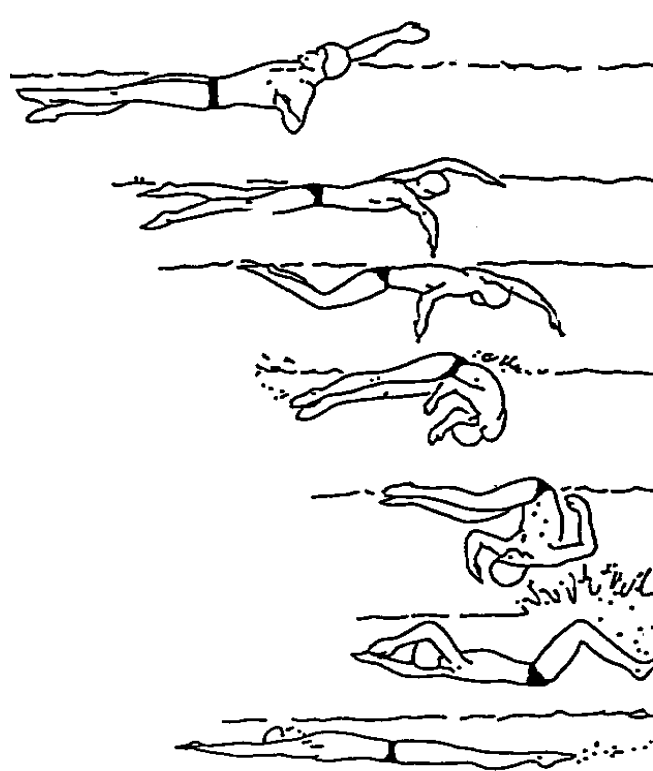


Fig. 5: Rolling beyond the vertical [Infraction during length permitted on turn.]

Turn Judge for the Backstroke:

A Turn Judge shall observe the swimmer during the turn. Unless otherwise directed by the Referee, the area of responsibility shall be from the backstroke flags on the approach to the wall, the touch and push-off, to the backstroke flags following the departure from the wall.

Figure 6:
Depicts the normal,
but not the only
allowable
backstroke turn.



- During the turn, the swimmer may roll over into a freestyle turn using a single or double arm pull, as long as it is part of a CONTINUOUS turning action.
- Watch that there is no alternating pull or extended layout with multiple kicks.
- When executing the turn, there must be a touch of the wall with some part of the body.
- During the push-off/start watch that the swimmer is on the back upon leaving the wall. Swimmers may remain under water on the start and the turn up to the 15m mark, at which point the head must have surfaced.
- At the finish, contact with the end of the pool must be made with the foremost part of the body, while still on the back. A swimmer may not roll more than 90°. A tumble turn may not be used at the finish.

Interpretation of the backstroke rule:

Executing a turn is a continuous motion, meaning a uniform, unbroken motion with no pauses. After the upper shoulder rotates beyond the vertical toward the breast, a continuous single arm pull or a continuous double arm pull may be used to execute the turn.

A competitor who has surfaced in the wrong lane after the start or turn is permitted to pass below a lane rope to return to the correct lane. The correct legal position on the back must be maintained.

Butterfly

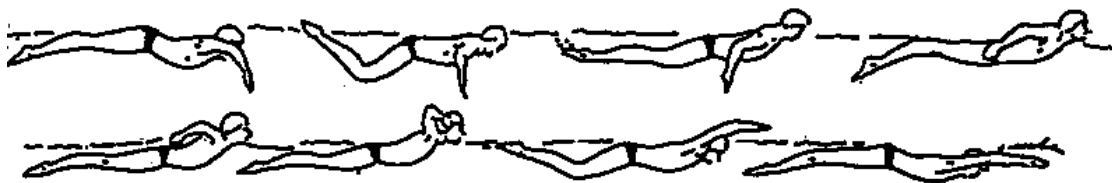


Figure 7: Depicts the normal, but not only allowable butterfly stroke.

Stroke Judging in the Butterfly:

- Watch for any infractions common to all strokes.
- Watch that the swimmer takes no more than one arm stroke while totally submerged. There is no limit on the number of legal kicks executed.
- Watch that the body is on the breast with both shoulders in the same horizontal plane relative to each other from the beginning of the first arm pull after the start and after a turn, and that they remain in that position until the next turn or finish. It is not permitted to roll onto the back at any time.
- Watch that both arms are brought forward simultaneously over the surface of the water (see Fig. 8 & Fig. 9).

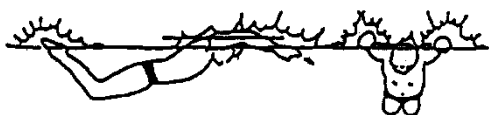


Figure 8: Arm recovery mainly over general water level.



Figure 9: INFRACTION: Arm recovery NOT over the water

- Watch that the arms are brought backwards through the water simultaneously (see Fig 8 and Fig. 9).
- Watch that the legs do not alternate with each other (no flutter kick). One foot is allowed to be carried higher than the other throughout the full range of the kick as long as the legs and feet move simultaneously (see Fig.10 & Fig.11).
- The swimmer may let the legs trail without kicking, or may use either a breaststroke or dolphin kick and may change back and forth without penalty.

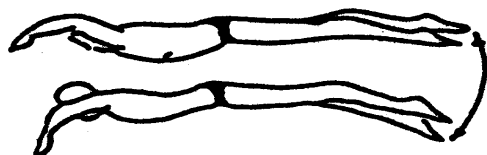


Figure 10: INFRACTION
Legs alternating.



Figure 11: ALLOWED
One leg held higher.

On the Touch in the Butterfly:

Unless otherwise directed by the Referee, observe the turn from the beginning of the last arm stroke of the approach to the wall, the touch and push-off to the completion of the first stroke following the departure from the wall.

- ☞ Watch that the swimmer does not recover the arms under water in order to touch (see Fig.12).



Figure 12: INFRACTION
Arms NOT recovered over the water.



Figure 13: INFRACTION
Hands NOT simultaneous.

- ☞ Watch that the touch is made with both hands simultaneously at, above or below the surface of the water.
- ☞ Any competitor on the approach to the turn or finish who allows the shoulders to leave the horizontal plane before touching the wall shall be disqualified.

❖ *The body must be on the breast at all times except when executing a turn. The shoulder shall be in line with the water surface from the beginning of the first arm stroke, after the start and after each turn, and shall remain in that position until the next turn or finish. It is not permitted to roll onto the back at any time.* ❖

Turn Judging in the Butterfly:

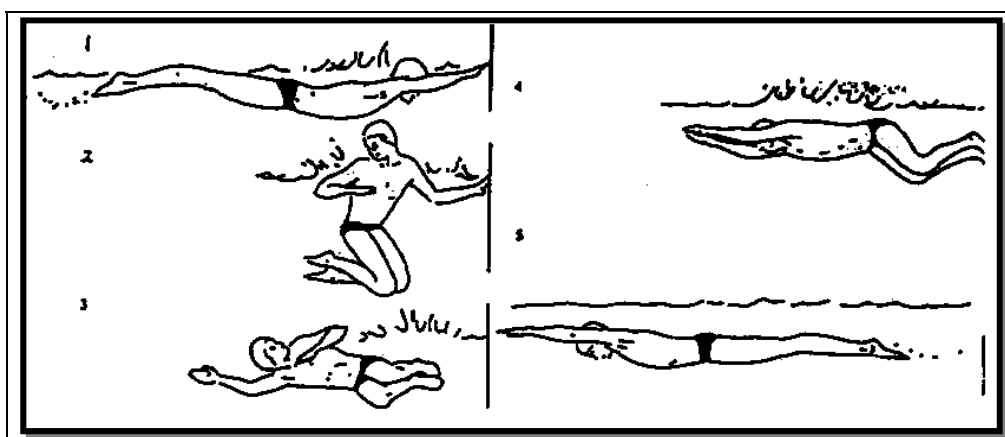


Figure 14: Depicts the normal, but not the only allowable turn.

Turn judging during the Push-off in the Butterfly:

- ☞ Watch that the body is on the breast at all times except when executing a turn. The shoulders must be in line with the water surface from the beginning of the first arm stroke, after the start and after each turn, and must remain in the position until the next turn or finish. It is not permitted to roll onto the back at any time. Watch that the swimmer takes no more than one arm stroke while totally submerged.
- ☞ A butterfly swimmer, who has surfaced in the wrong lane after the start or a turn, is permitted to pass below the float line to return to the correct lane, but the legal stroke position must be maintained while doing so.

BREASTSTROKE

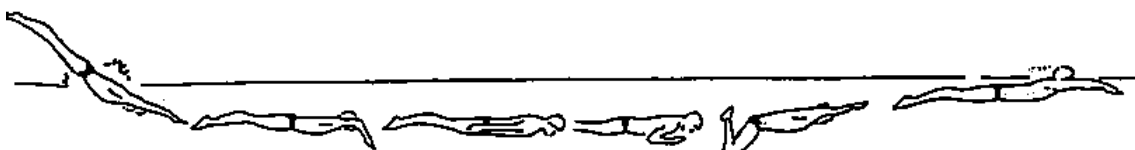
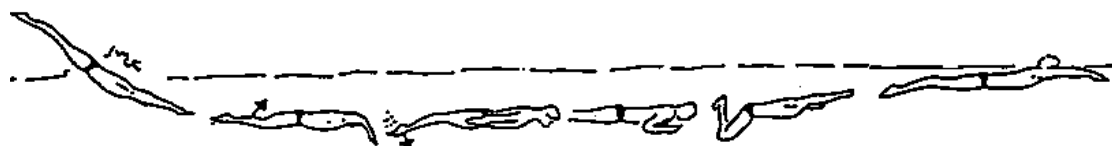


Figure 15: Depicts the normal, but not only allowable breaststroke start.

The swimmer may take one leg kick and one arm pull while submerged. The head must break the surface of the water by the time the arms have reached the widest portion of the propulsive phase of the second arm pull. The head must break the surface once in each complete cycle of the stroke.

- ⇒ The swimmer is allowed to make a deliberate dolphin kick (see Figure 16); however, the legs may undulate in the water current without penalty. The pulling action of the arms must be simultaneous, and, except for the first underwater pull at the start and turn, the arm pull must not go beyond the hips.



Stroke Judging in the Breaststroke:

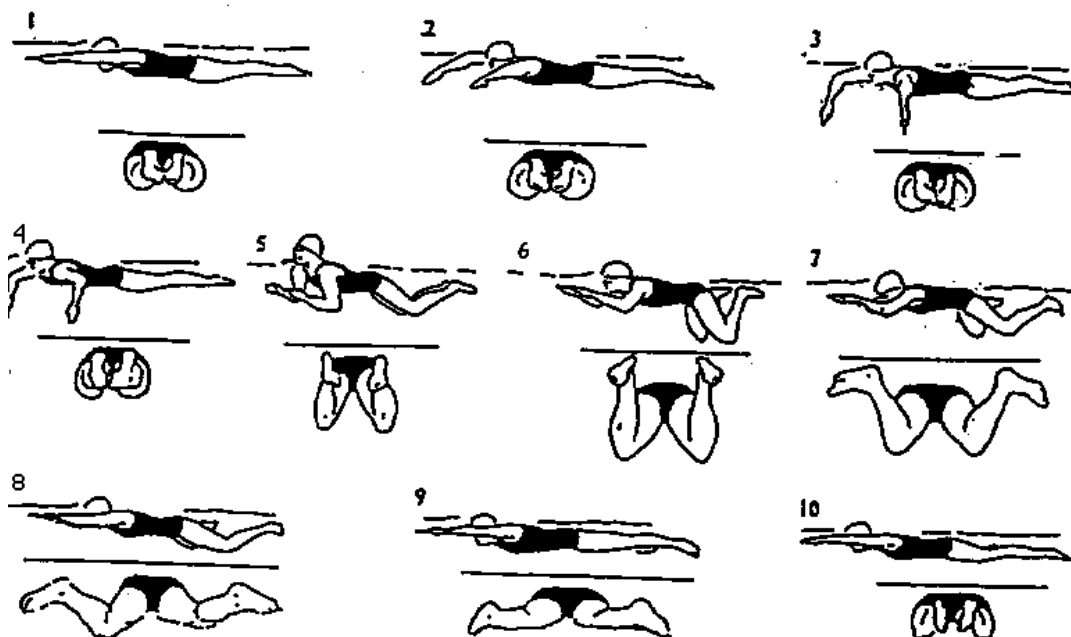
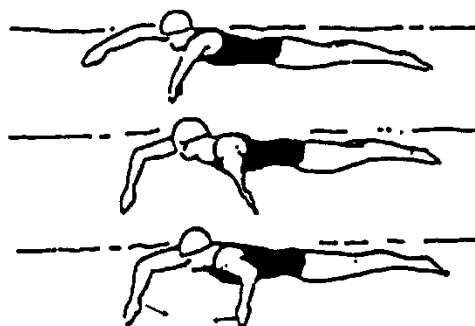


Figure 17: Depicts the normal, but not only allowable stroke.

- ☞ Watch for any infractions common to all strokes.
- ☞ Watch that the head surfaces once per stroke cycle. At this time, there must be no water flow over the head.
- ☞ Watch that the body is kept on the breast with both shoulders in line with the surface of the water. All movements of the arms should be simultaneous and in the same horizontal plane (see Fig.18).

Figure 18: INFRACTION
Arm movement NOT simultaneous.



- Watch that all movements of the legs are simultaneous and in the same horizontal plane and without alternating movement.
- Watch that the feet are turned outward in the backward movement.
- The feet may break the surface, but alternating movements of the legs or downward movement of the legs or feet, creating a 'dolphin' kick is not permitted, except at the entry or turn

Figure 19:
INFRACTION Feet not turned outward, therefore imparting a dolphin motion.

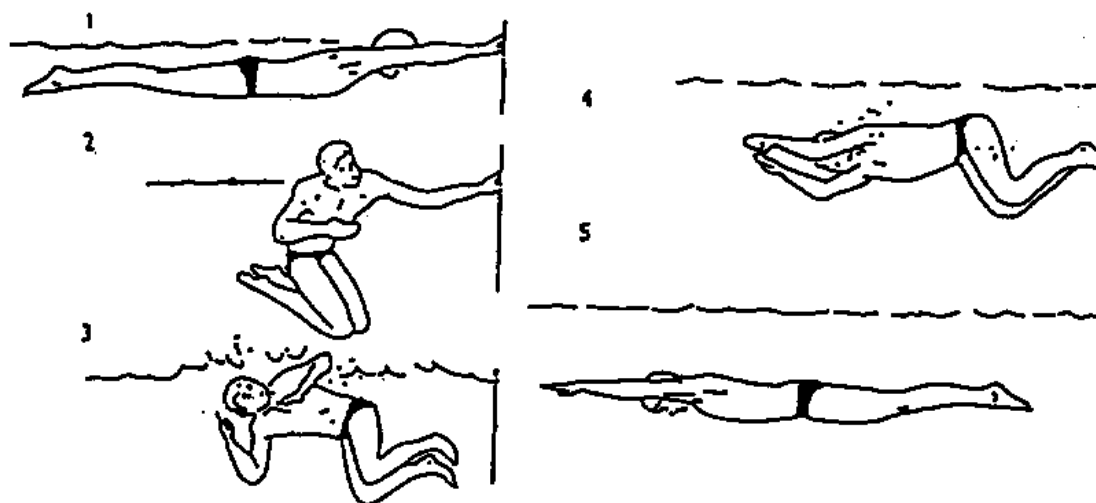
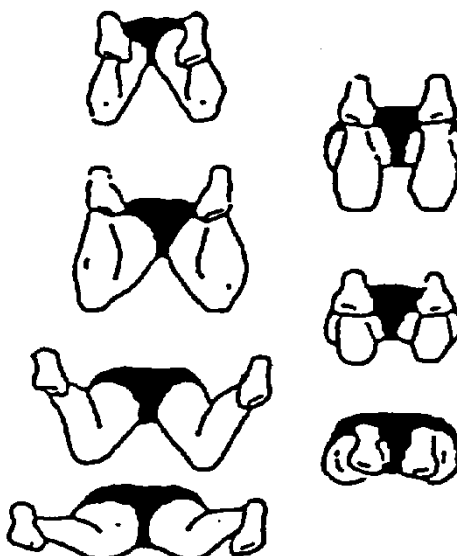


Figure 20: Depicts the normal, but not only allowable turn.

During the Touch at the Turn and the Finish of the Breaststroke:

Unless directed otherwise by the Referee, the Turn Judge shall be responsible from the beginning of the last arm stroke of the approach to the wall, the touch, and push off to the completion of the second arm stroke following the departure from the wall.



Figure 21: Watch that both hands touch simultaneously, but not necessarily on the same plane. INFRACTION: Hands NOT simultaneous.

- ⇒ The hands may be at, above, or below the surface of the water.
- ⇒ Some swimmers may touch with both hands, and then quickly pull away one hand.
- ⇒ The head may be submerged going into a turn.
- ⇒ Once a legal touch has been made, swimmers may turn in any manner.

During the push-off in the Breaststroke:

- ⇒ Watch that the swimmer takes no more than the allowable arm pulls and leg kick while totally submerged.
- ⇒ The shoulders must return to the horizontal plane before the start of the first arm pull. The prescribed form on the breast shall be attained before the start of the first arm pull.
- ⇒ Watch that the swimmer does not make a dolphin kick, except at the beginning of each stroke off the wall.

Swimmers who have surfaced in the wrong lane may take one underwater stroke in order to return to their own lanes, as long as they do not interfere with other athletes.



Medley Races

Stroke Judging:

- ⇒ Watch for any infractions common to all strokes.
- ⇒ Watch that the swimmers swim the strokes in the proper order.

Order of strokes	
Individual Medley	Medley Relay
Butterfly	Backstroke
Backstroke	Breaststroke
Breaststroke	Butterfly
Freestyle	Freestyle

- ⇒ Any other order is an INFRACTION.
- ⇒ Watch that the swimmers swim each leg according to the rules of that stroke.

NOTE: The rule states that the last leg in both the individual Medley and the Medley Relay shall be Freestyle. Freestyle means any stroke not previously swum.

Turn Judging in Medley Races:

During the turn: Watch that the swimmer makes the approach and touch according to the rules of the incoming stroke. Once a legal touch is made the swimmer may turn in any manner but they must attain the form of the stroke of the next leg of the race in accordance with the rule for that stroke (i.e. the backstroke must be completed on the back).

During the push-off: Watch that the swimmer makes the push-off according to the rules of the outgoing stroke leg.

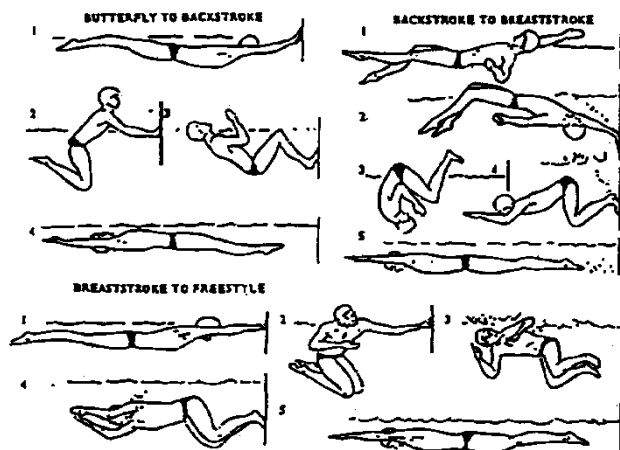


Figure 22:
Illustrates the normal, but not only, allowable turns.

Note:
The backstroke flip turn is NOT allowed on the changeover from the backstroke to the breaststroke.



RELAYS

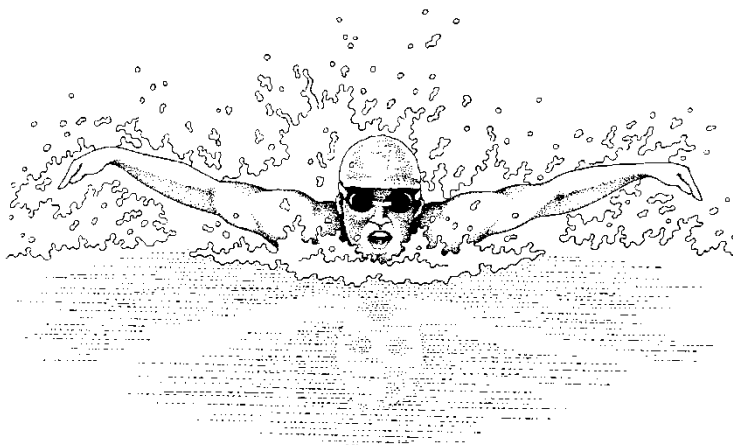
- There shall be four swimmers on each relay team; each is to swim one-fourth of the prescribed distance.
- Each leg of a relay shall be swum in accordance with the rules of that stroke. Any swimmer who fails to comply with the rules for the stroke for the designated leg or who fails to complete the full distance of the leg shall cause the relay team to be disqualified.
- If a team is disqualified, the time for the first swimmer may count as a record provided the first leg was completed according to the rules and the team completes the race.
- The leadoff swimmer starts with the starting signal. Each succeeding teammate assumes a forward starting position in contact with the starting mark in time to take off the instant the swimmer of the previous leg finishes. The relieving swimmer may be in motion but shall be in contact with the mark until the preceding swimmer touches.
- When a swimmer leaves the starting mark before the previous swimmer on the team touches, the team shall be disqualified unless the offending swimmer returns to the wall and touches before beginning the leg. All of the first three swimmers having finished their leg of the race must leave the pool as soon as possible without obstructing any other swimmer who has not yet completed the race. Otherwise the swimmer committing the fault, or the relay team, may be disqualified.
- No changes to relay team members may be made after checking in for the event. Incorrect names on the relay form will result in disqualification.
- Swimmers may be changed between heats and finals with any alternates named on the relay form, however once a swimmer has swum in heats (including alternates that have swum or members of a disqualified team) that swimmer cannot swim as a member of another team in the final of the same event.

THE RACE

1. The races shall be started and executed according to Sections 3, 4, and 5 of the *Officials' Guide and Swimming Rules*.
2. Once an alternate is called for a race the listed qualifier is disqualified.
3. A swimmer shall have finished his race when, after having completed the distance, any part of his body touches the finish wall, crosses the vertical plane (imaginary) extending upward from said wall, or touches the touch pad in his assigned lane.
4. Standing on the bottom of the pool and/or resting on float lines or the side of the pool (body in the water) is permitted; however, a swimmer may not leave the water nor is he permitted to advance himself by walking along or springing from the bottom or by pulling on a float line or side of the pool.

5. Coaching of a swimmer is not permitted within the Working Deck. The Referee has the authority to disqualify any swimmer who receives aid or advice during a race.
** Note: Referees are cautioned against a too-strict application of this Rule. The intent is to prohibit overt coaching from within the boundaries of the Working Deck, not to control the actions of any persons, including Coaches, outside said boundaries.*
6. When a swimmer is the only competitor in a race he must swim the full distance of the race according to the rules of the required stroke in order to qualify for any prize, points, or advancement.
7. At the finish of a race, each swimmer should remain in the water in his own lane and back away from the end wall until all other swimmers have finished; this is to prevent his obscuring the finish of other swimmers from the view of the Place Judges.
8. Once having left the water at the finish of an event, a swimmer shall not re-enter it without permission. In relay events, the first three members of each team shall leave the water within moments of finishing their portions of the race, and they shall not re-enter the water. If any member of a relay team re-enters the water before all teams have finished the race the team may be disqualified.

In time-finals, preliminary heats, consolation finals and finals, at least 20 minutes shall be given between starting times of any two races, within the same age group, in which the same competitor is competing.



Level III – Senior (Light Blue Pin)

Starter

Section 1:C.4 in the Rulebook

Overview:

1. The Starter and the Referee are the two most prominent officials on deck. The Starter is the key to insuring that each swimmer leaves the blocks fairly.
2. To be successful, the Starter must have a good working knowledge of the rules and must exercise good judgement in his decisions.
3. While the Starter's job appears to be simple, it is in fact one of the most difficult. It requires a great deal of practice and precision. There is no substitute for on deck experience.
4. Refer to sections 3 and 4 of the "BCSSA Official's Guide and Swimming Rules," (revised April 2011), for a complete set of rules for the start of a race.

A Good Starter has the Following Qualities:

- ✓ Is an experienced official.
- ✓ Is able to handle stress and stay focused.
- ✓ Has a good working knowledge of the rules.
- ✓ Have good people skills.
- ✓ Is a competent Place Judge and Stroke and Turn Judge.

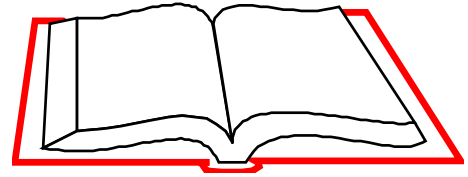


Responsibilities of the Starter:

1. Dress appropriately in whites.
2. Have a current rulebook.
3. Arrive early [about one hour].
 - a. Become familiar with pool layout [e.g., position of the starting podium].
 - b. Ensure that the starting equipment [including a starting device, microphone, intercom, etc.] is set up, in working order and that guns [if used] are available, working, clean, loaded and have ample ammunition.
4. Attend the officials' meeting.
5. Obtain a set of heat sheets for the starting podium.
6. Make a note of any changes in events [e.g., order switched, combined events, etc.].
7. Establish a means of being informed of any changes to heats.
8. Work closely with the Session Referee to establish:
 - a. Pool end procedures.
 - b. Lane coverage for the start.
9. In conjunction with the Chief Timer and Chief Judge Electronics, conduct tests of the electronic timing system and watches.

Duties of the Starter:

1. Ensure a fair start in accordance with rules of the start [refer to the rulebook].
2. Record a sweep for each heat.
3. Record DQ data upon the instruction of the Referee.
4. Note the time of the start of each event.
5. May be called upon to assist other officials.
6. Perform other duties as delegated by the Referee
7. [e.g., Stroke and Turn Judge, relay take-overs, operate the false start rope, etc.].





Starter's clinic

Tools of the Trade:

- ↵ Have a current rulebook. The Starter is a senior official and will be called upon to assist other officials.
- ↵ Wear whites. This is the uniform that identifies the Starter as an official. It suggests organization and knowledge that provides reassurance to swimmers and coaches.

Starter's Prior Knowledge:

A Starter should have at least 2-4 years of on-deck experience and be a qualified Stroke, Turn and Place Judge. In every meet the Starter will fill one or more of these roles.

The Role of the Starter:

1. The Starter's most important role is to ensure a fair start for all competitors. Experience, practice, knowledge of the rules, technique and personal style are all essential components in ensuring a fair start.
2. Position yourself in a location that enables you to see all of the swimmers, the Referee and Timers. The podium should be placed one to two metres back from the edge of the pool and about one or two metres from the end of the pool [towards the backstroke flags].
3. When the Referee hands the race over to you [second whistle] the meet is in your hands until a legal start is accomplished. Your instructions should be clear, consistent and firm. Make sure that you are heard across the pool. Minor adjustments are sometimes required to the volume control of either the microphone or megaphone. When a Starter constantly fiddles with his equipment throughout the meet it suggests poor organization.
4. Hold the starting equipment in clear view of the Timers.
5. Upon your command, "Take your marks," the swimmers should respond immediately and come to a motionless ready position with at least one foot at the front of the blocks or edge of pool.
6. Here is where experience is important. What is 'motionless?' How long should you wait before signalling the start? The starting signal is given when the swimmers are motionless. 'Motionless' places an impossible demand on a swimmer. The term is intended to convey the idea of steady and not moving. Judging this becomes easier with experience. You will always have some questionable situations that require instant decision-making.
7. **When the swimmers are ready, start the race.**



Points to Consider:

- ☞ Establish your own starting style.
- ☞ If all the swimmers have not achieved, and held, their starting stance within a reasonable time, ask the swimmers to relax. Identify the offending swimmer[s], giving the reason for declaring the false start. Announce a second start and call them to their marks again.

First False Start:

Review the rules regarding false starts [Section 4].

Before the Start Signal:

- ☞ Do not fire your signal. It will direct all of the swimmers to enter the water! Tell the swimmers to 'Relax,' and declare a false start.

After the Start Signal:

- ☞ Recall the swimmers if a fair start is not achieved. The Starter 'double beeps' or fires the gun twice [more is not recommended with a starter's pistol - too expensive] and the false start rope is dropped. Remember the Referee has a whistle - she can stop a race, too.
- ☞ After a false start, wait until the swimmers are back on the blocks, then identify the offending swimmer[s], give the reason for the false start and remind all swimmers that "this is your second start."



What is a False Start? - Essentially one of these:

1. One or more swimmers are unnecessarily slow in assuming the starting stance.
2. One or more swimmers re-introduce movement after having a starting stance.
3. One or more swimmers start, or topple from their marks, without the starting signal being given.
4. One or more swimmers start ahead of the actual starting signal.
5. A backstroker curls his toes after the Starter's command.

Second False Start:

Start signal has NOT been given:

- ☞ If a false start occurs, DO NOT PANIC - DO NOT GIVE A START SIGNAL. Tell the remaining swimmers to relax, disqualify the offending swimmers and then restart the race. The lanes vacated by the disqualified swimmers are left empty.

Start signal HAS been given:

- ☞ The race continues and the swimmer(s) is disqualified at the end of the race.
- ☞ In practice, the Referee and the Starter must agree that an infraction took place.

Note: A Starter's error or a starting system malfunction does not count as false starts. Inform the swimmers immediately of the malfunction, or error, and tell them to relax. Let them know when you are ready to proceed.

Noise: You have the responsibility to insist on quiet for the start. Establish this expectation firmly at the beginning of the meet. Do not start another race if the noise level is hampering the start. False starts and subsequent confusion are often the result of officials being indecisive about their expectations.

Who Can Call a False Start? - Only the Referee and the Starter.

Let's Review the Start:

1. The Referee decides everyone is ready, and then uses a hand motion and whistle blast to get the swimmers onto the blocks [1st whistle].
2. The Referee checks to see that swimmers are ready, goggles adjusted, at least one foot to the front of the blocks, etc. If she decides they are ready, she blows a 2nd whistle and points to the Starter.
3. Now it is your race.
4. You sometimes see some 'hand signals' between a Referee and Starter. Remember we said that the Session Referee and Starter work together? Hand signals are often used to indicate the lane with the false start. Sometimes a Starter sees a problem developing and will hold up hand to the Referee indicating that the race better not start because there is a problem. This is not necessary if you are both using headsets.

Situations to Discuss:

- ☞ A swimmer arrives after a race has started, leaps into the water and proceeds to swim the race. [He did not come to the mark and did not remain motionless at the Starter's command].
- ☞ A Timer is waving his arms at the Starter.

Point to consider: You must consider the swimmers who are ready. Your job is to insure a fair start, not to compromise a swimmer's peak performance.



The Starter's attitude is important to the discipline and progress of the meet. An air of firm but calm control will give the swimmers confidence and will earn their respect.

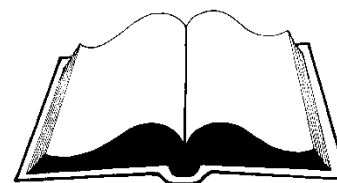
Note: When giving a clinic on starting, make sure that you have a current copy of the "BCSSA Official's Guide and Swimming Rules."

Referee

Section 2 & 3 in the Rulebook (Meet & Session Referee)

Qualities: A Referee is expected to:

1. Be an experienced official, knowledgeable in all areas.
2. Have a thorough knowledge of the rules.
3. Be impartial.
4. Be able to make sound judgements, quickly.
5. Be consistent.
6. Be able to concentrate on a number of tasks simultaneously.
7. Continually oversee all of the deck officials.
8. Anticipate problems and head them off.



Duties of the Meet Referee:

1. See the Rulebook, section 1, pages 2 to 3.
2. Before the competition begins, the Referee determines and informs the officials of all respective zones of stroke and turn responsibility. The Referee ensures that the swimmers in all lanes have fair and equal judging and that all zones are equitably judged.
3. A Meet Referee is appointed for the entire meet and has the full authority over all officials, approves their assignment and sees that they receive all necessary instruction. The Meet Referee is responsible for uniformity throughout the meet. The Meet Referee may advise the Session Referee of any areas in which the Meet Referee's instructions are not being followed. If necessary, the Meet Referee may replace the Session Referee. The Meet Referee shall only be a part of the session when invited by the Session Referee to take over a position or deal with any problems.

Duties of the Session Referee:

1. When there is no Meet Referee the Session Referee has full authority over all officials, approves their assignment and ensures that they receive all necessary instruction.
2. The Session Referee enforces all of the rules of BCSSA and decides all questions related to the conduct of the session, including those not covered by the rules.
3. The Session Referee has the authority to intervene during a competition at any stage to ensure that the rules are observed.



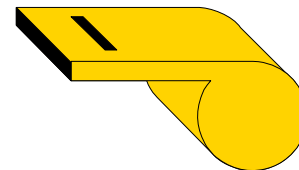


4. The Session Referee shall disqualify any swimmer for any violation of the rule that are personally observed or that are reported by other authorized officials.
5. The Session Referee has final authority in all matters concerning apparent ties and time discrepancies, and ensures that the rules covering such instances are adhered to.
6. The Session Referee checks that all officials are ready and in position when the swimmers are at their assigned starting stations. When satisfied, the referee signals the swimmers to either mount their blocks or enter the water by using a long whistle blast. When all swimmers are ready, the referee turns the race over to the Starter using a second long whistles blast.
7. The Session Referee ensures that a fair start is achieved, and has the authority to call a false start when appropriate.
8. The Session Referee takes a sweep of the order of finish of each race.
9. The Session Referee has the authority to use any BCSSA approved timing and /or judging system or equipment and may overrule the findings of such devices when the findings appear to be in error.
10. The Session Referee has the authority to expel from the pool building or area any persons, including spectators, responsible for creating a disturbance that interferes with the meet.
11. The Session Referee ensures that all disqualified swimmers and/or teams are notified of their disqualification.
12. The Session Referee interprets the Rules and applies good judgement in situations not adequately covered by the Rules.

★ As a Referee, you are expected to act in many capacities. You are the final judge, the guarantor of fair play for all competitors, and the director of the proceedings. Your discipline and conduct will be reflected in the way in which the meet progresses. You are the key to a successful competition. The Referee is in full charge of the session and has the final authority on all action-taking place during the session.

Before the Meet:

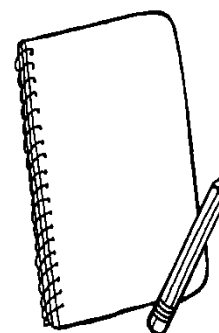
1. Meet with the Meet Manager to discuss the meet package, particularly any special rules of the meet which deviate from the BCSSA rules. Review the following:
 - ✓ - number of officials required,
 - ✓ - deployment of officials,
 - ✓ - timing of shift changes,
 - ✓ - pool set-up and back-up equipment,
 - ✓ - food & beverage distribution.
2. You are responsible for ensuring that there are an adequate number of qualified officials. Know the meet package, and any information which has been distributed prior to the meet, which establishes the criteria for entry and meet procedures. Be aware of these ground rules before your session starts.
3. Have a copy of the heat sheets and a complete officials' roster. Check with the Meet Manager to ensure that the senior officials named are competent to carry out their duties. If you do not know them, introduce yourself to them. Before the meet, discuss the way in which you want the meet to run and establish the method of communication with you on the pool deck. Make sure that the officials are fully aware of their responsibilities.
4. Be present while the officials' check-in occurs. Be realistic in your expectations of the number of people required to run your session competently. Do not compromise just to get the meet going. Delay the meet for a brief training session, if necessary, rather than proceeding with people who do not know how to do their jobs.
5. In co-operation with the Meet Manager, establish the times for breaks and changeover of officials. Notify your Officials and the Announcer when the breaks will occur. The Announcer should give sufficient notice, in advance of the breaks, so that the swimmers preparing to swim will not be delayed without warning that their event will start later than originally announced. Do not start events earlier than published. Emphasize the length of the break and the fact that the Chief Timer and Chief Place Judge will be responsible for getting their officials back on the pool deck in time. Stopping the meet breaks the established pace. Consider the advantages of having a break when the meet is particularly long or the deck is particularly warm, as fatigue will affect the officials' judgement. Be cautious about breaks because of their effect on the flow of the meet.
6. The working deck should be toured with the Meet Manager. Make certain that the starting blocks and lane ropes are in good order and that the water temperature is acceptable. Ensure that the working area layout and the equipment are adequate. The Meet Manager probably has handled these details, but a check before the competition commences will eliminate potential delays due to poor equipment or impossible working conditions. Make certain that any equipment needed is available, with back-ups, as required [e.g., extra starting guns, watches, batteries, etc.]



7. Establish the judging system to be used in consultation with the Meet Manager.
8. When the officials' roster is completed, call the officials to a meeting, leaving enough time to have them in place on deck for the start of the meet. Establish the criteria for the Stroke and Turn Judges, so that the Judges are consistent and fair. Remind officials to speak with you about rule interpretations or any calls about which they feel uncertain. Establish the procedure for informing you of any disqualifications. Assign positions on the deck and determine when positions will rotate. Throughout the meet, monitor the officials and deal with questions as they arise.

Officials' Meeting:

1. Greet and welcome your team.
2. Review the meet rules and expectations regarding consistency of enforcement.
3. Review the disqualification process [such as appropriate wording, time, printed name, diagonal line on the card, informing the offending swimmer, etc.].
4. Go over the areas of responsibility to ensure that all swimmers in all lanes have fair and equal judging and that all zones are equitably judged.
5. Review the rotation and position of officials [e.g., are you using Stroke officials in the freestyle, or Turn Judges at the starting end of the pool, etc.].
6. Review what arrangements are to be made if officials have to leave the deck.
7. Instruct all Stroke and Turn officials to report disqualifications to the Referee or Starter. Have the Referee and Starter maintain a record of all disqualifications, with the time and reason noted on the heat sheet.
8. Remind officials to maintain a record of all disqualifications that they make.

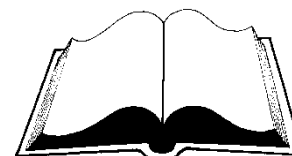


Meet with the Clerk of the Course:

1. Review the method of seeding to be used.
2. Observe where the marshalling of heats is located and how it is set up. Ensure that the Clerk of Course communicates to you any changes in the number of heats, including swimmers per heat, for each event. Advise the Clerk when you expect the pool to be cleared and marshalling to begin, so that the meet can start on time.

Coaches' Meeting:

1. Inform the Coaches of the process of appeal and set the ground rules for them. Let them know how contentious rules will be enforced, and what you expect of them. Tell them to come to you with any problems involving officials. Remind them of the proper method of filing a protest and an appeal.
2. Review any particular meet rules.
3. Discuss any Coaches' issues.
4. Remind the Coaches that they should bring all concerns to the Referee. Other officials are not to be approached on deck.
5. Remind the Coaches of the boundaries of the working deck.



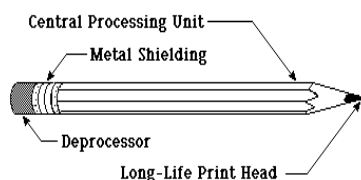
During the Meet:

1. Set the tone for the meet through your conduct on deck.
2. With the first whistle [and a hand signal], instruct the swimmers to mount the starting blocks. When all swimmers and deck officials are ready, turn the race over to the starter with a second whistle and hand signal.
3. Keep a record of the time of the start of each race; Swimmers are to have a minimum of twenty minutes between two races within the same age group.
4. Indicate by blowing the whistle that a false start has occurred.
5. Keep a record of the order of finish for each race.
6. Assist any official in technical matters.
7. Disqualify swimmers when necessary. Remember that you are the only official on deck with the authority to disqualify without having personally witnessed an infraction. Be prudent in using this authority!
8. Keep a log on your heat sheet of all of the DQs reported by other officials.
9. Receive verbal or written protests. Be diplomatic. You may resolve a protest or contact the Meet Manager to arrange for a Jury of Appeal to mediate disputes.
10. Know when re-swims or swim-offs are in order and how to conduct them.
11. Be prepared to substitute for Stroke and Turn officials who are involved in disqualifications. Remind them to inform you or the Starter of any disqualifications so that you can delay the meet until there are sufficient officials to run the event. Have novice officials report the details of any disqualifications to you [or to an experienced "buddy" official] until you are confident of their ability.
12. During finals or consolations, do not allow an incomplete heat to swim until you confirm that the alternates have been called.

13. Be aware of the whole deck at all times.

Tools of the Trade:

\$ 5.⁰⁰ Wordprocessor



❖ As a Referee, you are expected to have a thorough knowledge of the rules as published in the current rulebook. However familiar you may feel with the rules, you should always have ready access to a rulebook, as each situation is unique and you must be able to pass judgement fairly and quickly. You can only do this if you are certain of your decisions and can defend them by referring to the rulebook. There are many fine points that require constant review. You are always going to experience situations that you have not dealt with before.

- ❖ Purchase your own whistle and keep it with you at all meets.
- ❖ Dress appropriately for the meet [e.g., whites, a hat, sunglasses, sunscreen, umbrella, rain gear, etc.]



Chief Meet Recorder

Section 1:C.14 in the Rulebook

General Information:

1. The CMR supervises the smooth running of the recording table [also called the crash desk] and office to ensure that the rules governing place judging and timing are applied correctly in determining the official time for each swimmer and the final order of finish for all events.
2. The CMR organizes volunteers for the crash desk and the office, and ensures that all jobs are performed efficiently and accurately.
3. The CMR must know the rules for timing, [Rulebook, Section 8], place judging [Section 9], and scoring, [Section 10]. Since the CMR is also responsible for seeding consolation and finals, he/she must also know the rules for seeding and lane assignments [Section 7].
4. The office area of any meet should be out of bounds to anyone who does not have specific authorization to be there [from the Meet Manager, the Referee, or the CMR]. All questions should be referred to the Referee or the Meet Manager.
5. The CMR does not have the authority to disqualify swimmers.
6. There should be one CMR throughout the entire meet to ensure uniformity in office procedures for all sessions. This person must be thoroughly familiar with all current rules and the meet package sent to competing clubs.
7. One data entry typists [results, top placers, final heat sheets], one processing assistant [highlight results and organize event package for filing], and several reliable runners are the ideal team for the office. There should be three to five people working at the crash desk - the number will vary with the size of meet, event in progress and the experience of the people at the desk. Two computers, two printers and one photocopier are ideal.
8. Except for the CMR, the office and desk staff should work in shifts [a new set for each session], since this is tiring work, which demands accuracy.
9. The CMR will instruct all workers in the meet office as to their areas of responsibility and the way in which each job is to be done. All questions or problems should be discussed with the CMR. This is particularly important in meets where individuals from several club/regions are working together, as each group has unique ways of running their desk and office. The CMR ensures the accurate follow through and continuity of all material processed.





10. Arrange tables in an assembly line fashion to avoid unnecessary walking. Long tables are especially useful, as office space is often very limited and will have to be utilized economically. In poorly ventilated rooms, fans may be required. Proper typing chairs are essential for maintaining efficiency. Good Data Entry People are Very Precious. Treat them well!!!
 - ✓ Equipment, such as the photocopier and extra supplies, should be kept handy and operational at all times. Back up equipment should also be available, in case of equipment failure. You cannot afford down time for your machines.
 - ✓ If a separate room is available, the photocopying equipment should be there, rather than in the office. If it is not possible to reproduce the results immediately after the meet, they may be mailed to all participating clubs on the following day [include this information in the meet package].
 - ✓ The Announcer should be supplied with information about the top placers, records, and point standings as the meet progresses. If possible, the announcing table should be located away from the office to minimize confusion.
 - ✓ It is usually better to have too much, rather than too little equipment. Most of the supplies can be retained for future meets.
11. The method by which the results will be processed will be established in cooperation with the Meet Manager. Before the meet commences, assess your office set up to be certain it can handle the procedures as efficiently as possible. Ascertain that all members of your team know their area of responsibility and feel comfortable with the work area and equipment. Personal experience in all of the crash desk and office jobs is a great asset when running the office.
12. Throughout the meet it is essential that the CMR, or an appointed designate, is available to everyone on the team. Problems must be resolved promptly or a backlog will develop. The CMR should always discuss uncertain placings, contentious decisions, potential swim-offs, or time discrepancies with the Referee before finalizing the results. This ensures support in case of inquiries from dissatisfied coaches, parents or swimmers.
13. Ties and placing may be decided in the office for other than top placers, according to the method set out in the rules for breaking ties. In the event of a swim-off, notify the Meet Manager and Referee right away. Create the event in Hy-Tek Meet Manager so the times can be recorded and it was known that a swim-off occurred.
14. All DQ Slips should be reviewed to ensure that they adhere to the BCSSA rules and are filled in correctly. Refer any problems to the Referee. Confirming information when the slip reaches the desk can prevent a jury from overruling a disqualification on a technicality later in the meet.
15. All DQ slips, place judge slips and electronic slips are kept in event order for each session of the meet for easy access. Shoeboxes or two litre milk cartons [with one side removed] are handy for this purpose.



Discrepancy between Manual Times and Order of Finish

Lane #	Official Time	Place Judges' Order of Finish
4	1:14.1	2 nd
3	1:14.2	1 st
6	1:15.5	3 rd
7	1:17.6	4 th
5	1:19.2	5 th

Solution:

In this case lane 3 must be placed first and lane 4 placed second. To obtain the official time of these two competitors, average all times of all watches involved in the time discrepancy to the nearest tenth. Rounding to tenths is done after determining the average of all of the involved watches.

Lane #	Timer A	Timer B	Timer C	Place Judges
3	1:14.1	1:14.2	1:14.3	1 st
4	1:14.1	1:14.1	1:14.3	2 nd

Total: $0.1 + 0.2 + 0.3 + 0.1 + 0.1 + 0.3 = 1.1$

Average: $1.1 \div 6 = 0.18$

Rounded to the nearest tenth: 0.2

Each swimmer is given a time of 1:14.2 with a JD notation beside the time. [A JD notation indicates that the swimmers are not tied].

Official Time and Order of Finish

Lane #	Official Time	Place Judges' Order of Finish
3	1:14.2	1 st JD1
4	1:14.2	2 nd JD2
6	1:15.5	3 rd
7	1:17.6	4 th
5	1:19.2	5 th



Place Judges A & C	Place Judges B & D
4	3
3	4
6	6
5	5

When there is an apparent tie:

Solution: Go to the Referee and Starter's "sweeps". If this fails to resolve the tie, then the tie stands. Duplicate awards can be presented. If this example was for final, swimmers in lanes 3 and 4 would both be awarded gold medals. The swimmer in lane 6 would receive the bronze. A silver medal would not be presented.

Judging when Combining Heats with Manual Times:

When sorting the results of an event having more than one heat, it is found that swimmer 'A' from heat 1 and swimmer 'B' from heat 2 have the same official time.

SWIMMER	TIMER 1	TIMER 2	TIMER 3	OFFICIAL TIME
A	1:10.0	1:10.3	1:10.4	1:10.3
B	1:10.0	1:10.4	1:10.3	1:10.3

Solution: The tie stands. Duplicate awards will be given, or a swim-off should be held if the tie is for the last position in a final or consolation final.

JUDGING WHEN ELECTRONIC TIMING IS IN USE:

Times secured by automatic timing equipment shall be recorded to 100ths of a second only. If this results in identical times, then the swimmers are tied for both time and place, regardless of their placing by the system.

Determining the official place and time in a heat or final:

1. If in the judgement of the Referee, the automatic timing machine fails [after consultation with the Chief Judge Electronic]; the swimmer shall be given her/his placing as determined by the back-up judging system in use.
2. The swimmer shall be given the back-up time, unless this time is inconsistent with the order of finish.
3. If a tie or discrepancy exists with others with back-up times, then the times shall be adjusted following the rules for adjusting times obtained manually.
4. If the tie or discrepancy exists with one or more swimmers with automatic times, the contestant shall be given a time equal to the fastest machine time of the competitors involved in the tie or discrepancy.



EXAMPLE 1: No electronic time, accurate electronic placing, back-up time consistent with the Place Judge's order of finish. No adjustments necessary.

Swimmer	Elec. Time	Elec. Place	Back-up Time	Back-up Place	Official Time	Official Place
A	1:01.21	1		1	1:01.21	1 st
B	1:01.47	2		2	1:01.47	2nd
C		3	1:02.2	3	1:02.2	3 rd
D	1:02.25	4		4	1:02.25	4 th

EXAMPLE 2: No electronic time, accurate electronic placing, back-up time inconsistent with Place Judges' order of finish. The swimmer with manual time is placed according to Place Judges' order of finish, awarded a JD and assigned the time of the swimmer involved in the discrepancy.

Swimmer	Elec. Time	Elec. Place	Back-up Time	Back-up Place	Official Time	Official Place
A	1:01.21	1		1	1:01.21	1 st
B	1:01.47	2		2	1:01.47	2nd
C		3	1:02.2	3	1:02.15	3 rd JD1
D	1:02.15	4		4	1:02.15	4 th JD2

EXAMPLE 3: No electronic time or place

Swimmer	Elec. Time	Elec. Place	Back-up Time	Back-up Place	Official Time	Official Place
A	1:00.59	1		2	1:00.59	2 nd JD2
B			1:00.6	1	1:00.59	1 st JD1
C	1:01.10	2		3	1:01.10	3 rd
D	1:01.56	3		4	1:01.56	4 th

Solution: The place is determined by the Place Judges, and the time is adjusted according to the rules to fit with the place awarded. Both swimmers will be assigned the same time [the time equal to the automatic time of the swimmer involved in the discrepancy] and will receive a Judge's decision to indicate that they are not tied.



EXAMPLE 4: Using Place Judge slips to break ties in manual heats:

PLACE	JUDGE 1	JUDGE 2	JUDGE 3	JUDGE 4	JUDGE 5	JUDGE 6	REF
1 st	5	3	3	5	3	3	5
2 nd	3	5	5	1	5	1	3
3 rd	1	4	1	3	1	5	1
4 th	6	6	4	4	6	6	4
5 th	4	1	6	6	4	4	6
6 th	2	2	2	2	2	2	2

Solution: Award points for each place and total the points for each lane.

First = 7 points Second = 5 points Third = 4 points
Fourth = 3 points Fifth = 2 points Sixth = 1 points

Lane 1 = [2 seconds] 10 + [3 thirds] 12 + [1 fifth] 2 = 24
Lane 2 = [6 sixths] 6 = 6
Lane 3 = [4 firsts] 28 + [1 second] 5 + [1 third] 4 = 37
Lane 4 = [1 third] 4 + [2 fourths] 6 + 3 [fifths] = 16
Lane 5 = [2 firsts] 14 + [3 seconds] 15 + [1 third] 4 = 33
Lane 6 = [4 fourths] 12 = [2 fifths] 4 = 16

The tie between lane 6 and lane 4 is broken by the Referee's placing.
The order of finish is: 3 5 1 4 6 2

Alternate Solution:

Whichever lanes are in dispute, give one point to the lane which came in before the other.

Lane 2 comes in last - not in dispute
Lane 3 comes in first over lane 5 - 4 points to 2 points
Lane 5 comes in second over lane 1 - 5 points to 1 point
Lane 1 comes third over lane 4 or 6 - 5 points to 1 point
Lane 4 and Lane 6 tie - 3 points to 3 points
Lane 4 awarded 4th place on the basis of the Referee's placing
Lane 6 comes fifth

Order of finish: 3 5 1 4 6 2

If the official times have the swimmers coming in 3, 5, 1, 6, 4, and 2 you must JD for the fourth and fifth place and adjust the times to the order of finish as determined by placing.



Another Solution:

Fill in the chart with the number of times a lane places ahead of the other lanes.

LANE	1	2	3	4	5	6
over 1		0	5	1	5	1
over 2	6		6	6	6	6
over 3	1	0		0	2	0
over 4	5	0	6		6	3
over 5	1	0	4	0		0
over 6	5	0	6	3	6	
TOTALS	18	0	27	10	25	10

Use the Referee's report to break the tie between lanes 4 and 6.

Order of finish is: 3 5 1 4 6 2.

[If the Referee's placing did NOT clarify the order of finish for the 4 and 6 place finishers, they would have to be tied]. When the majority of PJs [including the Referee] do not agree on placing within a heat, the order of finish shall be determined by the official times. If the official times are the same, the swimmers are tied. [See Rulebook p. 9-1].

Note: Each of the methods above applies the rule for place taking precedence over a manual time in determining the order of finish.

Determining the order of finish for the combined heats of one event:

The order is determined by comparing the competitors' official times. [Machine or back-up time if used earlier.] All contestants with the same official time shall be tied.

EXAMPLE 5: Times tied after conversion to 100^{ths} of a second: [the tie stands]

Swimmer	Elec. Time	Official Time	Official Place
A	1:04.371	1:04.37	1 st TIE
B	1:04.372	1:04.37	1 st TIE
C	1:05.014	1:05.01	3 rd
D	1:05.850	1:05.85	4 th

SWIM-OFFS

A swim-off may be required to resolve a tie, as a result of Preliminaries, for the last qualifying starting position[s] or alternate position[s] in a Final or Consolation Final [Rules of Meet Conduct p. 2-2].

A competitor may scratch from a swim-off without penalty, in which case she/he shall be given the ranking next in line and shall be eligible for points, if any, for the reassigned position. A competitor may scratch from a swim-off for a position in the final and be assigned to a position in the consolation final in the same event.

Times made in a swim-off shall be recorded, and may count as records, but they may not elevate any of the contestants beyond the highest qualifying position in dispute.

Any disqualification in a swim-off shall apply to the swim-off only.



MEET POINTS

The Chief Meet Recorder is responsible for keeping an accounting of all team and individual points earned during the course of the meet and provide a result sheet at the conclusion of the meet indicating the final point standings for each individual, team, club, and/or regional trophies.

The awarding of points, both team and individual follows the BCSSA standard unless the host club has published a variation in the meet information package. Relay points are in all cases double those earned as individuals.



Meets with Timed Finals or Finals:

Points for Placing

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
4 lanes	5	3	2	1				
5 lanes	6	4	3	2	1			
6 lanes	7	5	4	3	2	1		
7 lanes	8	6	5	4	3	2	1	
8 lanes	9	7	6	5	4	3	2	1

Meets with Consolation Finals:

Pool Size	P L A C E								I N F I N A L S							
	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th	14 th	15 th	16 th
4 lanes	12	9	8	7	5	3	2	1								
5 lanes	14	11	10	9	8	6	4	3	2	1						
6 lanes	16	13	12	11	10	9	7	5	4	3	2	1				
7 lanes	18	15	14	13	12	10	9	8	7	5	4	3	2	1		
8 lanes	20	17	16	15	14	13	12	11	9	7	6	5	4	3	2	1

Individual Scoring:

All swimmers' names must be listed. Male and female swimmers' scores are to be separated and listed by division. Carry a running total.

DIV. 5 EVENT #	#5	#15	#25	#35	#55	TOTAL
	50 FLY	100 FREE	100 BREAST	50 FREE	100 BACK	
Jane Smith	5	7/12	7/19	7/26	4/30	30
Kel Douglas	7	4/11	5/16	5/21	7/28	28
Meli McBain	4	5/9	4/13	4/17	3/20	20



Team Scoring:

Male and female scores are added together by club. Carry a running total.

CLUB	BUR	PMA	NOR	COQ	NAN	TOTAL
Event #1	7/7	4/4	0/0	8/8	3/3	22
Event #2	2/9	10/14	5/5	4/12	1/4	22

Rules for Scoring

1. No points are awarded to disqualified swimmers. These points are lost to the meet. Only swimmers in the finals can earn finalist points. If a swimmer is disqualified in the final, each swimmer in that final is moved up one place. Swimmers in a consolation final cannot move up to claim points designated for the final.
2. Points for Individual High Point awards may be earned only in individual events, not in relays. These points must be earned by placing in the finals only, not in consolation finals.
3. In practice, if previously published in the meet information package, points may be awarded on the basis of 5-3-1 [first place = 5, second place = 3, third place = 1, other placing do not receive points]. This simplifies the tabulation of individual high points.
4. When two or more competitors tie for a place, the total points for that place and the vacated place[s] next in line shall be equally divided.

Place	Name	Points
1	J. Green	7
2	F. Brown	4.5
2	J. White	4.5
4	G. Black	3
5	T. Orange	2
6	F. Red	1

5. In meets, which have consolation finals, but have an event which does not have a consolation final, that final will be scored as if there were a consolation final in that event. Similarly, if either the final or the consolation final does not have a full complement of swimmers, the scoring will be as for a full event.

Meet Manager

Section 1:C.1 in the Rulebook

A Meet Manager should:

- × Be familiar with the rules for, and experienced in, the operation of a swim meet.
- × Be able to delegate responsibilities and have good organizational skills.
- × Be prepared for the unexpected.
- × Be able to take charge.



A Meet Manager is Responsible for:

1. The organization of the details of the meet.
2. The mechanics of running the meet.
3. Having the necessary equipment and personnel available during the meet.
4. Obtaining and assigning duties to meet officials. Individuals responsible for timing, recording and marshalling will ensure that all positions are filled in their areas. The Meet Referee will confirm all appointments.
5. Disseminating all meet forms and information, including the official results.
6. Seeding all pre-seeded meets.
7. Preparing entry lists and heat sheets prior to the start of each session.
8. Chairing the Jury of Appeal.

6 Months before the Meet:

1. Know the relevant local bylaws pertaining to conducting a swim meet [noise, health standards, parking for cars and recreational vehicles, life guard coverage, insurance coverage, etc.].
2. Determine what type of meet you will have. ["A," or "B," "A & B," Developmental, Relays only, etc.].
3. Decide on the number of participants you are going to invite [know the limitations of your pool - e.g., you may consider a maximum of 450 participants for a 6 lane pool, or 650 for a 8 lane pool; your pool may be too shallow for diving entries at one or both ends, etc.].
4. Determine how many events each participant will be permitted to compete in.
5. Will the meet be swum as timed finals, or heats and finals?
6. What awards will you have for the meet? Ribbons? Medals? "A", "B" and/or "O" Aggregate trophies? Club trophies? Sportsmanship recognition? Fun prizes? 6 & under goodie bags?

7. Which events will be counted for points towards an Aggregate Award?
8. Confirm a budget for the swim meet with the club executive.
9. Order all awards and prizes as approved by the club executive.
10. Confirm a date for the swim meet and book the necessary facilities [be aware of other meet dates].
11. Prepare the Meet Information Package and have it approved by the club executive. Include the type of meet, qualifying standards, the date, time and location, type of entries [i.e. gold sheet, pinks and blues, computer disks, etc.], and clarification of any areas of deviation from the BCSSA rules.
12. Send out invitations to the clubs you intend to invite to your meet and specify the cost for all swimmers/relays attending. Include information about the facilities available, a map, schedule of events, and the date that you require the club information delivered (usually two weeks before the meet).
13. Assign responsibilities to various individuals/clubs [e.g., food for officials, awards, concession, office, computers and recording, security, pool set-up and take-down, director of officials, meet referee, etc.].
14. Review the Rule Book - the Meet Manager chairs the jury of appeal.



3 Months before the Meet:

1. Know the Meet Package thoroughly and do not deviate from it.
2. Send out the Meet Information Package to all participating clubs.
3. Book or purchase all the equipment necessary to run the meet: chairs, benches, tables, computers, timing system, tents, tarps, photocopier, paper, pencils, event cards, etc. Confirm the pool booking.
4. Meet with the Meet Referee to review the Meet Information Package and any deviations from the BCSSA rules for this meet.
5. Identify the key individuals to be in charge of each area [e.g., crash desk, marshalling, office, etc.], follow-up with them to see if they need assistance completing any tasks in a timely manner.
6. Meet with the pool staff to find out what their expectations are of you. Check when you can set up the pool for the meet. Are there sufficient electrical outlets? What is the pool layout? Where will you put the marshalling area, coaches, concession, recording table, etc.?
7. Recall trophies from the previous year.
8. Review each area of the pool and obtain the necessary equipment.

Two Weeks before the Meet:

1. Confirm that all of the officials are in place.
2. Organize a work party to prepare the swimming pool for the meet [set-up party] and to take down the equipment after the meet.
3. Contact the volunteers to determine that everything has been completed and identify what is still required.
4. The day after the deadline for entries, have a seeding party to get all of the meet information entered into the computer. Print the individual time cards and events lists. Separate the time cards by event. If the events are not seeded by computer, seed them now and then put an elastic around each event for the Clerk of the Course. Collate and staple the heat sheets.



One Week before the Meet:

All material should be printed and all volunteers should be contacted to make sure that everything is completed in preparation for the meet. Meet with the pool staff to discuss last minute arrangements and set up details.

One Day before the Meet:

1. Meet with your set-up crew at the predetermined time to set up the pool in preparation for the meet tomorrow.
2. Call all of the key volunteers to make sure they will be at the pool for the meet. Arrange for substitutes where necessary.
3. Go over your lists to see if anything has been forgotten.



Day of the Meet - Before the Meet:

1. Arrive early to make sure everything is in order. Check that the coffee is ready for your volunteers
2. Review the Meet Information Package with the Meet Referee and identify any changes to the BCSSA rules. Be available to the Meet Referee to answer any questions that may arise.
3. Have all the volunteers reported and do they have all the equipment necessary to do their jobs?
4. Arrange for Officials' and Coaches' Meetings. Be prepared to answer any questions.
5. Have a meeting area set aside for the officials and Jury of Appeal.



Day of the Meet - During the Meet:

1. Be available to respond to any requests for supplies and answer any questions that arise out of the operation of the swim meet.
2. Check that the lifeguards and other pool staff are included in the distribution of food, etc.
3. Chair the Jury of Appeal throughout the meet.

Have a good day! You may feel that the meet is not running smoothly because you are working on all the minor problems and do not get the opportunity to see how well it is actually running. **This is normal.**

After the meet:

1. Supervise the pool takedown. Ensure that all of the equipment is returned and that the pool area is cleaned up.
2. Provide all of the clubs with the meet results.
3. Debrief with your organizing committee - what were the positive aspects of the meet? What areas would you like to improve upon for your next meet? Thank everyone that helped with the meet.
4. Prepare a financial statement for the club.
5. Prepare an information package or checklist for your club with details on organizing the meet [e.g., contact people for parks and recreation; where to obtain equipment; where to order ribbons, medals and trophies; etc.].



Meet Manager Equipment Checklist

Clerk of the Course

- Blackboard and chalk or a white board
- Individual entry forms & heat sheets
- Pens, pencils, elastics, weights
- Table, chairs, and covered area [if outside]
- Communication system or PA system

Marshalling Area

- Covered area
- Benches or chairs for participants
- Clipboards and events list
- Pens, pencils, boxes for cards

Timers and Recorders

- Chairs
- Clipboards
- Event sheets
- Heat sheets
- Pencils
- Stopwatches (always have extra replacement watches and batteries for your watches)
- Covered area

Stroke and Turn Judge

- Clipboards
- Event sheet
- Red pens or pencils

Place Judges

- Clipboard
- Event sheet
- Place Judge slips
- Pencils or pens

Referee

- Meet Information Package
- Clipboard
- Event sheets
- Pens and pencils

Starter

- Starting system (electronic, starting pistol)
- Podium and umbrella
- Clipboard
- Event sheets
- Pens and pencils

Chief Meet Recorder

- Tables and chairs
- Pens, pencils, weights & staplers
- Calculator
- Elastics
- Paper Clips
- Containers for completed paper
- Events sheets

Announcer

- PA System
- Clipboard
- Event sheet
- Pens and pencils
- Table and chair

Office

- Computer
- Meet Manager computer program
- Printers -one for results and one for ribbons
- Printer control switch
- Paper for printer
- Pens, pencils & staplers
- Photocopier and paper

Coaches

- Covered area
- Tables
- Chairs
- Event lists (normally 2 per club)

Deck Food

- Area to prepare food
- Electricity
- Tables

Awards Table

- Tables
- Chairs
- Ribbons, medals, trophies
- Pens
- Aggregate awards
- Recording system for club and individual points

Congratulations!

You now know how to plan a meet. Your 'test' is to successfully organize a real meet. Remember to get lots of help.





Master Official – Navy Blue Pin

Before being considered for assessment by the Provincial Director of Officials [or designate] for the Master level, Senior officials must have a working knowledge of, and a proficiency in, all aspects of a meet, including the pool deck, crash desk, clerk area and office. They must have experience conducting clinics, and be capable of conducting clinics for any Level 1, 2 or 3 positions. Before being considered for the Master Level, officials must have worked at the Provincial Championships in 3 senior positions.

After the Regional Director of Officials determines that the Senior official has completed all of the clinics and has the necessary practical experience, the Regional DOO will submit the name of the individual to the Provincial Director of Officials for assessment. The Provincial Director of Officials will make suggestions regarding areas to concentrate on for the candidate to develop the all-round proficiency expected from a Master official.

The evaluation includes writing the Masters' Exam and an assessment of practical knowledge [which is usually done over the period of one or two swim seasons by the Provincial Director of Officials and designates].

Master officials are expected to assist with the development of new officials in their region. Often, one of the most difficult things for a master official to do is stand in the background, while new officials learn the ropes. If the Master officials always do the senior positions at local swim meets, it prevents new officials from assuming added responsibilities as their proficiency increases. The Master official is a resource person who can provide experience and guidance when difficult situations arise.