

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION



Website: www.hertsasa.org.uk

OFFICIALS' POOLSIDE HANDBOOK 2017

Index of contents

2	Index of contents
3	Statement
4	General – all officials
5	Field of Play
6	Referee
6	Principal referee
6	Lead referee
6	All referees
7	Mini-briefing
8	Main briefing –Principal referee
9	Main briefing – Lead referee
10	Main briefing – judges’ briefing
11	Main briefing – timekeepers’/inspectors of turns’ briefing
12	Starter
13	Finish judges
13	Judges of stroke
14	Inspectors of turns
15	Chief inspectors of turns
16	Chief-timekeepers
17	Timekeepers/Inspectors of turns

This handbook has been prepared to provide
uniformity of presentation at county events

but

must be read in conjunction with
ASA Laws and ASA Technical Rules and
Hertfordshire ASA rules and conditions

If there is anything within the handbook which
contradicts the
ASA Laws and ASA Technical Rules, then that
part of the handbook should be disregarded.

**All officials appointed for the
County Championships
must be licensed**

Hertfordshire ASA Swimming Committee
January 2017

General – All officials

1. **Please report to the referee at least 45 minutes prior to the scheduled start of the events.**
2. Poolside drinks will be provided.
3. Please wear your licensed official's identification card.
4. You are requested to wear a white county polo shirt, white trousers or white skirt (shorts should not be worn) at all county galas, and wear suitable white poolside shoes and accessories.
5. County shirts, with the county logo, are available to any official working at a county events. Those officiating for the first time will be given a free white County shirt. Please check with the swimming officials' co-ordinator for availability and cost of additional shirts.
6. Please ensure that you have the necessary personal equipment to carry out the duties for which you are qualified i.e. watch, whistle, pen and clipboard.
7. You are reminded that you are responsible for your own safety and the safety of others. If you see anything which compromises that safety you should advise the referee or Field of Play immediately.

Field of Play

The Field of Play shall have delegated authority, in agreement with the promoter and the principal referee, to assist in the smooth running of the sessions.

1. Should arrive at the venue at least one hour prior to the start of the warm-up
2. With the referee, carry out a pool safety check
3. Check that the false start rope is correctly set-up
4. Distribute necessary instructions to the announcer
 - a) Confirm the pattern of announcing
 - b) Confirm arrangements for presentations
 - c) Advise the name and detail of the president
5. Ensure the appropriate safety announcements are made, checking the various measurements
6. Brief the principal referee on the emergency exits and signal
7. Assist the AOE operator to test the equipment and pads. Remind the starter to check the starting equipment
8. Ensure the lead referee has the paperwork for their poolside duties
9. Ensure that the chief timekeeper has lap cards and tick sheets, as necessary
10. Ensure that adequate lifeguards are on poolside prior to the warm-up and during the sessions
11. Check the radios - that the batteries are OK. Check that those who need the radios know how to use them
12. Brief the coaches regarding the warm-up procedures
13. Brief the coaches regarding late withdrawals from the heats
14. Ensure a mobile phone is charged and available for swimmers to phone in withdrawals

Referee

1. The principal referee should arrive at the venue at least one hour prior to the start of the warm-up.
2. Other referees should arrive at the venue at least 15 minutes prior to the start of the warm-up.

Principal referee

1. Liaise with the Field of Play regarding safety and the pool safety check
2. Carry out a mini-briefing session with the Field of Play, other referees, and starter/s, prior to the main briefing of all officials
3. At the mini-briefing:-
 - a. Confirm the lead referee
 - b. Appoint one referee to brief the timekeepers
 - c. Cover the mini-briefing points shown in this pamphlet

Lead referee

1. Organise the signing- in of officials as they arrive. Inform them of the time of and the location for the briefings
2. At the main briefing, following on from the principal referee's opening, cover the main briefing points shown in this pamphlet

All referees

1. The AOE referee should observe the turns, finishes and take-overs in case of bad touches, and liaise with AOE operator.
2. The race referee will determine the race result, and liaise with the AOE referee/operator to confirm that result.
3. The AOE result slip should be examined, for

- a) Placings
 - b) Comparative times - primary to back-up
4. The AOE slip should be marked, indicating the official time.
 5. The AOE slip should be initialled by the race referee once he is satisfied that the detail is correct.
 6. All DQ sheets and paperwork relating to a particular race should be stapled to the AOE slip to go to the recorders.
 7. In case of AOE failure, and the need to operate manually, ensure the times are read back with the chief-timekeeper to try to eliminate errors

Mini-briefing

To be carried out by the principal referee, 60 minutes before the start

1. Welcome referees, Field of Play, starter/s and clerk of course
2. Allocate specific jobs
3. Remind the referees of the main briefing section of this pamphlet
4. Brief everyone on any mentoring which will take place
5. Decide when splits will be taken
6. Allocate the referees who will brief the timekeepers and the judges
7. Remind all referees of procedures for processing AOE results sheets, as shown in the all referees' section of this pamphlet
8. Clarify the disqualification codes to be used on the AOE slips
9. Confirm the strobe light is working
10. Advise the referees and starters that over-the-top starts will be used where possible
11. Advise the referees of any disability athletes who are competing, and advise the referees of the exemptions afforded to those athletes
12. Remind the referees that recommendations for disqualification should be clarified with the reporting official
13. Clarify when the pool will be cleared of swimmers
14. Remind all referees of the need for prompt follow-on to the next race
15. Establish the process of reporting absent swimmers

Main briefing

45 minutes before the start

Principal referee

1. Conduct a role call
2. Welcome and thank all the officials
3. Explain the expenses procedure
4. Give details of the catering arrangements
5. Advise everyone of the protocol for the parade of officials before each session, and that the national anthem will be played at the start of the first session each day
6. Introduce all the referees, the Field of Play, the starter/s and the chief-timekeepers
7. Brief the chief-timekeepers on procedures required
8. Brief the clerks of the course on procedures required

Lead referee

1. Allocate duties, including any mentoring which is to be carried out
2. Brief all officials on safety – that everyone is a safety officer, responsible for their own and everyone else's safety – give the location of the emergency exits and muster area
3. Over-the-top starts will be used for the heats, but not for the finals, or when swimmers wish to or need to start in the water, in the case of a backstroke race or medley relay race.
4. Swimmers must not to get out over the pads
5. Switch off all mobile phones
6. Remind everyone that they should not be supporting swimmers or teams, whilst officiating
7. Wish everyone an enjoyable gala - smiles!
8. Split off the timekeepers for a separate briefing by a pre-appointed referee
9. Brief the judges

Judges' briefing (Chief inspector of turns, inspector of turns at the turn end, stroke & finish)

1. Distribute finish judges' placing sheets and inspector of turns start sheets
2. Advise judges that they will remain in that appointment throughout the session
3. Give guidance to any judges performing mentoring roles
4. Remind the judges to give the benefit of the doubt if they are unsure
5. Judges should report infringements to the referee for that race as quickly as possible, and, when required by the referee, complete a DQ sheet
6. Remind the judges that stroke infringements should be reported even if the swimmer has an obvious disability
7. Remind the judges to cover any gaps when an official has to leave his position to report to the referee
8. The chief inspector of turns, should replace an inspector of turns who leaves position to report to the referee
9. Remind the judges of stroke that they should ensure that they are in position to reach the false start rope, in case a recall signal is given
10. The chief-timekeepers will collect the placings from the finish judges, if required by the referee.
11. Paperwork to be handed to the principal referee at the end of the session

Timekeepers/Inspector of turns briefing

1. Advise the timekeepers that the strobe light is working/not working
2. Ensure that all the watches work. A time check is not required. The watch either works or does not work!
3. Brief the timekeepers fully on their duties, using the timekeepers briefing notes in this pamphlet
4. Ensure that timekeepers have a whistle, if one is needed for the session (and that they can blow it). Also remind them when the whistle should be blown i.e. 5m, plus 2 lengths, and for which events it will be needed - 800m & 1500m freestyle events only, standing upright, not bent over
5. Give guidance to any judges performing mentoring roles
6. Remind the judges to give the benefit of the doubt if they are unsure
7. Judges should report infringements to the referee for that race as quickly as possible, and, when required by the referee, complete a DQ sheet
8. Remind the judges that stroke infringements should be reported even if the swimmer has an obvious disability
9. The chief inspector of turns, should replace an inspector of turns who leaves position to report to the referee
10. Start sheets to be handed to the chief-timekeeper at the end of the session

Starter

1. Should arrive at the venue at least 15 minutes prior to the start of the warm-up
2. Liaise with the Field of Play and principal referee as to the positioning of the equipment and the operator
3. Check the starting blocks - that they are secure, and that there is no movement of the tops. Arrange with the Field of Play for them to be fixed, if there is a problem.
4. Liaise with the Field of Play and AOE referee/operator regarding the operation of the equipment
5. Check the microphone and starting signal, including the strobe light, if available
6. The microphone should only be used for commands relating to starting.
7. Ensure that there is an alternative starting mechanism available
8. Complete a test start prior to each session

Finish judges

1. Judges should report infringements to the referee for that race as quickly as possible, and, when required by the referee, complete a DQ sheet.
2. Place the race, and record the placings on the finish judge's placing sheet. Report those places to the race referee as soon as possible if requested to do so
3. Paperwork to be handed to the principal referee at the end of the session

Judges of stroke

1. Judges should report infringements to the referee for that race as quickly as possible, and, when required by the referee, complete a DQ sheet.
2. Operate the false start rope. If the recall signal is given, the rope **must** be dropped.
3. Watch for 15m infringements and turn infringements
4. Assist the inspectors of turns in observing the turns and the finish
5. Paperwork to be handed to the principal referee at the end of the session

Inspectors of turns

1. Judges should report infringements to the referee for that race as quickly as possible, and, when required by the referee, complete a DQ sheet.
2. If there are only two inspectors of turn, then all turns should be observed from the side of the pool, not the end of the pool, and observation continued until the completion of the turn.
3. If there are more than two appointed, then the turns should be observed at the end of the allocated lane, observing the incoming swimmer from 5m from the turn, during the turn, and leaving the turn, until the stroke cycle is established. If two lanes are to be observed, the inspector of turn should observe from the end of the lane rope separating the lanes.
4. Inspectors of turn at the start end should step up on to the plinth to observe the start, and to observe the turns, the take-overs and the finish. If there is an infringement the inspector of turns should remain standing on the plinth, but otherwise step back.
5. Inspectors of turn at the turn end should step up on to the plinth to observe the turn. If there is an infringement, the inspector of turns should remain on the plinth, but otherwise step back.

Chief inspector of turns

1. Be visible and available throughout the race remaining on the same side and at the relevant end of the pool
2. Observe the inspectors of turns
3. You will be equipped with a radio in order to give early notice to the referee of an incoming report from a lane inspector.
4. If stationed at the finish end of the pool, ensure you have a stopwatch, and start it for each race
5. You should position yourself on the spectator side of the pool
6. You should stand when the first inspector of turns gets up on to the plinth at the start/turn or finish of a race, returning to your seat when all inspectors have sat down
7. The actions of the chief inspector of turns will guide the referee as to potential reports.
8. If an inspector of turns remains standing, appoint a reserve official, if available, to act on the lane, and speak to the standing official
9. Direct him to the referee to report the infringement and complete a DQ sheet, if required
10. The chief inspector of turns will replace the inspectors of turns for the duration if no replacement official is available.

Chief-timekeepers

1. Be visible and available throughout the race for which your referee has responsibility. *At the start of the race be situated at the finish end*
2. Start a watch at the starting signal for each race for which your referee has responsibility
3. Assist any timekeeper having a problem with a watch
4. At the end of a race, if required by the referee, collect the placings from the finish judges.
5. Collect the AOE slip
6. Assist the referee, as required, as the result is processed
7. Provide additional timing for a swim, as required by the referee
8. Distribute lap cards as necessary
9. Monitor lap cards if they are being used
10. At the end of the session, collect the start sheets from the lane timekeepers and hand them to the principal referee

Timekeepers/ Inspectors of turns

- 1 Ensure that the correct swimmer reports for the correct event. Inform the referee if this is not the case, before the start of the race
- 2 If the name is different from that on the start sheet, but the swimmer swims, ensure that the name of the swimmer is recorded on the start sheet, and that the chief-timekeeper is informed.
- 3 On the referee's long blast of the whistle, stand
- 4 Observe the strobe light signal to start the watch. Do not touch back-up button
- 5 Following the starting signal, step up on to the plinth and observe the swimmer until the completion of the first full stroke, and remain standing forward if an infringement is observed, otherwise step back
- 6 Observe the turns - step up on to the plinth, observing the incoming swimmer from 5m from the turn, during the turn, and leaving the turn, until the completion of the first full stroke after the turn, and remain standing forward if an infringement is observed, otherwise step back
- 7 Judges should report infringements to the referee for that race as quickly as possible, and, when required by the referee, complete a DQ sheet.
- 8 Any infringement at the finish should also be reported to the referee
- 9 At end of the race, stop the watch and press the back-up button simultaneously, as the swimmer finishes the course. The back-up button should be activated with the best hand.
- 10 Record the manual time on the start sheet against the swimmers name
- 11 For individual events of 800 metres or longer, a whistle should be blown as the swimmer reaches the backstroke flags, with 2 lengths and 5 metres to swim. One continuous long blast of the whistle, is required, with a further blast, if necessary, after the turn. Consider that the swimmer cannot hear whilst submerged
- 12 Operate lap cards for events of 800m and 1500m, as required. Starting at 30 and 58 laps (for a 25m pool) to go, respectively. Check with the swimmer which side they would prefer the lap cards to be sited

- 13 Record 100m splits for races in excess of 100m, if required by the referee
- 14 Immediately advise the chief-timekeeper or the referee if a swimmer mentions that they are going for a national or higher record
- 15 Failure to start the watch, or stopping it prematurely, should be reported immediately to the chief-timekeeper.
- 16 Reset the watch on the referee's short blasts for the next race
- 17 Ensure that the swimmers leave the pool to the side and do not climb out over the pads

Notes

Swimming Officials Co-ordinator

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