



# ***The Art Of OFFICIATING***

***Revised as at March 2010***

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## ***FOREWORD***

This booklet is not in itself a new initiative. It has been available for several years.

It is hoped that it will be helpful in providing a foundation for those who are being introduced to competitive swimming and that it will serve as a refresher for experienced Officials.

The objective is to reinforce what is contained in The Swimming Rules by emphasizing the two critical aspects of officiating: appropriate philosophy, and reliance on the Rule Book.

With respect to philosophy, it is emphasised that fairness to all competitors must be the dominant principle.

The purpose is to protect the interests of the swimmer rather than to penalise him. The Rules should be utilised to discover a way to allow a swimmer to compete rather than as a device to prevent him from competing.

The Rule Book must be seen as a set of guidelines which assists Officials to make on-site judgements on what are fair and equitable conditions of competition. The Rules are a standard of perfection. However, because the body is not a machine, therefore, conformity to the Rules is often relative, rather than absolute. Decisions must be subject to flexible judgement and common sense.

Nothing is more vital than experience.

Well-trained Officials mean well-run meets. Proper instruction and experience is the answer.

## **THE PHILOSOPHY OF OFFICIATING**

There is more to being a good official than just knowing the mechanics of your particular assignment. More than that is your code of ethics and behaviour and your entire philosophy in regard to competitive swimming.

When you officiate, whether as a Chief Official asked to serve well in advance or as one of the volunteers who might even have been drafted from the audience just before the meet, you are making an important contribution to a very worthwhile activity and you should feel very much a part of it. So you must do the best and most complete job you can.

If you plan to serve as an Official, arrive early and report to the Referee promptly for your assignment. Be dressed appropriately (white clothing is preferred and gives a more 'official' appearance). Wear any proper insignia that might establish official status. If you look like an experienced and competent Official, you will feel and act like one and command the respect and confidence of the competitor. He has the right to expect that you will know the Rules, interpret them correctly, apply them fairly and treat him courteously. Behave like an expert and you will be regarded as one.

You may not feel that you qualify as an expert but there are ways to learn. If you want to do a competent and sincere job - and you shouldn't be an official if you don't - get a current Rule Book and study it, attend lectures and training sessions, consult those who know more than you, and approach with humility the search for more knowledge of the sport and the Rules governing it. Participate in the affairs of organisations that are concerned with competitive swimming. The greater your interest and activity, the greater will be your exposure to sources of information and the opportunity to learn.

Discuss problems of Rules interpretations or the techniques used in applying the Rules with appropriate Officials or members of the Technical Committee. Lacking satisfaction at the local level, feel free to communicate with Swimming Queensland. Under no circumstances do it in a complaining vein or indulge in nit-picking. The people who have put the Rules together have done so with a great deal of thought and based on a lot of experience. They have tried to write the Rules in such fashion that they can be easily understood and applied with maximum fairness to all competitors. If you disagree, explain why and suggest a better terminology. Your contribution is most important.

Some Officials are reluctant to admit their lack of knowledge and, as a result, never learn. No one is born knowing all the answers and they can't be acquired in one year of association with swimming, or two or three years.

Unless you are sure you understand the Rules and can distinguish between correct and incorrect form, you will spare yourself criticism and avoid doing an injustice to the competitor by declining to serve in a capacity where you can disqualify competitors.

Every official, no matter how minor, should show responsibility, exert proper authority and, by their example and guidance, assure the contestants that the competition will be conducted in the fairest, most efficient manner possible, with primary regard for the interests of the swimmers.

Fairness is the key to official decisions. Rules are created as standards of perfection and should be applied as much as is practical and reasonable and to the degree that they must be to protect all competitors. Marginal deviations from prescribed form should be viewed leniently provided they are involuntary and give no advantage to the one who commits them. If, however, an advantage is gained, the infraction must be called. And, of course, flagrant and repeated violations cannot be ignored.

Should you be less critical of inexperienced junior swimmers than of older veterans? This is debatable. It depends to some extent on the class of competition but mostly on common sense. Recognise that they'll never attain perfection but don't let your standards get so sloppy that you excuse extreme violations so as not to discourage a youngster. A relay swimmer who 'breaks' should be disqualified no matter what the age or experience: he has gained an unfair advantage over those who have performed legally.

When it is necessary to call an infraction, be sure that it is explained to the swimmer so that he will know that he has been judged fairly.

Some Officials adopt a punitive attitude, apparently to assert their own authority or in a misguided effort to show their superior knowledge. They may be quite well informed about swimming techniques and Rules but if they are more concerned with disqualifying than assuring fair competition, they should not be placed in a position where they can call infractions.

General conduct is most important. While on the deck or in the vicinity of the pool, do not smoke and refrain from 'snacking'. Smoking is prohibited and food and drink are generally prohibited in well-regulated swimming areas. Pay attention to your official job. Fraternising with contestants and other Officials may add to your enjoyment of the meet but it should not detract from your effectiveness. Do not during starts and while announcements are being made. Too often Officials make more noise than the contestants and audience combined when "Quiet at the start" is requested. On 'deck', do not speak to contestants waiting for their event unless they speak to you.

You have a responsibility to control the behaviour of the members of the Club with which you are associated, both on the deck and in the locker room. If others neglect to do so, show any reasonable authority needed to assure good competitive conditions and to safeguard the facilities and the property of others. Youngsters respect discipline and actually prefer it to being permitted to 'go wild'. Convey to them that the better swimmers don't indulge in horseplay but conserve their energy for the competition.

When you are not associated with the promoters of a meet, you may tend to be critical of those responsible for its planning and conduct. Theirs is usually a labour of love and they are probably doing their best. So, if you have any valid criticism, offer it constructively, privately and courteously. You will be less inclined to be critical if you think of the meet management as 'we' instead of 'they'. After all, you are part of the official team.

Occasionally, you will hear slurs about Officials, reflecting on their integrity or competence. They are rarely valid, always in poor taste and usually come from those who contribute little or nothing to the activity. So, it is rather difficult to react calmly to them. It is better to ignore them unless they tend to undermine the athletes' confidence in the Officials or are unduly disruptive. In that case, a chief official might well remonstrate with the offender and request that he curb his remarks or leave the deck.

Coaching of contestants during competition is prohibited. That means by the coach or an associate or a friend or parent or team-mate or an official, and it applies from the time the swimmer reports to the Marshalling Area, until the race is over. Feel free to greet a swimmer whom you know but don't endeavour to coach him. If a swimmer doesn't know how to swim the race before he reports, you can't teach him at that late stage. During the race, keep in mind that you are an official. Most swimmers before a race are 'psyching' themselves up and planning their strategy and you shouldn't break their concentration. It is difficult not to cheer for or encourage your own child or team member. But it is inconsistent for you, as an official, to take anything but an impartial view of all of the competitors. It is exactly what you would expect and demand of other Officials. And, of course, it can distract you from concentrating on your official function.

Many Officials have a preferred capacity in which they would like to serve or, perhaps, certain positions they want to avoid. There can be only so many 'Chiefs' at a meet. If the key Officials have already been appointed, be willing to serve anywhere. No one position is more important than another.

At a meet, there will probably be one or more competitors in whom you are personally interested. Obviously, you must not favour them. Neither should you 'bend over backwards' to judge them more critically than you would others. It wouldn't be fair to them if you did.

Occasionally, Timekeepers or Inspectors of Turns will ask to switch lanes to avoid the possibility of being charged with showing preference to their favourites. Don't do it. It's almost an admission that your judgement could be prejudiced or influenced. You wouldn't have been given your assignment if you weren't considered to be honest. Take pride in the conviction that you are impartial.

In rendering official decisions, whether it be the order of finish, a relay break, a stroke infraction or the swimmer's time, give it quickly, decisively and with the knowledge that you are being completely fair to the individual involved and also to the other contestants. Give the competitor the benefit of any doubt in your mind. You will derive satisfaction in knowing that your decisions are honest and that you have assumed a protective rather than a punitive attitude toward Rules enforcement.

Some Coaches think they are being shrewd when they file false times with their entries to get their swimmers better Heat or lane seeding. That's not being shrewd; it's being dishonest. Those who falsify performances to meet qualifying cut-off times are plainly cheating. Encouraging collusive tactics such as deliberate false starting or interference during a race by one swimmer to help another team member doesn't occur too frequently but it should never happen.

Once the Starter has assumed control of the competitors, they should receive no further coaching, either by their Coaches, team Managers, team-mates or friendly Officials. The Rules forbid this very explicitly. Yet some overeager, inexperienced or unethical Coaches persist in offering coaching instructions right up to, and even after, the gun. It is of course an admission of inadequate preparation. There should be no communication with the swimmer in any way, either directly or by any system of signalling by whistles, calls, bells or other sounds or motions.

Competitive team spirit is excellent. Traditional rivalries are wholesome provided they are friendly. As soon as they become vicious, poor sportsmanship results.

### ***Points to Remember***

- Actively encourage all other Officials to improve and develop their skills in all areas.
- Implement the Rules to match the age and skill level of the participants.
- Compliment and encourage Officials where possible.
- Be consistent, objective, and courteous when making decisions, and open to discussion and interaction.
- Give all competitors a 'fair go' regardless of their gender, ability, cultural background, or religion.
- Keep up to date with the latest Rules of the sport, and the concepts of development and growth of young competitors.
- Ensure behaviour and comments should be positive and supportive.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the sport rather than technical errors.
- Ensure the safety and welfare of participants above all else.
- Accept the responsibility for your actions.

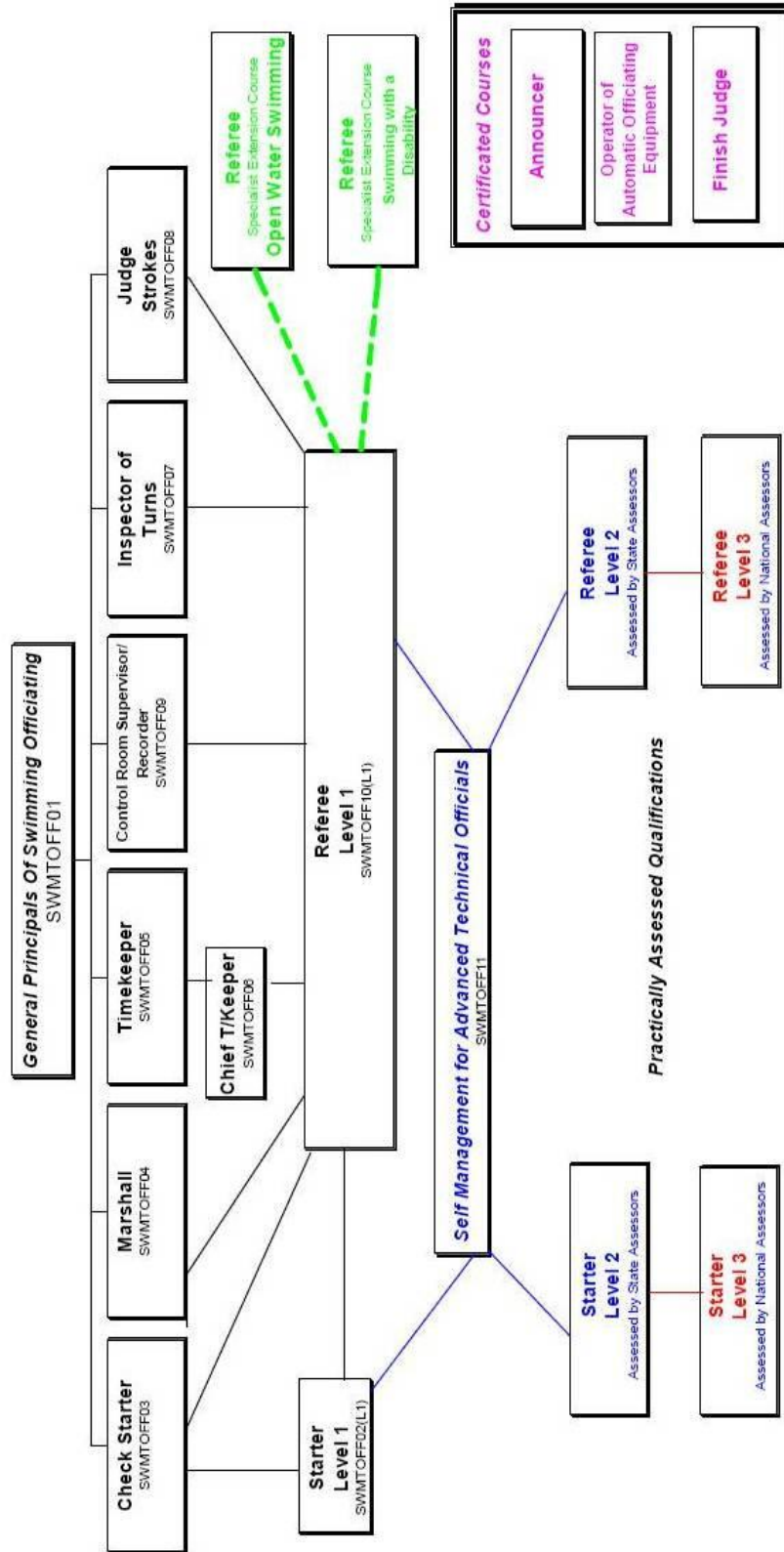
### ***Conclusion***

- Competent officiating produces a healthy, educational and sportsmanlike environment, associated with a fair determination of the winner.
- The primary intention of Technical Officiating is to ensure the competition progresses smoothly and within the Rules.
- We should, as Technical Officials, allow the Rules to let us discover ways to allow swimmers to compete and not allow the Rules to become a device to prevent swimmers from competing.

# CAREER PATHWAY FOR TECHNICAL OFFICIALS

## Structure of Officiating Course Delivery

Swimming Australia's National Officiating Program



## ***THE REFEREE***

The responsibilities of the Referee are many and varied. The over-riding function is to see that a meet is properly conducted in regard to applying the Rules, and, in all ways, assuring the swimmers of fair competitive conditions.

In order to accomplish that in an intelligent and conscientious way, it is necessary to know and understand the Rules.

It is impossible to cover all the duties of the Referee in a paper such as this. Nevertheless, a review of the more important ones should be helpful.

There is no substitute for the Rule Book. The Referee should ensure that there is a current copy readily available at every Meet. Better that the Referee brings it himself. It may be thought that what may be a good personal working knowledge of the Rules is sufficient. Conversely it is surprising how easy it is to forget some of the finer points. Any deviation from them invites controversy.

The Technical Committee must organise the required number of Officials, and, desirably, should consult the Chief Referee before naming the Starter, Chief Judge, Chief Timekeeper and other key Officials. The Referee has full authority over them and should instruct them as to their duties and any details of procedure, which he wishes them to follow. He may reassign them if they do not properly perform their duties. The Referee's decision is Final.

The Referee is, in a sense, the judge and jury, the arbiter of problems and protests. With that responsibility, it is most essential that decisions are correct and completely impartial. If people have confidence in the Referee's knowledge and judgement and sense of justice, there will be little trouble in having decisions accepted without reservation.

Points of issue arise which pertain purely to Rules. It is well to remember that there are occasions when more than one interpretation could be correct.

Rules are written to cover as wide a range of circumstances as their composers could conceive. But there are times when unusual conditions exist. And some questions may arise that are not covered by the Rules. They should be answered according to best judgement.

Protests affecting the eligibility of a swimmer to compete in a race or to represent an organisation shall be made to the Technical Manager in writing prior to the commencement of the event. Any protests concerning the competition itself are made to the Referee by the swimmer's Team Manager or their coach, again in writing, within thirty (30) minutes of the announcement of disqualification, or whatever is the cause for protest.

Before commencement of a session, the Referee should review the conditions of the meet and resolve any issues in connection with entries, seeding of Heats and the settling of scoring.

It is the Referee's responsibility that the competitive equipment is adequate. Are the lane ropes taut and properly secured? Are the starting blocks properly installed and numbered correctly? Are the backstroke turn indicators in the proper position and at the correct height? Has provision been made for the false start rope? Is lap-counter equipment available, if required? These details should be attended to by the Technical Manager. It continues as the responsibility of the Referee that proper conditions are in place.

There should be no coaching of swimmers from the time they report to the Marshalling Area. That is best achieved by not permitting Coaches on the deck at the starting end of the pool during competition. Coaches and Managers must not be allowed to engage in nor permit actions which will interfere with the operation of a meet. The Referee must stop promptly any prohibited behaviour if and when it occurs.

The Referee must prohibit the use of any bells, sirens, horns or artificial noise-makers during the meet. They must do this to deter an over-zealous Coach or associate from trying to guide a swimmer's pace by such noises and sounds. Barracking for a competitor is commendable except if it is in a form which might be construed as coaching during competition or which might be annoying to Officials or spectators.

Another don't! Don't permit Coaches to walk along the side of the pool during a race with stopwatch in hand calling encouragement (but not necessarily coaching advice) to swimmers. And don't permit their assistants or team members to do it either.

The Referee will disqualify any swimmer who obstructs another competitor by swimming into his lane. If the other's order of finish or Final placing is affected by the foul, he/she may be permitted to swim in another Heat, or, if it occurs in a Final, it may be ordered that the race be re-swum. If there is collusion in the fouling, both the offender and the beneficiary may be disqualified. In any case, the Rules require that every swimmer must remain in their designated lane.

Any competitor or relay team must be disqualified if a team-mate enters the water before every other contestant has finished that race. A swimmer who leaves the water after completion of his race may not re-enter the water without the Referee's approval.

If there is any stalling by a competitor in reporting to his starting position, the race may be started without further delay and the offender disqualified for delaying the start.

All recommendations by Judges of Strokes and Inspectors of Turns for disqualification should be signalled. Written infraction reports must be delivered promptly to the Referee – no one else. Finish Judges and Timekeepers, must report their results without regard to any possible or definite disqualification.

There will come occasions when Referee or other Officials are challenged as to why the Referee disqualified a swimmer. In explaining the infraction, it is well to point out to the swimmer that they disqualified themselves; the Official only observed and recorded it. The Officials should direct such questions to the Referee for explanation.

The Referee assumes total responsibility for all disqualifications during the competition.

The Referee must keep firm control of the crowd, as well as of the competitors. They must be sure that quiet is maintained for the start, if necessary having the Announcer assist in achieving this.

Unless it is unanimously agreed by all participants concerned, do not provide gratuitous rest periods. Those who enter 'back to back' events do so with the knowledge that they can expect no rest interval. Others may have refrained from entering one of the events because of this.

The Official who determines to gain as much knowledge as possible about the Rules and of all the other functions, who takes firm charge of Officials and competitors, and who has as a prime goal complete fairness to all competitors will be a good Referee.

## **CONTROL ROOM SUPERVISOR**

- ➔ The Supervisor shall supervise the automatic timing operation including the review of back-up timing cameras.
- ➔ The Supervisor is responsible for checking the results from computer printouts.
- ➔ The Supervisor is responsible for checking the relay exchange printout and reporting any early relay takeoffs to the referee.
- ➔ The Supervisor may review the video used for back-up timing to confirm early takeoffs.
- ➔ The Supervisor shall control withdrawals after the Heats or Finals, enter results on official forms, list all new records established, and maintain scores where appropriate.

# **JUDGE OF STROKES**

## **Time of Arrival**

The Judge of Strokes should be in the Officials' assembly area not less than thirty (30) minutes prior to the advertised commencement time of the session. They should report to the Referee to receive instructions and a Program and become familiar with the pool area and meet other Officials with whom they will be working.

## **Duties**

It is usually possible and certainly desirable to have two Officials serve as Judges of Strokes on each side of the pool. A Stroke Judge should range up and down the side of the pool, generally a bit behind the swimmers, varying their position to improve their perspective of the swimmers they are inspecting.

In backstroke, they should watch to ensure no swimmer is pulling on the lane ropes. In all strokes, they should watch the turns and the finishes to aid the Inspectors of Turns. If there are no Inspectors of Turns, or only a few, the Judge of Strokes will have to adjudicate on turns alone, so need to position themselves well.

When there are two Judges of Stroke on the same side, they should walk apart and make their own decisions on infractions before discussing them. Judges of Stroke should never watch just one lane; they should let their eyes rove over the whole field. If they cannot make a decision after looking at a swimmer a few times, they must give the swimmer the benefit of the doubt.

During freestyle, backstroke and butterfly events, the Judge of Strokes must ensure that the swimmer's head has broken the surface by the 15m mark after start and turn.

## **Breaststroke**

Breaststroke is probably subject to more argument and, unfortunately, more punitive judgement than any other stroke. It is important to have a clear picture of exactly what the Rules and common sense permit and what they do not.

After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke, followed by a breaststroke kick.

### ***Interpretation:***

*A butterfly kick is not part of the cycle and is only permitted at the start and turn whilst the arms are pulling back to the legs or after the arm pull and must be followed by a breaststroke kick.*

From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time. From the start and throughout the race, the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.

The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the Final stroke before the turn, during the turn

and for the Final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

During each complete cycle, some part of the swimmer's head must break the surface of the water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.

The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is not permitted except as in SW 7.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

**Clarification:**

*From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. It is not permitted to roll over onto the back at any time. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order*

*During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back beyond the hip line. The head must break the surface of the water before the hands turn inward at the widest part of the second arm stroke after the start and after each turn. A single downward butterfly kick followed by a breaststroke kick is permitted after the commencement of the first arm stroke after the start and after each turn. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement. All movements of the arms shall be in the same horizontal plane without alternating movement.*

It will be noted that the Rules provide that the body must be on the breast from the beginning of the first arm-stroke after the start and each turn. Thereby, pushing off the wall with the body on the side is permissible. It is not permitted to roll onto the back at anytime. The key words in the Rule are "from the beginning of the first arm-stroke".

**Butterfly**

The butterfly regulations are about the same as in breaststroke in regard to body position and simultaneous movement of the arms and legs. However, butterfly requires that the arms be brought forward together over the water with no underwater recovery strokes permitted. This would most likely occur at the turns or finish when the swimmer is less than a full overarm stroke from the wall. The feet may move in a vertical plane provided that they move together. One may be above the other so long as no flutter or alternating movement up and down is introduced. At the finish both hands must touch simultaneously.

In butterfly only, the butterfly kick may be used.

## **Backstroke**

Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.

At the signal for starting and after turning, the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the turn, during the last stroke and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

When executing the turn, there must be a touch of the wall with some part of the swimmer's body in his/her respective lane. During the turn, the shoulders may be turned over the vertical to the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.

Upon the finish of the race, the swimmer must touch the wall while on the back in their respective lane.

The key to a proper interpretation of the Rule is in the phrase "continuous turning action" - that is to say, that there should be a uniform, unbroken motion, with no hesitations or interruptions.

After the upper shoulder rotates beyond the vertical toward the breast, a continuous (unbroken) single arm pull or a continuous simultaneous double arm pull may be used to initiate the turning action. Kicking through the turn is allowed, but there shall be no kick or arm pull that is independent of the turning action. The position of the head is not relevant.

The swimmer may be submerged at the finish. Always view the Backstroke swimmer in total.

Officials should not accept the responsibility of judging points of form unless they are certain that they understand the Rules and their proper interpretation and application. Normally, involuntary deviations from perfection must be recognised and accepted accordingly. Use common sense and report only clear-cut infractions.

# ***INSPECTOR OF TURNS (Turn Judge)***

## ***Time of Arrival***

The Inspector of Turns (Turn Judge) should be in the Officials' assembly area not less than thirty (30) minutes prior to the advertised commencement time of the session. They should report to the Referee to receive instructions and a Program and become familiar with the pool area and meet other Officials with whom they will be working.

Inspectors of Turns shall be assigned by the Referee or Chief Inspector of Turns to lanes at each end of the Pool.

## ***Equipment***

Pen, pad, clipboard and whistle

## ***Duties***

- ➔ Ensure that when turning, competitors comply with the relevant turning Rules, commencing from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning.
- ➔ Record the number of laps completed by each competitor.
- ➔ In Relay events ensure that the competitor next to swim is in contact with the starting block when the preceding competitor touches the wall/touch pad.
- ➔ At the turn end of the pool, display for the observation of the competitor a card showing the number of laps still to be completed in events of 800 and 1500 metres.
- ➔ At the finish end, in freestyle events of 800 metres or longer, give the previously determined warning signal when the competitor has two lengths plus 5 metres to swim to the finish. The signal may be given both in and out of the turn up to the 5 metre mark.
- ➔ Report any infringements to the Chief Inspector of Turns, who conveys the report to the Referee. The Report must contain full details of the infringement.

## ***Method***

Accuracy in accessing a turn can only be made by standing right over the end of the lane concerned and watching the swimmer approaching.

Watch down the face of the wall at the appropriate moment to ensure that the swimmer does actually touch the turning wall.

Watch carefully the take-off from the turning wall and ensure that the body of the swimmer is in the correct position for the stroke concerned once his body has left the wall in backstroke. In breaststroke and butterfly, the body must be back on the breast prior to commencement of the first arm stroke.

If the Turn Judge is at all doubtful regarding the turn or touch, the benefit of the doubt should be given to the competitor.

In all events, a swimmer when turning shall make correct physical contact with the end of the pool.

The turn must be made from the wall and it is not permissible for the swimmer to take a stride or a step from the bottom of the pool.

In relay races, the team of a competitor whose feet have lost contact with the starting block before the preceding swimmer touches the wall shall be disqualified. If, the swimmer does an incorrect stroke he cannot return to the wall and negate that infringement.

A swimmer must remain in the lane in which he started.

### **Freestyle Turn**

A swimmer may touch the wall with any part of the body when turning and at the finish. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

### **Breaststroke**

After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke, followed by a breaststroke kick.

#### ***Interpretation:***

*A butterfly kick is not part of the cycle and is only permitted at the start and turn whilst the arms are pulling back to the legs or after the arm pull and must be followed by a breaststroke kick.*

From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time. From the start and throughout the race, the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.

The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the Final stroke before the turn, during the turn and for the Final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

During each complete cycle, some part of the swimmer's head must break the surface of the water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.

The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is not permitted except as in SW 7.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

**Clarification:**

*During each complete cycle, some part of the swimmer's head shall break the surface of the water. Move to 7.1.*

At the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which they may be wholly submerged.

The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.

A single butterfly kick, during or after the first arm pull followed by a breaststroke kick, is permitted. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.

It is now not necessary for the kick to be made with a rounded movement. In fact, the feet can be pushed straight back providing the toes are turned outwards - i.e. if the toes are turned further out than the line of the heels.

Tumble turns are permitted but must comply with the Breaststroke Rules on Turns.

The touch may be made with the top of the fingers or flat of the hands (any part of the hands).

A swimmer's feet may break the surface of the water, provided that they do so simultaneously (thereby indicating that they are in the same horizontal plane).

**Butterfly Stroke**

From the beginning of the first arm-stroke, after the start and after each turn the body shall be kept on the breast until the next turn or finish. Underwater kicking on the side is allowed. It is not permitted to roll onto the back at any time.

Both arms must be brought forward together over the water and brought backwards simultaneously.

All up and down movements of the legs must be simultaneous. The position of the legs or the feet need not be on the same level but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.

At each turn and at the finish of the race, the touch shall be made with both hands simultaneously, at, above or below the water surface. The shoulders at the turn or at the finish are no longer required to be in line with the water surface.

At the start and at the turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

It is only permissible to use the dolphin kick.

A swimmer may not use an underwater breaststroke type forward recovery of the hands in order to touch at the turn or at the finish.

If the swimmer has completed a stroke and finds they are short of the end of the pool, they must once more bring their arms over the surface of the water before touching, or kick in with outstretched arms.

Once having touched the wall, the swimmer may be in any position until their feet leave the wall.

The duty of the Inspector of Turns is completed once the swimmer surfaces after their arm pull to bring them to the surface.

### **Backstroke**

Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.

At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the turn, during the last stroke and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

When executing the turn, there must be a touch of the wall with some part of the swimmer's body. During the turn, the shoulders may be turned over the vertical to the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.

Upon the finish of the race the swimmer must touch the wall while on the back.

### ***Medley Turns***

In individual medley events, the swimmer covers the four swimming styles in the following order: butterfly, backstroke, breaststroke and freestyle.

In medley relay events, swimmers will cover the four swimming styles in the following order: backstroke, breaststroke, butterfly and freestyle.

The touch appropriate for the stroke used during the lap the swimmer is completing must be executed correctly, and the correct position of the body must be observed when pushing off for the next style stroke.

'Freestyle' in Medley Swimming is defined as any style other than Butterfly stroke, Backstroke or Breaststroke.

Each section must be finished in accordance with the rule, which applied to the style concerned.

# **STARTER**

## ***Time of Arrival***

The Starter should be in the Officials' assembly area not less than thirty (30) minutes prior to the advertised commencement time of the session. They should report to the Referee to receive instructions and a Program.

## ***Equipment Check***

The Starter should become familiar with the pool deck area and ensure that all the required equipment is in position and functioning correctly. That includes the electronic starting device, starting pistol, blank ammunition or caps, a whistle, the false-start rope, the Public Address System and transducers to start the Automatic Officiating Equipment if AOE is being used.

Prior to the commencement of the session, a Starter should, if required, do a 'trial run' with the Timekeepers over a period of 5-10 minutes to check the accuracy of the stopwatches: the Timekeepers starting and stopping the watches on the flash of the gun or the sound of the electronic starting device.

If handicap events are included on the Program, Starters will require a stopwatch, a clipboard and a pen.

## ***The Starter shall:***

- ➔ Take up a position for the start of a race on the side of the pool within approximately five (5) metres of the starting end of the pool, where the Timekeepers can see the starting signal and the competitors can hear it.
- ➔ Have control of the competitors from the time the Referee turns them over to him until he is satisfied that the start is fair, subject only to the discretion of the Referee.
- ➔ Subject to the authority of the Referee, he shall make a recommendation to the Referee in respect of any competitor who delays the start or disobeys his instructions. Only the Referee has the power to confirm disqualification.

## ***Additional Responsibility***

In races of 800 metres or more, the Starter may be required to assist the Referee to signal competitors by whistle or bell when they have two laps plus five (5) metres remaining in the race.

## **The Start**

When all Officials are in position and alerted, the Referee will signal the Starter with a stretched-out arm that he is to assume control of the competitors. The Starter will allow the competitors time to settle down while they remain standing on the starting blocks.

At the forward start, the competitor shall stand on the starting platform and remain there. At the Starter's command, the competitor must put at least one foot at the front edge of the starting platform. The position of the hands is irrelevant.

He will then give the command "Take your marks". The competitors must immediately take up their starting position and hold steady. When all the competitors are steady, the starting signal will be given.

If the starting signal sounds before the disqualification is declared, the race will continue and the competitors who have caused themselves to be disqualified will be informed on completion of the race.

In backstroke events, the Referee will instruct the competitors to enter the water before he hands over to the Starter. The competitors will line up in the water facing the starting end with hands on the starting grips. Standing in or on the gutter, if any, is prohibited. Competitors are not permitted to make any movement with any part of the body including release of the hands before the starting signal has been given.

## **Guidelines for Starters**

The principle objective of each and every Starter is to ensure that all Competitors achieve a fair start. This article is being circulated for the specific purpose of achieving a consistent application of the Rules for starting by all Starters.

**FINA RULE 2.2.2** gives the Starter the power to report a swimmer to the Referee for any of the following:

- ➔ delaying the start
- ➔ wilfully disobeying an order
- ➔ for any other misconduct taking place at the start

However, only the Referee may disqualify a swimmer for such delay, wilful disobedience, or misconduct, based upon these reports.

There may be a possibility of an 'overlap' between each of the above-listed conditions at the start. This may cause the Starter to be unsure as to which Infringement should be reported to the Referee.

With respect to the three above-listed conditions:

1. **Delaying the start:** should be used when there is a flagrant delay - e.g. a competitor not ready to take up a position on the starting platform, on the Referee's whistle, thereby delaying the start of the race and all competitors, or a Swimmer who dives into the pool before assuming and holding their starting position prior to the signal to start.
2. **Wilfully disobeying an order:** should be used when a competitor dives immediately into the pool on the command "take your marks" without assuming and holding their starting position. A further example is that of a competitor who after being instructed to "stand up" wilfully dives into the pool after the order is given.
3. **For any other misconduct at the start:** should be used when a competitor is very slow in taking up their set starting position at the start, after being instructed to "take their marks".

Please be aware that it is the responsibility of the Starter to be definite in regards to the condition, which forms the basis of the report they present to the Referee.

Should the report to the Referee, result in a disqualification being invoked, then the Referee does not count the attempted start.

In the event of a Starter triggering a recall signal by mistake, the Starter must consider very carefully whether or not to submit a report to the Referee.

Rule SW 14 states that if an error by an official follows a fault by a competitor, the fault by the competitor may be expunged.

In a situation such as this, the Starter is required to consider if any action by them has contributed in any way to the action by the swimmer. Having given the matter careful consideration and deciding they have not in any way contributed to the false start, the Starter should then submit a report to the Referee.

Should a false start occur and competitors be left at the 'blocks', the Starter shall immediately command these competitors to "stand up and stand down".

This command is given to protect the competitors remaining on the 'blocks'. Should any of these swimmers overbalance, reacting to the Starter's command - i.e. in reaction to the Starter's words - the Starter shall advise the Referee that it was not an infringement of the Rule and no action is necessary.

Any competitor who, in the view of the Starter, deliberately enters the water after the Starter's command to "stand up and stand down", should be reported to the Referee for "disobeying Starter's instructions".

The initial competitor(s) who entered the water shall be reported for “starting before the starting signal”. The Referee shall clear the pool and the start is then recommenced.

The situation may arise where there is general unsteadiness at the start, and there is an unreasonable delay, after the command “take your marks”, in all swimmers becoming stationary: the Starter is permitted to advise the competitors to “stand up”; he shall then instruct them to maintain a stationary position, and once again issue the command “take your marks”.

Note: In this situation, the swimmers should not be told or permitted to ‘stand down’.

Any swimmer who, in the opinion of the Starter, deliberately enters the water after the Starter’s command to “stand up”, shall be reported for deliberately “disobeying Starter’s instructions”.

What of the situation where a competitor is extremely slow in taking up a stationary position, after having been instructed to “take your marks”, and another swimmer falls in?

- ➔ The other competitors should be ordered to “stand up and stand down”.
- ➔ The competitor who has entered the water shall be reported for ‘starting before the starting signal’.
- ➔ The Starter should also consider the actions of the competitor, who was slow in going down, and whether or not these actions constituted misconduct with respect to the abovementioned definitions and, if so, that swimmer (slow going down) shall also be reported for “disobeying Starter’s instructions”.
- ➔ The start is then recommenced as per SW 2.1.5.

### ***Malfunction of the Starting Device***

Should the starting device fail to function, the Starter will instruct the competitors to “stand up”. Should there be a second failure, the Starter then should replace the device or use an alternative method.

### ***Deaf Competitors***

If a deaf competitor is involved, the Starter will ensure that some additional pre-arranged signal is used so that that competitor is not disadvantaged. There are a number of options. They include the Starter dropping one arm or a towel or an appointed Official tapping the competitor on an ankle or a flashing light.

### ***Records***

In the event of a record using manual times being established, the Starter is required to sign a Record Application Form before he leaves the Pool. Except that if the Automatic Officiating Equipment is used for the swim, only the Referee is required to sign the Record Application Form.

### **Handicap Races**

The Starter will stand behind Lane One and give the commands “Get Ready” and “Go”. They will start their watch on the command “Go” and walk behind the blocks calling the seconds loud and clear “One, Two, Three, Four, etc.” The Check Starter will walk across the pool deck behind the starting blocks with the Starter to ensure that no competitor leaves their block before their handicap time has been called.

### **What the Swimming Rules Say**

In respect of the duties and powers of the Starter, The Swimming Rules of Swimming Australia provide that:

- The Starter shall have full control of the swimmers from the time the Referee turns the swimmers over to him (SW 2.1.5.) until the race has commenced. The start shall be given in accordance with SW 4.
- The Starter shall report a swimmer to the Referee for delaying the start, for wilfully disobeying an order or for any other misconduct taking place at the start, but only the Referee may disqualify a swimmer for such delay, wilful disobedience or misconduct.
- The Starter shall have power to decide whether the start is fair, subject only to the decision of the Referee.
- When starting an event, the Starter shall stand on the side of the pool within approximately five (5) metres of the starting edge of the pool where the Timekeepers can see and or hear the starting signal and the swimmers can hear the signal.

# **CHIEF JUDGE & JUDGE**

## ***Time of Arrival***

Judges should be in the Officials' assembly area at least thirty (30) Minutes before the advertised time of commencement of the Session. They should report to the Referee who will refer the Judges to the Chief Judge for instructions as to position on the side of the pool and the manner of operation. Judges will be provided with a Program.

They should make themselves conversant with the Pool area.

## ***Equipment***

Clipboard, pen and pad

## ***Disposition***

There should be at least three Judges and, if possible, five on the panel. (The odd number is necessary to arrive at a decision).

Judges must occupy an elevated position in line with the finishing end of the Pool with a clear and uninterrupted view of the whole of the course and the finish line.

## ***Judges Shall:***

1. Head up sheets with event, Heat and number as required.
2. Watch the competitors throughout the race. If so directed, Judges will observe changeovers in relay events.
3. Place all competitors who complete the course.
4. Note the placings by lane numbers in the order in which the competitors are seen to touch and write them down without taking the eyes off the competitors. This must be done without giving voice to placings so that each result will be an impartial one.
5. If a swimmer has crossed into another lane, record him in place in his original lane number.
6. In the event of two swimmers touching together, (whether above, below or above and below the water surface), it would be a dead Heat. The lane numbers will be bracketed.

### **Chief Judge**

The Chief Judge will ensure that each Judge is provided with a Program and a quantity of pads on which they will write the lane numbers in the order in which the competitors finish as seen by each Judge.

He will obtain a Judge's Result Sheet for each race.

### **The Chief Judge Shall:**

1. Allocate each Judge his position on the stand and notify him of his number - No.1 Judge, No.2 Judge, No.3 Judge, etc.
2. Arrange appropriate signals with the Referee and make contact with the Recording section.
3. Note on the Judges' Result Sheet all lanes with non-starters and record all lanes where competitors fail to finish.
4. Observe any competitor who fails to finish and indicate that fact on the Judges' Result Sheet by the letters DNF (Did Not Finish).
5. On the information from the Referee in respect of any infringement causing disqualification, circle the particular Lane Number and note with the letters DIS.
6. Watch for any competitor who changes lanes during the race. Place that competitor in the lane number from which he started.
7. Place all swimmers from first to last place.
8. Collect the Result Slips from each Judge and record and collate their placings and arrive at a result.
9. Disregard the placings of any Judge who has failed to place every competitor. The Chief Judge's placings should be used in lieu.

If unable to reach a determination, the Chief Judge's placings are added to the list. Should the result continue to be inconclusive, the Chief Judge will appeal to the Referee and the Referee's placings will be added to the Judge's placings so that a decision may be reached.

### **Collating the Judges' Results**

The principle to be applied in the collation of the official results on placings is that the decision on any placing must be given to the competitor who is placed ahead of another competitor by the MAJORITY OF JUDGES, whose placings are being used in the compilation of the official result.

#### **Example:**

| <b>Placing</b> | <b>Judge 1</b> | <b>Judge 2</b> | <b>Judge 3</b> | <b>Judge 4</b> | <b>Judge 5</b> | <b>Official Result</b> |
|----------------|----------------|----------------|----------------|----------------|----------------|------------------------|
| <b>1</b>       | 4              | 3              | 4              | 3              | 3              | 3                      |
| <b>2</b>       | 3              | 4              | 2              | 4              | 4              | 4                      |
| <b>3</b>       | 2              | 1              | 3              | 2              | 2              | 2                      |
| <b>4</b>       | 1              | 2              | 5              | 5              | 5              | 5                      |
| <b>5</b>       | 5              | 8              | 1              | 1              | 1              | 1                      |
| <b>6</b>       | 7              | 5              | 7              | 8              | 8              | 8                      |
| <b>7</b>       | 8              | 7              | 8              | 7              | 7              | 7                      |
| <b>8</b>       | 6              | 6              | 6              | 6              | 6              | 6                      |

After each Race, the Chief Judge will present the Judges' Result Sheet to the Referee for signature.

The Referee will check collation of the Judges' placings and the official result before signing the Result Sheet, which is then conveyed to the Recording Section.

Note: Judges' decisions are no longer final: only the decision of the referee is final.

#### **Notes:**

- Under no circumstances shall Finish Judges act as Timekeepers in the same race.
- A Chief Judge and three (3) or five (5) Finish Judges are only required when automatic equipment, Semi-Automatic timing, and/or three (3) digital watches are NOT used.

## **CLERKS OF COURSE (Call Steward)**

### ***Time of Arrival***

The Clerk of Course (Call Steward) should be in the Officials' assembly area not less than thirty (30) minutes prior to the advertised commencement time of the session. They should report to the Referee to receive instructions and a Program and become familiar with the pool area and meet other Officials with whom they will be working.

### ***Equipment***

Clipboard, pen and Race Sheets

### ***Duties***

Check Race Sheets, if used, against the Program.

### ***Alterations to Seedings***

In a major meet, alterations are made conjointly, with the prior approval of the Referee, by the Referee, Recording Section, and Clerk of Course.

The Clerks of Course shall assemble the swimmers prior to the event.

### ***Procedure***

The Clerk of Course may call up swimmers by word of mouth, or blackboard, or arrange that, prior to the commencement of the Session, the Announcer calls up the competitors for the first two events and thereafter the competitors for at least two events ahead of the event in progress. This allows time for the competitors to be assembled in the Marshalling Area, and for the Clerk of Course, in conjunction with the Recording Section, to combine Heats if necessary or declare a straight-out Final.

The names of the competitors must be called loudly and clearly. Swimmers must never be addressed by surname only.

Tick off the names of those who are present and, after having given sufficient calls, cross off the names of those who have not reported or who have indicated that they do not intend to take part in the particular event.

Clerks of Course do not leave the Marshalling Area to go in search of Swimmers who have failed to report for an event. Neither will they allocate this improper practice to anyone else. This practice is to be discouraged and any person appointed to act as Clerk of Course who persists in this improper practice should immediately be replaced. The person may be of the misguided opinion that they are doing the competitor a favour, by going looking for them. However, this is not the case, as when swimmers graduate to higher levels of competition, they, themselves, their Coach or Team Manager must report to the Marshalling Area in order to compete in an event, and not rely on other people to mark them present. In fact, if they do not report, personally, they will find that they will be denied a start. The last penalty was frequently applied to Queensland swimmers at major events as a result of this improper practice.

Clerks of Course will always seek approval from and inform the Referee and then the Control Room Supervisor of any deck reseeding of Heats, and alternatively if an Event is to be totally reseeded. It is important that these persons are notified first and foremost. They will then instruct the Clerk of Course who else is to be notified - e.g. AOE Supervisor and Computer Operators, and what procedure is to be adopted in the event of a total reseed. This is normally done by computer.

Clerks of Course will not endeavour to reseed events - e.g. 1500 or 800 metre events - on the day before or the session before they are to take place. This is extremely bad practice and should be discouraged at all times.

Clerks of Course will not accept confirmation from a competitor that another competitor is or is not taking part in an event. Swimmers, their Coach or Team Manager must report personally to the Marshalling Area to confirm their intentions to participate in an event.

Heats may be condensed if considered advantageous with the approval of the Technical Manager or the Referee.

After the Swimmers have been arranged in race order, the Clerk of Course will hand the Race sheets to the Check Starter and pass the Swimmers over to him. All competitors will be marked as either competing or not swimming.

Should a Swimmer report late, the Referee will be informed and he must use his discretion. At all times when a Swimmer is late in reporting and Heats have NOT been combined, the Clerk of Course should allow as much tolerance as possible to permit the competitor to take his place in the race.

Report to the Referee any violation noted in regard to advertising (GR 7) and if a swimmer is not present when called.

Clerks of the Course will check that approved swimsuits are worn and that there is no body tape.

The Clerk of Course has NO power to disqualify a competitor from starting. Only the referee has the power to disqualify.

Swimmers will not be harassed, by any Officials, for autographs, souvenirs or other memorabilia whilst in the Marshalling Area.

### ***Combining Heats & Reallocating Lanes***

When several swimmers have indicated that they will be non-starters in an event, the Clerk of Course should check with the Technical Manager or Referee to see if it is practicable to combine Heats. (In 50 Metre Events, the time required to combine Heats may not warrant doing so).

It is important that Clerks of Course are conversant with the procedure for seeding swimmers into Heats and Finals.

Swimming Queensland practice is for Heats and Finals to be drawn up in accordance with the following:

- ➔ Each entrant is required to submit his best competitive qualifying time for the relative style and distance on the entry form, to comply with the conditions of entry stipulated by Swimming Queensland.
- ➔ Entrants who do not submit times will not be considered. Swimmers having equal times will have their positions determined by draw.
- ➔ The number of Heats in any event will be determined by the number of lanes of the pool and the number of competitors with the view to reducing the number of Heats to a minimum.

In all events, assignment to Lanes shall be by placing the fastest swimmer or team in the centre lane in pools with an odd number of lanes, or in lanes 3 or 4 respectively in pools having 6 or 8 lanes. The swimmer having the next fastest time is to be placed on his left side, then alternating the others to right and left in accordance with the submitted times. Swimmers with identical times shall be assigned their lane position by draw within the aforesaid patterns.

The Rules now provide that Swimmers shall be placed in Heats according to submitted times in the following manner:

- SW3.1.1.1** If one Heat, it may be seeded as a Final.
- SW3.1.1.2** If two Heats, the fastest swimmer shall be seeded in the second Heat, next fastest in the first Heat, next fastest in the second Heat, next in the first Heat, etc.
- SW3.1.1.3** If three Heats, the fastest swimmer shall be placed in the third Heat, next fastest in the second, next fastest in the first. The fourth fastest swimmer shall be placed in the third Heat, the fifth in the second Heat, and the sixth fastest in the first Heat, the seventh fastest in the third Heat, etc.
- SW3.1.1.4** If four or more Heats, the last three Heats of the event shall be seeded in accordance with SW3.1.1.3 above. The Heat preceding the last three Heats shall consist of the next fastest swimmers; the Heat preceding the last four Heats shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each Heat, in accordance with the pattern outlined in SW3.1.2.
- SW3.1.1.5** Exception: when there are two or more Heats in an event, there shall be a minimum of three swimmers seeded into any one preliminary Heat, but subsequent scratches may reduce the number of swimmers in such Heat to less than three.

### **Clarification**

The amendment to seeding procedures is through provision being made now for spreading the fastest swimmers through the last three Heats. The situation can be better understood by the following example.

**Example - Entrants 1-41 in numerical time order (fastest to slowest):**

| <b>Lane No.</b>            | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> |
|----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| <b>1<sup>st</sup> Heat</b> | -        | -        | 41       | 39       | 40       | -        | -        | -        |
| <b>2<sup>nd</sup> Heat</b> | -        | 37       | 35       | 33       | 34       | 36       | 38       | -        |
| <b>3<sup>rd</sup> Heat</b> | 31       | 29       | 27       | 25       | 26       | 28       | 30       | 32       |
| <b>4<sup>th</sup> Heat</b> | 21       | 15       | 9        | 3        | 6        | 12       | 18       | 24       |
| <b>5<sup>th</sup> Heat</b> | 20       | 14       | 8        | 2        | 5        | 11       | 17       | 23       |
| <b>6<sup>th</sup> Heat</b> | 19       | 13       | 7        | 1        | 4        | 10       | 16       | 22       |

### **800 Metre & 1500 Metre Events**

A Heat should comprise no less than three pool lanes available, except for 800 metre and 1500 metre freestyle events.

In events of 800 metres and over, the fastest group of swimmers will comprise the last Heat; the next slower, the second last Heat; and so on until all swimmers have been assigned.

# **CHECK STARTER**

## ***Time of Arrival***

The Check Starter should be in the Officials' assembly area not less than thirty (30) minutes prior to the advertised commencement time of the session. They should report to the Referee to receive instructions and a Program and become familiar with the pool area and meet other Officials with whom they will be working.

## ***Equipment***

Clipboard, pen and pad

## ***The Check Starter shall:***

1. Receive competitors and Race Sheets from the Clerks of Course. Make sure all of the competitors are marked present or absent.
2. Ensure that the competitors are the correct ones for the next race by checking event and names against the Program or amended Race Sheets.
3. Inform the competitors of their lane numbers.
4. Ensure that all competitors are properly attired, wearing only normal swimming attire or tracksuits when being introduced prior to the start of a race or when being presented on a victory dais. Fun hats or comic clothing are definitely not permitted to be worn. Also check for breaches of the Rules pertaining to advertising.
5. Instruct the competitors when to move on to pool deck.
6. Prior to the commencement of a race, position each competitor behind his correct starting block.
7. Indicate to the Referee that all is in readiness for the start by standing at attention and facing the Referee behind the competitor furthest from the Referee.
8. In the event of a false start, again check that each competitor is standing behind their correct block, and when satisfied that all is in readiness for the restart, signal the Referee in the manner set out in point 6 (above).

### ***Duties in Handicap Events***

In handicap events, the Check Starter will proceed as set out in points 1 to 8 (above).

#### ***In Addition***

When the Check Starter informs the competitors of their lane numbers, he will also inform each of them of their handicap.

He will advise the Starter of the highest handicap count for the particular race and of the individual handicaps for each lane.

He will walk behind the starting blocks with the Starter, who will be calling the seconds from his stopwatch. He will signal the Referee if any competitor starts before his handicap count is complete. This is usually done by waving the hand crosswise over the top of the block concerned until noted by the Referee. (The Starter cannot indicate the 'break' to the Referee because he must continue to read the seconds from his stopwatch).

He will ensure that every swimmer remains completely stationary until the Starter has spoken his handicap number.

Note: In a handicap race, a Swimmer who leaves the block before his handicap count is completed will avoid disqualification by returning and touching the starting-wall. It is not necessary for the swimmer to return to the starting block.

## **DESK CONTROL (Recorder)**

### **Prior to the Meet**

As early as possible, Recorders should make themselves familiar with the Program of Events and the other details of the meet, including the closing date of nominations.

It is important that Recorders are aware regarding the type of Nomination Form to be used. The modern trend is to use the Swimming Australia/Swimming Queensland type of 'multiple entry form'. That form is designed to take all the nominations for one individual competitor. It best suits the operation of most computer programs.

On/after the closing date for nominations, the entries must be 'seeded'.

### **Seeding of Heats & Finals**

The Heats are seeded in accordance with the structure of the Program as to whether:

- (a) There are to be Heats AND Finals for the Events; or
- (b) Placings are to be decided on fastest times swum in Heats.

The best competitive times of all entrants are submitted on the entry forms and listed in order of time by the Management Committee or by Computer. Swimmers who do not submit times shall be considered the slowest and shall be placed at the end of the list. Placement of swimmers with identical times or more than one swimmer without times shall be determined by draw. Swimmers shall be placed in lanes according to the procedures set forth below.

### **For Heats & Finals**

**If one Heat:** It may be seeded as a Final and swum with the other Finals for the session.

**If Two Heats:** The fastest swimmer shall be seeded in the second Heat, next fastest in the first Heat, next fastest in the second Heat, next in the first Heat, etc, being assigned to lanes as set out hereunder.

**If Three Heats:** The fastest swimmer shall be placed in the third Heat, next fastest in the second Heat, next fastest in the first. The fourth fastest swimmer shall be placed in the third Heat, the fifth in the second Heat, and the sixth fastest in the first Heat, the seventh fastest in the third Heat, etc.

**If Four or More Heats:** The last three Heats of the event shall be seeded as set out above. The Heat preceding the last three Heats shall consist of the next fastest swimmers, the Heat preceding the last four Heats shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each Heat, in accordance with the pattern outlined below.

**Example - Entrants 1-41 in numerical time order (fastest to slowest):**

| <b>Lane No.</b>            | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> |
|----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| <b>1<sup>st</sup> Heat</b> | -        | -        | 41       | 39       | 40       | -        | -        | -        |
| <b>2<sup>nd</sup> Heat</b> | -        | 37       | 35       | 33       | 34       | 36       | 38       | -        |
| <b>3<sup>rd</sup> Heat</b> | 31       | 29       | 27       | 25       | 26       | 28       | 30       | 32       |
| <b>4<sup>th</sup> Heat</b> | 21       | 15       | 9        | 3        | 6        | 12       | 18       | 24       |
| <b>5<sup>th</sup> Heat</b> | 20       | 14       | 8        | 2        | 5        | 11       | 17       | 23       |
| <b>6<sup>th</sup> Heat</b> | 19       | 13       | 7        | 1        | 4        | 10       | 16       | 22       |

***The Placings Decided on Fastest Times Swum in Heats***

The fastest group of swimmers shall comprise the last Heat. The next slowest shall be in the second last Heat and so on until all swimmers have been assigned.

***Exception***

Where there are two or more Heats in an event, there shall be a minimum of three swimmers seeded in any one preliminary Heat, except for 800 and 1500 metres freestyle events. Subsequent withdrawals however may reduce the number of swimmers in each Heat to less than three.

***Assignment to Lanes***

Assignment of lanes shall be (number 1 lane being on the right side of the pool when facing the course from the starting end) by placing the fastest swimmer or team in the centre lane in pool with an odd number of lanes, or in lane 3 or 4 respectively in pool having 6 or 8 lanes. The swimmer having the next fastest time is to be placed on his left, then alternating the others to right and left in accordance with the submitted times. Swimmers with identical times shall be assigned their lane positions by draw within the aforesaid pattern (vide the example already shown).

***Finals***

Where no preliminary Heats are necessary, lanes shall be assigned as set out above. Where preliminary Heats have been held, lanes shall be assigned in accordance with times established in the Heats.

In the event that swimmers from the same or different Heats have equal times registered to 1/100 of a second for the last available lane, there shall be a swim-off to determine which swimmer shall advance to the Final.

Where one or more swimmers scratch from a Final, substitutes will be called in order of classifications in Heats.

***Programs & Race Sheets***

Upon completion of the seeding process, Programs are prepared and Race Sheets printed. The Race Sheets are printed for Recorders and Marshalls, in duplicate or triplicate, as necessary when and if required.

## **AT THE MEET**

### **Time of Arrival**

Recorders should be in the Recording Area at least sixty (60) Minutes prior to the advertised commencement time of the session. They should report to the Referee, Technical Manager or Control Room Supervisor to receive instructions and a Program and become familiar with the pool area and meet other Officials with whom they will be working.

The Race Sheets must be separated/sorted for Clerks of Course and Recorders.

## **THE COMPETITION**

### **Timing**

The operation of Automatic Officiating Equipment (AOE) shall be under the supervision of appointed Officials. Times recorded by AOE shall be used to determine the winner, all placings and the time applicable to each lane. The placings and times so determined shall have precedence over the decisions of Timekeepers. In the event that a breakdown of the AOE occurs or that it is clearly indicated that there has been a failure of the equipment, or that a swimmer has failed to activate the equipment, the decisions of Semi-Automatic Timing (SAT) times or the three (3) digital watches times shall be official.

When using three (3) digital watches per lane, final time and place is determined by time. Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three (3) Timekeepers per lane. The recordings of the three (3) Timekeepers shall be official. (Refer SW 13.3)

When AOE is used, the results shall be recorded only to 1/100 of a second. In the event of equal times, all swimmers who have recorded the same time at 1/100 of a second shall be accorded the same placing.

When manual timings are being used (i.e. less than 3 digital watches per lane), if the times registered by the Timekeepers do not agree with the decision of the Finish Judges and where the time of a swimmer placed second is better, the swimmer placed first and the second-place swimmer shall be credited with the times calculated on the average of the actual times recorded for both the first and second places. The same principle is to apply to all placings. It is not permissible to announce times which do not support the classifications made by the Finish Judges. The Referee shall determine all placings where necessary.

When two (2) Timekeepers per lane are used, the official time will be the average of the two (2) times recorded - rounded 'up'.

### ***Automatic Officiating Equipment (AOE) Procedure***

When Automatic Officiating Equipment (AOE) is used in any competition, the placings and times so determined and relay take-offs judged by such equipment shall have precedence over the decisions of human relay take-off judges and Timekeepers.

#### ***When the AOE records the place and time of every swimmer in a given race:***

- Record AOE times and places on the Race Sheets.

#### ***When the AOE fails to record the place and/or time of one or more swimmers in a given race:***

- Record all available AOE times and places.
- Record the SAT times, the times of the three digital watches, or the overhead back-up camera time.

#### ***The official place will be determined as follows:***

- A swimmer with an AOE time and place must retain his relative order when compared with the other swimmers having an AOE time and place within that race.
- A swimmer not having an AOE place but having an AOE time will establish his relative order by comparing his AOE time with the AOE times of the other swimmers.
- A swimmer having neither an AOE place nor an AOE time shall establish his relative order by the time recorded by the SAT time, by the three digital watches time, or the overhead back-up camera time.

#### ***The official time will be determined as follows:***

- The official time for all swimmers having an AOE time will be that time.
- The official time for all swimmers not having an AOE time will be the three digital watches human time, the SAT time, or the overhead back-up camera time.

#### ***To determine the relative order of finish for the combined Heats of an event, proceed as follows:***

- The relative order of all swimmers will be established by comparing their official times.
- If a swimmer has an official time which is tied with the official time(s) of one or more swimmers, all swimmers having that time shall be tied in their relative order of finish in that event.
- When using Finish Judges without three (3) digital watches, the Referee shall determine the placing where necessary.

### **Procedure**

At the conclusion of the race, the AOE Supervisor receives the print-out and compares it with the SAT time, checks the detail, and furnishes it to the Referee. The Referee will forward the SAT time sheet and the AOE print-out to the Recording Section, if required – otherwise, only the AOE print-out.

AOE times are automatically fed into the Meet Manager computer.

Should a malfunction occur causing failure by the AOE to register a time and/or a place, the Referee will draw attention to the discrepancy on the AOE print-out. The SAT time, or the overhead back-up camera time will be inserted and/or the placings will be amended.

It is important to remember that the AOE times, the SAT times, and the three (3) digital watches human times override placings, if Finish Judges are used.

Note: When using three (3) Timekeepers per lane Finish Judges will not be used.

### **Race Sheets for Finals**

After completion of the Heats of an Event, the Recorders identify the number of competitors required for the Final, based on fastest times swum in Heats. They will allocate them to lanes in the manner already set out in this paper.

### **Notes:**

- ➔ If a swimmer has an official time which is tied with the official time or times of one or more swimmers, all swimmers having that time shall be tied in their relative order of finish in that event.
- ➔ These Notes have been prepared on the basis of AOE being available. In the absence of an AOE, SAT or three (3) Timekeepers per lane, the judges' placings and the manual time sheets are utilised for the purposes ascribed to the AOE.
- ➔ If an error by an official follows a fault by a competitor, the fault by the competitor may be expunged.

# **ANNOUNCER**

## ***Time of Arrival***

The Announcer should arrive one and a half hours prior to the advertised commencement time of the session. They should report to the Meet Manager/Technical Manager to receive a briefing and instructions regarding warm-up procedures.

It is necessary for the Announcers to be present during all warm-ups to relay procedures and advice to Coaches and the public with respect to what is required and what penalties will be applied should persons transgress the Rules for warm-up.

The Meet Manager/Technical Manager will advise the Announcers of any special instructions for the remainder of the meet and provide a Program.

The Announcers should meet the other Officials with whom they may be working and become familiar with the pool area and any special arrangements for speeches and presentations.

It is necessary to have a decision as to when announcements shall be made during the meet, with consideration being given to the duration of the program.

## ***Equipment***

The Announcers will require pen, paper and clipboard to hold information handed to them by Referees, Control Room Supervisor and the Meet Manager/Technical Manager.

## ***Prior to the commencement of the meet***

- Check the PA system and make any necessary adjustments.
- Provide suitable music throughout the warm-up periods.
- Ascertain from the Referee the method required for calling up competitors.
- Ensure the competitors for the first event are called up in sufficient time to commence at the advertised starting time.
- Make any pre-commencement announcements which may be necessary.
- Close the warm-up session and clear the pool at least fifteen (15) minutes before the advertised starting time on advice from the Technical Manager.
- Advise Coaches, Team Managers and swimmers of any alterations with respect to the closing times of warm up sessions on advice from the Technical Manager.

## **Duties**

1. In co-operation with the Referee and the Clerks of Course, call Competitors at least two (2) races ahead to report to the Clerks of Course in the Marshalling Area.
2. Announce event number, style and distance, Heat number or Final.
3. Call Swimmers to the blocks. Depending upon the length of the Meet, Swimmers may step up onto the starting platform as their names and lane numbers are called or, on the long blast of the Referee's whistle, all step onto the starting platform and names and lane numbers will then be called whilst they are in the water after the commencement of the race.
4. Call lap times and distances during a race where necessary - e.g. 1500 and 800 metre events - to keep the spectators informed. Provide appropriate soft background music while distance events are in progress.
5. Announce disqualifications from the Infraction Reports provided by the Referee.
6. Announce results (places and times) from slips prepared by Recorders on direction from the Meet Manager.
7. As placegetters mount the victory dais, announce the event, names, and places, times and records.
8. Make any other announcements as directed by the Referee or the Meet Manager/Technical Manager.
9. Co-ordinate introductions and presentations with TV Director if in attendance at the Meet.
10. Provide appropriate modern motivational music for athletes and Officials to march on (no four letter words) and appropriate fanfare style music for Presentation march on and off and any other periods when required.
11. The Announcer should aim, in conjunction with the Referee, to ensure the smooth running of the Meet, with a minimal amount of interruption and unnecessary 'waffle'.
12. The Announcer never interrupts proceedings after the Referee has blown their whistle for the start of a race unless requested to do so by the Referee.

# **TIMEKEEPER**

Timekeepers represent the greatest number of Officials.

## ***Time of Arrival***

Timekeepers should be in the Officials assembly area at least thirty (30) minutes prior to the advertised time of commencement of the session. They should report to the Referee and the Chief Timekeeper and receive Program and Lane Pads.

Timekeepers should meet other Officials, head up Result Sheets if necessary and check watches, as to whether they are functioning correctly and fitted with serviceable batteries.

Prior to the commencement of the session, a 5-10 minute time check, if required, should be completed, starting and stopping on the flash of the Starter's gun.

Lanes will be allocated by the Chief Timekeeper.

After a trial run of watches, Timekeepers will take up positions on lanes as allocated in accordance with the Chief Timekeepers Lane Allocation Book.

## ***Equipment***

Stopwatch, clipboard, pad, pen or pencil.

## ***Chief Timekeeper's Duties***

The Chief Timekeeper shall:

1. Allocate all Timekeepers to lanes or reserve and appoint one from each Lane as Lane Chief.
2. Distribute lane pads.
3. Check all watches for accuracy (preferably a five (5) minute pre-Session check, if required, with Timekeepers, starting with the gun and stopping with the gun.
4. Advise Timekeepers to read watches several times during distance events, and advise on method of recording 100m splits in same.
5. Advise method of start (by electronic device, gun, hooter, word of mouth, dropping hanky, in the case of a deaf swimmer, etc).
6. Have an understanding with the Referee and Starter as to the signal when all Timekeepers are ready.
7. Take split on leading swimmer each 100 Metres in distance events and keep the Announcer informed.
8. Check the time of first place-getter, or any possible record breaker.

9. In the event of malfunctioning of watches during a race, re-allocate reserve Timekeepers.
10. In the event of the first swimmer of a relay attempting a record, or a swimmer attempting a record for a named distance in a longer race, i.e. 400 Metre record in an 800 Metre race, Chief Timekeeper must allocate three Timekeepers on lane involved.
11. Have a Runner collect Lane Sheets from each Lane after times have been entered.

### ***Lane Chief's Duties***

1. Assign one of the lane Timekeepers to take splits in all races.
2. Head up lane sheets:
  - (a) Number of lane
  - (b) Event Number
  - (c) Heat Number
3. Personally record or delegate to a Timekeeper to record split times on the appropriate sheet.
4. Advise the Chief Timekeeper of any irregularities - e.g. malfunctioning watches.
5. Check, read all watches on lane, record times of all watches on the lane in the same rotation as the Timekeepers' names appear in the Chief Timekeeper's Allocation Book.
6. Determine the official lane time, ensuring there is no delay in arriving at same.
7. Sign lane sheet.
8. Have official time and lane sheet ready for the runner.

### ***Timekeeper's Duties***

1. When the Referee's whistle is blown to indicate the start of a race, check that the watch is switched on and zeroed.
2. Watch the Starter's gun and start the watch on the flash or smoke. If a hooter or whistle is used, start the watch on the sound.
3. In handicap races, ALL watches are started on the word "GO" from the Starter.
4. Immediately after the start, check that the watch is functioning correctly.
5. If the watch fails to start or does not function correctly, notify the Lane Chief, who must inform the Chief Timekeeper. A reserve Timekeeper, if available, or a spare timekeeper from another Lane will take over for that event. If this is not practical, a Timekeeper may start a watch on a call by the Chief Timekeeper with an elapsed time to the reading (usually 30 seconds) to be added. Under these circumstances the reading from the watch is not acceptable for record purposes.

6. When the lead swimmer passes the false start rope coming to the finish of a race, all Timekeepers should move forward as a group. They must stand behind the Starting Blocks and not to the side of them so that the view of the Finish Judges, if any, is not obstructed.
7. The watch is stopped immediately any part of the Swimmer's body comes into contact with the wall at the finishing end.  
  
If a competitor fails to touch at the finish of the race, DO NOT STOP THE WATCH. The Lane Chief will pass the information to the Referee. When this happens, the letters 'DNF' on the Form will indicate that in the Timekeeper's opinion, the competitor did not complete the distance.
8. After stopping the watch, return immediately to the seat before reading the watch and having the time recorded. Remain seated. This is good for presentation and allows other Officials to perform their duties without hindrance.
9. When instructed to do so by the Chief Timekeeper or on the Referee's whistle for the start of the next race, return the watch to zero. Watches MUST NOT be returned earlier, lest they be required for viewing for a record.

### ***Procedural Points***

1. When taking times, Timekeepers should take a position behind the blocks directly over the lane in which their swimmer is finishing.
2. Timekeepers must refrain from watching swimmers other than the one in their own lane. Near the finish of a race, DO NOT try to see what competitors are doing in OTHER LANES. Accuracy depends on concentration on the subject lane.
3. Touches must NOT be anticipated. This can be avoided by leaning forward and looking down the face of the finishing line. Do not watch the swimmer; watch the wall. Stop when ANY part of the swimmer's body touches the finish in any stroke.
4. It is NOT the Timekeeper's responsibility to watch for correct or incorrect touches. He is not concerned how the competitor touches, so long as he DOES touch the finishing wall.
5. For the purpose of completing an application for a record when only manual timing is available, there must be three watches on the lane. Three Timekeepers are required to sign the Record Application Form if the Automatic Officiating Equipment or Semi-Automatic Timing Equipment is not used.
6. Timekeepers must maintain a personal record of times taken by them for each individual race. It is suggested that this be done on the Timekeeper's personal Program. Timekeepers will know the correct time to sign on the Application for Record Form. At other times, it is possible that the Referee may require the information.

7. Official times may NOT be given to swimmers by Timekeepers. It is possible that they may be amended. A minor placing cannot be credited with a faster time than a major placing.
8. Timekeepers may NOT leave their position at any time during a session without the approval of the Lane Chief and the Chief Timekeeper.
9. When a record has been established under Manual Timing conditions, the Form of Application must be signed by the three Timekeepers on the Lane. This Form must be signed BEFORE the Timekeepers leave the Pool.

### **Recording Times**

Times should be recorded using the now standardised symbols as follows:

up to 59.99 seconds in seconds - e.g. :59.99  
 60 seconds upwards in minutes and seconds - e.g. 2:19.31

Zeros must always be recorded if no tenths or hundreds are registered - e.g. 1:31.30 & 2:43.00.

### **Official Times**

When two Timekeepers are on the lane, the average time rounded up is official.

|                    |         |                       |         |
|--------------------|---------|-----------------------|---------|
| Lane Chief:        | 2:39.98 |                       |         |
| Second Timekeeper: | 2:40.01 | <u>Official Time:</u> | 2:40.00 |

When three Timekeepers are on the lane and two times agree, these times are official.

|                    |         |                       |         |
|--------------------|---------|-----------------------|---------|
| Lane Chief:        | 1:09.15 |                       |         |
| Second Timekeeper: | 1:09.21 |                       |         |
| Third Timekeeper:  | 1:09.15 | <u>Official Time:</u> | 1:09.15 |

When three Timekeepers are on the lane and all times are different, the middle time of the three is the official time.

|                    |         |                       |         |
|--------------------|---------|-----------------------|---------|
| Lane Chief:        | 2:39.01 |                       |         |
| Second Timekeeper: | 2:39.12 |                       |         |
| Third Timekeeper:  | 2:39.14 | <u>Official Time:</u> | 2:39.12 |

At national and international Meets where a video back-up system is not used, Timekeepers will be required to operate the Semi-Automatic Officiating Equipment in their respective lanes by depressing push buttons at the end of a race.

The push buttons are initiated by the starting signal for the Automatic Officiating Equipment.

Procedural points for taking times at the end of a race when operating push buttons are the same as those for using a stopwatch.

Split times are recorded when using push buttons. (Only one button is required to record split times.)

## **10 POINTS OF SELF-EVALUATION**

- 1. DID I MAKE ANY INCORRECT RULINGS?**
- 2. WERE THERE ANY TIMES WHEN IT WAS FORTUNATE THAT I DID NOT HAVE TO MAKE A RULING?**
- 3. DID I DO EVERYTHING I COULD TO ENSURE JUST OUTCOMES?**
- 4. WERE MY RULINGS/DECISIONS CONSISTENT?**
- 5. DID I FAIL TO MAINTAIN PROPER CONTROL AT ANY TIME?**
- 6. WHEN DID I FEEL MOST VULNERABLE TO OUTSIDE INFLUENCES?**
- 7. WERE THERE ANY SITUATIONS WHERE I AVOIDED OR USURPED RESPONSIBILITY FOR A RULING AT THE EXPENSE OF ANOTHER OFFICIAL?**
- 8. WAS THERE ANYTHING ABOUT MY SIGNALS, GESTURES OR STYLE THAT EVOKED AN UNEXPECTED OR UNWANTED RESPONSE?**
- 9. DID I UPHOLD, DEFEND OR RATIONALISE ANY IMPROPER RULINGS?**
- 10. WAS THERE A PARTICULAR ASPECT OF MY PERFORMANCE THAT I COULD WORK ON, PRIOR TO OR AT, THE NEXT MEET?**

## **10 MORE QUESTIONS - DID I?**

1. ARRIVE AT THE MEET ON TIME?
2. DRESS SMARTLY AND APPROPRIATELY?
3. CONDUCT OR PARTICIPATE IN A BENEFICIAL PRE MEET CONFERENCE?
4. LOOK CONFIDENT WITHOUT APPEARING OVER-CONFIDENT?
5. GIVE THE PROPER SIGNALS (WHISTLES, RAISED HAND, ETC) IN AN APPROPRIATE MANNER?
6. DEVELOP AND MAINTAIN GENUINE TEAMWORK WITH MY PARTNERS?
7. MAINTAIN PROPER POSITIONING - STAY IN THE BOX?
8. PLACE MY HANDS ON AN ATHLETE FOR ANY REASON?
9. TREAT ALL PARTICIPANTS WITH THE APPROPRIATE AMOUNT OF RESPECT?
10. MAKE EVERY EFFORT TO DEFUSE POTENTIALLY VOLATILE SITUATIONS?

# **TECHNICAL MANAGER**

## ***Duties & Responsibilities***

1. Responsible for all areas pursuant to the running of the Competition that do not come under the responsibility of the Referee. This includes the compilation of an acceptable timeline. The overall responsibility for the running of the competition.
2. Will approve any or all possible alterations to the meet running schedule. Combining Male and Female events, or the order of events, particularly with respect to situations that may be of benefit to Athletes or relay teams.
3. Advise the Announcer when warm-up will end and when to clear the pool.
4. Advise the Referees of the time to march on Officials.
5. Advise the Referees when to commence the sessions. (Early or on time).
6. Will approve all Technical Officials appointments for all SQ Meets when required.
7. Ensure that all Session Referees are aware of any special requirements for the meet.
8. Responsible, if required, for any special briefing of all Technical Officials prior to each session of the meet.
9. Responsible for the acceptance or refusal of all late relay nominations and, if necessary, all late individual nominations after the closing time for such late nominations on the first morning of the meet.
10. Responsible for the approval and/or acceptance or rebuttal of all Medical Certificates.
11. Responsible for the formation of all Juries of Appeal.
12. Responsible for ensuring the proper function of all equipment used throughout the running of the meet. Timing gear, scoreboard, starting platforms, lane ropes, starting device, false start rope, lap counters and set-up of the Marshalling Area.
13. All of the items listed in 12 above are also the responsibility of the Session Referees and Starters where applicable.
14. Maintain all safety aspects required for the running of the meet.
15. Inform the Marshalls and Check Starters of any special requirements regarding the enforcement of the Rules regarding advertising, swimsuits and body tape. Advertising in conflict with Swimming Queensland's sponsors.
16. Inform the Marshalls of all requirements with regard to the amalgamation of Heats - i.e. total reseed or deck seed or no amalgamations.

- 17.** Determine whether or not there will be a lunch break during long sessions. Sessions extending beyond 3 hours.
- 18.** May interfere with the running of the Meet at any time.
- 19.** Advise the Session Referee of any timetable alterations.
- 20.** In conjunction with the Meet Manager, decide the finish of warm-up times, in particular, for the evening Finals session of the first day.
- 21.** Advise all Technical Officials of early march-on times especially for the first evening Finals session.
- 22.** Ensure all equipment is in place and functioning prior to the start of each session, including the function of all of the equipment in the Control Room.

# **MEET MANAGER**

## ***Duties & Responsibilities***

1. Responsible for the preparation of the warm-up and competition pool prior to the commencement of the session.
2. Responsible for the acceptance of all late nominations prior to the commencement of the first session on the first day of the meet only. After this, responsibility for any late nomination acceptances reverts to the Technical Manager.
3. Responsible for the clearing of the competition pool, removal of all safety signage from starting platforms that are in place on the competition pool during warm-up and the preparation of the warm-up and swim-down facilities to be used during competition.
4. Arrange appropriate presenters for medal ceremonies in conjunction with the President or Protocol Officer.
5. Arrange for suitable medal presentation assistants for medal ceremonies.
6. Ensure athletes are correctly attired for medal ceremonies.
7. Ensure medal ceremonies do not hold up the timeline of the meet.
8. Ensure the Announcer has the correct information for medal ceremonies and/or any special introductions during the meet.
9. Ensure the vision board operator has the correct information, in conjunction with the Control Room Supervisor, with respect to medal ceremonies.
10. In conjunction with the Technical Manager, ensure that the position of the presentation dias and/or any photographers involved in the presentations do not interfere with the running of the meet, in particular the evening Finals sessions.
11. Advise the Technical Manager of the presence of any drug testing or TV personnel.
12. Ensure the pool deck is clear and clean for the commencement of the competition.
13. Ensure that all results are posted and in an accessible situation for Coaches (pool deck); but not on pool deck for the general public.
14. Ensure that the general public (parents and any other person without proper authority) is not allowed on pool deck at any time throughout the whole of the meet.
15. Ensure that any or all photographers on pool deck have the proper accreditation and a Blue Card.

16. In conjunction with the Technical Manager, decide the finish of warm-up times for Finals sessions, in particular the Finals session for the first day of the meet.
17. Make sure that all Coaches are informed of any early finish to evening Finals warm-up sessions. This is extremely important.
18. Make sure volunteers or pool staff clean down all Timekeepers and Inspector of Turns chairs prior to the commencement of each session. This is not the job of the Meet Manager or the Technical Officials.
19. Liaise with management staff regarding the disposition of volunteers on pool deck with respect to warm-up procedures and medal presentations, etc.

**Note:** It is not the responsibility of the Technical Officials, before a Meet, to be involved with warm-up supervision procedures or the Final readying of the Pool, immediately prior to the commencement of each Meet Session. These items are the responsibility of the Meet Director and the Risk Management Officer. Therefore, Technical Officials will NOT BE USED in these areas of operation. These are the duties of other Volunteer Officials.

# **OFFICIATING SWIMMING**

## **(Referee's Reminder)**

### **BEFORE THE COMPETITION:**

#### **I. Review all applicable Rules and Regulations for meet:**

1. FINA Swimming Rules
2. Local Regulations and Guidelines
3. Meet Information Package

#### **II. Check with the Technical Manager regarding:**

##### **(a) Facilities**

1. Course and number of lanes
2. Blocks stable (both ends if needed)
3. Lane ropes, false start rope / centreline rope, backstroke, butterfly and freestyle (15m) mark on lane ropes and backstroke flags available and in good condition
4. Warm-up lanes / pool available in addition to competition area
5. Water conditions - temperature, level, etc
6. Lights
7. Ladders to be taken out; diving boards removed
8. Any restrictions or unusual conditions regarding use of facility
9. Access or deck control problems
10. Layout of meet functions
11. Provisions to control movement of media equipment and personnel (TV)
12. Provisions for weather problems if outdoor pool
13. Reporting area for Officials

##### **(b) Officials appointed or to be recruited**

1. How many Referees, Starters, etc. needed?
2. How many Stroke and Turn Judges? Who will recruit?
3. Will host club supply Marshalls; Timekeepers; Clerk of Course; Announcer, and other administrative personnel?

##### **(c) Equipment & Supplies**

###### **1. Timing and electronic equipment:**

- (a) What type of primary, secondary / back-up system?
- (b) If long course, pads or buttons at both ends needed for 50's or splits
- (c) Will results be done by computer at meet?
- (d) Experienced personnel available to operate and maintain
- (e) Power supply adequate; battery back-up; sufficient watches if power failure
- (f) Score / notice boards
- (g) PA system

## **2. Supplies**

- (a) Lap counters for distance events
- (b) Guns (and shells) for start; distance events
- (c) Infraction reports; relay confirmation forms

## **3. Miscellaneous Equipment**

- (a) Pace clocks (2)
- (b) Copy machine if Finals sheets to be run
- (c) PA system adequate and checked
- (d) Headsets or walkie-talkies if communication needed
- (e) Victory stand

### **III. Preparation of Timeline:**

- 1. Get copy of entry list (Program, psyche sheet) from the Technical Manager.
- 2. Receive an estimate of starting times for each event in each session from the Technical Manager.

### ***DAY OF MEET - BEFORE COMPETITION:***

#### **IV. Check with the Technical Manager:**

- 1. Are there any emergencies which have come up?
- 2. Discuss the timeline - arrange for lunches to be served during longer events.
- 3. Are warm-up procedures posted? Marshalls and warning signs in place?
- 4. Are all tables, chairs and equipment set up where they are needed?
- 5. Have any Officials or other personnel cancelled? Are replacements needed?

#### **V. Check the Facility:**

- 1. Blocks stable? Correct height? Tops not slippery?
- 2. Are the lane numbers marked correctly and visibly?
- 3. Water conditions level? Temperature?
- 4. Lane lines in good condition and tight?
- 5. Flags, ropes, etc. in good condition? Correct location and height?
- 6. Are there any safety hazards around the pool area? Arrange for correction.

#### **VI. Meet and Instruct Key Meet Personnel:**

- 1. Clerk of Course (give copy of timeline).
- 2. Administrative and other personnel.
- 3. Announcer.
- 4. Deck personnel: Chief Timekeeper, Stroke and Turn Judges, Electronic Equipment Operators, Starters, etc.
  - (a) Make sure each checks out own equipment before Meet.
  - (b) Decide on exact procedures to be followed.

#### **VII. Attend the Coaches/Managers meeting, if required. Technical & Meet Managers:**

- 1. Advise them on timeline, starting and disqualification procedures.
- 2. Where will one-length events (25 or 50 metre) start from.
- 3. Cover any facility restrictions.
- 4. Cover any variances from normal procedures. There should be no surprises!

**VIII. Officials Meeting:**

1. General instruction. Advise them on their duties.
2. Do not forget debriefing, if it is necessary.

***DURING THE COMPETITION:***

**IX. Observe:**

1. The competition area: is everything ready for the event?
2. The Officials: are they in the right position; doing their job well; paying attention?
3. The pool and everything going on in it.
4. The pace of the Meet: running too slow; too fast?
5. The deck: is it too crowded? Are swimmers having trouble getting to the blocks?
6. The stands: are there mobile phones, flash cameras, noises or other items that might distract the swimmers and interfere with the competition?

***AFTER THE COMPETITION:***

**X. Briefing at end of each session, if necessary.**

**XI. Thank You to All Who Have Helped!**

**XII. Complete Meet Reports in Timely Manner - and learn from any mistakes!**

# **APPENDIX**

## **ADAPTED SWIMMING GUIDELINES**

### **Swimmers with Disabilities**

- do not want sympathy
- do not want to be treated so differently that disabilities become more noticeable than swimming abilities
- appreciate accurate knowledge relating to disabilities.

### **Rule Interpretations pursuant to IPC Rules & Athlete Classifications**

The Referee has the discretionary power to allow for a start in the water or from the starting block when it is appropriate for the swimmer. This allows the swimmer the option of starting in or out of the water, yet it does not give the swimmer with a disability an advantage over the rest of the swimmers. The Referee also has the discretionary power to allow for certain modifications or interpretations of the Rules to accommodate an individual swimmer, thus enabling the swimmer to safely compete in meets. The Referee appraises the unique needs of the swimmer rather than assuming accommodations must be made because of a particular disability.

### **Start**

The starting position is in accordance with the athlete's classifications. The following additional start modifications are appropriate:

- An auditory signal should be used at the start for swimmers with a visual impairment. A strobe light should be set to react simultaneously with an auditory signal for swimmers with a hearing impairment. If requested by the swimmer, a person may tap the swimmer. If a gun start is used, the swimmer can start from the gun flash.
- A gun start should be avoided for swimmers with neurological impairment. A beeper or whistle start is preferred.

### **Turns**

When a visually impaired swimmer is at a distance away from the wall, an assistant should touch the Swimmer's shoulder with a tapper, a pole with a soft ball on the end of it. Swimmers with visual impairment are required to provide their own pole and assistants, one at each end of the course for each swimmer.

On the turn, swimmers with only one arm should be judged on the hand or arm that is performing the action. The stroke initiated upon leaving the wall should be judged in accordance with the Rules.

## **JURY OF APPEAL**

The Technical Manager (if no Technical Manager then the Meet Manager) appoints the Jury of Appeal. It should consist of at least three (3) people all of whom have a thorough knowledge of the current Swimming Rules.

- ➔ A Chairperson should be appointed to conduct the hearing.
- ➔ A FINA handbook or current Rule Book should be available for the Jury to consider the Rules as they are written.

The following procedure is suggested as a standard method of handling an Appeal:

1. The Technical Manager is advised by the Referee of the Appeal and is handed all the paper work - i.e. the Infraction Report, the Protest Document and the Referee's response. The Technical Manager then in turn passes these documents to the Chairperson of the Jury of Appeal.
2. The Jury should then be convened and the documents examined.
3. The Jury should determine if there are any grounds for protest. If not, they should advise the Protester and dismiss the Appeal.
4. If there are grounds or the Jury wishes more information, they should call the Protester, his Team Official or Adviser, together with the Officials who are involved, into the Jury room.
5. The reporting Official should be asked to explain the Infringement as they observed it.
6. The Protester shall be allowed to ask questions, as should the Jury if any clarification is required.
7. If required, the Referee shall explain the reason for the dismissal of the Protest in the first instance.
8. All parties, except the Members of the Jury, will then be requested to leave. The Jury will then consider the matter in accordance with the Rules and hand down their decision, in writing, to all concerned parties, with an explanation of the reasons, signed by the Chairperson.
9. The Referee, when advised of the decision, will pass this information on to the Chief Recorder, who will take any necessary actions with respect to the results. All documentation regarding the Protest and the Appeal should then be handed to the Chief Recorder.

# **VOLUNTEERS**

Never take volunteers for granted!!

Volunteers are the lifeblood of the club. They dedicate hours of time and energy working in a variety of ways to assist with the success and prosperity of the club. They may be members, past members, devotees, friends or relatives, and are truly the unsung heroes of the club.

## **Why are Volunteers Needed?**

Firstly, have a clear understanding of why volunteers are needed; what role they will fill within the club.

It could be to:

- coach
- serve as club officer (eg Secretary, Treasurer, etc)
- organise club nights
- officiate at meets
- organise fundraising efforts
- assist with catering at a meet . . . .

The list is endless. In any case, it is important to discuss the reason for recruiting volunteers with club members and create some form of written description of the purpose and responsibilities of each position. This way everyone has the same expectations and understanding of why the volunteers are needed and, in turn, the volunteers have a clear understanding of their role.

Here are some ideas for showing appreciation:

- Personal praise to the volunteer while on the job
- Letters and postcards of thanks
- Informal certificates of appreciation
- Identification pins, buttons or T-Shirts
- Acknowledgment in club newsletters
- Presentation of volunteer awards at annual or monthly meetings
- Birthday cards signed by club President and Committee Members
- Smile and call volunteers by name
- Occasional surprise treats to say thank-you
- Get well cards to volunteers when they're ill
- Tell people they are missed when they move on
- Thank you notes from squads and swimmers

- Giving complementary tickets to special events and functions
- Reimburse out-of-pocket expenses
- Provide meal and petrol vouchers
- Listen to ideas and involve them in the decision making process
- Keep track of the length of time worked and positions held so as to recognise efforts accurately
- Hold a formal event - a lunch or dinner - where efforts can be formally recognised
- Erect an Honour board
- Award hard-working volunteers the honor of Life Membership

### ***Checklist for Gaining, Training & Retaining Volunteers***

1. Decide why the club needs volunteers.
2. Appoint someone to take responsibility for the management of volunteers (Volunteer Co-ordinator).
3. Work out specific job requirements for volunteers.
4. Decide what sort of people are needed, how many, for how long, etc.
5. Write job descriptions for each job.
6. Decide which methods will be used to recruit people.
7. Go ahead and recruit.
8. Induct new people into their jobs.
9. Involve new volunteers in matters that affect them.
10. Provide opportunities for training.
11. Supervise and evaluate.
12. Reward and recognise volunteers appropriately.

## **RISK MANAGEMENT ISSUES**

Both SAL and SQ have policies on risk management which are designed to minimise risks facing the Association, affiliated clubs and their members, whether in the form of financial loss, physical injury or damage. If risks are not controlled, a number of potential consequences flow from those risks. In particular, physical injury or financial loss may be suffered by swimmers, Coaches, Officials, volunteers or public if proper attention is not given to matters such as safety, nuisance, discrimination or insurance, to name but a few.

For these reasons, all technical Officials and volunteers must be aware of the need to be vigilant in the area of risk management. It is particularly important that the people appointed to run a swim meet, such as the Meet Manager, Technical Manager and Referee, are conversant with the concept of managing or reducing risk as the ultimate responsibility could fall upon them if things go wrong.

Most elements of risk management are generally common sense issues and can be prepared for. As always, even with the best of intentions and planning, there is a chance that some unforeseen event may occur. These circumstances have to be dealt with in the most appropriate and effective manner at the time. The most important thing to consider, however, is what elements of risk can be identified so that safety issues or matters of negligence can be eliminated or reduced before the meet even begins.

In preparing this Manual, we have included a number of checklists for the guidance of meet organisers. These lists are not exhaustive, but they do outline some of the areas that should be looked at or considered when preparing for, setting up, or running a swim meet. Every swim meet and venue are different, with different facilities and issues to be considered. Look at the items in the check lists and ensure that those appropriate to your situation have been adequately identified and addressed.

Following these simple checks should ensure the safety of all participants, and lead to an exciting, successful and accident free event.

**Remember the five P's:**

**Prior Planning Prevents Poor Performance**

# ***INDEX OF CHECKLISTS***

1. A CLUB / ASSOCIATION DECIDES TO CONDUCT A SWIM MEET
2. ORGANISATION OF THE SWIM MEET
3. THE ORGANISING COMMITTEE
4. ENTRIES
5. MEET OFFICIALS
6. FACILITIES & TECHNICAL EQUIPMENT
7. WARM-UP / SWIM-DOWN PROCEDURES
8. PARKING
9. VENUE SAFETY AUDIT
10. MEET WRAP-UP
11. CHECKLIST FOR DAY OF MEET

## **1. A Club/Association Decides to Conduct a Swim Meet**

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 1.1 Has the Club/Association conducted a Swim meet previously?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 Does the Club/Association have enough experience to conduct a swim meet?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 Is a sub-committee to be formed to control the organisation of the swim meet? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## **2. Organisation of the Swim Meet**

### **2.1 The Club/Association forms an Organising Committee.**

|  | Y                        | N                        | ACTION                   |
|--|--------------------------|--------------------------|--------------------------|
| 2.1.1 Has an Organising Committee been appointed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.1.2 Has a Safety Officer been appointed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.1.3 Has consideration been given to the appointment of a Jury of Appeal?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.1.4 Have various members of the Organising Committee been allocated specific tasks to supervise?<br>e.g. Collation/checking of entries<br>Preparation of the Program<br>Printing of the Program<br>Appointment of a Technical Manager, key Technical Officials and volunteers<br>Supervision of admissions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.1.5 Are the members of the Organising Committee who have been allocated tasks to supervise fully aware of the requirements that are necessary to complete the tasks?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## **3. The Organising Committee**

### **3.1 Decides the venue, date and time**

|  | Y                        | N                        | ACTION                   |
|--|--------------------------|--------------------------|--------------------------|
| 3.1.1 Is the venue available at the required date and time?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.1.2 Has any necessary approval to conduct the meet been granted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.1.3 Has the booking of the venue been confirmed?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.1.4 Are there time limitations on the venue?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.1.5 Does the venue have "Disabled Access"?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 3.2 Program of Events

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 3.2.1 Has the Program of events been determined?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2.2 Has the meet format been determined?<br>e.g. Heats/Finals or Timed Finals; Rule Tolerances  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2.3 Are qualifying standards to be set?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2.4 Have conditions of entry been set?<br>e.g. age as of first day of meet  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2.5 Are there any limitations on entries? Individual or teams.<br>e.g. not allowed to compete in age and open events, or same stroke<br>for different distances; limit on number of relay teams each club<br>may enter. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2.6 Have the entry criteria been published?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2.7 Have the entry criteria been followed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2.8 Has the Program been checked?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2.9 Has the Program been printed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 3.3 Budgets

|  | Y                        | N                        | ACTION                   |
|--|--------------------------|--------------------------|--------------------------|
| 3.3.1 Has a budget been prepared?<br>In the preparation of a budget, following are some of the costs that<br>must be taken into account:<br>→ Pool hire<br>→ Medals/prizes<br>→ Catering<br>→ Printing of Programs<br>→ Cost of advertising<br>→ Cost of mailing results<br>→ Hire of additional equipment<br>e.g. Electronic Timing Equipment, photocopiers, computers, etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 3.4 Guest List

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 3.4.1 Are Guests/VIPs to be invited?<br>e.g. Patrons, Sponsors, Life Members, Members of Parliament, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4.2 Will there be someone appointed to greet guests on arrival?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4.3 Will there be any special seating arrangements for guests?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4.4 Will there be special catering arrangements for guests?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  | Y                        | N                        | ACTION                   |
|--|--------------------------|--------------------------|--------------------------|
| 3.4.5 Will the guests be introduced to the meet? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 3.4.6 Will the guests be invited to present medals/prizes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

### 3.5 Financial Wrap-Up

|  | Y                        | N                        | ACTION                   |
|--|--------------------------|--------------------------|--------------------------|
| 3.5.1 Has the budget to the actual income/expenditure been compared? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 4. Entries

### 4.1 Entry Standards

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 4.1.1 Have qualifying standards been set? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 4.1.2 Have penalties been set for not achieving qualifying standards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 4.1.3 Are there any exclusion Rules to be adopted?<br>e.g. State medallists excluded. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 4.1.4 Are there any minimum or maximum age restrictions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 4.1.5 Are there any restrictions on the number of events individuals can enter? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 4.1.6 Is there a maximum number of relay teams that can be entered? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 4.1.7 Are entries to be submitted on single entry cards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 4.1.8 Are entries to be submitted on multiple entry cards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 4.1.9 Must a summary sheet accompany the entries? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 4.1.10 Are point scores to be conducted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

### 4.2 Closing Date and Time

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 4.2.1 Has a closing date and time for entries been set? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 4.2.2 Will entries on the day be accepted for "Time Trials"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

### 4.3 Entry Fees

|  | Y                        | N                        | ACTION                   |
|--|--------------------------|--------------------------|--------------------------|
| 4.3.1 Has the cost of individual entries been set? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 4.3.2 Has the cost of relay entries been set? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 4.3.3 If necessary, have fees been set for "Time Trials"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

### 4.4 Check Compliance With Item 4.1

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 4.4.1 Have procedures been established for checking with the "Entry Standards"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 5. Meet Officials

### 5.1 Meet Manager

5.1.1 Has a Meet Manager been appointed?

| Y                        | N                        | ACTION                   |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5.1.2 Is the Meet Manager fully aware of his responsibilities?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

### 5.2 Technical Officials

5.2.1 Have a Technical Manager and Technical Officials been appointed?

| Y                        | N                        | ACTION                   |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5.2.2 Have sufficient Technical Officials been appointed to efficiently conduct the meet?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.2.3 Are the "Key Officials" (Referees and Starters) qualified?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.2.4 Are the Starters appropriately trained to use any starting device?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

### 5.3 Volunteers

Have volunteers been appointed to act as:

5.3.1 Gatekeepers?

| Y                        | N                        | ACTION                   |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5.3.2 Program sellers?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.3 Ushers?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.4 Warm-up/swim-down supervisors?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.5 Runners?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.6 Medal bearers?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.7 Presentation Officers?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.8 Protocol Officers?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.9 Catering personnel?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.10 Announcers?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.11 Parking attendants?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.12 Raffle ticket sellers?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

5.3.13 Sellers for merchandise/food/drinks?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

## 6. Facilities & Technical Equipment

| 6.1 Facilities   | Y                        | N                        | ACTION                   |
|--|--------------------------|--------------------------|--------------------------|
| 6.1.1 Does the water depth of the competition pool comply with the published recommendation of Swimming Australia regarding water depth and the use of starting blocks?<br><i>(Refer Appendix "A")</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.2 Does the competition pool carry a current survey certificate?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.3 Are the backstroke flags available and correctly positioned?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.4 Are the false start ropes available and correctly positioned?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.5 Is the lighting adequate?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.6 Are lane ropes available and sufficiently tensioned?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.7 Is a public address system available and suitable for the competition?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.8 Is a presentation dais available?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.9 Is printing/photocopying equipment available?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.10 Do the starting blocks conform to the Rules?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.11 Is there adequate concourse space available to allow Officials to operate effectively?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.12 Is a suitable Marshalling Area available?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.13 Is a suitable recording area available?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.14 Is a suitable electronic timing area available?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.15 Is a suitable announcing area available?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.16 Is a suitable area for VIP seating available?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.17 Is a suitable area available for merchandising?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.18 Is there adequate seating on pool deck for all Officials?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.19 Is there adequate seating on pool deck for the competitors?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.20 Are there adequate seating arrangements in the Marshalling Area?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.1.21 Are fluids available for Technical Officials and volunteers to drink?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**6.2 Technical Equipment**

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 6.2.1 Is approved starting equipment available and in working condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.3 Is suitable ear protection available?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.4 Is a starter's stand available?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.5 Is a microphone available for the Starter?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.6 Is electronic timing available?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.7 Is semi-automatic timing available?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.8 Is a scoreboard available?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.9 Is an automatic false start rope mechanism available?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.10 Are there computers available for recording?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.11 Is a Judges' stand available, if required?                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.12 Are digital stopwatches available?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.13 Are event boards available?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.2.14 Are lap counters available?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**6.3 Signage**

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 6.3.1 Is there adequate signage to indicate 'warm-up' and 'swim-down' procedures? (Refer Appendix "B") | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.2 Is there adequate signage indicating spectators' areas?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.3 Is there adequate signage indicating the Marshalling Area?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.4 Is there adequate signage indicating "first aid areas"?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.5 Is there adequate signage indicating any "restricted areas"?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.6 Is there adequate signage indicating "VIP areas"?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.7 Is any sponsor's / advertising signage in the appropriate area?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.3.8 Is there any merchandising / food sales signage available?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**7. Warm-Up / Swim-Down Procedures**  
(Refer Appendix "B")

| <b>7.1 Warm-Up</b>   | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 7.1.1 Are the warm-up procedures published in the Program?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.2 Will the warm-up procedures be announced over the Public Address System?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.3 Will signage be in place around the pool to clearly advise Coaches and competitors of the warm-up procedures?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.4 Have warm-up supervisors been appointed?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.5 Have the penalties for non-compliance with the warm-up procedures been determined?                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.6 Have the penalties for non-compliance with the warm-up procedures been published?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.7 Has the time for completion of warm-up been published?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.8 Will it be announced when the warm-up time has expired?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.1.9 Will procedures be in place to ensure that swimmers leave the pool promptly when the warm-up time has expired? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>7.2 Swim-Down</b>   | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 7.2.1 Will swim-down facilities be available?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.2.2 Will there be supervision of the swim-down facilities?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.2.3 Will there be sufficient signage to indicate swim-down requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**8. Parking**

|   | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|---|--------------------------|--------------------------|--------------------------|
| 8.1 Is parking to be provided?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.2 Is there to be a parking fee charged?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.3 Have parking attendants been appointed?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.4 Has parking space been reserved for "disabled parking"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.5 Has parking space been reserved for VIP/guest parking?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.6 Has security been organised for the parking area?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 9. Venue Safety Audit

### 9.1 Toilets

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 9.1.1 Are the floors clean and free of debris and liquid? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.1.2 Are soap dispensers functioning?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.1.3 Are the mirrors undamaged?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.1.4 Are cubicle doors operational?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.1.5 Is the lighting functional and adequate?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 9.2 Change Rooms

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 9.2.1 Are the floors clean and free of debris and liquid? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.2.2 Are soap dispensers functioning?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.2.3 Are the mirrors undamaged?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.2.4 Are cubicle doors operational?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.2.5 Is the lighting functional and adequate?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 9.3 Pool Deck and Surrounds

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 9.3.1 Is the pool deck clean and free of debris?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.2 Are the connections on any power cables around the pool deck properly sealed?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.3 Are the connections on any power cables around the pool deck away from water?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.4 Does the general condition of the pool deck surface conform to safety requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The following items should be checked:  |                          |                          |                          |
| - Is there an excess of water puddles on pool deck?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Is the surface slippery?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Is the surface rough or uneven? Liable to trip.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Are there cracked or broken tiles around the pool?                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.5 Is the lighting functional and adequate?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.6 Are fire extinguishers in place, undamaged and current?                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.7 Are entry/exit lights visible and unobstructed?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|---|--------------------------|--------------------------|--------------------------|
| 9.3.8 Are stairwells unobstructed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.9 Are evacuation instructions clearly displayed?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.10 Are emergency exits clearly indicated?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.11 Is there clear access available for ambulance or other emergency vehicles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.12 Is first aid equipment available?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.13 Will lifeguards be on hand?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.3.14 Is there a telephone available to contact emergency services?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## **10. Meet Wrap-Up**

### **10.1 Financial Statement**

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 10.1.1 Are there any outstanding accounts to be paid?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.1.2 Is there any outstanding income to be collected?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.1.3 Will an actual analysis of income and expenditure be carried out? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### **10.2 Meet Results**

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 10.2.1 Are there any outstanding protests or disputes to be settled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2.2 Have results been forwarded to all necessary bodies?          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2.3 Are the complete results to be published?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.2.4 Are there any outstanding medals or prizes to be awarded?     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## **11. Checklist For Day Of Meet**

### **11.1 Water**

|   | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|---|--------------------------|--------------------------|--------------------------|
| 11.1.1 Is the water temperature within tolerance of the Rules?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.2 Have the current readings as provided by pool staff been recorded?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.3 Has testing indicated that Ph levels are OK?<br>(Acceptable range is: 7.2ppm - 8ppm) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.4 Have the current readings as provided by pool staff been recorded?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.5 Is the chlorine level OK? (Acceptable level is: 1ppm - 2ppm)                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.1.6 Have the current readings as provided by pool staff been recorded?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**11.2 False Start Rope**

|   | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|---|--------------------------|--------------------------|--------------------------|
| 11.2.1 Is there enough slack to prevent rope burns?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.2.2 Is the rope high enough above the water surface to prevent it being struck by competitors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.2.3 Is "soft" rope in use? (polypropylene or similar)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**11.3 Lane Ropes**

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 11.3.1 Are the lane ropes in good condition?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.3.2 Are the lane ropes taut enough not to move across another lane? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.3.3 Are there any loose or protruding wires that need taping?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.3.4 Are there any cracked or broken floats?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**11.4 Starting Blocks**

|   | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|---|--------------------------|--------------------------|--------------------------|
| 11.4.1 Does the height of the blocks to the water surface comply with the water depth policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.4.2 Are the surfaces of the blocks "non-slip"?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.4.3 If the blocks are removable, are they adequately fixed to the concourse?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**11.5 Outdoor Pools**

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 11.5.1 Is there a supply of sunscreen available for general use?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.5.2 Are umbrellas in use stable?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.5.3 Are tents in use stable and securely tied down?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.5.4 When tents are in use, are walkways free of obstructions?<br>Ropes, tie downs etc.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.5.5 If storms are in the vicinity or approaching, have warnings been given over the public address? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# **OPEN WATER SWIMMING**

Although there are many similarities with the risks involved between the organising and running of a 'still water' or pool swim meet and an Open Water competition, there are obviously some items that are unique to the organising and running of Open Water events.

This section attempts to assist those bodies who wish to organise and run an Open Water swimming event. Once again, these checklists are not exhaustive and events will arise that have not been considered for in these checklists, but they attempt to offer some suggestions on how to run a safe and successful swim meet.

## **OPEN WATER SWIMMING RISK MANAGEMENT CHECKLISTS**

### **1. Venue**

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 1.1 Has the venue been checked for general safety?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 Is the venue safe for competition in all types of weather conditions?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 Is a licence to conduct the event from a Government Authority or some other responsible body required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 Have any licensing requirements been met?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 Is exclusive use of the venue for the event necessary?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6 If necessary, has closure of the venue been organised?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7 Has a "Water Quality" certificate been obtained?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8 Is an accurate survey map of the venue available?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9 Is there a Course Plan available for the Referee?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.10 Are there Course Plans available for the competitors?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.11 Is there adequate shelter available at the venue?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### **2. Community Services and Medical Support**

Have the following Community Services been advised?

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 2.1 Police   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 Hospital   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 Ambulance  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 St John Ambulance / Qualified First Aid personnel. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5 Has a Medical Officer been appointed?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### **3. Equipment**

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 3.1 Are there adequate turn buoys and course markers?          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 Is a power boat and driver available for the Referee?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 Is there a thermometer for use by the Referee?             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4 Are digital watches with in-built printers available?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.5 Is two-way radio communication available?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.6 Are appropriate starting and signalling devices available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.7 Are adequate waiver forms available?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### **4. Entries/Entrants**

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 4.1 Have entries been checked for complete details?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 Are there any age restrictions applicable?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 Has every entrant been allocated a <b>unique sequential number</b> ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### **5. Emergency Plan**

|  | <b>Y</b>                 | <b>N</b>                 | <b>ACTION</b>            |
|--|--------------------------|--------------------------|--------------------------|
| 5.1 Has an emergency plan been devised?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.2 Have all Officials been briefed of the emergency plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# **RISK MANAGEMENT OF VOLUNTEERS/OFFICIALS**

The purpose of this section is to ensure that all affiliated bodies maintain a membership of competent Volunteers and Officials to guarantee the safe and efficient conduct of all swim meets held within their jurisdiction.

Volunteers are the lifeblood of our sport. They dedicate many hours of their time and energy working in a variety ways to assist the success and prosperity of our sport. They may be members, past members, devotees, friends or relatives, and they are truly the unsung heroes of the sport.

*(From here on, the word 'volunteer' will refer to all categories of unpaid helpers - i.e. Technical Officials, Administrators, Club Officials etc.)*

## **Why are volunteers needed within the organisation?**

Firstly, have a clear understanding of why volunteers are needed, and what role will they fill within the organisation

It could be to:

- Coach
- Serve as a Club Officer (e.g. Secretary, Treasurer, etc.)
- Organise club nights
- Officiate at swim meets
- Organise fund raising
- Assist with catering, etc

The list is endless. In any case, it is important to discuss the reason for recruiting volunteers with the other club members, and to create some form of written description of the responsibilities and purpose of each position. This will allow everyone to have the same expectations and understandings of why volunteers are needed, and in turn it will allow the volunteers to have a clear understanding of their roles.

Volunteers providing their services to SQ and its affiliated bodies should have a minimum level of accreditation and a sound knowledge of their duties and the Risk Management requirements of SQ. They are also obliged to comply with all relevant Codes of Conduct for volunteers.

## **CHECKLISTS FOR RECRUITING, TRAINING & RETAINING VOLUNTEERS**

### **1. Recruiting**

|  | Y                        | N                        | ACTION                   |
|--|--------------------------|--------------------------|--------------------------|
| 1.1 Does the organisation need volunteers?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 Has the organisation an existing pool of trained volunteers?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 Has the organisation appointed someone to take responsibility for the management and training of volunteers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 Are there job descriptions specifying the requirements of volunteers?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 Have the methods to recruit volunteers been determined?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### **2. Training**

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 2.1 Have volunteers been inducted into their jobs?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 Are there specific training Programs in place for the adequate training of volunteers in their chosen career paths? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 Has opportunity for training been provided?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 Are there systems in place to supervise/evaluate?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### **3. Retaining**

|   | Y                        | N                        | ACTION                   |
|---|--------------------------|--------------------------|--------------------------|
| 3.1 Are volunteers being involved in matters that affect them?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 Are there training opportunities to enhance the chosen career paths for volunteers?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 Are there systems in place to show appreciation for volunteers?<br>REFER APPENDIX "C"   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4 Are there systems in place for the recognition of the work performed by volunteers at all levels, to encourage further participation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.5 Are there systems in place to investigate the expectations of all volunteers within the sport?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.6 Are there administrative procedures in place to ensure all of the preceding items?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## **APPENDIX "A"**

### **POOL DEPTH GUIDELINES**

The Board of Swimming Australia has adopted the current Pool Depth Guidelines of Royal Lifesaving. They are set out as follows:

#### ***Pool Depth Guidelines***

- |                                     |   |
|-------------------------------------|---|
| ▪ Less than 0.9 metres              | <b>No dives</b>   |
| ▪ 0.9 metre to less than 1.0 metre  | <b>Concourse dive</b> (providing concourse is <b>not more than 0.2 metre</b> above the water surface)                         |
| ▪ 1.0 metre to less than 1.2 metres | <b>Concourse or platform dive</b> (providing concourse or platform is <b>not more than 0.4 metre</b> above the water surface) |
| ▪ 1.2 metres or more                | <b>Platform</b> (as long as the platform is <b>not more than 0.75 metre</b> above the water surface)                          |

The water depths listed above apply to the first 5m from the dive end of the pool wall.

## **APPENDIX "B"**

### **WARM-UP PROCEDURES**

□ **Advertised in the Program?**

It is recommended that standard warm-up procedures be included in all Programs.

The wording of the 'Warm-up Procedures' could be, for example:

*"Coaches shall cooperate by giving every competitor the best opportunity possible to prepare for his/her events.*

*Warm ups for the Heats sessions will commence at --:-- am and conclude at --:- am. Warm up time for the Finals sessions will commence at --:-- pm and conclude at --:-- pm.*

*At the conclusion of the warm-up periods, Coaches shall cooperate by having their team members leave the pool promptly when requested to do so. The interval between having to clear the pool and the commencement of the meet is required so that the pool staff can prepare the pool for competition.*

*In the interest of all swimmers' safety, the following pool procedures must be observed throughout the warm-up periods.*

- *Lanes 0 & 9 (or 1 & 8 in an eight lane pool) are reserved through the whole of the warm-up period for 25 metre sprints with a dive entry from the starting end of the pool.*
- *Lanes 0 & 9 (or 1 & 8 in an eight lane pool) may be used for short 15 metre sprints with a dive entry from the turning end of the pool.*
- *Lanes 1 & 2 are reserved (or 2 & 7 in an eight lane pool) for swimmers doing 50 metre pace work.*
- *Pool entry into lanes 1 to 8 (or 2 to 7 in an eight-lane pool) MUST be 'feet first'. There shall be no diving into these lanes. Swimmers must circle clockwise, always keeping to the left hand side of the lane marking.*
- *Appropriate signage will be in place throughout the whole of the warm up period on each lane, at each end of the pool.*
- *The non competition pool, with lane ropes installed, will be available throughout the meet. Appropriate warning signage will be provided.*
- *Entry into the non-competition pool for warm-up or swim-down MUST be 'feet first'. Diving is not permitted under any circumstances."*

❑ **Public Announcements:**

Irrespective of the warm-up procedures being published in the Program, it is essential that announcements are made over the public address system advising Coaches, parents and swimmers of the requirements of these procedures.

❑ **Monitored By:**

Compliance with the advertised warm-up Rules should be monitored by an Official. The promoting body shall assign suitably qualified personnel to supervise warm-up procedures

❑ **Authorised Personnel:**

Only authorised personnel will be allowed on pool deck to supervise, and ensure that swimmers adhere to the published warm-up procedures.

❑ **Suggested Penalties for disregarding warm-up procedures:**

|                       |   |
|-----------------------|---|
| <i>First offence</i>  | Offender and coach given verbal warning   |
| <i>Second offence</i> | Offender and coach given written warning  |
| <i>Third offence</i>  | Coach and squad of the offender expelled from Warm-up for the remainder of the warm-up sessions for that entire day - Heats and Finals. |

## **APPENDIX "C"**

### **VOLUNTEER APPRECIATION**

***Here are some ideas for showing appreciation:***

- ✓ Personal praise to the volunteer while on the job
- ✓ Letters and postcards of appreciation
- ✓ Certificates of appreciation
- ✓ Identification pins, buttons or T-shirts
- ✓ Acknowledgement in club newsletters
- ✓ Presentation of volunteer awards at annual or monthly meetings
- ✓ Birthday cards signed by the President and Committee members
- ✓ Recognition of volunteers by name
- ✓ Occasional surprise treats
- ✓ Get well cards when volunteers are ill
- ✓ Let them know that they will be missed when they move on.
- ✓ Thank you notes from squads and swimmers
- ✓ Giving complimentary tickets to special events and functions
- ✓ Reimburse 'out-of-pocket' expenses
- ✓ Provide meal and petrol vouchers
- ✓ Listen to their ideas and involve them in the decision-making process
- ✓ Keep records of their length of service and positions held so as to recognise efforts accurately
- ✓ Hold a formal event - lunch or dinner- where efforts may be formally recognised
- ✓ Erect an Honour Board
- ✓ Award long-term hard-working volunteers with Life Membership

# ***AMENDMENTS & NOTES***

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