



General Principles of Officiating

Module 2

Roles and Responsibilities for MSA Technical Officials

NOTES

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Technical Officials required to conduct a MSA Meet

Accredited Technical Officials

Meet Referee
Event Referee
Chief Inspector of Turns (if available)
Inspectors of Turns
Judges of Stroke
Starter
Chief Timekeeper
Timekeepers
Check Starters
Clerks of Course
Marshal

Non-Accredited Technical Officials

Meet Director
Announcer
Runners
Recorder
A.O.E. Operator

Other Officials (when required)

Control-room Supervisor
Press Steward
Presentation Officers

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

Chief Finish Judge

Finish Judge

All Officials

All officials should:

- keep up to date with the MSA Swimming Rules
- wear their uniform
- be punctual, arrive at the competition with sufficient time to prepare, attend briefing etc.,
- bring their own water bottles, pens, clip-boards and where required whistles infraction pads, DQ codes, rules etc.,
- not bring your mobile phone on deck unless it has a silent vibrating function

Meet Referee

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

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

Event Referee

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

- ensuring all Technical Officials are at their respective posts before starting the first heat,
- giving full attention to every start, including close observation and concurrence with the Starter regarding false starts and disqualifications,
- disqualifying any swimmer for any violation observed by them or reported by another Technical Official,

- overruling a recommendation to disqualify if not in 100% agreement with the recommendations of other officials, either through their observation of the incident, or their interpretation of the Rules,
- reviewing, or answering questions about, disqualifications,
- approving all event results prior to their being posted or announced

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

Chief Inspector of Turns

If sufficient Inspectors of Turns are available, one at each end of the pool may be appointed as a Chief Inspector of Turns.

The Chief Inspector of Turns must ensure that:

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

Inspectors of Turns

Inspectors of Turns shall ensure that:

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

Judges of Stroke

Judges of Stroke shall ensure that:

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

Starter

Starters shall ensure that they:

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

Check Starter

Check Starters shall:

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

Clerks of Course

Clerks of Course shall:

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

Marshal

Marshals shall:

- check that the seats in the Marshalling Area are set up correctly,
- liaise with the Announcer to call swimmers to report to the Marshalling Area,

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

Chief Timekeeper

Chief Timekeepers must ensure:

- there is one copy of the program or heat sheets per lane,
- there are split sheets if required (events 400m or longer),
- there are the required number of timekeepers for each lane especially for records,
- there are two reserve timekeepers if available, or two extra watches are started,
- timekeepers check that their watches are functioning,
- timekeepers are aware of the location of the starting signal and the method of start (by arranging a Start Check with the Starter),
- timekeepers record intermediate times on split sheets where this is required,
- they use a bright fluoro-coloured clip board to signal the timekeepers are ready for the start of the next heat. The bright side is to be held directly facing the Event Referee,
- timekeepers know what to do if their watch fails,
- they use their own stopwatch to do random checks on each lane,
- they replace timekeepers when needed (e.g. ill, competing, watch failed),
- they liaise with the Announcer to call for replacement timekeepers,
- the cards/sheets are collected by the Runners,
- any uncollected cards/sheets are forwarded to the Recorder

Timekeepers

Timekeepers shall:

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

Meet Director

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

Announcer

The **Announcer** shall:

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

Runners

The **Runners** shall:

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

Recorder

The **Recorder** shall:

- give copies of the current list of Medical Disability swimmers to the Meet Referee,
- give heat sheets to the Chief Timekeeper or race cards to the Marshal,
- receive completed race cards/AOE slips after each heat of each event,
- keep cards for withdrawals and disqualifications separate,
- staple disqualification reports to swimmers' race cards,
- check results given to them for discrepancies, and ask for clarification where writing is illegible,
- record the official times,
- print results at the conclusion of each event,
- check results for records and disqualifications,
- post results and ensure that new records and disqualifications are highlighted against swimmers' names,
- mark the time of posting and display the results in a prominent position,
- record points scored by individuals and clubs,
- complete any documentation that is required for record submissions, checking that all information is correct, and give to the Meet Referee to check and sign

A.O.E Operators

The **A.O.E. Operators** shall:

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

Control-Room Supervisor

The **Control-Room Supervisor** shall:

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

Press Steward

The **Press Steward** shall:

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

Presentation Officer

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

Working with Other Technical Officials

Technical Officials need to co-operate with each other to ensure a successful swim meet. Each Technical Official is reliant on the other officials so it is important that they are aware of the roles and responsibilities of the other Technical Officials' positions.

Communication and co-operation contribute to effective officiating.

- Co-operation between Technical Officials leads to a well-run meet and conveys to the swimmers that the officials are in control.
- Communication between the Technical Officials prior to, during and after the meet contributes to;
 - a sense of certainty for swimmers
 - an understanding of how a meet is to be conducted and your role on the day
 - the confirmation of the accuracy of a decision
 - the development of other officials
 - the development of your own skills

To be an effective Technical Official you need to demonstrate ability to;

- Co-operate
- Communicate
- Share experiences, and
- Support

the other Technical Officials on pool deck at any meet you are rostered to officiate at.

