



General Principles of Officiating

Module 4

Managing the Competition Environment

NOTES

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Introduction

As Meet **Referees** have overriding control of the conduct of the competition during the meet they must work with the Meet Director to ensure a safe and competitor friendly environment and that all necessary equipment and personnel are in place before the start of the meet.

Event Referees should also have knowledge of the management of an event and assist the Meet Referee where possible.

Pre-Reading for this module

You should printout and study each of the following.

- Guidelines for Meet Directors
- National Safety Policy
- National Heat Policy
- National Risk Management Policy

Event Organisation

Meet Referees must work with Meet Directors to ensure that all of the following are in place or under control before the meet is allowed to start. The document “Guidelines for Meet Directors and Clubs”, available from the MSA web site, is a very useful reference.

General Requirements

- **Medical** (See the National Safety Policy):
 - There must be clear access for ambulance
 - A clearly marked First Aid Room / area.
 - A Medical Officer or Pool Lifeguard must be in attendance from the commencement of the warm up until the pool is cleared after the last event of the day.
- **Officials** (as per Rule SW 1.2BM): If possible all the officials listed in Swimming Rule SW 1.2BM should be used. This may not always be possible or necessary.
- **Programs**: Ensure there is a copy of the program for each of the officials involved with the swimmers except the timekeepers where there needs to be one copy for each lane. There should also be at least one copy for each club.
- **Recording**: Ensure a suitable room has been made available.
- **Protective Cover**: If the pool is outdoors protection from sun and rain shall be provided for all officials.
- **Warm-up facilities**:
 - Lane/s must be available and supervised, before, during and immediately after the meet with each lane signed with a designated stroke.
 - Swimmers should be directed not to hold on to the end walls during warm-ups so other swimmers can turn safely.
 - See also the National Safety Policy (available from the MSA web site) and /or all instructions sent with the sanctioning material.
 - Where only one lane is available for warm-ups / swim downs during the competition, the Meet Director may restrict swimmers to freestyle and breaststroke.

- **Marshalling:**
 - Check that the seating has been arranged so that swimmers move across the rows from one seat to the next until their heat is sent or escorted to the starting area and do not have to continually change rows.
 - If a distance event is to be swum with two swimmers per lane ensure that you are aware of the marshalling and starting procedures to be followed before the start of the meet.
- **Other Requirements:** Check water temperature (must be 25C to 28C) & clarity; air temperature and ventilation of chemical odours; change rooms have adequate space, clean toilets; showers and non-slip floors/ matting.

Pool Equipment

- **Lane Ropes** are in place, firmly stretched and secured at each end wall. 15m markings at both ends of the pool are clearly marked on the lane ropes or the poolside.
- **False Start Rope** is in working order, is 15m from the starting end & not less than 1.2m above the pool surface so it does not interfere with swimmers.
- **Backstroke Flags** are at both ends of the pool, 5m from the end wall and between 1.8m and 2.5m above the surface of the water.
- **AOE Equipment** is functioning correctly (if used). i.e. Touch-pads, back-up buttons, starting device and AOE computer.
- **Electronic Scoreboard** is functioning correctly (if used).
- **Starting System** must be fully operational, adequate audio level and visible to timekeepers, especially when the start and finish of an event are at opposite ends of the pool. A back-up system must be available.
- **Marshalling Board:** When heat seeding, there must be an easily sighted device to display the numbers of the event and heats required for marshalling. This should be supported by audible announcements.
- **PA System** is functioning and sound level is satisfactory
- **Adequate seating** for officials, swimmers and spectators. Including chairs for the timekeepers and provision behind the timekeepers for competitors gear.

Other Portable Equipment

- **Meet Director must supply:**
 - Clipboards, pencils and sharpeners for each lane.
 - Stopwatches - (one for each timekeeper plus at least 3 spares).
 - Lap counters and bells or whistles for long distance events (400m except IM and all longer events)
 - Split sheets for long distance events
 - Equipment and position for Announcer
- **Meet Referee must supply**
 - Disqualification slips
 - Copy of current General Rules & Swimming Rules
 - Protest documents (procedures and forms)
- **Recorder must supply**
 - current records
 - List of swimmers' Medical Disabilities codes
 - programmes

MSA Policies

Meet Directors and Meet Referees must be familiar with and have on hand at the Meet current copies of the following MSA policies which are available from the MSA web site.

National Safety Policy

Heat Policy

Risk Management Policy

Member Protection Policy