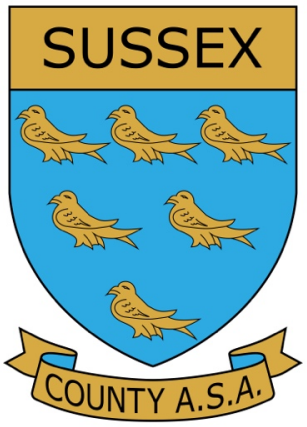

Sussex County ASA

Officials' Manual

WELCOME TO THE TEAM 3
Your availability 3
CONTACTS 3
VENUE INFORMATION 4
Venue Details 4
Parking 4
POOL DECK OPERATIONS 4
ACCREDITATION 4
TIMINGS & EVENT SCHEDULE 4
Technical Meeting / Referee Briefing 4
EQUIPMENT 5
UNIFORM, TOILETS & CHANGING ROOMS 5
OPERATING PROTOCOL 5
Briefing and Debrief 6
Mentoring 6
OFFICIALS' DUTIES 6
Deck Referees 6
AOE Referee (if numbers allow) 6
Inspector of Turns/Timekeeper (as appropriate) 7
Backstroke 7
Reporting Infractions 8
Chief Inspector of Turns 8
Judges of Stroke 9
Finish Judges 9
Chief Timekeeper 9
Presentations 9
Disqualifications 9
Lap cards & bells 10
EVENT SAFETY 11
General Health & Safety 11
Fire Safety 11
Medical Emergency 11
RADIO GUIDE 11
Transmitting 11
Radio Storage 12
Radio Protocol 12
Method of Operation 12
PARADE PROTOCOL 112

WELCOME TO THE TEAM

Thank you for volunteering to officiate at Sussex County Events. We would like to provide some further information in this booklet, which we hope you will take some time to read, in readiness for the event.

We would like to thank you for giving up your free time to assist at the event; without volunteers it would not be possible to run the event.

Thank you so much.

Chris Hobbs
Sussex County Welfare and Workforce Co-ordinator

Your availability

If you have any change to your availability or the information you submitted when you signed up to officiate, please contact us at your earliest opportunity. If it is prior to the meet, you can do this via email me on chris.hobbs54@sky.com If it is on the day, it is best to message me on this mobile number: 07742 28956

VENUE INFORMATION

Venue Details

K2 Crawley (Click for Google Maps)
Pease Pottage Hill
Crawley
RH11 9BQ
01293 585300

On the M23, junction 11 is the closest to K2. Once you come off the Motorway at Pease Pottage Services (Electric Charging points) take the A23 towards Crawley (not motorway) and you turn right at the first traffic lights into K2, it is less than 5 minutes from the motorway.

Parking

On arrival, you may park in the Leisure Centre Car Park. It does get very crowded and, if necessary, overflow car park(s) are signposted. Parking is free.

POOL DECK OPERATIONS

The event takes place in the 50m pool, which may be configured as a 50m or 25m pool.

ACCREDITATION

Officials are requested to bring their British Swimming Officials' Licence cards to act as accreditation.

TIMINGS & EVENT SCHEDULE

All warmup and session times are subject to final confirmation a couple of days prior to the event. They will be available on the Sussex County website: TBC

We will confirm the expected session times via email to all officials who have signed up, a couple of days prior to the meet.

Technical Meeting / Referee Briefing

Technical Meetings will take place in Conference Room 3 overlooking the pool:

1) Walk into K2 and go straight, past the entrance to the pool on your left and head up the main stairs.
2) At the top turn right, just before the double doors in front of you, take the corridor to the right.
3) There is a set of double doors on your left opening to a short corridor, walk through them.
4) The Officials room is on the left before the next double doors, which lead out to the pool spectator's gallery (normally conference room 3).

Please note:

- The Official's room will not be locked during the sessions.
- Tea and Coffee will be available in the briefing room.
- Please 'tick' your name on the official's duties list on arrival.
- Duties for the day will be allocated.
- **The timing for the technical meeting will be confirmed a few days prior, typically it is about 20 minutes before the start of the session**.
- For those that are eligible, this is where food will be served.

EQUIPMENT

You will need to ensure that you bring the following equipment with you to the event, as these will not be provided:

- Stopwatch
- Whistle (for long distance events, however, we do typically use bells)
- Pens
- Clipboard
- British Swimming Officials Licence Card
- Water Bottle

UNIFORM, TOILETS & CHANGING ROOMS

Our dress code varies slightly depending on what level the meet is:

Level 1 & 2 Meets:

- Black trousers (full length or cropped), black shorts or black leggings.
- White County polo shirt for qualified Officials / or white Club polo shirts if trainees.
- White shoes
- Suitable poolside footwear.

As the official's room is not locked, officials are encouraged to put belongings in a locker or if non available then bags maybe placed in the room adjacent to the Referee's table. There are £1 coin-return lockers in the changing

village. There are also lockers in the dry side changing rooms which are situated on the ground floor beyond the squash courts.

Please Note: that as in many public buildings absolute security of the lockers cannot be guaranteed. Also, all electronic devices are banned from being used in the changing village at any Swim England activity.

There are toilets in the changing village as well as on the first floor (close to the briefing room). To find the toilets on the first floor, once at the top of the stairs go left and they are on the right-hand side.

OPERATING PROTOCOL

All the points mentioned below are to add to the image of the Technical Official. You are part of the event, and your actions will either enhance the event presentation or detract from the occasion:

This section does not give technical information or interpretation; you are all qualified, licensed and with varying levels of experience in the roles you are carrying out.

Briefing and Debrief

A Technical Meeting will take place for all Officials before the Session. If a debrief is required, this will take place in the next Technical Meeting for the following session or via email after the meet.

Mentoring

If you have a mentoring request, ensure you make a note of it in the 'Other information' box when you sign up to officiate at the meet. If you have not done this resubmit your availability adding this detail.
The lead referee will assign roles in the week prior to the meet. They will try their best to ensure that mentoring requests are shared fairly amongst all officials across the meet. It is unlikely that all requests will be fulfilled but they will try.

If you are being mentored, ask questions, it doesn't matter how simple your question may seem. It is your opportunity to learn from experienced officials. Once you are qualified, officials are not allowed to discuss what they have seen during a race with another official, only with the referee. Make sure at the end of the session you ask your mentor and the referee to complete your training logbooks.

If you are mentoring somebody, ensure you engage with your trainee official, it is important that you provide a positive experience to them, so they wish to continue their officiating journey. Test their technical knowledge and explain to them any points they are not confident on. Help them by explaining techniques for observing swimmers' techniques.

OFFICIALS' DUTIES

Please note, depending on the meet level and the availability of officials some roles will not be applicable.

Remember Swimmers must be given the benefit of the doubt. A rule is either broken or it is not. It does not matter if there was no advantage gained from the violation. Referees will always be happy to discuss what you have seen.

Pool Deck Referees

Heats

The objective is to get through heats quickly, so we do NOT attempt to synchronise the scoreboard with official times and DQs.

Before races, please blow the series of short whistle blasts, as soon as possible. This can be done before all swimmers have left the pool in backstroke. The announcer will then say “Heat *n*, Referee”.

At the end of the race, if you are discussing the finish order with anyone else, please move away from the pool end, out of the way of the next Referee. Confirm the result with the AOE Referee, including any altered times and DQs; the AOE Referee will then sign off the result.

AOE Referee (if numbers allow)

Monitor the AOE during the race to check for missed touches, missing swimmers and swimmers failing to complete the course.

At the end of the race, if there are no discrepancies between the AOE times and the backup times, signal to the deck referee that there are no problems with the times and, if the deck referee has no problems, confirm the result.

If any lane(s) have no primary time(s), instruct the operator to insert the back up time(s) and tell the deck referee that the backup has been inserted, giving the lane number and the position that the backup places the swimmer. If the deck referee accepts the backup time, confirm the result and write a “B” on the result printout after the inserted backup time.

If any lane has a backup time 0.3 seconds or more faster than the primary time, inform the deck referee of the lane number and the effect replacing the primary with the backup would have on the placings. If the deck referee requests it, ask the operator to insert the backup time.

If the referee has any DQs, ensure that the operator inserts them and that they appear on the result printout. Retain the printout until you have received the written DQ report and check that the report is correct.

Once the result is confirmed, sign the printout and put the deck referee’s initials in the top right hand corner, so that it will be easy to identify the deck referee if there is any query about the result.

Inspector of Turns/Timekeeper (as appropriate)

Please check that you have the correct swimmer in your lane for your race.
All Inspectors of Turns, at the Start end who have a swimmer in their lane, should stand at the commencement of the Referee’s short series of whistle blasts.

On the Referee’s long whistle blast (first blast in Backstroke) move close to the rear of the starting platform, close enough that you can step up to the side of the starting platform without taking an extra pace forward.

Immediately the start signal has been given, start your watch, move forward to the side of the starting platform and observe the competitor in your lane until the completion of the first arm stroke (the second arm stroke in breaststroke) to ensure that the athlete complies with the rules of the Start. If satisfied that you have not observed any infraction, immediately return to your chair and sit down. If an infraction has been seen, remain standing and look towards the Chief Inspector of Turns.

As the swimmer in your lane reaches 15m from the turn/finish, move to the edge of the pool to observe the turn or finish from the start of the last arm stroke before the turn/finish and, in the case of a turn, until the completion of the first arm stroke (the second arm stroke in breaststroke) after the turn. If satisfied that you have not observed any infraction, immediately return to your chair and sit down. If an infraction is seen, remain standing and look towards the Chief Inspector of Turns. At the end of the race, at the finish end, also stop your backup

button and stopwatch and record your time on the sheet provided. If the scoreboard is visible to you and your time differs substantially from that on the scoreboard, please inform the Chief Timekeeper. If you believe your manual time is not accurate, please note that on your report sheet.

Inspectors of Turns at the turn end will be designated either one or two lanes to officiate depending on how many officials we have volunteering for each session. If you are allocated two lanes to officiate, please stand adjacent to the lane rope in between the two lanes. Please do this every time even if you only have one swimmer in a race; this is to ensure officiating is consistent in each race for all swimmers.

Backstroke

If the meet is long course, normally, we use backstroke ledges, we do not use ledges for short course meets. When the event prior to the backstroke event has been completed, and whilst the swimmers in that event are leaving the pool, Inspectors of Turns should install the ledge at the '0' setting before returning to their seats. Should the swimmers need any assistance in setting the ledge please help them but ensure that they are responsible for the final setting of the ledge. Training on the installation and use will be given at the gala, if necessary.

On the Referee's first long whistle blast, move to close behind the starting platform. On the second long blast, move forward (if the swimmer in your lane is using the backstroke ledge) onto the front of the bulkhead and observe that at least one toe of each of the swimmer's feet are in contact with the timing pad (or some part of the limb in contact with the timing pad if they have no foot or toes); they are not required to have both feet on the footplate, they may place only one foot or no feet on the footplate. If they are complying with the rules, please step off the bulkhead. If they are not, instruct the swimmer to ensure that at least one toe of each foot is touching the timing pad. Once this has been done, step off the bulkhead. This will indicate to the referee that the swimmer in your lane has complied with the rule requirements.

After you have observed the start of the race, please reset the ledge back to zero, next completely remove the ledge from the block and carefully place the backstroke ledge on the floor behind the starting block. Be careful to not tangle the ledge as this will make it more difficult to put out for the next race.

At the end of the race, if there are further backstroke races, refit the ledge, checking that it is set to zero and the ledge in the water should sit level with the water, before returning to your chair and writing down your time. After the last backstroke race, remove the ledge completely, roll it up and place it back on the stand.

Reporting Infractions

The Referee is looking for Officials still standing at the edge of the pool as an indication of a disqualification report. If you have a rule infraction to report, remain standing and await the Chief Inspector of Turns; they will pass this information to the Referee by radio. A Reserve Official (if available) will be appointed to your lane whilst you report to the Referee.

These actions should be completed immediately if you observe an infraction - do not wait until the end of the race.

In addition to decisions being made in accordance with World Aquatics Rules, it is extremely important that your observations are reported only to the Referee. Should any other person approach and question you regarding reports or decisions, please do not enter into a discussion, but firmly and politely refer them to the Race Referee.

Should a decision require further explanation, e.g. a coach requesting further detail on a disqualification, it is the Referee who will undertake that duty.

Chief Inspector of Turns

The primary role of this duty is to observe the Inspectors of Turns at the relevant end of the pool. You will be equipped with a radio to give early notice to the Referee of an incoming report from a lane Inspector.

Please stand when the first Inspector of Turns stands at the Start/Turn or Finish of a race, returning to your seat when all Inspectors have sat down. The actions of the Chief Inspector of Turns will guide the Referee as to potential reports.

If an Inspector of Turns remains standing, appoint a Reserve Official to act on the lane and direct the Inspector of Turns to report to the Referee. By radio inform the Referee of the impending report and that the reporting official is en-route to them before returning to your position.

Should there not be a Reserve Official you should be prepared to stand in for an official making a report to the Referee.

If stationed at the start end of the pool take a stopwatch with you on to the deck and start it for each race.

Judges of Stroke

Judges of Stroke ensure that the rules for each stroke are observed and assist the Inspectors of Turns by observing the turns and finishes.

Judges of Stroke are positioned on either side of the pool. There may be either one or two Judges of Stroke appointed to each side of the pool depending on pool length (25m or 50m) and number of Judges available. If there are 2 Judges of Stroke, they should be positioned 10m apart, at the 5m mark and 15m mark respectively at the start of each race. When there is only one Judge of Stroke per side, they should be positioned at 15m from the start. The best place to observe all swimmers is to walk abreast or slightly behind the slowest swimmer giving equal attention to all lanes in your half of the pool.

In Freestyle events, where there are fewer technicalities to observe, the Referee may request the Judges of Stroke to stand at the 15m mark following the start of each race.

The Judge(s) of Stroke on the side opposite the Referee will be equipped with radios to provide communication with the Referee.

Should you observe an infraction, inform the Referee as soon as possible either by word of mouth or radio. The remaining Judge will then take responsibility for the length of the pool. If a Reserve Official is available, they should take the reporting official's position.

Finish Judges

Unless instructed to also operate as Inspectors of Turns, as Finish Judge you should move into a position to carry out your duty no later than when the leading swimmer in the race reaches 15m from the Finish.

After recording your Finish order, wait to see whether the Referee needs to consult you. If the result is confirmed, return to your chair and sit down.

Chief Timekeeper

Please take onto poolside two stop watches and record the times of the first and last swimmer, where possible, in case the referee requires the information. The referee may ask you to obtain the manual time of a particular lane. Look out for Inspectors of Turns who may have not started their watch at the beginning of the race or stopped it by mistake before the completion of the race. You may have to time a race. The Inspector of Turns should still operate the backup button.

Presentations

There will be no presentations at this gala during the sessions. Medalists will collect their medals from the medal table.

Disqualifications

In the event of an infraction, the appropriate official shall report the facts verbally to the race referee for disqualification as soon as possible. The Referee is looking for Officials still standing forward as an indication of a disqualification report. If you have a rule infraction to report, remain standing forward near to the pool end if you are an Inspector of Turns, and await the Chief Inspector of Turns. Please do not discuss the details of the infraction with anyone other than the race referee. The Chief Inspector of Turns will inform the referee by radio you are en-route to see them. Please then go directly to the referee and report the facts, British Swimming Disqualification Report Forms will be on the referee's table for you to complete, if required.

These actions should be completed immediately you observe an infraction - do not wait until the end of the race.

In addition to decisions being made in accordance with WA and WPS Laws, where applicable, it is extremely important that your reports are discussed only with the Referee. Should any other person approach and question you regarding reports or decisions, please, do not enter into a discussion, but firmly and politely refer them to the Race Referee.

If the referee agrees with your report verbally, when you write it up ensure you describe what you saw. Do not just write the rule down, the report should be detailed but concise. If you make a mistake on the form you will have to start again, this includes any crossing out.

Should a decision require further explanation e.g. a Coach requesting further detail on a disqualification - it is the Referee who will undertake that duty.

Lap cards & bells

We will be using use Lap Cards and Bells (or whistles) if the meet has 800m or 1500m races. Lap cards are used so that swimmers have guidance on how many lengths to go and Bells to signal the final 2 lengths. It still remains the responsibility of the swimmer to swim the correct distance.

Who

Normally at Sussex Meets the Timekeepers (Inspectors of Turns - Start end) are responsible for using them, please see note at the bottom regarding this.

How we do it normally at a Sussex meet

- Set your Lap card to the required number of lengths for the race:
- Lean it against the left-hand side of the starting block so the Referee can see it is set to the correct number of laps for the race.
- When you check the swimmer in, ask them what side of the block they want the lap card to be displayed.

• **Pool length**	• **800m**	• **1500m**
• **Short course**	• 32	• 60
• **Long course**	• 16	• 30

- Once race has started immediate count down 2 laps, so you are ready for the next turn at your end. You will always have an even number and go down in steps of 2.
- You will need to turn both numbers over when you go from a round number, for example: 20 to 18 – turn the 2 to 1 and the 0 back to 8….if you don't the race gets longer.
- You hold the lap card on the left or the right of the block as per the swimmer's request. Hold it as low as you can safely. The lap card should be in position from when swimmers reach the 5m mark, keep it in position until they have turned and passed the 5m mark again, often they will look over their shoulder to see the card once they have turned.

- Follow a process so you don't miss turning the card over, keep a note on how many lengths have been swam.
- Whilst you are waiting for the next turn, position the lap card where the referee can see it.
- When the lap card is at 2 lengths left, you will display the lap card and also ring the bell when they come in for their final turn at your end. You ring it from when they pass the 5m mark until they pass it again.
- As soon as they have passed the 5m mark and you stand up, reset your lap card for the next race. If your swimmer is the last swimmer and you wait until they have finished before preparing lap card, you will not have much time to be prepare for the next race.
- Make sure you are ready to stop your stopwatch when they return after their final 2 lengths.

Remember if you have a problem or if you are not sure about something inform the referee and they will support and guide you. You wouldn't be the first person it happens to; referees have seen it all and the swimmers always get the benefit of doubt.

To note

The referee and promoter will decide whether the lap cards are start or turn end (even numbers start and odd numbers turn) but normally there are not enough officials to have the cards at the turn end.
For the rules and guidance in full regarding lap cards and whistles/bells please follow this link to the World Aquatics Rules, you need the World Aquatics Competitions Regulations document, details regarding lap cards are on page 126.

EVENT SAFETY

General Health & Safety

We are all H&S officers and if we see an issue such as obstructed fire doors, if you are able to deal with it yourself, please do so. In the event you are unable to, or for example a team persistently blocks fire doors please inform the lead referee.

Fire Safety

In the event of a fire alarm, we will be under the control of the lifeguards. We will endeavour to complete the race in progress.
If directed to evacuate, do so via the fire doors on the opposite side of the pool to the spectators. It is not ideal to evacuate using the fire doors in the corner of the pool by the referee station as you will become trapped inside the running track.
Do not collect your children, they will be under supervision of coaches and Team Managers.
The assembly point is on the far netball courts next to the car park.
Ensure you report to the referees for a role call and wait for further guidance.

Medical Emergency

In the event of a medical emergency, we will allow the lifeguards and K2 management to assume control of the situation. There is a defibrillator onsite.

RADIO GUIDE

Transmitting

1. To transmit press and hold the Push to Talk button on the microphone.
2. Hold the microphone approximately 10cm (4") from your mouth and speak normally.

Radio Storage

A nominated official will issue radios and ear pieces each session as required. All radios must be returned to the nominated official at the end of your duty. All radios must be returned each day and charged overnight.

Please report any issues with the radio to the Meet Promoter.

Please Note: No radios should be taken off site during the duration of the event.

Radio Protocol

The use of radios provides a means of speedy communication between technical officials on the pool deck and with those in a supporting role both on and off the deck.

Transmissions between technical officials should be restricted to messages regarding potential disqualification or on matters of health and safety.

Radios and call signs will be assigned as follows:

Official		Call Sign
AOE Referee	(Control Room Supervisor)	Timing Control
Deck Referee	(one each)	Referee
Ch. Insp. of Turns	(Start end)	Finish Inspector
Ch. Insp. of Turns	(Turn end)	Turn Inspector
Judge of Stroke	(Side -opposite the Referee)	Stroke
Chief Timekeeper		Chief Timekeeper

Method of Operation

1. Check the radio is on and that you are using the correct allocated channel, the battery level is ok and that the volume level is set.

2. Press the transmit button, pause, then send your message speaking clearly and slowly, pause, then release transmit button. The pauses are necessary to ensure that the start and finish of your message is transmitted properly; the duration of the pause should be no more than 1-2 seconds.

3. Wait for a response; repeat your message if necessary.

4. Prior to competition commencing, a short radio check will take place on the Pool Deck.

5. Should a Judge of Stroke on the far side observe an infringement they will make contact with the Referee via radio, Judges of Stroke on the Referee's side would speak to the Referee directly. Inspectors of Turn will remain standing causing the relevant Chief Inspector of Turns to approach them.

6. A radio message should always commence with the receiving 'call sign' repeated twice e.g. 'Referee, Referee, from Finish Inspector' The repeated initial call sign allows the recipient to recognise that he/she is being called.

7. The receiver should acknowledge the caller and either permit a message to be sent or inform the caller to wait.

8. When invited to continue, the caller should confirm their identity and pass the message briefly and concisely giving such detail as will be required for any decision to be made. **Do not discuss the details of the DQ on the radio, the official should only discuss this direct with the referee.**

9. Unless to aid clarity, it is not necessary to end transmissions with the word “Over” although “Out” maybe used to indicate the end of a conversation.

10. The Referee should verify disqualification reports.

In the pool environment radio formality is not particularly important. The vital elements are accuracy, understanding and effectiveness.

Do not be over concerned with radio etiquette so long as your message is ‘received and understood – over’!

PARADE PROTOCOL

Officials will not be parading on; they are asked to be in their positions five minutes before the start of the session.

Thank you for taking the time to read this document.

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