

Level I Swimming Officials Clinic

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Guide for Clinic Instructors

- A. EQUIPMENT AND SUPPLIES
 - a) Watches, gun or strobe light
 - b) Time cards
 - c) Clinic certification form

- B. OVERHEADS AND/OR HANDOUTS
 - a) Cartoon
 - b) Swim deck layout with officials
 - c) Certification procedure
 - d) Timekeepers exercises
 - e) Basic officiating booklet
 - f) Certification cards
 - g) Code of ethics
 - h) Official times
 - i) Time card sample

- C. SYNOPSIS (Use as Teaching Guide)
 - 1. Introduce yourself and any assistants.
 - ▶ Welcome new parents as volunteers.
 - ▶ Emphasize the importance of volunteers in running a swim meet.
 - 2. Give a brief description of all officiating positions.
 - ▶ Refer to handout (SNC 1.4).
 - 3. Discuss the Procedure for Certification.
 - ▶ Refer to handout.
 - 4. Discuss Code of Ethics for volunteers.
 - ▶ Refer to handout (p. 10)
 - 5. Discuss what is expected of Officials at meets.
 - ▶ Dress code
 - ▶ Check-in Time
 - ▶ Notice (Emergencies)
 - 6. Timekeeper Duties (SW 2.8).
 - ▶ Before, During, and After the meet
 - 7. Chief Timekeeper Duties (SW 2.7 & SW 11)
 - 8. Marshal's Duties
 - 9. Safety Marshal's Duties (CSW 2.12.4)
 - 10. Pool Layout

Level 1 Swim Officials Clinic: An Introduction to Swimming Officiating

Introduce yourself and any assistants.

1. a) Welcome New Parents As Volunteers
 - ▶ Best seat in the house
 - ▶ Interaction with swimmer athletes ranging from the wide-eyed beginner to the seasoned world famous veteran. (It's like being in the dugout with a major league baseball team).
 - ▶ Refer to the "Poem for Volunteers" (p. 5) and "The Officials' Garden" (p. 6)

1. b) Officiating (in general) and its importance

An official at a swim meet should have a very clear understanding of why he is there. His attitude towards his assignment is the key to the successful performance of his duties.

Swim Meets are held for swimmers; Officials are there to assist them by providing adequate technical supervision for the meet. They act to ensure that no swimmer gains an unfair advantage over another and that the actions of one swimmer does not interfere with the performance of another.

Everyone working at a swim meet is a volunteer. Those who are responsible for organizing the meet must handle a great many details which involve a good deal of time and the pressure of deadlines. They must rely on a large number of people to assist them. The success of the meet depends on the support they are given by these people.

When you agree to work at a swim meet, you should obtain the following information:

- ▶ Name and telephone number of your contact
- ▶ Name and exact location of the meet
- ▶ The time at which the meet starts
- ▶ The expected duration of the session (to assist with planning and making a firm commitment).

For the meet you should plan to dress neatly, but comfortably. Rubber-soled shoes are essential, for your own safety, on all pool decks. For men, a golf shirt and long pants are customary, while the ladies find tennis dresses, skirts, or slacks and golf shirts the most popular. All Officials, in Canada, are expected to wear white.

On occasion a swim meet will be provided with sponsor golf shirts. It is acceptable to wear the supplied shirts for these events. This provides convenience and creates a uniformity which makes the Officials blend together as a group.

For outdoor meets, sun hats and sunglasses are advisable, for the glare from the water and the sun can be a bad combination.

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Expect to get wet, it has been noted that some Officials bring along a dry set of clothes, socks and shoes, to change into at the conclusion of a session. (especially advisable for winter meets).

Any meet can proceed efficiently only if each link in the chain of command is strong and functioning. Never accept an assignment that you know you are not qualified to handle. The swimmers deserve your honest assessment of your abilities. You can do a good job for them only if you feel comfortable in your position. Volunteer your assistance wisely.

Always remember that the competition is for **swimmers**. You are there to ensure that they all have an equal opportunity to swim well. You should be inconspicuous in your actions, but you should also behave in a manner which commands respect and cooperation.

The “three musts” of becoming a successful Official:

1. Have fun doing what you’re doing.
2. Enjoy the sport
3. Respect the Athlete

Words of Wisdom:

**The ongoing process of learning and training
is as important for a good official
as it is for a good swimmer.**

A Poem For Volunteers

Many will be shocked to find
When the day of judgement nears
That there's a special place in Heaven
Set aside for volunteers.
Furnished with big recliners,
Satin couches and foot stools
Where there's no Committee Chairman
No group leaders or car-pools.
No eager team that needs a coach
No bazaar and no bake sale,
There will be nothing to staple,
Not one thing to fold or mail,
Telephone lists will be outlawed,
But a finger-snap will bring
Cool drinks and gourmet dinners,
And rare treats fit for a king.
You ask, "Who'll serve these privileged few?
And work for all they're worth??"
Why, all those who reaped the benefits
And not once volunteered on earth!

author unknown



THE OFFICIALS' GARDEN

Plant five rows of "peas" - Prepared Prompt Polite Pleasant properly attired	Plant five rows of "lettuce" - let us treat everyone with respect let us be knowledgeable let us be inconspicuous let us follow/not bend the rules let us enjoy ourselves
Plant five rows of "turnip" - turn up for meets turn up for meetings turn up with a smile turn up with energy turn up with a healthy attitude	Plant four rows of "squash" - squash officiousness squash unfairness squash inconsistency squash self-importance

Description of all Officiating Positions (SW 2)

You will find these Officials at a competitive swim meet:

1. **Meet Manager (SNC 1.4.3)**
 - ▶ Prepares meet in advance (2 - 3 months or more depending on size of meet).
 - ▶ Sends out notices.
 - ▶ Prepares program and cards.
 - ▶ Looks after officials' recruitment, or appoints an Officials' Coordinator.
 - ▶ Administers the whole meet, ensuring all positions are filled and requirements met.
 - ▶ Convenes scratch meeting.
 - ▶ Handles paperwork during meet.
 - ▶ Sends out results.

2. **Referee (SW 2.1)**
 - ▶ Chief official over all others during meet.
 - ▶ Ensures fairness and makes decisions as required.
 - ▶ Will indicate start of each race with a whistle tone.

3. **Starter (SW 2.2)**
 - ▶ Starts each race by activating a starting device, ensuring the start is fair.

4. **Chief Finish Judge (SW 2.9)**
 - ▶ Compiles order of finish of a race based on Timekeepers results sheets or Chief Judge Electronics order of finish tapes and reports.

5. **Chief Judge Electronics (SW 2.12.2)**
 - ▶ Supervises results coming from an automatic electronic timing and judging machine

6. **Chief Timekeeper (SW 2.7)**
 - ▶ Responsible for all times, watches, timing plungers.
 - ▶ Takes time of winner in case there are not three times (when stopwatches are being used).
 - ▶ May read your watch.
 - ▶ May instruct you when to clear watch.
 - ▶ May have assistants.
 - ▶ Responds promptly if Timekeeper has any trouble.

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7. **Clerk of Course (SW 2.3)**
 - ▶ Checks-in swimmers and directs them to proper heats and lanes.
 - ▶ Keeps quiet and order on pool deck.
 - ▶ Usually has one or two Marshals to assist him.
 - ▶ May seed on deck.

8. **Judges of Stroke (SW 2.6)**
 - ▶ One or two on each side of pool.
 - ▶ Observes correctness of stroke to ensure that no swimmer gets an unfair advantage.

9. **Inspectors of Turns (SW 2.5)**
 - ▶ From two to sixteen judges
 - ▶ Observes correctness of turns at both ends of pool.

10. **Recorder/Scorer (Desk Control) (SW 2.11)**
 - ▶ Usually in a separate room
 - ▶ Checks the results, calculates individual & team scores
 - ▶ Data input, results programs

11. **Runner**
 - ▶ Usually a young swimmer or assistant to Chief Finish Judge who picks up the time cards and delivers them to the Chief Finish Judge.

12. **Timekeepers (SW 2.8)**
 - ▶ Usually two - three per swimming lane. Each Timekeeper shall take the time of the swimmers in the lane assigned to him. Need three Timekeepers for a time to officially break a record.

13. **Electronics Operator (CSW 2.12.3)**
 - ▶ Operates or assists in the operation of any SNC approved Automatic Officiating Equipment.

14. **Food Preparation**
 - ▶ Up to four or more individuals who will organize and distribute food and drink to deck officials during the course of a meet.

15. **Marshal**
 - ▶ A deputy to the Clerk of Course who assists the Clerk.

16. **Safety Marshal (CSW 2.12.4)**

Ensures that all appropriate warm-up procedures are followed

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Officials Badge System/Level		
Level	Procedure for Certification	Badge
I	1. Participate in a Section approved training program which includes successful completion of the Clinics for Timekeeper, Marshal, and Safety Marshal	Small Red
II	1. Be CERTIFIED in Level I - i.e., completed ONE (1) successful deck evaluation in each Level I position. 2. Successful completion of the clinics and TWO (2) successful on-deck evaluations in any TWO (2) of the positions listed under Level II: <ul style="list-style-type: none"> ▶ Recorder/Scorer (Desk Control) ▶ Clerk of Course ▶ Judge of Stroke/Inspector of Turns (counts as 1 position) ▶ Chief Timekeeper ▶ Meet Manager ▶ Chief Finish Judge/Chief Judge Electronics (count as 1 position) ▶ Starter 	Large White
III	1. Be CERTIFIED in Level II 2. Successful completion of ALL the clinic positions listed under Level II 3. Have TWO (2) successful on-deck evaluations in FOUR (4) additional positions listed under Level II, one of which must be Stroke and Turn/Head Lane Timekeeper. 4. Conduct one Level I clinic under the direction of a Level IV or V official	Orange
IV	To be completed in the order listed below: <ol style="list-style-type: none"> 1. Be certified in ALL Level II & III positions 2. Successfully complete the REFEREE clinic 3. Gain experience as a Referee at a minimum of two (2) meets 4. Complete one (1) year of active service as a Level III official 5. Have organized, conducted and/or supervised a minimum of two (2) Level II officials clinics within the year of application 6. Notice of intent to be evaluated must be made prior to evaluation 7. Complete a minimum of TWO (2) on-deck evaluations in the position of Referee 	Green Pin
V	1. Complete a minimum of one (1) year experience as a certified Senior Official 2. Have organized, conducted and/or supervised a minimum of two (2) officials clinics at Level II within the year of application 3. Work a minimum of TWO (2) sessions at a National Meet at any position 4. Provide a photocopy of completed signed-off officials card to the provincial Officials' Chairperson for review and approval 5. If the provincial Officials' Chairperson is satisfied that the candidate has met all requirements, the candidate's name will then be presented for National certification (Blue badge) to the National Officials' Committee (NOC) Chairperson. 6. Once national certification is approved, a congratulatory letter and Master Official certification card will be sent to the candidate by the NOC Chairperson 7. In order to remain an ACTIVE MASTER OFFICIAL in Canada, a Level V BLUE BADGE official must work a minimum of FOUR (4) SESSIONS spread over a minimum of TWO (2) MEETS in any given swim year, and have participated in ONE (1) clinic. *Master Officials who do not comply with #7 may apply for reinstatement to their provincial chair of officials, who may require certain senior level clinics be re-done.	Blue Pin
	*** CERTIFIED means that the clinic card shall be signed and dated by the Referee after working each of two (2) sessions in that position at an S/NC sanctioned competition.	

Code of Ethics

The following suggestions address the problems that arise most often at swim meets. It is hoped that by observing them you will become a better official and swim meets will run more efficiently.

Have a **POSITIVE ATTITUDE** when you go to a swim meet to work. If you don't, it is the swimmer who will suffer.

BE AT THE POOL AND READY TO WORK at least 1 hour before the session is to begin.

REPORT PROMPTLY to the officials' area and sign in. (This lets the Referee know that you have arrived). **STAY IN THAT AREA**. It is very frustrating to have a list of people checked off and to find they have disappeared when the meet is ready to begin.

ACCEPT AN ASSIGNMENT TO OFFICIATE at the meet **ONLY IF YOU INTEND TO HONOR THAT COMMITMENT**. If for any reason you are unable to attend, courtesy demands that you let the person in charge of officials know as soon as possible. **Never** simply be a "**NO SHOW**". The swimmers suffer from your negligence.

ACCEPT THE ASSIGNMENT you have been given at a meet. The Meet Officials Chairperson or Referee has placed you there for a reason. (Also keep in mind it never hurts a Senior or Master Official to time a session or be a Clerk-of-Course. You would be surprised at how "rusty" you have become in the interim).

If you find yourself doing the same job for several sessions a word to the Meet Officials Chairperson can usually alter that situation.

Ensure you know who is in charge of your area of assignment. Check with him any rules you may be unsure of, or ask him any questions you have about your duties before the meet starts.

The Referee will take charge of his officials immediately before they go on deck. He will give you his instructions as to the way in which he intends to run the meet. At times a briefing of duties will be delegated to other Senior Officials (ie: Chief Timekeeper). Listen to what he says, for he will be in charge until the session ends. Often new rules may be explained at these briefings.

When you arrive on deck at your assigned station for the session, **DON'T LEAVE YOUR POST**. Timekeepers have been known to change lanes to time their child and others have left their jobs to watch their son/daughter compete. Also **BE IN THE RIGHT POSITION** to do your job properly.

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In many cases you will be officiating at a meet where your child will be competing. It is a great temptation to leave the pool deck when your swimmer is done. If you have agreed to work a session, it is your responsibility to work the complete session unless you find yourself a replacement.

BE IMPARTIAL. Be careful not to use your position to the advantage or detriment of any swimmer or team. As an official **coaching or cheering should NOT be done.**

Officials should be an **UNOBTRUSIVE and INCONSPICUOUS** as possible. Do **NOT** be **overly “officious”** in your authority, particularly as it applies to stroke and turn judging and refereeing. Assume your responsibility in a manner which earns the support of the swimmers, coaches, parents, and spectators.

Keep in mind swim meets are held for swimmers and you as an official are there to assist them by providing adequate technical supervision for the meet. You must act in such a manner as to ensure that no swimmer gains an unfair advantage over another. Also remember inattentive or inefficient officiating is unfair to the swimmer. You are there to **SERVE IN THE BEST INTERESTS OF EACH PARTICIPANT.**

A commitment to this philosophy leads to a personal assessment of one’s capability to perform well on deck in the assigned role. A willingness to consult with others and to continually study the current working rules is essential.

Remember at any session the **REFEREE’S DECISION IS FINAL.** Do not take offence if your decision is overturned.

Do not lecture a coach or debate disqualifications with a swimmer while working the deck. **REMAIN COOL AND PROFESSIONAL AT ALL TIMES.** Refer any problems that may come your way to the Referee.

Be fair to all competitors, your own children and opponents alike. Being continually fair, you may time or place your own children if they are in your lane.

Keep seated as much as possible. When you move around you are interrupting the view of the other Timekeepers, of the Starter, Referee, or Chief Timekeeper.

Be friendly to the swimmers but don’t distract them if they are preparing mentally for a race

KNOW THE RULES THOROUGHLY (as they apply to your assigned position). It is a good idea to glance over pertinent rules and sections in the rule book prior to the session.

**Officiating can be fun and rewarding.
Doing a good job at it can be even more rewarding!**

TIMEKEEPERS CLINIC (SW 2.8)

Preamble:

When you are assigned to act as a Timekeeper at a meet, you must realize that your job is the most critical of any official on deck. The swimmer is there to receive an accurate time for his performance. His training has been aimed at the race; he will only swim it once; he has the right to expect that you will do your job as well as he does his.

Timekeeper Duties:

a) Before the Meet

- Sign in @ Officials Sheet
- Receive your watch
- Sign out from Chief Timekeeper
- Secure lanyard around your neck
- Familiarize yourself with the operation of the watch
- Hold the watch in one hand with the joint of the index finger on the start button, or which ever finger you are most comfortable with
- Take up slack until resistance is felt
- Some start-stop buttons push down, some push forward
- To get an accurate time with a digital watch, push the button firmly and quickly in the proper direction.
- Participate in a watch check. The purpose is to ensure that all watches are operating correctly.
- If you are using “push buttons”, you must press them firmly.

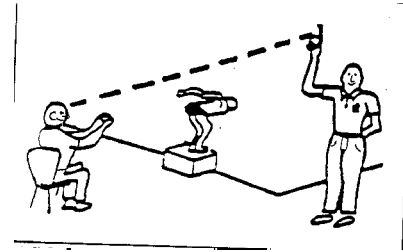
(If watches are available, distribute them at this time. Allow the timekeepers some time to get used to the watches.)

If the meet is using Electronic Timing Devices (ie: Plungers) , the Chief Timekeeper should demonstrate how to use them at the pre-meet briefing.

b) During the Meet

1. Pool position (Start) - Take up a position, sitting behind your assigned lane, with a clear view of the Starter.

SW 2.8.1 *Each Timekeeper shall take the time of the swimmers in the lane assigned to him in accordance with SW 11.3. The watches shall be certified correct to the satisfaction of the Meet Management Committee.*



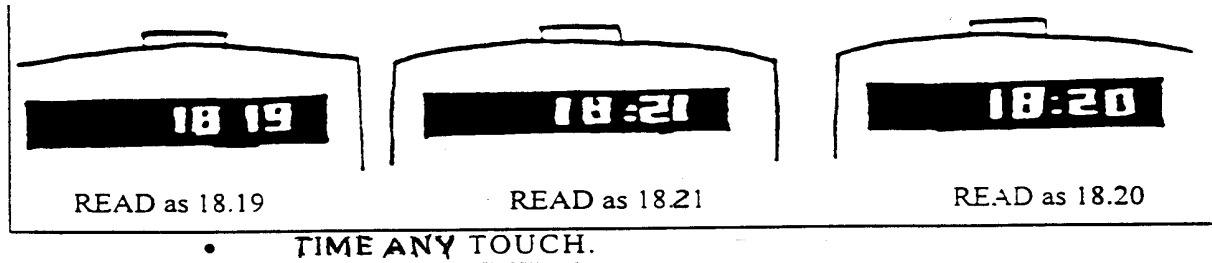
2. Hold the watch up in front of you as you focus your attention on the Starter
 - Ensure the watch is at zero
 - If your timing is off it is usually caused by lack of concentration at the start

3. **SW 2.8.2** *Each Timekeeper shall start his watch at the starting signal, and shall stop it when the swimmer in his lane has completed the race. Timekeepers may be instructed by the Chief Timekeeper to record times at intermediate distances (splits) in races 100 metres and longer.*
 - ▶ Start your watch at the **FLASH of the gun** or the **signal light** of the starting device.
 - **Sight is more accurate than sound.**
 - To get an accurate time with a digital watch, holding it firmly and still, on both the start and finish.
 - Push the button firmly and quickly in the proper direction.
 - **If you miss a start or your watch stops** during a race, notify the Chief Timekeeper. Hold up your hand or walk briskly over to him, or as per briefing instructions.
 - **Stop your watch at the end of the race, at the same instant that any part of the swimmer's body touches the touch pad or the end wall, or Passes over the vertical plane of the wall**, provided your swimmer has his entire torso in your lane at that time. (This sometimes happens during backstroke events when the arm of the swimmer passes through the vertical plane before it hits the end wall).
 - Use the same finger for both starts & finishes (recommend the index finger).
 - Ignore any temptation to judge the legitimacy of the stroke or touch.
 - Pool Position (End) ? Position yourself such that you are looking directly down over your assigned lane, at the finish end of the pool. Do not step on the electronic touch pads.
 - **Time any touch**

You will get wet, so dress appropriately!

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4. Digital watches are read and reported in 1/100th of a second.



5. If the display on your digital watch begins to fade or flash, or an extra red spot comes on, get an alternate watch from the Chief Timekeeper. If this happens during a race, record a N/T for your watch.

6. **SW 2.8.3** Promptly after the race, the Timekeepers in each lane shall record the times of their watches on the card, give it to the Chief Timekeeper, and if requested, present their watches for inspection. They shall not clear their watches until they receive the "clear watches" signal from the Chief Timekeeper or the Referee.

- ▶ Designate a Head Lane Timer to record the times
- Read your time to the Head Lane Timekeeper completely, ie: 1:06.26 reads one-zero-six point two-six

• The times are to be written thus:

Timer 1	
L.B.A	2:08.61

Timer 2	
EE7	:48.61

Timer 3	
EE9	4:08.00

▶ Recording Times:

1 min 3 sec 22 hundredths	1:03.22
24 point 24 sec	24.24
1 min 1 sec	1:01.00

- Feel secure about your timing
- Usually you will be within one tenth of the electronic time or other watches but even if you are not,
- **NEVER** change your reading
- You may be the only one right

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- Reset your watch to zero when told by the Chief Timekeeper or when the Referee calls you to attention (the whistle) for the next race.
- If you are having trouble at any time, call upon the Chief Timekeeper and hold your reading until he has checked it.
- If the swimmer in your lane does not complete the race, record DNF (Did Not Finish) on his time card.
- Fill in the Official Time ONLY if told to do so by Chief Timekeeper (Rarely done - possibly at league meets where there might be a shortage of officials).

Temps Official		M []
Official Time		E []
Dept/Heat 3	Couloir/Lane 4	3:02.03

7. SW 11.3.1 *If two of the three watches record the same time and the third disagrees, the two identical times shall be the official time.*

Timer 1	AKA	4:23.17
Timer 2	SOF	4:23.11
Timer 3	NMN	4:23.17
Official Time - Manual - Electronic		
Heat	Lane	4:23.17

▶ Example:

1:02.22 1:02.22 1:02.28 = 1:02.22

8. SW 11.3.2 *If all three watches disagree, the watch recording the intermediate time shall be the official time.*

Timer 1	AKA	2:01.47
Timer 2	SOF	2:01.59
Timer 3	MNM	2:01.40
Official Time - Manual - Electronic		
Heat	Lane	2:01.47

▶ Example:

0:36.25 0:36.30 0:36.23 = 0:36.25

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CSW 11.3.2.1 *If only TWO watches are being used, the arithmetic average to the slowest hundredth shall be the official time.*

Timer 1	AKA	1:31.41
Timer 2	SOF	1:31.59
Timer 3	MNM	NT
Official Time - Manual - Electronic		
Heat	Lane	1:31.50

- Example:
- | | | | |
|---------|---------|---|----------|
| 2:45.33 | 2:45.33 | = | 2:45.33 |
| 1:23.34 | 1:12.39 | = | 1:12.37 |
| Average | | = | 1.12.365 |

Note: **Fill in the Official Time only if requested to do so by the Chief Timekeeper.**

9. **SW 2.8.4** *Unless a video backup system is used, it may be necessary to use the full complement of Timekeepers even when Automatic Officiating Equipment is used.*

10. **Head Lane Timekeeper** - The Chief Timekeeper will assign a Timekeeper to do this if no one is a qualified Inspector of Turns.

CSW 2.12.1 *Head Lane Timekeeper Duties:*

- a) *Shall determine that the proper swimmer is in his lane - ask the name of the swimmer after the race is complete (may ask one of the timers to do this).*
- b) *Shall determine that the proper time card or document is being used. check that the event, heat, and lane are correct.*
- c) *Shall determine that the proper times are being read and recorded. (IF you have a wrong swimmer, wrong heat, wrong lane etc. **alert the Referee or Chief Timekeeper ASAP**).*
- d) *Shall determine and record the official time on the time card/document, if so directed by the Chief Timekeeper. Because of the possibility of errors, this is **normally done by the Chief Finish Judge**.*

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- e) *Shall appoint one timekeeper to take split times. A split is a time for the swimmer at any interval other than the one they are swimming (for example: 100 meter race the split would be at the 50 meter distance in a 25 meter pool).*
- f) *Shall determine and report to the Chief Finish Judge, if the swimmer has a light touch. (This may be done by a **suitable notation on the time card**).*
- ▶ *Light touch occurs when the swimmer does not touch the electronic pad hard enough to stop the electronic clock.*
 - ▶ *You would recognize this by comparing your manual times with the electronic time.*
 - ▶ *If there is a significant difference, note in large letters across the card “Light Touch” (Rule of thumb differences >.30 seconds)*
 - ▶ *This will attract the attention of the Chief Finish Judge. He will then confer with the Chief Judge Electronic, and the Referee, to see what action will be taken.*
- g) *Shall determine that the members of a relay team swim in the correct order.*
- ▶ *Ask the swimmers’ names as they complete their race.*
 - ▶ *If they swim out of order, contact the Chief Timekeeper at the end of the race. **This is a DQ.***
- h) *In the absence of an Inspector of Turns, shall judge relay takeovers.*
- i) *If qualified, may act as an Inspector of Turns. If you are the Inspector of Turns, have another Timekeeper do the splits and the relay takeovers.*

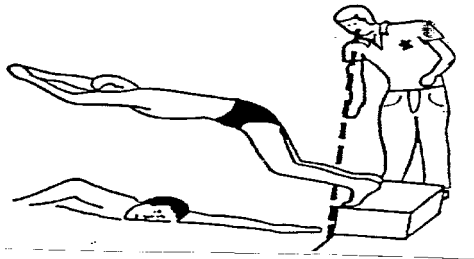
11. Distance Events

- ▶ For individual freestyle swims of **800 metres or greater**
- ▶ One Timekeeper in each lane is assigned to **ring a bell** for his swimmer
- ▶ Ring the bell **over the right lane rope** of his lane
- ▶ Ring the bell as the swimmer approaches the backstroke flags at the Timekeeper’s end and for the entire distance of **5 meters in and 5 meters out.**
- ▶ Continues ringing the bell until the turn is completed and the swimmer has passed the backstroke flags on the way out. (SW 2.5.4)

12. Relay Races

- ▶ You may be asked to judge relay takeoffs.
- ▶ Watch the toes of the swimmer on the blocks (no other movement counts).
- ▶ When the toes leave the blocks, if the hand of the incoming swimmer has not touched the end wall - (DQ) An infraction has occurred and the Referee or Chief Timekeeper must be told.
- ▶ The outgoing swimmer may be in motion. If you cannot see space between the toes and the block before the incoming swimmer touches, the takeoff is okay.
- ▶ If you must disqualify, tell the swimmer **at the end of the race**, tell the Referee and record the DQ and finish time on the card. Specify which swimmer left early.

EXAMPLE: Relay Takeover Judging Position



13. Split Times

- ▶ One Timekeeper is assigned to take split times each time a swimmer touches at the start end.
- ▶ Walk over to edge of pool, over your assigned lane, to take accurate split times.
- ▶ You cannot take times accurately from a chair. GET WET!!

14. The person who starts a watch should always stop it.

15. There should never be an exchange of watches between 2 timers - (Why? Different reactions, physical and visual).

16. If swimmer fails to touch or finish the race, report **“DNF”** (Did Not Finish) on time card.

17. Do not record a time which you know is not correct - this is unfair to the swimmer.

Note: The Chief Timekeeper will include his time on your card when he is subbing for a temporarily absent Timekeeper, or when there are only two times available for your lane. His time is not required nor is it used as a fourth time. He will periodically note the recorded times for accuracy.

Problems That Can Arise -

What should be done if:

1. You missed the start
(Raise your hand to get help from the Chief Timekeeper)
2. You shut your watch off by mistake after taking a split time at the 50 metre turn
(Raise your hand to get help from Chief Timekeeper)
3. You missed the finish
(Record NT “No Time” and inform the Chief Timekeeper)
4. Your time is one second slower than the other two Timekeepers in your lane
(Do not record your time, check with Chief Timekeeper)
5. Your times are consistently .3 to .5 seconds faster than the other 2 times in your lane
(Anticipating the touch, starting too slowly i.e. Sound instead of light)
6. Your time is two seconds faster than the other Timekeeper in your lane.
(Do not record, check with Chief Timekeeper)
7. A Restart
Clear the watch on prearranged signal (normally the Referee’s whistle indicating start of next heat)
8. False Starts
Clear watch and be ready
9. Your lane is empty prior to the start of a race. The Referee blows his whistle and turns the race over to the starter when the swimmers are all ready to go. Suddenly your missing swimmer shows up!
(Direct the swimmer to wait behind the Timekeepers’ chairs in order not to interrupt the start of the race. When the race has started inform the Referee through your Chief Timekeeper that your Lane had a late arrival. The Referee will deal with the reasons, causing the swimmer to be late. Normally a no show = a late scratch = NO SWIM)

CSW 2.1.6.6

After the Meet:

Clean up the area you are working in, cups, papers etc.

Return your watch and clipboard to the officials room

Check-out in the prescribed manner

Check the Officials roster sheet for your next assignment

Other Applicable Sections to Note

SW 13 Automatic Officiating Procedure

FR 4 Automatic Officiating Equipment

FR 4.5 Use of Semi-Automatic Equipment

- the end of the race shall be recorded by buttons pushed by a
Timekeeper at the finish touch of the swimmer

II. Marshals Clinic

Marshals are assistants to the Clerk of Course in all his/her duties, (see SW 2.3)
Therefore, you should follow the instructions of the clerk of course regarding your specific duties.

Before the meet:

- a) Report to the officials room on time
Be early, at least one hour or when warm-up starts, to handle scratches, deck entries if permitted, coaches scratch meeting, etc.
- b) In a deck seeded meet, assist the Clerk of Course in “pulling scratch cards” from the events (swimmers cancelling)
- c) Ask the Clerk of Course how he/she wants to marshal the swimmers and help check them in
- d) Arrange the cards in heats
- e) Direct or lead swimmers to their lanes, especially the young swimmers
- f) To avoid confusion, use only one “master” check-in list
- g) In a pre-seeded meet, assist the Clerk of Course in ensuring the scratch box is controlled according to the meet information package
- h) Ensure the scratches get to the office to be taken out of the computer and the event re-seeded. (Often time does not permit this step)
- i) Update your heat sheet to agree with those scratches

During the Meet:

You will get the respect of the swimmers and coaches by being firm, fair and consistent and by being friendly, polite and tactful in performing your duties.

- a) Shall be a deputy to the Clerk of Course and shall assist in all matters relating to his/her duties:
 - ▶ Post the number of the events being marshalled by the prescribed method explained for pre-seeded meets
 - ▶ In deck-seeded meets, call out names of swimmers entered by event. Determine whether missing swimmers are scratches.
 - ▶ Distribute lane cards to Timekeepers when starts are from turning end -- 25s or 50s
 - ▶ Assist the Clerk of Course with seeding if seeding is required
Types of Seeding (see Principles of Seeding : Clerk of Course Clinic.)
- b) Shall have full charge of the working deck and the marshalling area insofar as the controlling of swimmers is concerned.
 - ▶ Marshals are responsible for directing swimmers to the blocks as well as for their conduct on deck.
 - ▶ Keep coaches out of marshalling area except under your instructions, use discretion
- c) Shall, when authorized by the Clerk of Course, have the power to scratch swimmers who fail to report to the marshalling area when called and to disqualify any swimmer who engages in an undisciplinatory act while in the marshalling area. He shall report any such disqualification, giving full particulars in the manner established for the meet. Will usually inform/discuss with the Referee first.
 - ▶ Undisciplinatory acts are:
 - Foul language by coach or swimmer,
 - Loud, abrasive attitude towards other swimmer or official
 - Willful damage to pool facility
- d) Shall assist in maintaining quiet and stillness on the pool deck during starts

After the Meet:

- ▶ Clean up the area you are working in; cups, papers, etc.
- ▶ Hand in scratched cards, alternate cards and extra cards to the Meet Manager
- ▶ Check the roster for the next assignment

III. Safety Marshals Clinic

CSW 2.12.4 *Shall be responsible to the Referee for all aspects of safety related to the conduct of the competition.....Shall ensure that all appropriate warm-up procedures are followed.*

- ▶ Diving starts shall not be made during the warm-up period or when two-way swimming is in progress (at any competition)
- ▶ The Meet Manager, however, shall designate a period of time during which specified lanes may be used for diving starts.
- ▶ During this designated period, only one-way swimming shall be permitted in the specified diving lanes
- ▶ Meet Management shall provide signs at the ends of the pool(s) which will indicate the designated use for each lane during the warm-up period.

Infractions:

Infractions of these procedures may result in the offender(s) being reported to the Referee who shall deal with the infraction under rule SW 2.1.1

Before the Meet

Arrive early, usually a few minutes before warm-ups begin, to assist with the set-up of the pool deck for the warm-up period,

Receive any briefings or specific instructions from the Meet Manager or Referee pertaining to:

- Designation of lane usage
- Time when dive starts will be permitted (usually 30 minutes before the end of warm-ups)
- Announcements

Warm-up Procedure

- ▶ There will be a minimum of 30 minutes for general warm-up.
- ▶ **Entry into the water must be feet first.** There is to be no diving or cannon balling.
- ▶ Thirty minutes prior to the end of warm-up the two **OUTSIDE LANES** are usually opened as **SPRINT LANES**. These lanes will allow for **ONE-WAY SWIMMING ONLY**, from the start end towards the turn end.
- ▶ Thirty minutes prior to the end of warm-up, lanes 2 and 7 (in an 8 lane pool) or lanes 2 and 5 (6 lane pool) will be opened as pace lanes. There is to be **no diving in the pace lanes**.
- ▶ Swimmers in the sprint lanes are to be supervised by their coach(es).
- ▶ The Safety Marshal should be made aware of any written notices regarding the warm-up time and lane use. Meet Management shall also post signs that indicate the individual lane use during the warm up period.

NOTE:

For competitions held in facilities that do not have 8 lanes, the Meet Management has the right to alter the number of designated use lanes. This is to ensure adequate space for the general warm-up. For these competitions, the altered meet warm-up procedures should be listed in the meet information package and posted at the competition.

After the warm-up period:

Once the warm-up period is over, the Safety Marshal duties are complete. Often you will find that a Safety Marshal will be assigned to other duties on deck during the meet..