



ASAJ SWIMMING OFFICIALS HANDBOOK

PREFACE

The ASAJ Officials Handbook was developed to be a guide for persons who have dedicated themselves to officiating at swimming competitions. The information in this manual has been edited and adopted by the ASAJ Swimming Committee as the standard for officiating swimming competitions in Jamaica.

The text was developed by experienced members of swimming committees worldwide:

- The ASAJ Swimming Committee
- The USA Swimming National Officials Committee
- New South Wales Swimming (Australia)

The ASAJ would like to thank the USA Swimming National Officials Committee and New South Wales Swimming (Australia) for allows us to use their text for much of this manual.

Swimming in Jamaica complies with the FINA rules which can be located on their website using the link in the left hand column.

Volunteers are critical to any sport and the ASAJ thanks you for your support. Happy Officiating. Should you have any questions, comments or suggestions, please email them to aquaticsja@gmail.com, we will respond to you as soon as possible.

REFEREE

The Referee must be a leader whose natural inclination is to serve; an inclination that may lead one to accept this leadership role in the sport of swimming. To serve others, means to understand and be aware of the athletes, officials, coaches, parents and others in the sport. The referee leads by example in showing respect, honesty, fairness, integrity and responsible behavior that characterize authentic sportsmanship.

1. The Referee provides the example to the swimming community through his/her commitments to the sport of swimming and is committed to:
 - 1.1. Ensuring the integrity of the sport and the profession of officiating;
 - 1.2. Conducting him/herself with dignity and good humor, while ensuring fair and equitable conditions for the competition;
 - 1.3. Remaining impartial, while sustaining positive relationships and building trust in the swim community;
 - 1.4. Maintaining a current understanding of the rules and their application; and
 - 1.5. Fostering the growth in expertise of all officials through teaching, providing workshops and working with officials on the deck. The referee is the primary leader and educator for both new and experienced officials.

The Referee:

- 2.1. Shall have full authority over all officials, approve their assignments and instruct them regarding any specific features or regulations related to the competitions
- 2.2. Shall enforce all rules and decisions of FINA and shall decide all questions relating to the actual conduct of the meet
- 2.3. Can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed
- 2.4. May intervene in the competition at any stage to ensure that the FINA regulations are observed, and shall adjudicate all protests related to the competition in progress
- 2.5. Shall disqualify a swimmer(s) for any violations of the rules that the S/he personally observes
- 2.6. May also disqualify any swimmer for any violation reported to him by other authorized officials. All decisions are subject to the decision of the referee
- 2.7. Shall ensure that all necessary officials are in their respective posts for the conduct of the competition. S/he may appoint substitutes for any who are absent, incapable of acting or found to be inefficient. S/he may appoint additional officials if considered necessary
- 2.8. Shall at the commencement of each event:
 - 2.8.1. Signal to the swimmers by a short series of whistles inviting them to remove all clothing except for their swimwear
 - 2.8.2. This will be followed by a long whistle indicating that they should take their positions in the starting platform (or for backstroke swimming and medley relays to immediately enter the water)
 - 2.8.3. A second long whistle shall bring the backstroke and medley relay swimmer immediately to the starting position
 - 2.8.4. When the swimmers and officials are prepared for the start, the referee shall gesture to the starter with a stretched out arm, indicating that the swimmers are under the starters control
 - 2.8.5. The stretched out arm shall stay in position until the start is given
- 2.9. When automatic or semiautomatic officiating equipment is used and an apparent malfunction occurs it shall be his/her responsibility to make an immediate investigation to determine whether the swimmer finished in accordance with the rules and/or if there was an actual equipment malfunction.
- 2.10. He may at his/her discretion prohibit the use of any bell, siren, horn or other artificial noisemaker during the meet.
- 2.11. The Referee may modify any rule for a competitive swimmer who has a disability. Such modification shall be in accordance with ASAJ by-laws.
- 2.12. Refer to the ASAJ By-Laws concerning protests.

The referee must be knowledgeable of:

- 3.1. Timing procedures, equipment and the specific rules that apply to each type of equipment used.
- 3.2. Across-the-board judging procedures.
- 3.3. Check in and seeding procedures.
- 3.4. Starting procedures, rules and application.
- 3.5. Recording and balloting procedures.
- 3.6. Stroke and Turn Judging, stroke rules, jurisdiction, application and enforcement.
- 3.7. The referee must have mastered the application and use of the starting and of stroke and turn rules, their fair enforcement and appropriate judging. S/he is responsible for the effective functioning of the meet and will monitor, and assist as necessary, all officials in performing their functions to ensure the participants are provided with a quality competitive swimming environment.
- 3.8. The referee must have learned, acquired and possess: a sound swimming leadership, a positive swimming attitude and active administrative skills.

Sound Swimming Leadership

- 4.1. Sound swimming leadership is based on a thorough knowledge of the rules and the reason for the rules - to ensure fair and equitable conditions of competition and uniformity in the sport. Swimming leadership is a skill that can only be developed through participation. Substituting opinion for rules, no matter how well intentioned, invites protests and challenges.

Positive Swimming Attitude

- 5.1. The referee's confidence in understanding the swimming rules, his respect for the other officials and his/her understanding for those who are still gaining knowledge of the sport contribute to a positive swimming attitude. The attitude is manifest in the referee's efforts to ensure that all other officials, swimmers and coaches are able to perform their respective tasks to their highest potentials within the meet and the sport of swimming.

Active Administrative Skills

- 6.1. The referee has responsibilities before, during and after the competition:

- 6.1.1. **Before the meet** - The referee should contact the meet director and coordinate any special requirements for the meet before the day of competition. On the day of competition the referee should arrive in time (**at least one hour**) to adequately perform pre-meet responsibilities. S/He should confer with the meet director; obtain a list of meet officials; inspect the facilities, with specific attention to any safety issues in the meet venue; review seeding and administrative procedures; conduct a coaches' briefing (if needed), and assign and instruct the other officials. The referee's attitude during the pre-meet briefing can establish a tone for the meet. S/He should assume complete control, but do so in a pleasant, confident manner. A sample referee's checklist is included at the end of this chapter.
- 6.1.2. **During the meet** - The referee's (or a designated deck or assistant referee's) full attention must be given to every start. The rules require that the referee both observe and concur with the starter's false start disqualifications. Between the starts, the referee oversees the competition and evaluates the performance of the other meet officials. If a rule is misunderstood, the referee must correct the misunderstanding. If the referee personally observes an infraction, he/she must disqualify the swimmer and then determine why the assigned official(s) did not. The referee clarifies rules and jurisdictions, suggests appropriate judging techniques, assigns and may reassign officials. He/She also answers questions, protests and appeals, maintaining his/her sense of humor and keeping a positive attitude. All questions should be politely answered to the best of his/her ability. Protests and appeals are sometimes difficult because they tend to be emotionally charged. The referee must always display a moderate temperament. It is inexcusable for the referee to become visibly angry at a distraught swimmer, coach or parent.
- 6.1.3. **Communication** - The following communication guidelines for dealing with a concern arising during the competition, are recommended:
 - 6.1.3.1. The referee listens to the person who has a complaint or concern. The referee must avoid becoming defensive.
 - 6.1.3.2. The referee indicates that he/she understands the person's perspective, and that he/she wants to resolve the conflict. He/She repeats his/her understanding of the protest or appeal to the person who has the complaint.
 - 6.1.3.3. The referee then confers with all parties involved to ensure proper interpretation and understanding.
 - 6.1.3.4. The referee then communicates his/her understanding of the problem and his/her decision to all affected parties.
- 6.1.4. **After the meet** - The referee must remain at the pool long enough after the last race to ensure that final results have been announced in case there is a problem or a protest. This time can be used to evaluate the meet with meet director and to sign any referee forms pertinent to the meet. As soon as possible after the meet, the referee should write an evaluation of the meet officials. This will be filed with the Official's chairman or with the meet according to the regulations of the local swimming committee sanctioning the competition. A sample form follows at the end of this chapter.
- 6.1.5. **On the way home do your own post meet evaluation reflecting on what you'll do better next time.**

Summary

- 7.1. A referee must attend to many responsibilities during a swimming competition. The referee's knowledge, honesty and fairness will create a climate for an equitable and rewarding competition. The referee's service is a source of building the entire swim community for the betterment of all those who participate in swimming. It is a challenge worth accepting, and doing well.

REFEREE'S CHECKLIST

- Review rules for meet
- Report to pool facility one (1) hours prior to session start time
- Meet with Meet Director to discuss any unusual issues, rules, seeding or programme problems etc.
- Inspect facilities;
 - Starting blocks installed correctly and are secure
 - Timing system installed and tested (including speakers)
 - Backstroke flags in place where necessary
 - False start rope installed and tested
 - Lanes are installed and secure (check to ensure that the 5 M and 15 M markings are in the correct position)
 - If 800 and/or 1500 M events are scheduled, are bells and lap counters available?
- Obtain officials list and assign responsibility where necessary
- 30 Minutes before start of session brief officials
 - Thank officials for volunteering
 - Indicate time that session is scheduled to end and time for breaks
 - ** Check watch accuracy - have timekeepers start watches at the beginning of the briefing.
 - Review order of events and any special requirements e.g.
 - DQ Procedures
 - Remind judges of responsibilities for each type of event e.g.
 - Stroke and Turn Judges
 - Positioning
 - Stroke rules
 - Starter
 - Start rule being used
 - ** Timekeepers
 - Need to check swimmers name
 - Procedures for timing (if new timer present)
 - Positioning
 - ** Stop watches at end of briefing – compare times for accuracy
- Ask if there are any questions
- Prepare officials for march (if planned) in the following order;
 - Referees
 - Starters
 - Stroke and Turn Judges
 - Chief Timekeeper
 - Timekeepers

NOTE: ** items may be covered by Chief Timekeeper in a separate meeting held before the Referees meeting.

ADMINISTRATIVE REFEREE

While the Meet Referee is in charge of all competition and administration of the meet, he or she will frequently delegate certain areas of responsibility, such as Deck Referee who supervises the actual competition, and Administrative Referee who supervises the logistical part of the meet. The larger a meet becomes, the more useful the positions of Deck and Administrative (Admin) Referee become.

DUTIES OF THE ADMINISTRATIVE REFEREE

- 1.1. Deputy Meet Referee who may be in charge when the Meet Referee is called away
- 1.2. Supervision of:

1.2.1. Clerk of Course

- 1.2.1.1. Even though many meets are pre seeded, a clerk of course is a valuable ally at any level of competition. At a deck seeded meet, or prelim/finals meet where there are deck seeded events, they are indispensable. This is especially true for distance events and/or relays which often require a positive check in. The clerk of course helps with scratches, relay cards, and is a general communicator with coaches. Often the clerk's station will handle heat sheets for coaches as well as general information. At the younger levels of age group meets the clerk and assistants usually see that heats are arranged properly and directed to the starting area. If a scratch box is used at meets, the clerk supervises it. The clerk must be informed as to how you want scratches handled. In the case of scratches from finals, you may prefer to have this scratch reported directly to you from the swimmer or coach. Meet with the clerk early and explain how you wish to handle relay cards. When do relay swimmers need to be listed on the card? What time do the cards need to be returned to the clerk's station so they can be distributed to the lane timers? If the meet will have time trials, the clerk is the most logical person to take those entries and keep you advised. In the case of an event reseed, the clerk and assistants can help distribute reseed sheets to coaches.

1.2.2. Timing Equipment Operator & Timing Judge

- 1.2.2.1. This is the most visible area that the Admin Referee works in. It is most important to develop rapport and mutual respect early on with your Timing Equipment Operator. Make sure you are familiar with the equipment being used, and features of the system. Hopefully, the equipment operator will be experienced with his equipment. During the meet sit next to the operator if at all possible. Identify what he or she can deal with and what you will approve or adjust.
- 1.2.2.2. Remember. You are responsible for the official time for each swimmer.
- 1.2.2.3. Determine early whether you will use a Timing Judge, or perform timing adjustments yourself. Make sure you have set up to collect the necessary, secondary information needed. Run system differences between pads and watches during non pressure parts of the meet. This will give you an idea of timers' accuracy and consistency. Determine in advance how you want all timing records maintained and filed. Determine who and how you will watch for records.

1.2.3. Computer Operators and Desk Personnel

- 1.2.3.1. Establish rapport early with the Computer Operator. He or she will probably be your best friend at the meet. Find out what system and software is in use and determine how flexible the system is. Make sure it will generate time lines and flag swim offs, cut times, and records. Find out how it reports qualifications for Finals. Determine what reports he or she can give you to help manage the meet. Occasionally, a change must be made to the data base, such as name, team, or age. Establish a control protocol for these changes. A specific "Change Form" should be used, signed by either the Meet or Administrative Referee, and only the computer operator enters that data.
- 1.2.3.2. Identify Desk Personnel and their jobs early. If you use runners determine where things get posted and who approves before they post. If they are not near you, establish how you will communicate with them.
- 1.2.3.3. Announcers should be given instructions as to what to announce, and when. Particular attention should be given to recording the time when announcing finalists following preliminary events. Review with the announcer the exact wording and information to be announced.

1.2.4. Results from Preliminary and Final Heats

- 1.3. Develop a feel for what **Issues** are arising
 - 1.3.1. Coaches frequently bring concerns or questions to you first.
 - 1.3.2. Maintain an objective view of DQ's
- 1.4. Often, preventive officiating starts with you
- 1.5. Entry Problems/Scratch Issues/Timing Resolution
- 1.6. Be a sounding board for the Meet Referee
- 1.7. Trainer for Apprentice Admin Referee

MEET DAY PRE COMPETITION DUTIES

- 2.1. Meet with Chief Judge or Head Stroke & Turn
- 2.2. DQ slip routing-Including Deck Referee sign off
- 2.3. Communications on DQ's so you understand confirmation language

- 2.4. Relay take off slips' availability
- 2.5. Verify forms and reports you need are on hand
 - 2.5.1. DQ slips, relay cards, scratch slips
 - 2.5.2. DQ record form, scratch from finals form, no-show penalty form

DURING THE COMPETITION

- 3.1. Watch the races and observe the timing
 - 3.1.1. If needed do time corrections/resolutions
 - 3.1.2. Be alert for specific lane problems on timing
 - 3.1.3. Double check that the number of swimmers is correct
 - 3.1.4. Watch splits to insure they are being picked up by equipment
- 3.2. Receive preliminary results and review
 - 3.2.1. Watch for swim offs-Particularly ties affecting alternates and potential swim offs in the event of a scratch or multiple scratches
 - 3.2.2. Approve for distribution to posting and announcer
 - 3.2.3. Make sure the announcer is announcing preliminary results and the time
 - 3.2.4. When a scratch from finals occurs, immediately call for the coach of the alternates or any seeded from Consols into Finals (Be proactive)
 - 3.2.5. Scratches from Finals
- 3.3. Record and have a sign-off by swimmer or coach (preferably the coach)
- 3.4. Disqualifications
- 3.5. If possible, know when they are called and confirmed or rejected
- 3.6. Record DQ, who called, and infraction

AFTER THE MEET

- 4.1. Make sure the scores are correct before leaving the venue
- 4.2. Make sure you know of any records and all paper is processed
- 4.3. Touch base with the computer operator and Meet Director on distribution of final results
- 4.4. Thank everyone who has been on your team. They have all worked hard with you.
- 4.5. On the way home do your own post meet evaluation reflecting on what you'll do better next time.

STARTER

The starter has the responsibility to ensure that all swimmers receive a fair and equitable start. It is important that each competitor be given the opportunity to achieve the best start possible within the confines of the rules. The starter must know the rules governing starting procedures.

Starter Preparation

- 1.1. Personal Preparation - The starter should review the rules and schedule of events and establish protocol procedures with the meet referee. The meet organizers must declare the type of start which is normally stated in the meet summons. In addition, the starter should be familiar with the guidelines for officiating swimmers with a disability.
- 1.2. Competition Course - Preparation begins long before the start of the first heat in the meet. The starter should become familiar with the competition course and determine the location where the starter and recall starter will be positioned. This position shall be within 10 feet of the starting end of the pool and should be free from any obstruction that might block or restrict the view of the athletes on the blocks. This position should also be coordinated with the referee. *Before the competition starts*

Check the following and discuss any shortcomings with the Referee.

- marshalling/ready areas,
 - microphone operation and volume,
 - any starting device,
 - false start rope operation and placement,
 - placement of the Starter's stand (both ends if necessary),
 - timekeepers' view of the starting signal,
 - false start rope is 15 metres from the starting end of the pool (both ends if necessary)
 - Each block should be examined for proper position and ability to support the starting action of an athlete.
- 1.3. Equipment - The starter must become familiar with the type of equipment that will be used. If a pistol is to be used for either starting or recall starting, the starter must be certain it is in working order, that there are enough shells to finish the meet, and that a backup starting pistol is available. The starter must check that the pistol is loaded prior to each heat and double check that there are enough shells in the pistol to recall the heat if there is a false start.
 - 1.3.1. When a horn start system is used, the starter should check the system at least one-half hour before the first race so that any needed repairs or modifications can be made. The system should be retested with the timers in place just before the start of the meet. Since horn start systems are electrically operated, it is important for the starter to know how to prevent common malfunctions and how to repair the simple problems that may occur. The starter should also test the functioning of the recall system verifying that the microphone works properly. The number of speakers and their placement and proper operation should be checked verifying that there is proper volume to be clearly audible to all starting positions. The strobe light for the starting signal should be located such that it is clearly visible to all swimmers and timers (including backstroke events).

Starting Procedures

- 2.1. At the commencement of each heat, the referee shall signal to the swimmers by a short series of whistles to remove all clothing except for swimwear, followed by a long whistle indicating that they should take their positions on the starting platform and remain there. This procedure allows the athlete to take any position desired on the starting platform. In backstroke and medley relay events, at the referee's first long whistle the swimmers shall immediately enter the water and at the second long whistle shall place their hands and feet in preparation for the start. When the swimmers and officials are ready, the referee shall signal with an outstretched arm to the starter that the swimmers are under the starter's control.
- 2.2. On the starter's command "take your mark", the swimmers shall immediately assume their starting position with at least one foot at the front of the block or, in backstroke and medley relay events, assume the backstroke starting position. When all swimmers are stationary, the starter shall give the starting signal.
- 2.3. Backstroke Starts-The backstroke requires different starting conditions, since the swimmers start the race in the water. The swimmers line up in the water facing the starting end with both hands placed on the gutter or on the starting grips. The feet, including the toes, must be entirely under the surface of the water until the starting signal is given. The swimmer may not stand in or on the gutter nor curl the toes over the lip of the gutter prior to the start. It is the duty of the starter to ensure that these requirements are met prior to giving the starting signal.

False Starts

- 3.1. The Starter's most important responsibility is to judge whether a start has been fair to all competitors, i.e. whether all competitors have taken up a starting position and are stationary. If a start is not fair, the Starter must declare a false start. **"Stationary"** means that there is **"no apparent movement"** and is defined in this way to prevent a competitor getting an advantage at the start.

- 3.2. The starter will recall all false starts. The starter will indicate a false start by repeating the start signal. The starter and referee will independently write down the lane they observed to false start. If no lane is observed simply write (zero). If the referee and starter concur as false start is declared. This procedure may vary depending on the level of meet. When it becomes apparent, because of uneven motion or delay of the swimmers in assuming their positions, that a fair start will be difficult to achieve, the starter should give the command "**stand up**" or for backstroke starts, "**stand down**". Upon hearing this command, the swimmers should stand up on the starting platform; backstrokers may relax. Any swimmer who enters the water or backstroker who leaves the starting area shall be charged with a false start, except that a swimmer who would otherwise be charged with a false start may be relieved of the charge if the false start was caused by the swimmer's reaction to the command. This, however, does not relieve any swimmer from disqualification for deliberate delay if he intentionally enters the water.
 - 3.3. The Referee may also decide a start was not fair and in this case, will give a whistle signal to the Starter, the Starter must then give the false start signal and drop the false start rope.
 - 3.4. When using the one start rule, any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back, be reminded by the starter of the penalties, and start again.
 - 3.5. When using the two start rule, the starter shall call back the swimmers at the first false start and remind them of not starting before the starting signal. After the first false start any swimmer starting before the starting signal has been given shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back, be reminded by the starter of the penalties, and start again. After a first false start, the Starter gives the false start (recall) signal and competitors return to their original starting positions. When competitors are behind their starting positions waiting for the restart the Starter will warn them with the words "**Second Start**". This is usually done before the Referee signals competitors onto the starting platforms again. When a competitor makes little or no attempt to take up and hold a stationary starting position at the front of the starting block, and dives into the pool, the Starter and Referee should consider this a disqualifiable act. The same principle applies to a backstroke start.
- Disqualification would not be appropriate:
- When a competitor is unable to stand up when instructed to do so because of a starting stance leaning forward over the water and so overbalances into the pool.
 - When a competitor overbalances from the starting platform following a false start by another competitor. This is to be distinguished from a deliberate action – a matter for your discretion in this situation.
 - When a competitor slips off the platform following a false start by another competitor. This is more likely with very young or inexperienced competitors who need you to help and encourage, rather than to strictly apply the rule.

Philosophy

- 4.1. Starters are charged with a great amount of responsibility in seeing that one swimmer does not gain an advantage over the others during the start. This responsibility requires concentration, quick reactions and fair decisions. It takes practice to become a good starter. With experience, the starter will be able to accurately judge when the field is ready to race. This will help to prevent the false starts caused by the swimmers being jumpy or in a hurry because they aren't ready.
- 4.2. If something happens to prejudice the chances of a swimmer in a material way, such as the false start rope being dropped and fouling a competitor or a premature "all ready" signal being given by the Check Starter, the Referee can declare a false start and direct that competitors be recalled for a restart of the race.
- 4.3. Starters should speak in a conversational tone, avoiding rapid instructions and sharp commands. The voice of a good starter will lead the swimmers into their starting positions, not break their concentration with unexpected orders or remarks. At the same time, the starter must protect all of the competitors by not allowing any one swimmer to gain an unfair advantage.

STROKE AND TURN / RELAY TAKE-OFF JUDGE

INTRODUCTION

Well run meets and good competitive results are directly related to good officiating. Thorough knowledge of the rules, coupled with fair and consistent application of them, make a good official. To confidently work on deck, a Stroke & Turn Judge must study the rules, attending training sessions and working regularly at meets.

Officials should always keep in mind that the swimmers have worked hard to achieve their successes and deserve a fair and equitable competition. Officials must apply the rules intelligently at all times, using common sense and good judgment. The rules of swimming are intended to provide fair and equitable conditions of competition. Officials must work hard to fully understand the rules and their responsibilities in applying them.

The authority of Stroke/Turn/Relay Take-off Judges (like that of the Referee and Starter) to disqualify a swimmer makes these positions particularly important. To function properly, one dominant principle must prevail:

"Fairness to all competitors, giving the benefit of the doubt, in every instance, to the swimmer."

The rules of swimming define the acceptable form for each stroke. Many variations of form are possible and may still comply to the letter of the rules. Decisions regarding the form of strokes and turns must, therefore, be subject to flexible judgment and common sense. "Ugly isn't necessarily illegal."

BASIC CONCEPTS

- 1.1. **Take officiating seriously and work hard at it.** Competitors have a right to expect officials to know the rules and interpret them correctly, fairly and courteously.
 - 1.1.1. Study the FINA rulebook and applicable ASAJ By-Laws.
 - 1.1.2. Uniformly interpret and apply rules.
 - 1.1.3. Call violations as seen; don't guess or anticipate.
 - 1.1.4. Be fair and consistent; always give the swimmer the benefit of any doubt.
 - 1.1.5. Disregard club, school or Nationality affiliation.
 - 1.1.6. Exercise good judgment.
- 1.2. **Work regularly at the job.**
 - 1.2.1. Officials need practice, just as competitors do.
 - 1.2.2. Working regularly builds confidence.
 - 1.2.3. Attend training sessions regularly to keep up with rule changes and new interpretations.
 - 1.2.4. There is no substitute for experience.
- 1.3. **Be professional in manner.**
 - 1.3.1. Fairness to all competitors must dictate actions.
 - 1.3.2. Dress properly.
 - 1.3.3. Make decisions quickly and decisively.
 - 1.3.4. Don't smoke or eat on deck.
 - 1.3.5. Avoid coaching swimmers.
 - 1.3.6. Refrain from cheering--control your emotions.
 - 1.3.7. Don't fraternize with swimmers, coaches or spectators during competition.
 - 1.3.8. Admit a mistake if wrong; competitor's welfare is more important than your own ego.

RESPONSIBILITIES

STROKE JUDGE -- ensures that the rules relating to the style of swimming designated for the event are being observed.

TURN JUDGE -- ensures that, when turning or finishing, the swimmer complies with the turning and finishing rules applicable to the stroke used.

RELAY TAKE-OFF JUDGE -- ensures that a relay swimmer does not leave the starting platform before the preceding swimmer has touched the end of the pool.

The Referee (or, at the Referee's discretion, the Chief Judge) assigns and instructs Stroke and Turn Judges and Relay Take-off Judges. Before the competition begins, the Referee determines the respective areas of stroke and turn responsibility as well as jurisdiction.

POSITION:

- 3.1. **Stroke Judge** -- At the start, the Stroke Judge is responsible for observing the swimmers at the 15 meter mark for all strokes except the breaststroke.

After the start, the Stroke Judge walks the sides of the pool, preferably abreast of swimmers during all strokes except freestyle. The breaststroke and butterfly are best judged by walking abreast or slightly behind the swimmers.

Judges should walk at a pace that is sufficient to stay with the swimmers. If the field spreads out, the stroke judge should maintain a position slightly ahead of the trailing swimmers while maintaining contact with the lead swimmer(s). If there are two (2) stroke judges working one side of the pool (usually in long course meets), a "lead-lag" observation pattern could be utilized as the field spreads out; i. e., the leading stroke judge takes jurisdiction over the faster swimmer(s) while the following stroke judge takes jurisdiction over the slower swimmer(s). After each turn, the stroke judges switch jurisdictions as they begin to walk in the opposite direction. Teamwork and coordination are important between the two (2) stroke judges to ensure that all of the swimmers are observed on a fair and equitable basis.

The stroke judge must clearly be in position to watch swimmers in the backstroke, butterfly, and freestyle events who are submerged after the start or any turn to ensure that their heads surface before the 15-meter mark.

3.2. **Turn Judge** -- The Turn Judges are positioned at either end of the pool.

Turns and finishes are best judged from the ends of the pool, slightly ahead of, but not directly over, the swimmer. The one exception to this technique occurs when judging backstroke turns and finishes, when the judge should stand directly over the lane, if possible. If a judge must observe more than one lane (the norm for most meets at the club/school level), the official will have to adjust his position to best observe all assigned lanes.

A Turn Judge at the starting end of the pool must position himself so he can step forward quickly to observe the first stroke and kick in the breaststroke, butterfly or individual medley events as soon as the starting signal is given and the swimmers leave the blocks. (NOTE: A judge in this situation must not block the Timers' view of the Starter, the starting device, or the Starter's view of the swimmers.)

The Referee will assign each Stroke and Turn Judge an area of responsibility before the competition begins. This will include the manner and sequence in which he wants the judges to move to different areas.

The Stroke and Turn Judge's responsibilities begin after the start. Any action prior to the start is the Starter's responsibility or, in the case of relay take-offs, it may be the Relay Take-off Judge's responsibility. Each Stroke and Turn Judge should observe the start; however, his duties commence immediately after the start.

3.3. There are two positions for **Relay Take-off Judge**: one stands immediately beside the starting block (the LANE judge) while the other looks across the lanes from the side of the pool (the SIDE judge). Depending on the number of people available and the lanes to watch a side judge could be assigned 2 but not more than 4 lanes and lane judges (depending on availability) could be assigned to watch from 1 to 4 lanes. It is preferable to have the lane judges watch fewer lanes than the side judges if a choice on assignment must be made. For example one side judge watching lanes 1-4 and a lane judge watching lanes 1&2 and a lane judge watching 3&4, instead of the other way around.

Finally, where limited personnel or the pool's configuration does not permit the ideal arrangement of officials, common sense and equity in judgment must prevail.

REPORTING VIOLATIONS:

- 4.1. Only the Referee or a Stroke and Turn Judge can disqualify for stroke, turn or finish violations. A Relay Take-off Judge is the only official, other than the Referee, who can disqualify for an infraction of the relay take-off rule.
- 4.2. Upon observing an infraction in their jurisdiction, the Stroke/Turn Judge shall inform the Referee as soon as practical. A "double confirmation" on an early relay take-off is required.
- 4.3. Report violations, in writing, to the Referee, detailing the event, heat number, lane number and violation. Use the standard ASAJ Swimming DQ form (if available) and be specific in describing the violation utilizing the language of the rulebook.
- 4.4. Be prepared to accurately answer the "3 Questions" from the Chief Judge or the Referee, if asked, with the language of the rulebook - "Where were you? (Jurisdiction)," "What did you see? (Description)," and "What rule was broken? (Infraction)." Take a deep breath and think carefully before answering - try to visualize the swim in your mind, remembering that when you watched the swimmer approach you that their right arm was on your left, etc. And finally, do not take it as a personal offense if your DQ call is overturned - you did your job and the Referee must do his/her job, too.
- 4.5. A DQ will normally be announced over the Public Address System referring only to the event, heat and lane number. The Referee, Chief Judge or designated official must make every reasonable effort to seek out the swimmer or his coach and inform the individual of the reason for the disqualification. Never suggest to a swimmer or coach that a swimmer "came close" to being disqualified; "close" is perfectly legal!
(NOTE: Officials should never give advice or talk to swimmers or coaches except to explain a disqualification actually cited.)

4.6. Disqualifications:

- 4.6.1. Can be made only by the official within whose jurisdiction the infraction has been committed.
- 4.6.2. Must be based on personal observation.
- 4.6.3. Give the swimmer the benefit of any doubt.
- 4.6.4. Disregard the opinion of others.
- 4.6.5. Apply simple test: **BE SURE VIOLATION OCCURRED, UNDERSTAND CLEARLY WHAT IT IS, AND BE PREPARED TO EXPLAIN IT.**
- 4.6.6. Any swimmer who acts in an unsafe or unsportsmanlike manner observed by the stroke/Turn Judge may be considered for disciplinary action at the Referee's discretion.
- 4.6.7. Swimming across lanes does not disqualify a swimmer unless interference occurs at the Referee's discretion; however, the stroke/turn judge should report any observed interference to the Referee. The swimmer must start and finish in the same lane.
- 4.6.8. Standing on the pool's bottom during a freestyle race shall not disqualify a swimmer unless he leaves the pool or walks or springs from the bottom. (NOTE: standing on the bottom after the start and before the finish of any *other* stroke shall constitute a disqualification.)
- 4.6.9. A swimmer not entered in a race who enters the pool or course in the area in which a race is being conducted before all swimmers therein have completed the race shall be barred from the next individual event in which he is entered on that day or the next meet day, whichever is first (Referee decision). A competitor who dips his goggles in the water or splashes water on the face or body prior to his next event shall not be considered "entering the pool" unless the Referee concludes such an action interferes with the competition.

4.7. Examples of violations:

4.7.1. Freestyle

- 4.7.1.1. Failure to touch at the turn. (NOTE: if touch missed, official should not turn away immediately, since swimmer may reach back and make a legal touch or may come back if he missed the wall.)
- 4.7.1.2. Finishing in the wrong lane.
- 4.7.1.3. Walking or springing from the bottom of the pool.
- 4.7.1.4. Getting artificial assistance (e.g., grasping and pulling on the lane lines; pushing off side walls.)

NB: To assist judges in evaluating the submerging portion of the rule, each of the lane lines **should** be marked at the 15-meter distances from each end. Stroke judges should be positioned to ensure that the swimmer's head breaks the water surface prior to the 15-meter marks and some part of the body remains surfaced until the swimmer executes the next turn.

4.7.2. Backstroke

- 4.7.2.1. Sliding toes up after the starting signal and standing in or on the gutter.
- 4.7.2.2. Swimmer submerged after start or turn and head surfacing beyond 15 meters.
- 4.7.2.3. Getting artificial assistance (e.g., grasping and pulling on the lane lines to assist forward motion; pulling or pushing off side walls.)
- 4.7.2.4. Turning shoulders past vertical on the turn and, after completion of the arm pull, either gliding some more or taking additional kicks/pulls to bring swimmer closer to the wall before initiating the somersaulting action. (Note: this constitutes a pause in the turning action!)
- 4.7.2.5. When shoulders have turned past vertical on the turn, swimmer misses touch on the wall and sculls back to touch.
- 4.7.2.6. Failure to return to or past vertical toward the back before the swimmer leaves the wall on the turn.
- 4.7.2.7. Turning shoulders past vertical at the finish.

NB: To assist judges in evaluating the submerging portion of the rule, each of the lane lines **should** be marked at the 15-meter (16.4 yard) distances from each end. Stroke judges should be positioned to ensure that the swimmer's head breaks the water surface prior to the 15-meter marks and some part of the body remains surfaced until the swimmer executes the next turn.

4.7.3. Breaststroke

- 4.7.3.1. At the start or after any turn, head still below the water surface *when the hands begin to turn inward at the widest part of the second arm stroke.*
- 4.7.3.2. Over-the-water recovery with elbows not touching the water.

- 4.7.3.3. Touch not simultaneous or 1-hand touch on turns or finish. (Need not be on the same level.) On the turns, be alert for a legal, "quick" touch, which can be mistakenly interpreted as a 1-hand touch.
- 4.7.3.4. Sidestroke or scissors kick (any alternating movement).
- 4.7.3.5. Butterfly or flutter kicks underwater after the start or after push off at the turn. (A natural relaxation of the legs when coming off the wall at the turn, or a slight leg action induced by the piking of the body when taking arm strokes at the start or turn, is not considered a voluntary movement and, therefore, shall not be identified as a kick.)
- 4.7.3.6. Body not on breast when beginning first arm pull following start or turn.
- 4.7.3.7. Body not at or past the vertical towards the breast when the swimmer leaves the wall after a turn.
- 4.7.3.8. Getting artificial assistance.

4.7.4. **Butterfly**

- 4.7.4.1. Hand touch not simultaneous or 1-hand touch. (NOTE: Hands need not be at the same level on either turns or the finish.) Be alert for a legal, "quick" touch, which can mistakenly be interpreted for a 1-hand touch.
- 4.7.4.2. Arm recovery not over the water after pull on the turn or finish (usually characterized by short pull and an underwater, stabbing touch).
- 4.7.4.3. Alternating kicking movement, such as flutter kicks.
- 4.7.4.4. Scissors or breaststroke kicking movement.
- 4.7.4.5. Getting artificial assistance.

NB: To assist judges in evaluating the submerging portion of the rule, each of the lane lines **must** be marked at the 15-meter distances from each end. Stroke judges should be positioned to ensure that the swimmer's head breaks the water surface prior to the 15-meter marks and some part of the body remains surfaced until the swimmer executes the next turn.

4.7.5. **Individual Medley**

- 4.7.5.1. **Order:** butterfly, backstroke, breaststroke and freestyle. (Reminder: In the IM, "freestyle" means any other stroke than the butterfly, backstroke or breaststroke.)
- 4.7.5.2. Rules pertaining to individual strokes govern disqualifications. (NOTE: when turning from the butterfly to the backstroke, after a legal touch, the swimmer's "shoulders must be at or past the vertical toward the backwhen the swimmer leaves the wall.")
- 4.7.5.3. The turns from one stroke to another are considered *finishes*, NOT turns, and are to be judged accordingly. The significant part here is that, when going from backstroke to breaststroke, the swimmer's shoulders in the backstroke may NOT turn past vertical prior to the touch of the wall! Moreover, the swimmer must be at or past the vertical towards the breast when leaving the wall in the breaststroke.

4.7.6. **Relays**

- 4.7.6.1. Stroke violation.
- 4.7.6.2. Failure to swim proper order of strokes.
- 4.7.6.3. Failure to swim required distance.
- 4.7.6.4. Take-off violation (decision only by Referee/Relay Take-off Judge).
- 4.7.6.5. Entering the water (Referee decision): whole team is disqualified if any member, other than the swimmer designated to swim, enters the pool before all other competitors have finished!

For a relay team to be disqualified both judges must independently assess that an early take-off by a particular swimmer has occurred.

A PHILOSOPHY OF STROKE/TURN/RELAY TAKE-OFF OFFICIATING: MENTAL TRAPS

It is not very difficult to acquire the technical knowledge required to judge the strokes and turns or finishes. A judge will gain that knowledge and become proficient with practice. The challenge, however, is to apply that knowledge **professionally**. Whether we recognize it or not, all of us, as human beings, are influenced by a wide variety of factors when we try to make judgments. We have this marvelous thing called a brain, which allows us to apply "reason" whenever we make judgments. Yet, when using this capacity, we have to be careful not to apply human reason in such a way that it causes us to make poor or "sloppy" judgments. Over the years, various examples of this, often stemming from well intentioned but misguided rationale, have surfaced. Some examples of the "mental traps" that have surfaced in stroke and turn officiating over the years are:

5.1. Advantage vs. disadvantage (as a basis for making a judgment)?

5.1.1. The question of whether swimmer advantage / disadvantage should influence the official judgment of stroke, turn and finish violations has been the subject of much debate. Some authorities have used the term, "unfair advantage," in decisions relating to specific situations. Unfortunately, this has also caused considerable apprehension and/or misinterpretation about the intent of this phrase. There is no intent that this concept be applied broadly to all situations, thus justifying inaction by officials in not calling violations such as missed turns, touches, etc., because "no advantage was gained." This type of negative interpretation only leads to "sloppy" officiating and, unfortunately, gives an official an excuse for inadequate performance. Obviously, "unfair advantage" may be used to explain one reason why an action is an infraction. Still, a violation of the rules should be noted and the competitor disqualified whether an advantage is gained or not. Therefore, caution should be exercised in any application of this rationale, to preclude its use as a "crutch" for poor officiating.

5.2. The "Twice Theory."

5.2.1. Some judges feel they should wait until an infraction happens more than once before they call it. They rationalize this position in all sorts of ways (e.g., "That clears up any doubt." "That confirms that it wasn't a simple mistake by the swimmer." etc.) Frankly, all of these, again, are crutches and excuses for uncertain and poor officiating. There is no basis for waiting to see an infraction happen twice and, in fact, it often won't. The official must simply be certain of what he saw and make the call as soon as it is observed. If there is any doubt about the violation, then don't make the call! **(Remember, the swimmer gets the benefit of any doubt.)** But, by the same token, don't then concentrate on that one swimmer to see if he commits the suspected infraction again. Continue to give all the competitors uniform coverage in observing their performance.

5.3. "We don't disqualify 8 & Unders" (the age group may change to 10 & Unders).

5.3.1. People who take this position often rationalize it by saying they don't want to cause "mental trauma" to a youngster. They usually go on to say they have no problems "socking it to a 13 & Older." While this may sound good, it is grounded in some clearly erroneous and extraneous beliefs. First, it views the judge's role as punitive. That's completely wrong. Rather, a disqualification should be viewed as a) "protecting the other athletes" in the competition, and b) "educating" the athlete who commits the infraction so he/she won't do it again. Secondly, it assumes that everyone in the identified age group is a "beginner" while those in the older age groups are "experienced" and, therefore, should be held to a stricter standard. Yet, this is also often erroneous. Athletes enter the sport at various ages and some 8 & Unders (having competed for a year or more) are far more "experienced" than some teenagers who are just entering the sport. In any event, experience is irrelevant. Finally, the idea that disqualifying an 8 & Under will "traumatize the child's psyche" is ludicrous. It clearly ignores the fact that youngsters are constantly being corrected during their early, formative years; that's how they learn.

5.4. "Don't ask me to judge my child."

5.4.1. Advocates of this usually fall into one of two categories. First, "I don't want anyone to think my child got by with some infraction because I was judging." Second, "I don't want to have to explain to my child why he/she was disqualified." Yet, this goes to the central element of being a "professional" judge. The Referee must know that the judge treats everyone in the field the same - "fairly and equitably." - all the time. The Referee must be confident that a judge will identify an infraction regardless of the effect upon his child, his team (club), his LSC. This is probably the ultimate test of the judge's impartiality, and referees should not let judges "off the hook" on this basis. To the judge, this is the time when he must separate himself from his parental role and accept the responsibility of being a USA Swimming judge.

5.5. Don't Infer (Extrapolate)

5.5.1. Succinctly put, this simply means: you can only call what you see, NOT what you deduct. You must actually see the swimmer miss the wall with his right hand on the turn, not assume he missed it because, by the time you looked, he was touching the wall with his left hand and was already turning. You must actually see the breaststroker take the second arm pull and be past the widest part of that second stroke before his head surfaces, not assume that it took two pulls to get that far out in the pool when you saw his head surface. Another way of putting this: don't look for reasons to disqualify. If you see the infraction and it is clear, report it, but if you are uncertain, remember that the benefit of any doubt must go to the athlete.

5.6. Conduct:

5.6.1. No outward manifestations during a race regarding illegality of competitor.

5.6.2. Do not cheer, coach or swap disqualifications; control your emotions.

5.6.3. Do not fraternize with swimmers, coaches or spectators; disregard club affiliation and personal relationships.

- 5.6.4. Do not concentrate on frequent violators to the exclusion of others.
- 5.6.5. Give undivided attention -- start to finish.
- 5.6.6. If uncertain of role, consult with the Referee.

JUDGING SWIMMERS WITH PHYSICAL DISABILITIES

- 6.1. Judge, in accordance with FINA Swimming rules, any part of the body that is used.
- 6.2. Do not judge a part of the body that cannot be used.
- 6.3. Base your judgment on actual rule, not the swimmer's technique.

CONCLUSION

Officiating can be an enjoyable experience. It is not designed to win popularity contests; however, the self-satisfaction of having participated and having done a good job is very rewarding. Unfortunately, "sloppy" and uninformed officials rarely recognize their inadequacies, but fellow officials, coaches and swimmers do. Consequently, all officials must continually reassess their own performances. This can best be done by regularly reviewing the rules and training material and by attending retraining sessions.

The new or inexperienced official often asks, "How long will it take me to become a good Stroke and Turn Judge?" Obviously, it depends upon the individual but, rest assured, it won't happen overnight or without effort. Knowing the rules and attending training sessions are very important, but experience gained by working at meets is the only real teacher. Only experience can build the confidence the Stroke and Turn Judge requires before his or her performance becomes "automatic." Even then, it is essential that the judge continuously reviews the rules and regularly attends retraining sessions.

TIMEKEEPING

These notes detail the responsibilities, duties and procedures of the Timekeeper and will help you whether you are working at Championship or at Club level.

The notes are structured to take you through the procedures and responsibilities and rules, as you would encounter them in the normal course of a swim meet.

General

- 1.1. As a Timekeeper you are to report to the referee thirty (30) minutes before the advertised starting time of the swim meet.
- 1.2. This enables the referee to mark you present against the officials' appointment roster to give you a programme.
- 1.3. You need several items of equipment to do your job properly. These include your stopwatch, pencils, notepad and a clipboard.
- 1.4. Before arriving to the pool, check the display of your stopwatch and replace the batteries if necessary. Batteries should be checked before and regularly during the competitive season. Pencils are required instead of felt tip, ink or ballpoint pens as a pencil (HB or softer) will continue to write even in the timecard or your paper gets wet.

The Race

- 2.1. Scratch events are started from a pistol shot, horn, whistle or word of command. You start your watch when you see the flash of light from the starter. When a flash is obscured, such as by bright light, start your watch at the sound of the starting signal.
- 2.2. If a horn, whistle or word of command has been used without a starting flash, start your watch at the sound of the starting signal.
- 2.3. You stop your watch at the instant any part of the swimmer's body contacts the finish wall, or in open water events at the instant any part of the body contacts or passes under the finish line.
- 2.4. Of course, immediately after starting your watch you should check that the watch is functioning properly and report any malfunction to the chief lane Timekeeper. Do this check regularly throughout the race.
- 2.5. Championships are judged and timed using Automatic Officiating Equipment (AOE) initiated electronically by the starting device. The manual time you take as Timekeeper are used as a back-up in case of malfunction such as the swimming failing to activate the finish pad. It is to be expected that there will be a small variation between the manual times you take and those recorded on the Automatic Officiating Equipment – due to your reflex differences.
- 2.6. In 1991, FINA approved the use of Semi-Automatic Timing (SAT) for world record purposes. This equipment is initiated electronically by the starting signal. The Timekeepers stop the timing equipment by pressing hand-held push buttons at each lane the instant any part of the swimmer's body contacts the finish wall. The push buttons are connected to the AOE. Timekeepers shall operate only one push button.
- 2.7. Timing equipment terminated by an official is considered to be a watch.

Specific Responsibilities and duties

- 3.1. Timekeepers have several distinct roles. You need to be aware of the relative responsibilities of each role if you are to work effectively at all Meets. The four roles concerned are:
 - Chief Timekeeper
 - Chief Lane Timekeeper
 - Lane Timekeeper
 - Reserve Timekeeper
- 3.2. Each competition requires:
 - one (1) Chief Timekeeper,
 - three (3) Timekeepers per lane, one (1) of whom is appointed as Chief Lane Timekeeper, and
 - two (2) Reserve Timekeepers
- 3.3. Also two (2) assistants to the Chief Timekeeper are often appointed at major meets.

Chief Timekeeper

- 4.1. The Chief Timekeeper is in charge of all Timekeepers and has eleven responsibilities in addition to timekeeping duties. The Chief Timekeeper:
 - 4.2. Takes the time of first place or any possible record breaker;
 - 4.3. Allocates Timekeepers to their respective lanes, appoints Chief Lane Timekeepers as well as the Reserve Timekeepers and assigns seating positions if Semi-Automatic Timing Equipment is in use;
 - 4.4. For Championships, Timekeepers will have been assigned already to particular lanes but there may well be a need for changes if an official is unable to attend;

- 4.5. Ensures that Timekeepers are informed about the operation of any timing equipment and checks that the equipment is operating effectively;
- 4.6. in the case of AOE or SAT this check will be carried out in conjunction with the equipment operator and supervisor during the pre-competition briefing and watch check.
- 4.7. Checks all watches for accuracy as follows:
 - 4.7.1. Before the start of the Meet all Timekeepers are to participate in a watch check procedure which consists of :
 - 4.7.1.1. Starting Timekeeper's watches at the Starting Signal initiated by the starter, and
 - 4.7.1.2. Stopping their watches on a pre-arranged signal;
 - 4.7.1.3. Watches are to be run continuously for at least the length of time required for the longest event on the programme or a 400m event if there is a longer event;
 - 4.7.1.4. Watches are not to be reset to zero until times have been checked with the Chief Timekeeper;
 - 4.7.1.5. All watches should be within the accuracy limits of +/- a few hundredths of a second
 - 4.7.2. Watch batteries or cables should be replaced where necessary;
 - 4.7.3. Note: this procedure will vary when Semi-Automatic Timing is to be used.
- 4.8. Instructs Timekeepers what they are to do in the event of their watch failing at the start or during the race;
- 4.9. Tell Timekeepers to check their watches several times during each race, in addition to the check immediately after the start, to ensure that the watch is working properly;
- 4.10. Inspects the watch of any Timekeeper when considered necessary such as checking the time recorded of the first placing;
- 4.11. Instructs Timekeepers when to reset their watches to zero ready for the start of the race;
- 4.12. Note: Timekeepers are not to zero their watches until they are given the signal to do so.
 - 4.12.1. Generally this will be the "Referee's signal" to start the next race. During the pre-competition briefing Timekeepers are to be told what to do if they are not ready when the signal is given.
- 4.13. Signals the Referee when all Timekeepers are ready for the start of each race;
- 4.14. To carry out this duty properly the Chief Timekeeper will have discussed the signal to be used with the referee and told Timekeepers during the briefing.
- 4.15. Note: This procedure will not apply when Automatic Officiating Equipment and/or Semi-Automatic Time is in use, and its use otherwise will depend on the nature of the competition (see above notes on resetting watches).
- 4.16. As the person responsible for efficient timekeeping, the Chief Timekeeper must inform the Referee of any Timekeeper who is inefficient or unable to do timekeeping duties for any reason e.g. illness or incapacity.

Summary of key responsibilities: Chief Timekeeper

- 5.1. Take time of first placing/record
- 5.2. Method of start
- 5.3. Allocation of duties
- 5.4. Timing equipment
- 5.5. Watch check
- 5.6. Watch failure
- 5.7. Reset watches
- 5.8. Ready signal
- 5.9. Report inefficiencies

Chief Lane Timekeeper

- 6.1. Apart from the responsibilities for timekeeping, Chief Lane Timekeepers have five additional tasks. They are to:
 - 6.1.1. ensure that the lane sheet, result slip or event card used to record lane times shows the correct event number and heat number as well as the correct lane number;
 - 6.1.2. inspect watches on behalf of the Chief Timekeeper, checking each watch recording a time on the particular lane and is to record the time from each watch on the result slip or event card;
 - 6.1.3. determine the official manual time for that lane;
 - 6.1.4. if result slips or event cards are used, ensure that they are collected for the chief recorder immediately after each race;
 - 6.1.5. report any irregularities to the chief Timekeeper, such as the failure or inaccuracy of a watch.

Note: The Marshal is responsible for placing competitors in their assigned lane at Championships. When the Marshalling procedure is not used, the Chief Lane Timekeepers should check the name of their competitor.

Summary of key responsibilities: Chief Lane Timekeeper

- 7.1. Check event/heat/lane is recorded
- 7.2. Record watch times
- 7.3. Official lane time
- 7.4. Result to Recorders
- 7.5. Report irregularities

Timekeeper

- 8.1. Lane Timekeepers are required to operate, as directed, any equipment or timing device approved for use at the meet.
- 8.2. In any scratch event, Timekeepers will start their watch when they see the flash of light from the starting signal or smoke;
- 8.3. Timekeepers are to position themselves for each start so that they have a clear and uninterrupted view of the Starter.
- 8.4. In handicap events, Timekeepers start their watches when the Starter positions the handicap starting signalling device at a pre-determined position notified during the initial briefing;
- 8.5. the Starter simultaneously tells competitors "Go" and then calls out starting numbers.
- 8.6. To get a proper view of the finish, Timekeepers must stand at the finish looking down the face of the wall directly over the lane in which their competitor is swimming;
- 8.7. the implication is that if the competitor is finishing in a lane different to the starting lane, timekeepers need to move to that lane in order to take the time correctly;
- 8.8. you cannot take the time from the side of the pool.
- 8.9. Taking times accurately is the single most important responsibility of Timekeepers to ensure each competitor is treated fairly.
- 8.10. To avoid anticipating the finish, Timekeepers are advised to watch the competitor until approximately five (5) metres from the finish and then look down the face of the finish wall, ready to stop the watch at the instant any part of the competitor's body contacts the finish wall.
- 8.11. This procedure for taking the time applies to both scratch and handicap races. (The same principle applies when taking the time in open water competition.)
- 8.12. The method of touch particularly in form strokes is not the responsibility of the Timekeeper.
- 8.13. When Automatic Officiating Equipment is in use, Timekeepers may observe whether a swimmer touched the touchpad lightly or firmly. Make a note of any light or "soft" touches on your programme in case of an enquiry from the Referee or Chief Timekeeper. If it is quite clear that a competitor may be disadvantaged then you should immediately tell the Chief Timekeeper of the possibility that the pad may have been activated by a second touch rather than the first.
- 8.14. Timekeepers are to keep a personal record of their individual times for each on their programme or notepad (or lane time sheet) in order to be able to verify the time in case of enquires from the Referee, Chief Recorder or any other authorised official.
- 8.15. Watches are inspected when a record has been broken, but you may be asked also to verify times when the manual times differ by more than 3/10ths of a second from the time recorded by the Automatic Officiating Equipment.
- 8.16. Watches are to be reset to zero prior to the start of each race when instructed to do so by the Chief Timekeeper or at the Referee's signal.
- 8.17. Most competitors want to know the time they have achieved as soon as they finish the race. You can tell them the lane time recorded but must inform the competitor that the time is unofficial until there is an official announcement of results.
- 8.18. This information may be evident on an electronic scoreboard if Automatic Officiating is in use. (Electronically recorded results are also subject to official confirmation.)
- 8.19. Each Timekeeper may operate only one watch that can be checked by the Referee, Chief Timekeeper or Chief Lane Timekeeper at any time.
- 8.20. Only one person may operate a push button or watch if times are to be used for record purposes.
- 8.21. Timekeepers cannot perform any other duties during an event e.g. judge from the side of the pool.

Reserve Timekeepers

- 9.1. The Reserve Timekeepers are to start their watches at the starting signal of each race as if they were Lane Timekeepers.
- 9.2. They may be called upon at any time by the Chief Timekeeper to replace a Lane Timekeeper whose watch has malfunctioned or who for any other reason is unable to take the time or for example, to take the time on a record attempt or a split time on a distance event.

Watch failure or malfunction

- 10.1. On noticing that a watch has malfunctioned the Timekeeper must immediately tell the Chief Lane Timekeeper who shall notify the Chief Timekeeper without delay.
- 10.2. In this circumstance the Chief Timekeeper can
 - 10.2.1. Replace the Timekeeper with a Reserve Timekeeper (provided their watch is functioning and was started at the starting signal);
 - 10.2.2. Replace the Timekeeper with a Timekeeper from another lane not anticipated to fill a major placing or break an age record; or

- 10.2.3. Have the Timekeeper start the failed watch (or a replacement) from an elapsed time call from the Chief Timekeeper. (This is best done at a thirty or sixty-second elapsed time mark.)
- 10.2.4. The time for that watch will be sum of the time recorded on the restarted watch and the elapsed time call. This time, taken in “two parts”, cannot be accepted for record purposes, as the watch was not started at the starting signal.

Reading your watch

- 11.1. Most common forms of watches have a digital display accurate to 1/100th of a second e.g. 1:08.86. This is the actual time that is recorded on the result slip or event card and is used to determine the time.

Determining the official time

- 12.1. When all three watches or two of the watches on the same lane record the same time, the identical time is the official time.

e.g. 1:01.79
 1:01.75
 1:01.79 official time is 1:01.79

- 12.2. When all three watches record different times, the official time shall be that of the watch recording the middle time.

e.g. 1:01.79
 1:01.75
 1:01.82 official time is 1:01.79

- 12.3. If for some reason only two watches record the time, and they differ, the watch average of the two times shall be taken as the official time. **Records require three times.**

e.g. 1:01.79
 1:01.75 official time is 1:01.77

- 12.4. The official manual time will be determined by the Chief Lane Timekeeper in accordance with the above procedures (see earlier notes). The Recorders will determine times when semi-automatic times are involved, as Timekeepers do not get finish times of each race.

Watch reading adjustments

- 13.1. The following adjustment procedures are mentioned here for completeness.
- 13.2. It is not permitted to announce times that do not agree with the official placing.
- 13.3. When Automatic Officiating Equipment or Semi-Automatic Timing is used, the placing and times recorded on that equipment prevail over manual results except when the Referee may be required to make a decision in accordance with the Rules of Swimming – which cover also the adjustment procedure that is to be followed. The manual time you take is used as a backup and for comparison purposes.
- 13.4. It sometimes happens that the ranking of official manual times disagrees with the Finish Judge placing e.g. the fifth place getter is credited with a time faster than the fourth place competitor. In these circumstances the Judge’s placing prevails and the manual times are adjusted to credit competitors involved with the same manual time.
- 13.5. The Recorders calculate the average of all watch times on the lanes concerned and each competitor involved is credited with this average time.

CLERK OF COURSE

The Clerk of Course role and functions vary broadly, depending on the nature of the meet. In many situations, this role and function may be shared by a number of individuals. In some instances, the Clerk of Course's role may consist only of collecting, organizing and delivering the swimmers to the start in the appropriate heat and lane. Unless otherwise directed by the Meet Director, the Clerk of the Course should report for duty at least 1 ½ hours prior to the start of the session.

RESPONSIBILITY

- 1.1. The Clerk of Course (hereinafter referred to as the Clerk) is responsible for all of the paper work at the meet before the swimmers swim. This includes check-in, seeding, preparation and distribution of cards or lane timing record forms. Also included is the preparation, posting and distribution of heat sheets for deck seeded events to all appropriate officials and spectators. The extent of this will depend on many factors. Perhaps the most important consideration for any meet is whether the meet is entirely pre-seeded, or is partially or completely deck-seeded. Other key factors include whether the meet is being run manually or using a computer(s) and the nature of the computer program in use. Whether or not pre-meet scratch procedures or meetings are used will also be a consideration. It is assumed that the collection and compilation of swimmers' entries will have been done well before the meet and is not the responsibility of the Clerk.
- 1.2. The Clerk has responsibility for check-in of swimmers and such seeding operations as are appropriate for the meet. If a computer program is being used to run the meet, the Clerk will work closely with the computer operator. An experienced and knowledgeable computer operator is invaluable in providing rapid, efficient and accurate seeding operations.
- 1.3. The Clerk should personally oversee the seeding operations and should appoint appropriate personnel for the necessary task. The Clerk should ensure that the personnel are well trained and understand the procedures and that the necessary forms and materials are available in advance. The Clerk should consult the Referee concerning preferred procedures for late check-ins, no-shows, entry problems, etc.
- 1.4. If a meet is entirely pre-seeded and the seeding is done by computer, there is no need for a check-in operation and the Clerk needs only to see that the paper work for recording lane times is available and distributed to the timers. This probably will have been prepared in advance by the recorder.
- 1.5. If the meet is partially or completely deck seeded, then the Clerk will have to deal with check-in and seeding operations. Heat and Final Competitions will require a check-in procedure to ensure that alternates are substituted for finalist no shows. Generalized guidelines are provided below

CHECK-IN

- 2.1. The purpose of the check-in procedure is to determine which swimmers will be competing in an event, so that the entries can be seeded in the most efficient manner with the minimum number of heats.
- 2.2. Advance preparations for the check-in process should include the necessary supplies, paper work, tables and chairs as needed. Signs and/or chalkboards for information and posting of deadlines should be available or prepared in advance. An appropriate location should be selected to avoid crowding and interference with the meet.
- 2.3. Alphabetical listings by sex and age groups of swimmers entered in the meet, with a notation of which events each swimmer has entered may be used. Alternatively, psych sheets for individual events may be used. Use of computer program for entries makes the preparation of these sheets more accurate and easier. Check -in sheets and a list of any entry problems should be obtained from the entries person(s) prior to the start of the meet. Whatever the process, an accurate procedure of check-in is necessary to ensure, that the correct swimmers are properly recorded on each sheet. This must clearly record whether the swimmer has checked in to swim or has scratched from the event. No marks should be made on the check-in sheet other than those designated for a check-in or scratch. Swimmers who have been marked as an entry problem should not be checked in until the problem is resolved.

CHECK-IN GUIDELINES

- 3.1. Each swimmer should check themselves in. A swimmer should not check in another swimmer. Coaches may check-in their swimmers but should be cautioned that the swimmer is responsible. If allowed to do so, they must accept the responsibility for doing so. Coaches should be asked to initial the "check in" when this is done.
- 3.2. Be Neat! This is essential to avoid errors when deciding which swimmers are to be scratched
- 3.3. When only a single event per swimmer at a session requires check-in, the check-in is usually done on a psych sheet. Place a check mark by each swimmer's name as they check in. Draw a line through the swimmers name if they choose to scratch. Do NOT mark through the ID # of the swimmer.
- 3.4. When there are multiple events requiring check-in within a session, swimmers may (and are encouraged to do so) check-in for all events in that session at one time. If a swimmer does check-in for multiple events they may change their choice up until the closing time for each individual event. If a swimmer checks-in and wants to scratch later, it should be noted who requested the scratch and the change should be initialed.
- 3.5. When a swimmer checks-in to swim an event, circle the event number after the swimmer's name. If a swimmer wishes to scratch an event, cross-out the event number. Do NOT make marks on the swimmer ID # as this will be

needed to scratch swimmers from an event. Be careful to insure that the marks are placed on the correct line after the swimmers name. If two last names are the same, be sure the marks are placed after the correct swimmer.

- 3.6. Anticipate the closing time for specific events and have appropriate announcements made. If possible, seek out the Coach of those swimmers who have not checked-in as closing time approaches.
- 3.7. Do NOT leave the Check-in sheet unattended. Do NOT allow swimmers or others to make unobserved changes on the sheet.
- 3.8. The Clerk should inform the check-in people when an event is closed and no additional swimmers may check in. Event closure should be announced and the time noted on the check-in sheet.
- 3.9. Generally, when deck seeding, an event is closed approximately 30 minutes before an event is to start. Usually a time line is available prior to the start of the meet. This time line is helpful, but is not precise. The Clerk must carefully track the progress of the meet ensuring that an event is not closed too soon or too late, resulting in confusion or delay of the meet.
- 3.10. In some competitions, swimmers who have not checked-in (positive check-in) for a deck seeded event will not be seeded into that event but may still be allowed to swim in that event by reporting to the Referee prior to the start of that event. They will be allowed to swim in the slowest heat provided a lane is available.
- 3.11. When an event has been closed, a list of swimmers to be scratched should be prepared on a form prepared prior to the meet. For each **event**, list the name and ID # of each swimmer who has (a) indicated their desire to scratch the event, and (b) those who have not checked-in for the event. Double -check the list (preferably by a second person). Count the scratches and the positive check-ins and make sure that the total equals the number of swimmers on the entry list for that event.
- 3.12. Take the list of scratches promptly to those responsible for seeding the event.

SEEDING EVENTS

- 4.1. Seeding is the assignment of a heat and lane to each swimmer according to their submitted entry time. There are two ways to seed a meet: 1) prior to the meet (pre-seeding), or 2) during the meet (deck seeding).
- 4.2. Pre seeding is done before the meet and heat and lane assignments are printed in the meet program. No check-in is required at the meet. If entries are done with a computer program, lane time recording forms can be prepared before the meet. If cards are used for manual entries the cards will be distributed on the day of the meet.
- 4.3. Deck seeding is done during the meet. Swimmers who have entered an event check-in to swim that event. Only those who check-in are given a heat and lane assignment.
- 4.4. If the meet is being run by computer, the seeding is done by the computer operator, who uses the scratch list provided by the people responsible for check-in. The operator will enter the scratches into the computer and produce the seeding. While entering the scratches the operator should carefully compare the names of the swimmers shown as scratches on the computer screen with those on the scratch list. Once the seeding for the event is completed, a sufficient number of heat sheets are prepared to distribute and post so that swimmers, coaches, officials and spectators are informed of the seeding.
- 4.5. If a computer is not used and entry cards are used to run the meet, seeding must be done manually with the cards. Cards for swimmers who have scratched should be removed from the pack and the remaining cards seeded manually. The seeding procedures are described in the FINA rule book (SW 3). There are important differences in the seeding of a timed final meet and a meet with preliminary and final heats.
- 4.6. Relay events must also be seeded. A time should be established for the coaches to pick up and return their relay cards. The deadline should be announced several times during the early part of the day and again when the deadline is near. The coach is required to write the full names and the ages (and also the meet ID#s if a computer is used to run the meet) for all eligible relay swimmers on the card before returning it to the Clerk for seeding. Coaches may change the swimmers or the swimming order until 15 minutes before the **event** is scheduled to be called to the blocks. The swimmer's order of swimming must be declared immediately prior to the start of their relay heat, and no changes are permitted after that. The seeding procedure is the same as for individual events.
- 4.7. The minimum personnel recommended is two people to seed the girls' cards and two people to seed the boys' cards for meets up to 2000 entries. As the number of entries increases, more people will be needed. At least two runners are necessary to distribute the paper work to the announcer and the referee. The entry cards must be sorted by event and time, using the heat sheets. The cards will be provided by the Meet Director or entry chairman.
- 4.8. The seeding area should have pencils, erasers, red pens, scratch pads, blank cards, the schedule of events the referees's time line and the necessary number of tables and chairs. The area should be conveniently located where the workers are free from disturbance. There is an advantage to locating the seeding group near the Results desk.

CARD DISTRIBUTION

- 5.1. If cards are used to seed the meet, the cards must be distributed to the swimmers after seeding. In a pre-seeded meet the cards may be distributed to the swimmers or given directly to the lane timers. The card distribution center must be clearly marked. If the younger swimmers are to wait in the card distribution area, a covered location large enough for adequate seating must be provided. If the cards are only going to be handed out, the size of the distribution area is not important, but the location should be convenient for the swimmers.

- 5.2. The cards should not be distributed too early before the event. The lane recorders may become confused with cards from several events.
- 5.3. Any unclaimed seeding cards should be delivered to the referee. Occasionally a late swimmer will arrive in time to swim. The Referee can then easily send a card to the lane recorder.
- 5.4. For 50 -meter and 25-yard events that start and finish at opposite ends of the pool, copies of the heat sheets with heat and lane assignments should be posted at the end of the pool where the swimmers will start. this procedure will reduce the chances of a swimmer being in the wrong lane. One swimmer out of place in these shorter events can result in confusion at the desk.

ANNOUNCER

The announcer plays an important role in meet management and control. Under the direction of the Meet Referee and the Meet Director, the announcer controls the tempo of the meet. Under ideal conditions, the announcer should be an experienced individual familiar with the needs and philosophy of meet operations. To be effective, the announcer should be constantly alert and able to adapt quickly to meet conditions. The spectators, coaches and swimmers should be kept informed and their interest maintained throughout the meet. This can best be accomplished with **timely** announcements, information and enthusiastic descriptions of the races, where appropriate.

Sometimes there is a tendency to over announce. A few pertinent announcements are much more effective than too many. The announcer should be *familiar with existing records and be prepared to call timely attention to swimmers who are likely to set new records or who have done so in events recently swum.* This will add to the spectators' interest and afford proper recognition to the swimmer(s) involved. In summary, the announcer does much more than just call up the next heat and announce the results. The announcer plays an important role in maintaining the meet time line.

To be effective, announcer should constantly be alert and able to quickly adapt to meet conditions. The spectators' and swimmers' attention and interest should be maintained throughout the Meet. This can be accomplished with timely announcements, information or enthusiastic descriptions of the races.

DUTIES

- 1.1. Check with the Referee and the Meet Director for time schedules (warm-up schedules, meet start time, etc.) and instructions for the desired timing and format of announcements. If possible, this should be done on a day prior to the meet, or at least, prior to the start of the warm-up period.
- 1.2. Arrive early at the meet – 1 ½ hrs prior to the start of the session.
- 1.3. Ensure that all of the equipment is in working order (microphone, speakers, volume adjusted properly, etc.).
- 1.4. Assist the meet management and officials in the opening of warm-ups, assignment of warm-up lanes and reminders of safety procedures. If there are multiple sessions during the warm-ups assist in clearing the pool and starting the next session and keep track of the time schedules for doing this.
- 1.5. If the National Anthem is to be played at the start of competition, make arrangements for this to be done promptly at the appropriate time.
- 1.6. If a Clerk of Course is being used to assemble the swimmers prior to their heats find out when the swimmers are to be called for their events.
- 1.7. If the scoreboard does not indicate the Event and Heat number, this must announced before each heat. Determine from the Referee, whether individual swimmers and lanes are to be announced and, if so, whether this is to be done between heats or while the previous heat is in the water. This may vary between Preliminaries and Finals.
- 1.8. Provide commentary during the competition as appropriate, including records set, notable swimmers present, etc.
- 1.9. Provide other information as required. Concession information, awards procedures/location, volunteer check-ins and other announcements as requested by officials or meet management
- 1.10. Announce results (top eight only), finals qualifiers, swim-offs, time trials, scratch and check-in deadlines. These announcements should be made so that they do not conflict with the start of another race. **Stop talking if the Referee blows the whistle.**
- 1.11. For preliminary sessions, finalists should be announced as soon as they are determined. The time of the announcement should be noted to ensure compliance with the scratch rules.
- 1.12. Announce deadlines for relay card pick-ups and when and where they are to be turned in.
- 1.13. Request Biography forms for final if applicable, and check to ensure proper pronunciation of finalists' names.
- 1.14. Remind everyone of the time for start of warm-ups and competition for the next session.
- 1.15. If finals are swum, coordinate the parade of finalists with the appropriate management and introduce the finalists at the blocks using biographies, if applicable.
- 1.16. Provide appropriate information regarding awards. If appropriate announce team, individual and high point awards. Coordinate, as needed with awards personnel if an awards ceremony is held.
- 1.17. Close by recognizing the contribution of key personnel, officials, volunteers, etc. Thank everyone for coming and wish them a safe trip home.

GUIDELINES

- 2.1. The Announcer should speak clearly, talk slowly and pronounce names correctly. Look over the heat sheets to determine if you know how to pronounce the names of swimmers and clubs properly. If necessary, coaches, officials, and parents can be consulted to learn the correct pronunciation.
- 2.2. For large or complicated meets, it may be desirable to have an assistant or relief announcer who can help to coordinate and manage some of the responsibilities of the announcer.
- 2.3. If there are separate announcers for meets which have two adjacent pools operating simultaneously, these announcers must coordinate announcements and be aware of the status of the races in both pools so as not to interfere.
- 2.4. For most meets, the time line is an important management tool. The announcer has the responsibility to assist the referee in maintaining the required flow of the meet by staying as close as practical to the published time line. The

announcer should adjust as required in order to help accomplish this goal. If there is a lull or delay in the activity, use this opportunity to acknowledge sponsors, read results, advertise the concessions, etc.

- 2.5. The announcer should be prepared to help in case of emergencies. If evacuation of the facility should become necessary, the announcer should be prepared to give *calm, precise instructions* and should be familiar with the location of exits. If appropriate, an early announcement should ask those present to identify the exits nearest them.
- 2.6. The Announcer's job is to keep everyone informed of the meet's progress in a pleasing and timely manner. It is an important and difficult job, but vital to the operation of a good swimming meet.

SAMPLE ANNOUNCEMENTS

3.1. Welcome announcement

"The Amateur Swimming Association of Jamaica welcomes you to the <NAME OF COMPETITION>. We are proud to be associated with <NAME OF SPONSORS> who have sponsored this competition. This morning we will see the <PRELIMINARIES/FINAL> of the <LIST SESSION EVENTS>"

3.2. Introducing the officials

"Ladies and Gentlemen, the officials for this session are <NAME REFEREES, STARTERS AND STROKE JUDGES>".....this announcement will normally be followed by music and the officials parade.

3.3. Swimmers parade (generally used for finals only)

"Ladies and Gentlemen, please welcome the finalists of the <NAME EVENT>...the announcement should be followed by music and the swimmers parade.

3.4. Swimmers introduction

"Swimming in Lane 1 <PROVIDE RELEVANT INFORMATION FROM BIO> FROM <NAME OF COUNTRY OR CLUB> <NAME OF SWIMMER>.....In Lane 2 <PROVIDE RELEVANT INFORMATION FROM BIO> FROM <NAME OF COUNTRY OR CLUB> <NAME OF SWIMMER>.....etc."

CERTIFICATION

Officiating is a critical component of any well run competition. Just as the athletes aspire to do their best and compete at the highest level, we hope to encourage persons to aspire to become Swimming Officials with a desire not only to do a great job, but also to Officiate at the highest level. The ASAJ Swimming Officials Certification program has been developed with the following objectives in mind:

- Establish a standard for all officials to follow
- Provide a basis for an ongoing training program
- Recognise an Officials performance on Deck

The ASAJ's Swimming Officials certification program establishes an Officials experience and training by assigning one of three levels:

Level 1 – Club/School Competition - the official must have attended the training sessions/clinics, completed the exams and completed the required deck time under supervision.

Level 2 – Championship/International Competition – Official must have completed the requirement for Level 1, and acted in the position at a Championship or International Competition, under supervision for 24 hours deck time.

FINA – Meets FINA's requirements and must be recommended by the ASAJ.

Note: A Swimming Officials Certification will be valid for a period of two (2) years.

REFEREE

1.1. Certification Requirement

- 1.1.1. Minimum age 21
- 1.1.2. Have been a certified official (stroke & turn or starter) for a minimum of one (1) year.
- 1.1.3. Possess a copy of the FINA General Rule, Swimming Rules and ASAJ Swimming By-Laws.
- 1.1.4. Take and pass the Referee's exam.
- 1.1.5. Have apprenticed a minimum of nine (9) sessions as an apprentice referee – or – have completed a minimum of six (6) sessions working as a satisfactory starter/referee.
- 1.1.6. Be recommended in writing for this level by a referee who has been certified for a minimum of one (1) year.
- 1.1.7. Attend an approved starter/referee training session taught by a certified trainer and pass the required tests.

1.2. Recertification

- 1.2.1. Possess a current FINA rulebook
- 1.2.2. Work a minimum of twelve (12) sessions in two (2) years with at least six (6) of the sessions as referee.
- 1.2.3. Attend at least one clinic or take test every two years.

STARTER

2.1. Certification Requirement

- 2.1.1. Minimum age 18
- 2.1.2. Have completed a minimum of twelve (12) full sessions working as a satisfactory stroke and turn judge.
- 2.1.3. Complete ASAJ Referee/Starter course or a course sanctioned by the ASAJ
- 2.1.4. Take and pass current written starter test.
- 2.1.5. Apprentice as a starter for six (6) sessions under the direct supervision of a certified starter or referee. (NOTE – Championship meets should not be used for apprenticing.)

2.2. Recertification

- 2.2.1. Attend a refresher clinic
- 2.2.2. Work a minimum of eight (8) sessions in two (2) years as a starter preferably in three (3) different meets.

STROKE AND TURN JUDGES

3.1. Certification Requirements

- 3.1.1. Minimum age 18
- 3.1.2. Complete ASAJ Stroke and Turn course or a course sanctioned by the ASAJ.
- 3.1.3. Take and pass current timekeeper test.
- 3.1.4. Take and pass current stroke/turn judges test

- 3.1.5. Apprentice as a stroke/turn judge for a total of six (6) sessions at three (3) different meets under the direct supervision of certified stroke/turn judges certified for a minimum of one (1) year.

3.2. Re-certification

- 3.2.1. Work a minimum of eight (8) full sessions in two (2) years as a stroke and turn official with competency satisfying the meet referee. This shall include attending the recommended one (1) hour officials briefing prior to each session.

TIMEKEEPERS

4.1. Certification Requirements

- 4.1.1. Be at least 11 years old.
- 4.1.2. Complete ASAJ Timekeeper course or a course sanctioned by the ASAJ.
- 4.1.3. Take and pass the written timekeeper test.
- 4.1.4. Apprentice at three (3) sessions with satisfactory performance.

4.2. Recertification

- 4.2.1. Work at least two (2) complete sessions at two (2) meets each year as Timekeeper.

RECRUITING OFFICIALS

- 5.1. Each organization should be asked to appoint an officials' chairman. One of the major responsibilities for the chairman is to recruit new officials.
- 5.2. The need for officials should be advertised and communicated through clubs and newsletters.
- 5.3. Officials' clinics and meetings should be scheduled on a regular basis. Individuals in becoming officials as well as experienced officials should be encouraged to attend.
- 5.4. Officials should ask coaches for help in identifying and involving interested potential officials.
- 5.5. The officials' chairman should be aware of individuals who officiate on a regular basis. These people should be encouraged to upgrade their officiating skills.

DECK OFFICIAL EVALUATION

6.1. **Explanation of Categories**

- 6.1.1. Knowledge of Rules – Degree of knowledge of current FINA rules.
- 6.1.2. Position/ Control
- 6.1.3. Stroke and Turn – Consistently in position to best observe the swimmers' actions.
- 6.1.4. Starter – Maintains complete control of swimmers.
- 6.1.5. Alertness – aware of meet progress and swimmers – does not allow outside distraction to interfere with performance of duties.
- 6.1.6. Attitude/Poise – supportive of swimmers – works well with others – maintains friendly, calm, non-combative attitude even in stress situations.
- 6.1.7. Reliability – can be counted on. Shows up when expected. Keeps meet management informed.

6.2. **Explanation of Ratings**

- 6.2.1. Poor – Does not meet minimum standard for this position. Needs additional training under supervision.
- 6.2.2. Fair – Adequate. Meets minimum standards but needs additional deck experience in this position.
- 6.2.3. Good – Meets all the standards for this meet level.
- 6.2.4. Very Good – Exceeds standards for this meet level. Makes additional positive contributions. Would qualify for more senior level meets.
- 6.2.5. Excellent – superior performance well beyond standards. Makes additional positive contributions. Considered qualified for national and international meet consideration.