

2011 VSI Long Course Age Group Championships

Leadership Team Notes

I would like to thank everyone for volunteering to work at this meet. As we all know, successfully officiating a meet of this caliber requires not only excellent officials at the individual level, but it also involves team work and communication. Because many of us do not routinely officiate together, and because there are at least some potential individual and/or regional differences in how we run our meets, I'd like to lay out some general guidelines on how I'd like the meet to be run. This is routinely done for Age Group Champs and it seems to get everyone up to speed quicker as we have little to no time to meet before the fun begins.

- Meet Referee (Jim Frye)
 - Will handle the general meeting.
 - Will handle any conflicts/protests that cannot first be resolved by either the Admin Referee or the Deck Referee.
 - Will assist where needed
 - Will stay out of the way except as needed.
- Deck Referee
 - Will Rotate
 - Will not place a heat on the blocks unless they feel the starter will be able to ensure a fair start for the athletes.
 - A Deck Referee binder will be available with the pertinent information
 - "Delay of Meet"—My standard instruction for handling an open block (missing swimmer) is to make it painfully obvious to everyone that we have gone out of our way to make sure no one is about to step up prior to the heat being closed. Look around the deck to make sure no one is running to the blocks. This doesn't mean waiting forever, but it does mean waiting longer than a couple of seconds after the last swimmer has stepped up. If there is any doubt about a problem behind the blocks, investigate before closing the heat, not after. If, however, a swimmer steps up after the heat has been closed (and you determine that you didn't rush the close relative to the speed that you closed other heats with missing swimmers), the heat should be stepped down and the cause of the delay should be investigated. If the swimmer missed the heat due to bad information by the timers, S&T official, or another individual working in an official capacity at the meet (i.e. not coaches and parents), or the swimmer was hindered in getting to the blocks by crowding behind the blocks, the swimmer should be allowed to swim; otherwise a DQ for delay of meet is warranted. A swimmer missing a heat will ordinarily not be allowed to swim unless their missing the heat was due to problems as indicated above. If it is determined that a swimmer missed a heat due to such problems, the swimmer should be allowed to swim in an open lane, or if necessary, in a newly created heat. Remember, we do not penalize swimmers for mistakes made by officials (and remember also that timers are officials).
 - In timed finals (1650/1000 Y Free and Relays) and preliminaries, the scratch rule in Article 207.12.6, sections D and E will not apply. The scratch rule will apply to both the final and consolation heat.
 - Before putting relays on the block make sure that the 2, 3, & 4 swimmers are behind the timers for the start. Once the heat has started the remaining 3 swimmers may move forward.
 - If there is an open lane in a consolation heat of finals, close the heat and step the swimmers down prior to calling for the alternate. If the heat is not closed you run the risk that the missing swimmer will show up while you're getting the alternate to the blocks. The coaches will be informed in the General Meeting that the alternates should report to

the Starter. We'll call for the alternate, but need to be reasonable in how long we wait. **Confirm** the name of the alternate before allowing the "alternate" to step up/in (you never know, it may be the original swimmer that has shown up). If there is an open lane in the finals heat, it cannot be filled and the heat should not be stood down.

- The person blowing the whistle will be responsible for approving/disallowing DQs for that heat/event and for delivering the DQ slip to the coach.
 - The referee approving the DQ will be the initial point of contact for a coach disputing or questioning a call. Problems that cannot be resolved should be referred to the meet referee.
 - Any needed swim-offs will be set-up by the Referee who "owns" the event (if staffing permits, otherwise set up by Admin Referee or their designee). Procedure: The Admin Referee will give the Deck Referee a copy of the results with the potential swim-offs highlighted and the scratch deadline noted. The swim-off needs to be set up within 45 minutes after the last heat of any event in which any one of these swimmers is competing in that session. The Deck Referee, consulting with the affected coaches, will determine the best place to do the swim-off, if it becomes necessary at the end of the scratch period. You may do this by walking the deck or having the announcer call for the coaches involved. When the deadline has passed, please check with the Admin Referee about any scratches and how they affect the results. Admin will take care of lane timer slips, set-up with CTS, and Meet Manager.
 - Submit no-show slip for no-shows in consolations and finals to the Admin Referee.
 - Responsible for starting the session on time, not early, not late.
 - The "on" Deck Referee needs to watch the officiating crew and be cognizant that everyone is in position and when a hand goes up for a potential DQ. If the hand is missed, this ought to be caught by the Chief Judge. Whether visually observed or called in by the CJ, the Deck Referee must notify the Admin Referee of a potential DQ (Event/Heat) so that the event is not finalized until the DQ is resolved.
 - We have radios and they should be used following standard protocol.
 - Complete the pass-down report at the conclusion of each session (located in Deck Referee notebook)
- Administrative Referee (Mary Turner)
 - Mary will be the Head Administrative Referee.
 - Oversees proof of times (POT).
 - Oversee late entries
 - Oversee positive check-in
 - Oversee scratches from finals
 - Will be the first point of contact for a coach questioning swimmer eligibility
 - Finalize and approve the finals session before it is posted and printed
 - Distribute relay cards to coaches
 - Oversee the admin table(s)
 - Notify Deck Referee of need for a swim-off
 - Inform Timing Judges as to the manner of timing adjustments and the parameters within they can independently work.

- Should add to the pass-down report as needed at the conclusion of each session as necessary
- Starter
 - The Starter is responsible for the following:
 - Responsible for running the timers briefing. The starter shall instruct the timers to check the names of the relay swimmers and the order in which they swim.
 - Responsible for ensuring that the timing system has been checked and is ready to go before the start of the session. Do not wait to check out the timing system until after the timers briefing—this should be done while the timers briefing is taking place so that it is ready to go as soon as the timers are in position
 - Ensuring the start blocks are been checked and resolve any problems .
 - Focus on the swimmers behind the blocks, NOT THE SWIMMERS IN THE WATER. Know which lanes should have swimmers, look for any developing problems/confusion (ie torn suits, broken goggles, congestion and chaos behind the blocks, and bring to the attention of the referee, if observed
 - If you believe you have observed an early take-off, mark the appropriate lane on your heat sheet, and then inform the referee that you have a potential false start (first allow the referee sufficient time to make sure the heat has gotten off with no problems)
 - Announce Events and Heats for their pool.
 - The off-starter will take order of finish (do this on one common heat sheet).
 - WILL NOT START A HEAT UNLESS THEY CAN ENSURE A FAIR START FOR THE ATHLETES.
- Chief Judge – see Chief Judge Responsibilities document for further details
 - Blocks and flags numbered in the correct direction
 - Check placement and height of backstroke flags. Have corrected as necessary.
 - Check placement (or not) of 15 M mark on lane ropes. Have corrected if possible
 - Make sure sufficient chairs are at the start and turn end. 16 chairs for timers and one chair for each S&T.
 - Observe lane lines for tightness and have adjusted as necessary
 - Responsible for the deck crew having heat sheets and pencils
 - Responsible for having an adequate supply of DQ slips and early take-off slips on deck
 - Responsible for having turn cards in position for the 1650/500/1000 Y freestyle
 - Conducts stroke and turn briefing as directed by referee.
 - Assigns S&T officials, if requested, by the deck referee
 - Responsible for the correct positioning and coverage of S&T officials throughout the session—mentor as necessary
 - Upon observing a raised hand by a S&T official, quizzes the official with the standard three questions: (1) what was your jurisdiction; (2) what did you observe; (3) which rule was violated.
 - Any discussion with the S&T official should not distract from the S&T official's ability to observe swimmers within his/her jurisdiction, and should preferably be conducted when the swimmers are outside the S&T official's jurisdiction.

- Writes DQ slip for S&T official making a call according to the current Recommended Practice.
- Recommends approval or disapproval of the DQ to the Deck Referee
- Use recommended radio procedures for communications
- Responsible for setting up dual confirmation of relays