

## Duties of Officials

This article was prepared by Paul Jenkins and published in "Off the Blocks" in January and May of 1999.

---

### **General:**

1. Proper attire.
2. Report early. 1 hour - 1 1/2 hour.
3. To register.
4. To report again - 15 min. before the start.
5. Fair - unbiased.
6. Honest - firm.
7. Knowledgeable.
8. Alert - sharp,
9. Orderly - smart.
10. Smiling - riot too entertaining.
11. Accept criticisms.
12. Positive attitude.

### **Referee**

1. Checking of equipment/checklist.
  - a) Lane ropes
  - b) Water level
  - c) Officiating timing equipment 00.00 to 0.03 (Degree of tolerance.).
  - d) Officials slips - DQ forms, Heat Sheets etc.
2. Listing and number of officials.
3. Full authority.
  - a) Proper conduct of the meet.
  - b) Decisions not covered in the rules.
  - c) Can overrule any decision of judges.
  - d) Adjudicate on protest.
4. To conduct meeting of meet officials and attend meeting of Team managers/coaches.
5. To signal that all officials are in position. (After introduction).
6. Getting swimmers ready:
  - a) short interrupted blasts of the whistle - swimmers to disrobe.
  - b) Ascertain all swimmers in ready position.
  - c) (i) Long blast - swimmers to stand on blocks.  
(For Backstroke)  
(ii) Long blast - swimmers to jump into water and swim to wall quickly.  
(iii) Another long blast - swimmers get into ready position for backstroke, feet not above water level.  
(Cheering, shouts).  
Wait for absolute silence to be observed, then raise arm towards starter as signal for him/her to take over.  
Hand to be maintained in position. To lower when start is good.
7. Judge every phase of the meet
8. Gets feedback from SJ and CIT to observe ITs
9. Signals control room when scoreboard is deemed official.
10. Signs records, if any.
11. Debrief s officials as required.

13. Last to leave venue.

### **Starters**

1. Check Gun and/or Beeper before the start.
2. Check again if starting from the turn end for 50m events just prior to the event.
3. Stand on elevated platform with a clear view.
4. Announce faults, i.e. 'Lane four, drop your toes", etc.
5. Gives a fair start to ALL.
6. Works closely with the Referee.

### **Clerk Of Course**

1. Ensure proper drawing of heats and finals.
2. Ensures the placing of the rows of chairs/seats in the right sequence e.g. (L1-L8) in the reporting area.
3. Registers competitors, ensuring correct seat/lane numbers.
4. Reports missing competitors to the Referee.
5. Awaits signal for guide to lead competitors in correct sequence to the starting blocks. (This is very FINA as we do not normally lead finalists on unless it is a National Meet .... Ed)

### **Stroke Judges**

1. Two for each side (Remember, we are taking Long Course here).
2. Each side is responsible for the four (Three) lanes closest to them.
3. Looks also at turns to aid the Turn Inspectors.
4. Walks abreast/ahead depending on the TV rail track.
5. Indicates to Referee if any disqualification.
6. Sits after judging.

### **Inspector Of Turns**

1. To stand when swimmers are 8 metres from the wall. Remain standing until swimmers complete their turn.
2. Review lap counters when required to do so.
3. Do not put lap counters in the water.
4. Turns lap counters as swimmers leave the 8 metre mark.
5. When Judging from the start end ring bell when all swimmers are 5 metres from wall and continue until they are 5 metres from the wall to indicate two more laps.
6. To remain standing to indicate a disqualification. This is to attract the Chief Inspector of Turns attention.
7. Assists in getting swimmer out of the water, especially in relay events.

### **Chief Inspector of Turns**

1. Sits on line at an angle of 10 degrees facing the Inspectors of Turns and watches for signals (Standing) from them.
2. Returns signals to Referee to report a disqualification or sits to indicate all clear

### **False Start Rope Operator.**

1. Checks to ensure false start rope is working.
2. Ensures rope drops and lies on surface of all lanes particularly lanes 1 and 8 (6).
3. Watches the start of the event and listens attentively to the signal of the Starter and/or Referee.

### **Timekeepers**

1. Check working order of Stop watch.
2. Moves forward and stands on deck beside starting block to take time of lane swimmer 8 metres before end.
3. Repeat at every turn and finish.
4. Looks at own lane only.
5. Records the time.

## **Announcer**

1. Clear and pleasant voice.
2. Concise.
3. Understands the rules.
4. Asks for silence at Referee's long whistle.  
whistle
5. Makes official announcements only.
6. Takes instructions only from Referee.
7. Introduces swimmers during finals
8. Announces: "These results are not official" at finish.
9. Announces: "The results are official" after given clearance by the Referee
10. Announces disqualification's.
11. Studies Bio's of swimmers and has a current list of applicable records.
12. Has no private conversations.
13. Announces prize presentations.
14. Does not give opinions on results of races.
15. Switches PA system on/off as required.