

Level I

Getting Your Feet Wet

Rev date: May 18, 1998

OFFICIATING AT SWIM MEETS - Level I Clinic

OFFICIAL'S BEHAVIOR

- a) Arrive on time. (One hour to One Half hour before meet)
- b) Dress in whites. Pants or skirts for the ladies at National or Provincial Meets
- c) If all Officials dress the same we blend in and no one appears out of place.
- d) Be fair to all competitors, your own children and opponents alike.
- e) Don't coach or cheer for swimmers while on deck.
- f) Being consistently fair, you may time or place your own children if they are in your lane.
- g) Be inconspicuous.
 - 1. If you don't cheer for your swimmer you will go a long way to being inconspicuous.
 - 2. Let the swimmers be the focal point.
- h) Keep seated as much as possible.
 - 1. When you move around you are interrupting the view, of the other timekeepers, the starter, referee and chief timekeeper.
- i) Be friendly to swimmers but do not distract them if they are preparing mentally for a race.

MEET ORGANIZATION

You will find these officials at a competitive swim meet:

- a) Meet Manager
 - 1. prepares meet in advance,
 - 2. sends out notices,
 - 3. prepares program and cards,
 - 4. convenes scratch meeting,
 - 5. handles paperwork during meet,
 - 6. sends out results.
- b) Referee
 - 1. chief official over all others during meet,
 - 2. ensures fairness and makes decisions not clear in rules,
 - 3. will announce start of each race with a long whistle.
- c) Starter
 - 1. starts each race by gun or horn making sure start is fair.
- d) Chief Finish Judge
 - 1. compiles order of finish of a race based on Finish Judges'

and Chief Judge Electronics decisions,

2. breaks ties by applicable rules.

e) Chief Judge Electronic

1. supervises results coming from an automatic electronic timing and judging machine.

f) Chief Timekeeper

1. responsible for all times and watches,

2. takes time of winner in case there are not three times,

3. may read your watch,

4. may instruct you when to clear it,

5. may have assistants,

6. see him or her promptly if you have any trouble.

g) Clerk of Course

1. checks in swimmers and directs them to proper heats and lanes,

2. keeps quiet and order on pool deck,

3. usually has one or two Marshalls to assist him,

4. may seed on deck,

h) Judges of Stroke

1. one or two on each side of pool

2. observe correctness of stroke as defined by the rules to ensure that no swimmer gets an unfair advantage.

i) Inspector of Turns

1. from two to sixteen judges,

2. observe correctness of turns at both ends of pool.

j) Recorder/Scorer (Desk Control)

1. usually in a separate room,

2. enter the results and keep scores.

k) Runner

1. usually a young swimmer that picks up the finish judge slips and the time cards and delivers them to the chief finish judge.

TIMEKEEPER DUTIES

a) Before the Meet

Receive your watch

1. sign out from Chief Timekeeper

2. secure lanyard around your neck

3. familiarize yourself with the operation of the watch

4. hold the watch in one hand with the joint of the index finger on the start button,

5. take up slack until resistance is felt, (some start-stop buttons push down, some push forward),

6. to get an accurate time with a digital watch, push the button firmly and quickly in the proper direction.

7. participate in watch check. The purpose is to ensure that all watches are operating correctly.

8. if you are using "push buttons", you must press them

firmly.

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

b) During the Meet

Pool position

1. take up a position, sitting behind your assigned lane, with a clear view of the starter.

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

1. hold the watch up in front of you as you focus your attention on the Starter.

2. ensure the watch is at zero.

3. if your timing is off it is usually caused by lack of concentration at the start.

SW 2.8.2 Each timekeeper shall start his watch at the starting signal and shall stop it when the swimmer in his lane has completed the race. Timekeepers may be instructed by the chief timekeeper to record times at intermediate distances in races longer than 100 metres.

1. start your watch at the FLASH of the gun or the signal light of the starting device.

2. sight is more accurate than sound.

3. to get an accurate time with a digital watch. holding it firmly and still,

4. push the button firmly and quickly in the proper direction.

5. if you miss a start or your watch stops during a race, notify the Chief Timekeeper by raising your hand.

6. stop your watch at the end of the race, at the same instant that any part of the swimmer's body touches the touch pad or the end wall, or passes over the vertical plane of the wall, provided your swimmer has his entire torso in your lane at that time.

a. this sometimes happens during backstroke events when the arm of the swimmer passes through the vertical plane before it hits the end wall.

7. ignore any temptation to judge the legitimacy of the stroke or touch.

8. TIME ANY TOUCH.

YOU WILL GET WET, so DRESS APPROPRIATELY

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

If the display on your digital watch begins to fade or flash, or an extra red spot comes on, get an alternate watch from the Chief Timekeeper.

SW 2.8.3 Promptly after the race, the time keepers in each lane shall record the times of their watches on the card, give it

to the chief timekeeper, and if requested present their watches for inspection. They shall not clear their watches until they receive the "clear watches" signal from the chief time keeper or the referee.

1. read your time to the head lane timekeeper completely.

ie. 1:06.26 reads as one-oh-six point two-six

2. the times are to be written thus:

Timer 1 P.D.J. 2:08.61

Timer 2 F.Y.I. :48.61

Timer 3 S.G.C. 4:08.00

3. recording Times

1 min 3 sec and 22 hundredths sec. - 1:03.22

24 point 24 sec - 24.24

1 min 1 sec - 1:01.00

3. feel secure about your timing.

4. usually you will be within one tenth, but even if you are not, NEVER change your reading.

5. you may be the only one right.

6. reset your watch to zero when told by the Chief Timekeeper or when the Referee calls you to attention for the next race,

7. if you are having trouble at any time, call upon the Chief Timekeeper and hold your reading until he has checked it.

Head Lane Timekeeper

The chief timekeeper will assign a timekeeper to do this if no one is a qualified inspector of turns.

CSW 2.14.1 Head Lane Timekeeper

Ensures that the proper swimmer is in his lane.

1. ask the name of the swimmer after the race is complete.

Shall determine that the proper time card is being used.

1. check that the event, heat and lane are correct.

Shall determine that the proper times are being read and recorded.

Shall determine and record the official time on the time card, if so directed by the chief timekeeper.

1. because of the possibility of errors this is normally done by the chief finish judge.

Shall appoint one timekeeper to take split times.

1. a split is a time for the swimmer at any interval other than the one they are swimming.

100 meter race the split would be at the 50 meter distance in a 50 meter pool.

Shall determine and report to the chief finish judge, if the swimmer has a light touch. (This may be done by a suitable notation on the time card.)

1. light touch occurs when the swimmer does not touch the electronic pad hard enough to stop the electronic clock.

2. you would recognize this by comparing your manual times with the electronic time.

3. if there is a significant difference, note in large letters across the card "Light Touch"

4. this will attract the attention of the chief finish judge.

He will then confer with the chief judge electronic, and the referee, to see what action will be taken.

Shall determine that the members of a relay team swim in the correct order

1. ask the swimmers name as they complete their leg of the race.

2. If they swim out of order inform the chief timekeeper at the end of the race. This is a DQ.

If qualified, may act as an inspector of turns.

3. if you are the inspector of turns, have another timekeeper do the splits and the relay take-overs.

Distance events

1. for individual freestyle swims of 800 metres or greater

2. one timekeeper in each lane is assigned to ring a bell for his swimmer

3. ring the bell over the right lane rope of his lane

4. ring the bell as the swimmer approaches the backstroke flags at the timekeeper's end and continue to ring the bell until the turn is completed and the swimmer has passed the backstroke flags.

Relay races

1. you may be asked to judge relay take-offs.

2. watch the toes of the swimmer on the blocks

3. when the toes leave the blocks, if the hand of the incoming swimmer has not touched the end wall an infraction has occurred and the Referee, or Chief Timekeeper must be told.

4. the outgoing swimmer may be in motion.

5. if you must disqualify, tell the referee AT THE END of the race, tell the swimmer and record the DQ and the finish time on the card.

Split Times

1. one timer is assigned to take split times each time swimmer touches at start end

2. walk over to edge of pool to take accurate split times

3. you cannot take accurately from chair and you will get wet!!!

Other stuff you should know

1. the person who starts a watch should always stop it.

2. there should never be an exchange of watches between 2 timers.

3. if swimmer fails to touch or finish the race, report "DNF" (Did Not Finish) on time card. Enter this where you

would normally put the time

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

After the Meet

1. clean up the area you are working in, cups, papers etc.
2. return your watch and clipboard to the officials room
3. check-out in prescribed manner.
4. check the roster sheet for the next assignment.

PROBLEMS THAT CAN ARISE

What should I do if:

You missed the start

1. Raise hand to get help from Chief Timekeeper.

You shut your watch off by mistake after taking a split time

2. Raise hand to get help from Chief Timekeeper.

You missed the finish .

3. Record "NT" (No Time) - Inform Chief Timekeeper.

Your time is 1 second slower than the other 2 timekeepers in your lane.

4. Do not record. Check with Chief Timekeeper.

Your times are consistently .3 to .5 seconds faster than the other 2 times in your lane.

5. Likely anticipating the touch – ensure watch is stopped on actual touch

Your time is 2 seconds faster than the other timekeeper in your lane.

6. Do not record, check with Chief Timekeeper.

Restart

7. Clear the watch on prearranged signal (normally Referee's whistle indicating start of next heat).

False Starts

8. clear watch immediately and be ready for second start.

No – No's

NEVER RECORD THE TIME FROM THE ELECTRONIC CLOCK (BOARD)

NEVER GUESS

NEVER USE YOUR PARTNER'S TIME IF YOU MISSED THE START OR FINISH

NEVER BE AFRAID TO SAY, "I MISSED IT" – INFORM THE CHIEF TIMEKEEPER

FINISH JUDGING

Good timekeepers often disagree by one tenth of a second or more, but in one tenth of a second, a fast swimmer covers about seven inches.

1. attentive judges can decide between swimmers just a few inches apart,
2. finish judging takes precedence over timing, when two finish judges agree and there are only two times recorded.

Before the Meet

Report to Chief Finish Judge 30 minutes before the meet starts for instruction and position on the pool deck.

Obtain heat sheet, finish judge slips and pencil.

During the Meet

Pool Position

SW 2.10.1 Finish judges shall be positioned in elevated stands in line with the finish where they have at all times a clear view of the course and the finish line unless they operate an Automatic Officiating device in their respective assigned lanes by depressing the 'push-button' at the completion of the race.

Preferably, elevated stand at the side of pool in line with finish end

If you don't have elevated stand, place yourself in line with the end of the pool

1. close to the pool edge so no swimmer can walk in front and obscure your sight of the finish.

Judge from one side only. Do not change sides during sessions as the change tends to cause confusion.

Principles of Finish Judging

SW 2.10.2 After each event the finish judges shall decide and report the placing of the swimmers according to the assignments given to them.

Finish judges other than push-button operators shall not act as timekeepers in the same event.

1. Takes sweep of all swimmers in each race (first to sixth or first to eighth)
2. A swimmer has finished when any part of his body touches the touch pad, or the end wall, or passes over it. passed the vertical plain of the wall.
3. This is the same as in timing. Judge all finish touches regardless of quality.
4. Do not declare a tie, Make a decision.
5. Do not guess if you miss a finish.
6. Place judging takes precedence over manual timing when at least two judges agree.
7. If you do not get all places, don't guess, but write down all the places you do know.
8. Be attentive.
9. Feel confident about your decision.
10. Your first impression is likely correct.

Most serious errors are made by Finish Judges copying an other's results - so put down only your own decision.

11. Do not copy the results from the electronics board!
12. If your placing does not agree with the time board, do NOT change it.
13. Do not call out the placings while judging. It is very distracting to the judge beside you.

Most swim meets are judged by the CORPS OF JUDGES SYSTEM using 3 or more judges.

1. In this system, the Chief Finish Judge will tell you what type of judging to use.
2. It may be lane judging, or picking first place, or any other system.
3. The most common is "sweep judging".
4. Try to write down all the lanes in order of finish

as shown.

5. If you do not get all places, don't guess.

6. Write down all the ones you do know. e.g. 4-?-6-8

Sample of finish judge slip.

Information needed on finish judges slip:

1. Event Number - 31; Heat Number - 2

2. Lane numbers in order of finish e.g.

4-5-6-3-2-1-7-8

3. Judges initials - L.B.L.

After the Meet

Make sure all finish judge forms are collected and sent to the Chief

Finish Judge.

OFFICIATING CAN BE REWARDING AND FUN DOING A GOOD JOB AT IT CAN BE EVEN MORE REWARDING.

