

Referee's Checklist and Briefing Notes for ALPS Dual Meets

1. Before Meet Begins

General

- Check pool facilities with specific attention to safety issues
- Depth of the pool: 1.2 meters for blocks; 1.0 meters without blocks
- Check for objects that protrude into the swimmers path such as ladders or corners of the pool in L-shaped pools
- Starting blocks solid and secure
- Lanes properly numbered
- Backstroke flags at 5-meter mark
- Cones at 15-meter mark

Meet Manager (6:00 - 6:15)

- Discuss any issues with the pool setup that need to be resolved
- Are there any pool-specific issues such as the use of starting blocks or restrictions due to depth of the pool
- Circulating pumps turned off before start of meet
- Time for warm-up and who will announce including lane assignments
- Does the pool usually change ends for starts or do the officials change ends
- Normal position of Referee and Starter
- Discuss procedure for calling meet due to weather or poor lighting
- Receive clipboard with list of events and exhibitions
- Receive list of officials
- Ask meet manager to try and keep officials nearby for briefings and to introduce officials
- Time and announcement of coaches meeting
- Identify and introduce Manager/Sr. lifeguard(s) responsible for making weather calls and other safety related concerns

Manager/Lifeguards (6:15 – 6:20)

- Establish where they will be during the competition should communication be required
- Discuss how weather delays will be handled with the Meet Manager and Manager
- Inform people of delays and to stick around until final announcement made

Coaches Meeting (finish before 6:30)

- Receive/review the list of exhibition heats
 - Are there swimmers for both pools in all exhibition heats
- Review 8 & under DQ policy
 - If they swim-up they are eligible for DQs
 - Flotation device issue
- Review swimsuit issue (i.e.; no multiple suits)
- Protests must be made in writing to the referee within 30 minutes of the disputed decision
- Coaches should not be on the deck except for 8 & under and 9 – 10 age groups
- Rules for helping 8 & under in the water
- Coaches should stay with 8 & under on the deck and have them ready on time
- Inform them how the 25-meter/yard events will be run
- Distribution of cards for 25-meter/yard events
- Questions?

Chief Timer Briefing

- Do you have the list of timers in order to assign lanes – one from each pool per lane
- Bring extra watches and pencils on deck
- Ask timers to inform you if problems occur - Determine how to signal Referee if problems during meet
- If possible, provide an extra time for fastest swimmer in heat
- Replace a Timer whose watch does not start or if they miss start

For Chief Timer's Briefing with Timers

- First time as a Timer? Try not to have two inexperienced Timers working together
- Make sure stop-watches are working properly
- Start with the visual cue not the sound
- Before writing the time on the card, check the swimmer name, event, heat and lane numbers
- Start watch even if no swimmer in lane – may be asked to replace someone who had a problem
- Check watch after each start to ensure running
- Put hand up if you miss the start or any other problem that requires new timer
- Approach edge of pool to ensure see finish properly
 - Watch the wall for the touch, not the swimmer coming in. Don't worry about whether the touch is legal. Stop watch as soon as any part of the body touches the wall or breaks the plane.
- Backstroke – cushion head for 10 and under but don't obstruct swimmer
- Do not estimate/guess times – if time missed, don't write anything on time

- How to fill out cards
- One timer to record times on the card, the other to hold completed cards behind back for runners
- Please be on deck by 6:55
- Changing ends for 25-meter events
- Questions?

Chief Place Judge Briefing

- Meet with the runners and indicate where and when (not during the start) to collect and deliver the cards and place slips
- Runners should collect cards/slips one heat at a time
- Ensure all cards for a heat are in before processing
- Remember that for ALPS dual meets, **place judge slips take precedence over times on the cards.**
 - When the majority of the place judge slips show a finish order different than that indicated by the times, the swimmers times of the effected cards will be averaged and be identical with JD1 and JD2 notation.
 - Use judgment to resolve problems
 - Inform co-worker when changing finish positions
 - See Referee if there is a problem
- If DQ slip/card not initialed by Referee, bring card back to Referee
- Place cards in order of place/finish time, including DQs, and pass to Recorder
 - Clearly indicate the placing on the cards
 - Clearly indicate ties (e.g. T-3)
- Advise Chief Timer of any consistent differences greater than 0.3 seconds between the times recorded on the cards
- Advise Referee of cards with no times or any other problem
- Questions?

Starter Briefing

- Check and test the starting equipment
- Is back-up equipment available including batteries for remote microphone?
- When the Referee puts whistle in mouth, signal to announce the next race
- Discuss announcement protocol
- Announce only the heat number for exhibitions
- Starter can ask for quiet at the start of a race
- Two whistles for backstroke; one whistle for all other events
- After the command “Take your marks”, the swimmers must have at least one foot gripping the front of the block/pool and be stationary or not moving forward before signal sounded
 - Swimmers can move, but not forward
- Focus on middle lanes; use peripheral vision for outside lanes. Find a position for best view

- Discuss 8 & under starts
- Discuss false starts
 - Call backs/second starts – emphasize differences for ALPS compared to winter
 - Remind the starter that swimmers can move on the blocks, but not forward
- The Referee has the final decision as to whether the start is fair
- Review ALPS false start rule
 - Announce in both languages
- Compare exhibition heats to ensure the ref & starter have the same information
- Questions?

Stroke and Turn Judges Briefing

- Position one on each side of the pool
 - Change sides after Breast Stroke
 - For relays, Referee and S&T judge not from the Referees pool should be together
- Discuss operation of the false start rope – test to make sure works properly
- Walk the full length of the pool (if possible) and watch turns
 - When to be at the head and feet of the swimmer
- Responsible only for your half of the pool regardless of what you see in other lanes
- Generally, only DQ “scoring swimmers”; talk to others
- Review stroke checklist
 - Go through the stroke rules in the order it is swum (e.g.; dive start, ...at each turn & at the end of the race, the touch will be with both hands)
 - Breast – review start & turn arm pull and kick sequence and difference between a dolphin kick and foot snap.
 - Backstroke – review ALPS difference from SNC rule on turns
 - 8 & under swimmers
 - No DQs unless purposeful activities to gain advantage
 - Can DQ relays for early takeovers
 - Flotation device issue
- When in doubt, ask referee’s opinion but always give benefit of the doubt to the swimmer
- Explain the correct DQ procedure:
 - Wait until the end of the race
 - Let the Timer write times on the card
 - Ask the Timer to give you or hold the card so runner doesn’t pick it up
 - Inform the swimmer of the DQ and infraction
 - Be discreet, sensitive and give positive feedback
 - Complete the DQ slip and write on the card with your time and initials
 - Take the DQ slip and the card to the Referee and describe what you saw
 - Be prepared to answer the questions “What did you see?” and “Where were you positioned?”
- Positioning

- Will be take-over judges for relays
 - Proper sequence for relay takeovers
 - Watch toes then look down
- Benefit of Doubt
- Questions?

Recorder/Scorer Briefing

- Are the computer, printer and spreadsheet working properly?
- Back-up scoring sheets?
- Have you received relay, exhibition and officials' lists?
- Knowledge of ALPS scoring rules; review if necessary
- Questions?

Place Judges Briefing

- Ensure they have sufficient place slips and pencils
- Remind them of importance of position because of ALPS positioning rules
- Position one on each side of the pool
- Change sides after Breast Stroke
- Remember to check lane numbers
- Only record what you see; if uncertain, leave blank
- Remember to include event and heat numbers and initial each slip

2. During Meet

- Make note of any problem that occurs and times of occurrence
- Keep track of the number of DQs to check with score sheet before signing off

3. After Last Event

- Ensure officials, volunteers, coaches and spectators are thanked
- Compare swimmers list score with score sheet
- Check number of DQs with score sheet
- Note any infractions and protests on the score sheet cover page and sign-off. Ensure coaches sign-off as well and if there are disagreements, that they note their disagreement with the Referees position.
- Sign-off score sheet
- Ensure the score is announced

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