Technical Officials’ Handbook

Swim England East Region
2019 Long Course Championships

Inspire Pool, Luton Sports Village, Luton

Saturday, Sunday, Monday 4-6 May 2019

1ER190178
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25 March 2019

Colleagues,

Thank you for applying to officiate at the Swim England East Region Long Course Championships 2019 at Luton. Following your confirmation of appointment as a Technical Official I would like to provide some further information in this booklet, which I hope you will take some time to read, in readiness for the event.

If you have any change to your availability or the information you supplied on application please contact me at your earliest opportunity.

**Venue and Dates**

The competition will be over three consecutive days at **Inspire Pool, Luton Sports Village, Hitchin Road, Luton, LU2 8DD** from Saturday to Monday 4-6 May 2019 inclusive.

An area map of the Hotel and the Inspire Pool is shown on pages 7-8.
## Event Times

The daily session start times are as indicated below:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Session</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>4 May 2019</td>
<td>Session 1 - Heats</td>
<td>To be confirmed on website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 2 - Heats</td>
<td>To be confirmed on website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 3 - Finals</td>
<td>To be confirmed on website</td>
</tr>
<tr>
<td>Sunday</td>
<td>5 May 2019</td>
<td>Session 4 - Heats</td>
<td>To be confirmed on website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 5 - Heats</td>
<td>To be confirmed on website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 6 - Finals</td>
<td>To be confirmed on website</td>
</tr>
<tr>
<td>Monday</td>
<td>6 May 2019</td>
<td>Session 7 - Heats</td>
<td>To be confirmed on website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 8 - Heats</td>
<td>To be confirmed on website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 9 - Finals</td>
<td>To be confirmed on website</td>
</tr>
</tbody>
</table>

## Technical Meeting

Daily Technical Meetings for Officials will take place promptly as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Session</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>4 May 2019</td>
<td>Session 1 - Heats</td>
<td>TBC -45 mins before session start</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 2 - Heats</td>
<td>TBC* 30 mins before session start</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 3 - Finals</td>
<td>TBC* 30 mins before session start</td>
</tr>
<tr>
<td>Sunday</td>
<td>5 May 2019</td>
<td>Session 4 - Heats</td>
<td>TBC -45 mins before session start</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 5 - Heats</td>
<td>TBC* 30 mins before session start</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 6 - Finals</td>
<td>TBC* 30 mins before session start</td>
</tr>
<tr>
<td>Monday</td>
<td>6 May 2019</td>
<td>Session 7 - Heats</td>
<td>TBC -45 mins before session start</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 8 - Heats</td>
<td>TBC* 30 mins before session start</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 9 - Finals</td>
<td>TBC* 30 mins before session start</td>
</tr>
</tbody>
</table>

**TBC** The published start time of the sessions will be on the SE East Region website the week leading up to the gala.

The location of the meeting for all days will be the main function room on the first floor next to the spectators seating area entrance. Upon arrival at the pool via the main entrance, clearing the access control, ascend the stairs in front of you and turn left at the top, walk along the corridor and the function room is the last door on the left.

Tea and coffee will be available each day in the officials’ technical meeting room. Fresh drinking water will be available and can be sourced from a chilled water dispenser in this room or at the drinking fountain on poolside on the deck area adjacent to rear of lane 8. Duties for the sessions will be displayed on the wall. **Please ‘tick’ your name on the official’s duties list on arrival to each meeting.**

## Accreditation

Competitor accreditation is not being issued at this Event.

Please ensure that you bring your British Swimming Officials Licence card with you and it is to be worn at all times on the Field of Play (poolside).
Uniform and Changing Rooms

It is required for ALL EVENTS, officials wear whites. Ladies, either skirt or long trousers and white polo shirt. Gentlemen, long white trousers and a white polo shirt please. These are to be worn ‘tucked in’ at all sessions. Cropped trousers (‘cropped’ i.e. at least ¾ length trousers will be accepted – shorts are not acceptable for this gala) white shoes and white belt if required. Please wear your Regional Polo shirt at the gala. Open Toe shoes are not suitable for Stroke duties.

If it is your first time officiating at a Regional event, you will be offered a FREE Regional polo shirt to wear. Regional polo shirts will be available to purchase on the day in the officials’ room but stock is limited.

Officials will use the main changing rooms situated on the pool level of the building. There are lockable secure lockers within these changing facilities. The lockers operate on insertion of a returnable 20p coin.

Please be aware that as in many public buildings absolute security of the lockers cannot be guaranteed and officials should ensure valuables are kept safe. The Region will not be responsible for any losses or damage to personal property.

Hotel Accommodation

Hotel accommodation for those officials requiring Regional accommodation and have been notified by David Metcalf has been booked at the hotel mentioned below.

This has been reserved on a single room occupation (unless this has been agreed in advance by David Metcalf) on a bed & breakfast basis. The accommodation charge will be settled by SE East Region, including the car parking fee. Please settle with the hotel any other charge you make to your room.

Hilton Garden Inn Luton North
Butterfield
Hitchin Road
Luton
LU2 8DD

Tel: 01582-435300
Hyperlinks:  [Website](#)  [Hotel Directions and Map](#)
Car Parking

For those officials travelling by car parking will be available in the main car park at the pool. **Satnav users are advised to use the postcode LU2 8DD.**

At the time of writing we have been informed of a new parking procedure coming into force at the pool. [https://www.activeluton.co.uk/car-parking-at-inspire-luton-sports-village](https://www.activeluton.co.uk/car-parking-at-inspire-luton-sports-village)

Expenses

Please note that all expenses will be paid post event by BACS or in cash on the day subject to sufficient cash available on the day. If you have not previously notified the Region of your Bank details please have them in your possession.

Claim forms are required to be submitted to Keith Belton (Finance Manager) at the latest following the briefing on your last day of officiating. Payments will be subject to the Technical Official’s Travel and Expenses reimbursement policy.

Please note that receipts are required for **ALL** claims except mileage.

Travel

A mileage rate of 45p per mile will be reimbursed. Officials staying in the Hotel will be reimbursed for one return journey. Officials travelling daily will be reimbursed for one return journey per full day of officiating. If travelling by train or bus or other public transport please ensure all receipts are kept and submitted with the expense claim form. Public transport fares should be claimed at the least expensive class of ticket.

Meals

Meals will be provided only for officials officiating **(not being mentored)** at two or more consecutive sessions each day. **Refreshments will not be brought round on poolside, please ensure that you bring with you a water bottle** that you can fill and take with you onto poolside.

Tea and coffee will also be available each day in the Officials Technical Meeting Room.

Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Baster</td>
<td>Promoter</td>
<td><a href="mailto:swimming@eastswimming.org">swimming@eastswimming.org</a></td>
</tr>
<tr>
<td>Stewart Murray</td>
<td>Technical Director</td>
<td><a href="mailto:stewart.murray@eastswimming.org">stewart.murray@eastswimming.org</a></td>
</tr>
<tr>
<td>Hilton Garden Inn Luton North</td>
<td>Reception</td>
<td>01582-435300</td>
</tr>
<tr>
<td>Inspire Pool</td>
<td></td>
<td>01582-393230</td>
</tr>
</tbody>
</table>

If for any reason circumstances change to affect your availability at any time between now and the Championships please can you **please contact the Technical Director immediately**, also cc me in on the email for administration purposes.
Area Map of Inspire Pool and Hilton Garden Inn

Hilton Garden Inn

Inspire Pool
Map showing surrounding area of Luton

Inspire Pool
## Schedule of Events

15/Over Age Group Individual Events & All Relays  
Also Incorporating Para-Swimming Events

<table>
<thead>
<tr>
<th>Session One</th>
<th>Session Four</th>
<th>Session Seven</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Saturday 4th May</strong></td>
<td><strong>Sunday 5th May</strong></td>
<td><strong>Monday 6th May</strong></td>
</tr>
<tr>
<td>Heats Session</td>
<td>Heats Session</td>
<td>Distance Session</td>
</tr>
<tr>
<td>Start TBA</td>
<td>Start TBA</td>
<td>Start TBA</td>
</tr>
<tr>
<td>111 Women’s 200m Butterfly</td>
<td>211 Men’s 200m Butterfly</td>
<td>311 Women’s 800m Free (HDW)</td>
</tr>
<tr>
<td>112 Men’s 50m Backstroke</td>
<td>212 Women’s 50m Backstroke</td>
<td>312 Men’s 1500m Free (HDW)</td>
</tr>
<tr>
<td>113 Women’s 50m Freestyle</td>
<td>213 Men’s 50m Freestyle</td>
<td></td>
</tr>
<tr>
<td>114 Men’s 100m Breaststroke</td>
<td>214 Women’s 100m Breaststroke</td>
<td></td>
</tr>
<tr>
<td>115 Women’s 200m Breaststroke</td>
<td>215 Men’s 200m Breaststroke</td>
<td></td>
</tr>
<tr>
<td>116 Men’s 100m Butterfly</td>
<td>216 Women’s 100m Butterfly</td>
<td></td>
</tr>
<tr>
<td>117 Women’s 400m Freestyle (HDW)</td>
<td>217 Men’s 400m Freestyle (HDW)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Session Two</th>
<th>Session Five</th>
<th>Session Eight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Saturday 4th May</strong></td>
<td><strong>Sunday 5th May</strong></td>
<td><strong>Monday 6th May</strong></td>
</tr>
<tr>
<td>Heats Session</td>
<td>Heats Session</td>
<td>Heats Session</td>
</tr>
<tr>
<td>Start TBA</td>
<td>Start TBA</td>
<td>Start TBA</td>
</tr>
<tr>
<td>121 Women’s 200m Backstroke</td>
<td>221 Men’s 200m Backstroke</td>
<td>321 Women’s 200m I.M.</td>
</tr>
<tr>
<td>122 Men’s 100m Freestyle</td>
<td>222 Women’s 100m Freestyle</td>
<td>322 Men’s 200m I.M.</td>
</tr>
<tr>
<td>123 Women’s 50m Breaststroke</td>
<td>223 Men’s 50m Breaststroke</td>
<td>323 Women’s 100m Breaststroke</td>
</tr>
<tr>
<td>124 Men’s 400m I.M. (HDW)</td>
<td>224 Women’s 400m I.M. (HDW)</td>
<td>324 Men’s 100m Breaststroke</td>
</tr>
<tr>
<td>125-126 Women’s 4x200m Team (HDW) **</td>
<td>225-226 Men’s 4x200m Team (HDW) **</td>
<td>325 Women’s 200m Freestyle</td>
</tr>
<tr>
<td></td>
<td></td>
<td>326 Men’s 200m Freestyle</td>
</tr>
<tr>
<td></td>
<td></td>
<td>327 Women’s 50m Butterfly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>328 Men’s 50m Butterfly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session Three</th>
<th>Session Six</th>
<th>Session Nine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Saturday 4th May</strong></td>
<td><strong>Sunday 5th May</strong></td>
<td><strong>Monday 6th May</strong></td>
</tr>
<tr>
<td>Finals Session</td>
<td>Finals Session</td>
<td>Finals Session</td>
</tr>
<tr>
<td>Start TBA</td>
<td>Start TBA</td>
<td>Start TBA</td>
</tr>
<tr>
<td>131-133 Women’s 200m Butterfly</td>
<td>231-233 Men’s 200m Butterfly</td>
<td>331-333 Women’s 200m I.M.</td>
</tr>
<tr>
<td>134-136 Men’s 50m Backstroke</td>
<td>234-236 Women’s 50m Backstroke</td>
<td>334-336 Men’s 200m I.M.</td>
</tr>
<tr>
<td>137-139 Women’s 50m Freestyle</td>
<td>237-239 Men’s 50m Freestyle</td>
<td>337-339 Women’s 100m Breaststroke</td>
</tr>
<tr>
<td>140-142 Men’s 100m Breaststroke</td>
<td>240-242 Women’s 100m Breaststroke</td>
<td>340-342 Men’s 100m Breaststroke</td>
</tr>
<tr>
<td>143-145 Women’s 200m Breaststroke</td>
<td>243-245 Men’s 200m Breaststroke</td>
<td>343-345 Women’s 200m Freestyle</td>
</tr>
<tr>
<td>146-148 Men’s 100m Butterfly</td>
<td>246-248 Women’s 100m Butterfly</td>
<td>346-348 Men’s 200m Freestyle</td>
</tr>
<tr>
<td>149-151 Women’s 200m Backstroke</td>
<td>249-251 Men’s 200m Backstroke</td>
<td>349-351 Women’s 50m Butterfly</td>
</tr>
<tr>
<td>152-154 Men’s 100m Freestyle</td>
<td>252-254 Women’s 100m Freestyle</td>
<td>352-354 Men’s 50m Butterfly</td>
</tr>
<tr>
<td>155-157 Women’s 50m Breaststroke</td>
<td>255-257 Men’s 50m Breaststroke</td>
<td></td>
</tr>
<tr>
<td>158-159 Men’s 4x100m Medley (HDW) **</td>
<td>258-259 Women’s 4x100m Medley (HDW) **</td>
<td></td>
</tr>
<tr>
<td>160-161 Women’s 4x100m Free (HDW) **</td>
<td>260-261 Men’s 4x100m Free (HDW) **</td>
<td></td>
</tr>
</tbody>
</table>

** -- 14-16 age group relays will be first event, 17/OV age group will be second.
Operating Protocol – Luton

All the points mentioned below are to add to the image of the Technical Official. We are part of the event and our actions will either enhance the Event presentation or detract from the occasion.

This section does not give technical information or interpretation, we are all qualified, licensed and with varying levels of experience in the role we are carrying out. However, it is important that for every event there is a consistent approach to officiating.

Officials Parade

The parade of technical officials at the start of each session is to be as per the agreed order in the protocol. The method of parade will be influenced by the pool configuration and the Promoters requirements. All officials please assemble at the designated area notified at the officials briefing, 10 minutes prior to the start of each session. The essential guiding factor when parading on or off the deck is that we are smart and purposeful. Unless directed otherwise, bags etc. should not be taken on to the deck. Clipboards and water bottles are to be carried in the left hand. At the end of each session, officials may be required to parade off.

Starting

Over the top starts will be used for all events except backstroke (unless requested to do so by the Promoter) and finals.

Inspector of Turn/Timekeeper (IOT)

All Inspectors at the Start end who have a swimmer in their lane should stand at the commencement of the Referee’s long whistle blast. (First long whistle in Backstroke).

On the Referees, long whistle blast (first blast in backstroke move to the side of the athlete’s chair that is clear of obstructions if you are sitting behind the athlete’s chair).

Immediately the start signal has been given, please move forward to the starting platforms to observe that the competitor in your lane complies with the rules following the Start. If satisfied that you have not observed any infringement, immediately return to your chair and sit down. If an infringement has been seen remain standing (behind the starting platform) and look towards the Chief Inspector of Turns.

As the swimmer in your lane reaches 15m from the turn/finish, move to the edge of the pool to observe the turn or finish, sitting down when your duties are complete. If an infringement is seen remain standing and look towards the Chief Inspector of Turns.

For 800m and 1500m events Inspectors of Turn at the turning end will be operating lap cards. These cards should be hand held throughout the race and not left freestanding on the upstand. As the swimmer approaches the turn the cards should be held as close to the surface of the water as possible on the requested side of the lane and not in contact with the AOE touchpad. They should remain in position until the swimmer has taken their first breath following their turn.

Inspector of turn at the start/finish end of the pool shall give a warning signal when his competitor has 2 lengths and 5m to swim to the finish and the signal shall be repeated after the turn until the swimmer has reached the 5m mark from the turning point. A bell shall give the warning signal.

All finishes are at the diving boards end of the pool.
Backstroke (Ledges)

At these Championships, backstroke start ledges will be in use. When the event prior to backstroke has been completed and whilst the swimmers in that event are leaving the pool Inspectors of Turn should install the ledge at the ‘0’ setting before returning to their seats. **Should the swimmers need any assistance in setting the ledge please help them, but ensure that they are responsible for the final setting of the ledge.** Training on the installation and use will be given at the gala for those who have not used them before.

Please stand on the referees first long whistle. Upon hearing the second-long whistle from the referee, move forward (if the swimmer in your lane is using the backstroke ledge) onto the bulkhead and observe that the toes of the swimmer’s foot/feet in contact with the ledge plate are in contact with the timing pad. If they are, please step off the bulkhead. If they are not, instruct the swimmer to ensure that at least one toe of each foot is touching the timing pad. Once this has been done, step backwards away from the front of the bulkhead. This will indicate to the Referee that the swimmer in your lane has complied with the rule requirements.

Chief Inspector of Turns (CIOT)

The primary role of this duty is to observe the Inspectors of Turns at the relevant end of the pool. You will be equipped with a radio in order to give early notice to the Referee of an incoming report from a lane inspector. If stationed at the start/finish end of the pool take a Stopwatch with you on to the deck and start it for each race. Please position yourself on the window side of the pool opposite the referee.

Please stand when the first Inspector of Turns stands at the Start/Turn or Finish of a race, returning to your seat when all Inspectors have sat down. The actions of the Chief Inspector of Turn will guide the Referee as to potential reports.

If an Inspector of Turns remains standing, if available appoint a Reserve Official to act on the lane and speak to the standing Official, if it is a disqualification to report to the referee, please do not discuss the report with the IOT. Direct the IOT to go to the referee to report the infringement and inform the referee direct on the radio of an impending report. The CIOT will replace the Inspectors of Turns for the duration if no Reserve Official is available.

Judges of Stroke (JOS)

At the start of a race Judges of Stroke should stand at the commencement of the Referee’s short series of whistle blasts and take up positions at 5m and 15m from the start on each side of the pool. In Freestyle, Backstroke and Butterfly races, the Judge positioned at the 15m mark judges when the swimmer’s heads break the surface. As the first half of the heat swimmers pass, the Judge at 15m moves forward with the swimmers observing them up to the 5m point and including the turn assisting the Inspectors of Turn. The Judge positioned at the 5m mark tracks the remaining swimmers, stopping at the 15m mark from the turn end. Relevant positions are then reversed for the next length tracking the swimmers as described, continuing to exchange positions each length for the duration of the race.

You have responsibility for the swimmers in your half of the pool in the race. Your relative position along the poolside will be influenced by the distribution of the swimmers across the width and length of the pool. Concentrate primarily on the half of the pool closest to you.

In Freestyle events please move to the 15m marks from each end and observe the swimmers from those locations.

The Judges of Stroke on the side opposite the Referee will be equipped with a radio to provide communication with the Referee.
Should you observe an infringement, inform the Referee as soon as possible either by word of mouth or radio. The remaining Judge will then take responsibility for the length of the pool. If a Reserve Official is available, they should take the reporting Official’s position.

If you are positioned at the 15m point from the start, please make sure that you are aware of the ‘False Start’ rope activation method. Be alert for the recall signal, releasing the rope as required.

**Luton Inspire Pool**

Due to three diving boards situated on the side of the pool between the 10-15m area, there may be 3 judges of stroke on the window side when long course format, two Judges of stroke in short course format. One judge will operate between the start/finish end to the diving boards, the other(s) will commence their duties the other side (unable to get around the front of the diving boards) at the 15m mark. There will be only two stroke judges on the spectator side of the pool for long course events and normally one for short course.

**Finish Judges**

Unless instructed to also operate as Inspectors of Turn, as Finish Judge, you should move into a position to carry out your duty no later than when the leading swimmer in the race reaches 15m from the Finish.

After recording your Finish order on the forms provided, wait to see whether the Referee needs to consult you. If the result is confirmed, return to your chair and sit down. At the end of the session please hand your finish sheet to the Chief Timekeeper (CTK) or Chief Inspector of Turns if not CTK appointed.

**Reserve Officials**

When appointed, Reserve Officials sit alongside the Chief Inspector of Turn at each end of the pool. Your duty is to act as a replacement, carrying out the relevant duty of an official who has to leave the deck for any reason e.g. making a disqualification report, or a comfort break. Always be equipped with a stop watch and if stationed at the start/finish end of the pool start it for each race.

**Disqualifications**

In the event of a disqualification, the appropriate official shall report the facts for disqualification as soon as possible to the chief inspector of turns for a turning infringement (when appointed). The Referee is looking for Officials still standing up (who have chairs) or forward as an indication of a disqualification report. If you have a rule infringement to report, remain standing forward near to the pool end if you are an IOT, and await the Chief Inspector of Turns. Please do not discuss the details of the infringement to anyone other than the race referee. The CIOT will inform the referee by radio you are on route to see them. Please then go directly to the referee and report the facts, you will be handed a British Swimming disqualification report to complete. These actions should be completed immediately you observe an infringement - do not wait until the end of the race.

In addition to decisions being made in accordance with FINA Rules it is extremely important that your reports are discussed only with the Referee. Should any other person approach and question you regarding reports or decisions, please, do not enter into a discussion, but firmly and politely refer them to the Race Referee.

*Should a decision require further explanation e.g. a Coach requesting further detail on a disqualification - it is the Referee who will undertake that duty.*

**Finals**

All technical officials, but particularly those at the finish end of the pool, are requested to applaud the finalists both as they parade on to the poolside and as they are introduced.
Referee, Starters and Announcers current operating protocol regarding these particular roles to ensure a consistent approach during the gala for swimmers.

STANDARD REFEREE PROCEDURES

PRIOR TO THE START OF THE SESSION

A referee will be appointed by the Technical Director to make an inspection of the pool area prior to the start of the warm up session with regards to health and safety checks and to ensure that FINA rules are complied with. Details of the report will be recorded on the regional referee pre-briefing checklist. The promoter will retain this.

AT THE START OF THE SESSION – FIRST REFEREE

- Before first race of the session check with AOE operator that’s it is ok to start
- Make sure that officials are in place
- Make sure that you have the correct number of swimmers as per start list
- Do not start early (before the published start time) unless advised by Technical Director.

Any Race
- Blow series of short blasts (min. 4) to indicate that the race is about to start
- Announcer will introduce the race and say something like “Event 1 Heat 1 swimmers 1 to 6 in lanes 2 to 7, swimmers you are now under the control of the referee”
- About the same time the AOE operator will clear the scoreboard which will also give a GREEN light on the starters hand set (Omega). (Luton the time will be set to zero (0:00) in red on the top right of the scoreboard (Daktronics))
- By checking the scoreboard at Luton, you will know that the AOE is ready to go.
- Referee blow long blast, when ready, and race start procedure as normal.
- At the end of the race before handing to next referee just have a quick look to see if anyone is about to report a DQ.
- If clearing the pool, starter will assist regarding this as he/she has the microphone (Backstroke/Timed Finals (TF)/FINALS)
- Advise AOE Referee immediately (if appointed) if you have a possible DQ, they will hold the race result until you pass the paperwork.
- If no AOE Referee in operation - Process race result and put legible initials on AOE slip.
- Submit the race result slip/sheet and any DQ sheets to the recorder.

Final Heat in Heat Declared Winner/Timed Final Race. (HDW/TF)

- Pool to be cleared by previous referee in conjunction with the starter
- Swimmers are normally already behind the starting platforms.
- Referee blow a series of short whistle blasts.
- Announcer will introduce the swimmers.
- Referee blow long blast, when ready, and race start procedure as normal.

Finals
- Finalists will assemble in the call room area by the windows at the start end.
- Referee will blow a series of short whistle blasts to announce that the race is about to start.
- Announcer will announce the final; finalists will parade on to music.
- Announcer will the introduce finalists in lane order.
- The Referee blows a long blast of the whistle and carry on as normal
- Clear pool at end of race, liaise with starter to assist beforehand.
STANDARD STARTER PROTOCOLS

- Before start of each gala session check starting equipment and all speakers to ensure the speaker volume is the correct level.
- Check that the starting platforms are safe to use.
- Liaise with the referees and assist the referee by using the speaker to clear pool at the end of backstroke races, especially the heat before the start of a backstroke event. Or the last heat of a timed final (TF).
- Ensure that you have an up to date heat sheet showing the swimmers and the lane(s) vacant for each race, the referee may have been busy previously and may not have had time to check.
- Note if any swimmers are hearing impaired, ensure at all times the strobe light is not obstructed and is visible.
- The Region has a portable strobe light that will also be used. The starter to place by the lane required by the swimmer.
- Check the start sheet to see if any swimmers with disabilities have an assistant at the start or may be using a starting device.
- Finals – please request the swimmers clear the pool using the microphone after the end of each final, try to get this in at the end of the race before the announcer/commentator speaks.

ANNOUNCER / COMMENTATOR INFORMATION

Parade before the start of each session
- Technical Director will assemble officials in a pre-agreed location and signal to the announcer by a raised arm or by radio approx. 10 mins before the start time. This is your signal to welcome onto poolside the technical officials (with music)
- Introduce the referees and starter, together with any special guests (Regional and County Presidents)
- The National Anthem will be played after the introductions only in the first session of the gala each day, please ensure the music is available and ready to play at the set time. Liaise with the operator of the audio system.

All Races (except as below)
- Referee will blow series of short blasts to inform the swimmers that the race is about to start.
- Introduce the race and say something like “Event 1 Heat 1 swimmers 1 to 6 in lanes 2 to 7, swimmers you are under the control of the referee” or something like that. This gives enough time for Inspectors of Turns at the starting end to record times down & reset the watch.

Final Heat in Heat Declared Winner/Timed Final (HDW/TF)
- Pool to be cleared by previous referee & starter
- Swimmers are normally already behind the starting platforms.
- Referee will blow a series of short whistle blasts to announce that the race is about to start.
- Announcer will introduce the swimmers as it is a timed final
- Referee blow long blast, when ready, and race start procedure as normal.

Finals
- Finalists will assemble by medals table adjacent to the AOE area.
- Referee will blow a series of short whistle blasts to announce that the race is about to start.
- Announcer will announce the final; finalists will parade on to music.
- Announcer will the introduce finalists.
- The Referee blows a long blast of the whistle and carry on as normal.

Can you arrange for the DJ to play music if we get any pauses i.e. if we have a break between events or swapping start system or a technical problem etc.

*The starter has been requested to speak to the swimmers to clear the pool using the microphone after the end of each final; they will try to get this in at the end of the race before the announcer/commentator speaks again.*

Thank you for reading these notes, without you it would not be possible to run this gala so smoothly.
RADIO PROTOCOL

The use of technology to enhance the role of the Technical Official in all sports is an ongoing process. Use of radios as a means of speedy communication between officials both in the Field of Play and between those in a supporting role is growing. FINA and LEN have utilised the use of radio communication between Technical Officials in swimming events.

Transmission should be restricted to messages regarding potential disqualification.

Radios and call signs will be assigned as follows:

<table>
<thead>
<tr>
<th>Official</th>
<th>Call Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Director (Promoter)</td>
<td>Meet Director</td>
</tr>
<tr>
<td>Technical Director (Lead Referee)</td>
<td>Technical Director</td>
</tr>
<tr>
<td>AOE Referee</td>
<td>Control Room Supervisor</td>
</tr>
<tr>
<td>(if appointed)</td>
<td>Timing Control</td>
</tr>
<tr>
<td>Deck Referee (One each)</td>
<td>Referee</td>
</tr>
<tr>
<td>Ch. Insp. of Turns (Start end)</td>
<td>Finish Inspector</td>
</tr>
<tr>
<td>Ch. Insp. of Turns (Turn end)</td>
<td>Turn Inspector</td>
</tr>
<tr>
<td>Judge of Stroke (The side opposite the Referee)</td>
<td>Stroke</td>
</tr>
<tr>
<td>Announcer</td>
<td>Announcer</td>
</tr>
<tr>
<td>Field of Play</td>
<td>Field of Play</td>
</tr>
</tbody>
</table>

Purpose

The purpose of the radios is to ensure prompt and accurate communication between the Race Referee and those officials with whom, due to distance around the pool, face-to-face contact is difficult.

Should an action be observed by an official, which they consider an infringement of the swimming rules or other rules pertaining to the Event, the Referee needs to be informed as soon as possible in order to decide on a course of action at the earliest opportunity.

It is not intended for the radios to be used for any other purpose – save an emergency or safety issue.

Remember: PRESS – PAUSE – SPEAK.

Radios are here to help us be effective and efficient

*If you have got this far, thank you for reading these notes – please feel free to have a smile should someone not quite have had the time and then mess up and get it wrong!!!*

*We should look professional and smart, adding a few presentational touches to our technical duties adds greatly. Have a look from the balcony some time if you don’t think so!*
Parade Protocol

Parade on
When marching on to poolside do not carry anything other than agreed items, e.g. clipboard, water bottle etc. Bags - either hand or sports, should be deposited elsewhere and not carried during the Officials Parade.

Parade off
When the Session is complete, the Announcer will invite the Officials to leave the Deck.

Officials Parade Order – Luton

<table>
<thead>
<tr>
<th>SPECTATOR SIDE OF POOL</th>
<th>WINDOW SIDE OF POOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1 Chief Insp. of Turns (Turning End)</td>
<td>W1 Technical Director</td>
</tr>
<tr>
<td>S2 Reserve Official</td>
<td>W2 Referee 1</td>
</tr>
<tr>
<td>S3 Inspector of Turn Lane 1</td>
<td>W3 Referee 2</td>
</tr>
<tr>
<td>S4 Inspector of Turn Lane 2</td>
<td>W4 Referee 3</td>
</tr>
<tr>
<td>S5 Inspector of Turn Lane 3</td>
<td>W5 Starter</td>
</tr>
<tr>
<td>S6 Inspector of Turn Lane 4</td>
<td>W6 Judge of Stroke 15M *</td>
</tr>
<tr>
<td>S7 Inspector of Turn Lane 5</td>
<td>W7 Judge of Stroke 5M*</td>
</tr>
<tr>
<td>S8 Inspector of Turn Lane 6</td>
<td>W8 Judge of Stroke Start End **</td>
</tr>
<tr>
<td>S9 Inspector of Turn Lane 7</td>
<td>W9 Finish Judge</td>
</tr>
<tr>
<td>S10 Inspector of Turn Lane 8</td>
<td>W10 Chief Insp. of Turns (Finish End)</td>
</tr>
<tr>
<td>S11 Judge of Stroke 15m</td>
<td>W11 Reserve Official</td>
</tr>
<tr>
<td>S12 Judge of Stroke 5m</td>
<td>W12 IOT/ Timekeeper Lane 1</td>
</tr>
<tr>
<td>S13 Finish Judge</td>
<td>W13 IOT/ Timekeeper Lane 2</td>
</tr>
<tr>
<td></td>
<td>W14 IOT/ Timekeeper Lane 3</td>
</tr>
<tr>
<td></td>
<td>W15 IOT/ Timekeeper Lane 4</td>
</tr>
<tr>
<td></td>
<td>W16 IOT/ Timekeeper Lane 5</td>
</tr>
<tr>
<td></td>
<td>W17 IOT/ Timekeeper Lane 6</td>
</tr>
<tr>
<td></td>
<td>W18 IOT/ Timekeeper Lane 7</td>
</tr>
<tr>
<td></td>
<td>W19 IOT/ Timekeeper Lane 8</td>
</tr>
<tr>
<td></td>
<td>W20 Chief Timekeeper</td>
</tr>
</tbody>
</table>

* JoS on window side start end, starts after the diving boards
**JoS on the window side operating between the start and the first diving board