

Protocols for Referees, Starters and Announcers at Regional Swimming Galas

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 the Technical Director.

Any Race

- Blow series of short blasts (min. 4) to indicate that the race is about to start
- The 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"*
- The AOE operator will clear the scoreboard which will also give a:
 - **GREEN** light on the starter's handset for Swiss Timing/Omega.
 - Luton the time will be set to zero (**0:00**) in red on the top right of the scoreboard (Daktronics)
 - Luton by checking the scoreboard, 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.
- Ensure any disqualification is announced, if not shown on the scoreboard with the race result.

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

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

Finals

- Finalists will assemble by medals table (Norwich), window side (Basildon and Luton)
- Announcer will announce the final; finalists will parade on to music.
- Announcer will introduce finalists in lane order.
- Referee will blow a series of short whistle blasts to announce that the race is about to start.

Standard Starter Procedures

- Before start of each gala session check the starting equipment and all speakers to ensure the speaker volume is the correct level, if available additional portable strobe lights work.
- 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 start 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.
- Hearing impaired swimmers:
 - If available, use a portable strobe light in addition to the one fitted to the starting device.
 - Always ensure the strobe light is not obstructed and is visible to the swimmer requiring it.
 - Ensure it works when the start signal is activated.
- Swimmers with disabilities:
 - Check the start sheet to see if any swimmers with disabilities that require an assistant at the start or may be using a starting device. (Para code A, Y, T)
- 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

- Officials will assemble in a pre-agreed location. The Technical Director will inform the announcer by a radio message 5 mins before the start time, officials are ready to enter poolside. This is your signal to welcome onto poolside the technical officials (with music).
- Please introduce the technical director, referees, and starters.
- 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. Please liaise with the operator of the audio system.

All Races (except as TF/HDW 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 Timed Final /Heat Declared Winner Race. (TF/HDW)

- The pool will be cleared by previous referee & starter.
- Swimmers are normally already behind the starting platforms.
- The referee will blow a series of short whistle blasts to announce that the race is about to start.
- Announcer to introduce the swimmers as it is a TF/HDW.
- The referee will blow a long whistle blast and commence the race start procedure.

Finals

- Finalists will assemble by medals table (Norwich), window side (Basildon and Luton)
- The referee will blow a series of short whistle blasts to announce that the race is about to start.
- Announcer will announce the final:
 - Norwich - finalists may parade on to music.
 - Basildon and Luton - swimmers will be behind the starting platforms.
- Announcer will introduce finalists.
- The referee will blow a long whistle blast and commence the race start procedure.

Clearing the Pool after Finals/Timed Finals

The starter has been requested to clear the pool of swimmers 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.

Can you please allow a short pause so they can do this?

Unplanned Pauses in Racing

Can you arrange for the DJ to play music if we get any unplanned pauses in racing:

- Break between events
- Technical problems etc.

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