



LSC Championship Meets: Officials' Responsibilities ***Wisconsin Swimming, Inc.*** (March 2007)

LSC Championship Meet Officials

Each Official: Worked at least six (6) sessions, after obtaining certification at the level at which the Official volunteers to officiate at an LSC Championship Meet.

LSC Designated Officials: The three LSC appointed Officials are the Meet Referee, Administrative Referee and the Head Chief Judge. The Officials Committee considers the following factors in selecting the three LSC appointed Officials:

- Certification as a USA Swimming Starter/Referee.
- Availability to work all sessions of the assigned Championship Meet, including Time Trials, to arrive early to inspect the facilities and to remain until all questions are resolved
- Experience as a Meet Referee for Timed Finals Meets and/or Administrative Referee for Prelim-Final Meets, or as a Chief Judge.
- Demonstrable knowledge of current USA Swimming Rules and Wisconsin Swimming Rules, Policies, and Procedures and ability to apply them consistently and fairly.
- Ability to establish rapport with Meet Management, Officials, and Coaches.
- Experience in working LSC Championship Meets as a volunteer Official.
- Assistance in conducting New Officials Training Clinics.
- Experience as a Meet Director.
- Club and geographic representation.

Responsibilities of the LSC Designated Officials: Meet Referee

In general, the Officials' primary responsibilities are stated in USA Swimming Rules, Article 102.13; the Referee:

- Shall have full authority over all officials and shall assign and instruct them.
- Shall enforce all applicable Rules (USA Swimming and Wisconsin Swimming).
- Shall decide all questions relating to the actual conduct of the Meet
- May overrule any Meet Official on a point of rule interpretation, or on a judgment decision pertaining to an action that the Referee has observed personally.
- Shall disqualify a swimmer(s) for any violation(s) of the Rules that the Referee observes personally and shall at the same time raise one hand overhead with open palm.
- Shall signal the Starter that all Officials are in position, that the course is clear, and that the competition can begin.
- Shall assign Marshals and meet with Meet Marshals.
- Shall give a decision on any point where the opinions of the judges differ.

- Shall have authority to intercede in a competition at any stage to insure that the racing conditions are observed.
- Shall investigate whether a swimmer finished in accordance with the Rules and/or whether equipment functioned properly when automatic or semi-automatic officiating/timing equipment is used and a apparent malfunction occurs.
- May prohibit the use of any device that disrupts and interferes with the Meet, including a bell, siren, or horn.
- May modify a Rule for a swimmer with a disability in accord with Article 105.

Responsibilities of the LSC Appointed Official: Administrative Referee

The Administrative Referee supervises the logistical, or administrative, aspects of the Meet. This involves knowledge of the technical rules found in Part One of USA Swimming Rules and Regulations as well as the Administrative Rules of Competition in Part Two, Articles 201 to 207. The Duties of the Administrative Referee are assigned by the Meet Referee and may include:

- Deputy Meet Referee
- Supervision of
 - Clerk of Course
 - Entries/Registration (Meet exception reports)
 - Timing Equipment Operator and Timing Judge
 - Computer Operators and Desk Personnel
 - Results from Preliminary and Final Heats
 - Runners
 - Positive Check-in
 - Scratch Table
- Arbiter of issues such as
 - Entry problems
 - Scratch issues
 - Timing resolutions
 - Report of Occurrence
- Coordinate the information from the Hy-Tek and computer personnel to the Announcer
- Maintain Disqualification Log

Responsibilities of the LSC Appointed Official: Head Chief Judge

The Head Chief Judge is responsible for organizing and directing the briefing sessions prior to all sessions, including the following:

- Communicate with the individual from the host team, who is responsible for recruiting officials for the Meet;
- Provide and maintain Official sign-in sheets;
- Provide equipment (radios, bell, lap counters), disqualification slips, lap counting sheets, false start slips, relay take-off slips and all other supplies;
- Give deck protocol instructions;
- Instruct Officials on pool jurisdiction;
- Make deck assignments;
- Establish a rotation and/or break system for Stroke and Turn Judges;
- Conduct stroke clinics;

- Ensure the appropriate Officials have heat sheets, relay take-off slips and false start slips;
- Provide copies of Official assignment sheets for the session to the Meet Referee;
- Appoint Chief Judges for the session with appropriate disqualification protocol instructions;
- Assign deck Chief Judges who will maintain logs of disqualifications occurring within their jurisdictions, to give to the Head Chief Judge at the end of the session.;
- Have primary responsibility for the Stroke and Turn Judges
- Determine Starter/Referee:
 - The Starter and the Referee should not be associated with the same team unless is no other option.
 - If National Meet Protocol will be used, notification must be published in the Meet Information and written applications for Starter, Referee, and Chief Judge positions must be received and accepted prior to the meet.
 - If National Meet Protocol is not to be used, Starter and Referee may be determined session by session. The Starter and Referee should be the same throughout the session or may alternate one set for men and one set for women.

Prior to the First Day of the Meet

The Meet Referee, Administrative Referee and Head Chief Judge, if possible, meet with or call the Meet Director to:

- Review procedures for: insuring that each swimmer is a USA Swimming member; checking that no swimmer exceeds the entry limit; announcing and posting both prelim and final results; announcing any records broken; announcing and handling scratch and proof of time procedures; determining need for and assessing any proof time penalty; handling check-in and deck seeded events; timing for and making awards; and reporting any disqualification.
- Determine the needs of any swimmers with disabilities.
- Determine availability of equipment, e.g., lap counters, scratch forms, forms for recording watch times, stop watches, and disqualification slips;
- Discuss use of headsets on deck/in Meet venue by Officials and any other Meet personnel; suggest a channel for on-deck Officials that differs from Meet management;
- Set times and locations for meetings with Meet Marshals, Officials, Timers, Coaches, and Meet Committee; and
- Discuss any special Meet Requirements.

The Meet Referee will:

- Identify the members of the Meet Committee, confirm their willingness to participate, and establish a time for the Committee to meet prior to the first Meet session. The Meet Committee must be composed of five (5) members and should include: Meet Referee, Meet Director, two coaches, and an athlete; a Club may not have more than one representative on the Committee. The Meet Referee gives consideration to club size and geographic location in selecting members;
- Review Meet Information and Heat Sheets sent by the Meet Director;
- Make tentative deck assignments for Officials, based on the list of Officials sent by the Meet Director;
- Insure that a bell is available for distance events;

- Prepare topics/agendas, times, and locations for meetings for Marshals, Officials, Timers, Coaches, and Meet Committee.

Prior to Each Session

The Meet Referee and Administrative Referee:

- Inspect the facilities with specific attention given to safety issues in the Meet venue and to having equipment function properly;
- Confer with Meet Director to review any unusual situation or needs including timelines for any check-in/deck seeded events;
- Insure that the Announcer makes appropriate announcements for procedures for scratches, proof of time, awards, records established, etc.;
- Conduct or designate another Official to conduct meetings with Timers, and, as needed, with Meet Committee, Coaches, and Marshals;
- Review procedures for determining malfunction of the automatic timing system with the timing system staff;
- Review procedure with scoring staff for giving notice of any disqualification; and
- Identify any swimmer and his/her club with an outstanding proof of time or fine.

The Head Chief Judge conducts meetings with the deck Officials.

During Each Session

The Meet Referee:

- Oversees the competition;
- Clarifies Rules and interpretations;
- Evaluates the performance of other Meet Officials;
- May function as Starter or Deck Referee;
- Insures that any swimmer who neither has provided a proof of time nor has a paid fine for failure to prove his/her time does not compete; insure that a relay team of any Club, with a swimmer who has a proof of time/fine outstanding, does not compete;
- Remains generally available and visible to Meet staff, Coaches, Officials, and swimmers to ask and respond to questions;
- Determines appropriate time for conducting any swim-off; and
- Responds to any protests.

The Administrative Referee:

- Determines/approves the existence of any timing system error and determine/approve any corrected time;
- Works with Meet Referee to insure that any swimmer who neither has provided a proof of time nor has a paid fine for failure to prove his/her time does not compete; insure that a relay team of any Club, with a swimmer who has a proof of time/fine outstanding, does not compete;
- Meets with staff handling scratches, proof of time, check-in events and deck seeding, scoring, and awards to answer any questions;
- Reviews with the Announcer the wording for announcing finalists for each event and insure that the Announcer is recording the time of each such announcement -- to track scratches;

- Keeps a log of notable situations, e.g., entry errors, scratches, changes in Heat Sheet information, disqualifications, no-shows, etc.

The Head Chief Judge:

- Supervises the Stroke/Turn Officials and Chief Judges on Deck.

After Each Session of the Meet:

The Administrative Referee:

- Insures that Results have been posted;
- Checks Meet scoring after each Finals Session; and
- Identifies any swimmer with an outstanding proof of time/fine; search for the coach of such swimmer to so advise.

For Each Time Trials Session

The LSC appointed Officials:

- Set up order of events consistent with the Meet Information;
- Review seeding of entries; make any adjustments appropriate;
- Insure announcements are made about the start of Time Trials;
- Insure that each competitor has three Timers, each with a watch;
- Instruct Timers at the start of Time Trials; and
- Insure that times are recorded properly.

After the Meet

The LSC designated Officials:

- Thank all staff heartily; and
- Complete the Wisconsin Swimming Officials' Meet Report.

Prepared by Wisconsin Swimming's Officials Committee consistent with USA Swimming Rules and Wisconsin Swimming Rules, Policies and Procedures. The LSC appointed Officials may further divide responsibilities between themselves as deemed necessary.

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