

**Senior State Championships**

**University of Illinois – Chicago (UIC)**

**March 5-8, 2016**

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Overview

This document is intended to assist the Meet Referee in preparing, communicating and executing the role of meet referee at an Illinois Swimming Championship meet. It is intended to serve as a guide only and be but one tool a qualified and seasoned official will use to organize activities pertaining to the meet.

This document was prepared by the Officials Committee and will be modified as necessary at the discretion of the officials chair and his/her appointees.

Officials Meeting

# Summary

An officials briefing will be held prior to the start of each session. All officials working the session should attend this meeting. Details as to the location and start time of the meeting should be in the meet packet and should also be sent (several times if possible) out via email in advance of the meet.

A general session for all officials should last 15-20 minutes and address those items pertinent for the meet and/or session, include introductions of the assigned team leads and evaluators, and allow time for ‘dignitaries’ to address the general team.

Generally once the general session has concluded the assigned positions (e.g., deck referees, starters, etc.) will adjourn and hold a separate meeting focused on their particular responsibility. Once the assigned positions have departed the Lead CJ will discuss assignments, review jurisdiction and protocol and conduct a stroke briefing, in that order.

# Officials Briefing

At the conclusion of the CJ meeting the table should be set to receive arriving officials prepared to work the next session.

### Stroke Briefing / Assignments

* CJ to do stroke briefing
	+ Stay to the script, don’t elaborate or dwell on certain rules
* Discuss rotation plan (out and back, point to point)
* Review breaks (15 min.)
* Need officials in place on (ahead?) time so DR can begin. CJs to fill in as needed

### Jurisdiction

* Midpoint of the pool, not to overlap with the opposite S&T
* 15m mark responsibility of the DR. Ok to raise hand and make call if obvious.

### Protocol

* Adopt good Championship protocol
	+ Step up when a swimmer enters your jurisdiction. Exercise good judgment when the field separates
	+ Bring hands around your back, minimal paperwork visible
	+ Observe---do not inspect the swim
	+ When you see an infraction, raise your hand crisply and clearly, fully extending the arm and hold for a reasonable amount of time so that the DR, coaches and spectators will likely see
	+ Mark your heat sheet first and await your CJ to approach. Continue observing your jurisdiction
	+ Do not discuss the DQ (other than the lane), politely refer all inquiries to the DR

### Stroke & Turn Judges

* BENEFIT OF THE DOUBT GOES TO THE SWIMMER!
* FREESTYLE
	+ Wrap to the corners on each end. Remain seated for the start as the stroke is not judged, only the turns. One official at each corner.
* BACKSTROKE
	+ OOF official(s) will wrap to the start end corners
* Think about your potential DQs critically. Take a breath and think about what you saw before you respond to the CJ. Three questions will be asked:
	+ What did you see?
	+ What was the infraction?
	+ What is your jurisdiction?
* Check the DQ form as written by the CJ for correctness. Print your name if correct.
* Be impartial to all swimmers. Do not cheer, frown, smirk, cock your head or use hand gestures of any kind at any time on deck. Be pleasant and approachable, but neutral in your demeanor---appearances matter.
* Everyone on deck (CJ, DR, MR, Coaches) are advocates for the swimmer. Do not be offended if a call is rejected. Once the process plays out do not discuss the DQ further.

### Chief Judges:

* Manage your judges. Help them be in proper position on time. Signal DR when ready.
* Encourage good Championship protocol
* WATCH your judges try to get to a hand-up as soon as possible
* Radio in lane # right away so DR is aware. We will not notify swimmers, coaches will be notified via yellow DQ slips to be handed out by DR.
* Query DQs critically. It is part of your role to “help” judges express infractions in rule-book terms, but ask to determine what the judge actually observed. Imagine the protest before it comes and get all the backup data you need.
* Include the swimmers name, team, event/heat/lane and infraction and initial next to judges name.
* If an error on the slip is made, re-write the slip. Do not submit corrected forms.
* CJ-Start End is responsible for No Shows. Assist DR, coordinate with Admin to identify next event, write Penalty Swim slip, notify coach if requested by CJ.

### Assigned Team Briefings

### Starters:

* NO rush. Give the best, fairest starts possible
* Be patient for them to re-set, or stand-up if needed
* Maintain a single Starter heat sheet (marked ‘Master’) and pass it to the next up SR
* False starts are non-verbal dual confirm
	+ If SR has noted a FS, step the swimmers down off the blocks and present marked heat sheet to the DR
	+ If confirmed with DR, swimmer will be removed from the heat
	+ Off-duty Starter handling OOF using OOF sheets. Use counter sheets for all events. Handle from the far side of deck (opposite DR/SR area)

### Deck Referees:

* Relax…calm the deck, give the swimmers time to prepare for their heat
* Fly-over starts: chirp @ half-way for lead swimmer, whistle-up @ flags
* Maintain a single Deck Referee heat sheet (marked ‘Master’) and pass it to next up DR
	+ Handle the bell(s) for distance events, along with SR
* Review DQs critically. Imagine the protest before it comes and get all the backup data you need.
* DR handles the 15m mark (unless advised otherwise by MR)
* DR to write up FS, CJ to write up no-shows and DFS. Next race penalties will be enforced for no-shows on next swimmer’s event that day, and will be handled by/with CJ
	+ A no-show occurs once the long whistle calls the swimmers up on the blocks. If a swimmer is not there and/or doesn’t respond timely they are a no-show
	+ Before implementing the penalty, speak with swimmer/coach and determine the reason. DR decision to penalize or not based on the information provided.
* False starts are non-verbal dual confirm
	+ If confirmed BEFORE the heat, step the swimmers down and remove the swimmer from the blocks
* Next up DR stay in the area
	+ Ok for quick break but remain in position to step in if needed

### Announcer:

### PrelimsDR chirps, announcer announces event/heat.  Long whistle, start.  Announcer does ‘housekeeping’.  Includes preliminary results with the time when scratches need to be made.  Results & qualifiers take precedence over names of swimmers in current heat - as long as the board stays functioning & shows names.Example:Results for event #. "Qualifiers for finals are: Last place, name, to first place, name.It is now ##:##, you have until ##:##+30 minutes to scratch or indicate your intentions.  As a reminder, all swimmers should scratch if they do not wish to be scratched into finals." When event is closed. "It is now ##:##+30 and event # is closed.  The final list of qualifiers isLast place name, to first place name."  Finals:C final, after chirps, announce the event/heat.  After the start announce swimmer’s names in each lane.B final, after chirps, announce event/heat and swimmers behind blocks.  For the final heat, queue up the music for parade.  DR chirps when the swimmer in lane 1 is behind the blocks, and the announcer announces the final heat and swimmers.

Coaches Meeting

# Introduction

Location: Men’s Locker Room 20 minutes prior to meet

* Welcome!
	+ Timeline
	+ My location will be near the Admin table. See me if problems, questions, concerns or praise!
* Deck location sheet being passed around. Please put your Club’s initials so I can locate your quickly if needed
* ‘Slow fly-overs’ starts all weekend. Please remind the swimmers to stay in the water (except backstroke)

# General Discussion

* Please let us know of DFS/scratches. Advise the DR and Admin table and submit forms
* No-show penalty WILL APPLY. Next event penalty for swimmer same day
	+ Swimmer is ‘no show’ if not in position to step up at long whistle
	+ DR will attempt to discuss with swimmer/coach prior to enforcement
	+ Swimmer must declare ‘intent to swim’ for next day (positive check-in)
* DQ yellow copies should be coming to you immediately via the MR. Swimmers will not be notified
* Discuss false starts
	+ Pass out the form to read if un-familiar. Dual confirmation (SR, MR) is required
	+ If SR suspects a FS, all swimmers will be asked to step down
	+ If confirmed with DR, swimmer will be removed from the heat
* Protest protocols:
	+ Discussions start with the DR, not the judge
	+ Judging – discuss with the appropriate DR. DR will attempt to resolve. If unable to resolve MR will decide (ISI#102.23.1)
	+ Technical – three person jury has been appointed (officials, coach and athlete) by Steve Mitchell for eligibility and other related matters
	+ MR decision is final
* Warm-up pool open all time – discuss awards and Session transition (deck access, etc.)
* Any special needs swimmers?
* Awards
	+ Coaches of first place swimmers will present the awards to top (6) finishers
	+ Please listen and quickly move to the awards platform for presentations
	+ ‘Moving On’ awards also presented to seniors with State cut times
* Incidents – please ensure the DR and MR are aware and notified immediately
* Combined events?
* Questions????

# General Discussion (Alan Stacklin notes)

* Pre Meet Meetings
	+ Starters/refs not assigned to Invigilation will be expected to attend the general officials meeting.
	+ There will be a separate starter/ref meeting after general session
* Invigilation
	+ Be on deck 1 hour before end of warm up.
	+ Talk to coaches and get the feel of the meet.
	+ Safety team responsible for switching lanes but may request assistance from officials.
	+ Assist safety marshals and monitor the pool.
	+ Work with announcer for timing of lane switching
	+ Invigilators please check starting equipment and speakers.
	+ Invigilators will rotate each session, be prepared to be on deck when assigned.
* Deck Referees/CJ’s/Admin
	+ Pre Meet DFS, handled by Admin table
	+ At meet, CJ’s handle writing false starts during the meet
	+ Next Up Deck Ref handles NS and DFS’s
	+ Next up deck ref will to be on deck and ready to step in for referee.
	+ Next up deck ref handles alternates at finals
	+ We will have swimmers with disabilities, make sure tam is prepared at finals and this is communicated to CJ’s
	+ Pay attention to double suits and no Kenesio tape allowed during meet.
	+ If we are ahead of the timeline, please slow down to match the timeline. If we are behind, please whistle the swimmers up earlier.
* Starter/Order of Finish
	+ Next up Starter will handle OOF, second OOF to be assigned by CJ’s
	+ Always whistle back up if stepped down
	+ Observe next up heat of swimmers and notify referee of potential open lane
* Fly Over Starts
	+ Expect Fly-Overs during prelims
	+ Safety first, short whistles mid pool/15M mark; whistle up when all are complete.
	+ No fly-overs during finals. Do not blow them up with swimmers in the water.
	+ Reminder: Referee must request swimmers to step down. It is ok to ask the referee if he/she wants to step the swimmers down but, the starter cannot initiate this action.
	+ Starter must initiate the false start, circle the affected swimmer and confirm with referee.
* Radio Protocol
	+ CJ’s will prepare and deliver radios to Referees.
	+ Referees will repeat the calls from the CJ's to ensure correctness.
	+ Repeat heat, lane and call plus accept/not accept
	+ Announce event, heat, and lane for no shows and DFS for clarification with admin
	+ After each event announce # of no shows, DFS, and DQ's to close the event.
	+ At finals, C and B finals do not commence until ready room is full.
* Swim Offs
	+ We are swimming 10 lanes.
	+ Deck Referee for event that requires a swim-off will coordinate with the coaches for timing.
	+ Admin’s will hand referees a packet for swim-offs.
	+ We will do swim offs for 10/11, 20/21 and 30th. Will also swim off alternates.
* Ready Room
* Relays – Cards must be handed to head timer before swim or team is not allowed to swim
* Head timer will notify

Timeline

# One Week Prior

Send out emails to all Lead positions

Send out email to all Officials signed up

 Day and session times

 Reminder of what to wear and other key points

# Week of the Meet

# Friday

 4:00 Doors open

 Positive Check-in open

 4:30 Warm-ups begin (pool open)

 Officials meeting

 4:50 Positive check-in closes (adjourn SR and DR for quick meeting)

 5:00 Timers meeting

 5:10 Coaches meeting

 5:20 Officials on deck and in position

 Warm-ups end (pool closed)

 5:30 Meet start

# Other Stuff (always defer to Meet Packet)

**Warm up Procedures**

General warm ups 6:30 to 7:45

Specific warm ups 7:45 to 8:20

1-10 push pace

2,3,4,5 starts only\*\* 5,6 added when needed

6,7,8 general

9 sprint opposite direction\*\* 8,7 added as needed

Assuming 50's are starting at opposite end of pool

Only used on days of 50

Timeline

# Morning Sessions

 7:00 Doors open

 Positive Check-in open

 7:30 Warm-ups begin (pool open)

 Officials meeting

 7:50 Positive check-in closes (adjourn SR and DR for quick meeting)

 8:00 Timers meeting

 8:10 Coaches meeting

 8:20 Officials on deck and in position

 Warm-ups end (pool closed)

 8:30 Meet start

# Afternoon Sessions

 12:00 Doors open

 Positive Check-in open

 Warm-ups begin (pool open)

 Officials meeting

 12:20 Positive check-in closes (adjourn SR and DR for quick meeting)

 12:30 Timers meeting

 12:45 Coaches meeting

 12:50 Officials on deck and in position

 Warm-ups end (pool closed)

 1:00 Meet start

# Finals Sessions

 12:00 Doors open

 Positive Check-in open

 Warm-ups begin (pool open)

 Officials meeting

 12:20 Positive check-in closes (adjourn SR and DR for quick meeting)

 12:30 Timers meeting

 12:45 Coaches meeting

 12:50 Officials on deck and in position

 Warm-ups end (pool closed)

# Appendices

 A Meet Packet

B DR SR Packet

 C Lead CJ Packet

 D Lead Admin Packet

 E Coaches Meeting Agenda

 F Radio Protocols

 G Lead / Lag Protocols