

MOUNTAIN HI SWIM LEAGUE OFFICIALS MEETING INSTRUCTIONS

- The Meet Referee conducts the meeting at 7:30 a.m. (or one-half hour before the meet starts). All Stroke & Turn Judges, Deck Referees, Starters, Relay Take-off Judges, and Scribes working the meet must be at the meeting. The Meet Referee covers the following information and handles the tasks noted below:
- Obtain the names of all officials from both teams who are working the meet. Check their names against the League list to verify they have the current year's certification for the position(s) they will be working and confirm that they will be allowed on the deck. Note: The MHSL Officials Chair has provided the list of the League-certified officials for posting on the MHSL website. Before the dual meet season begins, obtain a copy of the listing for the current year's certified officials. A final version of the list for the season will be posted on the MHSL website by the Friday before the 2nd dual meet. Use that copy as your final version of the certified Officials list.
- Review for the Stroke & Turn Judges where the Starter, the Deck Referee, and the Scribes will be positioned on the deck. The Deck Referee should be standing near the Starter, on his/her side that is away from the starting blocks. If at all possible, the Scribes should be seated at a table near the Deck Referee. Be sure the runner is informed of where the Scribes will be located so that DQ slips are picked up in a timely manner and turned in to the scoring table. The Starters should now be excused to meet with the Clerk of Course and document any changes in the Starter heat sheet. The Deck Referee should be excused to help conduct the Timer's meeting.
- Review jurisdiction quadrants for S&T Judges. Remind officials to stand in the middle of their jurisdiction at their respective ends of the pool. When swimmers are in their jurisdiction, they should be standing right at the edge of the pool. When swimmers leave their jurisdiction, they should step back.
- Review jurisdiction and position of Relay Take-off Judges and hand out relay take-off slips for Medley Relays. Remind Officials that S&T Judges watch the swimmers in the water for any stroke violations and the Relay Take-off Judges watch the exchanges (feet leave the block, then look down to see if the incoming swimmer has arrived at the wall. If the Relay Take-off Judges for the Freestyle Relays are present, hand out their relay take-off slips as well.
- Discuss rotation. Each Stroke & Turn Judge will rotate clockwise one position to the left after the completion of each stroke. Remind the Officials that they should move to their new position only after all swimmers have left their jurisdiction. If a little more time is needed for officials to move to their new positions, be sure to have the Starter wait a few moments before starting the swimmers. During the competition, keep track of when the rotation time is

coming up and remind the officials on the last heat of an event of the rotation procedures.

- Discuss substitution for Stroke & Turn Judges. When the shift change takes place, the replacing S&T Judges should arrive at least heats ahead of time to observe the deck and become comfortable with where everyone is and what is happening in the water. They should stand next to the person they are replacing. The on-duty S&T Judges should continue to observe the swimmers in their jurisdiction until their shift is over. The deck officials should hand over headsets, wristbands, clipboards, pencils, and programs to their replacements. Be sure to check that all personnel are in position before starting the next heat. Other positions on the deck might also be having their shift change at this point as well.
- Discuss headset protocol. Headsets are to be worn only by the Meet Referee, Deck Referee, Stroke & Turn Judges and Scribes. The Starter and the Relay Take-off Judges do not wear headsets. Once an infraction is observed in one's jurisdiction, the S&T Judge immediately raises his/her hand. Upon lowering his/her hand, the S&T Official should push the Talk button on the headset to inform the Deck Referee of a possible infraction, noting the event number, heat number, lane number, the disqualification call, and his/her name. For example, the S&T Official reports: possible disqualification, Event #31, heat 3, lane 2, alternating kick on the start, Mary Jones. The Deck Referee may ask for further clarifying information. If the Deck Referee accepts the disqualification by saying the following over the headset – disqualification Event #31, heat 3, lane 2, alternating kick on the start accepted, Mary; please write that up, the Scribe then writes up the DQ slip. If the Deck Referee does not accept the disqualification, no further action is taken.
- Remember, only one person can talk at a time on these headsets. If multiple DQ's are being called, take them one at a time. Finish one and then handle the next one. Have each person test his/her headset for good working order, ask each person to verify that his/her headset is on manual (NOT vox) for the talk setting, and let them know you have extra batteries.
- Once the swimmers have left the jurisdiction of the S&T Judge who made the call, he/she should make a note in the heat sheet of his/her call. The Deck Referee will also make a notation in his/her heat sheet for every infraction accepted, documenting the Event #, heat, lane, call, and Official who made the call. The Deck Referee program must be turned in to the scoring table for keeping with the other documentation on the meet.
- The Deck Referee should periodically keep the officials informed of what heat is in the water via his/her headset. This is especially important when the first few heats are combined due to scratches. If the Clerk of Course combines

Heats 1 and 2, then the first heat in the water is Heat 2 and needs to be communicated to the deck officials as such.

- Discuss how the DQ slips are to be filled out. The information that must be on the slip is the event #, the heat #, the lane #, the infraction clearly marked, and the name of the Official who called the infraction. **The scoring table will add the swimmer's name.** If the Scribe is able to fill in the correct swimmer's name, they may do so, but it must be correct. If in doubt, leave it for the scoring table to handle. The Scribe is responsible for making sure the runner picks up the DQ slips in a timely manner. If your team does not have enough Officials to have a Scribe, then the Meet Referee can instruct a volunteer on how to fill that position.
- If a protest of a stroke infraction is lodged, it needs to be written up by the coach or Parent Delegate and given to the Meet Referee within 30 minutes of notification of the infraction. Once received, the Meet Referee will get the card and DQ slip from the scoring table. If it is determined to be a paper processing error, the Meet Referee will correct the error and overturn the call. If it is not, then the Protest Committee must be assembled. The Meet Referee will check with the S&T Judge to determine the following:
 - Ask the official if he/she raised his/her hand to signal a disqualification
 - Ask if the swimmer was in the official's jurisdiction when the infraction was observed
 - Ask the official where he/she was standing when the infraction was observed
 - Ask the official to explain what he/she saw
- If the questions are not answered to the Meet Referee's satisfaction, then the call is overturned and the swimmer's time is re-instated. If all questions are answered correctly and to the Meet Referees satisfaction, then the disqualification is discussed with the Protest Committee. The Committee may chose to hear from the Coach filing the protest and/or the S&T Judge who made the call, but is not obligated to do so. Once a decision is reached, the Meet Referee must note the decision of the Committee on the Protest form, and then inform the scoring table and the coach of the decision. All paperwork is turned into the scoring table for retention. Everything should be handled in as timely a manner as possible.
- Remind everyone that we judge the 6 & Under age group. Swimmers participating in 6 & Under events can be subject to disqualification if they make **NO ATTEMPT** to swim the designated stroke (i.e. swimming freestyle during the entire length of a breaststroke event). **The Deck Referee must approve such a disqualification and also sign the DQ slip.**
- Remind the officials that it is the coach's responsibility to ensure that all

swimmers can swim, unassisted, the full length of their event. The Deck Referee, at his/her discretion, can request the coach remove a child from the water for safety reasons.

- Remind officials that coaches may be in the water with swimmers to provide verbal instruction and encouragement as long as they are not physically helping the swimmer. If physical support or assistance is utilized, the swimmer should be disqualified.
- Ask if there are any questions regarding strokes or interpretations of rules. Go over any issues that may come up.
- Make the deck assignments for the Stroke & Turn Judges. Be sure to position the Judges from each team diagonally across from each other on the pool deck. Balance the deck as best you can, keeping in mind the years of experience of your Judges. For example, if you have a Judge with many years of experience, put one with lesser experience on the same lanes at the opposite end of the pool. Place your Judges with the most experience at the start end of the pool for the beginning of the meet. That allows the lesser-experienced judges a little more time to settle in at the less congested turn end of the pool.
- Hand out heat sheets to the first group of officials working the meet. Ask the S&T Judges to pass their heat sheet on to their replacement when the shift change happens. Hand out headsets, clipboards, pencils, and wrist bands to the appropriate officials working the first shift.
- Just before the end of a shift and at the end of the meet, thank all deck officials for their assistance. Ask the last shift to be sure and turn off their headsets and return them along with any other equipment belonging to the host team to the scoring table.