

# MHSL S&T Officials – Keys to being a Great Official

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## 1. Rules

- 1.1. Familiarize yourself with *MHSL Rules and Guidelines for Officials and Deck Staff*
  - 1.1.1. See [www.mhsl.org](http://www.mhsl.org) -> Documents -> Officials
- 1.2. Otherwise, if there is no MHSL rule, USA Swimming rules apply

## 2. Meet day best practices

- 2.1. Session considerations
  - 2.1.1. Arrive promptly
  - 2.1.2. Know when and where the stroke briefing takes place
  - 2.1.3. Maintain a positive outlook regardless of your assignment
  - 2.1.4. Obtain your equipment
    - 2.1.4.1. Orange wrist band
    - 2.1.4.2. Clip board/heat sheet
    - 2.1.4.3. Radio
  - 2.1.5. Refrain from using cell phone while on duty
  - 2.1.6. Be ready and in position as requested by the Meet Referee
- 2.2. At the Officials Briefing
  - 2.2.1. Meet team members
  - 2.2.2. Validate your assignment
  - 2.2.3. Clarify rules during the stroke briefing
  - 2.2.4. Review meet protocols
  - 2.2.5. Understand jurisdictions
  - 2.2.6. Cover relief and rotation
  - 2.2.7. Discuss any other specific instructions or responsibilities
- 2.3. Before each event
  - 2.3.1. Use a DQ slip to review rule requirements
  - 2.3.2. Visualize the stroke
- 2.4. Before each race
  - 2.4.1. Stand behind the blocks for non-backstroke starts
    - 2.4.1.1. Keep the view clear for the starter and timers
  - 2.4.2. After the second whistle, stand at the edge for backstroke starts to observe toe position
- 2.5. After the start
  - 2.5.1. Walk briskly to the edge of the pool to observe forward starts
- 2.6. Casually observe the swims
  - 2.6.1. Monitor swimmers until they depart your jurisdiction
  - 2.6.2. Give equal attention to all lanes in your jurisdiction, including the empty ones

### **2.6.3. BENEFIT OF THE DOUBT ALWAYS GOES TO THE SWIMMER**

2.6.4. If an infraction is observed:

- 2.6.4.1. Raise your hand promptly
- 2.6.4.2. Keep your hand raised so the referee has time to see you
- 2.6.4.3. Visualize the infraction before communicating it to the Deck Referee
- 2.6.4.4. Use DQ slip language to communicate the infraction
- 2.6.4.5. Report the infraction over the radio and provide the following information:
  - 2.6.4.5.1. Possible Disqualification
  - 2.6.4.5.2. Event, Heat and Lane
  - 2.6.4.5.3. The infraction
  - 2.6.4.5.4. Your name
- 2.6.4.6. Watch all lanes while reporting the disqualification
- 2.6.4.7. Direct questions to the Deck Referee or Meet Referee
- 2.6.4.8. If there is any doubt, retract your call by saying “No call”
- 2.6.4.9. Mark notes on your heat sheet about the infraction

2.7. For relays

- 2.7.1. Observe the toes departing from the platform and then look for the touching fingers
- 2.7.2. Do not raise a hand for an early relay take-off
  - 2.7.3. Circle the lane and swimmer number on the take-off slip for a good exchange
  - 2.7.4. Write X for an early take-off

2.8. After each event

- 2.8.1. Reset to the correct position for the next stroke or event
- 2.8.2. Prior to the next race, transition for relief (as appropriate)

### **3. Your demeanor**

- 3.1. Maintain self-awareness
- 3.2. Demonstrate confidence and competence
- 3.3. Be alert, attentive, focused, calm, professional and approachable
- 3.4. Be friendly and helpful to coaches, swimmers, and other officials
- 3.5. While on duty, avoid coaching, cheering or fraternizing with coaches or swimmers

### **4. Other important points**

- 4.1. Generously use common sense
- 4.2. Don't read more into the rules than is written
- 4.3. Self-evaluate
- 4.4. Enjoy volunteering

Please direct questions to your division's Officials Committee Representative or the MHSL League Officials Chair (officials@mhsl.org).