

UTAH HIGH SCHOOL SWIMMING OFFICIALS' CLINIC

YouTube Video Part 1

AGENDA 2022/23

1. Video Introduction and Welcome – YouTube Video Part 1 videos listed on swimming page at uhsaa.org
2. Presenters: Debby Flesch, Robyn Peterson robynvpeterson@gmail.com
3. **Uniform:** Navy shirt (preferably a golf style), Khaki pants, shorts, or skirt. No Levi's "deck friendly" shoes. Shirt may be purchased at www.Outwestofficials.com type "swimming" in search icon it will bring up the navy men's and women's Shirt. They are made to order and will be mailed to your home.
4. **Video overview** of officials Responsibility to the Sport, Rule Book
5. **Officials and their duties, Meet Management, Timing and Judging, Scoring**
6. **Swimming events Video:** YouTube videos listed on swim page at uhsaa.org
Backstroke,
Breaststroke,
Butterfly,
Freestyle,
Individual Medley,
Relays
7. **2023-24 Power Point** (Brain Shark 2) on Rules and Editorial changes, Points of Emphasis. This Power Point is listed on the Swimming page also at uhsaa.org. Make sure you complete the information at the end to get credit.
8. **Referee:** Duties and responsibilities
9. **Starter:** Take your mark

Remember there are many people available to answer questions. You can contact any of the area representatives below.

Relay take off forms and 500 counter sheets, disqualification log, UHS Meet Report Roster/Officials sign in, Final Meet Results Cover Page, and an officials roster can be found on www.uhsaa.org click on sports/activities choose swimming, everything is on the left hand side.

Officials, e-mail addresses, phone numbers and results from meets are also available on the Utah High School website www.utswimcoach.com. www.HostGreatMeets.com Is another great site with helpful information that Cathy Vaughan has put together, search "high school" to pull up high school information. We are here to help you so you can help the athletes.

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High School Officiating For 2023-24 Swimming Season

NOTE: Officials there have been significant changes this season to our rules book. This handout has the newest rules. Please be aware of that when you are viewing the training videos until we can update the YouTube Video Part 1.

New interpretations in situation play rulings and situations brought up to date with the new rules are **shaded** in your rule book.

NOTE: “SHALL” DENOTES MANDATORY

Swimming Rules page 1-72

Comments on the 2023-24 Rules Changes on page 99

Starting protocols, disabilities, electronic relay judging, concussion, equipment, hygiene, code of ethics found page 99-115

In Utah High School diving has been removed as a sport.

2023-24 Swimming and Diving Rules Changes (comments on rules changes, see page 99 of Rules Book)

3-3 NOTE – Moves the note to the beginning of Section 3 and adds language prohibiting accommodations altering compression, buoyance, or competitive advantage.

3-3-2 – Removes language which specifies that a competitor shall only be able to compete in a suit that is of decent appearance.

8-1-3d PENALTY 2, 8-1-6 PENALTY – Adds the requirement of a written record for dual confirmation of a false start.

8-2-1g – (Backstroke) Removes the language about some part of the body at or above the surface during a backstroke finish.

8-2-2d-h – (Breaststroke) Requires the arms and legs to move simultaneously but does not require the arms and legs to be in the same horizontal plane. Also requires separation of the hands during the touch at turns and finish.

8-2-3c, e, g – (Butterfly) Requires the separation of hands and a simultaneous touch with the hands during the turns and finish.

UHSAA letter to USCA coaches 2017-18

9. Meets Host school may allow unlimited entries or run extra heats of certain events, giving more swimmers opportunity to compete. Rule 3.2.c scratch out “equally provided for both teams.

Key points to remember for each stroke

Backstroke

- Start:** In water facing the end wall with both hands on the gutter or starting grips. Feet/toes may be above the water but may not be in or on the gutter, nor curling the toes over the lip of the gutter at any time before or after the start.
- Stroke:** Any style as long as the swimmer remains on the back. Swimmer must break the surface throughout the race except the swimmer may be submerged after the start and each turn for not more than 15 meters when the head must have broken the surface of the water.
- Turns:** After the backstroke flag the swimmer may go past vertical to the breast and may utilize a single or double arm pull, or in the absence of such pulls, by an upward or downward, underwater movement of the head, no additional arm pulls may be started. Kicking and gliding into the turn is permitted, the swimmer may complete their touch while on the stomach or do a flip turn. Reaching for the wall for the touch while on the stomach is permitted; this is recovery of the arm pull not a second pull. When the feet leave the wall, the swimmer must be past vertical towards the back. If the swimmer does not touch the wall during their turning action, it is permissible to scull back to the wall for the touch if no forward strokes have been made before sculling back. Some part of the swimmer must touch the wall at the turn for completion of each length.
- Finish:** Completion of the required distance and contact with the touchpad or finish end by any part of the swimmer. Once some part of the head of the swimmer has passed the 5 yard/5-meter mark immediately Prior to reaching for the finish, the swimmer may be completely submerged.

Breaststroke

- Start:** Froward start must be used
- Stroke:** Body kept on breast
On the start and turn, one arm stroke beyond the hipline may be made while underwater
Stroke cycle is one arm pull and one leg kick in that order
Head must break surface at widest part of the second arm pull before hands turn inward
Recovery by the hands from the breast-on, under, or over the water
Elbows under the plane of the water except for the last stroke before turn or finish
Some part of the head must break the water surface sometime during each stroke cycle of one arm pull followed by one leg kick.
- Turns:** the last stroke before the turn, an arm stroke not followed by the kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch. At each turn the touch shall be made with both hands separated and simultaneously at, above or below the water surface. Any manner of turn is permitted. The shoulders shall be at or past the vertical towards the breast when the feet leave the wall.
- Kick:** Simultaneous vertical and horizontal movements of the legs
Feet turned out during propulsive part of the kick
No alternating, scissors, or downward butterfly kick except for the single butterfly kick that is permitted any time before the breaststroke kick after the start and each turn. It must be followed by a breaststroke kick.
- Finish:** the last stroke before the finish, an arm stroke not followed by the kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch. The finish requires completion of required distance and contact with the touchpad or finish end with both hands separated and simultaneously at, above or below the water surface.

Butterfly

Start: Forward start must be used

Stroke: Body kept on breast

Multiple kicks are permitted but first arm pull must bring swimmer to the surface

May be submerged after start and each turn for not more than 15 meters where the head must break the surface.

Arms brought forward over water and pulled back simultaneous

Kick: Simultaneous up and down movement

No alternating, scissors, or breaststroke kicking movements

Turns: The touch shall be made with both hands separated and simultaneously at, above, or below the water surface. Any manner of turn is permitted. Shoulders at or past vertical toward the breast when the feet leave the wall,

Finish: Completion of required distance and contact with the touchpad of finish end with both hands separated and simultaneously at, above or below the water surface.

Freestyle

Start: Forward start must be used

Stroke/Kick: Any style may be used, The swimmer must break the surface of the water at the 15-meter mark

After the start and each turn. The swimmer must remain on the surface except for the turns and finishes.

Finish: Completion of the required distance and contact with the touchpad or the finish end by any part of the swimmer.

Individual Medley

Start: Forward start

Stroke: Rules for each stroke apply swam in this order, butterfly first quarter, backstroke second quarter, breaststroke for third quarter, and any stroke other than butterfly, backstroke, or breaststroke.

Turns/Finish: Intermediate turns conform to turn rules for the stroke, each section must be finished in accordance with the finish rule that applies to the style concerned.

Common jurisdictions

Turn judge with no stroke judge 50% of the pool. Turn judge with stroke judges – examine the last stroke prior to the turn, the turn, and the exit from the turn until completion of the first full stroke and the finishes of the competitors in their assigned lane(s).

Stroke Judge when used has jurisdiction wall to wall start to finish. Stroke judge will also have jurisdiction of the 15-meter mark. The stroke judge needs to walk the deck following behind the lagging swimmer in their jurisdiction except for backstroke and freestyle where the stroke judge is positioned on the 15-meter marks on the deck. For the individual medley the referee may instruct the stroke judge to walk the deck for all four strokes.

*The referee has full control over jurisdiction and can make assignments according to manpower and pool configuration.

Basic Concepts

Well run meets are the direct result of well trained, competent officials that have a good working knowledge of the rules they are applying and are fair and consistent with the application of those rules. Swimmers train hard so please remember the golden rule of swimming:

“The swimmer always gets the benefit of the doubt”

Do not be lenient with the rules with one swimmer when all the other swimmers have followed the rules, the “benefit of the doubt” can be applied to liberally and can be used as an unfair tool.

The rules of swimming define the acceptable form for each stroke. Many variations of form are possible and may still comply to the letter of the rule, remember that something that looks unusual is not always illegal. Decisions regarding the form of strokes & turns must, therefore, be subject to flexible judgment and common sense.

Take officiating seriously and work hard at it. Competitors have a right to expect officials to know the rules and interpret them correctly, fairly, and courteously. Call violations as seen, do not guess or anticipate. When you see an infraction, raise your hand over head, open palm. The disqualification can only be made by the official whose jurisdiction the infraction has been committed. Be fair and consistent, disregard team affiliation and always exercise good judgment.

Do not ever think that you have learned everything possible, every swimming official is always learning because the sport is always evolving.

Above all be professional and fair, make decisions quickly and decisively and if you cannot be fair and unbiased find some other place to volunteer to help the team. Be approachable, if a swimmer has a question. **DO NOT CHEER** for your team or your swimmer when you are on deck.

Referee

Because high school swim meets are run with a minimum of officials you may be asked to “wear two hats,” you may have to be the referee as well as the stroke & turn official at one end of the pool or the starter. As the Referee, it is your job to ensure the integrity of the competition as well as give instruction to the deck officials and to set the jurisdiction of the venue. Know the Rules Book,

The Referee has full authority over all officials, they assign and instruct them before each session and they also need to enforce all applicable rules and decide all questions relating to the conduct of the meet. The Referee can also overrule any call made by a stroke & turn judge but only if you have personally observed the infraction and can say with absolute certainty that the stroke & turn official did not make a correct rule interpretation. The Referee can also disqualify any swimmer in any jurisdiction as long as they personally observe the rule infraction. The Referee also must make sure that each disqualification is accompanied by an upraised hand as a signal of a rule infraction.

If there is no hand raised there is no disqualification, except during relay take offs where dual confirmation may be used, and the side judge raises a hand only after the last competitor is in the pool for an early takeoff.

The referee signals the starter that all officials are in position and that the course is clear.

The Referee is the only person on a deck that wears a whistle, the whistle commands come from the Referee, several short whistles (no fewer than 4) to tell competitors to report to the block and ready themselves to step up, one long whistle tells the competitors to step up, or in the pool. In backstroke a second-long whistle instructs the swimmers to set their feet, after the competitors have stepped onto the block or into the water the Referee then extends their hand to the starter and turns the race over to the starter. The Referee is also responsible for any timing malfunctions and is charged with the responsibility to make sure that all applicable rules are followed in figuring out times in heats with malfunctions. In addition, any false start requires dual written confirmation with the starter; the Referee and the starter are the only two people that can make that dual confirmation decision. They do not converse, referee and starter note a false start on their individual paperwork, then show each other.

Starter

The starter has the responsibility to ensure that all swimmers receive a fair and equitable start. It is important that each competitor be given the opportunity to achieve the best start possible within the confines of the rules. The starter must know the rules governing starting procedures.

The starter should review the rules and events and establish protocol with the meet Referee; they need to decide ahead of time where each will stand on the deck. The starter needs to be positioned within 10 feet of the starting end of the pool and be free from obstruction that might block or restrict the view of the athletes on the blocks. The starter must be familiar with the type of equipment they are to use, make sure that everything works before you start your first race.

Starting procedure

At the commencement of each heat, the Referee shall signal to the swimmers by a short series of whistles (no fewer than 4) to remove their warm-ups, put on their goggles etc. One long whistle indicates that they should take and maintain their position on the starting platform. The swimmers can take any position that they want, when the swimmers and officials are ready, the Referee shall signal with an extended hand to the Starter that they are under the Starter's control. On the Starter's command "take your mark," the swimmers shall immediately assume their starting position, in the forward start at least one foot must be at the front of the block, and in the backstroke, toes must not be above or curled over the gutter. When all swimmers are stationary the Starter shall give the starting signal. When a swimmer does not respond promptly to the command "take your mark," the Starter shall release all swimmers with the command "Stand Up" upon which the swimmers may stand up but **NOT** step off the blocks unless instructed to do so when unusual circumstances occur.

Any swimmer gaining an unfair advantage at the start shall be disqualified. We are allowed to do the "no recall" false start, simply stated this means that when the starter and the Referee both independently agree that a swimmer has obtained an unfair advantage at the start the race shall be allowed to proceed and the swimmer will be notified of the disqualification at the end of the race, should the starter inadvertently recall the heat the swimmer can still be disqualified.

However, because the first start is the best start for all athletes the use of the recall button should not be used unless the starter feels that there was something in that start that was incorrect or they feel that it was their fault, at that point the starter should recall the heat to give everyone a fair chance of a good start.

Starters can stand a heat up if they notice that someone is having a hard time finding their mark in a timely manner, but patience is the key here, you need to know how long is too long to wait for that swimmer before standing the heat up, the stand up command can make the swimmers jittery, if you stand up too many heats the swimmers will not relax and wait for the starting signal, they will instead be wondering if you will stand the heat up or allow it to go, so use the stand up command as little as possible.

Also, be aware that **every swimmer has the right to find their mark**, if you have a novice swimmer that steps up on the block and at the command "take your mark" immediately falls into the pool that swimmer should be allowed back into the heat, every swimmer has the right to find their mark.

The simplest way to decide on a false start is to imagine a glass cylinder placed over each of the swimmers, if they leave early that glass will be broken, it is a very easy thing to see, if you have a swimmer that finds their mark and then jerks forward and into the pool before the starting signal is given that swimmer should be disqualified for a false start and the rest of the heat released while you deal with that disqualification. If the swimmers are set then say swimmer in lane 3 jerks but does not go in and lane 4 dives in on lane 3's action, lane 4 should be allowed to get back up on the block and try again. A swimmer on the block is coiled and ready for

the start, they are a body full of energy ready to explode off that block. Finding their mark does not mean there is no movement, a swimmer's body may twitch, involuntary calf muscle move, raising or lowering of the head, or even turning the head to look at you the starter, these are not considered false starts and should not be called as such, they did not break that glass cylinder.

Starters are charged with a great amount of responsibility in seeing that one swimmer does not gain an advantage over the others during the start. This responsibility requires concentration, quick reactions, and fair decisions. It takes practice to become a good starter, and some people will never be good starters. With experience, the starter will be able to accurately judge when the field is ready to race, please do not be a rocket starter because you are afraid to let the swimmers set. Remember patience, patience, patience. Starters can cause the swimmers to be jumpy because they do not know what you are going to do. Starters should speak in a conversational tone; avoid rapid instruction and sharp commands. The voice of a good starter will lead the swimmers into the starting positions and not break their concentration with unexpected orders or remarks. The starter must protect all the competitors by not allowing any one swimmer to obtain an unfair advantage. Remember as the starter you are generally the person on the deck with the spotlight shining directly on you, the spectators notice your actions more than any other official on the deck so if you make a mistake, it is generally seen by everyone in the venue, you must be confident and knowledgeable to be able to perform well to work in this position.

There is no cadence to a start, when every swimmer has **found their mark** you send them.

In your Rules Book page 103 & 104 goes over whistles as Preparatory commands and No-Recall starting protocol

Page 105 and 106 have guidelines for starts for swimmers with disabilities.

More and more pools are installing the wedge to their blocks. The swimmers may use them for starts or not. If they choose to use the wedge the starting rule is still the same, one foot must come to the edge of the block for the start. The swimmer may adjust the wedge to their desired position.

When we are using the wedge for relay starts the second, third, and fourth swimmer may move from the back of the block, behind the wedge, to the front of the block as long as one foot comes in contact with the surface of the block in front of the wedge before losing contact with the block. They may not use the top of the wedge to propel them off the block without one foot contacting the surface of the block in front of the wedge. Refer 8-3 Art. 4 c. of your Rules Book.

Relay Take Off

Relay take off forms can be found on the www.uhsaa.org on the swim page, 500 counting sheets are also available on this page. When you are watching relay take offs look at the feet of the swimmer on the block, when the toes no longer have contact with the block look down for the hand of the incoming swimmer, if there is no hand it is an early take off, make an X on top of the number that corresponds to the swimmer who just left the block on the relay take off form, if the take-off was good then circle the corresponding number, do not put the X and the O next to the numbers, you need to put it directly on the number that corresponds to the swimmers order in the relay. If you do not see an exchange do not mark it. Upon observation of a violation, the judge shall mark their relay take off sheet, and the side judge shall wait until the last competitor of the heat is in the water before signaling an observed violation by raising a hand, with open palm, overhead.

Meeting with Coaches & Team Captains

CAPTAINS: IT IS YOUR RESPONSIBILITY TO TAKE THIS INFO. BACK TO YOUR TEAM

- Scratches are due now. Please turn them in so we don't run the meet with empty lanes ●Physical Facilities: I've reviewed the facility, If you have any concerns, please let me know before the beginning of the meet. ●

Review swimsuit rules

- Only 1 suit, no covering neck, shoulders, below knees, no zippers, etc., cannot aid flotation (water & air must penetrate)
- No caps with advertising or other team names may be worn. Names on caps must be form of given name (ex. Liz for Elizabeth)
- Must be High School Team cap or plain cap, no club, college, or other cap is legal. Turn cap inside out if it is questionable.
- Warm-up protocol & accountability:
 - Assign lanes
 - Coaches are responsible for safety in those lanes—please monitor them
 - Swimmers MUST enter the water feet first.
 - When starting dive-starts—ensure that the lane is clear & there is only 1-way swimming (swimmers must return to block in another lane or walk)
- Meet Protocol & Procedures
 - If a swimmer needs to miss a race, is sick or hurt, have the swimmer or coach tell the Referee they would like to Declare a False start. In a championship meet a No Show will take the swimmer out of the rest of the meet, but a Declared False Start (which you can get by talking to the ref) allows you to swim your other races.
 - Whistle commands:
 - several short whistles no Fewer than 4--get ready
 - long whistle--step up on block (or into water—2nd long whistle for back stroke means place your feet)
 - All should be quiet for start
 - Come down promptly on command to "Take your mark" and hold steady
 - Relays:
 - Swimmers 2-4 crouch down for start so timers can see.
 - Swimmers 2-4 must have at least one foot in contact with surface of block in front of wedge during takeoff when starting wedge is used.
 - COACHES: Remember to correctly declare lead relay swimmer
 - Backstroke: STEP into water--no diving
 - Will be doing fly-overs. Please remind swimmers to stay in the pool until next race starts
 - Will or Will NOT be calling names--It is the swimmer's responsibility to be at the block on time
 - Swimming 500 yd.
 - Count in ascending or descending order, Red or Orange signals final length
 - Determine length of break with coaches between 50 Free and 100 Fly (15 minutes with 10 minutes warm up?)
 - Coaches notified of DQ's with printout of event--may also check with computer operator ●Do not step on touch pads when cheering, etc.
 - Tape may be used to treat a documented medical condition; Referee must be presented signed documentation from an appropriate health-care professional at this time.
 - Any electronic device that can be used for pacing or providing feedback may not be worn.
 - Emergency Procedure
 - Determine meeting place for team inside & outside of building

Remember: Good Sportsmanship Always & HAVE A GREAT TIME!

Officials Meeting

When you stand on deck you are part of a team, the Officiating Team. You are neutral to the schools competing. **No cheering**

Assign jurisdiction, depending on how many Officials you have.

Please pay close attention to the swimmers in your jurisdiction – give each lane the same amount of time even the empty lanes – do not be influenced by anyone, only call what your eyes see happen, not what you think happened or what you expect to happen.

Not making a call is doing the swimmer a grave disservice; you must call what you see.

If you are not sure what you saw – let's talk about it after the race is finished.

Do not leave your position until your job is done.

When you see an infraction raise your hand over head, palm open until eye contact is made with Referee – then I know there is a possible DQ, you can lower your arm, and I will get to you as soon as I can.

Relay takeoffs- watch feet when they leave the block. When there is **NO** contact with the block, you drop your eyes and the hand of the incoming swimmer should be there. Do not drop your eyes on the motion of the swimmer on the block, only when contact with the block is lost. Swimmer 2-4 must have one foot in contact with the surface of the block in front of the wedge during takeoff (on blocks with Wedges) Explain how to mark relay sheet properly. A circle means a good exchange; an X on the # of the swimmer is a bad exchange. Mark all exchanges you witness, do not mark it if you did not see it! Circle or X on the swimmer's number leaving the block, not to the side of their number. If there is an early takeoff, side judge will raise hand only after last competitor of the heat is in the water.

Stroke Judges stand at the 15- meter mark for the Backstroke and Freestyle (explain) also stroke judge on start side will man the recall rope for all starts.

Jurisdiction – Wall to wall

Turn Judge – Last stroke into wall and full stroke out.

Backstroke start – Turn Official across from Starter, hold arm straight out from your side if all the toes you can see are below the lip of the gutter. If toes are over, drop arm to side, starter will know someone's toes are above the lip of the gutter. This helps in 8 and 10 lane pools where it is hard to see far end toes.

Remember, if you do not feel good about a call you made, go to the Referee, get it overturned. Never let pride stand in the way, these swimmers work too hard for us to not do the very best we can.

All coaches and at least two officials sign meet results, record start time & finish time of the meet.

Final Meet Results Cover Sheet can be found on uhsaa.org swim page. Referee will fill out Meet Referee Report, have officials sign in, and turn in report within 5 days of meet to

uhsaameetassign@gmail.com

THESE ARE SUGGESTIONS YOU CAN TAYLOR YOUR MEETING TO FIT THE CIRCUMSTANCES. REMEMBER A LEVEL HEAD, FAIRNESS TO ALL, LISTEN, WE ARE ALL CONSTANTLY LEARNING.

High School Referee Prep List 9/29/22

Take With		Check the Course
<ul style="list-style-type: none"> ● Event Box ● Whistle ● Clipboard ● Rulebook ● Pencil or Pen ● Water bottle 	<ul style="list-style-type: none"> ● Counter slips ● Relay slips ● Head Timer Instruction ● Coaches/Captains meeting list 	<ul style="list-style-type: none"> ● Lane lines okay? (& correct # of lanes?) ● Lane numbers clear? ● Blocks okay? ● Diving board removed? ● Backstroke flags okay ● 15 M markers (16.4 yards/49.2 feet)
<p>During Meet (review before) ● Write start time of event ● Take finish order ● Record DQ's (including FS & NS) on ref sheet. Include who called & infraction ● Before blowing long whistle ensure that course is clear & officials are ready</p> <ul style="list-style-type: none"> ● Remember extra whistle for backstroke ● <li style="padding-left: 20px;">3 questions to ask official (position/jurisdiction, what observed, what rule applies) ● Watch for # & type of suit(s) worn in competition <p>After Meet ● Sign results (along with AT LEAST one other official) ● Empty Event Box & send results with Meet Dir.</p>		<p style="text-align: center;">Meetings with Meet Help/Participants</p> <p>Meet Director ● What timing system(s) will be used? ● Qualified processor of times/results? ● Review volunteer needs (see list)</p> <ul style="list-style-type: none"> ● Have coaches & at least 2 officials sign results <ul style="list-style-type: none"> ● Remember to take meet paperwork (keep until end of season) <p>Computer Operator ● Understand rules for processing times? (.3sec) ● Insert DQ codes into Meet Manager. Print extra results in each event with DQ's & deliver to coaches</p> <ul style="list-style-type: none"> ● Re-check heats after scratches—can we combine? ● Check meet database: # of entries per athlete

Meeting with Officials

- Check credentials ● Welcome & thanks ● Remember: no cheering ● Give empty lanes equal looking time ● Help kids step up on long whistle ● Remember: Ugly isn't necessarily illegal & It is what it is. Only call what you see. Always call what you see.
- How to report DQ's (Make sure to raise hand. Tell swimmer?)
 - Mark clearly on heat sheets (mark off when reported)
- Assign positions
 - Medley Relay
 - Freestyles
 - Need finish order help on 50 Frees
 - Keep turn end record on 500 Free
 - Other strokes ○ Backstroke
 - Turn judge stand across from Starter, if all the toes you can see are below the lip of the gutter hold arm out from your side. If you see toes above lip of gutter drop arm to your side. This is very helpful in 8-10 lane pools.
 - Relays:
 - Assign officials for relay take-offs
 - Watch feet leave platform then shift eyes to wall. (Toes then touch)
 - Relay slips 0=good, X=bad) Mark ON swimmer number (not to side) ● Rotation: scheduled time & what clock ● Do not leave your position until your job is done.
- No cell phone use on-deck (emergency call protocol)
- Questions?

(max 2), scoring, # of lane

Timing System Operator

- Know how & when to do a manual start?
- Do NOT accept start at warning bell on 500 (400m) Free

Head Timer

1. Go over Head Timer list together and ask Head Timer to have meeting with timers and teach them to do those things.

Starter (if applicable) ●

- Check equipment (volume, test start, blocks) ● Warm-ups: Ensure pool is watched & safe
 - Remind swimmers to enter water feet first.
 - (?) Assigned lanes during warm-ups (?) ● (?) Open lanes for dive starts according to meet information _____(time) (?)
- Close warm-ups 5 minutes prior to meet start _____(time) ● Calling names? (how many times) ● Have heats ready to go by short whistles ● Swimmers that are late up on the blocks—how to handle
 - False start procedure
 - Note on heat sheet: empty lanes, finish order, start time of heat
 - (?) Stroke & turn assignment (?)

Captains & Coaches ●

Review list point by point

Instructions for Head Timer

- Instruct timers to:
 - Help get swimmers to right block at right time. Ask Name
 - Watch for the light on the starter (not just the sound.) Start watch when light flashes.
 - Ask for replacement watch if you do not get the start
 - Stand over lane at finish
 - Press back-up button
 - May need to remember time & write down after starting watch for next heat
 - FYI: Whistle commands
 - Short blasts mean "get ready" (Put on goggles, take off shoes, etc.)
 - Long whistle means "Step up on the blocks" (OR side of the pool, or step into the pool (backstroke only) It essentially means, "Get to where you are going to start")
- TIMERS: Please remind swimmers to step up onto blocks if needed.
 - BACKSTROKE ONLY: 2nd long whistle means Place your feet on the end wall.
 - Next command swimmer hears is verbal: "Take your mark" Then the start signal
- Flyovers: Encourage swimmers in the finishing heat to stay in the water until the next heat is started.

Instructions for Timers

- Timers must press button and stop the watch at the first point of contact by the swimmer with the finish end wall or touchpad.
- Stress the importance of the timer stopping the button/watch at the first point of contact, and not whether the swimmer touches the pad. Timers must be instructed that their time may end up serving as the official time.
- Timers should be instructed to report when a swimmer makes initial contact with the end wall but not the touchpad.