

PARENT'S



**INTRODUCTION
TO
OFFICIATING**



**New England
Swimming**

*The booklet is adapted from **Parent's Introduction to Officiating** originally created by Pauline, Neal and Lisa Hubbell for USA Swimming National Officials Committee. Original date of this publication is unknown.*

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INTRODUCTION TO OFFICIATING

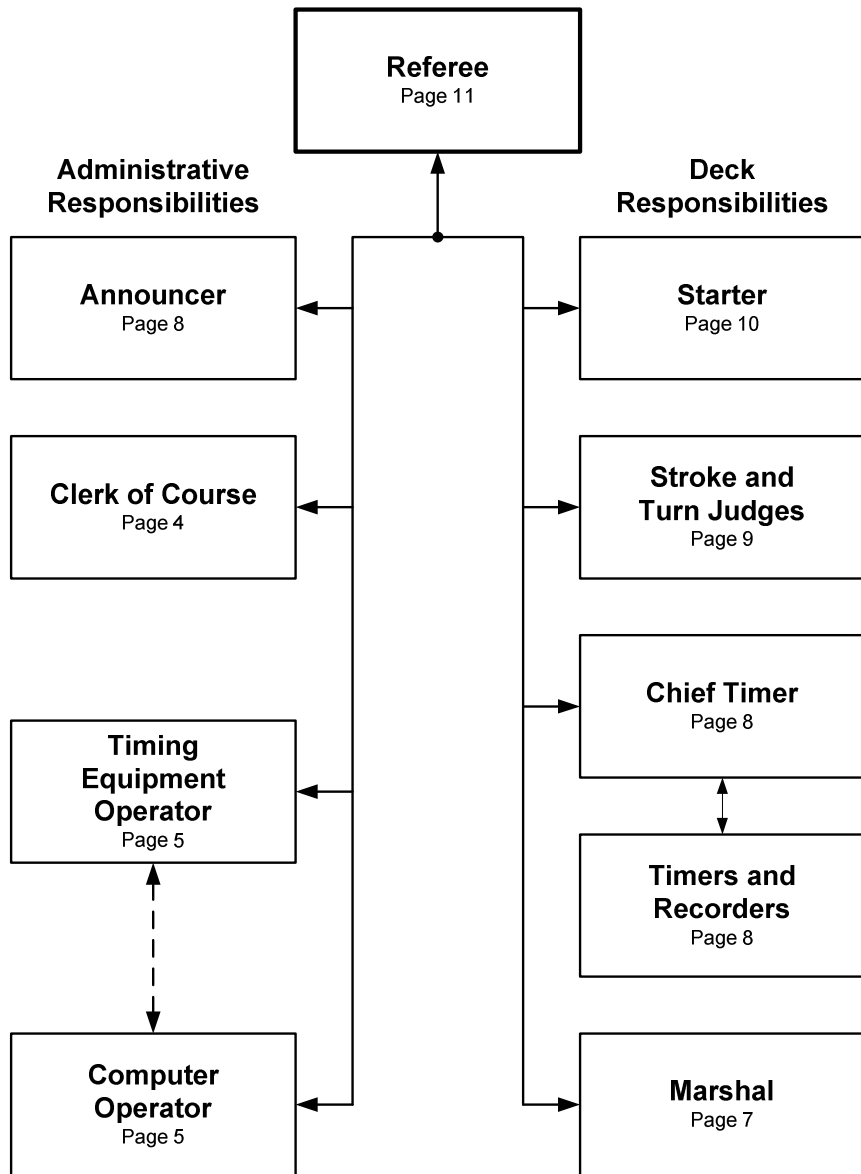
As a parent of a USA Swimmer you have the opportunity to be involved with your child and their sport in various ways. One very instrumental way of contributing to the success of any program is by volunteering your time and effort. All USA Swimming Officials are volunteers and contribute greatly to the development of the program at all levels.

There are many levels of officiating that require different degrees of involvement and time, one of which is probably right for you.

The first step is to determine your area of interest. The following brief description of the volunteers needed at every swim meet may help you make that determination.

Officials attend clinics, receive training, and are certified by USA Swimming. They are present at all competition to implement the technical rules of swimming and to ensure that the competition is fair and equitable to everyone.

SWIM MEET ORGANIZATION



Now is the time to get involved. If you have further questions or wish to take the first step to becoming involved, contact your team representative or your Zone Officials Chairperson. Either of them will help you get involved as a meet official.

CONTACTS

Team Representative:

NAME: _____

PHONE: _____

EMAIL: _____

Zone Officials Chairperson:

NAME: _____

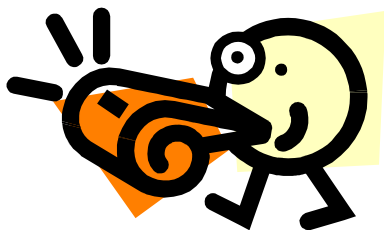
PHONE: _____

EMAIL: _____

New England Swimming Officials Web Site:
<http://www.neswim.com/board/officials/>

REFEREE

Do you enjoy decision-making, problem solving, and challenges? This is the job for you.



The **REFEREE** has overall authority and responsibility for the competition and ensures compliance with all rules. The **REFEREE** resolves all questions relating to the conduct of the swim meet and review any disqualification. The **REFEREE** ensures that all of the officials are in place, timers are ready, and that all swimmers are present and ready for the start of their heat. At that time, the race is turned over to the Starter.

When you become knowledgeable of all aspect of running a swim meet, such as Stroke and Turn, Clerk of Course, timing and computer operation, scoring, and all rules pertaining to providing fair and equitable competition for all swimmers, you are ready to assume the duties of a **REFEREE**.

CLERK of COURSE

The **Clerk of Course** is a position where you have the opportunity to meet the Swimmers, Coaches, and Parents.

The **Clerk of Course** is responsible for all the paperwork at the meet prior to the swimmer's event.

CHECK-IN: The swimmer reports to the clerk that they are present and swimming the events previously entered by mail or other methods as described in the meet information sheet.

SCRATCHES: The swimmers report their intent not to swim an event previously entered or a final for which they have qualified in preliminary heats.

SEEDING: Seeding is assignment of each swimmer to a heat and lane according to their submitted entry time.



ASSIGNMENT NOTICE: Cards are handed out to the swimmers or lists posted with HEAT and LANE assignments so the swimmer knows the proper place and time to swim their race. These cards or lists will also be used by the lane timers and recorders to record the swimmer's time at the completion of the race.

TIMING EQUIPMENT OPERATOR AND COMPUTER OPERATOR



**If you like to work with electronic equipment, this may be your niche.
The best seat at the swim meet.**

The **TIMING EQUIPMENT OPERATOR** is responsible for the setup and operation of the control console, touch pads, starting systems, and scoreboards (when used). If the swim meet is seeded and the results recorded by electronic means, there may be a link to the computer to process the input (entry and seeding of swimmers into the meet) and the output (final results of times swum) for meet results. The **COMPUTER OPERATOR** is responsible for electronic data entry, seeding of swimmers, and meet results.

During the swim meet the **TIMING EQUIPMENT OPERATOR** and **COMPUTER OPERATOR** work with the Meet Referee and other meet officials to maintain the smooth operation of the meet. This may include reporting equipment malfunctions or other problems and providing the swimmers with the times that are achieved during the meet.

STARTER

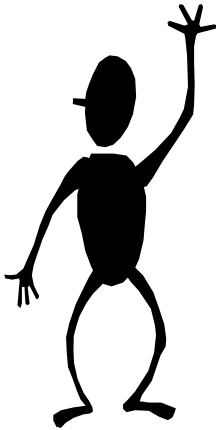


The **STARTER** ensures that all swimmers receive a fair and equitable start.

The **STARTER** works closely with the Referee, assuming responsibility for the race at the Referee's signal. At that time the **STARTER** directs the swimmers to "take their marks" ensuring that no swimmer is in motion prior to the starting signal.

STARTERS are also responsible for ensuring that the starting equipment is in proper working order prior to the start of the meet.

STROKE JUDGE AND TURN JUDGE



The position of **STROKE JUDGE** and **TURN JUDGE** may be combined into one position called **STROKE and TURN JUDGE**.

The **STROKE JUDGES** walk abreast of the swimmers, observing from the side of the pool the swimmers in their jurisdiction. Swimmers are observed from the time they take their first arm pull after entering the water to the completion of their race. The **STROKE JUDGES** are there to ensure compliance with the rules relating to each stroke.

The **TURN JUDGES** observe the swimmers from the end of the lane(s) to ensure that the turns and finishes comply with the rules applicable to each stroke.

ANNOUNCER



What a **WAY** to see the meet and be actively involved.

The **ANNOUNCER** has the important role of maintaining interest throughout the swim meet.

The **ANNOUNCER** is in close coordination with the Referee, Meet Director, and Starter. Some of the **ANNOUNCER** duties are to announce who is swimming, team affiliations, results of preliminary heats, scratch deadlines, and any other information or facts that may provide for smooth operation of the swim meet.

Must be swift of tongue

with the gift of gab

MEET MARSHAL

SAFETY:
HAS BECOME AN IMPORTANT ISSUE AT
USA SWIMMING MEETS.



**NO RUNNING
ON DECK**

The **MEET MARSHAL** is assigned one of the most important responsibilities of the meet, **SAFETY ENFORCEMENT**.

This includes controlling swimmers behavior in and out of the pool and maintaining order in the swimming venue during the meet.

CHIEF TIMERS AND LANE TIMERS



**TIMERS?
TIMERS?
WE
NEED
TIMERS!**

LANE TIMERS are where most Parents start as Volunteers. The most important single statistic at a swim meet is the time a swimmer achieves during their race.

As a **LANE TIMER** you operate various timing devices such as watches or buttons that are attached to the automatic timing equipment. **LANE TIMERS** are responsible for starting their watches at the Starter's signal and stopping the watches or activating the push buttons when any part of the swimmer's body touches the wall. The watch time is then recorded and used to determine the race results.

The **CHIEF TIMER** assures that all lanes have timers and button pushers. The **CHIEF TIMER** starts a watch on every race and acts as a backup timer if a timer's watch fails. The **CHIEF TIMER** is also responsible for the training of Lane Timers.