



Officials

Technical Handbook

(March 2020)

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Introduction

Firstly, welcome on behalf of Swim England Cambridgeshire. We are really pleased that you have taken the leap into volunteering as a technical official.

In order to support your journey as a county official we actively encourage you to read the '*Swim England Cambridgeshire Officials Handbook*', which outlines expectations and standards that are required when operating as a Swim England Cambridgeshire County official.

Please be aware that only licensed officials may officiate at a county event. Training opportunities are available with prior agreement with the County Officials Coordinator who may be contacted on officials@swimcambs.org

As a County, we operate three core events a year. We hold County Championships in January through to February, our County Development Meet in October through to November and a Disability Meet in June. Competition schedules and sign up to officiate at these events can be found in the competitions section of the Swim England Cambridgeshire County Website.

Whilst we understand that you have been guided through your training with your club official's coordinator and have probably experienced officiating at a number of events, either locally within club and or at Open Meets, the County Championships will expect adherence to set protocols which is further outlined throughout this booklet.

Please do take the time to read through this booklet as this will support your practice within County and beyond should you seek to widen your volunteering experience.

Above all enjoy being part of the swimming family and thank you in advance for giving your time to these events, without you and your support we would not be in a position to operate a high quality competitive experience for our Cambridgeshire swimmers.

Venues

Parkside Pool Cambridge, Gonville Place, Cambridge CB1 1LY

Pool Operator: GLL
Telephone Number: 01223 446100

Located in the centre of Cambridge with onsite parking at St Anne's Car Park. Please note that this car park requires payment on an hourly rate.

There is an onsite cafeteria which provides hot and cold drinks, snacks and light meals only.



Spectator seating is located on the first floor. There is a lift for those who have restricted mobility.

Manor Leisure – Station Road, Whittlesey Peterborough PE7 1UA



Pool Operator: Freedom Leisure
Telephone Number: 01733 202298

Located on the outskirts of the town of Whittlesey with free onsite parking.

There is no cafeteria, however there is access to vending machines which include hot and cold drinks and snacks.

Spectator seating is accessed via a stairwell, however for those with restricted mobility access can be gained via the swimming pool deck.

Events

Swim England County Championships

This is the pinnacle Championships for Swim England Cambridgeshire, held on an annual basis during the months of January through to February.

Licensed as a Level 2 Meet the event promotes opportunity for eligible county swimmers to compete solely with other county club swimmers to establish the top male and top female swimmers for each stroke and age.

This championship also offers opportunity for swimmers to gain regional qualifying times. Officials must be licensed and qualified to the role that they are assigned.

Swim England County Development Meet

This is a progressive swimming event for swimmers who do not presently meet the required qualifying times of the Swim England County Championships and are held on an annual basis from October through to November.

Licensed as a Level 3 Meet the event promotes opportunity for every county swimmer to participate in a county swimming competition. This meet supports potential progression into the main County Championships. Officials must be a minimum of Judge Level One in training.

Swim England Cambridgeshire Disability Meet

Our disability meet is a newly introduced event in 2020. The concept is to promote a specific event for swimmers who have a disability and to encourage interactive competitive opportunity within and outside of county for these athletes.

This is a non-licensed event.

This meet supports swimmers who have a disability in starting to experience a competitive environment and where appropriate progressing into either the Swim England County Development Meet and or Swim England County Championships. Officials need not be licensed but must hold British Swimming Membership and a minimum of a Timekeeper qualification.

Eligibility to officiate at a County Event

- Must be 18 years, unless accompanied by a responsible adult from their club.
- Must be available for the whole session in which they have signed up for and where this session provides a final stay until completion of this.
- Must be prepared to invest in uniform to include trousers and or skirts for females and trousers for men and appropriate footwear (please refer to uniform section).
- Must be prepared to purchase equipment such as a stop watch, although these can be provided.
- Must hold current British Swimming Membership.
- Must hold a British Swimming License.
- Must be of good health and physical fitness. Where there is a known medical condition must ensure that the promoter of the event and or where appointed, the Technical Director, is informed and a risk assessment completed that includes ICE details for next of kin.

Officials' Code of Conduct

We ask that whilst volunteering with us please:

- Follow the role description and any additional guidance given to you. Highlight to the Lead Referee any support you need either before or during the event.
- Read, understand and act in accordance with the policies and procedures provided during any volunteering undertaken.
- Meet time commitments and to give reasonable notice if you are not able to attend so other arrangements can be made.
- Display high standards of behaviour and appearance.
- Treat everyone you encounter respectfully.
- Treat everyone equally and not discriminate based on people's age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief.
- Report any concerns or issues about a child or adult at risk to the Lead Referee or the designated child safeguarding officer.
- Don't disclose any confidential information which you may become aware of in connection with your role, either during or after your time of volunteering.
- Encourage everyone to follow the sport's rules both in and out of the pool and report any violations appropriately.
- Must attend the Pool Operators and Referee Health and Safety Briefing which is normally delivered 30 minutes after the start of warm up of each session and

where required and advised attend a debrief at the end of each session. ***Failure to attend may result in a change in role allocated and or removal from the deck until such time that the Referee can provide appropriate update on the Health and Safety requirements for the event.***

- Wear the appropriate uniform.
- Have a valid British Swimming Accreditation.
- Adhere to the required timelines for the event and be present in sufficient time to participate in the march on parade.
- Conduct yourself in accordance to the spirit of the sport ensuring remain attentive and not be distracted by external influences.
- Ensure autonomy in role.
- Have a secure understanding of the rules and apply these fairly and where there is any uncertainty provide the swimmer with the benefit of the doubt in relation to the reporting of an infraction.
- Treat all swimmers, coaches, officials and dry side event staff with respect and dignity, value their worth and treat everyone equally recognising their needs and ability within the context of the sport.
- Consistently display high standards of behaviour and appearance.
- Adhere to the Swim England Code of Ethics, Rules and Regulations.
- Adhere to Wavepower, the Swim England Child Safeguarding Policy and Procedures.
- Always place the well-being, health and safety of swimmers above all other considerations.
- Uphold confidentiality, except in circumstances that may place a child at risk of harm.
- Encourage swimmers to obey the spirit of the rules and regulations both in and out of the pool.
- Never encourage or condone swimmers, volunteers, officials or parents to violate the rules and report violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Refer any concerns of a child safeguarding nature in line with the procedures contained in Wavepower 2020/2013.

Uniform

It is a requirement for **ALL EVENTS**, that officials wear whites. On completion of your training as a Judge Level 1 and when you are in receipt of your British Swimming licence Swim England Cambridgeshire will provide you with a branded Swim England Cambridgeshire white polo shirt. These shirts **MUST** be worn at all County events.

Additional Swim England Cambridgeshire Shirts may be purchased at a cost of £10.00. Please speak to Swim England Cambridgeshire's Officials Secretary should you wish to purchase further uniform.

Ladies may wear either a long skirt and or long trousers, crop trousers are acceptable as long as they are knee length. Men should wear long trousers.

Shorts and/or skirts above the knee are not permitted to be worn.

White enclosed shoes such as trainers are encouraged. Whilst slip on footwear may be worn these are not the preferred footwear and therefore are worn at the officials own risk.

Accreditation

You are expected to wear your British Swimming Accreditation at all times. This must be valid for the period in which you are in attendance at an event and be visible.

Officials' Roles

Lead Referee

Appointed by the promoter to inspect the pool prior to the start of the warmup sessions with regards to Health and Safety and to ensure FINA rules are complied with. Report to be given to the promoter for retention.

AOE Referee

The AOE Referee sits alongside the Control Room Supervisor (AOE operator) and is the central point of contact for the deck referee in relation to the management of the Automatic Electronic Timing operation.

AOE operator will receive confirmation from deck referee after the start of the race of any lanes that do not have a swimmer and will request Control Room Supervisor to remove the lane from that heat.

AOE Referee will receive notification of any potential disqualifications from the deck referee and await confirmation. On confirmation of the Disqualification from the deck referee the AOE Referee will advise the Control Room Supervisor to remove the swimmer from the results.

AOE Referee will verify results and manage any anomalies that affect the accuracy of the timings advising the deck referee of action to be taken, this could include request for manual times or placings.

AOE Referee will when satisfied of the accuracy of the timings confirm results with deck referee and sign the AOE timing slip including review of any documentation relating to disqualifications on behalf of the deck referee.

Referee

Before start of first race of the session check with AOE operator that equipment is functioning correctly. Test start may be undertaken.

Make sure all officials are in place.

Make sure that correct number of swimmers are in place in line with heat sheets. Start promptly on the published time. **DO NOT** start earlier than this.

Race

Blow series of short blasts to indicate that the race is about to start.
Wait for the announcer to announce the race.

Check that the score board is clear and that the pool is clear and or that there is no movement in the water by swimmers who have just completed their event.

Blow long whistle- inviting swimmers to take their place on the starting platform.
When ready place outstretched arm to indicate to the starter that the race is being handed over to them to start and follow race start procedures.

At the end of the race observe the pool deck to see whether there are any DQ reports pending.

Complete sign off of results if AOE referee not in place and or communicate with AOE referee accepted DQ reports and confirm results.

Starter

Over the top starts will be used for all events except backstroke and finals.
Before start of each championship's session check starting equipment and all speakers' volume is the correct level.

Check starting platforms are safe for use.

Liaise with the referees and assist referee by using the speaker to clear the pool at the end of backstroke races, especially the heat before the start of a backstroke event or the last heat of a timed final.

Ensure you have an updated heat sheet showing the swimmers and the vacant lanes for each race.

Note if any swimmers have a hearing impairment, ensure at all times that the strobe light is not obstructed and is visible in the between platforms 4 and 5 of unless required specifically for a swimmer.

Check heat sheet for any swimmers with disability have an assistant at the start and or use a starting device.

Finals- please request swimmers clear the pool using the microphone after the end of each final.

Inspector of Turns/Timekeeper

All Inspectors at the Start end who have a swimmer in their lane should stand at the commencement of the Referee's long whistle blast. (First long whistle in Backstroke). On the Referees long whistle blast (first blast in backstroke move to the side of the athlete's chair that is clear of obstructions if you are sitting behind the athlete's chair).

Immediately the start signal has been given, please move forward to the starting platforms to observe that the competitor in your lane complies with the rules of the Start. If satisfied that you have not observed any infringement, immediately return to your chair and sit down. If an infringement has been seen remain standing (behind the starting platform) and look towards the Chief Inspector of Turns. As the swimmer in your lane reaches 15m from the turn/finish, move to the edge of the pool to observe the turn or finish, sitting down when your duties are complete. If an infringement is seen remain standing and look towards the Chief Inspector of Turns. In the 800m and 1500m Freestyle events, the inspector of turn at the turning end of the pool shall operate lap cards. The inspector of turn / timekeeper at the start/finish end of the pool shall give a warning signal when his competitor has 2 lengths and 5m to swim to the finish and the signal shall be repeated after the turn until the swimmer has reached the 5m mark from the turning point. A bell shall give the warning signal.

Backstroke (Ledges) will be used at the Swim England Cambridgeshire County Championships. Please start to install the back-stroke ledge on completion of the preceding event whilst swimmers in that event exit the pool. Inspectors of Turn should install the ledge at the '0' setting before returning to their seats. Should the swimmers need any assistance in setting the ledge please help them but ensure that they are responsible for the final setting of the ledge.

Please stand on the referees first long whistle. Upon hearing the second long whistle from the referee, move forward (if the swimmer in your lane is using the backstroke ledge) onto the bulkhead and observe that the toes of the swimmer's foot/feet in contact with the ledge plate are in contact with the timing pad. If they are, please step off the bulkhead. If they are not, instruct the swimmer to ensure their toes of the foot/feet in contact with the ledge plate touches the timing pad. Once this has been done, step backwards off the bulkhead. This will indicate to the referee that the swimmer in your lane has complied with the rule requirements.

Please refer to current back-stroke ledge guidance https://www.eastswimming.org/wp-content/uploads/2020/02/FINA-interpretation_swimmingrules-2020-backstroke-ledge.pdf

Training will be provided if you have not used a backstroke ledge. Please speak with the Referee.

Chief Inspector of Turns

The primary role of this duty is to observe the Inspectors of Turns at the relevant end of the pool. You will be equipped with a radio in order to give early notice to the Referee of an incoming report from a lane inspector.

Please stand when the first Inspector of Turns stands at the Start/Turn or Finish of a race, returning to your seat when all Inspectors have sat down.

The actions of the Chief Inspector of Turn will guide the Referee as to potential reports.

If an Inspector of Turns remains standing, if available appoint a Reserve Official to act on the lane and speak to the standing Official, if it is a disqualification to report to the referee, please do not discuss the report with the IOT. Direct the IOT to go to the referee to report the infraction and inform the referee directly on the radio of an impending report. The CIOT will replace the Inspectors of Turns for the duration if no Reserve Official is available.

Stroke Judge

At the start of a race Judges of Stroke stand at the commencement of the Referee's long whistle blast and take up positions at 5m and 15m from the start on each side of the pool. In Freestyle, Backstroke and Butterfly races, the Judge positioned at the 15m mark judges when the swimmer's heads break the surface. As the first half of the heat swimmers pass, the Judge at 15m moves forward with the swimmers observing them up to the 5m point and including the turn assisting the Inspectors of Turn.

The Judge positioned at the 5m mark tracks the remaining swimmers, stopping at the 15m mark from the turn end. You then reverse your relevant positions for the next length tracking the swimmers as described, continuing to exchange positions each length for the duration of the race.

Whilst you have responsibility for all swimmers in the race, your relative position along the poolside will be influenced by the distribution of the swimmers across the width and length of the pool. Concentrate primarily on the half of the pool closest to you. In Freestyle events please move to the 15m marks from each end and observe the swimmers from those locations.

The Judges of Stroke on the side opposite the Referee will be equipped with a radio to provide communication with the Referee. Should you observe an infraction, inform the Referee as soon as possible either by word of mouth or radio. The remaining Judge will then take responsibility for the length of the pool. If a Reserve Official is available, they should take the reporting Official's position.

Finish Judges

Unless instructed to also operate as Inspectors of Turn, as Finish Judge, you should move into a position to carry out your duty no later than when the leading swimmer in the race reaches 15m from the Finish.

After recording your Finish order on the forms provided, wait to see whether the Referee needs to consult you. If the result is confirmed, return to your chair and sit down. At the end of the session please hand your finish sheet to the Chief Timekeeper (CTK) or Chief Inspector of Turns if not CTK appointed.

Reserve Officials

When appointed, Reserve Officials sit alongside the Chief Inspector of Turn at each end of the pool. Your duty is to act as a replacement, carrying out the relevant duty of an official who must leave the deck for any reason e.g. making a disqualification report, or a comfort break. If stationed at the start/finish end of the pool take a Stopwatch with you on to the deck and start it for each race.

Technical Briefing

Welcome

- Introduce self and position for event
- Thank volunteers for giving up their time, without this would not be able to hold competition
- Introduce Technical Director (if applicable, they may want to also say a few words)

Role allocation

- Introduce other referees and starter (state if roles will change i.e. each session)
- Role call, check all officials present and hold appropriate qualification for role allocated
- Assign any trainees to mentors
- Inform if any volunteers are undertaking assessment
- State type of event i.e. unlicensed/license meet and level and need to comply, where appropriate with license criteria

Local event information

Health & Safety

- Pool Manager/Duty Manager H&S briefing pool specific
- Referee H&S
- Remind officials all hold responsibility for H&S, be alert if see anything and can deal with do so, if not alert Referee
- Any first aid incidents alert pool staff and allow them to manage

- Observe swimmers on exit and do ask if you feel that they are leaving pool with some difficulty, alert referee and gain medical assistance. Important to document accidents at event.

Domestic Issues

- Expenses, notify of entitlement and how to claim
- Catering arrangements, refreshments circulated and whether there is a comfort official

Programme

- Talk through events in session
- Over top starts exception backstroke, and medley relay
- Use back stroke ledges (check if all officials familiar and offer training before session) Stroke judges to walk for free style (exception of 800 and 1500m)
- Allocation of lap card and bells for 800 and 1500m (which end)
- Circulate start sheets

Communications

- Use of radios/radio protocol and who is allocated (refer to role allocation sheet)
- Disqualification reports
- Request that if official sees an infraction must stand forward if at ends, CIOT to cover and official to come to referee. If stroke and two judges make other stroke judge aware and report immediately, if only one stroke judge report at end
- Any infractions at start, starter to make way to referee straight away, place judge to cover starter (if hold relevant qualification for meet)
- All forms on table, report to referee and advise exactly what you have observed, referee will confirm whether a report needs to be made, remember reports must be autonomous and must be 100% sure, any doubt benefit goes to the swimmer

Parade

- Location and order of parade
- Introductions of referees and starters and any VIPS
- National Anthem (if applicable)

Questions

- Anything other referees would like to add?
- Any questions?

Radio Protocol

The use of technology to enhance the role of the Technical Official in all sports is an ongoing process. Use of radios as a means of speedy communication between officials both in the Field of Play and between those in a supporting role is growing.

FINA and LEN have utilised the use of radio communication between Technical Officials in swimming events.

Transmissions should be restricted to messages regarding potential disqualification. The purpose of the radios is to ensure prompt and accurate communication between the Race Referee and those officials with whom, due to distance around the pool, face-to-face contact is difficult.

Should an action be observed by an official, which they consider an infraction of the swimming rules or other rules pertaining to the Event, the Referee needs to be informed as soon as possible in order to decide on a course of action at the earliest opportunity. It is not intended for the radios to be used for any other purpose – save an emergency or safety issue.

Remember: **PRESS – PAUSE - SPEAK**

Example;

Hold down button- pause

SPEAK- Stroke Judge-(Role in which you are assigned), (Repeat), Stroke Judge to Referee - **OVER**– release button and wait

SPEAK- Referee, Referee to Stroke Judge- **OVER** (this signals acknowledgement)

SPEAK – Stroke Judge, Stroke Judge, report infraction in Lane 6- **OVER**

SPEAK – Referee, Referee to Stoke Judge, please report- **OVER**

Communications should be short and to the point and communicated promptly.

There must be clear identification of who is reporting and to whom.

The communication should retain sufficient information to enable the recipient to understand your instruction and allow them to act on the information provided.

You must ensure that you press and hold before speaking, otherwise the transmission will not be clear.

Remember to not to use the radio at the commencement of a race.

Parades

Cambridge Parkside

Left Side

- 1 Finish
- 2 Stroke - Window
- 3 CIOT
- 4 IOT/LANE 1
- 5 IOT/LANE 2
- 6 IOT/LANE 3
- 7 IOT/LANE 4
- 8 IOT/LANE 5
- 9 IOT/LANE 6
- 10 IOT/LANE 7
- 11 IOT/LANE 8

Right Side

- 12 President
- 13 Lead Referee
- 14 Referee
- 15 Referee
- 16 Starter
- 17 Starter
- 18 TK/IOT Lane 1
- 19 TK/IOT Lane 2
- 20 TK/IOT Lane 3
- 21 TK/IOT Lane 4
- 22 TK/IOT Lane 5
- 23 TK/IOT Lane 6
- 24 TK/IOT Lane 7
- 25 TK/IOT Lane 8
- 26 CTK/CIOT
- 27 CTK/CIOT
- 28 Finish
- 29 Stroke – Spectator
- 30 Comfort
- 31 Comfort

Whittlesey

- | | |
|----|--------------------|
| 1 | President |
| 2 | Lead Referee |
| 3 | Referee |
| 4 | Referee |
| 5 | Starter |
| 6 | Starter |
| 7 | Finish |
| 8 | TK/IOT Lane 6 |
| 9 | TK/IOT Lane 5 |
| 10 | TK/IOT Lane 4 |
| 11 | TK/IOT Lane 3 |
| 12 | TK/IOT Lane 2 |
| 13 | TK/IOT Lane 1 |
| 14 | CTK/CIOT |
| 15 | CTK/CIOT |
| 16 | Finish |
| 17 | Stroke - Spectator |
| 18 | IOT/LANE 1 |

19	IOT/LANE 2
20	IOT/LANE 3
21	IOT/LANE 4
22	IOT/LANE 5
23	IOT/LANE 6
24	CIOT
25	Stroke – Call Room
26	Comfort
27	Comfort

Refreshments

On becoming a licensed Swim Cambridgeshire official you will receive a branded water bottle. Please bring this to all events.

Water fountains are available on both pool sites. At Parkside the water fountains are located in the gym area adjacent to the officials meeting room and at Manor Leisure there is a water fountain in the gym near reception and on deck. There is also a drinking water tap in the kitchen of the hall next to the officials meeting area.

Tea and coffee is provided free of charge for all officials.

Officials completing a full day will be entitled to a lunch. Please advise the Officials Secretary of any dietary requirements.

Expense Policy

An official who does not have a child competing and who has provided assistance for all sessions may be eligible to claim expenses.

Mileage can be claimed at 40p a mile. Parking may also be claimed for Parkside.