



City of Cardiff Swimming Club

Clwb Nofio Dinas Caerdydd



City of Cardiff Swimming Club

Cardiff International Pool

Technical Officials Handbook



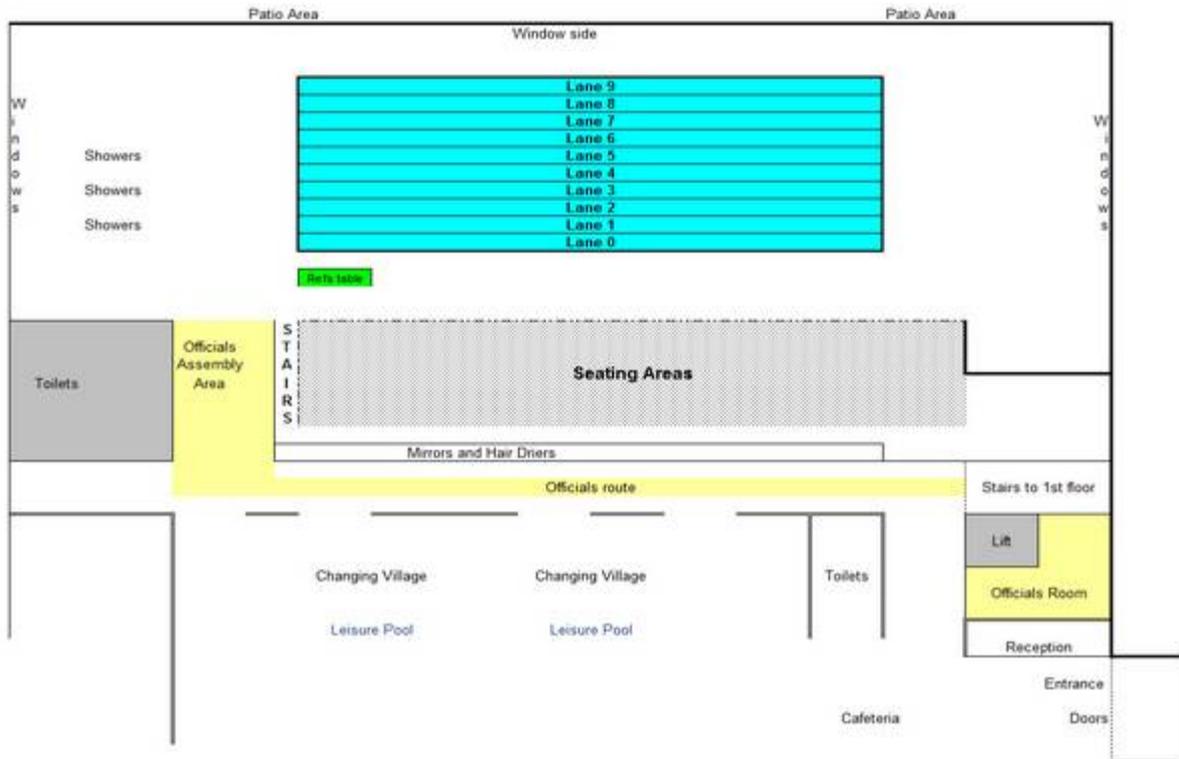
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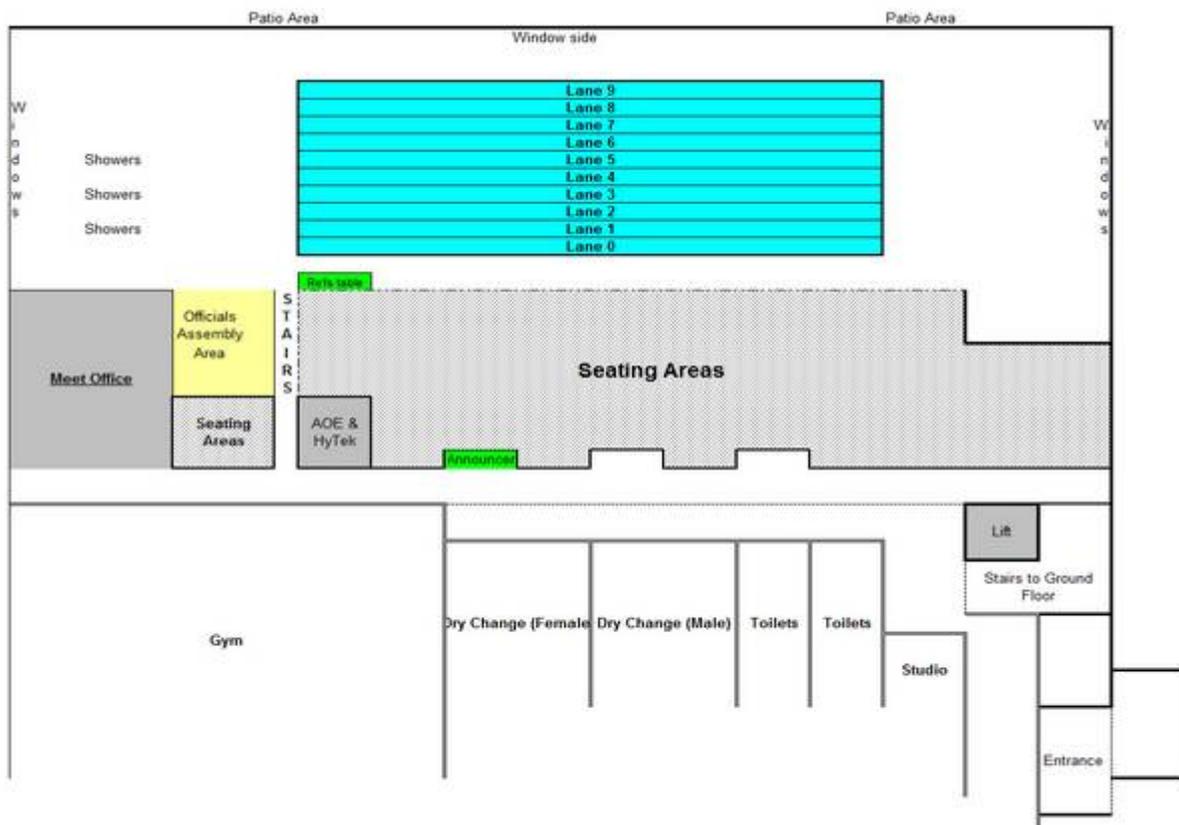
CARDIFF INTERNATIONAL POOL LAYOUT

(not to scale)

Pool Deck Level (Ground Floor)



Balcony Level (First Floor)



TECHNICAL OFFICIALS PROTOCOL

City of Cardiff Swimming Club would like to thank you for volunteering to officiate at our event.

This document has been produced to add to the image of the Technical Official. We are part of the event and our actions will enhance the occasion:

BRIEFING and DEBRIEF

A Technical Briefing will take place for all Officials in the Officials Room (Creche) on the ground floor 30 minutes before each Session. *A Debrief by the Session Referee(s) will also be held immediately after the Officials have left the Pool Deck. Please make your way direct to the Debrief before discussing any matters with your Club or members of your family.* If the Officials Room is not in the Creche you will be notified by email in advance or on the day of the event.

RADIOS

Radios will be used during events held at Cardiff International Pool, by certain specified officials. The technical officials' radio protocol can be viewed below.

The following officials require radios for their duties:

Referee (1 radio each)
Stroke Judge (window side, 15m)
Stroke Judge (window side, 5m)
Chief Finish Judge
Chief Inspector Turns
Chief Timekeeper
Finish Judge (window side)

PARADE - ON

- When marching on to poolside do not carry anything other than agreed items, i.e. clipboard, water bottle etc. Bags - either hand or sports, should be deposited elsewhere and not carried during the Officials Parade.
- Officials should gather at the far end of the Changing Village close to the pool entrance 10 minutes before the session start time. The Parade will commence 5 minutes before the Start.
- The Parade is enhanced when Officials on both sides of the pool arrive at their stations at the same time. The Parade will be led on by the Referee(s) and Starter(s) followed by the Timekeeper/Turn Judge allocated to Lane 4. The Turns Judge/Timekeeper allocated to Lane 5 will lead the other half of the parade. The turns Judge for Lane 4 should wait at the start end until the Turn Judge for Lane 5 has reached the far side of the pool. The Turn Judges should then walk down the pool length from the start end at the same time and track each other along the poolside to the turning end, turning inwards towards their lanes at the same time and arriving at their lanes together.
- Corresponding roles, Chief Inspector of Turns, Stroke Judges, Finish Judges on either side, and Inspectors of Turns at the Finish end of the pool should similarly track each other.
- Behind each lane there are three chairs. The front chair is for competitors and the rear two seats are for the Timekeepers/Turn Judges allocated to that lane. When only one official is present you should occupy **the left hand seat**, when facing the pool.
- When you arrive at your station stand in front of your chair facing the pool – please do not wipe or shuffle the chair, or place your clipboard down etc. but wait for the Announcer to introduce the Referee(s) and Starter(s) and invite the remaining Officials to be seated.

PARADE – ON ORDER

Parade On order in two columns facing the pool from the Starting end of the pool

LEFT

(Window Side)

Inspector of Turn Lane 5
 Inspector of Turn Lane 6
 Inspector of Turn Lane 7
 Inspector of Turn Lane 8
 Inspector of Turn Lane 9
 Chief Inspector of Turns

Stroke Judge 15m
 Stroke Judge 5m

Finish Judge
 Finish Judge

Inspector of Turn / Timekeeper Lane 9
 Inspector of Turn / Timekeeper Lane 8
 Inspector of Turn / Timekeeper Lane 7
 Inspector of Turn / Timekeeper Lane 6
 Inspector of Turn / Timekeeper Lane 5
 Inspector of Turn / Timekeeper Lane 4
 Inspector of Turn / Timekeeper Lane 3
 Inspector of Turn / Timekeeper Lane 2
 Inspector of Turn / Timekeeper Lane 1
 Inspector of Turn / Timekeeper Lane 0

RIGHT

(Spectator Side)

Referee
 Referee

Inspector of Turn Lane 4
 Inspector of Turn Lane 3
 Inspector of Turn Lane 2
 Inspector of Turn Lane 1

Inspector of Turn Lane 0
 Reserve Officials

Stroke Judge 15m
 Stroke Judge 5m

Starter

Finish Judge
 Chief Judge

Chief Timekeeper

Reserve Officials

R
 R

R

R

The Referee(s) and Starter(s) will step forward and acknowledge the spectator galleries when individually introduced.

As mentioned, we are all part of the event and a degree of uniformity in our actions does look good. The parade is not intended to be a military operation. That said, the appearance is so much improved if we are in one line, in step, and all carrying programme or clipboard in the same hand and manner i.e. left hand.

PARADE OFF

- When the session is complete, the Announcer will invite the Officials to leave the deck. On that announcement all Officials should stand, those on the sides of the pool face the pool, Inspectors of Turn at the ends of the pool turn left or right to face the way they will march off (opposite direction as the march on). Judges of Stroke should take up positions at the 5m flags at the starting and turning ends of the pool.
- When the music starts, the Referee(s) will lead the parade off, retracing the Parade en route, followed by the Turn Judges from lanes 4, whilst the lane 5 official(s) lead in the opposite direction. The Turn Judges in lanes 3, 6,2,7,1,8,0,9 will then follow on their respective sides of the pool making sure that they track each other down the poolside as closely as possible.
- The Chief Inspector of Turns (on the Window Side) will follow on behind their half of the Parade
- When the Turn Judge from lane 4 reaches the 5m flags at the starting end of the pool (balcony side) they should halt and wait until their opposite judge from Lane 5 passes the Timekeeper in Lane 5 (at the starting end of the pool). They should then proceed forward so that they are able to exit the pool deck side by side
- The Judges of Stroke will then join the parade behind their half of the Turn Judges
- The Finish Judges will join their half of the parade once the Judges of Stroke have passed their position
- The Chief Timekeeper, and Starter will also join the parade after the Finish Judges have passed their position. (Spectator side).
- The Timekeeper(s) in Lane 9 will follow the Finish Judge from the window side followed in turn by the Timekeepers from 8, 7, 6, etc.

The Referee(s) will stop to stand by the exit from the pool to show their appreciation to their officials as they pass.

PARADE – OFF ORDER

Parade off order in two columns facing the pool from the Turning end of the pool

LEFT (Window side)	RIGHT (Spectator side)
	Referee(s)
Insp. of Turns - Lane 5	Insp. of Turns - Lane 4
Insp. of Turns - Lane 6	Insp. of Turns - Lane 3
Insp. of Turns - Lane 7	Insp. of Turns - Lane 2
Insp. of Turns - Lane 8	Insp. of Turns - Lane 1
Insp. of Turns - Lane 9	Insp. of Turns – Lane 0
Chief Inspector of Turns	Stroke Judge - 15m
Stroke Judge - 15m	Stroke Judge - 5m
Stroke Judge - 5m	Starter
Finish Judge	Finish Judge
Timekeeper(s) - Lane 9	Chief Finish Judge
Timekeeper(s) - Lane 8	Chief Timekeeper
Timekeeper(s) - Lane 7	
Timekeeper(s) - Lane 6	
Timekeeper(s) - Lane 5	
Timekeeper(s) - Lane 4	
Timekeeper(s) - Lane 3	
Timekeeper(s) - Lane 2	
Timekeeper(s) - Lane 1	
Timekeeper(s) - Lane 0	

Once clear of the pool deck please proceed immediately to the officials room behind Reception for the de-brief.

OFFICIALS DUTIES

Health and safety

Should any official see anything considered to be a risk to health and safety, if they are able to do so they should deal with it themselves, otherwise they should bring it to the attention of the pool staff and the referee.

All occurrences should be reported to the referee.

Inspector of Turns /Timekeeper (as appropriate)

All Inspectors at the Start end who have a swimmer in their lane should stand at the commencement of the Race Referee's long blast of the whistle (first long whistle in Backstroke). Please make sure you will be able to step up onto the wall with maximum 2 paces.

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 and look towards the Chief Inspector of Turns (or Chief Timekeeper).

As the swimmer in your lane reaches 15m from the turn/finish, move to the edge of the pool to observe that turn or finish, sitting down when your duties have been completed. If an infringement is seen you should remain standing and look towards the Chief Inspector of Turns

Timekeepers who do not have a swimmer in their lane should still start their watches and allow them to run until the heat is completed.

Inspectors of Turn (who are not at the finish end) should not take stopwatches onto the poolside

The Referee is looking for any Official still standing as an indication of a disqualification report.

If you observe a rule infringement please remain standing and await the Chief Inspector of Turns / Timekeeper, who will ask you to summarise the infringement and pass this information to the Referee by radio.

If there is a Reserve Official or the Chief Inspector of Turns / Timekeeper, one of them will cover your lane whilst you complete a written report of your observation and hand it to the Race Referee.

These actions should be completed immediately you observe an infringement –

Do not wait until the end of the race.

Chief Inspector of Turns / Timekeeper

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. The preferred location is on the opposite side to the Referee.

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 Turns will guide the Race Referee to any potential reports.

If an Inspector of Turns remains standing, appoint a Reserve Official to act on the lane and speak to the standing Official. By radio, in the Official's presence and hearing, pass details of the report to the Race Referee. The Inspector of Turns making the report will then take the report to the Race Referee. If a Reserve Inspector is not available, you should cover that lane(s) until the normal Inspector returns.

The Chief Timekeeper will start two stopwatches at the start of each heat, and will allow them to run until the last swimmer has finished the race. These watches will be used to provide a backup for the timekeepers. When requested to do so, the Chief Timekeeper will collect manual times and pass them to the Chief Finish Judge.

Judges of Stroke

At the start of a race Stroke Judges stand at the commencement of the Referee's long whistle blast and (if there are two judges allocated) take up positions at 5m and 15m from the start on each side of the pool. If only one Stroke Judge is allocated, you should stand 10m from the start to enable judging of the underwater phase after the start. In Freestyle, Backstroke and Butterfly races, the Judge positioned at the 15m rope should judge when the swimmers 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 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 swimmers in the 5 lanes on your side of the pool.

In Freestyle events of 400m and longer, please move to the 15m marks from each end and observe the swimmers from those locations. For 800m and 1500m events please monitor the correct operation of the Lap Counters. Check sheets will be issued for this purpose.

One of the Stroke Judges on the side opposite the Race Referee will be equipped with a radio and provide communication with the Referee for both Judges on that side.

If you observe an infringement, 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.

If you are positioned at the 15m line from the Start, please make sure that you are aware of the 'False Start rope activation method and which side of the pool is responsible for activating the drop mechanism. Be alert for a faulty start signal, releasing the rope as required.

Chief Finish Judge

This role is used at Swim Wales Meets using Hy-Tek and the person appointed should adopt a position on the Referee's side of the pool, close to the finish. The Chief Finish Judge decides where the other Finish Judges (2 or 3) should position themselves. If there is only 1 other Finish Judge, you would normally be on the opposite side, with headsets to facilitate quicker communication after 50m swims and when over the top starts are adopted for heats.

In closely contested finishes, the Finish Judges should consult each other first and provide their record to the Chief Finish Judge, who will record the 'best fit' consensus result on the Hy-Tek paperwork provided for that heat. This document also needs to be used to record any DNS lanes, or if a different swimmer has been agreed by the Referee, or any Manual Times requested by the AOE operator from the Chief Timekeeper. The completed paperwork should be handed to the Control Room Referee for comparison with the AOE output and attached for any later query.

Finish Judges

Unless instructed to also operate as Inspectors of Turn, as Finish Judges 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, wait to see whether the Chief Finish Judge or Referee needs to consult you. If the result is confirmed, return to your chair and sit down.

Reserve Officials

When appointed, Reserve Officials sit alongside the Chief Inspector of Turns at each end of the pool. Your duty is to act as a replacement, carrying out the relevant duty of an Official who has to leave the deck for any reason e.g. making a disqualification report, or a comfort break.

Thank you for reading these notes.

We should look professional and smart, adding a few presentational touches to our technical duties adds greatly.

Have a look from the balcony some time if you don't think so!

TECHNICAL OFFICIALS 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 shall be restricted to messages regarding potential disqualification.

Radios and call signs will be assigned as follows:

Official		Call Sign
Technical Manager		Technical Manager
AOE Referee	(Control Room Referee)	Control Room
Pool Referee(s)	(one each)	Referee
Chief Finish Judge		Chief Finish
Finish Judge		Finish
Chief Timekeeper	(Start end)	Chief Timekeeper
Ch. Insp. of Turns	(Turn end)	Chief Inspector of Turns/Turn end
Judge of Stroke	(Side -'opposite the Referee')	Stroke
Field of Play Manager		Field of Play
Clerks of Course	(incl. Call Room)	Marshalling
Announcer		Announcer
Withdrawals table		Withdrawals

Purpose

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, direct verbal contact is difficult.

Should an action be observed by an official, which they consider an infringement 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.

Method of Operation

- Prior to competition commencing a short radio check will take place on the Deck to ensure that the communications are working
- Should a Judge of Stroke on the far side observe an infringement they will make contact with the Referee via radio, Judges of Stroke on the Timing Control Room side would speak to the Referee direct. Inspectors of Turn will remain standing prompting the relevant Chief Inspector of Turn to approach them. Details of the alleged infringement shall be passed and if necessary briefly discussed between the Referee and reporting Official. If the Referee concludes that the competitor shall be disqualified, the Lane Number and infringement will be confirmed to the AOE Referee and Announcer. The reporting official will then complete the relevant report sheet and hand it to the Race Referee to endorse.
- A radio message should always commence with the caller 'call sign' to receiver 'call sign'
- The receiver should acknowledge the caller and either permit a message to be sent or inform the caller to wait
- When invited to continue, the caller should confirm their identity and pass the message briefly and concisely giving such detail as will be required for any decision to be made.
- Transmissions should end with the word "Over" in order that the receiver knows that the caller has finished sending information.

- The Referee should verify disqualification reports.

In, for example, a 200m Breaststroke event a typical conversation may be as follows

“Finish Inspector to Referee”

“Referee receiving Finish Inspector – (Go ahead or Standby)”

“Finish Inspector – The swimmer in lane 4 touched the wall non simultaneously, left hand then right hand at turn three - over”

“Referee – Confirming non simultaneous touch in lane four over”

“Finish Inspector – Correct over”

“Referee to AOE Control and Announcer – Swimmer in Lane 4 Disqualified for a rule infringement at the turn

AOE Control – acknowledge, over”

“AOE to Referee – Understood, swimmer in lane four disqualified over”

“Referee to Announcer - Acknowledge over”

“Announcer to Referee – Understood, swimmer in lane four disqualified for rule infringement at the turn”

It is true to say that the language used in the sample conversation above is formal. The actual formality is not particularly important. The vital elements are accuracy, understanding and effectiveness. Do not be over concerned with radio etiquette so long as your message is ‘received and understood – over’! Radios are here to help us be effective and efficient.

Refreshments

A meal will be provided for all officials in the Officials Briefing Room, usually after the first session of the day.

Tea and coffee will be provided throughout the day, and drinks will be brought around whilst on poolside. Officials should take their own water bottles onto poolside.

Dress Code

All officials should follow the British Swimming dress code.

Men:

White open-necked short sleeved shirt

White trousers – Not Shorts

White poolside shoes and white socks

Women:

White short-sleeved shirt

White skirt or trousers

White poolside shoes and white socks (where applicable)

OFFICIALS EXPENSES

Expenses will be paid for travelling officials attending CCSC meets if the following criteria are met:-

- The official claiming the expense does not have a child swimming in that meet.
- An overnight allowance will only be paid if genuine receipts are produced.
- An overnight allowance will only be available to officials if they are travelling more than 30 miles one way to the venue.
- If an official is claiming an overnight allowance they will also be allowed to claim a travelling allowance for one return journey.

Travelling Allowance

Mileage expenses will be paid at the rate of 30p per mile for journeys to and from the meet venue.

All mileage must be accurately recorded and unless a reason provided, will be paid in accordance with google mileage.

Overnight Allowance

An allowance up to a maximum of £70 per person per night will be available for officials to use for accommodation/meals etc, plus up to £15 per day for meals.

All expenses must be receipted and a CCSC expenses claim form MUST be completed for all expenses claimed by an official.

**All Applicants must be a current Registered Member of Swim Wales,
ASA or SASA**

**City of Cardiff Swimming Club will not pay expenses for officials who have children
competing in the event.**