

Level I Swimming Officials Clinic

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Guide for Clinic Instructors

- A. EQUIPMENT AND SUPPLIES
 - a) Watches, gun or strobe light
 - b) Time cards
 - c) Clinic certification form

- B. OVERHEADS AND/OR HANDOUTS
 - a) Cartoon
 - b) Swim deck layout with officials
 - c) Certification procedure
 - d) Timekeepers exercises
 - e) Basic officiating booklet
 - f) Certification cards
 - g) Code of ethics
 - h) Official times
 - i) Time card sample

- C. SYNOPSIS (Use as Teaching Guide)
 - 1. Introduce yourself and any assistants.
 - < Welcome new parents as volunteers.
 - < Emphasize the importance of volunteers in running a swim meet.
 - 2. Give a brief description of all officiating positions.
 - < Refer to handout (CSW 1.2.1).
 - 3. Discuss the Procedure for Certification.
 - < Refer to handout. (p. 9)
 - 4. Discuss Code of Ethics for volunteers.
 - < Refer to handout (p. 10-11)
 - 5. Discuss what is expected of Officials at meets.
 - < Dress code
 - < Check-in Time
 - < Notice (Emergencies)
 - 6. Timekeeper Duties (SW 2.8).
 - < Before, During, and After the meet
 - 7. Chief Timekeeper Duties (SW 2.7 & SW 11)
 - 8. Marshal's Duties
 - 9. Safety Marshal's Duties (CSW 2.12.1.5)
 - 10. Pool Layout

Level 1 Swim Officials Clinic

(An Introduction to Swimming Officiating)

1. Introduce yourself and any assistants.

- a) Welcome New Parents As Volunteers
 - < Best seat in the house
 - < Interaction with swimmer athletes ranging from the wide-eyed beginner to the seasoned world famous veteran. (It's like being in the dugout with a major league baseball team).
 - < Refer to the "Poem for Volunteers" (p. 5) and "The Officials' Garden" (p. 6)

- b) Officiating (in general) and its importance

An official at a swim meet should have a very clear understanding of why he is there. His attitude towards his assignment is the key to the successful performance of his duties.

Swim Meets are held for swimmers; Officials are there to assist them by providing adequate technical supervision for the meet. They act to ensure that no swimmer gains an unfair advantage over another and that the actions of one swimmer does not interfere with the performance of another.

Everyone working at a swim meet is a volunteer. Those who are responsible for organizing the meet must handle a great many details which involve a good deal of time and the pressure of deadlines. They must rely on a large number of people to assist them. The success of the meet depends on the support they are given by these people.

When you agree to work at a swim meet, you should obtain the following information:

- < Name and telephone number of your contact
- < Name and exact location of the meet
- < The time at which the meet starts
- < The expected duration of the session (to assist with planning and making a firm commitment).

For the meet you should plan to dress neatly, but comfortably. Rubber-soled shoes are essential, for your own safety, on all pool decks. For men, a golf shirt and long pants are customary, while the ladies find tennis dresses, skirts, or slacks and golf shirts the most popular. All Officials, in Canada, are expected to wear white.

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On occasion a swim meet will be provided with sponsor golf shirts. It is acceptable to wear the supplied shirts for these events. This provides convenience and creates a uniformity which makes the Officials blend together as a group.

For outdoor meets, sun hats and sunglasses are advisable, for the glare from the water and the sun can be a bad combination.

Expect to get wet, it has been noted that some Officials bring along a dry set of clothes, socks and shoes, to change into at the conclusion of a session. (especially advisable for winter meets).

Any meet can proceed efficiently only if each link in the chain of command is strong and functioning. Never accept an assignment that you know you are not qualified to handle. The swimmers deserve your honest assessment of your abilities. You can do a good job for them only if you feel comfortable in your position. Volunteer your assistance wisely.

Always remember that the competition is for **swimmers**. You are there to ensure that they all have an equal opportunity to swim well. You should be inconspicuous in your actions, but you should also behave in a manner which commands respect and cooperation.

The “three musts” of becoming a successful Official:

1. Have fun doing what you’re doing.
2. Enjoy the sport
3. Respect the Athlete

2. Description of all Officiating Positions (SW 2)

You will find these Officials at a competitive swim meet:

1. **Meet Manager (CSW 2.12.1.4)**
 - < Prepares meet in advance (2 - 3 months or more depending on size of meet).
 - < Sends out notices.
 - < Prepares program and cards.
 - < Looks after officials’ recruitment, or appoints an Officials’ Coordinator.
 - < Administers the whole meet, ensuring all positions are filled and requirements met.
 - < Convenes scratch meeting.
 - < Handles paperwork during meet.
 - < Sends out results.

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2. **Referee (SW 2.1)**
 - < Chief official over all others during meet.
 - < Ensures fairness and makes decisions as required.
 - < Will indicate start of each race with a whistle tone.

3. **Starter (SW 2.2)**
 - < Starts each race by activating a starting device, ensuring the start is fair.

4. **Chief Finish Judge (SW 2.9)**
 - < Compiles order of finish of a race based on Timekeepers results sheets or Chief Judge Electronics order of finish tapes and reports.

5. **Chief Judge Electronics (CSW 2.12.1.2)**
 - < Supervises results coming from an automatic electronic timing and judging machine

6. **Chief Timekeeper (SW 2.7)**
 - < Responsible for all times, watches, timing plungers.
 - < Takes time of winner in case there are not three times (when stopwatches are being used).
 - < May read your watch.
 - < May instruct you when to clear watch.
 - < May have assistants.
 - < Responds promptly if Timekeeper has any trouble.

7. **Clerk of Course (SW 2.3)**
 - < Checks-in swimmers and directs them to proper heats and lanes.
 - < Keeps quiet and order on pool deck.
 - < Usually has one or two Marshals to assist him.
 - < May seed on deck.

8. **Judges of Stroke (SW 2.6)**
 - < One or two on each side of pool.
 - < Observes correctness of stroke to ensure that no swimmer gets an unfair advantage.

9. **Inspectors of Turns (SW 2.5)**
 - < From two to sixteen judges
 - < Observes correctness of turns at both ends of pool.

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10. **Recorder/Scorer (Desk Control) (SW 2.11)**
 - < Usually in a separate room
 - < Checks the results, calculates individual & team scores
 - < Data input, results programs

11. **Runner**
 - < Usually a young swimmer or assistant to Chief Finish Judge who picks up the time cards and delivers them to the Chief Finish Judge.

12. **Timekeepers (SW 2.8)**
 - < Usually two - three per swimming lane. Each Timekeeper shall take the time of the swimmers in the lane assigned to him. Need three Timekeepers for a time to officially break a record.

13. **Electronics Operator (CSW 2.12.1.3)**
 - < Operates or assists in the operation of any SNC approved Automatic Officiating Equipment.

14. **Food Preparation**
 - < Up to four or more individuals who will organize and distribute food and drink to deck officials during the course of a meet.

15. **Marshal**
 - < A deputy to the Clerk of Course who assists the Clerk.

16. **Safety Marshal (CSW 2.12.1.5)**

Ensures that all appropriate warm-up procedures are followed.

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Officials Certification System		
Level	Procedure for Certification	Pin
I	1. Participate in a Section approved training program which includes successful completion of the Clinics for Timekeeper, Marshal, and Safety Marshal	Red Pin
II	1. Be CERTIFIED in Level I - i.e., completed ONE (1) successful deck evaluation in each Level I position. 2. Successful completion of the clinics and TWO (2) successful on-deck evaluations in any TWO (2) of the positions listed under Level II: <ul style="list-style-type: none"> < Recorder/Scorer (Desk Control) < Clerk of Course < Judge of Stroke/Inspector of Turns (counts as 1 position) < Chief Timekeeper < Meet Manager < Chief Finish Judge/Chief Judge Electronics (count as 1 position) < Starter 	White Pin
III	1. Be CERTIFIED in Level II 2. Successful completion of ALL the clinic positions listed under Level II 3. Have TWO (2) successful on-deck evaluations in FOUR (4) additional positions listed under Level II, one of which must be Stroke and Turn/Head Lane Timekeeper. 4. Conduct one Level I clinic under the direction of a Level IV or V official	Orange Pin
IV	To be completed in the order listed below: <ul style="list-style-type: none"> 1. Be certified in ALL Level II & III positions 2. Successfully complete the REFEREE clinic 3. Gain experience as a Referee at a minimum of two (2) meets 4. Complete one (1) year of active service as a Level III official 5. Have organized, conducted and/or supervised a minimum of two (2) Level II officials clinics within the year of application 6. Notice of intent to be evaluated must be made prior to evaluation 7. Complete a minimum of TWO (2) on-deck evaluations in the position of Referee 	Green Pin
V	1. Complete a minimum of one (1) year experience as a certified Senior Official 2. Have organized, conducted and/or supervised a minimum of two (2) officials clinics at Level II within the year of application 3. Be evaluated two (2) times as a Referee or Starter 4. Work a minimum of TWO (2) sessions at a National Meet at any position 5. Provide a photocopy of completed signed-off officials card to the provincial Officials' Chairperson for review and approval 6. If the provincial Officials' Chairperson is satisfied that the candidate has met all requirements, the candidate's name will then be presented for National certification (Blue badge) to the National Officials' Committee (NOC) Chairperson. 7. Once national certification is approved, a congratulatory letter and Master Official certification card will be sent to the candidate by the NOC Chairperson 8. In order to remain an ACTIVE MASTER OFFICIAL in Canada, a Level V BLUE BADGE official must work a minimum of FOUR (4) SESSIONS spread over a minimum of TWO (2) MEETS in any given swim year, and have participated in ONE (1) clinic. *Master Officials who do not comply with #7 may apply for reinstatement to their provincial chair of officials, who may require certain senior level clinics be re-done.	Blue Pin

	*** CERTIFIED means that the clinic card shall be signed and dated by the Referee after working each of two (2) sessions in that position at an S/NC sanctioned competition.	
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Code of Ethics

The following suggestions address the problems that arise most often at swim meets. It is hoped that by observing them you will become a better official and swim meets will run more efficiently.

Have a **POSITIVE ATTITUDE** when you go to a swim meet to work. If you don't, it is the swimmer who will suffer.

BE AT THE POOL AND READY TO WORK at least 1 hour before the session is to begin.

REPORT PROMPTLY to the officials' area and sign in. (This lets the Referee know that you have arrived). **STAY IN THAT AREA**. It is very frustrating to have a list of people checked off and to find they have disappeared when the meet is ready to begin.

ACCEPT AN ASSIGNMENT TO OFFICIATE at the meet **ONLY IF YOU INTEND TO HONOR THAT COMMITMENT**. If for any reason you are unable to attend, courtesy demands that you let the person in charge of officials know as soon as possible. **Never** simply be a "**NO SHOW**". The swimmers suffer from your negligence.

ACCEPT THE ASSIGNMENT you have been given at a meet. The Meet Officials Chairperson or Referee has placed you there for a reason. (Also keep in mind it never hurts a Senior or Master Official to time a session or be a Clerk-of-Course. You would be surprised at how "rusty" you have become in the interim).

If you find yourself doing the same job for several sessions a word to the Meet Officials Chairperson can usually alter that situation.

Ensure you know who is in charge of your area of assignment. Check with him any rules you may be unsure of, or ask him any questions you have about your duties before the meet starts.

The Referee will take charge of his officials immediately before they go on deck. He will give you his instructions as to the way in which he intends to run the meet. At times a briefing of duties will be delegated to other Senior Officials (ie: Chief Timekeeper). Listen to what he says, for he will be in charge until the session ends. Often new rules may be explained at these briefings.

When you arrive on deck at your assigned station for the session, **DON'T LEAVE YOUR**

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POST. Timekeepers have been known to change lanes to time their child and others have left their jobs to watch their son/daughter compete. Also **BE IN THE RIGHT POSITION** to do your job properly.

In many cases you will be officiating at a meet where your child will be competing. It is a great temptation to leave the pool deck when your swimmer is done. If you have agreed to work a session, it is your responsibility to work the complete session unless you find yourself a replacement.

BE IMPARTIAL. Be careful not to use your position to the advantage or detriment of any swimmer or team. As an official **coaching or cheering should NOT be done.**

Officials should be an **UNOBTRUSIVE and INCONSPICUOUS** as possible. Do **NOT** be **overly “officious”** in your authority, particularly as it applies to stroke and turn judging and refereeing. Assume your responsibility in a manner which earns the support of the swimmers, coaches, parents, and spectators.

Keep in mind swim meets are held for swimmers and you as an official are there to assist them by providing adequate technical supervision for the meet. You must act in such a manner as to ensure that no swimmer gains an unfair advantage over another. Also remember inattentive or inefficient officiating is unfair to the swimmer. You are there to **SERVE IN THE BEST INTERESTS OF EACH PARTICIPANT.**

A commitment to this philosophy leads to a personal assessment of one's capability to perform well on deck in the assigned role. A willingness to consult with others and to continually study the current working rules is essential.

Remember at any session the **REFEREE'S DECISION IS FINAL.** Do not take offence if your decision is overturned.

Do not lecture a coach or debate disqualifications with a swimmer while working the deck. **REMAIN COOL AND PROFESSIONAL AT ALL TIMES.** Refer any problems that may come your way to the Referee.

Be fair to all competitors, your own children and opponents alike. Being continually fair, you may time or place your own children if they are in your lane.

Keep seated as much as possible. When you move around you are interrupting the view of the other Timekeepers, of the Starter, Referee, or Chief Timekeeper.

Be friendly to the swimmers but don't distract them if they are preparing mentally for a race

KNOW THE RULES THOROUGHLY (as they apply to your assigned position). It is a good idea to glance over pertinent rules and sections in the rule book prior to the session.

**Officiating can be fun and rewarding.
Doing a good job at it can be even more rewarding!**

TIMEKEEPERS CLINIC

(SW 2.8)

Preamble:

When you are assigned to act as a Timekeeper at a meet, you must realize that your job is the most critical of any official on deck. The swimmer is there to receive an accurate time for his performance. His training has been aimed at the race; he will only swim it once; he has the right to expect that you will do your job as well as he does his.

Timekeeper Duties:

a) Before the Meet

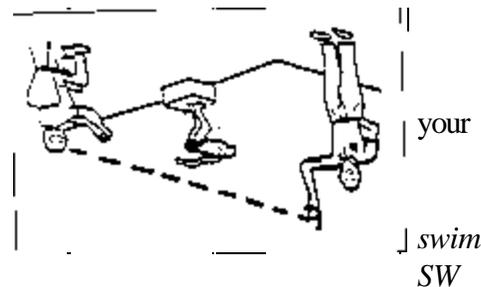
- Sign in @ Officials Sheet
- Receive your watch
- Sign out from Chief Timekeeper
- Secure lanyard around your neck
- Familiarize yourself with the operation of the watch
- Hold the watch in one hand with the joint of the index finger on the start button, or which ever finger you are most comfortable with
- Take up slack until resistance is felt
- Some start-stop buttons push down, some push forward
- To get an accurate time with a digital watch, push the button firmly and quickly in the proper direction.
- Participate in a watch check. The purpose is to ensure that all watches are operating correctly.
- If you are using "push buttons", you must press them firmly.

(If watches are available, distribute them at this time. Allow the timekeepers some time to get used to the watches.)

If the meet is using Electronic Timing Devices (ie: Plungers) , the Chief Timekeeper should demonstrate how to use them at the pre-meet briefing.

b) During the Meet

1. Pool position (Start) - Take up a position, sitting behind assigned lane, with a clear view of the Starter.



SW 2.8.1 *Each Timekeeper shall take the time of the swimmers in the lane assigned to him in accordance with 11.3. The watches shall be certified correct to the satisfaction of the Meet Management Committee.*

2. Hold the watch up in front of you as you focus your attention on the Starter

- Ensure the watch is at zero
- If your timing is off, it is usually caused by a lack of concentration at the start.

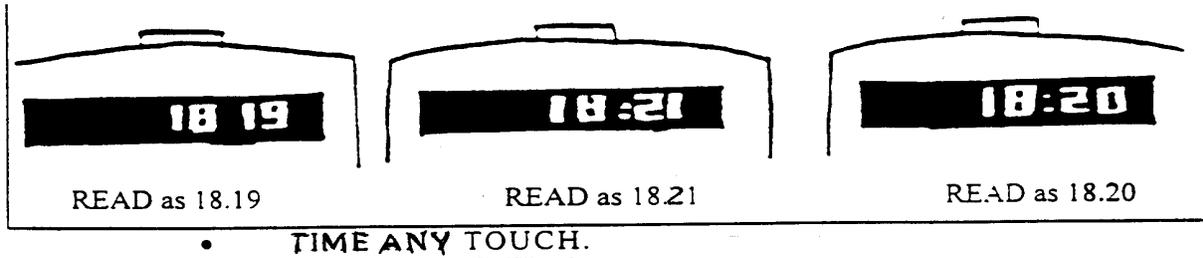
3. **SW 2.8.2** *Each Timekeeper shall start his watch at the starting signal, and shall stop it when the swimmer in his lane has completed the race. Timekeepers may be instructed by the Chief Timekeeper to record times at intermediate distances (splits) in races longer than 100 metres.*

- < Start your watch at the **FLASH of the gun** or the **signal light** of the starting device.
- **Sight is more accurate than sound.**
- To get an accurate time with a digital watch, holding it firmly and still, on both the start and finish.
- Push the button firmly and quickly in the proper direction.
- **If you miss a start or your watch stops** during a race, notify the Chief Timekeeper. Hold up your hand or walk briskly over to him, or as per briefing instructions.
- **Stop your watch at the end of the race, at the same instant that any part of the swimmer's body touches the touch pad or the end wall, or Passes over the vertical plane of the wall**, provided your swimmer has his entire torso in your lane at that time. (This sometimes happens during backstroke events when the arm of the swimmer passes through the vertical plane before it hits the end wall).
- Use the same finger for both starts & finishes (recommend the index finger).
- Ignore any temptation to judge the legitimacy of the stroke or touch.
- Pool Position (End) ? Position yourself such that you are looking directly down over your assigned lane, at the finish end of the pool. Do not step on the electronic touch pads.
- **Time any touch**

You will get wet, so dress appropriately!

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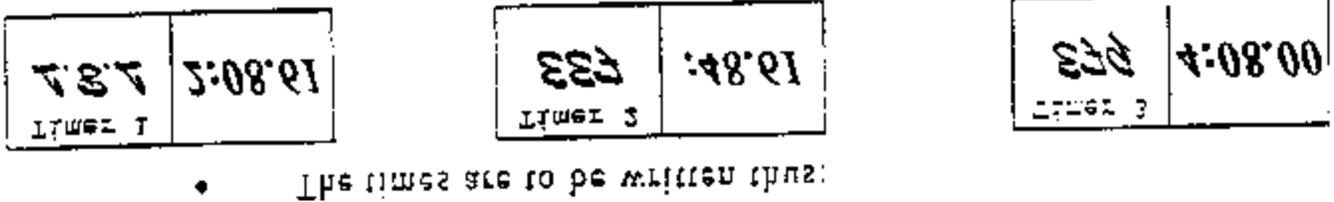
4. Digital watches are read and reported in 1/100th of a second.



5. If the display on your digital watch begins to fade or flash, or an extra red spot comes on, get an alternate watch from the Chief Timekeeper. If this happens during a race, record a N/T for your watch.

6. **SW 2.8.3** Promptly after the race, the Timekeepers in each lane shall record the times of their watches on the card, give it to the Chief Timekeeper, and if requested, present their watches for inspection. They shall not clear their watches until they receive the "clear watches" signal from the Chief Timekeeper or the Referee.

- < Designate a Head Lane Timer to record the times
- Read your time to the Head Lane Timekeeper completely, ie: 1:06.26 reads one-zero-six point two-six



< Recording Times:

1 min 3 sec 22 hundredths	1:03.22
24 point 24 sec	24.24
1 min 1 sec	1:01.00

- Feel secure about your timing
- Usually you will be within one tenth of the electronic time or other watches but even if you are not,

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- **NEVER** change your reading
- You may be the only one right
- Reset your watch to zero when told by the Chief Timekeeper or when the Referee calls you to attention (the whistle) for the next race.
- If you are having trouble at any time, call upon the Chief Timekeeper and hold your reading until he has checked it.
- If the swimmer in your lane does not complete the race, record DNF (Did Not Finish) on his time card.
- Fill in the Official Time **ONLY** if told to do so by Chief Timekeeper (Rarely done - possibly at league meets where there might be a shortage of officials).

Temps Official		M []
Official Time		E []
Dept/Heat 3	Couloir/Lane 4	3:02.03

7. **SW 11.3.1** *If two of the three watches record the same time and the third disagrees, the two identical times shall be the official time.*

Timer 1	AKA	4:23.17
Timer 2	SOF	4:23.11
Timer 3	NMN	4:23.17
Official Time - Manual - Electronic		
Heat	Lane	4:23.17

< Example:
1:02.22 1:02.22 1:02.28 = 1:02.22

8. **SW 11.3.2** *If all three watches disagree, the watch recording the intermediate time shall be the official time.*

Timer 1	AKA	2:01.47
Timer 2	SOF	2:01.59
Timer 3	MNM	2:01.40
Official Time - Manual - Electronic		

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Heat	Lane	2:01.47
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< Example:
 0:36.250:36.300:36.23= 0:36.25

CSW 11.3.3.1 *If only TWO watches are being used, the arithmetic average to the slowest hundredth shall be the official time.*

Timer 1	AKA	1:31.41
Timer 2	SOF	1:31.59
Timer 3	MNM	NT
Official Time - Manual - Electronic		
Heat	Lane	1:31.50

< Example:
 2:45.332:45.33 = 2:45.33
 1:23.341:12.39 = 1:12.37
 Average = 1.12.365

Note: **Fill in the Official Time only if requested to do so by the Chief Timekeeper.**

9. **SW 2.8.4** *Unless a video backup system is used, it may be necessary to use the full complement of Timekeepers even when Automatic Officiating Equipment is used.*

10. **Head Lane Timekeeper** - The Chief Timekeeper will assign a Timekeeper to do this if no one is a qualified Inspector of Turns.

CSW 2.12.1.1 *Head Lane Timekeeper Duties:*

- a) *Shall determine that the proper swimmer is in his lane - ask the name of the swimmer **after the race is complete** (may ask one of the timers to do this).*
- b) *Shall determine that the proper time card or document is being used. check that the event, heat, and lane are correct.*

- c) *Shall determine that the proper times are being read and recorded. (IF you have a wrong swimmer, wrong heat, wrong lane etc. **alert the Referee or Chief Timekeeper ASAP**).*
- d) *Shall determine and record the official time on the time card/document, if so directed by the Chief Timekeeper. Because of the possibility of errors, this is **normally done by the Chief Finish Judge**.*
- e) *Shall appoint one timekeeper to take split times. A split is a time for the swimmer at any interval other than the one they are swimming (for example: 100 meter race the split would be at the 50 meter distance in a 25 meter pool).*
- f) *Shall determine and report to the Chief Finish Judge, if the swimmer has a light touch. (This may be done by a **suitable notation on the time card**).*
 - < *Light touch occurs when the swimmer does not touch the electronic pad hard enough to stop the electronic clock.*
 - < *You would recognize this by comparing your manual times with the electronic time.*
 - < *If there is a significant difference, note in large letters across the card "Light Touch" (Rule of thumb differences >.30 seconds)*
 - < *This will attract the attention of the Chief Finish Judge. He will then confer with the Chief Judge Electronic, and the Referee, to see what action will be taken.*
- g) *Shall determine that the members of a relay team swim in the correct order.*
 - < *Ask the swimmers' names as they complete their race.*
 - < *If they swim out of order, contact the Chief Timekeeper at the end of the race. **This is a DQ.***
- h) *In the absence of an Inspector of Turns, shall judge relay takeovers.*
- i) *If qualified, may act as an Inspector of Turns. If you are the Inspector of Turns, have another Timekeeper do the splits and the relay takeovers.*

11. Distance Events

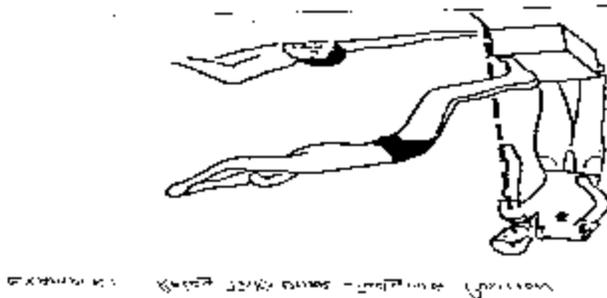
- < For individual freestyle swims of **800 metres or greater**
- < One Timekeeper in each lane is assigned to **ring a bell** for his swimmer
- < Ring the bell **over the right lane rope** of his lane

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- < Ring the bell as the swimmer approaches the backstroke flags at the Timekeeper's end and for the entire distance of **5 meters in to the wall**.
- < Continues ringing the bell until the turn is completed (SW 2.5.4)

12. Relay Races

- < You may be asked to judge relay takeoffs.
- < Watch the toes of the swimmer on the blocks (no other movement counts).
- < When the toes leave the blocks, if the hand of the incoming swimmer has not touched the end wall - (DQ) An infraction has occurred and the Referee or Chief Timekeeper must be told.
- < The outgoing swimmer may be in motion. If you cannot see space between the toes and the block before the incoming swimmer touches, the takeoff is okay.
- < If you must disqualify, tell the swimmer **at the end of the race**, tell the Referee and record the DQ and finish time on the card. Specify which swimmer left early.



13. Split Times

- < One Timekeeper is assigned to take split times each time a swimmer touches at the start end.
- < Walk over to edge of pool, over your assigned lane, to take accurate split times.
- < You cannot take times accurately from a chair. GET WET!!

14. The person who starts a watch should always stop it.

15. There should never be an exchange of watches between 2 timers - (Why? Different reactions, physical and visual).

16. If swimmer fails to touch or finish the race, report “**DNF**” (Did Not Finish) on time card.

17. Do not record a time which you know is not correct - this is unfair to the swimmer.

Note: The Chief Timekeeper will include his time on your card when he is subbing for a temporarily absent Timekeeper, or when there are only two times available for your lane. His time is not required nor is it used as a fourth time. He will periodically note the recorded times for accuracy.

Problems That Can Arise -

What should be done if:

1. You missed the start
(Raise your hand to get help from the Chief Timekeeper)
2. You shut your watch off by mistake after taking a split time at the 50 metre turn
(Raise your hand to get help from Chief Timekeeper)
3. You missed the finish
(Record NT "No Time" and inform the Chief Timekeeper)
4. Your time is one second slower than the other two Timekeepers in your lane
(Do not record your time, check with Chief Timekeeper)
5. Your times are consistently .3 to .5 seconds faster than the other 2 times in your lane
(Anticipating the touch, starting too slowly i.e. Sound instead of light)
6. Your time is two seconds faster than the other Timekeeper in your lane.
(Do not record, check with Chief Timekeeper)
7. A Restart
Clear the watch on prearranged signal (normally the Referee's whistle indicating start of next heat)
8. False Starts
Clear watch and be ready
9. Your lane is empty prior to the start of a race. The Referee blows his whistle and turns the race over to the starter when the swimmers are all ready to go. Suddenly your missing swimmer shows up!

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(Direct the swimmer to wait behind the Timekeepers' chairs in order not to interrupt the start of the race. When the race has started inform the Referee through your Chief Timekeeper that your Lane had a late arrival. The Referee will deal with the reasons, causing the swimmer to be late. Normally a No Show = a late scratch = DQ)
CSW 2.1.6.4

After the Meet:

Clean up the area you are working in, cups, papers etc.

Return your watch and clipboard to the officials room

Check-out in the prescribed manner

Check the Officials roster sheet for your next assignment

Other Applicable Sections to Note

SW 13 Automatic Officiating Procedure

FR 4 Automatic Officiating Equipment

FR 4.5 Use of Semi-Automatic Equipment

- the end of the race shall be recorded by buttons pushed by a Timekeeper at the finish touch of the swimmer

SAMPLE TIME CARD

Event	Time	Swimmer	Time	Swimmer	Time	Swimmer	Time	Swimmer
100m	1:20.00	John Smith	1:25.00	Jane Doe	1:30.00	Bob Johnson	1:35.00	Alice Brown
200m	2:45.00	John Smith	2:50.00	Jane Doe	2:55.00	Bob Johnson	3:00.00	Alice Brown
400m	5:10.00	John Smith	5:15.00	Jane Doe	5:20.00	Bob Johnson	5:25.00	Alice Brown
800m	10:30.00	John Smith	10:35.00	Jane Doe	10:40.00	Bob Johnson	10:45.00	Alice Brown
1600m	21:00.00	John Smith	21:05.00	Jane Doe	21:10.00	Bob Johnson	21:15.00	Alice Brown
3200m	42:00.00	John Smith	42:05.00	Jane Doe	42:10.00	Bob Johnson	42:15.00	Alice Brown
6400m	84:00.00	John Smith	84:05.00	Jane Doe	84:10.00	Bob Johnson	84:15.00	Alice Brown
12800m	168:00.00	John Smith	168:05.00	Jane Doe	168:10.00	Bob Johnson	168:15.00	Alice Brown
25600m	336:00.00	John Smith	336:05.00	Jane Doe	336:10.00	Bob Johnson	336:15.00	Alice Brown
51200m	672:00.00	John Smith	672:05.00	Jane Doe	672:10.00	Bob Johnson	672:15.00	Alice Brown
102400m	1344:00.00	John Smith	1344:05.00	Jane Doe	1344:10.00	Bob Johnson	1344:15.00	Alice Brown
204800m	2688:00.00	John Smith	2688:05.00	Jane Doe	2688:10.00	Bob Johnson	2688:15.00	Alice Brown
409600m	5376:00.00	John Smith	5376:05.00	Jane Doe	5376:10.00	Bob Johnson	5376:15.00	Alice Brown
819200m	10752:00.00	John Smith	10752:05.00	Jane Doe	10752:10.00	Bob Johnson	10752:15.00	Alice Brown
1638400m	21504:00.00	John Smith	21504:05.00	Jane Doe	21504:10.00	Bob Johnson	21504:15.00	Alice Brown
3276800m	43008:00.00	John Smith	43008:05.00	Jane Doe	43008:10.00	Bob Johnson	43008:15.00	Alice Brown
6553600m	86016:00.00	John Smith	86016:05.00	Jane Doe	86016:10.00	Bob Johnson	86016:15.00	Alice Brown
13107200m	172032:00.00	John Smith	172032:05.00	Jane Doe	172032:10.00	Bob Johnson	172032:15.00	Alice Brown
26214400m	344064:00.00	John Smith	344064:05.00	Jane Doe	344064:10.00	Bob Johnson	344064:15.00	Alice Brown
52428800m	688128:00.00	John Smith	688128:05.00	Jane Doe	688128:10.00	Bob Johnson	688128:15.00	Alice Brown
104857600m	1376256:00.00	John Smith	1376256:05.00	Jane Doe	1376256:10.00	Bob Johnson	1376256:15.00	Alice Brown
209715200m	2752512:00.00	John Smith	2752512:05.00	Jane Doe	2752512:10.00	Bob Johnson	2752512:15.00	Alice Brown
419430400m	5505024:00.00	John Smith	5505024:05.00	Jane Doe	5505024:10.00	Bob Johnson	5505024:15.00	Alice Brown
838860800m	11010048:00.00	John Smith	11010048:05.00	Jane Doe	11010048:10.00	Bob Johnson	11010048:15.00	Alice Brown
1677721600m	22020096:00.00	John Smith	22020096:05.00	Jane Doe	22020096:10.00	Bob Johnson	22020096:15.00	Alice Brown
3355443200m	44040192:00.00	John Smith	44040192:05.00	Jane Doe	44040192:10.00	Bob Johnson	44040192:15.00	Alice Brown
6710886400m	88080384:00.00	John Smith	88080384:05.00	Jane Doe	88080384:10.00	Bob Johnson	88080384:15.00	Alice Brown
13421772800m	176160768:00.00	John Smith	176160768:05.00	Jane Doe	176160768:10.00	Bob Johnson	176160768:15.00	Alice Brown
26843545600m	352321536:00.00	John Smith	352321536:05.00	Jane Doe	352321536:10.00	Bob Johnson	352321536:15.00	Alice Brown
53687091200m	704643072:00.00	John Smith	704643072:05.00	Jane Doe	704643072:10.00	Bob Johnson	704643072:15.00	Alice Brown
107374182400m	1409286144:00.00	John Smith	1409286144:05.00	Jane Doe	1409286144:10.00	Bob Johnson	1409286144:15.00	Alice Brown
214748364800m	2818572288:00.00	John Smith	2818572288:05.00	Jane Doe	2818572288:10.00	Bob Johnson	2818572288:15.00	Alice Brown
429496729600m	5637144576:00.00	John Smith	5637144576:05.00	Jane Doe	5637144576:10.00	Bob Johnson	5637144576:15.00	Alice Brown
858993459200m	11274289152:00.00	John Smith	11274289152:05.00	Jane Doe	11274289152:10.00	Bob Johnson	11274289152:15.00	Alice Brown
1717986918400m	22548578304:00.00	John Smith	22548578304:05.00	Jane Doe	22548578304:10.00	Bob Johnson	22548578304:15.00	Alice Brown
3435973836800m	45097156608:00.00	John Smith	45097156608:05.00	Jane Doe	45097156608:10.00	Bob Johnson	45097156608:15.00	Alice Brown
6871947673600m	90194313216:00.00	John Smith	90194313216:05.00	Jane Doe	90194313216:10.00	Bob Johnson	90194313216:15.00	Alice Brown
13743895347200m	180388626432:00.00	John Smith	180388626432:05.00	Jane Doe	180388626432:10.00	Bob Johnson	180388626432:15.00	Alice Brown
27487790694400m	360777252864:00.00	John Smith	360777252864:05.00	Jane Doe	360777252864:10.00	Bob Johnson	360777252864:15.00	Alice Brown
54975581388800m	721554505728:00.00	John Smith	721554505728:05.00	Jane Doe	721554505728:10.00	Bob Johnson	721554505728:15.00	Alice Brown
109951162777600m	1443109011456:00.00	John Smith	1443109011456:05.00	Jane Doe	1443109011456:10.00	Bob Johnson	1443109011456:15.00	Alice Brown
219902325555200m	2886218022912:00.00	John Smith	2886218022912:05.00	Jane Doe	2886218022912:10.00	Bob Johnson	2886218022912:15.00	Alice Brown
439804651110400m	5772436045824:00.00	John Smith	5772436045824:05.00	Jane Doe	5772436045824:10.00	Bob Johnson	5772436045824:15.00	Alice Brown
879609302220800m	11544872091648:00.00	John Smith	11544872091648:05.00	Jane Doe	11544872091648:10.00	Bob Johnson	11544872091648:15.00	Alice Brown
1759218604441600m	23089744183296:00.00	John Smith	23089744183296:05.00	Jane Doe	23089744183296:10.00	Bob Johnson	23089744183296:15.00	Alice Brown
3518437208883200m	46179488366592:00.00	John Smith	46179488366592:05.00	Jane Doe	46179488366592:10.00	Bob Johnson	46179488366592:15.00	Alice Brown
7036874417766400m	92358976733184:00.00	John Smith	92358976733184:05.00	Jane Doe	92358976733184:10.00	Bob Johnson	92358976733184:15.00	Alice Brown
14073748835532800m	184717953466368:00.00	John Smith	184717953466368:05.00	Jane Doe	184717953466368:10.00	Bob Johnson	184717953466368:15.00	Alice Brown
28147497671065600m	369435906932736:00.00	John Smith	369435906932736:05.00	Jane Doe	369435906932736:10.00	Bob Johnson	369435906932736:15.00	Alice Brown
56294995342131200m	738871813865472:00.00	John Smith	738871813865472:05.00	Jane Doe	738871813865472:10.00	Bob Johnson	738871813865472:15.00	Alice Brown
112589990684262400m	1477743627730944:00.00	John Smith	1477743627730944:05.00	Jane Doe	1477743627730944:10.00	Bob Johnson	1477743627730944:15.00	Alice Brown
225179981368524800m	2955487255461888:00.00	John Smith	2955487255461888:05.00	Jane Doe	2955487255461888:10.00	Bob Johnson	2955487255461888:15.00	Alice Brown
450359962737049600m	5910974510923776:00.00	John Smith	5910974510923776:05.00	Jane Doe	5910974510923776:10.00	Bob Johnson	5910974510923776:15.00	Alice Brown
900719925474099200m	11821949021847552:00.00	John Smith	11821949021847552:05.00	Jane Doe	11821949021847552:10.00	Bob Johnson	11821949021847552:15.00	Alice Brown
1801439850948198400m	23643898043695104:00.00	John Smith	23643898043695104:05.00	Jane Doe	23643898043695104:10.00	Bob Johnson	23643898043695104:15.00	Alice Brown
3602879701896396800m	47287796087390208:00.00	John Smith	47287796087390208:05.00	Jane Doe	47287796087390208:10.00	Bob Johnson	47287796087390208:15.00	Alice Brown
7205759403792793600m	94575592174780416:00.00	John Smith	94575592174780416:05.00	Jane Doe	94575592174780416:10.00	Bob Johnson	94575592174780416:15.00	Alice Brown
14411518807585587200m	189151184349560832:00.00	John Smith	189151184349560832:05.00	Jane Doe	189151184349560832:10.00	Bob Johnson	189151184349560832:15.00	Alice Brown
28823037615171174400m	378302368699121664:00.00	John Smith	378302368699121664:05.00	Jane Doe	378302368699121664:10.00	Bob Johnson	378302368699121664:15.00	Alice Brown
57646075230342348800m	756604737398243328:00.00	John Smith	756604737398243328:05.00	Jane Doe	756604737398243328:10.00	Bob Johnson	756604737398243328:15.00	Alice Brown
115292150460684697600m	1513209474796486656:00.00	John Smith	1513209474796486656:05.00	Jane Doe	1513209474796486656:10.00	Bob Johnson	1513209474796486656:15.00	Alice Brown
230584300921369395200m	3026418949592973312:00.00	John Smith	3026418949592973312:05.00	Jane Doe	3026418949592973312:10.00	Bob Johnson	3026418949592973312:15.00	Alice Brown
461168601842738790400m	6052837899185946624:00.00	John Smith	6052837899185946624:05.00	Jane Doe	6052837899185946624:10.00	Bob Johnson	6052837899185946624:15.00	Alice Brown
922337203685477580800m	12105675798371893248:00.00	John Smith	12105675798371893248:05.00	Jane Doe	12105675798371893248:10.00	Bob Johnson	12105675798371893248:15.00	Alice Brown
1844674407370955161600m	24211351596743786496:00.00	John Smith	24211351596743786496:05.00	Jane Doe	24211351596743786496:10.00	Bob Johnson	24211351596743786496:15.00	Alice Brown
3689348814741910323200m	48422703193487572992:00.00	John Smith	48422703193487572992:05.00	Jane Doe	48422703193487572992:10.00	Bob Johnson	48422703193487572992:15.00	Alice Brown
7378697629483820646400m	96845406386975145984:00.00	John Smith	96845406386975145984:05.00	Jane Doe	96845406386975145984:10.00	Bob Johnson	96845406386975145984:15.00	Alice Brown
14757395258967641292800m	193690812773950291968:00.00	John Smith	193690812773950291968:05.00	Jane Doe	193690812773950291968:10.00	Bob Johnson	193690812773950291968:15.00	Alice Brown
29514790517935282585600m	387381625547900583936:00.00	John Smith	387381625547900583936:05.00	Jane Doe	387381625547900583936:10.00	Bob Johnson	387381625547900583936:15.00	Alice Brown
59029581035870565171200m	774763251095801167872:00.00	John Smith	774763251095801167872:05.00	Jane Doe	774763251095801167872:10.00	Bob Johnson	774763251095801167872:15.00	Alice Brown
118059162071741130342400m	1549526502191602335744:00.00	John Smith	1549526502191602335744:05.00	Jane Doe	1549526502191602335744:10.00	Bob Johnson	1549526502191602335744:15.00	Alice Brown
236118324143482260684800m	3099053004383204671488:00.00	John Smith	3099053004383204671488:05.00	Jane Doe	3099053004383204671488:10.00	Bob Johnson	3099053004383204671488:15.00	Alice Brown
472236648286964521369600m	6198106008766409342976:00.00	John Smith	6198106008766409342976:05.00	Jane Doe	6198106008766409342976:10.00	Bob Johnson	6198106008766409342976:15.00	Alice Brown
944473296573929042739200m	12396212017532818685952:00.00	John Smith	12396212017532818685952:05.00	Jane Doe	12396212017532818685952:10.00	Bob Johnson	12396212017532818685952:15.00	Alice Brown
1888946593147858085478400m	24792424035065637371904:00.00	John Smith	24792424035065637371904:05.00	Jane Doe	24792424035065637371904:10.00	Bob Johnson	24792424035065637371904:15.00	Alice Brown
3777893186295716170956800m	49584848070131274743808:00.00	John Smith	49584848070131274743808:05.00	Jane Doe	49584848070131274743808:10.00	Bob Johnson	49584848070131274743808:15.00	Alice Brown
7555786372591432341913600m	99169696140262549487616:00.00	John Smith	99169696140262549487616:05.00	Jane Doe	99169696140262549487616:10.00	Bob Johnson	99169696140262549487616:15.00	Alice Brown
15111572745182864683827200m	198339392280525098975232:00.00	John Smith	198339392280525098975232:05.00	Jane Doe	198339392280525098975232:10.00			

II. Marshals Clinic

Marshals are assistants to the Clerk of Course in all his/her duties, (see SW 2.3)
Therefore, you should follow the instructions of the clerk of course regarding your specific duties.

Before the meet:

- a) Report to the officials room on time
Be early, at least one hour or when warm-up starts, to handle scratches, deck entries if permitted, coaches scratch meeting, etc.
- b) In a deck seeded meet, assist the Clerk of Course in “pulling scratch cards” from the events (swimmers cancelling)
- c) Ask the Clerk of Course how he/she wants to marshal the swimmers and help check them in
- d) Arrange the cards in heats
- e) Direct or lead swimmers to their lanes, especially the young swimmers
- f) To avoid confusion, use only one “master” check-in list
- g) In a pre-seeded meet, assist the Clerk of Course in ensuring the scratch box is controlled according to the meet information package
- h) Ensure the scratches get to the office to be taken out of the computer and the event re-seeded. (Often time does not permit this step)
- i) Update your heat sheet to agree with those scratches

During the Meet:

You will get the respect of the swimmers and coaches by being firm, fair and consistent and by being friendly, polite and tactful in performing your duties.

- a) Shall be a deputy to the Clerk of Course and shall assist in all matters relating to his/her duties:
 - < Post the number of the events being marshalled by the prescribed method explained for pre-seeded meets
 - < In deck-seeded meets, call out names of swimmers entered by event. Determine whether missing swimmers are scratches.
 - < Distribute lane cards to Timekeepers when starts are from turning end -- 25s or 50s
 - < Assist the Clerk of Course with seeding if seeding is required
Types of Seeding (see Principles of Seeding : Clerk of Course Clinic.)

- b) Shall have full charge of the working deck and the marshalling area insofar as the controlling of swimmers is concerned.
 - < Marshals are responsible for directing swimmers to the blocks as well as for their conduct on deck.
 - < Keep coaches out of marshalling area except under your instructions, use discretion

- c) Shall, when authorized by the Clerk of Course, have the power to scratch swimmers who fail to report to the marshalling area when called and to disqualify any swimmer who engages in an undisciplinary act while in the marshalling area. He shall report any such disqualification, giving full particulars in the manner established for the meet. Will usually inform/discuss with the Referee first.
 - < Undisciplinary acts are:
 - Foul language by coach or swimmer,
 - Loud, abrasive attitude towards other swimmer or official
 - Willful damage to pool facility

- d) Shall assist in maintaining quiet and stillness on the pool deck during starts

After the Meet:

- < Clean up the area you are working in; cups, papers, etc.
- < Hand in scratched cards, alternate cards and extra cards to the Meet Manager
- < Check the roster for the next assignment

III. Safety Marshals Clinic

CSW 2.12.1.5 *Shall be responsible to the Referee for all aspects of safety related to conduct during the warmup period.....Shall ensure that all appropriate warm-up procedures are followed and that the pool depth meets the requirements set out in FR 2.3, FR 2.7, and CFR 2.7.2*

- < Diving starts shall not be made during the warm-up period or when two-way swimming is in progress (at any competition)
- < The Meet Manager, however, shall designate a period of time during which specified lanes may be used for diving starts.
- < During this designated period, only one-way swimming shall be permitted in the specified diving lanes
- < Meet Management shall provide signs at the ends of the pool(s) which will indicate the designated use for each lane during the warm-up period.

Infractions:

Infractions of these procedures may result in the offender(s) being reported to the Referee who shall deal with the infraction under rule SW 2.1.1

Before the Meet

Arrive early, usually a few minutes before warm-ups begin, to assist with the set-up of the pool deck for the warm-up period,

Receive any briefings or specific instructions from the Meet Manager or Referee pertaining to:

- Designation of lane usage
- Time when dive starts will be permitted (usually 30 minutes before the end of warm-ups)
- Announcements

Warm-up Procedure

- < There will be a minimum of 30 minutes for general warm-up.
- < **Entry into the water must be feet first.** There is to be no diving or cannon balling.
- < Thirty minutes prior to the end of warm-up the two **OUTSIDE LANES** are usually opened as **SPRINT LANES**. These lanes will allow for **ONE-WAY SWIMMING ONLY**, from the start end towards the turn end.
- < Thirty minutes prior to the end of warm-up, lanes 2 and 7 (in an 8 lane pool) or lanes 2 and 5 (6 lane pool) will be opened as pace lanes. There is to be **no diving in the pace lanes**.
- < Swimmers in the sprint lanes are to be supervised by their coach(es).

Level I Swimming Officials Clinic

- < The Safety Marshal should be made aware of any written notices regarding the warm-up time and lane use. Meet Management shall also post signs that indicate the individual lane use during the warm up period.

NOTE:

For competitions held in facilities that do not have 8 lanes, the Meet Management has the right to alter the number of designated use lanes. This is to ensure adequate space for the general warm-up. For these competitions, the altered meet warm-up procedures should be listed in the meet information package and posted at the competition.

After the warm-up period:

Once the warm-up period is over, the Safety Marshal duties are complete. Often you will find that a Safety Marshal will be assigned to other duties on deck during the meet..