**OFFICIALS INFORMATION**

**OPEN SWIMMING CHAMPIONSHIPS 2022**

**(UNDER FINA AND SASA RULES)**

**5 & 6 NOVEMBER 2022**

**ABERDEEN SPORTS VILLAGE AQUATICS CENTRE**

**Regent Walk, Aberdeen, AB24 1SX**

Meet Referee : David Downie 07775 991195 david.downie@hotmail.co.uk

STO Manager : Colin Oswald 07711 614512 theoswalds2@iclould.com

Meet Convenor : Michelle Hall uoameetdirector@gmail.com

On behalf of the North District, I would like to thank you for giving up your valuable time to assist at this meet. Please contact Colin or myself if you have any questions not covered in these notes or if your availability changes. If you are not on the list for a particular session but can assist, then please let us know as soon as possible.

**General Information**

|  |  |
| --- | --- |
| Licence | L1/686/SS/NOV22 |
| Jurisdiction | This event will be conducted under FINA Technical Rules and Scottish Swimming Regulations. |
| Car Park | No car park passes will be issued. Car Park at the rear of the pool is the alternative if the main car park is full. **Cars are parked at your own risk.** |
| Meals | Meal tickets will be provided to those officials who are eligible (officiated during the preceding session) in the **Aquatics Studio** and will be required to gain entry for lunch and afternoon tea. Tea/Coffee will be available prior each Session. |
| Changing | Please note that you should use the lockers in the **“Changing** **Village”.** A £1.00 coin, refundable, is required. |
| Accreditation | Please wear your current British Swimming License (except timekeepers) as well as your SASA / STO membership cards. |
| Poolside Drinks | All STO’s must bring their own bottles as bottled water will not be issued at the meet. Water butts will be provided on poolside for officials to fill their bottles. |
| Briefings | Briefing Meetings (and Tea/Coffee) will be in the **Aquatics Studio** (the largest room overlooking the pool). Please refer to the **Session Times** on the next page for the timing of these briefings. |
| Lanes | 10 lanes will be used for all events. Lanes will be numbered 0 to 9 from right to left of the pool. |
| Pool Layout | The Referees and Starters will be at Lane 0 side, beside the AOE room.  |
| Mobile Phones | Please only take your mobile phone onto poolside if absolutely necessary and if this is the case, please ensure that it is on silent at all times. If you are required to take a call, then please ensure your position is covered before leaving poolside. |

**Session Times**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Session** | Warm Up | **Briefing** | **Start** | ***Exp Finish*** |
| **1** | 07.45 | 08.40 | 09.05 | *12:00* |
| **2** | 12.30 | 13.10 | 13.35 | *16:10* |
| **3** | 16.30 | 16.55 | 17.20 | *19:15* |
| **4** | 07.45 | 08.40 | 09:05 | *12:00* |
| **5** | 12.30 | 13.10 | 13.35 | *15:45* |
| **6** | 16.15 | 16.40 | 17.05 | *19:00* |

***Subject to change if necessary***

Officials Dress Code

Please note that “whites” must be worn for all sessions (Heats & Finals). No coloured polo shirts will be in use.

Please be reminded that it is not permissible for officials to wear shorts on poolside.

### Officials Meetings and Appointments

Officials appointments will be posted in the Aquatics Studio on a daily basis - please remember to sign in at least 30 minutes prior to the start of each session (minimum).

All Officials – please let the Colin or myself know if your availability changes or you have not been included on the list/or appear more than once. There will be a meeting for Officials in the Aquatics Studio room **25 minutes** before the start of each session. If the Meet Referee is delayed for a briefing session one of the session referees will deputise. Debrief meetings will be held after sessions only where necessary, you will be advise.

**Prior to the briefings**

Referees please complete your pool inspection ensuring it is properly set up for the competition and that there is a full complement of starters and judges.

Chief Timekeepers - please ensure that there is a full complement of timekeepers.

Both:- Please advise Colin or myself if anyone has not signed in.

**Headsets & Radios**

The Referees, Announcer, Stroke Judge (far side), Chief Inspector of Turns, Chief Timekeeper AOE Operator and the Marshall in the Group Changing Area will require radios/headsets. Please ensure that they are working when you get them and when on the poolside before the session starts.

After each session please return the headsets to the Aquatics Studio, unless otherwise instructed.

**Marshalling**

Coaches and Marshalls will be issued with a start sheet with heat time guidelines. Swimmers must report to the marshalling area prior to their events. If a swimmer does not present themselves to marshalling prior to their heat leaving Call Room 1 (Group Changing), they will be withdrawn and replaced by a reserve. The marshalls should inform the Referee, Announcers and AOE Box by radio of any such withdrawal and also if reserves are being given a swim. This applies to heats and finals.

Marshalling will be strictly enforced and swimmers not marshalling or turning up late for their swim will not be allowed to swim. Swimmers who have events in quick succession have been advised in the participant information that they can report for more than one event at a time.

#### Guidance to Officials

This event will be conducted under FINA Technical rules and SASA Swimming Regulations. During the heats swimmers can leave the pool by either side – during the finals they must leave the pool by the side opposite the AOE box.

**Please also note the following points**:

* **Infractions and Disqualifications**

The race referee must be informed as soon as possible if an infraction is going to be reported, as they will not accept reports received after the result of a race has been declared.

Written reports (detailing Event, Heat, Lane, Start/Length/Turn and infraction) must be completed and signed **by the person reporting the infraction** and passed quickly to the Referee.

Please use the language of FINA.

* If reporting a one handed touch please record which hand touched.
* If reporting a non-simultaneous touch, please record the order in which the hands touched.
* If reporting a start infraction, please report “Starting before the start signal”.

It is the Referee’s responsibility to ensure that the FINA rule number is completed. Please keep your own note of any reports that you make in case there is a protest as you may be subject to further questioning by the Meet Referee or Jury of Appeal.

DQs will be announced a.s.a.p.

**Backstroke Start Ledge**

This equipment will be available for use should swimmers require. The device will be put in place and removed by Judge/TKs (or TKs) and reset to ZERO - swimmers will be required to adjust the straps to their required setting.

Inspectors of turns should ensure the swimmers toes are touching the touchpads. Inspectors of Turns will also be required to pull the strapping/ledge out of the water immediately after they have observed the start of the race. Please place the ledge on top of the block and behind the kick plate, being careful to keep an eye on the strapping to avoid uneven ledges when placed back in the water.

Please remember that there is only a short time delay for this to be accomplished before the time pads are live. At the end of the backstroke event Inspectors of Turns should remove the device from the blocks and place on the window ledge behind them.

**Relay Take Overs**

Relay Takeovers will be judged electronically, this may be changed during the event. Inspector of Turns are still required to check manually and report any illegal takeover to the Referee.

**Starts**

Over the top starts will apply for heats apart from backstroke events.

Please note that swimmers will normally be asked to leave the water at the end of each event.

**Referees**

We will be operating with two race referees per session, **taking event about** (not Boy/Girl).

In the heats session 400m, 800m and 1500m events should be split (normally taking heat about).

Remember you are working as a team, so if one Referee has to deal with an issue the other should be ready to step in to take charge of the next heat/event.

When you are happy with the race result please confirm to the AOE Operator over the radio - this will let the announcer know the race result is confirmed.

When you are satisfied with the report for an infraction, please confirm the disqualification to the

AOE Operator and to the Announcers – pass the report to the Recorder for noting.

Please try and keep to the published timetable – it affects when swimmers have to marshal.

About 5 to 8 minutes leeway, either way, is permissible – more than that there may be an issue.

There will be a supply of Disqualification Report slips at the Recorder’s Desk.

Referees are reminded that they need to be available for 30 minutes after the completion of the last race in case of protests - not necessarily on the poolside, but on the premises.

**Starters**

Please ensure that all starting equipment is present and functioning before the start of each session. This includes availability of visual start equipment.

In agreement with the Referee please use the microphone to ask the swimmers to leave the water.

**Inspectors of Turns & CITs**

The Chief Inspector of turns will have a radio to communicate directly with the Referees.

Inspectors of Turns (IOT) at the start end – please stand behind the starting platform on the long blast of the referee’s whistle and then step up on to the starting platform plinth when the start signal has been given in order to clearly observe the starts. For backstroke starts please step up onto the starting platform plinth after your swimmer has entered the pool. Please ensure that some part of the swimmer’s toes are touching the timing pad. When satisfied, stay on the plinth but take a small step back from the pool edge to let the Referee know that your lane is ready to start. If the swimmer adjusts their position after you have checked their toes **DO NOT recheck**, the referee and starter will monitor for this.

All Inspectors of Turns - once you have determined that a start, turn or finish complies with the rules please stand back from the end of the lane. If you wish to report an infraction, please remain standing at the end of your lane(s) and signal discretely to the Chief Inspector of Turns (CIT) that you are making a report. The CIT will inform the Referee immediately by radio that there is a report coming in. The IOT making the report will then make their way round to the Referee and the CIT taking the place of the IOT.

**Stroke Judges**

The Stroke Judge on the far side from the Referee will have a radio to communicate directly with the Referees.

Please ensure that the false start rope is attended at the start of each race and that you are familiar with its operation.

If you are reporting an infraction please inform the Referee immediately that there is a report coming in, confirm details verbally and follow this up with a signed report slip.

In freestyle events Stroke Judges are not required to walk the course. Stroke Judges will stand at 15m from the start end on one side of the pool and 15m from the turn end on the other side and observe the pool, in particular for the swimmer’s heads breaking the surface at or before 15m – please liaise with each other regarding position.

Remember it is part of your duty to assist with the turns and finishes.

**Timekeepers & Chief Timekeepers**

The Chief Timekeeper will have a headset to allow for quicker notification of manual times if required.

The Chief Timekeeper appointed for each session will be responsible for ensuring that any equipment given out to timekeepers is returned at the end of each session.

The Chief Timekeeper will collect the start sheets at the end of the session and give them to the Recorders.

Timekeepers should stand on the **first** long blast of the Referee’s whistle. If there is more than 1 Timekeeper in the lane should record all times taken as well as recording the official manual time for their swimmer directly onto their time sheet. (i.e. the average time where there are two times)

At the end of the race Timekeepers shall operate the back-up button - unless there is the need to have Judge/Timekeepers, and if this is the case Judges will be responsible for the back-up button in all lanes.

Please be ready to supply an official manual time if and when asked.

Recorders

Event/final results from the AOE Operator should be checked for records and accuracy. Please keep a summary sheet of all DQs for Meet Referee and ensure that they are recorded in the results.

Withdrawals will be notified to you and you should inform the AOE box of all withdrawals as soon as possible. Please also record all late withdrawals along with the reason e.g. medical etc.

**800 & 1500 metre Individual Events**

Lap cards should be at the turn end and the Turn judges will be responsible for ensuring that they are turned (as a guide this will be when the swimmer has taken their 1st breath after the turn).

Timekeepers and/or Judge/Timekeepers are responsible for ensuring that the bell is rung with 2 lengths plus 5 metres to go until the swimmer passes the 5m mark on leaving the wall.

**Trainees/Mentoring**

There will be no mentoring at this event.

**GENERAL**

**Technical Swimsuits**

As of 1st September 2022, new regulations came into force regarding technical swimsuits. Swimmers 13 years and younger cannot now compete wearing technical suits in Scottish Swimming licensed or registered events. For further information and FAQ's please see link below. www.scottishswimming.com/swimsuits

#### Health & Safety

Health & Safety announcements will be made at the start of each session. Please ensure you are aware of your nearest fire exit at all times. If an emergency arises during a session the **Race Referee** must stop any event in progress and ensure that all swimmers leave the pool in an orderly manner. Follow the instructions of authorised staff – please do not return to the changing village for belongings.

#### Officials March on & March off

Officials will march on to the poolside for **FINALS sessions only** - please congregate in the corridor (final marshalling area before going on poolside) in two lines and be ready, in march order, **10 minutes** before the start of each session unless otherwise directed at a briefing session.

For **Heat sessions**, Officials will need to be in their position in readiness, **5 minutes** prior to the start of the first event each session (immediately after the warm up had ended).

Once on poolside and in position please remain standing until the session Referees and Starters are introduced. Please remain in your position till all medal presentations are complete and until the announcer thanks the officials and invites them to leave the poolside.

See Appendix A for March On order

**Have an enjoyable experience**

Remember that we are here primarily for the swimmers benefit.

The event must be taken seriously and you must conduct yourself in a professional manner, but please enjoy your time on poolside; we are all volunteers giving freely of our time for the benefit of our athletes and we won’t be judged if we crack a smile, we are human after all and officiating is a hobby for some of the team and not a necessary evil.

Yours swimmingly

David Downie

Meet Referee

**Appendix A - March On Procedure and Order (FINAL SESSIONS ONLY)**

Please congregate in the marshalling corridor just off poolside from the AOE box and be ready to march on, in order, 10 minutes before the start of each session unless advised otherwise.

All technical officials are reminded that they should not leave the poolside at the end of the session until invited to do so by the announcer.

**March on Order**

* **Referees ) March on to the area immediately**
* **Starters ) behind Starting Block 0**

**All other officials should assemble in two lines as follows:-**

**Right hand line – March down the spectator side of the pool and along the turning end behind the blocks.**

* Lane 9 - Inspector of Turns (Turn End)
* Lane 8 - Inspector of Turns (Turn End)
* Lane 7 - Inspector of Turns (Turn End)
* Lane 6 - Inspector of Turns (Turn End)
* Lane 5 - Inspector of Turns (Turn End)
* Lane 4 - Inspector of Turns (Turn End)
* Lane 3 - Inspector of Turns (Turn End)
* Lane 2 - Inspector of Turns (Turn End)
* Lane 1 - Inspector of Turns (Turn End)
* Lane 0 - Inspector of Turns (Turn End)
* Chief Inspector of Turns (Turn End)
* Stroke Judge(s) (Spectators side)

**Left hand line – March across the normal start end of the pool behind the blocks**

* Stroke Judge(s) (Swimmers Side)
* Chief Inspector of Turns (Start End)
* Lane 9 – Inspector of Turns/Timekeeper(s) (Start End)
* Lane 8 – Inspector of Turns/Timekeeper(s) (Start End)
* Lane 7 – Inspector of Turns/Timekeeper(s) (Start End)
* Lane 6 – Inspector of Turns/Timekeeper(s) (Start End)
* Lane 5 – Inspector of Turns/Timekeeper(s) (Start End)
* Lane 4 – Inspector of Turns/Timekeeper(s) (Start End)
* Lane 3 – Inspector of Turns/Timekeeper(s) (Start End)
* Lane 2 – Inspector of Turns/Timekeeper(s) (Start End)
* Lane 1 – Inspector of Turns/Timekeeper(s) (Start End)
* Lane 0 – Inspector of Turns/Timekeeper(s) (Start End)
* Chief Timekeeper

**Please remain standing until the Referees and Starters are introduced.**