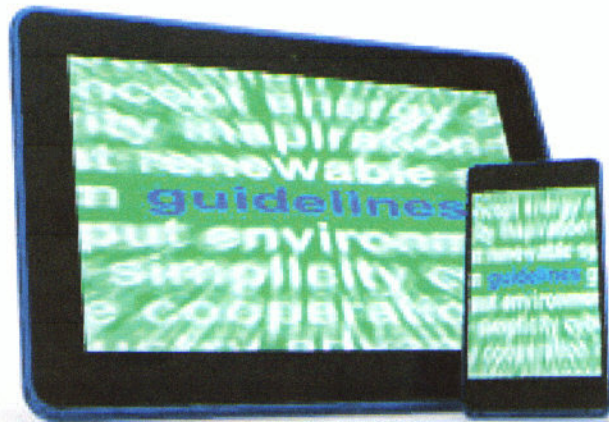


Misc Meet Protocols and Procedures



Warm-Up Procedures (also contained in the NFHS Rules Book at the front of the book)

As a matter of safety, the following guidelines for meet warm up should be implemented for ALL meets – small dual meets as well as large invitational or championship meets. Even though meet officials arrive during or even after warm-up periods, they should be attentive to whether meet hosts are implementing these very important safety guidelines. Avoiding the all-too-frequent injuries that occur during warm-up should be a priority for coaches and school/meet administrators.

- a. A designated supervisor shall be on the deck during the entire warm-up period (this is most likely not the coach).
- b. Swimmers shall enter the water feet-first except for starts which are limited to specified lanes.
- c. Specify Lanes 2 and 5 (six-lane pool) or Lanes 2 and 7 (eight-lane pool) as one-way sprint lanes with racing starts permitted at the starting end of the pool.
- d. Place a cone or other marker on starting platforms in lanes not specified as one-way sprint lanes.
- e. Specify center lanes for circle swimming (two lengths of the pool beginning at the starting end of the pool).
- f. Specify the outside lanes as pace lanes (swimmers swim one or two lengths from an in-water push-off position from the starting end of the pool.).
- g. May specify lanes for relay practice during the last 15 minutes of the warm up.
- h. Coaches should stand at the starting end of the pool and verbally start swimmers for sprint or pace work.
- i. Swimmers should not be allowed on a starting platform when a backstroker is executing a start in the same sprint lane.
- j. Swimmers shall not swim in the area where the diving warm up is occurring.

Rule information interpretation and comments provided by Doug Glaeser, CIF State Rules' Interpreter
If you have any questions please e-mail SCAF Web Master through the response page
Revised 01-05-2004

SWIMMING REFEREE'S DUTIES

PRE-MEET DUTIES

- ◆ Arrive 30 minutes before the start of the meet
- ◆ Uniform - all white, including shoes and socks
- ◆ Review duties, pool coverage and signals

Pool and equipment

- ◆ Check blocks, flags, diving boards, 15 meter mark
- ◆ Lap counting devices

Coaches'/captains' meeting

- ◆ Get a list of levels
- ◆ Review order & length of each event
- ◆ Home team distance applies unless mutual agreement
- ◆ Procedure of verification of times

Diving

- ◆ Announce the required group
- ◆ State deadline for diving forms
- ◆ Determine amount of warm-up before diving event

Scorekeepers

- ◆ Meet with the scorekeepers
- ◆ Explain your finish slip
- ◆ Referee's picks prevail over watch times
- ◆ **ALWAYS** mark finish picks
- ◆ Meet with the runners

Timers

- ◆ Instruct timers 15 minutes before the meet starts
- ◆ Operation and reading of watches
- ◆ Do **NOT** clear watches until told to do so
- ◆ Position on start & finish
- ◆ Check names on lane cards

CLEAR THE POOL

- ◆ 5 minutes before the meet starts
- ◆ Start the meet on time

DURING THE MEET

- ◆ Set a suitable pace, neither too fast nor too slow
- ◆ Follow the standard routine of commands that does not vary during the meet
- ◆ Walk the length of the pool during each event
- ◆ Write the order of finish for **EVERY HEAT**
- ◆ Take care of disputes/protests as they occur

Disqualifications

- ◆ Be in position to make the call
- ◆ Give the appropriate signal
- ◆ Tell the swimmer the reason for the DQ, be concise, **DON'T COACH**
- ◆ Mark the timer's card and your finish slip

500 Freestyle

- ◆ Lap counter instructions

AFTER THE MEET

- ◆ Check and sign the scoresheets
- ◆ Sign verification forms, if needed
- ◆ Check with the coaches
- ◆ **LEAVE**

revised
12-28-88
1-26-95
1-27-02
1-07-07
11-26-08

STARTING PROTOCOL

The Inland Swim Association recommends the following Starting Protocol. Failure to follow the protocol may result in fewer assignments and /or no League Finals.

- Referee: **Blows 4 shorts whistles (Alert)**
- Referee: **Announces the event/distance (Announcement)**
- Referee: **Blows 1 long whistle (call to blocks), (enter water for backstroke).
For backstroke - after swimmers enter water and resurface - 1 long whistle
(return to wall and assume starting position)**
- Referee: **Says "Take your mark".**
- Referee: **When swimmers are stationary - sounds starting device**

STARTER PROTOCOL AND DUTIES

Starter

The starter has the responsibility to ensure that all swimmers receive a fair and equitable start. It is important that each competitor be given the opportunity to achieve the best start possible within the confines of the rules. The starter must know the rules governing starting procedures.

Starter Preparation

Personal Preparation - The starter should review the rules and schedule of events and establish protocol procedures with the meet referee when there are at least two officials and dual confirmation is being used. In addition, the starter should be familiar with the guidelines for officiating swimmers with a disability.

Competition Course - Preparation begins long before the start of the first heat in the meet. The starter should become familiar with the competition course and determine the location where the starter will be positioned. This position should be within 10 feet of the starting end of the pool and should be free from any obstruction that might block or restrict the view of the athletes on the blocks. This position should also be coordinated with the referee. Each block should be examined for proper position and ability to support the starting action of an athlete.

Equipment - The starter must become familiar with the type of equipment that will be used.

When a horn start system is used, the starter should check the system at least one-half hour before the first race so that any needed repairs or modifications can be made. The system should be retested with the timers in place just before the start of the meet. Since horn start systems are electrically operated, it is important for the starter to know how to prevent common malfunctions and how to repair the simple problems that may occur. The starter should also test the functioning of the recall system verifying that the microphone works properly. The number of speakers and their placement and proper operation should be checked verifying that there is proper volume to be clearly audible to all starting positions. The strobe light for the starting signal should be located such that it is clearly visible to all swimmers and timers (including backstroke events).

Starting Procedures

At the commencement of each heat, the Referee/Starter shall signal to the swimmers by a series of short whistles to remove all clothing except for swimwear, followed by a long whistle indicating that they should take and maintain their positions on the starting platform. This procedure allows the athlete to take any position desired on the starting platform. In backstroke and medley relay events, at the referee/starter's first long whistle the swimmers shall immediately step into the water and at the second long whistle return without undue delay to the starting position.

When the swimmers and officials are ready, the Referee shall indicate to the Starter in meets with two officials that the swimmers are under the Starter's control.

On the Starter's command "take your mark", the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the block, or, in backstroke and medley relay events, assume the backstroke starting position. When all swimmers are stationary, the Starter shall give the starting signal.

When a swimmer does not respond promptly to the command "take your mark", the Starter shall immediately release all swimmers with the command "Stand Up" upon which the swimmers may stand up or step off the blocks.

Backstroke Starts-The backstroke requires different starting conditions, since the swimmers start the race in the water. The swimmers line up in the water facing the starting end with both hands placed on the gutter or on the starting grips. The swimmer may not stand in or on the gutter nor curl the toes over the lip of the gutter prior to the start or at any time prior to the feet leaving the wall. It is the duty of the starter to ensure that these requirements are met prior to giving the starting signal.

False Starts

Any swimmer starting before the starting signal is given shall be disqualified at the conclusion of the race in a two official meet if the Referee or a designated Assistant Referee confirms in writing the Starter's observation that a violation occurred or in the case of a single official meet the Referee/Starter raise his/her hand before the first length of the race has been completed.

When it becomes apparent, because of uneven motion or delay of the swimmers in assuming their positions, that a fair start will be difficult to achieve, the starter should give the command "stand up" or for backstroke starts, "stand down". Upon hearing this command, the swimmers should stand up on the starting platform; backstrokers may relax. Any swimmer who enters the water or backstroker who leaves the starting area shall be charged with a false start, except that a swimmer who would otherwise be charged with a false start may be relieved of the charge if the false start was caused by the swimmer's reaction to the command. This, however, does not relieve any swimmer from disqualification for deliberate delay if he intentionally enters the water.

If a false start is observed and the starting signal has been given, the race should be continued and not recalled. In this case, any swimmers charged with a false start will be notified of the disqualification upon completion of the race.

If the starter or referee observes a false start, each should write down the lane of the swimmer committing the false start so that no conversation is needed to have dual confirmation of the infraction.

Philosophy

Starters are charged with a great amount of responsibility in seeing that one swimmer does not gain an advantage over the others during the start. This responsibility requires concentration, quick reactions and fair decisions. It takes practice to become a good starter. With experience, the starter will be able to accurately judge when the field is ready to race. This will help to prevent the false starts caused by the swimmers being jumpy or in a hurry because they aren't ready.

Starters should speak in a conversational tone, avoiding rapid instructions and sharp commands. The voice of a good starter will lead the swimmers into their starting positions, not break their concentration with unexpected orders or remarks. At the same time, the starter must protect all of the competitors by not allowing any one swimmer to gain an unfair advantage.

Note: this document has been adapted for high school swimming from the USA Swimming Officials Committee's Guide To Officiating.



NFHS GUIDELINES ON HANDLING CONTESTS DURING LIGHTNING DISTURBANCES

**National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)**

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from which to request such a policy for your facility would include your state high school association and the nearest office of the National Weather Service.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters
3. Develop criteria for suspension and resumption of play.
 - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
4. Hold periodic reviews for appropriate personnel.

For more detailed information, refer to the "Guidelines for Lightning Safety" section contained in the NFHS Sports Medicine Handbook.

Reviewed and Approved in October 2010