

Referee Briefing Guidelines

Guidance on Level of Detail

Use the following points to determine what level of detail to provide during a briefing.

- Gauge your audience: find out how many new officials you have in each role.
- What level of meet are you refereeing?
 - Refer to Swim Alberta's, Competition Focus per Level
- What session are you briefing.

'We are all here for the swimmer's, coaches, and officials' development. This allows us to all grow as we collectively create a learning environment with a goal of a swimmer's improvement and lifelong fitness. We are committed to ensuring the fairness, integrity and safety of this competition by upholding the values of Swim Alberta'.

Welcome and Overview

- Introduction of Referees, starters, Chief Timer(s), Advisory Referee (where there is one) and the Meet Manager
- Highlight of the Swim Alberta Code of Conduct and Ethics and Safe Sport
 - Open and observable environment
 - Please refer to the documents on Swim Alberta's website
- Remind officials that they are responsible for giving their full attention to the swimmers. Any cell phone use should be off the deck
- Do not touch the swimmers, including helping them out of the pool (swim to the side)
- Do not speak to the swimmers except what is necessary to do your role or you are asked a question
- List the events in the session and the time out
- When taking breaks keep them short so all officials have an opportunity

Timing System

- Identify timing system (Touch Pads, plungers, Dolphin or Watches)
- Chief Timer – your go to person for issues with timing
- Responsibilities of the timer:
 - Get times at splits and finish
 - Record split times for distance events

- Ring Bells for distance events, state distance at what lap the bell has to be rung
 - To ring the bell, stand on the right side of the lane, unless the swimmer is on this side, and ring the bell over the lane rope. Begin to ring from the flags until the swimmer has surfaced and taken at least one stroke.
- Verify relay names upon the swimmers exit from the pool. Report swimmers swimming out of sequence to an inspector of turns.
- Double plunge for relay take overs if using plungers
- Provide 'best times' awards as determined by meet management.
- Stand at the edge of the pool, without standing on the touch pad, so you can see some part of the swimmer touch. Leave room for inspector of turn.
- Return to your seat and remain seated if not timing.
- Plungers should be put on the side of the block.
- You may be asked to help with the backstroke ledges.

Inspector of Turns

- Area of jurisdiction is the last stroke coming into the wall, through the turn and the first stroke out of the wall.
- Stand when the swimmer approaches the flags and sit after you observe the first stroke.
- Pick a lane – watch complete turn cycle, until swimmer has finished a stroke. If you still have time to watch the complete turn cycle of the swimmer in the next lane while being in the correct position, please do so, otherwise watch them next time. Do your best to randomize who you watch.
- Stand as directly over the swimmer as possible.
- When you completed your task sit down and remain seated until next turn or finish
- Relay takeovers – watch the feet of the swimmer on the blocks, once they leave look down to see that the swimmer in the water has touched the wall.

Start end Inspector of Turns:

- Stand on long whistle.
 - Freestyle, sit once the swimmer leaves the block.
 - For butterfly and breaststroke step to the edge of the pool once the swimmer leaves the block and watch the swimmer until they surface
 - For backstroke step forward on the second long whistle and after the swimmers enter the pool step to the edge of the pool, on the second long whistle look discreetly at the swimmer to ensure a toe from each foot is in contact with the wall.
- Backstroke ledges
 - Review the installation, problem solving and removal of the ledge.

Stroke Judge

- Area of jurisdiction is from end to end and assist with turns and finishes
- Stand at the 15m mark for the start of each race except breaststroke, come into the flags to observe the start for breaststroke
- When the last swimmer crosses the 15m mark begin to walk with the swimmers; slightly behind for backstroke and slightly ahead for everything else
- For freestyle and distance events remain at the 15m mark and sit down once swimmers pass the 15m mark
- Lead and Lag:
 - One follows the faster group and the other the slower group
 - Lead judge goes to the wall lag judge stops at 15m, except for breaststroke, both judges go to the wall
 - On the lap both judges go to the end
- A reminder to any official that is completing a deck evaluation, please see the *referee* before and after the session to sign your deck log. Please follow up with your Club Officials Administrator directly to ensure the information is updated on the Swimming Canada database.

Refraction reporting:

- Ensure you are in the proper place to see the infraction
- Report after the swimmer has completed the last thing they will do in your area of jurisdiction
- Infraction will be discussed and if accepted you will be asked to write it up
 - We will ask you a series of questions like where you were standing. Which hand touched first etc.
- Don't be offended if we don't accept your infraction
- Benefit of the doubt goes to the swimmer

Strokes:

It is important to speak to what the officials should be “seeing” as a legal stroke versus telling them what to look for or what they should not be seeing.

Provide any other pertinent information to assist them in performing their roles and ensuring a technically proficient meet for the swimmers.

Freestyle:

- Some part of the head must surface by the 15-meter mark off the start and at each turn.
- Once the swimmer has surfaced, they must break the surface throughout the race, with any part of the body.
- The swimmer can swim any style.
- The swimmer must touch at every turn and at the finish.

Butterfly:

- Some part of the head must surface at the 15-meter mark off the start and at each turn; swimmer is allowed one or more butterfly kicks before surfacing
- The swimmer is permitted one arm pull under the water at the start and at each turn, which must bring him to the surface of the water. After which,
- Both arms must be brought forward simultaneously over the water and brought backwards simultaneously under the water throughout the race
- The kick is the butterfly kick. (Masters swimmers are permitted to do a breaststroke kick).
- All up and down movements of the legs shall be simultaneous. The legs and feet need not be on the same level, but they shall remain simultaneous.
- The touch shall be made with both hands, separated and simultaneously.

Backstroke:

- The start is from the water, with both hands holding the starting grips or the wall. The feet need not be under the water, but the toes are not permitted to bend over the lip or gutter.

Note to Referee: Referees can use their discretion to determine if an advantage was gained

- When using a backstroke ledge at least one toe from each foot must be in contact with the touchpad or the wall
- Some part of the head must surface on or before the 15-meter mark.
- Once the swimmer has surfaced, they must break the surface throughout the race except at the finish they may submerge after some part of the head has passed the 5m mark into the wall
- The swimmer must remain on the back throughout the race and is permitted to do any stroke on the back.
- You may see a variety of turns:
 - If they choose to turn on their breast they must take a continuous single arm pull or an immediate continuous simultaneous double arm pull. Once the

arm(s) has completed the pull (the hand is past the hips), the swimmer must be initiating the turn. At the completion of the turn, the swimmer must leave the wall on their back.

- If they choose to turn on their breast and the wall is right there, they may grab the wall and push off on their back
- The finish touch must be on the back

Breaststroke:

- From the start and at each turn, the swimmer may take a full arm stroke completely back to the legs, followed by one breaststroke kick.
- At any time prior to the first breaststroke kick a single butterfly kick is permitted.
- At the widest part of the second arm pull, some part of the head must surface.
- The breaststroke kick is the only kick that is permitted throughout the stroke, the feet must be turned out during the propulsive part of the kick
- The cycle is one pull, one kick
- All movements of the arms shall be simultaneous
- The touch shall be made with both hands, separated and simultaneously
- The swimmer must leave the wall on the breast.
- The elbows are to be in the water throughout the stroke with the exception` of the last stroke before a turn and at the finish touch, where the swimmer may reach for the wall with the elbows out over the water.

Individual Medley (IM):

- The order for IM is butterfly, backstroke, breaststroke and freestyle
- Each stroke shall be $\frac{1}{4}$ of the race
- Each stroke shall be swum as an individual race
- The finish touch of each stroke must be as they would finish each individual race. In the case of the backstroke to breaststroke transition, the swimmer must touch the wall on the back and leave the wall on the breast.
- The freestyle stroke must be something other than fly, back or breast
- When they leave the wall for freestyle, the swimmer shall make no propulsive motions until they have turned onto their breast

Relays:

- The judge will observe the departing swimmers' toes and once they have left the starting platform, the judge drops their eyes to the incoming swimmer to ensure that they have touched. A swimmer who leaves early is not permitted to return to

the start to touch. Remember to circle the name of the swimmer who left early on the heat sheet.

- The departing swimmer may be in motion on the starting platform prior to their toes leaving
- The swimmers MUST swim in the order their names appear on the relay entry card held by the timers.
- The timers shall verify that swimmers name when the swimmer exits the pool after their leg of the relay.
- The order for the medley relay is backstroke, breaststroke, butterfly and freestyle

Backstroke Ledge: move to protocol

- Meet management may have a team to install and remove the ledges or the timers and/or inspector of turns (IT) will install the device. Initially the device is set at 0 and the top of the footrest is level with the surface of the water. Ensure the straps are free of any twists or knots.
- It is the swimmer's responsibility to adjust the level of the ledge
- After the start the ledge shall be lifted out of and water and placed behind the kick plate (demonstration)
- For one-way swims, such as 50 back in a LC pool, the ledge remains in the water`.
- Prior to the next start the ledge shall be placed back in the water. An athlete may ask not to use it, then remove the ledge.
- At the finish of the event, if there is not a field of play team, remove the entire ledge
- For medley relay the entire ledge must come off after the swimmer has left the wall

Water starts:

- Swimmer in the water must have one hand and one foot in contact with the wall prior to the start signal.