

# **GUIDELINES TO SWIM OFFICIATING**

## **A Teaching Guide for DSDC Clerks of Course**

Latest Revision – APRIL 2013

### **CLERK OF COURSE**

The Clerk of Course should be equipped with a box with slots for at least six sets of lane cards, more if there are more lanes at their pool.

The Clerk receives the lane cards from the Coaches approximately 30 minutes prior to the beginning of the meet. Full names, not initials, must be printed & should be legible.

Separate and set aside all Relay and Exhibition cards from the Regular event cards. Make sure all Relay cards list the swimmers in numerical order (1, 2, 3, and 4).

Put the Regular event cards in the box, sorted by lane. Place event #11 in the front, with event #70 in the back. The Coaches usually assign lanes according to the following: lanes 1, 3 & 5 for the visiting Team; 2, 4, 6 for the home team. If cards are received without lanes marked, the Clerk should assign lanes. Assign the outside lanes last, avoiding empty lanes between swimmers whenever possible.

Evaluate Relays for potential combining events with the same stroke, length and age group. (It is rare that individual events can be combined, but if it is possible to do so, follow the guidelines listed for combining Relays.) If the number of lanes permits two events to be combined into one heat, reassign lane numbers. All girls must swim in adjacent lanes, as do the boys.

If known, the fastest swimmer (or Relay) should be assigned the middle lane. Odd/even lane considerations may be ignored when combining events; however, when possible, the teams should be assigned alternating lanes. When possible, keep an open lane between the boys and the girls.

After combining the Relays and reassigning lanes, double check to make sure that there is no more than one swimmer or one Relay team per lane. Add the Relay cards to the box, inserting all cards into numerical order.

There is no combining of events at the Conference Meet.

Evaluate how many heats of Exhibition events are necessary. Mark cards with Heat # (1, 2, etc.). Put subsequent Heat # on the Regular event cards too. If there are enough Exhibition swimmers for 2 heats, 1 per team, each team should swim their own separate heat. If the number of Exhibition and Regular event swimmers can be placed into a single heat, combine with exhibition swimmers placed in the outside lanes.

If a pool is larger than 6 lanes, the center 6 lanes are used for the official events and the outside lanes are used for exhibition. If a pool has five lanes, lane #5 will be used as an exhibition lane.

Exhibition heats are always swum before the "official" heat, unless they can be combined. The clerk, as well as the timers, should receive a purple lane card for exhibition events.

## Clerk of Course and Meet Director Teaching Guide

The clerk provides a list of combined and exhibition events to the announcer, starter, & referee.

The clerk coordinates with the announcer to make sure swimmers are called to the clerk of course to receive their lane cards in enough time to keep the meet running smoothly and without interruption.

LANE CARDS ARE NOT TO BE GIVEN OUT WITHOUT THE SWIMMER PRESENT. The clerk is to verify their name.

Swimmers should not be given their cards more than 5 events ahead of time. Do not allow the swimmers to go to the blocks too soon. Swimmers should not be allowed to receive their events card and return to the bullpen. If a swimmer has not picked up their event card, notify their bullpen to allow them time to locate the swimmer.

A volunteer from each team should help organize the 8 & under swimmers. Be sure they are in their assigned lanes. For relays make sure there are two swimmers at each end of the pool and in the correct lane. The starter/referee will direct the timers and finish judges to the opposite end of the pool for the 25 yard events.

Once the swimmers are on the blocks, if any changes to the cards are necessary, the referee should make those changes. Coaches are to make changes at least five events prior to the one in which the change is being made.

**Please Remember! The Clerk of Course is the Home Team's responsibility. Should assistance from the Visiting Team be needed, feel free to ask their Meet Director to look for a volunteer.**

## MEET DIRECTOR

### **Before the Season:**

- ⌚ Review the status of volunteer certification. Officials must begin at the Timer/Scorer level before moving on the Judge level, and finally to the Starter/Referee level.
- ⌚ Officials must work in their certification level for at least one season before progressing to the next level of certification. Certification will be valid until December of the second year (third year for Timer/Scorer). During the season after expiration, he/she must either re-certify or move to the next level to be an eligible official for the Conference Meets. If this is not accomplished, he/she will be removed from the officials' list and must attend a future class **AND** pass its test to be added back on the listing of certified officials. If certification lapses, he/she must take the test again when re-certifying.
- ⌚ Call those who will require renewal, suggest advancement as needed to Judge or Starter/Referee level.
- ⌚ To be a Timer/Scorer, the volunteer must be at least 18 years of age on the date of certification. Judges or Starter/Referees must be at least 21 years of age. Make sure that volunteers who plan to attend classes are aware of the class fee, as determined by the DSDC Conference Board.
- ⌚ Individuals with ISI Certification can be included in the DSDC listing, provided that a copy of their current Certification, along with the level of certification (Judge, Starter/Referee) is presented to the Conference Vice President and that they attend a DSDC full or renewal class. No testing will be required. It will then be the individual's responsibility to forward copies of all yearly ISI renewals and advancements in order to remain on the current list of officials. Every two years, re-certification is required by attendance at either a full or a renewal class given by the DSDC.
- ⌚ Start early to encourage parent participation, attendance at Timer/Scorer Classes, especially for new parents. Get people involved, get to know them and ask for their help from the beginning. Distribute schedule of Conference certification classes to all parents. Call as needed to remind them about the classes.
- ⌚ Distribute supplies to Coaches (Line Up Sheets, Lane Cards), Head Ribbon Writer (Ribbons), Head Scorer (Meet Results/Score Sheets), and Team Record Keeper (Roster Sheets). Copy Conference Rules for each certified Starter/Referee and Judge on your team. Store DQ and Finish Cards (for home meets only).
- ⌚ Do as much preparation as possible before the season: purchase and organize supplies, address meet result envelopes for mailing after each home meet, enter team names and dates on score sheets for home meets etc.
- ⌚ Make sure 2 copies of complete team roster are turned in 24 hours before first meet. These must be a Team Manager export (sent via e-mail or on CD). Rosters should be distributed to the coaches, recordkeeper, scorer, ribbon writer, etc. Provide updated copies through season.

### **Before the Meet:**

- ⌚ Should unusual circumstances need to be announced (changed pool location, altered starting time, etc.), make sure team parents are informed.
- ⌚ Bring necessary equipment to all meets; tarps, bullpen boards, event board for Clerk of Course, first-aid kit, water coolers, clipboards, starting devices (clean guns after each meet), watches, pencils, lane (event) cards, DQ cards, Finish cards, etc. Buy replacement supplies as necessary.
- ⌚ Make sure two copies of the score sheets are at the Scorer's table before the start of the meet.

### **At the Meet:**

- ⌚ Introduce yourself to opposing team's Meet Director. Coordinate volunteers, work schedule, special meet concerns, announcements, bullpen layout, etc.
- ⌚ Oversee set-up prior to meets. Clerk chairs, Judges chairs, tables for scoring and ribbons, bull horns, lane lines, false start line, tarps, etc. Set up clipboards and DQ cards for all Stroke and Turn Judges, Starter and Referee, Place Cards for Finish Judges.
- ⌚ Sign up meet volunteers. You need to know ahead of time whether you will have enough officials to work the meet. If not, contact the opposing team's meet director several days prior to the meet. It is recommended that certified positions be filled at least one meet prior. Other positions could be filled on day of the meet. It is recommended to put new Judges or new Starter/Referees with experienced officials for training. Use officials from other team, if necessary.
- ⌚ Start training of future Judges or Starter/Referees by having them work under the supervision of experienced officials now. They will be better prepared next year.
- ⌚ Coordinate relief volunteers as necessary.
- ⌚ There are two copies of the results recorded at the scorer's table. After the meet, each coach must conditionally sign the results. The visiting team takes one of the signed copies. The home team keeps the other copy.
- ⌚ All home teams forward 2 copies of the meet results of each dual meet to the division record keepers (1 to each team's division) postmarked no later than 48 hours after the meet. If not received, the next meet will be forfeited. If a white division team is swimming at a red division pool, the red division team must send one copy of the results to the white division record keeper **and** the second copy to the red division record keeper. If a blue division team is swimming at another blue division team's pool, the home blue team must send 2 copies of the results to the blue division record keeper.
- ⌚ Collect lost-and-found items after every meet.
- ⌚ Arrange after-meet activity.

**After the Meet:**

- ⌚ After each meet, re-sharpen pencils, check watches, and starting devices, etc.
- ⌚ All Lane, Finish, and DQ cards from dual meets must be saved until the end of the season, at which time they should be brought to the seed meeting. The Conference Board will dispose of the cards after the Conference Championship Meets.

**Miscellaneous:**

- ⌚ Confirm and forward corrections to the volunteer certification list prior to the Conference Meet. Submit listing of Conference volunteers to host teams.
- ⌚ Begin lining up Conference volunteers early. See which meet(s) parents will be attending. Try to encourage families to go to both 'A' and 'B' Conference Meets.