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SWIMMING OFFICIALS' GUIDELINES MANUAL



2023-24

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

National Federation of State High School Associations



Officiating Swimming and Diving

The Officiating Swimming and Diving course was developed by the NFHS in conjunction with the National Interscholastic Swim Coaches Association (NISCA) and USA Diving. This course defines the elements of professional development and the fundamentals of officiating strokes and turns. The course also explores officiating and judging diving, and provides a judging practicum that includes feedback of submitted scores. Officials may select either the swimming track, the diving track or both, depending on rules required by their state association.

Course Objectives

- Understand the roles of professionalism, rules knowledge, and communication and how they help ensure a fair meet.
- Know how to consistently identify swimming violations in each type of event.
- Learn the elements of a proper dive and how to score dives appropriately.

Units

- Elements of Professional Development
- Officiating Swimming
- Officiating Diving
- Judging Practicum

More

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2023-24 NFHS SWIMMING OFFICIALS' GUIDELINES MANUAL

DR. KARISSA L. NIEHOFF, Publisher
Sandy Searcy, Editor
NFHS Publications

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Cover Designer: Kim Vogel, NFHS
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INTRODUCTION

This manual is provided to improve the consistency of officiating high school swimming. It is based on the premise that the purpose of swimming officials at a meet is to ensure fair competition for all competitors in accordance with the rules established by the National Federation of State High School Associations (NFHS). In order to accomplish this, officials must understand the rules and enforce all rules without regard for the outcome of the meet. This manual is designed to assist all officials in understanding their role in conducting competition. While it should be especially useful for new and less experienced swimming officials, it will also help the veteran official hone the organizational skills along with the mechanics of officiating.

PHILOSOPHY AND ETHICS

The primary role of the official is to ensure fair competition which is conducted in a positive, safe and healthy environment and that actions of the competitors, coaches and other team personnel are in compliance with the rules. In fulfilling this task, the official must establish the best possible competitive climate for fair competition with the attention on the athletes, rather than on the official. The conduct of each official affects the public's attitude toward all officials. Therefore, every official must uphold the honor, integrity and dignity of the profession.

TABLE OF CONTENTS

Officials Code of Ethics 5

Key Points for High School Swimming Officials 6

All Swimming Officials 7

The Swimming Referee 8

The Starter 12

Starting Infractions and No-Recall Starting Protocol 13

Suggested Protocol for Verbal and Whistle Preparatory Commands 14

Additional Meet Officials 17

Positioning of Officials 18

Swimming Announcer 22

Timing Equipment Operator 23

Scorer 23

Meet Management Software Operator 24

Timers 24

Lap Counters 26

Suggested Protocols for Electronic Relay Judging Equipment 27

Appendix A – Relay Takeoff Cards 28

Appendix B – False Start Cards 29

Appendix C – Sample Ballot Finish Form 30

Appendix D – Lap Count Sheet – 6 Lane Pool 31

Appendix E – Lap Count Sheet – 8 Lane Pool 32

Appendix F – Official's Scoresheet 33

Appendix G – Sample Pre-meet Meeting Information Exchanges 34

Appendix H – Official's Scoresheet 36

Contributors To This Publication 37

OFFICIALS CODE OF ETHICS

Officials at an interscholastic athletic event are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this code is to establish guidelines for ethical standards of conduct for all interscholastic officials.

Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

Officials shall work with each other and their state associations in a constructive and cooperative manner.

Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.

Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for the profession.

Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

Officials shall maintain an ethical approach while participating in forums, chat rooms and all forms of social media.

KEY POINTS FOR HIGH SCHOOL SWIMMING OFFICIALS

- Be knowledgeable of NFHS swimming rules.

- Study the NFHS Swimming and Diving Rules Book, including the situations and rulings, and attend rules meetings regularly as required by the state association or officials' association to stay informed regarding current rules.

- Be consistent in the application of the rules at all times and at all levels of competition.

- Enforce all rules equitably and fairly. Do not allow rule infractions to go uncalled simply because no one has gained an advantage. If there is a violation, it must be called. Do not try to decide who might be unfairly affected by a violation.

- Exercise fair and unbiased judgment by disregarding a swimmer's identity, team affiliation, etc.

- Mentally review what is required for a legal performance and what would render the performance illegal.

- Make timely decisions.

- Call only those violations you specifically observe. Do not guess or anticipate. Be prepared to explain the "who," "what" and "when" of the violation, as well as where you were positioned to see the violation. Swimmers are either in violation of the rules or they are not in violation. Do not discuss close calls with coaches or competitors. A close call is a no call!

- Give your undivided attention to your specific assignment.

- Avoid coaching athletes. At lower levels of competition, specifically junior high, the explanation of legal starting position may be given in much more detail than at higher levels of competition.

- Explain the rule and the violation to swimmers and/or coaches when requested to do so. Do not give advice to swimmers or coaches on rule violations. At lower levels of competition, specifically junior high, the explanation of the rule and violation may be much lengthier than at higher levels of competition.

- When discussing the circumstances surrounding events that occurred during the meet with other officials, wait until the meet is over or there is a scheduled break, and you are away from fans and coaches.

- As an official, never publicly criticize another official or an official's decision. Report any concerns about another official to the meet referee.

- Comments or discussion on a call should not take place with representatives of the media.

- Refrain from cheering or verbally supporting participants or a team while serving in an official's role.

- Mentor and support less experienced officials, as long as it is not a distraction during a meet.

- When a mistake occurs, correct the mistake according to the NFHS rules. Do not make a decision to "make up" for a poor decision made earlier.

- Be professional and friendly when interacting with administrators, coaches, athletes, spectators, other officials, etc. Do not socialize with these individuals, as it may give the impression of favoring one team over another.

- Dress professionally in accordance with state association rules regarding official's uniforms. Do not wear apparel that promotes any particular team or would call into question impartiality.

- Maintain control of the meet but remember that all participants want to do their best while having a fun and enjoyable experience.

- Work a variety of meets. The more experience gained the more comfortable the official will be on deck and the more confident in observation.

- Neither under-officiating nor over-officiating is desirable. Officials should never try to determine "why" an athlete may or may not have done something that constitutes an infraction. If an infraction is observed the proper penalty shall be applied by the official.

ALL SWIMMING OFFICIALS

All swimming officials must remember their primary purposes when on deck. Officials shall conduct the meet in a professional manner, assure compliance with the NFHS rules and state association to assure that no competitor has an unfair advantage. Officials shall remain mindful of the inherent risk of injury that competition poses to student athletes. Where appropriate, they shall inform meet management of conditions or situations that appear unreasonably hazardous.

In every meet, all swimming officials should:

- Arrive at least 30 minutes prior to the scheduled start of the meet.

- Have ready access to a NFHS Swimming and Diving Rules Book, whistle, notepad, pen/pencil, and appropriate forms to record false starts, relay takeoff violations, finish order cards, etc., if applicable.

- Silence your personal cell phones before the meet begins.

- Introduce themselves to the coaches from all participating teams.

- Signal a stroke, kick, body position, turn or finish violation by promptly and confidently raising one hand over the head with an open palm, immediately upon observing a

violation. The official should continue to give the signal until the referee has had an adequate amount of time to observe the signal.

- Immediately following the race, report any violations to the referee. The official observing the violation should be able to tell the referee who committed the violation, where it occurred and exactly what violation occurred.

THE SWIMMING REFEREE
Refer to NFHS Rule 4-2

The referee is the head official at all levels of competition. The referee shall have general supervision over other officials and may overrule another official's call. The referee must set the example for the meet and teach less experienced officials through constructive comments. The referee should display confidence, integrity and complete knowledge of the rules. The referee's decision is final.

The meet referee retains clerical authority over the contest through the completion of any reports, including those imposing disqualifications that are responsive to actions occurring while the referees had jurisdiction. State associations may intercede in the event of unusual incidents before, during or after the referees' jurisdiction has ended, or in the event that a contest is terminated prior to the conclusion of regulation competition.

The referee should be familiar with best practices for swimmers and divers with disabilities in the event special accommodations have been authorized by the state association.

The referee is not responsible for supervising the warm-up period or enforcing posted warm-up procedures (see suggested procedure in the front of the NFHS Swimming and Diving Rules Book).

Before the meet begins, the referee should survey the pool, paying particular attention to the following:

- The physical layout of the pool, including markings, lanes lines and deck area for any risk minimization or rule concerns. Determine how the entire pool will be officiated and how officials will communicate with each other during the meet. Share this information with the full officiating crew.

- The water level, depth at the starting end, temperature and clarity.

- The starting block height and stability of the blocks.

- The location and adequacy of the backstroke flags and 15-meter markings.

- The starting and timing systems, including touch pads centered in the lanes, recall device and backup timing procedure.

- Availability of an adequate number of operable lap counting devices.

- The ordering and numbering of the lanes.

The referee should also:

- Meet with the meet management to confirm type of meet (dual, double-dual, triple-dual), the meet schedule and any other information related to the meet, i.e. exhibition swims, extra heats, etc.

- Meet with the starter and other officials, if applicable, to discuss starting protocol, positioning, dual confirmation for no-recall false starts and relay takeoffs, jurisdiction, responsibilities for turns, strokes and responsibilities during the 500-yard/400-meter freestyle. Positioning, jurisdiction and how officials will communicate with each other will need to be determined based on pool configuration, glare through windows and other unusual circumstances. Use of electronic devices shall also be discussed.

- Meet with the visiting head coach in a dual meet to determine their choice of the odd or even lanes.

- Meet with coaches and captains to discuss sportsmanship, illegal attire, and any general concerns/comments. World Aquatics bar-coded suits are legal for NFHS competition. Tape is permitted to treat a documented medical condition provided signed documentation from an appropriate health-care professional has been produced.

- Meet with the meet management software operator and timing system operator to be sure they understand their responsibilities related to starts, finishes, registration of the proper number of laps completed and reporting any discrepancies between the touchpad times and backup times to the referee. Meet management software operators should be told to never adjust any times without being directed to do so by the referee.

    - It is recommended the referee discuss with the meet management software operator their role in helping the referee verify that no swimmer has exceeded the individual entry rule. In championship format meets, suggested times to verify entry limitations are: (a) at the end of preliminaries, (b) after each relay during the championship round of a meet with preliminaries and finals, (c) after the last relay event of the meet, (d) before printing heat sheets, and (e) before printing final meet results. In dual meets, double-dual meets and triple-dual meets, review prior to the beginning of the meet and at the conclusion of each of the freestyle relays is appropriate.

- Meet with the timers to give instructions regarding their responsibilities, positioning, clearing of watches, timing and recording times. For example, the head timer in each lane is the official lap counter for the 500-yard/400-meter freestyle albeit generally not the individual who operates the lap counting device. It may be wise to emphasize to the timers that they are acting as meet officials and, as such, they should be unbiased during all races. Timer's must press back-up button and stop the watch at the first point of contact by the swimmer with any structural portion of the pool at the end wall, whether or not touchpads are being used. The wall is interpreted as the vertical portion of the pool, contiguous surfaces of the deck and overflow gutter, the front portion of the starting block or platform, or the touchpad at the end of the course. The wall does not include those spaces on the side of the blocks or the open space of the gutter.

- Meet with the announcer to discuss warm-ups, announcing heats and lanes, and when to announce results and scores. It may also be wise to have the announcer make a few announcements regarding the use of flash cameras, cell phones, pagers, etc.

- Review the scoring procedures with the meet scorer. This will be based on the meet information sent to the visiting team(s) earlier, number of lanes in the pool, number of entries per team and event, etc.

- If a recall rope is used as the recall device, meet with the person(s) who will be dropping the rope to be sure they understand their responsibilities and the safe operation of the rope.

- Meet with official(s) responsible for observing the 15-meter mark on applicable strokes and 5-yard.5-meter mark for the backstroke finish. Note positioning to make the call, and the swimmer's body part that surfaced relative to the 15-meter mark and/or resubmerging before the 5-yard/5-meter mark for backstroke finish in the case of a violation.

- Bring non-compliant suit coverage violation to the attention of the coach. The competitor or coach may be notified of suit construction violations. Coaches should be reminded of what is not permitted to be worn or displayed during competition.

Approximately 20-30 minutes prior to the meet, the referee and starter shall conduct a meeting with coaches and captains:

- Discuss starting time, entry procedures (individual events and relays), declared false starts, lane assignments, number of heats (in championship meets), exhibition swims, starting protocol, scoring, availability of lap counters and use of lap counting devices, backup timing system, sportsmanship, logo rule, illegal attire, length of break and warm up after the 50-yard freestyle, when diving will be conducted, time for submission of diving scoresheets, where results will be posted, where and when alternates, if used, should report, swimmers cheering at poolside leaving space for officials, students with disabilities and any other special concerns, World Aquatics and USA logoed suits are legal for NFHS competition. Tape is permitted to treat a documented medical condition provided signed documentation from an appropriate health-care professional has been produced.

During the meet, the referee should:

- Prior to each heat, do not permit swimmers to step onto the blocks, or into the pool, until they are directed to do so by the referee. Call the swimmers to the starting platforms without delay. Inform the starter when it is time for the starting commands to begin. The referee must be aware that any swimmer can request to start from the deck or in the water.

- Be prepared to handle any declared false starts.

- Confirm disqualifications presented by other officials and promptly notify the coach of the competitor (in the case of a suit coverage violation), or the coach or competitor of

infractions regarding suit construction. This notification may be accomplished with a verbal announcement by the announcer if the competitor and/or coach cannot be reached without further delay of the meet. Swimmers not remaining stationary at the start are disqualified either before the starting signal is given or at the conclusion of the race, depending on the circumstances.

- Signal, by raising one hand over the head with open palm, immediately upon observing any swimming violation, except for relay takeoffs and no-recall false starts in meets using dual confirmation.

- Resolve any disagreement about a race in a timely manner.

- Determine when it is appropriate to integrate backup times.

- Keep the meet progressing without unnecessary delays and have the results announced promptly, when possible.

- Before the 500-yard/400-meter freestyle, meet with the lap counters and instruct them to count the competitor's laps by changing the numbers to the next higher or lower number. Each school has the duty to adequately train individuals to serve as lap counters for their own competitors. However, if the lap counter has no experience, the official may need to instruct of the basic responsibilities.

- Best practices suggest that the referee should be aware of how many laps each swimmer has completed in the 500-yard/400-meter freestyle to confirm the lap count is correct. By NFHS Rule 4-9-2, however, it is the head timer's responsibility in each lane to count the laps. The starter must keep track of laps of the lead swimmer in order to signal the last lap; referees often keep track themselves to ensure that this occurs at the correct time.

- Prohibit the use of bells, sirens, horns or other noise makers, as well as signs, cheers and remarks that could be deemed as offensive or unsporting, during the meet. Be aware of any state association policies regarding the same. This might include cell phones that could affect the start of a race.

- It is highly recommended that the referee record the unofficial order of finish for each heat. Be in position to independently determine the order of finish for all lanes. Record the order of finish for each lane of each heat and keep a record of disqualifications.

- Declare a forfeit in a dual meet, with a score of 12-0, when the following conditions exist:
  - Without notification to the host team, the visiting team is not ready to begin within 30 minutes of the scheduled starting time. Be aware of state association policies concerning this issue.
  - A team refuses to continue competition after the meet has started.
  - A coach has been ejected from the competitive area and no authorized school personnel are present to assume responsibility for the team.

- For all meets, be familiar with the NFHS Lightning Guidelines and be prepared to stop or suspend a meet when required. Be aware of any local host school or facility policy.

After the meet, the referee should:

- Check the scorer's calculations to ensure an accurate final score, sign the official scoresheet and record the time the meet was completed. This is the official score, unless a clerical error is discovered within 48 hours.

- If the state association requires, file reports for any disqualifications for unsporting conduct or other similar necessary reports.

- Discuss with the host meet management any concerns regarding the facility or other on-site concerns.

THE STARTER
Refer to NFHS Rule 4-3

The starter has the responsibility to ensure a fair start for all swimmers. This requires concentration, good reactions and confidence. The attributes of a good starter are being calm and consistent, in control of the starts and patient when activating the starting device. The starter is the only official who has a direct bearing on how a swimmer performs. Other officials react to the actions of the swimmers, but the swimmers react to the actions of the starter. Be aware of circumstances that may interfere with a fair start. Some of these might include excessive cheering by spectators or team personnel, cell phones, camera flashes, movements in the starting area by timers, et al., equipment problems or conflicts between people on deck, etc.

The starter should be familiar with best practices for swimmers and divers with disabilities in the event special accommodations have been provided by the state association.

Before the meet, the starter should arrive early enough to do the following:

- Become familiar with the starting end of the pool and be aware of any concerns that may interfere with the fair starts, i.e. traffic flow, obstructions, photographers, etc.

- Check the starting and recall equipment to become familiar with it.

- Be sure the volume of the sound system is adequate so all swimmers can easily hear the starting commands.

- Check the position of the strobe light to ensure it can be seen by all swimmers on the blocks, as well as the timers.

- Review starting procedures and protocol with the referee.

During the meet, the starter should:

- Have an unobstructed view of the swimmers on the starting blocks and be located within 5 feet +/- of where the side wall of the pool meets the end wall.

- Speak slowly and clearly and give the starting commands in a conversational tone. A good thought is that you are "inviting" the swimmer into a starting position. Avoid speaking rapidly and in sharp tones.

- Direct attention toward the entire field during and immediately after the start. The starter should NOT turn attention away from the swimmers to hang up the microphone immediately after starting the race.

- If a fair start is impossible to achieve after giving the "Take your mark" command, have the swimmers stand up. Give any reminders that may be needed to ensure a fair start and repeat the starting sequence. The referee may need to blow another long whistle and ask for quiet if there is crowd noise that, in the opinion of the starter, interferes with a fair start.

- Disqualify a swimmer at the completion of the heat if there is an observed non-compliant suit. Notify the coach, not the swimmer, if the infraction concerns suit coverage.

- Activate the recall device immediately if an entire race is being recalled due to an unfair start. If using the horn or other sounding device for the recall, be sure all swimmers have surfaced before discontinuing the sounding device so swimmers can hear the recall.

- Confer with the referee to confirm all false starts when a referee and starter are present, when requested.

- Keep track of the number of laps completed by the lead swimmer in the 500-yard/400-meter freestyle and discharge or ensure that the starter's designee discharges a sounding device when the lead swimmer in the 500-yard/400-meter freestyle has two lengths plus 5 yards remaining in the race.

- It is highly recommended that the starter record the unofficial order of finish for each heat.

STARTING INFRACTIONS AND NO-RECALL STARTING PROTOCOL

Subject to the discretion of the referee/starter, or referee and starter when dual confirmation is used, an infraction/false start occurs when a swimmer:

- Unnecessarily delays in reporting for the start, or in assuming a starting position (referee's duty);
- Does not step into the water feet first for an "in-water" start (referee's duty);
- Does not remain stationary immediately prior to the start; or
- Leaves the mark before the starting signal.

Swimmers in violation of any of these are disqualified from the event and shall not swim. However, when a swimmer leaves the mark before the starting signal, the race shall continue without recall if the starting signal has been given before the disqualification has been declared.

When TWO officials are using dual confirmation of a false start:
The referee shall:

- Upon observing a false start, record in writing the lane or lanes that have committed a false start.
- Activate the recall device immediately if an entire race is being recalled due to an unfair start.

- At the completion of the race, compare written records with the starter and, upon confirming that both have observed the same violation, disqualify the swimmer(s). He/she will also notify the swimmer(s) and coach(es) of the violation. An announcement may be made over the P.A. system.

The starter shall:

- Upon observing a false start, record in writing the lane or lanes that have committed a false start.

- At the completion of the race, compare written records with the referee, when requested, to confirm the potential violation.

When ONE official is determining a false start, the referee/starter shall:

- Upon observing a false start, raise one hand over the head with palm open as soon as possible after the start of the race, but before the swimmers have completed their first length, indicating the violation.

- At the completion of the race, notify the swimmer(s) and coach(es) of the violation. An announcement may be made over the P.A. system.

The referee or starter may recall the entire event/heat:

- When the start is such that the referee and/or starter is not satisfied that the race was properly started. It is not necessary to charge any swimmer with a false start under these conditions, although that may also occur.

- If all swimmers do not stop immediately, it is permissible for the referee to delay re-swimming the heat.

SUGGESTED PROTOCOL FOR VERBAL AND WHISTLE PREPARATORY COMMANDS

Verbal Preparatory Commands

- Suggested protocol for **forward** start when there is only **one official** (referee/starter):
    - To bring the swimmers to the starting area, the announcer or referee/starter announces the event/distance/heat, “This is the 200-yard freestyle, heat 2”;
    - Referee/starter blows a long whistle;
    - Immediately says, “Step up”;
    - If necessary, blows whistle or asks for quiet;
    - When swimmers are stationary, gives the command, “Take your mark”;
    - When swimmers are stationary, activates the starting signal.

  Note: If a swimmer(s) has not responded to the whistle indicating he/she should step up or step in, the referee/starter should give the verbal commands.

- Suggested protocol for **backstroke** start when there is only one official (referee/starter):
    - To bring the swimmers to the starting area, the announcer or referee/starter announces the event/distance/heat, "This is the 200-yard medley relay, heat 2";
    - Referee/starter instructs the swimmers to, "Step in";
    - When the swimmers have surfaced, blows a long whistle to have the swimmers return to the wall and instructs the swimmers to "Place your feet";
    - If necessary, blows whistle or asks for quiet;
    - When swimmers are stationary, gives the command, "Take your mark";
    - Observes whether or not any feet or toes are above or curling over the gutter or pool's edge;
    - When swimmers are stationary, activates the starting signal.

  Note: The referee/starter may give the command, "Place your feet," after blowing the second long whistle and before giving the "Take your mark" command.

- Suggested protocol for referee **forward** start when there is **a referee and starter**:
    - To bring the swimmers to the starting area, the announcer or referee announces the event/distance/heat, "This is the 50-yard freestyle, heat 2";
    - Referee blows a long whistle;
    - Immediately says, "Step up";
    - If necessary, blows whistle and asks for quiet;
    - The referee turns the start over to the starter;
    - If necessary, blows whistle or asks for quiet;
    - When swimmers are stationary, gives the command, "Take your mark";
    - When swimmers are stationary, activates the starting signal.

Note: If a swimmer(s) has not responded to the whistle indicating they should step up or step in, the referee/starter should give verbal commands.

- Suggested protocol for referee **backstroke** start when there is **a referee and starter**:
    - To bring the swimmers to the starting area, the announcer or referee/starter announces the event/distance/heat, "This is the 200-yard medley relay, heat 2";
    - Referee instructs the swimmers to, "Step in";
    - When the swimmers have surfaced, either blows a long whistle to have the swimmers return to the wall and/or advises them to place their feet;
    - If necessary, blows long whistle or asks for quiet;
    - The referee turns the start over to the starter;
    - Gives the command, "Place your feet";
    - When swimmers are stationary, gives the command, "Take your mark";
    - Observes whether or not any feet or toes are above or curling over the gutter or pool's edge;
    - When swimmers are stationary, activates the starting signal.

Whistle Preparatory Commands

- Suggested protocol for **forward** start when there is only **one official** (referee/starter):
    - To bring the swimmers to the starting area, the referee/starter blows a short series of whistles (no fewer than 4) followed by the announcer or referee/starter announcing the event/distance/heat, "This is the 200-yard freestyle, heat 2";
    - When all swimmers have approached the blocks, the referee/starter blows a long whistle for the swimmers to step onto the blocks and take their positions;

- When swimmers are stationary, gives the command, “Take your mark”;
- When swimmers are stationary, activates the starting signal.

Note: If a swimmer(s) has not responded to the whistle indicating they should step up or step in, the referee/starter should give the verbal commands.

- Suggested protocol for **backstroke** start when there is only **one official** (referee/starter):
  - To bring the swimmers to the starting area, the referee/starter blows a short series of whistles (no fewer than 4) followed by the announcer or referee/starter announcing the event/distance/heat, “This is the 200-yard medley relay, heat 2”;
  - When all swimmers have approached the side of the blocks, the referee/starter blows a long whistle for the swimmers to step into the water feet first;
  - When all swimmers have surfaced, blows a second long whistle to have the swimmers return to the wall and assume their starting positions;
  - If necessary, blows another long whistle and asks for quiet;
  - When swimmers are stationary, gives the command, “Take your mark”;
  - Observes whether or not any feet or toes are above or curling over the gutter or pool’s edge;
  - When swimmers are stationary, activates the starting signal.

  Note: The referee/starter may give the command, “Place your feet,” after blowing the second long whistle and before giving the “Take your mark” command.

- Suggested protocol for referee **forward** start when there is **a referee and starter**:
  - To bring the swimmers to the starting area, the referee blows a short series of whistles (no fewer than 4) followed by announcer or referee/starter announcing the event/distance/heat, “This is the 50-yard freestyle, heat 2”;
  - When all swimmers have approached the blocks, the referee blows a long whistle for the swimmers to step onto the blocks and take their positions;
  - If necessary, the referee blows another long whistle and asks for quiet;
  - The referee turns the heat over to the starter;
  - If necessary, the referee blows whistle or asks for quiet;
  - When swimmers are stationary, the starter gives the command, “Take your mark”;
  - When swimmers are stationary, the starter activates the starting signal.

  Note: If a swimmer(s) has not responded to the whistle indicating he/she should step up or step in, the referee/starter should give the verbal commands.

- Suggested protocol for referee **backstroke** start when there is **a referee and starter**:
  - To bring the swimmers to the starting area, the referee blows a short series of whistles (no fewer than 4) followed by the announcer or referee/starter announcing the event/distance/heat, “This is the 200-yard medley relay, heat 2”;
  - When all swimmers have approached the side of the blocks, the referee blows a long whistle for the swimmers to step into the water feet first;
  - When all swimmers have surfaced, the referee blows a second long whistle to have the swimmers return to the wall and assume their starting positions;
  - If necessary, the referee blows another long whistle and asks for quiet;
  - The starter Gives the command, “Place your feet”;
  - When swimmers are stationary, the starter gives the command, “Take your mark”;
  - The starter Observes whether or not any feet or toes are above or curling over the gutter or pool’s edge;
  - When swimmers are stationary, the starter activates the starting signal.

Note: If a swimmer(s) has not responded to the whistle indicating they should step up or step in, the referee/starter should give the verbal commands.

ADDITIONAL MEET OFFICIALS

Meet management has the responsibility to ensure there are enough officials to properly administer the meet. The recommended minimum number of deck swimming officials is two. Officials have the responsibility to observe swimmers in all lanes throughout the pool. The following is an explanation of the duties of the deck officials.

Stroke judges should: *(Refer to NFHS Rule 4-4)*

- Observe swimmers within their jurisdiction only.

- From the start of the race, examine the swimming strokes, within their area or jurisdiction, from end wall to end wall. If the facility allows, officials must walk the deck to cover this area in order to adequately observe violations. Signal any observed violations by immediately raising one hand overhead with open palm.

- Be in position to see the heads (chin to the top of the head) of the swimmers in the freestyle, backstroke and butterfly break the surface of the water at, or before, the 15-meter mark. Be in position to see the heads (chin to the top of the head) of the swimmers in the backstroke finish where the swimmer may resubmerge for the finish no sooner than the 5-yard/5-meter mark.

- Walk at a pace that keeps them abreast or slightly behind the swimmers in their jurisdiction. As the field spreads out during the race, stay slightly behind the lead swimmers, but do not lose sight of the trailing swimmers.

- Record any observed violations at the completion of each heat and report them to the referee immediately following the race.

- Some pool configurations (e.g. L-shaped pools) make observing strokes difficult for a portion of the pool. In such cases, the referee may assign stroke judge jurisdictions that are symmetrical and may include stroke judging from pool ends in certain circumstances.

Turn judges should: *(Refer to NFHS Rule 4-5)*

- Observe swimmers within their jurisdiction only, which is typically between the backstroke flags into the wall and back out to the backstroke flags.

- Be in position (preferably in line with, and directly above, the end wall) to observe the last stroke prior to the turn, the turn, and the first full stroke after the turn.

- Observe the finishes of the swimmers in their assigned lanes.

- Signal any observed violations by immediately raising one hand overhead with open palm and report them to the referee immediately following the race.

- Record any observed violations at the completion of each heat and report them to the referee immediately following the race.

- In the individual medley, turns that transition from one stroke to the next must be use the finish rules of the stroke being completed.

Relay takeoff judges should: *(Refer to NFHS Rule 4-6)*

- Observe swimmers within their jurisdiction only, which is typically the nearer half of the pool at the starting end.

- Be in position (approximately where the side wall meets the end wall) to observe first the feet on the takeoff of the departing swimmers, then the touch of the incoming swimmers' hands and shall judge whether the swimmer is in contact with the platform when the incoming swimmer touches the end of the pool.

- *In meets where dual confirmation is NOT used,* signal a relay takeoff violation by raising one hand over the head with an open palm, immediately upon observing a violation. The official should continue to give the signal until the referee has had an adequate amount of time to see it. The official shall record, in writing, the order number of the swimmer committing the violation and the lane in which it occurred. Immediately following the race, any violations should be reported in writing to the referee.

- *In meets where dual confirmation IS used,* the officials designated to observe relay takeoffs shall independently record the number of the swimmer committing the relay takeoff violation and the lane in which it occurred. The side judge should not signal for a relay takeoff violation until the last swimmer in the heat is in the water. The official should continue to give the signal until the referee, if more than one official is present, acknowledges the signal or sufficient time has been given for such communication to have been observed. The official shall record in writing the order number of the swimmer committing the violation and the lane in which it occurred. Immediately following the race, any violations should be reported in writing to the referee.

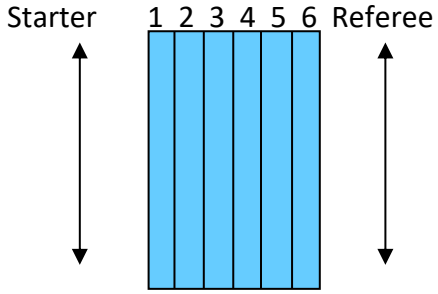
POSITIONING OF OFFICIALS

The referee shall determine the positioning and jurisdiction of all deck officials. The positioning and jurisdiction will depend on the number of officials being used and the pool configuration. Any positioning protocol adopted should provide for consistent viewing of turns, strokes and finishes in all lanes. Pre-meet communication between officials is essential to be sure swimmers in all lanes throughout the pool will be observed during the meet. Officials should be sure to position themselves to fairly and consistently cover the pool so that all swimmers are treated fairly regardless of proximity to officials.

The following information and diagrams provide suggestions for the positioning and jurisdiction of officials with various pool configurations. The referee has the authority to establish jurisdiction of officials – the following diagrams are illustrative only and do not imply that it is required jurisdiction assignment in a given configuration.

Configuration A:

For a rectangular 25-yard pool, both the referee and starter will be on opposite sides of the pool at the starting end for starts and relay exchanges, if dual confirmation is being used, in order to independently confirm legal starts and relay exchanges. If possible, the referee should be closest to the meet management software operator for the most effective and efficient management of the meet.



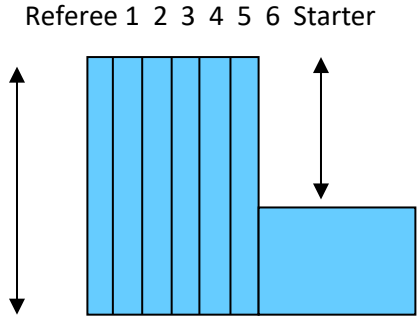
Configuration A

For the individual events, both officials will typically walk the length of the pool to judge strokes and turns. The referee may determine that the referee or starter will stay in the nearer half of the pool throughout the race to observe turns in all lanes, while the other official walks the length of the pool to observe strokes and turns at the far end of the pool in all lanes. There may be times when the referee determines that the referee and starter cover the half of the pool closest to them so there is more consistent coverage of all lanes as the swimmers become more spread out during a race. At the conclusion of the race, the referee must be in position near the starting end to independently determine the order of finish.

For relay events, the referee and starter should both be in position at the starting end of the pool for dual confirmation on all relay takeoffs. While observing relay takeoffs in events other than freestyle relays, both officials should also observe that the proper stroke is being swum after the swimmers enter the water. The referee may direct the starter to use his/her discretion regarding being at the finish end, versus observing other swimmers in the pool, if a close finish is not anticipated.

Configuration B:

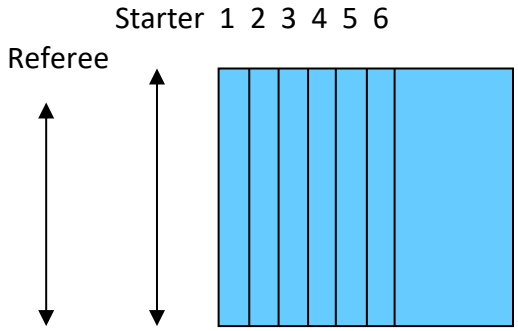
For an L shaped pool, both the referee and starter will be on opposite sides of the pool at the starting end for starts and relay exchanges, if dual confirmation is being used, in order to independently confirm legal starts and relay exchanges. If possible, the referee should be closest to the meet management software operator for the most effective and efficient management of the meet. The referee is typically located where he/she can walk the entire length of the pool to call stroke violations and turn violations on the far end of the pool and the starter is on the opposite side to call stroke violations and turn violations on the starting end of the pool. The positioning of the referee and starter may be dependent upon the location of the timing system operator. At the conclusion of the race, the referee and starter must be in position near the starting end to independently determine the order of finish.



Configuration B

Configuration C:

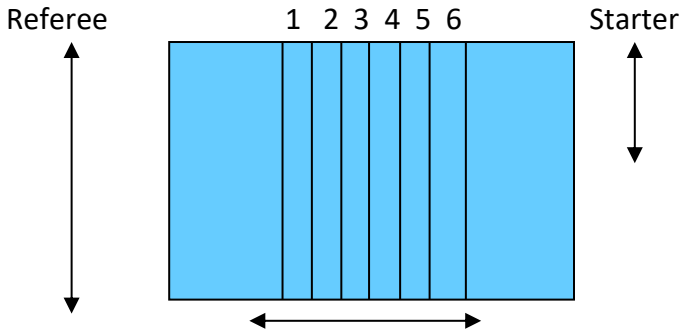
For a pool that is wider than the number of lanes being used for the competition, and the competition lanes are not in the middle of the pool, both the referee and starter will be at the starting end for starts and relay exchanges, if dual confirmation is being used, in order to independently confirm legal starts and relay exchanges. If possible, the referee should be closest to the meet management software operator for the most effective and efficient management of the meet. The referee will typically walk the length of the pool to call stroke violations and return to the starting end to call turn and stroke violations and be in position for the finish. The starter typically goes to the turn end of the pool to call turn and stroke violations. The positioning of the referee and starter may be dependent upon the location of the timing system operator. At the conclusion of the race, the referee and starter must be in position near the starting end to independently determine the order of finish.



Configuration C

Configuration D:

For a 25-yard by 50-yard/meter pool where the competition lanes are in the middle of the pool, it is advisable to have 3 officials. Both the referee and starter will be on opposite sides of the pool at the starting end for starts and relay exchanges, if dual confirmation is being used, in order to independently confirm legal starts and relay exchanges. If possible, the referee should be closest to the meet management software operator for the most effective and efficient management of the meet. The referee will typically walk the length of the pool while the starter stays at the nearer half of the pool. A stroke and turn judge is located at the turn end of the pool. The positioning of the referee and starter may be dependent upon the location of the timing system operator. At the conclusion of the race, the referee and starter must be in position near the starting end to independently determine the order of finish.

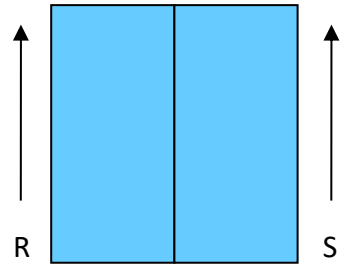


Configuration D

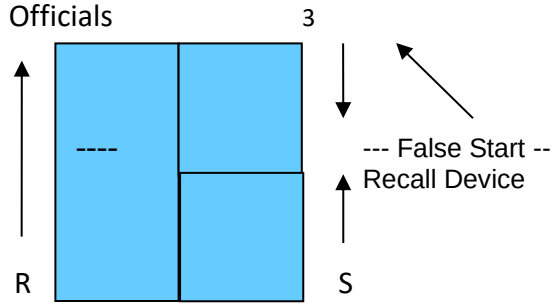
Other Configurations:

R = Referee; S = Starter

2 Officials

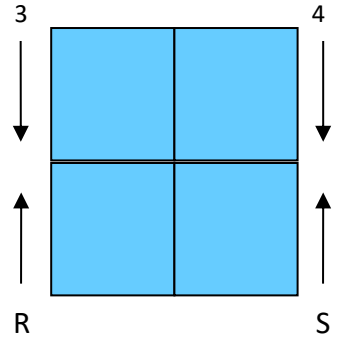


3 Officials

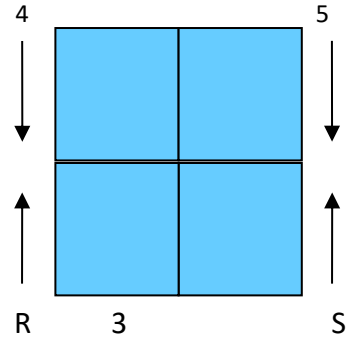


3rd official tends false start – recall device and return to end of pool

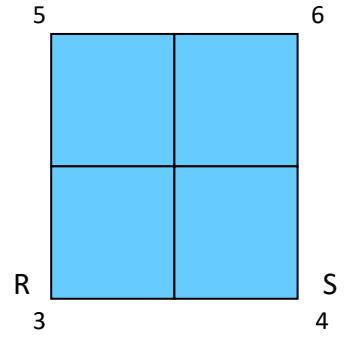
4 Officials (Invite)



5 Officials (Conference/Invite)



6 Officials



SWIMMING ANNOUNCER
Refer to NFHS Rule 4-13

The announcer helps control the flow of the meet, keeps the meet moving on schedule, makes appropriate announcements and informs swimmers, divers, coaches and spectators regarding the status of the meet. The announcer should be knowledgeable in all aspects of swimming.

Before the meet, the announcer should:

- Become familiar with the P. A. system and make sure the volume is adequate.
- Discuss with meet management the schedule for team introductions, National Anthem, announcements concerning concessions, etc.
- Confirm with the referee the starting protocol being used.
- Remind spectators to turn off, or silence, pagers and cell phones to ensure a fair start for all swimmers.
- Inform spectators of policies regarding the use of flash photography at the start of a race. Also inform spectators that there is no photography allowed behind the starting block area at any time.
- Where possible, seek out proper pronunciation of names of competitors.

During the meet, the announcer should:

- Announce each event in the manner prescribed by the referee. If possible, introduce the swimmers by lane before each heat, or after the start of the event.
- Be sure exhibition swimmers are properly announced as such prior to the race.
- Assist the referee in silencing the crowd, if requested.
- Be aware of where the referee is at all times in the event he/she needs your attention.
- Be aware of possible record setting performances and announce those performances, state standards, national time standards and All-American standards.
- Announce the results of each event, from last place to first place, including disqualifications.
- Make appropriate announcements to assist competitors, coaches and spectators of the progress of the meet.
- For the 500-yard/400-meter freestyle, ask the lap counters to report to the end of the pool immediately following the 100-yard freestyle.

- Announce awards presentations, if applicable.

- Announce intermediate scores throughout the meet and before the final relay and final score.

- Make other announcements, such as location of the concession area or results of other contests of local interest (i.e., football, basketball, wrestling, etc.) only when those announcements will not interrupt the flow of the meet or be a distraction to the competitors. Such announcements should be cleared with the referee prior to the meet.

After the meet, the announcer should:

- Recognize key personnel who helped with the meet.

- Announce the final team scores.

- Thank everyone for attending the meet.

TIMING EQUIPMENT OPERATOR
Refer to NFHS Rule 4-8

The timing equipment operator is responsible for all timing equipment, including the scoreboard. The timing equipment operator reports to the referee or designee. Ideally, the timing equipment should be located on the referee's side of the pool and in such a way that the timing equipment operator is able to view all turns and finishes.

The timing equipment operator should:

- Ensure all timing equipment starts properly and properly registers all turns and finishes for each lane.

- Assure the timing system is registering each lap completed for each swimmer and add or subtract touches as necessary.

- Observe whether each swimmer touches the finish pad.

- Report to the referee any discrepancies, including more than 0.3 (three-tenths) of a second difference between the pad times and back up times, missed touch on the finish pad, pad that does not register, or any system problem that could affect the accuracy of the times.

SCORER
Refer to NFHS Rule 4-12

The scorer should:

- Record the official time, order of finish, contestant(s) name, team and points scored for each event. Assist, if necessary, in the tabulation of diving scores.

- Keep cumulative team scores throughout the meet.

- Operate, or assist in operating, the visible scoring device.

MEET MANAGEMENT SOFTWARE OPERATOR
Refer to NFHS Rule 4-10

In meets where meet management software is used, the meet management software operator reports to the referee. The meet management software operator is responsible for seeding the meet, if necessary, and producing event or heat sheets for each race. The meet management software operator should assist the referee in determining if individual entry limitations have been violated. The meet management software operator is to ensure the final results include the diving results in the meet score. The meet management software operator may also be responsible for scoring the meet and producing result sheets, which include final team scores, at the end of the meet.

TIMERS
Refer to NFHS Rule 4-9

Swimmers are swimming to achieve a time which in turn determine their placements and whether they move on to the next round or qualify for future competition. Thus, role of the timing team is critical to the conduct of swim meet.

The chief timer should (head meet timer):

- Instruct each lane timer on how to time a race, read the watch, when to reset the watch and how to determine the official time.

- Have multiple watches running to replace any malfunctioning watch during each race.

A head lane timer should be assigned to each lane and should:

- Record the times for the assigned lane and deliver the time card to the chief timer. Record all times in their lane to the hundredth of a second (.01). Do not record any digits on the stopwatch beyond the hundredths of a second.

- Record the times from timers in the same order race after race.

- Assist the referee in determining if the swimmer has properly finished the race.

- When automatic timing is being used, be the operator of the primary back-up button.

- For the 500-yard/400-meter freestyle, keep a written tally of the number of laps completed by the swimmer in that lane. This can be accomplished by using the meet program, lane heat sheet (on the back of the timer's card), or a timesheet.

Lane timers should:

- Become familiar with the stopwatch and back-up button being used and know whether the back-up button is pushed only at the end of the race or at the beginning and end of the race.

- Be alert at all times.

- Be impartial and not cheer for swimmers during a race, as lane timers are considered meet officials.

- If there is no back-up button, use the index finger on the dominant hand to start and stop the stopwatch. If operating both the stopwatch and the back-up button, use the index finger of the non-dominant hand to activate and stop the back-up watch and the index finger on the dominant hand to stop, or activate and stop, the back-up button. Push and release the button with no hand or arm movement.

- Watch the starter's console at the start of each heat. Start the watch upon seeing the illumination of the strobe light. If no strobe is available, activate the watch at the sound of the starting device. Do not remain close to the end of the pool during a race (except for the 50-yard freestyle). Approach the starting end after the swimmer makes the final turn.

- If there is a heat sheet or program provided, timers may be asked to confirm the correct swimmer has reported to their lane by asking for the swimmer's name.

- Start the watch for every race even if no swimmer is in their lane so it can be used if another watch does not start.

- Notify the head lane timer in their lane if the watch does not start at the beginning of the race.

- Be in position, looking over the edge of the pool, at the finish end of their lane to observe the finish of the race, even if the touch occurs well under the water. A legal finish occurs when the swimmer touches the finish pad or the end wall. Timers should watch closely enough to tell the referee where the swimmer touched. However, timers should stop their watches and press the backup button the instant any part of the swimmer touches the end wall at the finish without regard to whether it appears to have been a legal touch or not. The wall is interpreted as the vertical portion of the pool, contiguous surfaces of the deck and overflow gutter, the front portion of the starting block or platform, or the touchpad at the end of the course. The wall does not include those spaces on the side of the blocks or the open space of the gutter.

- Provide the time to the head lane timer, who shall record it.

- Notify the head timer in their lane if their watch time is more than 0.3 (three-tenths) of a second slower or faster than the time on the display board.

- Not clear their watches until the time has been recorded, or until they have been directed to do so by the referee or head timer.

LAP COUNTERS
Refer to NFHS Rule 3-4

Lap counters for the 500-yard/400-meter freestyle are most often teammates of the competing swimmers. They are not meet officials, but must understand the importance of their job. Lap counters are not only performing an important function for the competitor in their lane, but also for the referee and head lane timer.

Only one lap counter is permitted per lane. If a swimmer is not using a lap counting device for a particular lane, no one should be allowed at the turn end of that lane.

Lap counters should:

- Arrive immediately when instructed to do so by the referee or announcer. Lap counters are only allowed at the non-starting end of the pool.
- Remain within the lateral limits of the lane for which they are counting.
- Always keep the correct number(s) on the counter facing the starting end of the pool.
- Change the count after the swimmer turns at the starting end of the pool.
- Turn the counter to show all orange on the final turn.
- Do not give splits or place in the race.
- Always place the counter as close to the end wall as possible and remove it from the pool prior to the swimmer starting the turn.
- Not enter the water to retrieve a dropped lap counting device without permission of the referee.
- Remain in place until the race is over, return the lap counters to the beginning position, and leave the counters on the pool deck when the race is over.

SUGGESTED PROTOCOLS FOR ELECTRONIC RELAY JUDGING EQUIPMENT

Refer to NFHS Appendix B

- In non-championship meets, at least two relay takeoff judges must be assigned to observe the relay exchanges.

- In championship meets, a relay takeoff judge shall be assigned to observe relay exchanges in no more than four lanes.

- If the electronic relay judging equipment detects an exchange differential (takeoff pad time minus finish pad time) of -0.09 through +0.09 second inclusive, from the manufacturers starting point, the decision(s) of the relay takeoff judge(s) shall be considered to confirm a disqualification. The determination of the electronic relay judging equipment shall be official when indicating an exchange differential of -0.09 through -0.01 seconds from the manufacturer's starting point, if confirmed by at least one takeoff judge. If the electronic relay judging equipment indicates values of 0.00 through +0.09 seconds, there shall not be a rules violation and the observations of the takeoff judges are not considered.

- If the electronic relay judging equipment records an exchange differential outside the range -0.09 through +0.09 second from the manufacturer's starting point, a disqualification shall occur if there is confirmation of a rules violation: (a) by the electronic relay judging equipment and either takeoff judge; or (b) dual confirmation by the takeoff judges.

- An alleged rules infraction that is observed by either takeoff judge shall be recorded immediately in writing. Each relay takeoff judge who observes an alleged rules violation shall wait until the last competitor of the heat is in the water before signaling an observed violation by raising a hand overhead, with open palm.

Appendix A

RELAY TAKEOFF CARD

Event # _____ Heat # _____
Circle one: (**SIDE** or **LANE**)

	Swimmer Number
Lane 1	1 2 3 4
Lane 2	1 2 3 4
Lane 3	1 2 3 4
Lane 4	1 2 3 4
Lane 5	1 2 3 4
Lane 6	1 2 3 4
Lane 7	1 2 3 4
Lane 8	1 2 3 4

Place an **X** through the lane & swimmer in violation or **circle** the lane & swimmer not in violation.

_____
Signature

RELAY TAKEOFF CARD

Event # _____ Heat # _____
Circle one: (**SIDE** or **LANE**)

	Swimmer Number
Lane 1	1 2 3 4
Lane 2	1 2 3 4
Lane 3	1 2 3 4
Lane 4	1 2 3 4
Lane 5	1 2 3 4
Lane 6	1 2 3 4
Lane 7	1 2 3 4
Lane 8	1 2 3 4

Place an **X** through the lane & swimmer in violation or **circle** the lane & swimmer not in violation.

_____
Signature

Appendix B

FALSE START CARD

Event # ____ Heat # _____

LANE #

1

2

3

4

5

6

7

8

Place an **X** through the lane and swimmer in violation.

FALSE START CARD

Event # _____ Heat # ____

LANE #

1

2

3

4

5

6

7

8

Place an **X** through the lane and swimmer in violation.

Appendix C

SAMPLE BALLOT FINISH FORM

The following form may be used for the ballot system of determining places when automatic or semiautomatic timing systems fail or when manual timing is the primary timing system.

Lane:	1	2	3	4	5	6	7	8	9	10
Referee's Pick	____	____	____	____	____	____	____	____	____	____
Starter's Pick	____	____	____	____	____	____	____	____	____	____
Timed Place	____	____	____	____	____	____	____	____	____	____
Total Points	____	____	____	____	____	____	____	____	____	____
Order of Finish	____	____	____	____	____	____	____	____	____	____

The competitor who procures the lowest point total when adding the rundowns of the starter and the referee and the time rundown is declared the winner.

The competitor with the second lowest total is awarded 2nd place and this practice is continued for all competitors.

If two or more competitors have the same sum total, they tie for that position, the lower position(s) are left vacant.

In case of a tie by two or more competitors for any place scoring in an event, the points for all places involved in the tie shall be divided equally among the tying competitors.

Appendix D

LAP COUNT SHEET – 6 LANE POOL

Note: Discharge sounding device when lead swimmer is 5 yards before distance underlined.

EVENT:			HEAT:			12		16	**X**	20
Lane	50	100	150	200	250	300	350	400	450	500
1										
2										
3										
4										
5										
6										

EVENT:			HEAT:			12		16	**X**	20
Lane	50	100	150	200	250	300	350	400	450	500
1										
2										
3										
4										
5										
6										

EVENT:			HEAT:			12		16	**X**	20
Lane	50	100	150	200	250	300	350	400	450	500
1										
2										
3										
4										
5										
6										

EVENT:			HEAT:			12		16	**X**	20
Lane	50	100	150	200	250	300	350	400	450	500
1										
2										
3										
4										
5										
6										

EVENT:			HEAT:			12		16	**X**	20
Lane	50	100	150	200	250	300	350	400	450	500
1										
2										
3										
4										
5										
6										

Appendix E

LAP COUNT SHEET – 8 LANE POOL

Note: Discharge sounding device when lead swimmer is 5 yards before distance underlined.

EVENT:			HEAT:			12		16	**X**	20
Lane	50	100	150	200	250	300	350	400	450	500
1										
2										
3										
4										
5										
6										
7										
8										

EVENT:			HEAT:			12		16	**X**	20
Lane	50	100	150	200	250	300	350	400	450	500
1										
2										
3										
4										
5										
6										
7										
8										

EVENT:			HEAT:			12		16	**X**	20
Lane	50	100	150	200	250	300	350	400	450	500
1										
2										
3										
4										
5										
6										
7										
8										

EVENT:			HEAT:			12		16	**X**	20
Lane	50	100	150	200	250	300	350	400	450	500
1										
2										
3										
4										
5										
6										
7										
8										

Appendix F

OFFICIAL'S SCORESHEET

DATE: _____

MEET: _____ vs _____

ODD LANES: _____ EVEN LANES: _____

SCORE: _____

Event	Girls Finish Order	Boys Finish Order	Home		Visitor	
			G	B	G	B
200 Med Relay						
200 Free						
200 IM						
50 Free						
Diving						
100 Fly						
100 Free						
500 Free						
200 Free Relay						
100 Back						
100 Breast						
400 Free Relay						

6 lane pool 6-4-3-2-1; 8-4-2 **Circle a DQ

Appendix G

SAMPLE PRE-MEET MEETING INFORMATION EXCHANGES

A pre-meet meeting is required between the referee, starter (and often the head timer) and the coaches and team captains. This is ideally a single meeting but can be divided into two meetings if logistically necessary. Below are the items and topics recommended to be covered at the meeting or meetings:

***Pre-Meet Coaches Meeting*:**
The meeting should occur with at least one coach per team approximately 20 – 30 minutes before meet starts. It is best to have this occur off the deck or at the very least in a location where interruptions are limited.

- Introduce yourself and fellow officials in attendance;
  - Review any rule changes from previous year.
- Discuss the following:
  - Coaches verify that the competitors properly and legally attired according to current NFHS rules (3-3-5);
  - Sportsmanship is emphasized by (local state association) and NFHS before, during and after the meet/competition;
  - Any time constraints or facility limitations that will have an impact on the meet;
  - Remind coaches it is important that one aspect of warm up include becoming aware of where the markings are in relationship to the end walls so that competitors are able to turn safely.
  - National anthem or any other pre-meet ceremonies at the start of the meet;
  - Time the meet will start;
  - Type of starting device that will be used and what the recall signal will be;
  - Starting protocol in operation including how the event will be announced/called to the blocks;
  - When and where the timer meeting will be;
  - Who will be running the scorer's table;
  - How entries/changes to entries are to be handled;
  - Lane assignments or seeding information;
  - Exhibition swimming heats;
  - Review warm down procedures;
  - Legal suits and caps, and the procedure if an illegal suit or cap is discovered;
  - Ask if any of the swimmers are wearing "Kinesio "or other tape, and request documentation;
  - Athletes requiring special accommodations and documentation;
  - Questions about new rules or interpretations of existing rules.
- Ask for help of coaching staff and captains helping quiet things down once the four short whistles are sounded;
- Ask for assistance in keeping a clear path to move up and down the sides of the pool;
- Remind coaches that if there are questions or concerns about disqualifications, they must direct those to the referee and not to individual officials;

- If the captains have not been part of this meeting, when and where that meeting will occur; if the captains are a part of the meeting, ensure that the points below are covered.

Pre-Meet Captain's Meeting:

It is preferred that the captains and coaches meet together for the pre-meet meeting; however, if the captains are not part of the coaches meeting, the referee must meet with at least one captain from each team approximately 5 minutes before the meet starts.

- Introduce yourself and any other officials in attendance; have captain(s) introduce themselves;
- Emphasize that sportsmanship is the hallmark of high school sports and that no competitor will be allowed to display unsportsmanlike or unsporting conduct such as making derogatory remarks, gestures, tossing goggles after a race or taunting; ask for captains' assistance in reminding teammates of this;
- Remind captains it is important that one aspect of warm up include becoming aware of where the markings are in relationship to the end walls so that competitors are able to turn safely.
- Ask captains to help make sure everyone is in legal suits and caps;
- Warm-down procedures—if the procedure is for swimmers to warm down one length after all competitors have finished each race or event, ask for assistance in using time efficiently;
- Questions about new rules or interpretations of existing rules;
- Ask that captains share information with teammates.

Pre-Diving Meeting:

The meeting is to be conducted with all divers and coaches by the official who will be the Diving Referee.

- Review any rule changes from previous year;
- Note that everyone will get two practice approaches with or without water entries before competition commences;
- Ask divers to know their order in diving rotation (naming the "on-deck" diver by the announcer is encouraged) and pay attention so are ready to go when is their turn;
- Ask divers to please start adjusting the board or have a teammate adjust the board as soon as previous diver has gone;
- Emphasize that divers must listen carefully to the dive as it is announced; if any problem, STOP and ask;
- Discuss how many judges—and whether any of the coaches are needed to fill out the complement of judges;

Appendix H

MEET ANNOUNCEMENT CONTENT

Meet announcements provide detailed and specific information about individual swim meets. For most multi-team meets, announcements supplement the administrative procedural rules contained in the Rules Book.

While formats may differ, the meet announcement should include the following:

1. Date/Time/Place.
    a. Meet Date(s);
    b. Warmup Time;
    c. Meet Start Time (preliminaries and finals if needed).
2. Facility Information.
    a. Facility Name;
    b. Address;
    c. Directions to the pool;
    d. Distance being contested (SCY, SCM, or LCM);
    e. Number of lanes to be used for competition (note if different for prelims and finals);
    f. Timing system used for competition;
    g. Relay Judging Platforms to be used, or not used.
3. Meet Type – Dual, Tri, Triple Dual, Multi-Team, etc.
4. Rules – include here any state association-adopted rules, policies and procedures.
5. Entry Process and Deadline.
    a. Electronic (include email for entry submission);
    b. Paper (include email, mail, Fax #, etc.);
    c. Deadline for submission;
    d. Meet Entry point of contact and contact information;
    e. Fees, if any; when due; to whom payable (also late fees or deck entry fees if any);
    6. Seeding – Timed Finals or Prelim/Finals;
    a. Lane assignments by school or by seed;
    b. Scratch process for preliminary rounds;
    c. Progression to finals and number of finals heats (finals, consolation, bonus, etc.);
    d. Scratch deadline;
    e. Use of alternates in finals.
7. Scoring.
8. Awards.
9. Order of Events – Listing with Qualifying Times if applicable.
    a. Breaks if planned.
10. Diving.
    a. Entry Process;
    b. Location/Time;
    c. Additional diving information.
11. Meet Director and contact information.
12. Meet Referee and Administrative Referee, if known.
13. Additional information as desired by the meet host or required by the State Association.

CONTRIBUTORS TO THIS PUBLICATION

Colorado High School Activities Association

California Interscholastic Federation

Delaware Swimming and Diving Officials Association

EMASS Swimming Officials Association

Indiana High School Athletic Association

Iowa High School Athletic Association

Michigan High School Athletic Association

Missouri State High School Activities Association

Members of the NFHS Swimming and Diving Rules Committees

National Interscholastic Swim Coaches Association

Nebraska School Activities Association

New York State Certified Swimming Officials Association

North Carolina High School Athletic Association

North Dakota High School Activities Association

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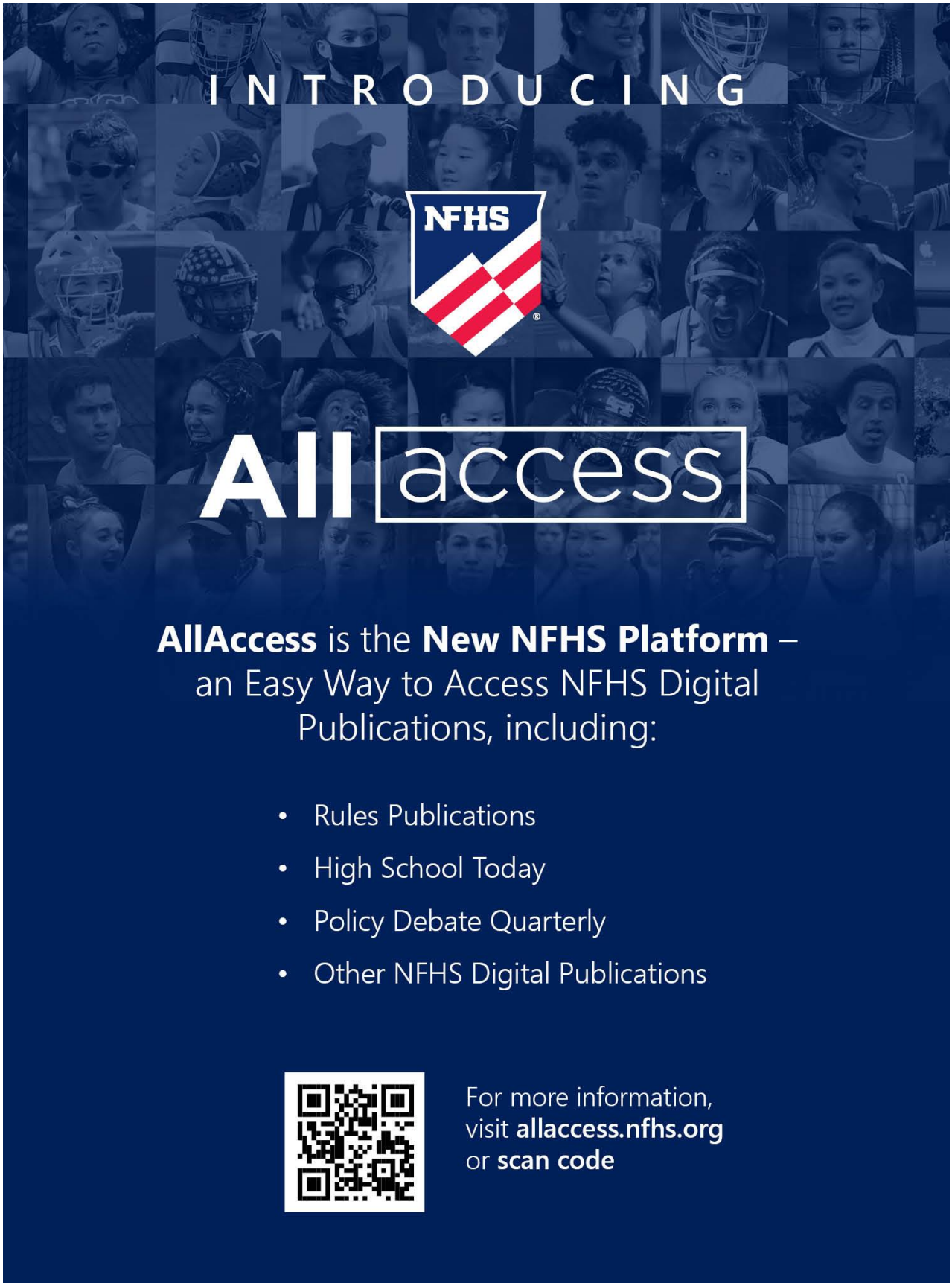
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