



Scottish Gas National Short Course Open Championships 2011

Inverness Aquadome, Inverness

Thursday 15 to Sunday 18 December 2011

Information for Technical Officials

National Championships Meet Convenor:- Margaret Riach

Meet Director: Liz Stewart

Meet Referee: David Downie (07775 991195)

STO Manager: Kevin Paterson (07752 142875)

Meet Treasurer: Pearl Pushon

Dear Official

Many thanks, on behalf of Scottish Swimming and Scottish Gas, for giving up your time to assist at these Championships. The meet would not be able to go ahead without your support. If you have any questions not covered in the notes or if your availability changes, please contact myself or Kevin (telephone numbers above).

General Information

Meet Licence No	L1/325/ND/DEC11
Accreditation	No meet accreditation will be issued. Please wear your current SASA STO membership cards (or ASA / WASA equivalent) & British Swimming License. Technical officials must wear their STO / Club Timekeeper registration Badge to access to the Changing Village & Poolside, including arriving at the pool in the morning.
Car Park	Car park passes will not be issued – please follow instructions of security staff (if present). Car park spaces will be limited – please try and car share if possible. Please park sensibly within the complex and do not block accesses and exits. Cars are parked at your own risk within the Complex.
Changing	Officials should use the dedicated Officials (Group) changing room or Changing Village area for changing, however, please use the lockers, belongings should not be left in changing cubicles. A 20p coin, refundable, is required.
Meals	Meal tickets will be provided to those officials who are eligible and will be required for entry to the Projectile Room for lunch and afternoon tea. Soup and a Roll, Tea/Coffee will be served at 16:00 on Thursday prior to session 1. (Projectile Room)
Expenses	The standard Scottish Swimming expenses criteria for National Events will apply and the Meet Treasurer (Pearl) will be responsible for paying expenses. <u>Please submit only one claim form for the whole event</u> and return forms as soon as possible to Kevin, indicating the last session at which you will be officiating (for payment purposes). Receipts will be required from anyone claiming overnight hotel accommodation (£30 per night) and should be attached to the claim form. The current mileage rate is 32p per mile and evening meal allowance is £15.
Poolside	Bottles of water will be supplied, however, you can also bring your own water bottle.

Access to the poolside for Technical officials will be through the changing village.

Please co-operate with the stewards by showing your Accreditation / STO pass when accessing restricted areas.

Session Times (amendments will be notified as necessary). Please send end of information for schedule of events

Session	Date	Event	Warm Up	Briefing	Start
1	Thurs 15 Dec 2011	Heats	15:30	16:25	17.00
2	Friday	Heats	07:00	08:10	08.45
3	16 December 2011	Finals	12.15	12:55	13.15
4		Heats	16:00	17:10	17:30
5	Saturday	Heats	07:00	08:10	08.45
6	17 December 2011	Finals	12.15	12:55	13.15
7		Heats	16:15	17:25	17:45

8	Sunday 18 Dec 2011	Heats Finals	07:00 11.45	08:10 12:55	08.45 13.15
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Health & Safety

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

Officials Dress Code

Please note that “whites” will be worn for morning and afternoon session.

The official (Blue) Scottish Swimming National’s polo shirt shall be worn for the finals sessions (Sessions 1, 4 , 7 & 9). It is **not** permissible to wear shorts.

Officials Meetings and Appointments

Officials appointments will be posted in the Lower Deck Lounge on a daily basis - please remember to sign in. The briefing on Thursday will be held in the Projectile Room at 16:25 to allow for the refreshments.

Thereafter meetings for Officials will be held in the Lower Deck Lounge **35 minutes** before the official start of the first session each day – 08:10 briefing for a 08:45 start on the remaining days.

Brief updates will be given 20 minutes before the afternoon and evening sessions.

If the Meet Referee is delayed for a briefing session one of the session referees will deputise.

It is not anticipated that we will need debrief meetings, however, if necessary these will be held after sessions.

Prior to the Briefings

Referees please check the pool and that there is a full complement of starters, stroke judges and chief officials.

Chief Inspector of Turns - please ensure that there you have a full complement of Inspectors of Turns.

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

Please advise Kevin if anyone has not signed in.

All Officials – please advise Kevin or myself if your name is not on the list.

Officials March on & March off (**This may well change as the weekend progresses!**)

Officials will march on to the poolside for every session - *please congregate at the turn end of the pool, in the corridor to the changing village* and be ready to enter the pool hall, in march order, **10 minutes** before the start of each session unless otherwise directed at a briefing session .

Please keep to the window side of the corridor to avoid blocking the swimmers access to the changing village.

Please line up in two lines – one line for the Referees, Starters, Stroke Judge (balcony side) and Start-End Officials and the other for the Turn-End Officials being lead by the far side stroke judge.

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

Officials will also march off when invited to do so at the end of each session – this will be after all presentations.

Headsets

The Referees, Stroke Judge (far side), Chief Inspector of Turns (both), Finish Judge (if allocated) and Chief Timekeeper will require headsets.

Please ensure that they are working when you get them and also on the poolside before the session starts.

After the morning, afternoon and finals sessions, please return the headsets to the Lower Deck Lounge.

Lanes

8 lanes will be used for heats and finals.

Infringements and Disqualifications

The Race Referee must be informed, verbally, **as soon as possible** if an infringement is going to be reported. They will not accept reports received after the result of a race has been declared.

Follow this up with a verbal report of the details of the infringement.

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

Please use the language of FINA and report what you saw.

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

It is the Referees responsibility to ensure that the FINA rule number is completed.

The Official making a report must keep their own note of the report in case there is a query or protest.

Swimmers will not be informed of disqualification by the referees – DQs will be announced as soon as possible by the announcer when confirmed by the Race Referee.

Starts

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

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

There may be some exceptions and referees will be informed during the sessions.

Call Room & Marshalling

Coaches and team managers will be issued with a timetable, for each session, for swimmers to report to the call room prior to their events. Failure to report to the call room in time will result in the swimmer being “withdrawn”. Call Room Marshals should inform the Referee, Announcers and Omega Box of any such withdrawal and also if reserves are being given a swim. This applies to heats and finals.

Marshalling will be strictly enforced and swimmers not marshalling or turning up late for their swim should not be allowed to swim.

Guidance to Officials

This event will be conducted under FINA Technical rules and Scottish Swimming Regulations.

➤ Referees

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

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

Please quickly confirm your acceptance of the result to the Omega Box (normally a thumbs).

Please confirm disqualifications to the “Omega Box” and the Announcers and pass DQ reports to the recorders.

Please try and keep to the published timetable – it affects when swimmers have to be in the Call Room.

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

There will be a supply of Disqualification Report slips at the Recorders desk.

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

➤ Starters

We will be operating with two starters per session, **normally taking event about** (not Boy/Girl)

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

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

➤ Chief Inspectors of Turns (CITs)

Do not signal to the referee after each start, turn and finish if there are no infringements.

Please ensure that you have Disqualification Report slips at the start of the session and return unused ones.

Please keep an eye on the Inspectors of Turns so that you can inform the Referee as quickly as possible if there is a report being made. Please follow this up over the headset with more detail of the report and then ensure the written report reaches the referee as soon as possible.

➤ Inspectors of Turns

Do not signal to the CIT after each start, turn and finish if there are no infringements.

Inspectors of Turns at the start end – please stand on the referee’s long whistle and move to the edge of the pool after the start in order to clearly observe the starts.

All Inspectors of Turns - once you have determined that a start, turn or finish complies with the rules and you are not making a report please stand back from the end of the lane. You do not need to sit down just stand back from the edge.

Inspectors of Turns wishing to report an infringement please remain standing at the end of your lane(s) and signal discretely to the Chief Inspector of Turns (CIT) that you are making a report. They will supply you with a Disqualification Report slip for you to complete and sign.

Relay Takeovers will be judged manually.

➤ **Stroke Judges**

Do not signal to the referee after each length or at the finish if there are no infringements.

Please ensure that you have Disqualification Report slips at the start of the session and return unused ones.

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

In freestyle events Stroke judges are not required to walk the course. Stroke Judges should liaise with each other to ensure that one will stand at 15m from the start end and one at 15m from the turn end.

For the other strokes, Stroke Judges should remember it is part of your duty to assist with the starts, turns and finishes as well as to release the false start rope (if required). Therefore please position yourself close to the 5m mark for the start of each race but ensure that your path is clear to the 15m mark in case you need to activate the false start rope. Please also ensure you are in line with the 15m markers as the swimmers approach the 15m mark to be able to safely call an infringement should a swimmer's head fail break the surface by this point.

Please remember to watch all the starts and finishes for relays, both medley and freestyle.

➤ **Chief Timekeepers (CT/Ks)**

The CT/K appointed for each session will be responsible for ensuring that equipment given out to timekeepers is returned at the end of each session. Please ensure you use 2 stopwatches and stop your watches on the fastest and slowest swimmer respectively in each race. Please be ready to quickly notify manual times to the Referee or Omega Box at the end of each race if requested to do so. The CT/K will also collect the start sheets and pass to the recorders.

➤ **Timekeepers**

Timekeepers should stand on the long blast of the Referee's whistle and at the end of the race shall operate the back up button and record the official time for their swimmer directly onto their start sheets.

Please record all times if more than one timekeeper, however, there is normal no need to work out the official time.

Please be ready to supply an official manual time (including averaging times) if and when asked.

➤ **Recorders**

Event/final results will come from the "Omega Box" and should be checked for records and accuracy.

Please keep a summary of all D/Qs and ensure that they are recorded in the results.

➤ **800 & 1500 metre individual events**

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

The Call Room Marshal will ask the swimmers which side of the lane they want their lap cards and advise the CIT. The CIT will be responsible for advising each Inspector of Turns accordingly.

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

General

Remember that we are here primarily for the swimmers benefit.

The event must be taken seriously and you must conduct yourself in a professional manner.

However, we are all volunteers and we should also try and enjoy ourselves at the same time.

David Downie

Meet Referee

Schedule of Events

Thursday, 15th December 2011	Saturday, 17th December 2011
Session 1 – Warm Up 15:30 Start 17:00 Mens 50m Butterfly (Heats) Womens 50m Butterfly (Heats) Mens 1500m Freestyle (HDW) Womens 800m Freestyle (HDW) B & A Finals - Mens 50m Butterfly B & A Finals - Womens 50m Butterfly	Session 5 – Warm Up 07:00 Start 08:45 Womens 200m Freestyle Mens 200m Butterfly Womens 100m Butterfly Mens 400m I.M. Womens 200m Backstroke Mens 200m Breaststroke Womens 100m Breaststroke Mens 100m Freestyle Womens 100m I.M.
Friday, 16th December 2011	
Session 2 – Warm Up 07:00 Start 08:45 Mens 200m Freestyle Womens 200m Butterfly Mens 100m Butterfly Womens 400m I.M. Mens 200m Backstroke Womens 200m Breaststroke Mens 100m Breaststroke Womens 100m Freestyle Mens 100m I.M.	Session 6 – Warm Up 12:15 Start 13:15 Girls 14/u 400m Freestyle (HDW) Boys 15/u 1500m Freestyle (HDW) Girls 14/u 400m I.M. (HDW)
Session 3 – Warm Up 12:15 Start 13:15 Boys 15/u 400m Freestyle (HDW) Girls 14/u 800m Freestyle (HDW) Boys 15/u 400m I.M. (HDW)	Session 7 – Warm Up 16:15 Start 17:45 Womens 50m Backstroke (Heats) Mens 50m Breaststroke (Heats) B & A Finals - Womens 200m Freestyle B & A Finals - Mens 200m Butterfly B & A Finals - Womens 100m Butterfly B & A Finals - Mens 400m I.M. B & A Finals - Womens 200m Backstroke B & A Finals - Mens 200m Breaststroke B & A Finals - Womens 100m Breaststroke B & A Finals - Mens 100m Freestyle B & A Finals - Womens 100m I.M. B & A Finals - Mens 50m Breaststroke B & A Finals - Womens 50m Backstroke Mens 4 x 50m Freestyle Relay (HDW) Womens 4 x 50m Freestyle Relay (HDW)
Session 4 – Warm Up 16:00 Start 17:30 Mens 50m Backstroke (Heats) Womens 50m Breaststroke (Heats) B & A Finals - Mens 200m Freestyle B & A Finals - Womens 200m Butterfly B & A Finals - Mens 100m Butterfly B & A Finals - Womens 400m I.M. B & A Finals - Mens 200m Backstroke B & A Finals - Womens 200m Breaststroke B & A Finals - Mens 100m Breaststroke B & A Finals - Womens 100m Freestyle B & A Finals - Mens 100m I.M. B & A Finals - Womens 50m Breaststroke B & A Finals - Mens 50m Backstroke Womens 4 x 100m Freestyle Relay (HDW) Mens 4 x 100m Freestyle Relay (HDW)	Sunday, 18th December 2011 Session 8 – Warm Up 07:00 Start 08:45 Womens 200m I.M. Mens 200m I.M. Womens 100m Backstroke Mens 100m Backstroke Womens 400m Freestyle Mens 400m Freestyle Boys 15/u 100m I.M. (HDW) Girls 14/u 100m I.M. (HDW)
	Session 9 – Warm Up 11:45 Start 13:15 Womens 50m Freestyle (Heats) Mens 50m Freestyle (Heats) B & A Finals - Womens 200m I.M. B & A Finals - Mens 200m I.M. B & A Finals - Womens 100m Backstroke B & A Finals - Mens 100m Backstroke B & A Finals - Womens 400m Freestyle B & A Finals - Mens 400m Freestyle B & A Finals - Womens 50m Freestyle B & A Finals - Mens 50m Freestyle Womens 4 x 50m Medley Relay (HDW) Mens 4 x 50m Medley Relay (HDW)