

IV - DUTIES OF OFFICIALS

(excerpts from PMSL Rules online)

Each of the assigned officials have specific duties assigned to them to provide a fair and well-run meet. (See Section I, Para. 9) A disqualification can be made only by the official within whose jurisdiction the infraction has been committed. The duties of the officials shall be as outlined in the applicable rule of the current USA SWIMMING Official Swimming Handbook. All officials shall be familiar with the content of the Handbook.

1. Referee

Any conduct which the Referee deems to be inherently unsafe to a swimmer or other individuals should be dealt with by appropriate sanction which may include disqualification or barring the offender from further competition or the meet area.

- a. The order of events, as stated in Section II, shall not be changed, added to, or altered, except by the Referee.
- b. He/she has full authority over all officials and shall assign, instruct, and qualify them. He/she shall enforce the rules and decisions of the PMSL, and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said Rules.
- c. Disqualifies competitors for any violations of the rules that he/she personally observes, such as:
 - 1) Obstructing another competitor by swimming across lanes or otherwise interfering shall disqualify the offender subject to the discretion of the Referee.
 - 2) No swimmer is permitted to wear any device to help his/her speed or buoyancy during an event.
- d. He/she shall provide a hand signal or verbally indicate to the Starter that Judges he/she is ready for competition to resume, the Judges and Timers are in position and that the course is clear before each start.
- e. He/she shall give a decision on any point where the opinions of the Judges differ. He/she may interfere in a competition at any stage after the start to ensure that the racing conditions are observed.
- f. Should a foul endanger the chance of success of a contestant, the Referee shall have the power to allow him/her to swim in the next round, or should the foul occur in the final, he/she may order it re-swum. In case of collusion to foul another contestant, the Referee may, at his/her discretion, disqualify the contestant for whose aid the foul was committed, as well as the contestant doing the fouling.
- g. With Head Judge and Head Timer, prepares roster of qualified officials.
- h. Coaches and team representatives having entrants in any event on the program shall not be allowed upon the starting platform or deck of the pool, which must be clearly designated, during the progress of any competition. (Exception as noted in Sec. III, Para. 8.) Upon being appraised of a violation of this rule, the Referee shall remove such offender immediately. Coaching of contestants during the progress of an event shall not be permitted.
- i. A Referee should not interfere unless there is a disagreement between officials responsible for the decision or unless there is an infraction of the rules.
- j. The Referee shall modify the rules according to the needs of handicapped swimmers.

The Referee shall have the power to recommend to the League President punitive action for any conduct at a meet, which is deemed detrimental to the best interests of the League. Each club shall be responsible for the actions of its representatives with regard to the conduct of the meet.

2. Starter

- a. The Starter, upon receiving clearance from the Referee, directs swimmers into a position near the edge of the pool by stating "Heat x, Positions please." The swimmers shall respond by taking position sufficiently close to the forward edge of the pool

that they may promptly respond to the Starters command by assuming a position with at least one foot on the forward edge of the pool. For backstroke starts, they shall be instructed as follows: "Heat x, step in feet first please." The swimmers shall respond by entering the water promptly facing the starting end with both hands placed to start.

- b. After the Referee's single long whistle, the Starter instructs the swimmers and then directs them to "take your mark," to which they must respond immediately (for forward starts) by assuming a starting position by having at least one foot at the front edge of the pool deck. Sufficient time should follow "take your mark" to enable swimmers to assume starting positions, but no swimmer shall be in motion immediately before the starting signal is given.
- c. Starters instructions shall consist of at least the following:
 - 1) The distance to be covered.
 - 2) The stroke or strokes to be swum and when relevant the order in which they are to be swum; and
 - 3) The number of lengths in the event.
- d. Every swimmer in any event who breaks his starting position before the signal is given, commits a false start if the Referee and Starter independently observe the same swimmer(s) having done so. A swimmer who has false started because of the action or movement of another competitor may be relieved of the responsibility for the false start.
- e. Any competitor, who, in the opinion of the Starter, causes unnecessary delay of the start commits a false start.
- f. The Starter shall not call back all competitors if a swimmer breaks or leaves his position and the starting signal is then given. Any swimmer having done so shall be charged with a false start (including those who may have done so in response to movement of another competitor) if the Referee and Starter independently observe the same swimmer(s) having done so.
- g. A recall signal shall be given promptly if an unfair start occurs. No swimmer shall be charged with a false start if a recall signal is given (whether intentional or inadvertent.)

3. Judges

- a. Head Judge
 - 1) With the Referee and Head Timer, the Head Judge compiles the roster of qualified officials.
 - 2) The Head Judge sorts cards into proper order of finish and turns them over to the Head Scorer.
- b. Place Judges
 - 1) There shall be two Place Judges, one from each team for dual meets. For Division Meets, there shall be two mutually agreed upon Place Judges.
 - 2) Place Judges shall sweep 1st and 2nd place. The order of finish shall be governed by the decision of the Place Judges when the Place Judges are in agreement. The Lane Timer's watch times shall govern any place(s) where the Place Judges are not in mutual agreement.
 - 3) Place Judges should make a "no call" if they do not see the order of finish clearly.**
 - 4) By mutual agreement of Meet Managers and Referee, the requirement for Place Judges may be suspended for a meet when there is a shortage of officials.
- c. Take-off Judges: The Referee shall appoint, instruct and deploy take-off Judges. Dual confirmation by appointed Take-off Judges is required for disqualification. Take-off Judges shall not raise a hand if a violation is observed.
- d. Turn Judges
 - 1) The Turn Judges shall be familiar with the USA SWIMMING rules governing turns and touches for Freestyle, Breast, Back and Butterfly strokes.

- 2) The Turn Judges shall operate on both ends of the pool, and determine that when turning or finishing, the swimmer complies with the turning and finishing rules applicable to the stroke used.
- 3) Report all disqualifications to the Referee on the appropriate form.

e. Stroke Judge

- 1) The Stroke Judge shall be familiar with the USA SWIMMING rules governing Freestyle, Breast, Back, and Butterfly strokes.
- 2) The Stroke Judges shall operate on both sides of the pool, preferable walking abreast of the swimmers to ensure that the rules relating to the style of swimming designated for are being observed.
- 3) Report all disqualifications to the Referee on the appropriate form.

4. Head Timer

- a. Times each event in order to substitute for any Timer if required.
- b. The decision of the Head Timer as to the exact time of each watch shall be final and absolute.
- c. Instructs Timers to clear watches after each event, with Head Judge's approval.
- d. With Head Judge and Referee, prepares roster of qualified officials.
- e. Assigns Roving Timer in a dual meet to time the first place swimmer in each event for record purposes.

5. Lane Timers

- a. Each Timer shall look at the starting device and start his/her watch the instant of the flash, rather than by sound.
- b. Holds watch securely. Starts and stops the watch with the same type of finger movement.
- c. If a timer misses a start, the Head/Roving Timer should be notified.
- d. Stops the watch immediately when any part of the swimmer touches the solid end of the pool. In the cases where finishes are not at the solid end of the pool, the finish shall be when any part of the swimmer passes through the vertical plane of the designed finish line.
- e. When reading the watch, it is to be held so that the hand of the watch is in the position of 12 o'clock. If the hand of the watch is toward the following mark, read the following mark.
- f. Timers do not clear their watches until given the "Clear Watches" signal by the Head Timer.
- g. In a lane, if the time of two watches agree, that time shall be the official time. If three watches disagree, the time of the intermediate watch shall be the official time. If times from only two watches are available for any lane, the average of the two watches shall be the official time. If both watches are digital, the average is to the slowest 1/100th of a second; otherwise, it shall be rounded to the slowest tenth.
- h. Unless all manual times are by use of digital hand-held watch/timers, the times shall be recorded by tenths with any time reading in the hundreds being recorded to the next slower tenth.
- i. If all manual times are by use of digital hand-held watch/timers, the times shall be recorded by hundredths.
- j. The Head Timer and Roving Timer shall start their watches at the start of every event. The former's time shall be used, should any watch fail to start properly or stop properly.
- k. All Timer's after an event has started, should watch the swimmer in their own lanes and not the watch.

6. Clerk of Course

- a. The Clerk of Course shall have assistants and should be provided with the names of competitors in all events prior to the start of the meet. He/she should have the swimmers wait behind the start, until the Starter takes control of the event.
- b. He/she shall control his/her assistants and assign them such duties as will assist in the prompt dispatch of all events.
- c. He/she makes sure the swimmers are in their proper lanes.

7. Scorers (Duties may be assumed by the Hy-Tek Operator)

- a. The Scorer shall record the order of finish and the times in all events for all swimmers as determined by the Head Judge and Head Timer and shall note all disqualifications.
- b. He/she compiles team scores.
- c. Under the direction of the Scorer, the awards table prepares awards in name of swimmer, team, stroke, distance, swimmer's time, age group and date.

8. Team Representatives

Each team shall designate a person to be the official Team Representative during the meet. This person should not serve in any other official capacity. Coaches shall not be the Team Representative. Responsibilities include:

- a. Reporting to the host pool not later than 30 minutes before the meet is scheduled to begin.
- b. Ensuring his/her team remains in their assigned areas.
- c. Responsibility for the conduct of the team at all times.
- d. Consulting with the Referee on any questions pertaining to the USA Swimming and League Rules, conduct of the meet or decisions of officials. He/she may not consult with the Referee while an event is in progress.
- e. Lodging protests involving turns, strokes and other technicalities within 30 minutes after the event has been recorded.
- f. The Team Representatives are to be stationed at pool side so they are in a position to receive reports of disqualifications from the Referee.

9. Hy-Tek Operator

- a. The Hy-Tek Operator shall enter the times in all events for all swimmers as determined by the Head Judge and Head Timer and shall note all disqualifications.
- b. He/She compiles and prints the team scores and ensures that all teams receive a copy of the Meet Results.
- c. He/She shall provide all data in electronic form to the Host Team Data Manager.
- d. He/She shall ensure that the Team Roster is current and consistent with that received by the Clerk of Course at the start of the meet.
- e. Under the direction of the Hy-Tek Operator (the Hy-Tek Operator may use the Ribbons Label program if purchased with the Hy-Tek Program), the awards table prepares the awards in the name of swimmer, team, stroke, distance, swimmer's time, age group, and date.