GUIDELINES TO SWIM OFFICIATING

A Teaching Guide for DuPage Swim and Dive Conference Officials Judges and Starter/Referees

These guidelines are not meant to be all-inclusive; rather, the most important points of officiating are described to provide comprehensive training for new officials. Officials should also review the DuPage Swim and Dive Conference (DSDC) By-laws, especially specific Conference Meet regulations, and the USS Rulebook for complete rules and regulations. Only applicable portions will be used in classes for the certification of Judges, Starters and Referees, and re-certification classes for each.

According to the DSDC By-laws, the current US Swimming Rulebook will govern all swimming rules not covered in the rules of the DuPage Swim Conference. The word EVENT indicates number, age group, and stroke being swum.

PURPOSE OF DSDC

- To promote a competitive swimming and diving program for children residing within the member districts.
- To promote participation for the maximum number of interested people.
- To provide and promote an atmosphere in which the participants can learn good sportsmanship and develop good attitudes with an emphasis on participation as opposed to winning at any cost.

PURPOSE OF OFFICIATING

To ensure fair competition among all swimmers by following the rules for competitive swimming, and by treating each swimmer equally under those rules. For the conference to be fair to all swimmers, all officials must judge by the same criteria.

COMPETENCE IN STROKE AND TURN JUDGING

- Act within the governing rules of our sport.
- Act in the spirit of good sportsmanship.
- Observe the highest standards of our sport. Our standard of conduct is implicit in the Rules and Regulations, which state that USS officials are "...to provide fair and equitable conditions of competition and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another."
- Have respect for all those who work within USS to make swimming a great experience for young people. USS officialdom is an all-volunteer corps, which demonstrates a high professional commitment.
- **Build** a healthy environment for competition.

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- Know and review the rules, including the Conference By-laws. Don't be afraid to review them just before a meet or just before each stroke change. It is not a sign of inexperience; on the contrary, sometimes the more experienced you are, the more you have to review the rules to be sure you have the current rule in mind just as it is written. You need to make sure you are not relying on what has become your own interpretation over the years!
- Review stroke mechanics 'visualize'.
- Be consistent among ourselves locally and nationally.
- **Be** impartial, be honest.
- Put forth a maximum effort before, during, and after a meet.
- Dress properly "look sharp, be sharp". Look and act in a professional manner. White shirt and white shorts or pants is requested. Blue shorts are acceptable. Display your certification.
- Be PROACTIVE rather than REACTIVE. Prepare yourself for many of the situations that one will face as an official.
- **Use common sense.**
- Number of officials required for dual meets:

The home team must provide the following officials (with current certification if possible):

Referee/Starter – 2

Judges – 3 (1 each Finish, Stroke, Turn)

Scorekeeper – 2 (1 Head Scorekeeper and 1 Recorder)

Timers -1 per lane with watches (2 Timers is preferred)

Alternate Timer – 1

The home team must also provide the following workers:

Clerk of Course – 1

Ribbon Writer – 1

Runner – 1

Announcer – 1

Adult Control Monitor – 1

The visiting team must provide the following officials (with current certification if possible):

Judges – 3 (1 each Finish, Stroke, Turn)

Scorekeeper – 1 (1 Recorders)

Timers -1 per lane with watches

The visiting team must also provide the following workers:

Ribbon Writer – 1

Adult Control Monitor – 1

- Both Starter and Referee must have current class S or R ISI rating or DSDC Referee/Starter rating or High School League equivalent.
- Uncertified trainees may perform the duties of meet officials when they are under the direct supervision of a certified official.

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SCORING DUAL MEETS

Place is determined by the decision of the Finish Judges if they agree on all places. If the Finish Judges disagree on anything, disregard <u>all</u> finish cards and determine <u>all</u> places by times.

Individual Events:

1st Place: 5 Points 2nd Place: 3 Points 3rd Place: 1 Point

Relay Events:

1st Place: 7 Points

When swimming unopposed (**no competition** from the other team):

1st Place: 5 Points

No second or third place points will be awarded; however, ribbons will be awarded.

Unopposed Relay: 4 Points

- When a team sweeps first, second, and third places in an individual event, the point for third place will be awarded to the fourth place swimmer on the opposing team. If all opposing swimmers are disqualified, the third place point will not be awarded. Ribbons are awarded according to the actual finisher.
- Ties will be scored by adding the points together and dividing by 2. For example, if two swimmers tie for second place, the head scorekeeper should add second and third place points together (3 + 1 = 4) and divide by two $(4 \div 2 = 2)$. 2 points are awarded to both swimmers.
- At Conference Meets, places and scoring are determined solely on timed finals. The Referee and Starter should write place picks for each heat. At the discretion of the Referee, those picks may take precedence in the case of a dispute.

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Breaststroke (USS 101.1)

One to one pull/kick swimming cycle is required.

Body position:

From the beginning of each armstroke after the start and after each turn, the body shall be kept on the breast with head breaking surface at least once during a complete cycle.

Leg movement:

- Legs must move simultaneously, mirror image on same plane.
- **E** Feet point out during propulsion.
- Flutter, scissors, and/or downward fly-kicking motions are not allowed.
- Feet can break the surface unless followed by a downward butterfly kick.
- After the start and after each turn, a single downward butterfly kick followed by a breaststroke kick is permitted while wholly submerged. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.

Arm movement:

- Arms must move simultaneously and in the same horizontal plane without alternating movement.
- 2 Pull must be on or under water, extending no further than hips.
- Recovery must be on, over or below the water, with hands pushed forward together from the breast.
- \(\begin{align*} \text{Elbows must be under the surface, except on the last stroke at the finish. \(\ext{Sign} \)

Turns and Finishes:

- Swimmer must touch the wall with both hands simultaneously while on the breast, at, above, or below water surface. Hands need not be at the same level on the wall. Feet need not touch the wall.
- Turn may be in any manner with the body past the vertical toward the breast when swimmer leaves the wall.

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Breaststroke (Continued)

Exceptions:

- One pull/kick cycle may be done completely submerged after the start and each turn. Hipline rule is waived. Head must then surface before the hands turn inward at the widest part of the second armstroke after the start and when leaving the wall on turns.
- Head may be submerged after last arm pull prior to touch, provided it broke the surface during the last complete or incomplete cycle preceding touch.
- Final pull/kick cycles before turns and finish may be incomplete.

Breaststroke Rule Change (Effective September 21, 2005)

The official interpretation for the changes to the breaststroke is that during, or at the end of the arm pull-down of the first stroke after the start and after each turn, a single downward butterfly kick is allowed, but not required, followed by a breaststroke kick. A swimmer, who chooses to take a downward butterfly kick after the start or any turn, does not need to be wholly submerged.

It is <u>not</u> permissible to take only a downward butterfly kick without then taking a normal breaststroke kick. The downward butterfly kick is <u>not</u> permissible prior to the arm pull-down.

The breaststroke kick has three basic requirements: all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement; the feet must be turned outward during the propulsive part of the kick; and, a scissors, flutter or "downward" butterfly kick is not permitted except as provided above. Breaking the surface of the water with the feet is allowed at <u>any</u> time as long as it is not followed by a "downward" butterfly kick. There is no prohibition against an upward butterfly-type kicking action or motion at any time and this should not be cause for a disqualification.

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Butterfly (USS 101.2)

No pull/kick ratio is required.

Body position:

After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast, head position is not specified.

Leg movement:

- Legs must move in a simultaneous manner and may not alternate in relation to each other.
- Legs are not required to be at the same level.
- Flutter, scissors and/or breaststroke motions are not allowed.

Arm movement:

- From the beginning of the first arm pull, swimmer's shoulders shall be in line with the water surface.
- Arms must move simultaneously, pull level unspecified need not be mirror image.
- Recovery must be above the water.

Turns and Finishes:

- Swimmer must touch the wall with both hands simultaneously while on the breast, at, above, or below water surface. Feet need not touch the wall.
- Turn may be in any manner with the body past the vertical toward the breast when swimmer leaves the wall.
- Swimmer is allowed to stay under for up to 15 meters (16.4 yards) after start and turn at which point the head must have broken the surface and remain at surface until next turn or finish. To enforce this rule, the 15 meter mark must be marked on the pool and/or lane lines

Exceptions:

One pull may be done completely submerged after the start and each turn. This pull must bring the swimmer to the surface. More than one kick is legal.

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Backstroke (USS 101.4)

- Start The swimmer shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Standing in or on the gutter, placing the toes above the lip of the gutter, or bending the toes over the lip of the gutter, before or after the start, is prohibited.
- Stroke The swimmer shall push off on their back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it is permissible for the swimmer to be completely submerged during the turn, at the finish and for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface of the water
- Turns Upon completion of each length, some part of the swimmer must touch the wall. During the turn, the shoulders may be turned past the vertical towards the breast after which a continuous single arm pull or a continuous simultaneous double are pull may be used to initiate the turn. The swimmer must have returned to a position on the back upon leaving the wall.
- Finish Upon the finish of the race, the swimmer must touch the wall while on the back.

Freestyle (USS 101.5)

- Swimmer must touch the wall in some manner at the end of each length. "Missed" touches may be "made up" by returning to the wall at any time prior to the next touch.
- Swimmer may not walk on or spring from the bottom.
- Swimmer is allowed to stay under for up to 15 meters (16.4 yards) after start and turn at which point the head must have broken the surface and some part of the swimmer must break the surface of the water throughout the race. To enforce this rule, the 15 meter mark must be marked on the pool and/or lane lines.

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Individual Medley (USS 101.5)

The following order must be followed and the stroke swum for the correct distance:

Butterfly, Backstroke, Breaststroke, Freestyle

Stroke and turn rules are the same as those governing stroke events except:

Freestyle cannot be swum as Backstroke, Breaststroke or Butterfly.

Clarification:

- Finish rules apply at the end of each stroke segment with the body in the proper position for the subsequent stroke before leaving the wall; turn rules apply at intermediate turns (not applicable for summer swim season).
- Back to Breast turn swimmer must touch the wall while on back, after which turn can be in any manner as long as shoulders are at or past vertical toward breast when the swimmer leaves the wall.

Relays (USS 101.6)

The following order must be followed in the Medley Relay, with each stroke swum for the correct distance:

Backstroke, Breaststroke, Butterfly, Freestyle

Stroke and turn rules are the same as those governing stroke events except:

- In the Medley Relay, Freestyle cannot be swum as Backstroke, Breaststroke or Butterfly.
- In the Free Relay, any swimmer may swim any stroke. Freestyle finish rules apply.
- No swimmer may swim more than one leg of the relay. If they do, the relay must be marked 'Exhibition'.
- Relay team members may enter the water only to swim their respective legs of the relay race. Re-entry of a swimmer before all other swimmers have completed the race in all lanes results in disqualification.
- Swimmers (except the last) must exit the pool immediately at the conclusion of their leg.
- Subsequent swimmers may not lose contact with the block or deck until their predecessors finish.
- Finish rules apply at the end of each stroke segment; turn rules apply at intermediate turns.

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MISCELLANEOUS DISQUALIFICATION GUIDELINES

(USS 102.10, 102.11, and DSDC III A)

- All reports of unsportsmanlike conduct are to be reported to the Referee. Any swimmer who acts in an unsportsmanlike or unsafe manner within the swimming venue may be considered for appropriate action or penalty by the Referee.
- Swimmers must start and finish in the same lane.
- No device or substance may be used to aid in the performance during a race. This includes lane lines, gutters, and bottom of pool, etc. as determined by the Referee.
- Standing on the bottom during a freestyle race shall not disqualify a swimmer, but a swimmer must not leave the pool, or walk on or spring from the bottom. Standing on the bottom during any other stroke shall result in disqualification.
- Grasping lane dividers to assist forward motion is not permitted. (Resting on dividers during freestyle is permitted.)
- If a swimmer's stroke is altered from the prescribed rules for that stroke for any reason, including removal of goggles, that swimmer must be disqualified. The swimmer can not adjust/fix their goggles on the turn.
- Solution Obstructing another swimmer by swimming across or otherwise interfering shall disqualify the offender, subject to the discretion of the Referee.
- Any swimmer not entered in a race who enters the pool or course in the area in which said race is being conducted before all swimmers therein have completed the race shall be barred from the next individual event in which that swimmer is entered.
- Dipping goggles in the water or splashing water on the competitor's face or body prior to an event shall not be considered as entering the pool unless the Referee finds that such action is interfering with the competition.
- Protests against the judgment decisions of Starters, Stroke, Turn, Place, and Relay Take-off Judges can only be considered by the Referee, and the Referee's decision shall be final.
- Competition-related protests, including eligibility and representation, must be made to the Referee and submitted in writing within 30 minutes after the race in which the alleged infraction occurred.
- Swimmers are allowed to swim only 3 individual events and 2 relays in dual meets, excluding exhibition events. He/she may not enter the same event in more than one age group. A child who swims in four individual events and/or 3 relays will be disqualified from the fourth individual event and the 3rd relay will be disqualified and a team penalty of 25 points per infraction will be assessed to the team at that dual meet. The Conference Secretary will make written notification to the Meet Director.
- Protest for ineligible swimmers the swimmer is to be disqualified from the event in which he/she is illegally entered and that event counts as one of his/her 3 individual or 2 relay events. Everyone moves up one place in that event. The swimmer may not enter that same event in any other age group.

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WHEN A VIOLATION OCCURS

- Be in a position to see what you have to see for that stroke. Move whenever and wherever you must to be in the correct position. Stay within your assigned jurisdiction on deck. Wait until the last swimmer within your jurisdiction completes his or her last turn.
- An official can only make a disqualification within his/her jurisdiction. Before a meet, the Referee must be sure the Stroke and Turn Judges understand their jurisdictions. When overlapping jurisdiction has been assigned, both Judges should not be watching the same swimmer for the entire stroke or turn.
- Practice even when you are not actually judging during a meet. Especially until you become more experienced, it is a good idea to practice with veteran Judges.
- Be absolutely sure of the rule that was violated. The golden rule is, "The swimmer always gets the benefit of the doubt!" If you only thought you saw an infraction, there was no infraction.
- Upon observing an infraction within your jurisdiction, you must immediately raise one hand overhead with open palm. This should be done as a reflex to the observed infraction. If the official does not do so, there shall be no disqualification. (Exception Relay Take-off Judges, when dual confirmation is needed, do not need to raise their hand.)
- If in doubt about any rule, signal the infraction, then read the rulebook or talk to the Referee. You can always decide not to disqualify someone after you have reviewed the rules even if you have made the proper hand signal. You cannot disqualify a swimmer if you haven't made the proper hand signal.
- Write the event number, heat number, correct lane number, and the exact infraction on the DQ card. Initial or sign the card. Notify the swimmer or coach what they did wrong and that they were disqualified. Cards are then turned into the runner or scorer's table. Make sure you are not writing or turning in the card or talking to the swimmer/coach while you should be judging other swimmers.
- Make sure you are back in position at the beginning of the next race. Do not miss watching a swimmer due to writing a DQ card, talking with swimmers/coaches, socializing, etc. If you are not ready to judge an event, signal to the Starter that you are not ready.
- Be prepared to answer the following questions:
 - ② Was the swimmer within your jurisdiction?
 - Were you in the right position to see the infraction?
 - ② What did you see and what was the rule that was violated?

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SAMPLE DQ CARD

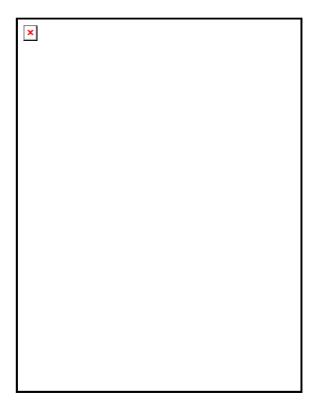
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FINISH (PLACE) JUDGE

- Some Judge is located on each side of the pool.
- **Each** picks the order of finish as each sees the race.
- This Judge does not determine the legality of the finish, and cannot disqualify swimmers.
- Lane numbers are written on the finish card in the order of finish, beginning with the first place swimmer.
- Ties may be written as such.
- If finish is not seen, write "Unknown" on the finish card.
- One card is used per event and heat. If more than one heat, use a second card. Indicate heat number after event number. If two events are combined, write two finish cards, one for each event.
- Exhibition swimmers do not need to be included in finish placement. When an entire heat is an exhibition, finish cards should not be written.
- Sign (or initial) card and put your team name (RO, IT, WD etc.) on card before turning into the runner after each event or heat.

SAMPLE FINISH CARD



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RELAY TAKE-OFF JUDGE (CONFERENCE MEETS ONLY)

The Relay Take-off Judge determines whether a swimmer leaves early, before the incoming swimmer touched. Judges must focus on the feet of the swimmer on the block. When the feet have left the block, the Judge should look down to see if the incoming swimmer has touched to determine if the take-off was legal.

Types of Relay Take-off Judges:

- Side Judges stand on the side of the pool and judge the lanes assigned by the Referee.
- Lane Judges stand beside the starting block of each lane.

Depending on the number of officials available and the pool (number of lanes and configuration), the following are some possibilities for judging relay take-offs:

2 Officials (Referee and Starter)

Each judges the one-half of the lanes closest to them.

No confirmation is required.

Raise your hand to signal a DQ.

Side Judges only

Each judges the lanes assigned by the Referee.

No confirmation is required.

Raise your hand to signal a DQ.

Z Lane Judges / Side Judges

Overlap of lanes by Lane Judge and Side Judge.

Confirmation is required.

Do not raise your hand for a DQ unless the DQ is confirmed by both. The Judges should use some form of written confirmation whereby both officials write down the swimmer(s) (lane and order) that left legally and illegally. The written records are compared before the DQ is called (usually by the Referee).

(The following clause relating to Judging Relay Take-offs at Conference Meets was added to Conference Rules, Regulations and By-Laws, Spring, 2000)

Two Relay Take-off Judges must be assigned by the referee. These two judges must have Starter/Referee certification, and shall be positioned on opposite sides of the pool, alongside the Starter and the Referee, respectively. All four of these officials shall have jurisdiction to record (write down and compare after each event) relay exchange infractions; however, confirmation by at least two of the four officials shall be required in order for a disqualification to be made. Hand signals shall not be used, as confirmation is required prior to the disqualification being made.

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CONDUCT AND DUTIES OF STARTER AND REFEREE

(USS 102.13 – 102.16, and DSDC III G & H)

The Referee shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules 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; can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed; shall also disqualify a swimmer(s) for any violations of the rules that the Referee personally observes and shall at the same time raise one hand overhead with open palm. If the Referee does not make such a signal, there shall be no penalty.

With the exception of the above responsibility, the following duties of the Referee and Starter may be jointly executed during a meet at their mutual discretion.

Referee shall:

- Determine the respective areas of stroke and turn responsibility and jurisdiction. These may include joint, concurrent, and coordinated. The Referee shall insure that all swimmers shall have fair, equitable, and uniform conditions of judging.
- Judges should be positioned so that the judges on both sides of the pool have the same view of the swimmers under their jurisdiction, i.e. the Judge on the "long" side of the pool cannot walk past the point at which the "short" Side Judge is able to walk.
- Signal the Starter that all officials are in position, that the course is clear, and that the competition can begin. The Referee should talk with any official out of position, including those not close enough to the pool, or not walking along with the swimmers.
- Check to see if all swimmers are present if there is a vacant lane.
- Give a decision on any point where the opinions of the Judges differ; shall have the authority to intercede in a competition at any stage, to ensure that the racing conditions are observed.
- At his/her discretion, prohibit the use of any bell, siren, horn, or other artificial noisemaker during the meet.
- At his/her discretion, may modify any rule for a competitive swimmer who has a disability. Such modification shall be in accordance with the current USS Rulebook.

Starter shall:

- Stand within ten feet of the starting end of the pool.
- Upon signal from Referee, assume full control of swimmers until a fair start has been achieved.
- Notify swimmers of the distance and the event. Optional instructions may include order of strokes to be used or number of pool lengths to be swum. (This can also be done by the Referee.)
- Solve the swimmers a fair chance without hurrying.

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Direct the swimmers to step onto the starting block or platform and remain there. After instructing the swimmers to "Take your mark", the swimmers must immediately respond by assuming their starting position with at least one foot at the front of the block. Sufficient time should follow the command, but no swimmer shall be in motion immediately before the starting signal is given.

FALSE STARTS

- When a swimmer does not respond promptly to the command "Take your mark" or false starts before the starting signal is given, the Starter shall immediately release all swimmers with the command, "Stand up", upon which the swimmers may stand up or step off the blocks. Any swimmer who enters the water or backstroker who leaves the starting area shall be charged with a false start, except that a swimmer who would otherwise be charged with the false start may be relieved of the charge if the false start was caused by the swimmer's reaction to the command.
- All swimmers leaving their marks before the starting signal is given shall be charged with a false start, except that 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 and a false start may be charged only to the offender.
- In Backstroke or Medley Relay events, a false start may be charged to any swimmer who fails to maintain his/her feet and/or hands in a legal position after the first warning.
- The Starter can charge a swimmer with a false start if the Referee has observed the violation and confirms that the violation has occurred.
- The Starter shall indicate the swimmer or swimmers, if any, who are charged with a false start. If no false start is charged after a recall of swimmers, this should be indicated as well.
- A swimmer shall not be disqualified for an illegal starting position at the start or charged with a false start if the race is permitted to proceed without recall. Enforcement of the correct starting position is the responsibility of the Starter, who may impose the appropriate penalty for violation before the starting signal is given.
- Swimmers must have two false starts charged to them in an event to be disqualified.
- Any swimmer, who delays the start by entering water or by willfully or deliberately disobeying a Starter's command, or for any other misconduct taking place at the start, can be disqualified from the event by the Starter, with the concurrence of the Referee.
- A swimmer who fails to appear at the starting platform ready to swim in time for the initial start of his/her heat shall be disqualified by the Referee.

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DuPage Swim and Dive Conference 8 & Under Statement

This statement is designed as a guide to Stroke and Turn Judges officiating 8 & Under events.

The purpose of competition for the 8 & Under swimmer is to teach the swimmer proper stroke techniques without being so stringent that the swimmer is discouraged.

During the first two dual meets, an 8 & Under swimmer should be DQ'd if the stroke is swum in a blatant illegal manner or if the swimmer is gaining unfair advantage due to an illegal stroke. The purpose of DQ'ing an 8 & Under swimmer should be to reinforce proper stroke techniques (or a reasonable facsimile) and to discourage the continued use of an obviously illegal stroke.

During the first two dual meets, an 8 & Under **should not** be disqualified if an obvious effort is being made to correctly execute the stroke. Common sense and the teaching value of DQ should be considered when judging 8 & Under events.

Whether or not an 8 & Under is DQ'd, the judge should communicate what part of the stroke is under question to the swimmer and/or the coach.

AFTER THE 2nd MEET OF THE SEASON, AND AT THE CONFERENCE CHAMPIONSHIP MEETS, ALL 8 & UNDERS WILL BE JUDGED THE SAME AS ALL OTHER SWIMMERS AND IN ACCORDANCE WITH U.S. SWIMMING RULES.

The intent of this statement is to progressively tighten the judging throughout the season so that for the last 8 meets, all swimmers are being judged uniformly.

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