

# **GUIDELINES TO SWIM OFFICIATING**

## **A Teaching Guide for DuPage Swim and Dive Conference Officials**

### **Timers and Scorers**

Notes for Instructor: Bring watches, event cards, finish cards, DQ cards.

Introduce yourself – remember there will be parents from other Swim Teams present. Describe your experience (years in the Conference, your team affiliation, how long you have been a Starter/Referee, and whether you have taught the class before, etc.)

### **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 interest 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.

### **BECOMING AN OFFICIAL**

- Timer/Scorer good for 3 seasons, including current year.
- Expiration on badges will be December 31, 20##, two years from now.
- All Timers/Scorers must work in this capacity at least one season before certifying as a Judge. All Judges must work as a Judge for at least one season before certifying as a Starter/Referee.
- Dress properly – “look sharp, be sharp”. Look and act in a professional manner. White shirt and white shorts or pants are requested. Blue shorts are acceptable. Display your certification. All of these indicate our professionalism, non-partisanship, and make officials easier to find on deck.
- Wear deck shoes (shoes worn exclusively at a pool) or bare feet. Individual pool rules must be followed. Let’s all be cooperative with the host team, to follow their pool rules.

## **TIMERS**

2 Timers per lane MINIMUM, 1 from each team. 3 Timers would always be best. Some pools have 8 lanes (exhibition lanes), which will need Timers as well.

Lane assignments are given to the Timers by their Meet Directors. Pools are supposed to be numbered from right to left as you stand behind the blocks (Timer's position). Be careful –some pools number their lanes from left to right!

Pay attention to the meet and be prepared for the beginning and end of each race. Know the length of the race in the water so you don't stop your watch too soon.

Your position is very important – you must make sure you are in the best position to see the swimmer touch the wall. This will allow you to provide the most accurate time for the swimmer. Make sure other swimmers are out of your way in order to see the finish in your lane.

No one should be behind the blocks except for the Timers and the swimmers in the next heat.

Timers are not concerned with disqualifications (wrong stroke, false starts, etc.). Even if a Timer is certified as a Judge or Starter/Referee, they are not allowed to judge or make any disqualification when officiating as a timer. **TIMERS CAN NOT DISQUALIFY!**

Exhibition swimmers must be timed the same as any other swimmer. Their times can be used as Seed Times for both A and B Conference.

Timers are responsible for the verification of the name of the swimmer, the lane they are supposed to be in, and the event number as shown on the lane card. The order of swimmers for the relays is also to be confirmed by the Timer.

- ✓ In the case of 8 & Under swimmers, make sure you confirm the information when the swimmer exits the pool after swimming their 25-yard stroke.
- ✓ Home team Timer will have the clip board and handle all lane cards.
- ✓ If there is a discrepancy on the card, notify the Referee or Starter immediately, prior to the beginning of the race.
- ✓ Timers cannot make changes to the card without instruction from the Starter or the Referee.

### **Difference in Dual and Conference Meets**

#### **DUAL MEETS**

- ✓ May have two Timers per lane
- ✓ Finish Judges (recorders) are used
- ✓ Timers are not required to be certified
- ✓ Timer writes the times on lane cards in addition to timing

#### **CONFERENCE MEETS**

- ✓ Must have three Timers per lane
- ✓ Starter and Referee record finish
- ✓ Timers must be certified
- ✓ A separate, certified (preferred) or non-certified official is responsible for writing the times for each lane and does not time the events.

## **BEGINNING AN EVENT**

Each team is responsible for supplying their own watches for each meet. (Pass around watches). Become familiar with the style used by your own team. Always try to keep them dry.

Watches should be held at the 12 o'clock position when the Starter says "TIMERS READY". This not only allows an accurate start, but lets the Starter know that you are prepared.

Stand behind the blocks, looking at the Starter's gun or the Automatic Starter. If for some reason you are out of position as the race is beginning, and you can still see the Starter, go ahead and start your watch when appropriate. If you cannot see the Starter, call for his/her attention to delay the start until you are prepared.

Listen to the Referee/Starter for the name and length of the event. Become familiar with the order (see attached event list). This order does not change during our summer season, regardless of where your team is swimming.

Start your watch when you see the flash or smoke of the pistol or the flash of the Automatic Starter.

**START YOUR WATCH WITH YOUR INDEX FINGER!** This finger has faster reflexes than your thumb.

If you miss the start and have not started your watch, or if you have any malfunction, raise your hand and notify an Alternate Timer. Watches that are working improperly should be exchanged with a new watch from your Meet Director.

Even if there is no swimmer in your lane, start your watch. You will be able to act as an Alternate Timer if necessary.

## **STOPPING YOUR WATCH**

You may have to lean forward, over the edge of the pool, over or around the block in order to see the touch. Ask swimmers around the block to move out of the way, if necessary.

Stop your watch when ANY part of the swimmer touches the wall. It does not matter whether it is a hand, foot, head, or any other body part.

Remember, you are not concerned with the legality of the swimmer's stroke or finish. Always record the times, even if you see that the swimmer will be disqualified by a Judge.

Record all times for exhibition events as well.

The only situation where you do not record a time is if the swimmer did not finish the event. In this case, 'Did Not Finish' should be written across the lane card.

It is imperative to write NEATLY on the event cards so the scorers can record the times accurately.

**ALWAYS RECORD THE TIMES IN THE SAME ORDER!** If questions arise regarding the times, writing them in the same order will ensure that you will be able to match the times on the card with the appropriate Timers.

Record the times as they are read – in hundredths. Do not adjust, round, or average.

If your watch is consistently off, either notify the referee or exchange your watch with an operable replacement from your Meet Director.

Conversion of metric to yards (or vice versa) is not the Timer's responsibility.

Lane cards are collected by a Runner at the end of each event and taken to the Head Scorer at the Scoring Table. Do not leave your block without having a substitute take your place. It is helpful to

hold your completed card behind your back, if possible, for the Runner to take as they walk past your lane. This will allow you to continue focusing your attention on the Starter or the event in the water.

Clear your watch at the whistle of the Referee, which signals the calling of the next heat of swimmer to the blocks.

Relief Timers take over for you so you can take a break. This should be coordinated with your Meet Director.

Alternate Timers (typically one or two per dual meets, 3-4 at a Conference Meets) are assigned to stand behind all lanes. They take over in the event of a malfunction, missed start, etc. Should you need them to time the current event, raise your hand and look for them. They will start their watch for every event.

### **CLERK OF COURSE**

The home team will have all the event cards to the Clerk of Course approximately 30 minutes prior to the beginning of the meet.

Lanes are assigned by the Coaches – Lanes 1, 3, and 5 for the Visiting Team; 2, 4, and 6 for the Home Team.

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

If an 8-lane pool is numbered 1 – 8, lanes 2 – 7 will be used for competition; keeping the Visiting Team in the odd lanes (3-5-7), and the Home Team in the even lanes (2-4-6).

Cards are sorted by event number. If the number of available lanes permits, two events may be combined as long as they are for the same stroke, length, and age group. The Clerk will reassign lane numbers so all girls swim in adjacent lanes, as do the boys. There is no combining of events at the Conference Meets.

Exhibition heats are always swum before the ‘competition’ heat. The Clerk, as well as the Timers, should ensure that ‘EX’ is indicated on the lane card.

The Record Keeper provides an event report of combined and exhibition events to the Announcer, Starter, and Referee, keeping a list at his/her station for reference.

The Clerk works together with the Announcer to make sure swimmers are called to the Clerk of Course to receive their lane cards in enough time to keep the meet running smoothly and without interruption.

Lane cards are not to be given out without the swimmer present. The Clerk is to verify the swimmer’s name.

Swimmers for a particular event are lined up in order of their lanes.

Swimmers should not be sent or allowed to go to the blocks too soon, or it will become more crowded than necessary.

Typically, 25-yard events for 8 & Under swimmers are started at the blocks and end at the opposite side of the pool. This allows the swimmers to get used to using the blocks for their starts. The Starter/Referee will direct the Timers and Finish Judges to the opposite end of the pool for the beginning of the event.

### **TAKE THE TIMER’S TEST AND A SHORT BREAK**

## SCORERS

Home team must provide:

- 1 Head Scorer
- 1 Data Entry Clerk
- 1 Verifier (strongly recommend 2 to make it go faster)

Visiting team must provide:

- Verifier (strongly recommend 2 to make it go faster)

### RESPONSIBILITIES OF HEAD SCORER

Receive lane cards, finish cards, and DQ cards from the Runner.

Make sure all cards for an event are there before beginning scoring that event.

Put exhibition cards at the bottom.

Place DQ cards on top of the appropriate lane card and place these above the exhibition lane cards. Mark "DQ" on the lane card to make sure it does not get scored with the others. Position other lane cards in order of finish.

Scoring is to be based solely on timed finals. Places are to be determined by lane times only. 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.

Computing the times –Once determined, the official time is written on the lane card.

- If you have two times, add both times and divide by two. Record on the lane card to the hundredths place. Do not round! Just drop the 1/1000 place.
- If three times are written, the middle time is the official time.
- If two of three times are the same, this is the official time.
- If there are only two times, and they are 0.01 seconds off (1/100th of a second), the faster time is the official time.

After the Head Scorer has determined the order of finish (1 through 6) and the official times, he/she assign points as follows:

Relays:

1st Place – 7 points; 2nd Place – 0 points

Individual Events:

1st Place – 5 points; 2nd Place – 3 points; 3rd Place – 1 point;

Unopposed Events are when there is no competition from the other team. If a swimmer is DQ'd from the other team, the event is not considered unopposed.

#### Event 43 Girls 9-10 50 Yard Butterfly

Name	Age	Team	Seed Time	Finals Time	Points
1 Gills, H	9	Wood Dale Water Rats-IL	55.19	56.33	5
2 Minard, S	9	Wood Dale Water Rats-IL	59.20	1:00.54	3
-- Kruzel, V	10	Bloomington-IL	37.76	X38.31	
-- Subach, A	9	Wood Dale Water Rats-IL	1:05.08	DQ	
-- Travis, M	9	Bloomington-IL	NT	DQ	
-- Holmes, C	9	Bloomington-IL	1:09.63	DQ	
-- Shaw, J	8	Bloomington-IL	NT	DQ	

Unopposed Relay: 1st Place – 4 points

Unopposed Individual Event: 1st place – 5 points; no points for 2nd or 3rd, although ribbons are awarded.

**Event 50 Boys 15 & Over 50 Yard Butterfly**

Name	Age	Team	Seed Time	Finals Time	Points
1 Hill, T	17	Bloomington-IL	26.65	J26.85	5
2 Jarvis, A	16	Bloomington-IL	26.36	J27.94	
3 Boeckenhauer, K	15	Bloomington-IL	31.04	31.67	

Ties are scored by adding the points together for the two places and dividing by two. Both swimmers receive a ribbon for the higher position. No ribbon for the lower position is given.

Tie for 1st: Add 1st and 2nd place points ( $5 + 3 = 8$ ) and divide by 2 ( $8 \div 2 = 4$ ). 4 points are awarded to each swimmer. The next fastest swimmer receives the 1 point for 3rd place.

Tie for 3rd: Each of the two swimmers would receive  $\frac{1}{2}$  point.

No Sweep Rule: A team cannot “sweep” an event. In other words, one team cannot receive points for 1st, 2nd, and 3rd places. Third place ribbons would go to the third place swimmer, but the point would go to the fourth place swimmer from the other team. If the other team does not have an eligible swimmer (all are DQ'd), no third place point is awarded.

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**Event 11 Girls 8 & Under 25 Yard Freestyle**

Name	Age	Team	Seed Time	Finals Time	Points
1 Apuzzo, Olivia	7	Itasca	NT	20.92	5
2 May, Elizabeth	8	Itasca	NT	21.07	3
3 Sawicki, Natalia	8	Itasca	21.99	26.60	
4 Schueler, Julia	8	Bloomington	27.91	30.14	1
5 Seiwert, Danielle	8	Bloomington	33.65	32.02	
6 Holmes, Paige	5	Bloomington	51.94	57.82	

See ‘A’ and ‘B’ Conference Scoring Guidelines attached.

Make sure the lane cards are in order of finish. Review the card to ensure you have marked the following (as required):

Official Time (circled or written)

Place

Points

NS (no sweep rule), on 3rd place swimmer’s card if no points will be given.

DQ

JD (Judges’ Decision), on card given a higher place than times show.

When everything has been written on cards, pass cards to the data entry clerk.

Keep in mind the following:

- ✓ Swimmers may not swim in a lower age group.
- ✓ Swimmers may enter no more than 3 individual and 2 relay events OR 4 individual or 1 relay for points.
- ✓ Swimmers may not enter the same stroke and distance in more than one age group for points.

## Electronic Scoring Procedures

### RESPONSIBILITIES OF DATA ENTRY/VERIFIER

Receive cards from Head Scorer.

Home team data entry clerk enters times in Meet Manager and scores event. When everything has been entered accurately, print event score sheet.

Score sheets must be printed clearly with the following:

- Complete names (First and Last – THIS IS A MUST FOR DIVISION RECORDKEEPERS)
- Time
- JD next to time (if required)
- NS in points column for 3rd place swimmer who is not getting points
- “Unop” is written next to the 1st place points
- DQ swimmers are marked after legal times with “DQ” instead of a time
- DQs count as one of the 4 meets required for A Conference participation and can be used as a “No Time” for seeding for B Conference
- Exhibition swimmers within an official event should be listed below DQ swimmers and marked “X”.

Event 51 Girls 8 & Under 25 Yard Backstroke						
	Name	Age	Team	Seed Time	Finals Time	Points
1	Ames, M	8	Carol Stream-IL	NT	23.16	5
2	Fuller, A	8	Carol Stream-IL	NT	27.75	3
3	Lau, S	7	Carol Stream-IL	NT	36.06	
4	Schueler, J	8	Bloomington-IL	NT	36.44	1
5	Seiwert, D	8	Bloomington-IL	NT	45.88	
--	Shah, S	8	Carol Stream-IL	NT	X35.43	
--	Berger, E	7	Carol Stream-IL	NT	X44.31	
--	Mabron, A	8	Carol Stream-IL	NT	XNS	
--	Vitacco, I	8	Bloomington-IL	NT	NS	

Event score sheet and cards are passed to home team verifier. Names and times are verified on score sheet against cards. If correct, initial indicating name and team, then pass to visiting team verifier.

Visiting team verifies the score sheets against the lane cards. If correct, they file according to home team system (usually in a tub or box) in event order.

If an error is found, the score sheet and cards are passed back to the data entry clerk or head scorer, depending on the necessary correction.

### SCORE SHEETS

2 sets of meet results are required

Head Scorer must ensure that both teams' coaches sign the meet results.

Each coach receives one set of results (printed or e-mailed) as does the division record keeper for each team. These copies must be sent no later than 48 hours after the meet. (Each team should determine whose responsibility this will be – the Head Scorer, the Record Keeper or the Meet Director. Home team will e-mail a read-only back-up to each team's division record keeper and the visiting team record keeper (unless back-up exported to visitor's flash drive).

In the case of a rain-out, the entry report from team manager or the heat sheet from Meet manager is submitted in lieu of results. The meet line up for each team will be recorded by the Division Record Keepers and will qualify as one of their meet requirements.

## **Manual Scoring Procedures**

### **RESPONSIBILITIES OF RECORDERS**

In cases where electronic scoring is not possible, the head scorer can use printed single column meet program or blank score sheets. The following section is used for manual recording only.

Receive cards as sorted and scored by Head Scorer.

Each team records the results, in order of finish, on a separate score sheet (home team will provide both copies).

Score sheets must be printed clearly with the following:

- Complete names (First and Last – THIS IS A MUST FOR DIVISION RECORD KEEPERS)
- Lane #
- Time
- JD next to time (if required)
- NS in points column for 3rd place swimmer who is not getting points
- “Unop” is written next to the 1st place points
- DQ swimmers are recorded at the bottom of the event after legal times; record “DQ” instead of a time and next to the place on the score sheet DQs count as one of the 4 meets required for A Conference participation and can be used as a “No Time” for seeding for B Conference
- Exhibition swimmers within an official event should be recorded below DQ swimmers and marked “EX”. Full exhibition heats can be recorded on separate exhibition record sheets.

Print neatly – remember that someone else is relying on the information you are recording to keep track of that team’s records.

Print your name on the bottom of each score sheet you record. The Head Scorer’s name should appear on the front sheet. This will help the Division Record Keeper resolve issues, and answer questions (see below).

Recorders should keep a running score on each page and should check with the other team’s recorder at the bottom of each page.

After all cards for an event are entered, pass the cards to the Ribbon Writers.

### **SCORE SHEETS**

4 sets of meet results are required – 2 originals and 2 copies.

Head Scorer must ensure that both teams’ coaches sign the originals.

Each coach receives one set of results, as does the division record keeper for each team. These copies must be postmarked no later than 48 hours after the meet. (Each team should determine whose responsibility this will be – the Head Scorer or the Meet Director.) Even if both teams are in the same division, two copies must be mailed, since there is a different individual keeping records for each team.

In the case of a rain-out, the entry report on meet manager is submitted in lieu of the results. The meet line up for each team will be recorded by the Division Record Keepers and will qualify as one of their meet requirements.

## DIVISION RECORD KEEPERS

Each year, one team volunteers to keep the records for all teams in their division. One person from that team will record every time swum by every swimmer on one of the division's teams.

These records will be compared with the Conference seed times submitted by the coaches at the Seed Meeting in July.

Because of the importance of the information, and because someone else will be reviewing thousands of records written by others, it is critical that the above guidelines be followed when recording a meet. There have been warnings and penalties given because of incorrect recording.

All conversions from yards to meters (or vice versa, depending on the Conference host pool) are done within Team Manager. (Details are listed in the Conference Rules and Regulations.)

## RIBBONS

Home team provides: 1st, 2nd and 3rd Place ribbons for individual events and four 1<sup>st</sup> Place ribbons for relays.

All lane cards are to be returned to the Home Team.

All teams **MUST BRING THEIR LANE CARDS TO THE SEED MEETING.** (This is typically the responsibility of the Record Keeper, Meet Director, Team President, or Head Coach.) The cards are to be left at the seed meeting. The conference should hold all cards until the conclusion of the conference championship meets, after which the conference will discard them.

Disqualified swimmers do not receive place ribbons. (Several teams pass some sort of notification of the DQ for the swimmer to work on in practice.)

## SCORING – ‘A’ CONFERENCE

Placement of swimmers is strictly by times. There are no Finish Judges.

Points are determined as follows:	1 <sup>st</sup>	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
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Scoring if 5 Teams:

Individual Events	11	9	8	7	6	5	4	3	2	1
Relays	22	14	10	6	2					

Scoring if 4 Teams:

Individual Events	9	7	6	5	4	3	2	1
Relays	18	10	6	2				

All swimmers (unless DQ'd) receive points at 'A' Conference.

## SCORING – ‘B’ CONFERENCE

‘B’ Conference is based on the improvement of the individual swimmers, not the fastest times. Every swimmer who beats their previous fastest time earns a point for their team. Final scoring is based on the percentage of “Best Times” for each team, and is calculated by dividing the number of Best Times into the total number of events swum and multiplying by 100. A swimmer with a “No Time” as their seed time was DQ’d in that stroke each time during the season. If they swim the stroke legally during conference, it will be considered a Best Time.

For example: If a team brings 40 swimmers, and each swims 4 events, the team would have 160 total events swum. If there are 80 personal best times, then the team score would be  $(80/160) \times 100 = 50\%$ . During the Conference Meet, DQ's DO NOT REDUCE the total number of events swum. However, “No Shows” are not included in the total number swum.

Each team’s Personal Best % is calculated using the above formula, and then ranked. Points toward ‘A’ Conference are then assigned as follows:

	1st	2nd	3rd	4th	5th
Scoring if 5 Teams:	22	14	10	6	2
Scoring if 4 Teams:	18	10	6	2	

**AT THIS TIME, GIVE THE SCORER’S TEST AND DISTRIBUTE BADGES TO THOSE PARTICIPANTS THAT PASSED BOTH TESTS.**

## DUPAGE SWIM AND DIVE CONFERENCE SWIM MEET EVENT SHEET

8 & Under Girls 100 yd. Medley Relay	15 & Over Boys 100 yd. Freestyle
8 & Under Boys 100 yd. Medley Relay	8 & Under Girls 25 yd. Butterfly
9-10 Girls 200 yd. Medley Relay	8 & Under Boys 25 yd. Butterfly
9-10 Boys 200 yd. Medley Relay	9-10 Girls 50 yd. Butterfly
11-12 Girls 200 yd. Medley Relay	9-10 Boys 50 yd. Butterfly
11-12 Boys 200 yd. Medley Relay	11-12 Girls 50 yd. Butterfly
13-14 Girls 200 yd. Medley Relay	11-12 Boys 50 yd. Butterfly
13-14 Boys 200 yd. Medley Relay	13-14 Girls 50 yd. Butterfly
15 & Over Girls 200 yd. Medley Relay	13-14 Boys 50 yd. Butterfly
15 & Over Boys 200 yd. Medley Relay	15 & Over Girls 50 yd. Butterfly
8 & Under Girls 25 yd. Freestyle	15 & Over Boys 50 yd. Butterfly
8 & Under Boys 25 yd. Freestyle	8 & Under Girls 25 yd. Backstroke
9-10 Girls 50 yd. Freestyle	8 & Under Boys 25 yd. Backstroke
9-10 Boys 50 yd. Freestyle	9-10 Girls 50 yd. Backstroke
11-12 Girls 50 yd. Freestyle	9-10 Boys 50 yd. Backstroke
11-12 Boys 50 yd. Freestyle	11-12 Girls 50 yd. Backstroke
13-14 Girls 50 yd. Freestyle	11-12 Boys 50 yd. Backstroke
13-14 Boys 50 yd. Freestyle	13-14 Girls 50 yd. Backstroke
15 & Over Girls 50 yd. Freestyle	13-14 Boys 50 yd. Backstroke
15 & Over Boys 50 yd. Freestyle	15 & Over Girls 50 yd. Backstroke
8 & Under Girls 100 yd. Free Relay	15 & Over Boys 50 yd. Backstroke
8 & Under Boys 100 yd. Free Relay	8 & Under Girls 25 yd. Breaststroke
9-10 Girls 100 yd. Individual Medley	8 & Under Boys 25 yd. Breaststroke
9-10 Boys 100 yd. Individual Medley	9-10 Girls 50 yd. Breaststroke
11-12 Girls 100 yd. Individual Medley	9-10 Boys 50 yd. Breaststroke
11-12 Boys 100 yd. Individual Medley	11-12 Girls 50 yd. Breaststroke
13-14 Girls 100 yd. Individual Medley	11-12 Boys 50 yd. Breaststroke
13-14 Boys 100 yd. Individual Medley	13-14 Girls 50 yd. Breaststroke
15 & Over Girls 100 yd. Individual Medley	13-14 Boys 50 yd. Breaststroke
15 & Over Boys 100 yd. Individual Medley	15 & Over Girls 50 yd. Breaststroke
8 & Under Girls 50 yd. Freestyle	15 & Over Boys 50 yd. Breaststroke
8 & Under Boys 50 yd. Freestyle	9-10 Girls 200 yd. Free Relay
9-10 Girls 100 yd. Freestyle	9-10 Boys 200 yd. Free Relay
9-10 Boys 100 yd. Freestyle	11-12 Girls 200 yd. Free Relay
11-12 Girls 100 yd. Freestyle	11-12 Boys 200 yd. Free Relay
11-12 Boys 100 yd. Freestyle	13-14 Girls 200 yd. Free Relay
13-14 Girls 100 yd. Freestyle	13-14 Boys 200 yd. Free Relay
13-14 Boys 100 yd. Freestyle	15 & Over Girls 200 yd. Free Relay
15 & Over Girls 100 yd. Freestyle	15 & Over Boys 200 yd. Free Relay