



Briefing to Officials 2024

Welcome on behalf of LASA County Age Groups & Championships 2024

Hinckley Leisure Centre Argents Mead, Hinckley LE10 1BZ

Hi all. I am Gez McLoughlin, your Lead Referee and thank you for offering to Officiate during the Championships

Licence Numbers:

Weekend One	27 th & 28 th January	2EM240050
Weekend Two	4 th & 5 th February	2EM240051
Weekend Three	10 th & 11 th February	2EM240052

Please read this before each session you attend, to help the Referees run the event smoothly on the day:

On arrival, **please report to Sue Wainscot in Studio 3**, who will check your name off the list and let you know your role for that session. Briefings for officials will be held before each session and will start promptly: 30 minutes before racing is due to start.

Officials Dress Code:

In line with the revised Swim England Protocol Officials are permitted to wear black trousers, shorts, skirts. From a LASA perspective Officials can wear either white or black and this is a personal decision.

LASA Polo Shirts:

These are available to purchase and a supply will be available at every session. The discounted cost for Officials is £10. Payment can be made directly to the LASA account and the details are as follows:

Leicestershire Amateur Swimming Association
NatWest Plc
Branch Sort Code: 60-14-10

Account Number: 24250600
Reference: Surname Officials Polo Shirt

The polo shirts are available in sizes from Small to XXL
A cash payment can be made if preferred.

Expenses:

All Officials attending are able to claim travel / Carpark expenses. An Expense Form attached. This can be completed and submitted electronically and the details relating to this are on the form. Please submit your claim when you have completed your last session. A copy of the Expense Form is also available within the County Age Groups & Championships section of the LASA website (www.leicestershireasa.org)

Poolside Accreditation:

New procedures have been introduced this year and all Team Managers & Coaches will have formal accreditation which has been submitted through Swim England. All Officials are required to wear their accreditation at all times on poolside. There are a few newly qualified Judge One Officials who may yet have received their accreditation card from Swim England as the county has been advised that there is currently a delay in these being sent out. If any newly qualified Official has yet to receive their accreditation please email Sue Wainscot(sue.wainscot@elts.me.uk) ASAP and an alternative form of accreditation will be issued.

Use of Mobile Telephones & Electronic Devices:

You will hopefully have been notified by your Club of the recent changes to the Swim England Wavepower guidance on the use of mobile telephones and electronic devices in changing areas. Please familiarise yourself with this topic and ensure you do not access your mobile telephone or electronic device in this area. LASA are requesting that no mobile telephones are out on poolside and these should be stored away until you have left the poolside and changing areas.

Parking:

There is a large Car Park at the Leisure Centre which on a Saturday is not free. There are other car parks nearby which also charge but some are free after 3pm on a Saturday. Please ensure you get a ticket, if required and car park charges can be claimed for. Car parks on Sunday are free. Locations of all nearby car parks are shown on the LASA website.

Refreshments:

Tea & coffee will be provided for all officials in Studio 3 is the same place where Officials will meet and have food etc. We will also provide refreshments for any officials attending both sessions on the same day. Drinking water will be available poolside (The Water Fountain will be in the Store Cupboard at the Starting Station end of the pool) please bring your own reusable water bottle.

Bags on Poolside:

Swimmers will only be allowed drawstring bags on the poolside; lockers are provided £1 required. Officials should not use the changing village – this is for swimmers only. There are a large number of lockers available very close to the Officials meeting room in Studio 3 which also require a £1 coin which is refundable.

Hinckley Pool

Emergency Procedure:

The fire alarm is a siren (loud one) and if it sounds, we will stop the gala. All timekeepers should not leave their station until the swimmer in their lane has vacated the water and then could go back to assist your club.

The turn judge on the balcony side (Lanes 7 & 8) is required to go into the changing rooms advising that the fire alarm has gone off and not allow any more swimmers to go into the changing area, also advise those in there to come back to the poolside (shortest distance to exit).

We are to assemble by the fire exits to await further instruction from the Lifeguard or Places for People personnel, the fire exits are along the window side and are situated at the opposite end to starting stations and also in the same position in the small pool area. Ensure that you are aware of the fire exit positions.

The lifeguard will supply the space blankets for swimmers if we are to evacuate. (referees please note we may have to give some assistance giving out space blankets as there is only one lifeguard!)

In an evacuation, please make your way from the building, to the assembly point which is at the band stand directly in front of the leisure centre.

We will only return to the pool once cleared to do so by Police, Fire Officer, Lifeguard or staff of Places for People.

Referees Please note:

Please help with the space blankets which are in a box under the sink unit in the First Aid room if we have to evacuate.

Food & Drink On Poolside:

Places for People who run this facility have a zero tolerance to food on poolside so if you see anyone with food please deal with it or report it to the referee.

Any bottle tops must be put out of harm's way immediately, as they are a danger to swimmers. Refuse bags will be available on poolside.

No Hot drinks or glass are permitted anywhere on the poolside, again if you cannot deal with it please report it to the referee who will then deal with it.

Access for Officials:

The under-balcony walkway will be kept clear during the gala except for officials and heats/finalists coming down that way. Swimmers exiting the pool must go back to teams by way of the window side.

Officials at the gala and swimmers are the only people to be at the starting station end or on the stepped end. Team Managers can be behind the stepped end but not on it. Any repeated occurrences should be reported to the referee.

Radios:

Radios will be issued at all sessions as follows:

Referees
Stroke judge (window side)
Chief Inspector of Turns (turning end)
Finish judge (window side)

Please check if you need a radio before each session.
Those using radios: please ask the referees about radio protocol.
Radios will be sanitised between sessions unless the same official requires one for the next session on the same day.
Please return them at the end of the session if you're going home or not fulfilling a role requiring a radio in the next session.

Referees, Starter, Stroke and Turn Judges:

The list of disability / filming swimmers and their respective events will be on the referees' table.

This should be checked before the start of the session and announced at the briefing.

All Officials:

If you have any doubts about what you have seen, always give the benefit of the doubt to the swimmer. All officials need to have the new rule 'World Aquatics 2023 - 2025 Infraction Codes dated March 2023. If you wish to make a report, please let the referee know as quickly as possible at the end of the race.

Infractions:

Remain at your post until relieved to present your verbal report. Once a verbal report is accepted, you will need to complete a disqualification report - do not subtract or add something to the verbal report that the referee has accepted.

A few report forms will be available if you require them, but please bring your own copies.

All Disqualification Report Forms must be the latest version: WORLD AQUATICS 2023-2025 Infraction Codes – March 2023.

The description given on the report form must be clear and concise, describing exactly what you have seen, including Event No. Lane No. and Turn No. and which hand (if one handed touch).

Attached is a more detailed explanation of potential infractions for reference as not all infractions are listed on the disqualification form. Thanks to Jack Coleman from Coalville SC for collating this information.

Lap Cards:

On 800m / 1500m please ask the swimmer which side he/she would like it to be displayed at the side of the starting block. Lap cards to be changed after the turn has been completed, we suggest you act in this order (A) Watch the turn until the swimmer's head surfaces. (B) Glance at your watch (no need to stop it – just glance at it). (C) Change the lap card number. (D) Write down the time you have just seen on your watch. (E) Return to watching your swimmer.

Most importantly, create a pattern of action and stick to it.

Lap Cards will be at the start end for 800m/1500m events. Set to 32 for 800s, 60 for 1500s before the start of each heat.

Lean your lap cards towards the centre so both sides can see.

A bell will be used to signal to the swimmer when they are starting their last two laps.

The following matters should be reported to the Referee by any Official:

Swimmers wearing jewellery / tape.

Any swimmers wearing Fitbits / watches.

Costumes without a FINA label / Wearing of two costumes.

Disability Swimmers:

Helpers/Chaperones will be on the side of the pool, and at times also appear at the start and end of their events. You may see a tapping stick for the visually impaired swimmers, or someone helping swimmers on to the blocks; please offer appropriate assistance where you can.

Starter:

The Referee for the relevant race and the Starter must agree on a false start.

Backstroke - Please assist with the clearance of the water once a race has been completed and the Referee has given the signal to release swimmers.

Also please assist with clearance of the pool after each event (all strokes) once the race has been swum and the Referee is happy to release the swimmers.

Judge1 / Timekeepers:

Please make sure you have the correct swimmer in your lane.

All sessions will be using electronic timing. Keep a record of your manual times on your lane sheet.

Please ensure that swimmers exit by the steps, not over the timing pads. We are using over the top starts except for backstroke.

Stand where you have a clear view of the pool end. Watch the starts and turns in your lane only.

If you are happy with the start or turn, step back straight away. If not, remain standing near the block and someone will come over to your lane.

If there is over the top starting, can you please ensure the swimmer in the lane is holding onto a lane rope, not the touch pad and ask the swimmers to vacate the pool (if they're not moving) once the next race has started.

Chief Timekeeper:

Independently time and record the times of the first and last swimmers in each race.

Check the electronic board for any faults, and for any finishes not recorded.

Check if any Timekeeper hasn't started their watch correctly – and help as required.

Inspectors of Turns (turning end):

Stand on the end of the pool between your allocated lanes - even if you only have one lane occupied.

Stand where you have a clear view of the pool end and watch turns in your lanes only.

If you are happy with the turn, step back straight away. If not, remain standing and the Chief Inspector of Turns will come over to your lane. If you have a report to make, the CIT will stand in your lane(s).

In Breaststroke don't forget that a butterfly kick (if performed) can occur at any time prior to, and be followed by, a breaststroke kick.

Finish Judges:

You should record placing and event numbers. Do not confer. If places are needed from the window side, the referee will ask for them over the radio.

Please record your placings on the sheets provided and hand them in at the end of the session; this allows us to check any queries from coaches. This is not to check your placings!

If the Referee does not agree with the AOE or Finish Judge on the AOE/balcony side, the radio will be used to collect the placing from the opposite side.

Stroke Judges:

The stroke judge on the AOE/balcony side of the pool should operate the 'false start' rope if it is needed. This is to be activated if a recall signal is sounded.

Observe swimmers' heads at the 15m mark on all except breaststroke.

In line with the regional direction, please observe the 4 lanes nearest to you.

Where possible, assist the Inspectors of Turns in their role.

Infraction Reporting:

Any disqualifications will be announced by the Announcer.

All infractions must initially be reported verbally to the Referee by the Official observing the infraction.

If the Referee confirms the infraction, then a written Disqualification Report must be completed using codes from WORLD AQUATICS 2023-2025 Infraction Codes – March 2023.

The AOE Referee will pass to the Announcer details of the event, heat and lane, and that it was a 'Technical Infringement'.

Remember the swimmer gains the benefit of doubt

See you at poolside, have fun, enjoy your day, and once again thank you from LASA and the swimmers for volunteering

Gez