

Briefing to Officials 2023

Welcome on behalf of LASA to the Age Groups 2023. Hi all I am Gez your lead referee for all these galas and thank you for offering to Officiate

Please read this ready for each Gala you attend to help each Referee run the gala smoothly on the day.

On arrival, please report to the Referee who will be running the gala and check that your name is down on the list. (please tick your name and see what your job is to help run the gala on the day)

The warm up time is shown at the top of each session list and the Officials Briefing will take place around 30 minutes before the scheduled start time shown

Safety

Personal Responsibility:

Please make sure you're Up To Date with Covid 19 Rules If any. At this time none of the venues have advised LASA of specific Covid protocols. However, everyone has a responsibility to ensure the safety of themselves and others

If you are unable to attend a session for whatever reason, or are delayed before or during your journey please contact Sue Wainscot either by email (sue.wainscot@elts.me.uk) or via her mobile (07793 470487)

Please stay at home if you are unwell.

General Safety

If any official sees a problem relating to safety please report it to the referee immediately; this will include blocked emergency exits, missing lifeguards and dangerous objects on the poolside

Please make sure that you know where the emergency exits are situated at each pool.

Fire exits - can you please ensure they are kept clear in the event we evacuate the pool.

Individual responsibilities relating to specific pools will be communicated as part of the officials briefing

Swimmers will only be allowed drawstring bags on the poolside; lockers are provided.

(Braunstone, Coalville, Hinckley (no more than a £1)

Expense sheets & Refreshments:

All Officials attending are able to claim travel expenses and the mileage rate is 45 pence per mile.

Expense form will be available from **Sue Wainscot**. Can you fill in the one form at the end of the age group galas you are working. Forms will also be emailed out and are available on the new LASA website under the Resources section and the link is shown below:

https://www.leicestershireasa.org/files/ugd/98f271_4bd1b0bf02df43acb5454a67ae5872e6.pdf

Based on feedback following the 2022 event we are going to provide refreshments for any Officials attending both sessions on each day. Tea, Coffee & biscuits will be provided for everyone at all sessions.

In addition, to reduce the use of plastic bottles LASA has arranged for chilled water containers to be available at all three venues. Please therefore ensure you bring your own water bottle to fill. As there are two venues for the first weekend the container will not be available at Braunstone on Friday 27th January. Bottles of water will be available for this session only.

POLO SHIRTS

There are White LASA Officials Polo Shirts available for purchase. There is a full range of sizes from XS up to XXL. Sue Wainscot will have a range of sizes available at each venue. The cost to Officials is £10 (this is below cost price).

VENUE INFORMATION:

BRAUNSTONE

The emergency signal will be a continuous siren. If the lights around the poolside turn totally red then it is a fire alarm, if it has a white circle as well as red then it is the drowning alarm.

Emergency buttons are situated halfway along the wall at the starting station end, half way down the window side and the final one is on the wall between changing village poolside entry and the small pool area.

The fire alarm is a siren and if it sounds, we will stop the gala. Timekeepers are not to leave their stations until the swimmer in their lane has vacated the water.

In an emergency all officials should assist in getting the swimmers out of the pool area in an orderly manner without stopping to pick up any bags.

The turn judges on Lanes 1 and 2 at Braunstone are to ensure no one goes into the changing area as we may have to evacuate the building and shout out to warn swimmers already in there that they are to come back to poolside immediately.

Evacuation of the building will be by instruction of the Leisure Centre staff or Lifeguards. Assembly point at Braunstone is in the coach park area. Space blankets for swimmers

particularly in wet costumes will be provided by the Leisure Centre staff should evacuation be required.

Should we have to evacuate no one is to return to the building until told to do so by Fire/Police officers and or Leisure Centre staff or Lifeguards.

If any official sees a problem relating to safety please report it to the referee immediately; this will include blocked emergency exits, missing lifeguards and dangerous objects on the poolside.

Watch out particularly for breakable items on the poolside and for hot drinks.

The area inside the black tiles around the pool must be kept clear of swimmers and coaches at all times; this is to allow the lifeguards clear sight across the pool. Any difficulty in this respect should be brought to the attention of the referee.

If there is an accident / incident forms will be available on the referees table, all accidents / incidents should be entered on the forms.

The walkways on poolside nearest spectators are to be used for officials and swimmers coming for heats or finals only. The swimmers exiting after their event are to return to the area along the window side only.

Reusable bottle tops must be put out of harm's way immediately, as they are a danger to swimmers.

No Hot drinks nor glass anywhere on the poolside, any issues please deal with it or report it to the referee who will deal with it.

Fire exits - please ensure they are kept clear in case of need.

Please assist in these points as your assistance helps the smooth running of the gala.

HINCKLEY:

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

Also reusable bottles only any tops must be put out of harm's way immediately, as they are a danger to swimmers.

No Hot drinks nor glass anywhere on poolside, again if you cannot deal with to report it to the referee who will deal with it

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. Starter to assist in this flow

Swimmers only allowed drawstring bags on poolside, lockers are provided (with £1 returnable key available).

Officials of 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 stepped end but certainly not on it nor coaching.

The fire alarm is a siren(loud one) and if it sounds we will stop gala and will timekeepers please not leave their station till the swimmer in their lane has vacated the water and then you could go back to assist your club. The turn judge on the balcony side(Lanes 7 & 8) will you please shout into the changing rooms 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 the poolside way(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 on the small pool area. Ensure you are aware of them. The lifeguard will supply the space blankets for swimmers if we are to evacuate.(referees please note we may have to supply some assistance giving out space blankets as we are with one lifeguard- it will depend how fast they want the evacuation). Space blankets are stored in the First Aid room and if it is being used by AOE then the operator **MUST** pass space blankets to the referee for delivery to Lifeguard/s at Fire Exit doors.

Once out of doors, if evacuating, please go away from the building and the assembly point is the band stand in Argents Mead, directly away from the pool. We will only return to the pool once cleared to do so by Police, Fire Officer, Lifeguard or staff of Places for People.

Fire exits can you please ensure they are kept clear in case of need.

WHITWICK & COALVILLE NEW POOL

Depth of water 1.0-2.0m

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

Reusable bottles only any tops must be put out of harm's way immediately, as they are a danger to swimmers.

No Hot drinks nor glass anywhere on poolside, again if you cannot deal with it, report it to the referee who will deal with it

The balcony walkway on the poolside 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. Starter to assist in this flow

Swimmers only allowed drawstring bags on poolside, lockers are provided (with £1 returnable deposit available).

Officials of 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 stepped ends but certainly not on it nor coaching.

The fire alarm is a buzzer **(With spoken words !)** and if it sounds, we will stop the gala and will timekeepers please not leave their station till the swimmer in their lane has vacated the water and then you could go back to assist your club. The turn judge on the balcony side (Lanes 7 & 8) will you please shout into the changing rooms 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 the poolside way(shortest distance to exit). We are to assemble by the fire exits to await further instruction from the lifeguard or Coalville personnel, the fire exits are along the window at the end side near to the warmup pool and are situated at the side of the starting stations and also in the in the first aid room near warmup pool area. Ensure you are aware of them. The main one is the one on the window side (warmup pool). The lifeguard will supply the space blankets for swimmers if we are to evacuate.(referees please note we may have to supply some assistance giving out space blankets as we are with one lifeguard- it will depend how fast they want the evacuation). Space blankets are stored in the store room in the middle of the poolside.

At this pool the fire alarms buttons are the red boxes on the wall

- 1.one red box is at the start / AOE end next to the fire exit .
- 2.one red box is at the warmup pool next to the fire exit.
- 3.one red box is at the warmup pool near the first aid room door (extra fire exit to the foyer if needed.)

Once out of doors, if evacuating, please go away from the building and go to the assembly point , directly away from the pool on the other side of the carpark with a green sign on a lamp post. We will only return to the pool once cleared to do so by Police, Fire Officer, Lifeguard or staff of Coalville Leisure Centre.

RADIOS:

Radios will be issued at all events. Please check if you need a radio before each session.

The roles required to use radios are as follows:

Referees

Stroke & Finish Judge (opposite side to Referee

Chief Inspector of Turn (both sides)

Those using radios please ask about radio protocol from the referees.

Radios will be sanitised between sessions unless an Official requires them for the next session.

Please return them at the end of the session if you're going home.

ALL

ALL OFFICIALS:

The FINA rules have not changed for this event

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

This should be checked before the start of the session. (or announced at briefing)

If you have any doubts about what you have seen, always give the benefit of the doubt to the swimmer.

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

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

If you wish to make a report please let the referee know as quickly as possible at the end of the race.

Infractions- Once a verbal report is accepted you will need to complete a disqualification report - do not subtract anything or add something to your verbal report that the referee has accepted.

Remain at your post until relieved to present your verbal report.

A few report forms will be issued before the gala starts if you require them but please bring your own copies

All Disqualification Report Forms must be April 2019 version 2 no other will be accepted as FINA rule numbers changed.

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. When completing the Disqualification Report please ensure there are no errors before handing to the Referee. If you make a mistake when completing do not cross out any part; a new form must be completed.

During IM events please ensure that the swimmer completes each stroke in accordance with the relevant laws and completes $\frac{1}{4}$ of the event in each discipline.

Long distance events, please keep a note of each length, if the swimmer has gone too far at the finish of the required lengths, and is totally submerged then this is a Disqualification

Please keep a lookout for swimmers who are feeling 'poorly', coughing and spluttering etc at the end of their event. Get them out of the water as quickly as possible.

The following matters should be reported to the Referee:

Swimmers wearing jewellery

Any swimmers wearing Fit-bits / watches /

Costumes – FINA label check / Wearing of two costumes (this will be reviewed based on current exceptions and the completion of any appropriate documentation)

Disability Swimmers:

Helpers 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 helpers to help swimmers on to the blocks at each end please offer appropriate assistance where you can.

Starter:

The Referee and Starter must agree on a false start.

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

Also please assist with clearance of the pool after the finals of all strokes, once the race has been swum and the referee is happy to release them.

Judge 1 acting as Timekeeper:

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

All galas will be using electronic timing and please ensure swimmers exit by steps not over pads.

We are using over the top starts except for backstroke and any finals. Keep a record of your times on your lane sheet.

Backstroke ledges will be available for any backstroke events at Hinckley & Whitwick & Coalville. We will ensure anyone acting as a J1 at the start end will be briefed about how to set up and remove the ledges at the end of the Officials briefing

Please stand where you have a clear view of the pool end and 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 we will come over to your lane.

If there is over the top starting can you please ask the swimmers to vacate the pool if not moving once the next race has started.

Lap cards are used on 1500m & 800m events; 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 emerges. (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.

Bells are provided to be rung as the swimmers approaches the turn just before the last two lengths

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

Chief Timekeeper

To independently time and record the time of the first and last swimmer in each race.

Please check the electronic board for any faults.

Please check if any Timekeeper hasn't started to watch correctly.

Check the electronic board for any finishes not recorded.

Inspectors of Turns (Turning end)

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

If you have a report to make, the CIT will stand in your lane.

Please 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 near the block and CIT will come over to your lane.

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 placing on the sheets provided and hand them in at the end of the session, this allows us to check any queries from coaches, not to check your placing.

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

Stroke Judges

The stroke judges on the AOE / balcony side of the pool should operate the 'false start' rope if it is needed or used

This is to be activated if a recall signal is sounded.

Stroke judges should follow swimmers in at the end of all backstroke events to watch for submerged finishes and assist with Breaststroke turns.

Observe swimmer's head at 15m mark on all except breaststroke.

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

Infraction Reporting

Any disqualifications will be announced by the Announcer.

All infractions must be reported initially 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 **FINA 2017-2021 DQ codes 2019 version 2**.

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

Remember the swimmer gains the benefit of any doubt.

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

Gez McLoughlin

Lead Referee