

A GUIDE TO PRESENTING OFFICIATING CLINICS, EVALUATIONS & CERTIFICATION

Each Canadian Provincial Section is responsible for the training and advancement of its swimming officials, following standards prescribed by Swimming/Natation Canada. In New Brunswick the “New Brunswick Officials’ Committee”, a committee of the SNB Board, carries this responsibility. This committee monitors clinics, arranges for practical evaluations and is responsible for all areas of officiating in the province.

Clinic material <http://www.swimming.ca/Clinics> and Questionnaires <http://www.swimming.ca/Questionnaires> are available on the SNC web-site.

Beginning with their Level I Clinic, officials are encouraged to purchase a copy of the SNC Rule Book.

It is important that you be prepared well in advance of the actual clinic presentation. Gather any relevant equipment needed for the clinic you’ll be giving - this might include stop-watches, entry cards, timekeepers’ sheets, start-system, various meet forms, etc. Also, arrange for any electronic tools that will enhance your presentation (overhead, video tape(s) & player, chalk/white board, etc). Have enough questionnaires and pencils for the expected number of candidates. Or, have requested that each candidate download the required Clinic and Questionnaire from the SNC web-site.

1. Explain the rules pertaining to the position (the job in theory).
2. Have a short exercise of the tasks performed in the clinic position.
3. Have the candidates complete the questionnaire.
4. Review the questionnaires to identify any weak areas in the presentation.
5. Distribute evaluation cards to the candidates.

**Following the clinic
make every effort to ensure that each candidate
has opportunities for their clinic evaluations!**

Remind your candidates that following the completion of the clinic, they’ll be offered the opportunity to do “deck evaluations”. SNB has a policy where a Senior or Master Official is available at most meets to oversee the practical portion of each clinic. To schedule evaluations candidates may ask their club’s Officials’ Coordinator, ask the Chair of Officials or ask the Session Referee of the meet. Their evaluation may depend on the availability of an evaluator.

The NOC has recommended presenting the following 3 clinics together - Chief Finish Judge, Recorder/Scorer and Chief Judge Electronics.

PROCEDURE FOR EVALUATIONS

Processing Officiating Evaluations is the responsibility of at least three people:

1/ the person requesting the evaluation:

Contact the Meet's Officials' Coordinator either in the days prior to the meet, or during the session warm-up. Tell him/her what eval you'd like and ask if there is an opportunity for you to work that position. Be sure your name is spelled correctly on the Assignment Sheet and that an (E) is placed by your name. Have your Yellow Officiating Card and your Green (or Blue) Clinic Cards with you and remain in the Officials' Room for a few minutes after the meet to have them signed by the evaluator.

2/ the Meet's Officials' Coordinator:

On the Assignment Sheet identify those officials requesting evaluations with an (E) making sure their names are spelled correctly. Some Referees will check the sheets and make their own lists of the names indicating evaluations, some will prefer that you to do it for them.

3/ the Session Referee:

Check the Assignment Sheet for the names and positions of those needing to be evaluated (or, ask the Officials' Coordinator to make a list for you). You may wish to do the evals yourself, or you may wish to designate some to other Level IV or V officials (for instance, the Mentor Referee). Following the meet, remain in the Officials' Room to sign the cards for those whose evaluations have been successful. At your earliest convenience submit the Evaluation Form found on the SNB web-site in order for the evaluations to be added to the NBOC Roster.

Note! The candidate should complete at least one full session for each evaluation requested.

Following the meet an online Evaluations' Report (<http://www.swimnb.ca/form-evaluations.html>) should be completed by either the Mentor Referee or the Session Referee.

OFFICIALS' LADDER

The Badge System & Certification Process

Level I (Initial) - Red Pin

the candidate shall:

- attend a Level I Clinic and complete the questionnaire
- complete two (2) on-deck evaluations - 1 as Timekeeper, 1 as Safety Marshal.

Level II (Intermediate) - White Pin:

the candidate shall:

- be certified at Level I
- be certified in two of the following positions (one of which must be Judge of Strokes/ Inspector of Turns/Head Lane Timekeeper):
 - Clerk-of-Course/ Marshall
 - Judge of Strokes/Inspector of Turns/Head Lane Timekeeper
 - Starter
 - Chief Timekeeper
 - Chief Finish Judge
 - Recorder/Scorer
 - Chief Judge Electronics
 - Meet Manager

Level III - Orange Pin

the candidate shall:

- be certified at Level II
- have completed all questionnaires except Referee
- be certified in at least 5 of the positions listed under Level II
- have satisfactorily conducted one (1) Level I Clinic under the supervision of a Senior or Master Official.

Level IV - Senior Official - Green Pin

the candidate shall:

- have a minimum of one (1) year active service as a certified Level III Official
- have completed the Referee's Questionnaire in the presence of a Master Official
- be certified as a Referee (includes being evaluated by a Master Official designated by the NBOC Chair) while working a minimum of two (2) sessions as a Referee. (practice sessions are recommended prior to actual evaluations)
- have organized and conducted a minimum of two (2) clinics at Level II or above. The first clinic shall be conducted under the supervision of a Master Official
- submit to the NBOC a written application for advancement

Level V - Master Official - Blue Pin

the candidate shall:

- have a minimum of one (1) year's experience as a Senior Official in SNC/SNB Sanctioned meets acting in all officiating capacities including Referee
- have organized and conducted a minimum of two (2) clinics at Level II or above
- have officiated at a minimum of one (1) SNC designated meet (National competition)
- submit to the NBOC a written application for advancement

In order to maintain active status as a Master Official in Canada, a Level V Official must work a minimum of FOUR (4) SESSIONS SPREAD OVER A MINIMUM OF TWO (2) MEETS in any given swim year and have participated in one (1) clinic.

NOTES:

Certified means that the clinic card shall be signed and dated by a Senior or Master Official after working two (2) sessions in that position at an SNC/SNB sanctioned meet.

To apply for advancement to Level IV the candidate must present records showing meet experience in the past year (since being certified Level III) having worked all officiating positions.

To apply for advancement to Level V the candidate must present records showing meet experience in the past year (since being certified Level IV) having worked all officiating positions.

OFFICIALS' CODE of ETHICS

In order to ensure fair competitions for all swimmers, it is important that officials adopt the following practices.

1. Have a **POSITIVE ATTITUDE** when going to work at a meet.
2. **BE AT THE POOL AND READY TO WORK** at least one (1) hour before the session is to begin or as instructed, particularly if you are doing Stroke & Turn. The Referee at this time will be giving instructions as to rule changes or interpretations and procedures for the session.
3. **REPORT PROMPTLY** to the officials' area and sign in. This lets the referee know that you have arrived. **STAY IN THAT AREA**. It is very frustrating to have a list of people checked off and to find that they have disappeared prior to the briefings and/or the start of the meet.
4. Accept an assignment to officiate at a meet **ONLY IF YOU INTEND TO HONOUR THAT COMMITMENT**. If, for any reason, you are unable to attend, courtesy demands that you let the person in charge of officials know as soon as possible. **Never simply be a "no-show"**.
5. **ACCEPT THE ASSIGNMENT** you have been given at the meet. The Meet Manager or Referee has placed you there for a reason. Also, keep in mind that it never hurts a Senior or Master Official to time a session, or to be Clerk-of-Course, etc. If you find yourself doing the same job for several sessions, a word to the Referee or Officials' Coordinator can usually solve the problem.
6. When you arrive at your assigned position for the session, **DON'T LEAVE YOUR POST**. Always be in the right position to do your job properly.
7. In many cases you will be officiating at a meet where your own son/daughter is competing. It is a great temptation to leave the deck when your child has swum his/her last event. However, your commitment to the meet does not end with their swimming schedule. If you know you will have to leave when your swimmer does, please advise the Referee or Meet Manager **PRIOR TO THE START OF THE SESSION** in order that they can arrange for a replacement if you must leave.
8. **KNOW THE RULES THOROUGHLY** as they apply to your assigned position. It is often a good idea to look over the pertinent rules and sections of the Rulebook prior to the session.
9. Officials and officiating should be as **UNOBTRUSIVE** and **INCONSPICUOUS** as possible.
10. **SWIM MEETS ARE FOR SWIMMERS**. You, as an official, are there to assist them by providing adequate technical supervision for the meet. You must act in such a way that no swimmer gains an unfair advantage over another. It is imperative to remember that **inattentive or inefficient officiating is unfair to the swimmers**. You are there **TO SERVE IN THE BEST INTERESTS OF EACH PARTICIPANT**.
11. **BE IMPARTIAL!** Be careful to not use your position to the advantage or detriment of any competitor or team. Remember, that officials neither coach nor cheer while officiating.
12. The **DRESS CODES IS WHITES**, preferably long pants for men and slacks or skirts for women.
13. Remember that the Referee's decision is final. Do not take offence if your decision is overturned.
14. Do not lecture a coach or debate a disqualification with a swimmer while working on the deck. **REMAIN COOL AND PROFESSIONAL AT ALL TIMES**. Refer any problems that may come your way to the referee.

PERSONNEL REQUIRED TO STAFF A SWIM MEET

MEET MANAGER (1 or 2)

- prepares and distributes Meet Information, in consultation with the SNB Technical Committee
- makes arrangements for pool time, rooms, equipment, etc
- arranges for officials
- accepts entries; prepares psych sheets, heat sheets, finals sheets and entry cards (may be delegated to the Computer Operator)
- works with coaches & officials to ensure a smoothly run event
- deals with any problems not referred to the Referee
- sends out results, TAG listings, Record Applications, media reports, etc.

SAFETY MARSHAL (2 or 4)

- responsible for deck and locker-room safety during the warm-up period of the meet
- works closely with the facility life-guards

TIMEKEEPER (3 per lane)

- records time of each swimmer in their lane
- may be assigned to record times on entry cards/sheets
- may be assigned to take splits
- may be assigned to judge relay takeovers

HEAD LANE TIMEKEEPER

- is a certified Judge of Strokes & Turns
- assigns duties of recording times and taking splits
- judges all touches
- supervises the ringing of the bell in distance events
- judges relay takeovers

CHIEF TIMEKEEPER

- briefs Timekeepers prior to session
- signs watches out/in
- assigns Head Lane Timekeepers
- takes time of lead swimmer in each heat
- instructs Timekeepers when to clear watches
- monitors times to ensure watches are operating accurately
- alerts Referee if all Timekeepers not ready for Start

MARSHAL (1 or 2)

- assists Clerk-of-Course with directing swimmers to correct heats and lanes
- assists Clerk-of-Course with deck control

CLERK-OF-COURSE

- checks in swimmers and with Marshal(s) sees that swimmers proceed to correct heats & lanes
- ensures quiet and order on the pool deck
- is responsible for seeding at deck-seeded meets
- may distribute and receive Relay Cards for processing
- notifies Referee when anything is not as published in the Heat/Finals Sheet

JUDGE of STROKES (2 - 4)

- positioned on both sides of the pool
- observes the stroke techniques of the swimmers and judges whether rule infractions have occurred
- confirms with the Referee the validity of a disqualification
- notifies the swimmer or the coach of the disqualification

INSPECTOR of TURNS (2 - 4)

- positioned on both sides of the pool
- observes the turn techniques of the swimmers and judges whether rule infractions have occurred
- confirms with the Referee the validity of a disqualification
- notifies the swimmer or the coach of the disqualification

RELAY TAKE-OVER JUDGE (1 per lane)

- may be Timekeeper, or Inspector of Turns, or Head Lane Timekeeper
- judges the touch-in and take-off to determine fair take-over

STARTER

- starts each race by gun/horn/electronic start system, making sure the start is fair
- may serve as Inspector of Turns

REFEREE

- chief official at the meet, with full authority over all aspects of the session
- briefs the Stroke & Turn Judges on the tolerances of the meet
- ensures fairness and makes decisions not clear in the rules
- is the final authority on Stroke & Turn infractions

MENTOR REFEREE

- a Master Official (might be a Senior Official) who has agreed to work with the Meet Manager to assist with all aspects of the meet (pre-meet, meet, and post-meet)
- may be responsible for evaluations during the meet, if requested by the Referee
- may fill in for those needing a brief break from their designated position
- should be available for pre-meet briefings and post-meet de-briefings
- may submit a Meet Report to the NBOC

CHIEF JUDGE ELECTRONICS (at pools having an electronic timing system)

- oversees the operation of electronic equipment
- provides the Chief Finish Judge with printout (tape) of each race
- identifies light touches or possible malfunction of equipment

ELECTRONICS OPERATOR (at pools having an electronic timing system)

- operates electronic equipment
- may need to serve also as Chief Judge Electronics

CHIEF FINISH JUDGE

- briefs the runners on their duties
- determines official time on each Timekeeper's Sheet (or card)
- assigns placings and times
- signs official Order of Finish prior to posting

COMPUTER OPERATOR

- prepares meet set-up file
- accepts entries & compiles meet program
- prints Psych Sheet for coaches (& for programs to sell)
- prints Order of Events Sheets (for Timekeepers and Stroke & Turn)
- enters scratches, deck entries, etc. just prior to start of session
- prints entry cards/timekeepers' sheets
- prints Heat Sheets/Finals Sheets
- enters results with Chief Finish Judge
- prints event postings, finals sheets, scoring reports, etc.
- responsible for scoring (computer program can be set to do this)
- checks for records, etc. (computer program can be set to do this)
- compiles the results and keeps scores for awards
- posts results
- provides info to announcer, media person, etc.
- provides info to Awards Persons for preparation of medals/ribbons/plaques, etc.

RUNNERS – pick up the Timekeepers' Sheets and deliver them to the Chief Finish Judge

ANNOUNCER – helps the Clerk-of-Course with deck control; makes announcements at Championship Meets

PUBLICITY OFFICER – works with the media for Championship Meets

AWARDS PERSON – responsible for the ordering and distribution of ribbons, medals and other awards

THE OFFICIALS' GARDEN

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| <p>Plant five rows of "peas" -</p> <ul style="list-style-type: none">preparedpromptpolitepleasantproperly attired | <p>Plant five rows of "lettuce" -</p> <ul style="list-style-type: none">let us treat everyone with respectlet us be knowledgeablelet us be inconspicuouslet us follow/not bend the ruleslet us enjoy ourselves |
| <p>Plant five rows of "turnup" -</p> <ul style="list-style-type: none">turn up for meetsturn up for meetingsturn up with a smileturn up with energyturn up with a healthy attitude | <p>Plant four rows of "squash" -</p> <ul style="list-style-type: none">squash officiousnesssquash unfairnesssquash inconsistencysquash self-importance |