GENERAL BRIEFING FORMAT & NOTES

The General Briefing takes place approximately 30-35 minutes before the start of the session, and is called to order by the Meet Referee or Meet Management. It covers the following:

- Welcome, hours of hospitality and any other organizational information;
- Deck protocol;
- Infraction reports, to become DQ if accepted by Referee;
- Introduction of the Senior Officials.

Referee(s) provide instructions to the Timers and other Judges, and specific stroke and turn judging briefing.

The briefing should be completed within 20-25 minutes and presenters should be prepared, concise, accurate, and be prepared to answer questions.
Referee briefing notes are not intended to be read word for word, but as guideline to the presenters.

Referee Briefing of Officials:	
Introductions:	
Crew	Introduce the Starter, Chief Timer (CT), Assistant Chief Timer (ACT) and Chief Inspector of Turns (CIT) if used
Protocols:	
Deck Deportment	• Officials should never attract attention to themselves; be swift, accurate, and discrete. • No cell phones use or texting on deck. • Do not touch swimmers. • Do not speak to swimmers unless spoken to (exception: lane recorder verifying swimmers' identity).
Timers: (Briefing may be given by CT)	

Timers	• Use index finger to start/stop watch, or to depress plunger button.
	• Always use the same plunger.
	• Handle plungers carefully, setting them down gently out of traffic area.
	• One Timer should verify swimmers' identities.
	• If watches in use: Timer using a watch will take splits if directed to.
	• Distance events: keep an accurate record of laps swum.
	  • SC: bells at 1450m touch for 1500 free, and 750m touch for 800 free.
	  • LC: bells at 1400m touch for 1500 free, and 700m touch for 800 free.
	  • Bells are rung from backstroke flags in to backstroke flags out.
	  • Do <u>not</u> ring directly over the swimmer's head; over right side lane rope is preferred.
	• If acting as Inspector of Turns and less than 3 timers in your lane, use a plunger/watch as instructed by the Referee

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Stroke and Turn Judges (Briefing given by Referee)	
Inspectors of Turns (IT) (IT start end)	• Act as Inspector of Turns in your lane; do not take splits or record times unless requested to do so. • If there are less than 3 timers in your lane, use a plunger as instructed by the Referee. • Breaststroke and Butterfly events: immediately after the start, step forward to watch the departure until the swimmer has surfaced, then return to your chair. • Remain standing at the edge of the pool after the swimmer's final touch if you are making an infraction report, or make your way directly to the Referee as instructed. • Ask next lane IT to watch your lane before you move to the Referee (if no CIT). • Referee will Review DQ Procedure and infraction reporting for IT at turn end and for IT at start end (aka. HLT) • Ask next lane IT to watch your lane before you move to the Referee (if no CIT)
Inspector of Turns (IT) @ turn end (Turns Judge)	• Remain seated for start of race. • As much as possible, rise in unison with the CIT (if in place) as the lead swimmer approaches the 15m mark. • Observe turn and touch, remaining standing until the swimmer has surfaced after the turn in order to observe correct departure and stroke from wall. • Return to your chair when your swimmer has completed his/her departure. • Remain standing at the edge of the pool after the swimmer's final turn if you are making an infraction report, or make your way directly to the Referee as instructed. • Ask next lane IT to watch your lane before you move to the Referee (if no CIT).
Stroke Judge (if in place)	• Stroke Judges must be in position at the 15m mark for the start of all races <u>except</u> Breaststroke. • After race is underway, avoid giving swimmers the idea you are staring them in the eye: walk slightly behind, or slightly in front for backstroke. • Lead stroke judge should move with first swimmer on that side of the pool; second stroke judge moves with last swimmer. • Lead stroke judge goes beyond backstroke flags, to assist in judging turns or final touches. • Freestyle: watch 15m mark, but remain sitting during the remainder of the race.

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Stroke and Turn Briefing	
Stroke & Turns Briefing	**Freestyle (SW 5)** • Review 15 metre mark obligation • In IM and Medley Relays, Freestyle means in IM and Medley Relays, Freestyle means any style other than backstroke, breaststroke or butterfly **Backstroke (SW 6)** • Review 15 metre mark obligation • Review carefully the FINA wording on the Backstroke turn and any interpretations that may be on the SNC website **Butterfly (SW 8)** • Review 15 metre mark obligation • Review the essential features of the Butterfly stroke • Review the only kick that is allowed = Butterfly kick **Breaststroke (SW 7)** • No 15 metre mark obligation • Review the FINA regulation on the optional Butterfly kick that may be used at the start and after turns and any interpretations as posted on the SNC website • Review carefully the FINA wording on the Breaststroke and any interpretations that may be on the SNC website **Individual Medley (IM) (SW 9)** • Review stroke order: Butterfly, Backstroke, Breaststroke, Freestyle • Review need to complete Backstroke on the back • Remind that in IM, Freestyle means any stroke other than Backstroke, Breaststroke or Butterfly. **Relays (SW 10)** • Give instructions on proper techniques for visual takeovers – watch feet leave the block, then move eyes downward to watch touch of incoming swimmer at the wall • Reminder on order of swimmers as per card • For Medley Relay, stroke order: Backstroke, Breaststroke, Butterfly, Freestyle

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Referee Prep. Before Session

- **Referees should be on site at least 60 minutes before the session is scheduled to begin or before the start of warm-up period**

- **Referee should speak with the Meet Manager and/or Meet Referee**
- Verify that the meet is running according to the Meet Package and discuss any items of note re: sessions
- Review DQ Procedure with Meet Referee

- **Complete a thorough deck check:**
  - Warm up rule posted
  - Safety Marshals in place
  - Blocks check (including backstroke handles)
  - Lanes and Lane Ropes
  - Backstroke Flags
  - False start rope
  - Emergency exits
  - pH, chlorine, and pool temperature

- **Brief Senior Officials**
  - Starter (signals, DQ procedure, start over top, sweeps, etc.)
  - Clerk of Course (notify Referee & Meet Management of scratches, etc.)
  - Chief Timer (get watch time for heat winners; prepare clipboards, watches, heat sheets for session)
  - Chief Finish Judge/Recorder Scorer (notify Referee & Meet Management of swim-offs; notify Chief Timer if concerns with Timers using plungers)
  - Chief Inspector of Turns (if in use) (highlight IT rise in unison with the CIT as the lead swimmer approaches the 15m mark and infraction reporting with DQ procedure)
  - Stroke Judges (if in use) (highlight Stroke Judge briefing note points listed above)