

SJSSL HMO Guidelines

Be on time for each session and officials' briefing, dressed appropriately in a professional manner. Be aware that you may be asked to answer questions about rules.

- Confirm assignments, rotations, and invigilating schedule with the Head Starter
- Assist the Starter in checking starting equipment and starting platforms
- Review deck set-up in general

Coordinate with the Starter and other Deck Referees to:

- Establish how heats will be run – fly-overs, cleared pool, etc.

Manage the starting area –only current heat swimmer in front of timers, etc.

Work with the Starters:

- On accommodation for disabled swimmers
- To verify “possible false start” procedure and protocol
- Work with the Stroke and Turn Officials
- To establish procedures for DQ, DFS and “No Show”
- To establish swimmer notification procedures for all disqualifications
- To be sure they understand the radio protocol

Try not to turn away from the pool while a heat is in progress - avoid any “paperwork” until all heads are up after the start

At the end of each event, reconcile DQs, “no shows”

Develop your own “mental check list” of things to do before, during, and after your duty session. For example:

- Before each race: (All of this should only take a second; two at most) scan the deck for officials in position
- After the start: glance to see if the timing system started (consider a recall if it didn't) watch for all heads up move a few meters down the pool (never more than 1 or 2 meters past the backstroke flags) glance back at start end judges watch swimmers and stroke judges check turn end judges acknowledge and note any DQs and process them expeditiously move back to start with incoming swimmers at the end of the heat glance at Starter to see if there may be issues with the next heat
- After each event: check that all DQs have been finalized (including swimmer or coach notifications) reconcile DQs, DFSs, No Shows and adjustments with admin so the event can be “closed”