

General briefing notes.

1. Start briefing 25 minutes before scheduled start time.
2. Have all officials on deck in position and ready to go 5 minutes before scheduled start time.
3. The ARES and Hy-tek operators are trained to handle all timing issues, including Chief Finish Judge.
4. Chief Timer position is not assigned. The 2 plungers are backup, the watch is a second backup and shall be recorded on the heat sheet.
5. No Clerk of Course, the heat sheet posted on the wall is "Official". Coaches make scratches on the wall and any heats saved or changes will be posted there by the Meet Manager who will notify the lanes, the booth, and Senior Officials.
6. DQs need to go to the booth for processing.
7. Notify the booth of all lane changes and any other relevant information.
8. It is the referee's responsibility to ensure accurate briefing of all officials.

Referee briefing outlines

- Welcome and introduction of referees and starters.
- Approximate session length
- Event list
- Timing instructions: Use 2 plungers and one stopwatch.

With 3 timers, the head lane timer (strokes & turns certified) uses a plunger, one timer uses a plunger and records on the clipboard and one timer uses a watch.

With 2 timers, one timer uses a plunger and records on the clipboard and one timer uses a watch and a plunger.

Start the watch with the strobe light on the starting device. Only plunge at the end of the race and the first leg of the relay. When swimming over, instruct swimmers to hold on to the lane ropes at the end of the race.

Sign in and pick up all clipboards.

Instruct all Head Lane Timers to step forward to watch the departures on Breaststroke and Fly only and each turn until the swimmer has surfaced.

Recap of stroke rules

1. **FREE** – Head must surface by 15 metre mark and any stroke or combination of strokes is permitted, provided they touch the wall at both ends and do not walk on the bottom or pull on lane ropes.
2. **BACK** – Head must surface by 15 metre mark. At the turn, the swimmer may turn over on to front and take a single or double arm pull which must initiate the turn. Watch the swimmer's arms and hands. Once the arm pull is complete, the turning action must have started. If the pull finishes and the swimmer continues to kick before initiating the turning action, it's an extended layout infraction. They must leave the wall on their backs.

Alternatively, they may come in and touch on their backs provided they have not turned past 90 degrees and leave on their backs.

3. **FLY** – Head must surface by 15 metre mark. Allowed as many kicks as they want and one full arm pull which must bring them to the surface. The stroke is symmetrical (left and right are mirror images) and simultaneous. Arms must recover over the water. Dolphin kick only is permitted. At the turn and finish, must be a simultaneous two-handed touch which can be any position as long as both hands touch at the same time. If the swimmer initiates a pull before the turn, that is, if the elbows break, the recovery must be above the water. An underwater recovery is not permitted.
4. **BREAST** – On start and turns, allowed one full arm pull past the hip line under water. Once the pull has started the swimmer may do one dolphin kick followed immediately by a whip kick whilst totally submerged. Head must break the surface of the water by the time arms have reached the widest part of the second pull. During the race, it's one kick and one pull per cycle. Head must break surface in each cycle. Elbows must be below surface except for the last stroke of the swim and at the turns. Breaking the surface of the water with the feet is allowed unless followed by a downward dolphin kick. At the turn and finish, must be a simultaneous two-handed touch which can be any position as long as both hands touch at the same time.

5. I.M. – Fly, back, breast, free ... in that order. The rules of each individual stroke apply to each segment. Watch for back to breast – must touch on back – cannot be past 90 degrees. Free may not repeat any of the other three strokes.

6. RELAYS – Watch for early takeovers. Hands/feet in that order – as long as some part of the foot is touching the block when the incoming swimmer touches. Medley relay: back, breast, fly, free.

7. DQ PROCEDURE – Wait until end of race. Fill out DQ slip recording the name of swimmer, event, heat and lane number, stating the infraction and the distance and time of infraction. Initial slip and take to referee for approval. He or she may ask you some questions. Refer to correct wording on OSOA DQ list on clipboard. On double-ended long course meets, take the DQ to the referee at the where the infraction occurred.