



JUDGES HANDOUT

LAST REVISED FEBRUARY 28, 2020

E. MEET PROCEDURES

- 1) General Meet Procedures
 - a) Meet starting times will be set when the meet schedules are set.
 - b) Warm-ups start one (1) hour before the start of a meet. The home team will warm-up the first twenty-five (25) minutes. The visiting team will warm-up the second twenty-five (25) minutes.
 - c) Starting blocks are not allowed in any WHALe meets.
 - d) Diving starts are not allowed at meets held in pools with depth of less than 3'6" at both ends.
 - e) Flyover starts are described as the next swimmer starting a race with the swimmer from the last race remaining in the lane. Flyover starts are not allowed in any WHALe meet. Swimmers must exit the lane prior to the beginning of the next heat or event.
 - f) Home team supplies water to the volunteers.
 - g) Assisted swimmers will only be allowed to swim in pre-meet events. No assisted swimmers will be allowed to swim in relays or scoring heats of the meet. The term, "assisted swimmer" does not refer to a special-needs swimmer. An assisted swimmer is a swimmer who must have a person in the pool with him/her to swim across the pool.
 - h) Special needs swimmers requiring assistance to swim will be allowed to swim in meet events as long as there is no safety issue and the swimmer can supply their own equipment and/or facilitator as necessary to swim. The decision for each swimmer will be made on a case-by-case basis.
 - i) Visiting teams swim in odd lanes and home teams swim in even lanes.
 - j) If a meet is delayed by more than two (2) cumulative hours for any reason, it shall be considered "called". If a meet is called after the completion of breaststroke the team with the highest point total will be declared the winner. If a meet is called prior to the completion of the breaststroke, it may be rescheduled and resumed at the point where the meet was called if both League Reps mutually agree. Only Lifeguards may delay a meet in case of bad weather and will clear the pool deck at that time. The referee has no authority to overrule the call of the Lifeguard.
 - k) State Regulations require that a private to semi-public pool must have two (2) Lifeguards on duty, one (1) to sit in Lifeguard stand and one (1) on call (for CPR purposes). This rule applies to all WHALe swim meets. A coach, who is Lifeguard-certified, may serve as the on-call Lifeguard. It is each team's individual responsibility to provide the Lifeguards required at its home meets. A designated Lifeguard shall be on duty (separate and apart from coaching responsibilities) while any swimmer from any team is in the pool for warm-up or any meet events.
 - l) If your meet is cancelled due to weather, every effort must be made between the teams to reschedule the meet in a non-Katy ISD pool. If the meet is unable to be rescheduled in a non-Katy ISD pool or if a Meet scheduled in a Katy ISD pool must be rescheduled, please contact the Vice President of your division. The Vice President will review the Rain Out dates noted on the schedule with Katy ISD and reschedule the meet. Please note that are very limited few Rain Out dates in the season and it may be possible that those meets are unable to be rescheduled.
 - m) If issues not addressed by these Policies & Procedures or regarding their interpretation arise in a meet the League Rep will notify the Vice President of the Division, they are participating in for clarification of said issues. The meet should continue as scheduled. If a protest is warranted at that time the League Rep will follow procedures from the Protest section of the Policy and Procedures.
 - n) Judges: Each team is responsible to provide judges and officials for all meets.
 - i) Teams competing in Division I, II, and III must have a minimum of 8 officials with current certifications that can perform duties at meets as stroke/turn judge, Starter and Referee.
 - ii) Teams competing in Division IV, V, VI and VII must have a minimum of 5 officials with current certifications that can perform duties at meets as stroke/turn judge, Starter, Referee.
 - iii) During the meet judges report any infractions to the Referee
 - iv) The referee annotates any infractions on the lane/timer sheet for the swimmer in question
 - o) No noisemakers are allowed during heat starts. Consideration should always be made to keep the noise level down to allow the timers, officials etc. to efficiently run the meet.
 - p) The Home team shall make available kickboards or another tool of similar density and thickness for swimmers, at a minimum, in the 6&U and 7-8 age groups competing in the backstroke as a backstop to reduce the risk of head strikes at the finish.

- q) No one person may function simultaneously as both League Representative and Meet Referee. A designee must be assigned.

G. PROTESTS AND FORFEITURES

- 1) No one, except a Head Coach at a meet, will be allowed to question or protest to the referee the decision of an official during the meet. After hearing a protest and any appropriate rebuttal, the meet's referee will decide what action is appropriate. Then the meet continues.
- 2) The Referee's decision is final.
- 3) Any further protests or questions must be submitted to the league Vice-President in writing within twenty-four (24) hours of the conclusion of the last event of that meet. The Vice-President shall inform the other teams(s) of the protest filed within twenty-four (24) hours of receipt of protest and shall investigate and rule on the protest within seven (7) calendar days of the meet.
- 4) A home team will forfeit a meet if it is not ready to begin the meet at the scheduled starting time.
- 5) A visiting team will forfeit a meet if it has not arrived before the scheduled starting time of a meet.
- 6) Forfeit score shall be 50-0. In a forfeit situation, the forfeiture may be waived and the meet swum if both League Reps give mutual consent.

H. PLACING AND OFFICIATING

- 1) At league dual meets, there will be the following positions:
 - a) Minimum Three (3) console operators (one from Home team and two from Visiting team, as indicated in section E(1)(f)),
 - b) Two (2) runners (one from each team)
 - c) Two (2) ribbon table workers (one from each team)
 - d) Two (2) or three (3) timers per lane, agreed between the teams
 - e) Four (4) touch/turn judges (2 per team)
 - f) Two (2) stroke judge (1 per team)
 - g) A Starter
 - h) A Referee
 - i) A Meet Director
- 2) The home team will provide the starter, meet director and referee. All stroke judges, touch/turn judges, and referees must attend a league-sponsored clinic as determined by the league.
- 3) **The Starter** will be responsible for charging false starts to swimmers. The starter will use a starting device, and only whistle in the event of a device failure. An individual's second false start shall result in disqualification, except for 6 & under events.
 - a) After receiving clearance from the referee, the starter instructs the swimmers, including the type of event. The starter then directs them to "take your mark" to which they must immediately respond by assuming a starting position. Enough time should follow "take your mark" to enable swimmers to assume starting positions, but no swimmer shall be in motion immediately before the starting signal is given.
 - b) When a swimmer does not respond promptly to the command "take your mark" or starts before the starting signal is given, the starter shall immediately release all swimmers with the command "stand up". Any swimmer who enters the water or backstroke swimmer who leaves the starting area shall be charged with a false start, except that a swimmer may be relieved of the charge if the false start was caused by the swimmer's reaction to the command "stand-up".
 - c) All swimmers leaving their marks before the starting signal is given, shall be charged with a false start, except that a swimmer who has false started because of the action or movement of another competitor may be relieved of the charge and a false start may be charged only to the offender who moved.
 - d) For backstroke starts, a false start may be charged to any swimmer who fails to maintain his feet and/or hands in a legal position after one warning.

- e) For relay starts, a still start is required with feet touching some portion of the deck – no running, stepping or hop starts.
 - f) A swimmer may also be disqualified for deliberate delay or misconduct.
 - g) When the starting signal is given and one or more swimmers have obtained an unfair advantage, all swimmers shall be recalled at once by a second signal, and the starter shall indicate the swimmer(s), if any, who are charged with a false start.
- 4) **The Referee** is responsible for all events and issues pertaining to the swimmers and the judges.
- a) The Referee will hold a meeting before the meet begins with all officials (timers, judges, etc...) and coaches to review meet procedures.
 - b) Cannot disqualify or place swimmers.
 - c) Cannot overrule a judge but can ask questions to verify understanding of the rule if you believe they do not understand a rule. If needed, the Referee has the authority to remove/replace any judge or timer.
 - d) Only speak to coaches about disputes, disqualifications, or questions. If parents and/or swimmers approach you; send them directly to their coach.
 - e) The Referee will be at the finish line to observe the finish and check with stroke and touch/turn judges for disqualifications.
 - f) Coordinate with the Console table and the starter, giving the clear for start signal
 - g) Maintains good sportsmanship during the meet.
- 5) **The Meet Director** is responsible for the conduct/administration of the meet.
- a) Can remove swimmers for poor conduct or sportsmanship (foul language, disruption to the meet, etc...)
 - b) Parents can be removed by Meet Director and/or League Representatives (both teams agree).
 - c) Any ejections must be reported to League Vice-President in writing within 24 hours by the meet director.
 - d) Responsible for keeping the meet running smoothly and efficiently.
 - e) Can be the League Representative for the home team.
 - f) During disputes at the meet, consensus must be reached between the League Reps from both teams or the Division Vice President will be called in to make decision.
- 6) **The Timers** record swimmers time during the meet:
- a) Timer distribution
 - i) Using 2 timers
 - (1) Each lane will have 1 timer from each team
 - (2) One timer has a Dolphin Wireless Watch and a manual stopwatch
 - (3) One timer has a Dolphin Wireless Watch and a Lane/Timer sheet
 - ii) Using 3 timers
 - (1) Each odd lane will have 2 timers from the home team and 1 timer from the visiting team
 - (2) Each even lane will have 2 timers from the visiting team and 1 timer from the home team
 - (3) Two (2) timers will have a Dolphin Wireless Watch
 - (4) 1 timer will have a manual stopwatch and a lane/timer sheet
 - b) The timer will be assigned a lane. The assigned lane is the only lane for which the timer has any responsibility.
 - c) The timer is to sit at the end of the pool in his/her lane with the other timers. One person will be assigned a manual stopwatch and to record the swimmer's time on a timing sheet clipped to a clipboard.
 - d) Manual Stopwatch Procedure
 - i) Make sure the stopwatch is at 0.00. Listen for the Starter to start the race. Watch the starting system for the start of the race. There is a light that will flash and a beep that will sound when the race is started. Since light travels faster than sound, stopwatches are started as the light flashes. The Starters usually says, "Swimmers take your mark!" Then the starting system will be activated.
 - ii) Check the stopwatch to make sure it started.
 - iii) As the swimmer approaches the end, get up, stand as close to the pool's edge as possible, and watch as the swimmer finishes his/her race. The race is finished when he/she touches the wall with ANY part of his/her body. This can be the head, hand, fingernail, etc.
 - iv) The moment the swimmer touches the wall, stop the stopwatch.

- v) Return to seat and the Recorder will record the times off the stopwatches onto the timing slip. The Recorder will also check the swimmer's name against the lane/timer sheet entry.
 - vi) A Runner will pick up the Event Timer Sheet and take them to the console table.
 - vii) Clear the manual stopwatch. Get ready for the next race.
 - viii) Repeat
- e) Dolphin Wireless Watch Procedure
- i) Make sure the stopwatch is at 0.00. Listen for the Starter to start the race. Watch the starting system for the start of the race. There is a light that will flash and a beep that will sound when the race is started. The Starters usually says, "Swimmers take your mark!" Then the starting system will be activated.
 - ii) The Watch will start **automatically**, check the stopwatch to make sure it started
 - iii) As the swimmer approaches the end, get up, stand as close to the pool's edge as possible, and watch as the swimmer finishes his/her race. The race is finished when he/she touches the wall with ANY part of his/her body. This can be the head, hand, fingernail, etc.
 - iv) The moment the swimmer touches the wall, stop the stopwatch.
 - v) Repeat

7) Head Timers

- a) There are two Head Timers standing on either side of the pool. Each Head Timer has two stopwatches. One Head Timer is responsible for lanes 1, 2 and 3 and the other is responsible for lanes 4, 5 and 6.
- b) At the start of the race, both stopwatches are started at the flash of the starting system.
- c) Look towards the Timers to see if any hands are raised. If you see a hand raised, quickly deliver one of your stopwatches to him/her. Make sure you take the Timer's old stopwatch.

8) The Runners pick up event timer sheets at the end of each event

- a) Keeping the cards together per lane, go to the console table and paper clip them.
- b) Make sure the console operators know the sheets are there.
- c) Go back to the where you started and repeat.

9) Console Operators

Each team must have at least two certified console operators. Training sessions will be held in the spring of each year to train and refresh the console operators. In order to obtain certification, the console operators will be required to attend one of the training sessions each year. The console operators will be responsible for managing the Dolphin Wireless console and the Meet Maestro software. They will also receive the event timer sheets and double check automatic times against the backup times.

10) Ribbon Volunteers will receive heat result labels from the console/scoring table and attach the label to the correct ribbon. The Ribbons gets sorted by team

11) Stroke Judge

- a) A stroke judge will disqualify a swimmer who violates any stroke or kick rule listed in Appendix A except for the following:
 - i) A 6 & under swimmer is not disqualified unless there is an unfair advantage. A 6 & under is allowed two (2) stroke infractions per race in the backstroke.
 - ii) A 7-8 swimmer is allowed one (1) stroke infraction per race and/or relay leg.
 - iii) All swimmers, including a 6 & under swimmer will be disqualified if they do not finish the race legally – i.e. on the back in the backstroke. This is a touch-turn infraction.
 - iv) A stroke judge will disqualify a swimmer who gains an unfair advantage by doing any of the following:
 - (1) Pulling on a lane rope.
 - (2) Pulling on a pool's side.
 - (3) Pushing off the pool's bottom.
 - (4) Pushing off a pool's side other than at the starting or finishing ends.
- b) A touch/turn judge will disqualify a swimmer who violated any turn, finish, or relay race rule listed in Appendix A.

- c) Under sections 10, 11 & 12 listed above, all heats will be judged. If a swimmer is disqualified for any reason, the meet referee will mark the timing slip with "DQ" & reason for the DQ in a bold, easily seen way to indicate to the scoring table that this swimmer has been disqualified.
- d) During the Meet of Champs, a judge will write both the nature of any disqualification and "DQ" on the timer's sheet for the swimmer disqualified.
- e) Backstroke flags must be fifteen (15) feet from each end of the course and about seven (7) feet above the water surface. Incorrect placement of the backstroke flags is allowed if all coaches approve and the touch/turn judges are instructed to be lenient in assessing disqualifications in the backstroke.

APPENDIX A

ARTICLE 101 - INDIVIDUAL STROKES AND RELAYS

101.1 BREASTSTROKE

- 1) Start
 - a) The forward start shall be used.
- 2) Stroke
 - a) From the beginning of the first arm stroke after the start and after each turn, the body shall be kept on the breast. It is not permitted to roll onto the back at any time.
 - b) Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order.
 - c) All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.
 - d) The hands shall be pushed forward together from the breast on, under, or over the water.
 - e) The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.
 - f) During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.
- 3) Kick
 - a) After the start and each turn, a single downward butterfly kick followed by a breast-stroke kick is permitted while wholly submerged (2006 Rules & Regulations 19). Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement. Updated Policy as of November 2014!
 - b) The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is not permitted except as provided herein. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.
- 4) Turns and Finish
 - a) At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

101.2 BUTTERFLY

- 1) Start
 - a) The forward start shall be used.
- 2) Stroke
 - a) After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under water, which must bring the swimmer to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish. From the beginning of the first arm pull, the

body shall be kept on the breast. Both arms must be brought forward over the water and pulled back simultaneously.

- 3) Kick
 - a) All up and down movements of the legs and feet must be simultaneous. The position of the legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A scissors or breaststroke kicking movement is not permitted.
- 4) Turns
 - a) At each turn the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.
- 5) Finish
 - a) At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, above, or below the water surface.

101.3 BACKSTROKE

- 1) Start
 - a) The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Ankle grip starts will be permitted unless pool deck conditions are deemed unsafe for this start by discretion of the meet director. This should be clarified PRIOR TO meet start. No part of the ankle gripped foot should extend beyond the edge of the pool.
 - b) The Starter shall be responsible for disqualifications for violations related to ankle starts as defined in Appendix (A)(101.3)(a).
 - c) Prior to the command "take your mark" and until the feet leave the wall at the starting signal, the swimmer's feet, including the toes, shall be placed under the surface of the water. Standing in or on the gutter or curling the toes over the lip of the gutter is not permitted at any time before the start. A backstroke starting block may not be used.
- 2) Stroke
 - a) Standing in or on the gutter or curling the toes over the lip of the gutter immediately after the start is not permitted. The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) and after the start and each turn. By that point, the head must have broken the surface of the water.
- 3) Turns
 - a) Upon completion of each length, some part of the swimmer must touch the wall.
 - b) During the turn the shoulders may turn past the vertical toward the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to execute the turn.
 - i) Once that one pull is completed (hands at side) all kicking may stop or may continue. At that point the swimmer is allowed to glide or kick into the wall to complete the turn.
 - ii) If a swimmer chooses to complete the turn on their breast (3.2), they cannot touch the wall with their hand/s during the turn.
 - c) The swimmer must return to a position on the back before the feet leave the wall.
- 4) Finish
 - a) The swimmer shall have finished the race when any part of the person touches the wall while the swimmer is on their back at the end of the course.

101.4 FREESTYLE

- 1) Start
 - a) The forward start shall be used.
- 2) Stroke
- 3) In an event designated freestyle, the swimmer may swim any style. No stroke rules need to be applied to any freestyle event (even if swimmer chooses to swim another stroke like back, breast or butterfly) except the following: Some part

of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point the head must have broken the surface.

- 4) Turns
 - a) Upon completion of each length the swimmer must touch the wall.
- 5) Finish
 - a) The swimmer shall have finished the race when any part of his person touches the wall after completing the prescribed distance.

101.5 INDIVIDUAL MEDLEY

The swimmer shall swim the prescribed distance in the following order: the first one-fourth, butterfly; the second one-fourth, backstroke; the third one-fourth, breaststroke; and the last one-fourth, freestyle.

- 1) Start
 - a) The forward start shall be used.
- 2) Stroke
 - a) The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke.
- 3) Turns
 - a) Intermediate turns within each stroke shall conform to the turn rules for that stroke.
 - b) The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:
 - i) **Butterfly to backstroke.** The swimmer must touch as described in 101.2.5. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.
 - ii) **Backstroke to breaststroke.** The swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the prescribed breaststroke form must be attained prior to the first arm stroke.
 - iii) **Breaststroke to freestyle.** The swimmer must touch as described in 101.1.5. Once a legal touch has been made, the swimmer may turn in any manner.
- 4) Finish
 - a) The swimmer shall have finished the race when any part of his/her person touches the wall after the prescribed distance.

101.6 RELAYS

- 1) Freestyle Relay
 - a) Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.
- 2) Medley Relay
 - a) Four swimmers on each team, each to swim one-fourth of the prescribed distance in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle. Rules pertaining to each stroke used shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.
- 3) Rules Pertaining to Relay Races
 - a) No swimmer shall swim more than one leg in any relay event.
 - b) When automatic relay take-off judging is used, each swimmer must touch the touch plate or pad in his/her lane at the end of the course to have finished his/her leg of the relay race.
 - c) In relay races a swimmer, other than the first swimmer, shall not start until his/her teammate has concluded his/her leg.

- d) Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before all swimmers of all teams have finished the race. Exception: When an in-the-water start is required, or such start is approved by the Referee.
- e) Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
- f) In relay races the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.
- g) In relay races involving in-the-water starts, the team of a swimmer who has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall.