

CHATTANOOGA AREA SWIM LEAGUE
DUAL MEET HANDBOOK

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POOL REPRESENTATIVE (or ALTERNATE)

Function:

Represent member teams on the Chattanooga Area Swim League (CASL) Board of Directors and execute the responsibilities of Pool Representative (Pool Rep) during conduct of League activities.

Qualifications:

A Pool Rep may be any volunteer so designated by a member team to be a member of the CASL Board of Directors. Two (2) individuals may be submitted by each team to the League's Recording Secretary - one designated as the Pool Rep and one as an Alternate Pool Rep. The Alternate Rep is typically a training position but, in the absence of the Pool Rep, may serve as the member pool's voting representative during CASL meetings.

Duties:

1. It is the responsibility of the Pool Rep to fulfill specific obligations to the League as defined in the current By-Laws and Rules and Regulations. The By-Laws and Rules and Regulations supersede in general duties listed in this handbook. While these obligations may be performed by persons other than the Pool Rep, the Rep must ensure that they are completed.
2. Pool Rep responsibilities fall into three broad categories: team representation at board meetings, registration, and conduct of meets.

Representation at Board Meetings:

- a) Represent team at scheduled meetings of the Board
- b) Serve on Board committees

Registration Materials (Submitted to the Registration Secretary):

- a) A list of participants registered for swimming and a separate list of participants registered for diving through US Diving. These lists shall be submitted on standard, League issued registration forms.
- b) A completed League registration/waiver form for each participant registered for swimming and/or diving. Anyone competing in League-sponsored events must have a completed waiver. The Pool Rep must certify that the forms and the list are identical and accurate. Pay particular attention to the participant's ages (as of June 1"), previous team affiliations, and signatures.
- c) A completed US Diving registration/waiver form for each participant registered for diving.
- d) Individual and team registration fees (currently \$6 for each participant and \$150 for each team) prior to the start of the season.
- e) A certificate of insurance documenting that League insurance coverages are met and a list of entities included as additional insured on the policy.
- f) The name and proof of US Diving water safety certification and registration for the team's diving coach, if a team is electing to compete in diving during dual meet.s.
- g) Transfer letters for participants requesting to change teams without penalty.
- h) Late registration forms and fees during the season. A participant is eligible twenty-four (24) hours after the Registration Secretary receives these materials.
- i) A map to the pool.
- j) A completed pool checklist describing the physical characteristics of the pool.

Conduct of Dual Meets:

- a) Prior to the meet, read and understand League Rules regarding conduct of dual meets.
- b) Prior to the meet, call the opposing team Pool Rep to clarify: directions, warm up schedule, diving schedule, pool information from checklist, and exhibition order.
- c) Home team should establish a 3-foot wide walk path immediately adjacent to the length(s) of the pool to provide an unobstructed walkway for the officials.
- d) Exhibition events will not be swum before the official starting time of the meet. The pool should be available for warm-ups forty-five (45) minutes prior to the start of the meet.

- e) Provide team lineup to the Scorer's table thirty (30) minutes before the meet begins. The coach is usually responsible for filling out the lineup correctly.
- f) Greet the Officials and Pool Reps at home meets.
- g) Meet with opposing Pool Rep to decide when exhibition heats shall be swum. Report this to the Head Official.
- h) Meet with opposing Pool Rep to decide lane assignments. The visiting team has choice of lanes.
- i) Attend meeting with Officials, and Judges prior to start of meet.
- j) Be aware of any potential facility or weather problems that may impact safety, and be prepared to resolve any issues with the opposing Pool Rep and Officials.
- k) The Pool Reps (upon mutual agreement) may direct the Meet Referee to abbreviate or declare a complete meet if conditions warrant.
- l) The Pool Reps (upon mutual agreement) may postpone a meet due to rain, lightning, power failure or safety hazards. The meet may be swum at a later date and time agreeable to the Pool Reps of both teams or on any free date scheduled by the League.
- m) Home Pool Rep will keep both rosters if meet has been suspended.
- n) Upon completion of a meet, the home Pool Rep signs meet cards validating scores. The Meet Referee mails card to the Treasurer.
- o) Mail meet results to the Registration Secretary.
- p) Any protest actions must be filed with the Registration Secretary within forty-eight (48) hours from the conclusion of the meet.

SWIMMING ANNOUNCER

Function:

Announces the swimming competition of a dual, invitational, or championship meets.

Qualifications:

The swimming announcer may be any volunteer familiar with the announcing sequence. One (1) swimming announcer is provided by the home team.

Duties:

1. Approximately 30 minutes prior to competition, announces information about the host facility, such as restroom locations, parking, concessions, etc.... This information is primarily to benefit the visiting team.
2. Approximately 15 minutes prior to competition, calls for the Officials meeting. This announcement should request that Officials, Place Judges, and Recorder meet at a specified location on the pool deck.
3. Approximately 10 minutes prior to competition, requests all swimmers and divers to clear the pool and to begin assembling swimmers for exhibition events.
4. At exactly 5:30 p.m., or at another time agreed to by the Pool Reps, announces the beginning of exhibition heats. During exhibition heats, the announcer will typically not provide swimmer names and lanes.
5. Upon completion of exhibition events, calls for the first competitive event. The announcers should provide the event number, event, team affiliation, lane assignment, and swimmer names in the following manner: ***"The next event is Event 3, 9-10 Girls 50 yd Freestyle. Swimming for Ringgold in lanes 1,2 and 3 are Smith, Jones, and Payne and swimming for Ridgeside in lanes 4, 5, and 6 are Johnson, Clark, and Kyle."*** The announcer should repeat this procedure for all events. Upon completion of the 15 and Over Boys IM event, requests all swimmers to clear the pool for the diving competition. If diving competition is not held after the IM, a 10 minute break will be observed during this time.
6. Guidance for announcing the diving competition is provided in the Diving Announcer section of this handbook.
7. Upon completion of the diving competition, the Swimming Announcer resumes responsibility for announcing the remainder of the competition. As described in item 5 above, continues to call events until all events have been competed.
8. Announces the outcome of the dual meet competition by announcing the combined team diving and swimming scores. The announcer may give scores at intermediate points during the competition.

SWIMMING SCORER

Function:

Keeps score of the swimming events during dual meet competition.

Qualifications:

Swimming Scorers may be any volunteer familiar with scoring swimming. Each team shall provide two persons..

Duties:

1. Prior to competition, the Scorers are responsible for the following actions:
 - a) Receive eight copies from each team of the scoring sheet thirty (30) minutes before the meet begins.
 - b) Arrange the sheets for scoring by cutting each entry sheet in half vertically. The entry sheets from each team are then aligned (home team on the left, visitors on the right) and taped together. This process is repeated until you have six combined sets of entries. Two sets of the entries are kept at the Scorer's table (one for each team), one is given to the announcer, one to each of the head coaches.
 - c) Each page of the remaining sheet (the Recorder's copy) is cut at least in half, although some Scorers prefer to have it cut after every other event. The number of cuts made to the Recorder's copy determines how often the Runner will have to deliver events to the Scorer's table as well as how often the score is updated.
 - d) Arrange the Recorder's copy in the order of competition for a dual meet and provide to the Recorder.
2. During competition, the Scorers tabulate event results in the following manner.
 - a) Scoring for Individual events is defined as follows: 5 points for 1st place, 3 points for 2nd place, 2 points for 3rd place and 1 point for 4th place. Only the top 2 finishers for each team are allowed to score.
 - b) Scoring for Relay events is defined as follows: 8 points for 1st place and 4 points for 2nd place. Only one relay for each team is allowed to score.
 - c) Scoring in the event of a tie: Place points are added together and divided by the number of swimmers involved in the tie. The same points are then awarded to each of the swimmers. i.e. Should the first two swimmers that finish an event tie, the points for 1st and 2nd place are added together and then divided by 2 ($5 + 3 = 8 / 2 = 4$ points to each swimmer). The next two swimmers to finish will be awarded points for 3rd and 4th place following the rules of 2(a). If two relays tie in an event, each will be awarded 6 points ($8 + 4 = 12 / 2 = 6$ points for each relay).
3. Receives event results from the Runner and checks (each team independently) to make sure that the name, lane and place of finish have been accurately and legibly recorded for each swimmer. Common problems can be 1) reversing the lane and position, 2) omitting one of the finish locations, or 3) poor handwriting. These discrepancies should immediately be brought to the attention of the Recorder for correction.
4. Independently, each team Scorer then enters the score for each swimmer for each event on the entry sheet and tabulates the running total of each team's points (see shaded portions of sample entry sheet below).

5. Girls 11-12 50 Yd. Freestyle	Lane	Place		Point s	5. Girls 11-12 50 Yd. Freestyle	Lane	Place		Point s
1. Name 1	3	1		5	1. Name 1	4	2		3
2. Name 2	2	4		1	2. Name 2	5	3		2
3. Name 3	1	5			3. Name 3	6	6		
4.					4.				
Alt 1. Name 4	2	4			Alt 1. Name 4				

5. After each update for the Recorder, the Scorers for each team check to verify that the team point totals agree. Any discrepancies are worked out before continuing to the next set of events.
6. Common causes for discrepancies include scoring more than two swimmers per team, missing a disqualification sheet (these will either be delivered by the Officials or the Runner), or addition errors.

7. The score should be given to the announcer after each event.
8. After the meet is complete, the Officials sign the home team's copy of the entries and the home team is responsible for mailing it to the CASL.
9. Each team is responsible for calculating it's own individual high point swimmers for the meet.
10. The home team is responsible for faxing or calling the newspapers to report on the meet results and to give a listing of both teams' swimmers that scored ten or more points.

RECORDER

Function:

Records the official order of finish of swimming events as observed by the Place Judges for each event during a dual meet.

Qualifications:

The Recorder may be any volunteer familiar with the scoring of swimming events. One (1) Recorder is provided by the home team.

Duties:

1. Prior to competition, the Recorder is responsible for the following actions:
 - a) Participates in the pre-meet meeting with Officials, and Place Judges. During the meeting, the Recorder identifies a location for the Place Judges to bring event results.
 - b) Obtains meet lineups from the Scorer and assembles in the correct order of events for a dual meet. The lineups may be cut into groups of 2 or 3 events per sheet to allow the Scorers to have event results more frequently as the meet progresses.
2. During competition, the Recorder:
 - a) checks to see that the proper event lineup is in hand prior to each event,
 - b) checks to see that all Place Judges are in place at the sides of the pool.
 - c) Signifies to the Starter that everyone is in position and ready to start
 - d) Observes the number of participants/lanes occupied by swimmers from each team and denotes changes from the original lineup as appropriate, such as empty lanes or exhibition swimmers.
 - e) Notifies the Place Judges, as appropriate, when exhibition or other non-Judged swimmer is participating in an event.
 - f) Identifies and checks against the lineup the name and position of swimmers for each individual event, when possible. This is not a requirement, but it helps when Judges are unable to locate the swimmer following the event.
 - g) Identifies and checks against the lineup the name and position of swimmers for each relay event. This is a requirement for correct distribution of individual points.
3. Upon completion of each event, record the following information (see shaded portions of example):
 - a) Calls for and records the order of finish as agreed to by the Place Judge(s). Ordinarily, there will be two Judges each for 1st, 2nd, and 3rd place; one Judge each is used for 4th, 5th, and 6th place. The Judge should report the information in the following order - team, name, lane, and place unless otherwise requested by the Recorder.
 - b) Checks to make sure that the lane and place of finish have been accurately and legibly recorded for each swimmer.
 - c) Signifies to the Starter that everyone is in position and ready to start the next event.
 - d) Gives the completed information to the Runner.

5. Girls 11-12 50 Yd. Freestyle	Lane	Place		Point s	5. Girls 11-12 50 Yd. Freestyle	Lane	Place		Point s
1. Name 1	3	1			1. Name 1	4	2		
2. Name 2	2	4			2. Name 2	5	3		
3. Name 3	1	5			3. Name 3	6	6		
4.					4.				
Alt 1. Name 4	2	4			Alt 1. Name 4				

4. In circumstances when the Place Judges do not agree on the order of finish, the Recorder should attempt to resolve the discrepancy using the following steps.
 - a) First, attempt to establish the order of finish by polling the remaining Judges. Ordinarily, Judges for the position immediately before or immediately after the position in question will agree allowing the position in

question to be resolved. In the example below, the 2nd place Judges are overruled by the 1st and 3rd place Judges, who agree on the finish position.

<i>Position</i>	<i>Judge 1</i>	<i>Judge 2</i>	<i>Recorded Order of Finish</i>
1 st	Lane 3	Lane 3	Lane 3
2 nd	Lane 4	Lane 3	Lane 4
3 rd	Lane 5	Lane 5	Lane 5
4 th	Lane 2		Lane 2
5 th	Lane 6		Lane 6
6 th	Lane 1		Lane 1

- b) In circumstance where successive Judges disagree, two action can take place. In the first, the places can be split and awarded to both swimmers (see example below) or a Meet Official can be called to help resolve the situation.

<i>Position</i>	<i>Judge 1</i>	<i>Judge 2</i>	<i>Recorded Order of Finish</i>
1 st	Lane 3	Lane 4	Split - Lane $\frac{3}{4}$
2 nd	Lane 4	Lane 3	Split - Lane $\frac{3}{4}$
3 rd	Lane 5	Lane 5	Lane 5
4 th	Lane 2		Lane 2
5 th	Lane 6		Lane 6
6 th	Lane 1		Lane 1

PLACE JUDGES

Function:

Judge the order of finish of swimming events in dual meets.

Qualifications:

Place Judges may be any volunteer familiar with judging the order of finish of swimming events. The home team will provide Judges to determine first, second, third, fourth and sixth places; the visiting team will provide Judges to determine first, second, third, and fifth places.

Duties:

1. Prior to competition, the Place Judges attend the Officials meeting, approximately 15 minutes prior to the start of the meet.
2. During competition, each team's Judges shall position themselves at the side end of pool to see the touch wall.
3. Upon completion of an event, the first place Judges shall agree with their counterparts as to which lane finished first. The home team's Judge shall, upon agreement, notify the Recorder in the following manner: ***"...name of team, name of swimmer, lane, first place."***
4. This report procedure is repeated for second and third places.
5. Fourth through sixth places Judges report in the same manner, but usually do not have a counterpart.
6. In the event the two place Judges, the Recorder, or the Head Official cannot mediate a tie, the points for the two places are divided between the two teams.

RUNNER

Function:

Gathers event results and disqualification sheets and delivers them to the scoring table during dual, invitational, or championship meets.

Qualifications:

Runners may be any volunteer. One (1) Runner is provided by the home team.

Duties:

1. Prior to competition, the Runner attends the Officials meeting, approximately 15 minutes prior to the start of the meet.
2. During competition, the Runner gathers event results from the Recorder and disqualification sheets from the Officials and delivers them to the Scorer.

OFFICIALS

Function:

Conducts the swimming events of dual, invitational, and championship meets in accordance with current League Rules and Regulations.

Qualifications:

Swimming Officials should be knowledgeable of general rules and regulations in the sport of swimming and be alert to any factors that may jeopardize the safety of participants. As a prerequisite, the CASL requires that any volunteer who desires to officiate swimming events must either 1) be a certified United States Swimming official or 2) attend a league-sponsored official's clinic held prior to the summer season and taught by the League's Head Official. Two (2) Officials - one designated as the Meet Referee - are needed to conduct dual meets. Officials may, but are not required, to judge diving.

Duties

1. Prior to competition, Officials are responsible for the following:
 - a) Wear appropriate attire - all white upper and lower attire; can be long or short,
 - b) Bring appropriate equipment - whistle for starting back-up, safety, and deck rules violations
 - c) Arrive a minimum of 45 minutes prior to meet starting time.
 - d) Thirty minutes prior to meet starting time accept, review, and validate swimming rosters from each team.
 - e) Conduct meeting with Pool Reps and their designated Place Judges, Recorder, and Runner fifteen minutes prior to meet starting time; Meet Referee to preside.
 - f) Receive written exhibition heat schedule from home Pool Reps. The basic schedule will consist of heats prior to event number one (free style) and immediately following diving or the individual medley (backstroke). This schedule can be modified by mutual agreement of Pool Reps.
 - g) The Meet Referee shall have the sole discretion to penalize a team five (5) points per each five (5) minute delay in submitting swimming rosters to the Scorer's table. The deadline is thirty (30) minutes prior to the scheduled start of each dual meet.
 - h) Confer with Pool Reps to determine if relays (boys and girls) will be swum together or separate (8 and under events are always separate).
 - i) Use all reasonable means to start the meet at, but not before, the scheduled start time, which shall include the starting of any exhibition heats.
2. During competition, the Officials are responsible for the following:

General Considerations:

- a) Conduct the meet in accordance with current League Rules and Regulations in a fair, safe, and efficient manner.
- b) Manage spectator or participant unsportsmanlike behavior through disqualification, removal from the site, or meet forfeiture, as deemed appropriate by the Meet Referee.
- c) Modify the rules according to the needs of handicapped swimmers.
- d) Observe weather conditions. Lightning in area of pool clears pool immediately for 30 minutes - maximum delay 1 hour. Rain does not unless accompanied by lightning. Pool Reps must mutually agree with referee on re-entry to pool. Home Pool Rep should be familiar with weather patterns surrounding home pool.
- e) Deck positions should be reversed after diving (or the individual medley); however, under special circumstances when switching of Officials is not practical, teams may opt to reverse lane assignments.

Starting:

- a) For each event, direct swimmers to the starting platform, state the event, the distance to be covered, and the stroke. For backstroke the swimmers shall step in the water and then face the starting end with both hands placed to start.
- b) Initiate the start signal after swimmers have assumed the starting position.
- c) Recalls the swimmer in the event of a false start and informs the swimmer.
- d) Disqualifies any swimmer committing a second false start.

Judging Stroke, Turn, and Finish:

- a) The Officials shall operate on both sides, whenever possible, and ends of the pool, preferable walking abreast of the swimmers, to ensure that the style of swimming, turns and finish comply with the rules applicable to the stroke used. Use current USS rules.
- b) Report all disqualifications to the Scorer on the appropriate form.
- c) Assist in the resolution of order of finish disputes. Place Judges will alert starting Official in the event of a dispute. The starting Official should preside over the dispute and determine one of two resolves: there is no dispute or the points are split. At no time should Officials attempt to overrule place Judges.

Additional Considerations:

- a) Meet Rescheduling - Pool representatives can reschedule at any mutually agreeable time prior to designated make-up date. However, in absence of agreement, meet will be rescheduled for League designated make-up date, if League subsequent make-up date is previously schedule any subsequent make-up in accordance with League Rules and Regulations.
- b) Suspension of Meet - Referee will freeze team entry line-ups from each team for make-up with signature after last event completed and give both team entry line-ups to the home Pool Rep to be used when the meet resumes. No substitutions or changes to the team entry line-ups can be made.
- c) Completed Meet - Official signs meet card validating scores. Home Pool Rep signature is also required. Referee is responsible for mailing card to League Treasurer.

DIVING ANNOUNCER

Function:

Announces the diving portion of a dual, invitational, or championship meets.

Qualifications:

The diving announcer may be any volunteer familiar with the announcing sequence. One (1) diving announcer is provided by the home team.

Duties:

1. Prior to diving competition, announce *that "Divers may take a test jump on the board without entering the water."* Test jumps may be completed while the pool is being prepared for diving.
2. When the pool is ready for diving, announce the diving order for junior divers, as provided by the scoring table. Each diver's name and club affiliation should be read in order in the following manner: ***"The order of diving for junior diver's will be ... Jill Smith, Signal Mountain... Jane Brown, Country Club "...etc.*** After this announcement no mention of team affiliation is made.
3. Call for the first diver by name, state the dive to be performed, the dive's position and degree of difficulty, and notify the next diver to be ready ***"...Jill Smith doing a front dive in the pike position, degree of difficulty 1.3... Jane on deck"***.
4. Read the Judges scores upon completion of the dive. One method is to simply read the scores from right to left as the announcer views them. This method should be used if the Scorers are inexperienced. An alternate **method is to read the scores in random order** to prevent Judges from adjusting their scores based on the scores of other Judges. Note - If the referee holds up a clinched fist ***"incorrect dive"*** should be announced.
5. Immediately repeat steps three and four for the next diver until all dives have been completed.
6. At the conclusion of junior diving, announce the order of diving for combined intermediate and senior divers in the same manner as step two.
7. Repeat steps three through five until all dives have been completed.
8. Immediately after diving is over, ask Officials, Place Judges, timers and Runner to report to their positions on the pool deck.
9. When diving scores have been compiled, report the outcome by announcing the score, diver's name, and club affiliation for each boy and girl winner in each of the 3 categories in the following manner: ***"The winner of junior girls diving with a score of 78.4 is Jill Smith of Signal Mountain...the junior boys winner with 82.55 is Billy Jones of Country Club...etc..."***

DIVING SCORER

Function:

Keeps score of the diving events during dual meet competition.

Qualifications:

Diving Scorers may be any volunteer familiar with scoring diving. Each team shall provide two persons.

Duties:

1. Prior to competition, the home team Scorer should arrange the diving forms in the order of diving and separate the three parts creating one set for the announcer, one for the visiting team and one for the home team.
2. The order of diving is usually two sets: 1) Junior girls and then boys. 2) Intermediate girls and boys followed by senior girls and boys. In each of these groups, a visiting team diver should dive first followed by a home team diver and alternating in this manner throughout the competition.
3. During competition, scores the diving event in the following manner

Procedure: Scorer 1

- a) When the announcer reads the scores for a dive, the first Scorer records the score given by the Judges in the blanks provided.
- b) For speed in recording, hash marks are used to signify 1/2. A score of 5 1/2 would be recorded as 5'.
- c) The first Scorer then crosses out the highest and lowest score and adds the three remaining scores recording the total in the space provided (the scores for a dive would then look like this: 5 X 5 5'X = 15).
- d) Once totaled, Scorer 1 hands the form to Scorer 2.
- e) If for some reason Scorer 1 does not get the scores recorded, they should immediately get the announcers attention and ask for the scores to be repeated.

Procedure: Scorer 2

- a) Scorer 2 multiplies the total score by the degree of difficulty (using the provided calculator).
 - b) Scorer 2 then enters the resulting number in the right hand column.
 - c) On subsequent dives Scorer 2 adds the previous total to the newly entered score to keep a running total.
 - d) It is a common courtesy for Scorer 2 from the visiting team to read the new total so that Scorer 2 from the home team can verify that they have arrived at the same total.
 - e) Scorer 2 places the newly completed form in a face down stack which is turned over and returned to Scorer 1 at the beginning of each new round.
4. After the competition, Sort the forms from highest point to lowest in each of six categories and places are recorded in the upper right hand corner.
 5. Record the individual and team diving points on the official scoring sheet.
 6. Provide one set of diving forms to the respective diving coach.

DIVING REFEREE

Function:

Conducts the diving events of dual, invitational, and championship meets in accordance with current League Rules and Regulations

Qualifications:

The Diving Referee may be any United States Diving certified diving coach. In most cases the head referee will be the home team diving coach, unless an alternate is mutually agreed upon by the Pool Reps. One (1) head referee is required for all CASL-sponsored diving competition.

Duties:

1. Prior to competition, the Diving Referee is responsible for the following:
 - a) Check and initial the top copy of the diving sheets. If any discrepancies or rules violations are found, the referee shall note them and publicly announce all the diving sheets that are in error. Competitors will be allowed ten (10) minutes to correct all errors.
 - b) The Diving Referee shall have the sole discretion to penalize a team five (5) points per each five (5) minute delay in submitting diving sheets to the Scorer's table. The deadline is thirty (30) minutes prior to the scheduled start of each dual meet.
2. During competition, the Diving Referee is responsible for the following scoring declarations.

Declare an Incorrect Dive if...

- a) the diver does a different dive type than was announced (check the diving form to be sure the mistake was not the announcer's error);
- b) the diver balks twice on the same dive (no further attempts are permitted);
- c) in head first dives, if the feet hit the water before the hands;
- d) in feet first dives, if any part of the body contacts the water before the feet;
- e) the amount of twist is greater than or less than 90 degrees (1/4 twist) of what was announced;
- f) the diver falls off the board into the water;
- g) in the opinion of the referee, the diver receives obvious assistance from another person during the execution of the dive;
- h) the diver refuses to perform the announced dive (check the diving form to be sure the mistake was not the announcer's error - referees should use discretion favoring the diver concerning other types of errors);
- i) the diver performs a take-off with one foot on springboard dives; or
- j) the diver does a double bounce on a forward approach.

Declare a maximum score of two if...

- a) the dive is in a different **position** than was announced (*check the diving form to be sure the mistake was not the announcer's error*);
- b) the diver makes no attempt to come out of a tuck position dive upon entry into the water (thus performing a cannonball entry).

Declare a maximum score of four and one half if...

- a) one or both hands are **above** the plane of the shoulders on a feet-first entry;
- b) one or both hands are **below** the plane of the shoulders on a head-first entry;
- c) the dive is partially in a position other than what was announced (ex: slightly *bent knees in a pike position*, or a *split tuck*).

Declare a two point deduction if...

- a) the diver balks;
- b) the diver takes less than three steps on a forward approach;
- c) the diver takes a hurdle with two feet; in the opinion of the referee, the diver delays the meet by taking more than three minutes to perform the dive.

DIVING JUDGE

Function:

Critically scores the diving competition in dual, invitational, or championship meets.

Qualifications:

A Diving Judge should be knowledgeable of general rules and regulations in the sport of diving and be alert to any factors that may jeopardize the safety of divers. As a prerequisite, the CASL recommends the Judges attend a league-sponsored diving Judges clinic (held prior to the summer season and taught by experienced local diving coaches) and practice scoring during an actual diving meet. These opportunities teach rules and regulations, improve judging skills, and help alleviate apprehension one may have before actually judging a meet. Five (5) Judges (two representing each team and one head referee) are needed to Judge diving events. Meet Officials may, but are not required, to Judge diving.

Duties:

1. Prior to competition, all Judges, coaches and the Diving Referee should meet to review rules, weather conditions, safety procedures, and procedures for handling any problems that might arise during the competition.
2. Judge the four basic parts of the dive: the Starting Position; the Approach and/or Hurdle; the Takeoff and Flight (the actual dive); and the Entry into the water.

Starting Position

- a) The diver should be standing up straight with head erect; and
- b) Arms should be held straight at a position of the diver's choice ready to begin the Approach.

Approach and/or Hurdle

- a) The Approach is defined as a series of uninterrupted steps taken by the diver after assuming the Starting Position and leading into the Hurdle. Look for: smooth, continuous movement.
- b) The Hurdle is defined as the jump from ONE foot to the end of the diving board which initiates the lift off of the board. The diver is required BY RULE to land on both feet after the Hurdle and before takeoff into the air. Hurdles are only used on front approach dives.
- c) For Back Approach dives, the Approach is defined as the series of motions (rocking and arm swings) that a diver performs in order to initiate lift from the board.

Takeoff and Flight

The Takeoff should be smooth and strong. The Flight (actual dive) should be smooth and graceful and not appear "jerky" in any way. Look for:

- a) *Height* - A diver who gets great height off of the board and during a dive should be rewarded more than a diver who does not get as much height.
- b) *Safe Distance* - A dive should enter the water, between 3 and 6 feet from the edge of the board. "Too close is too dangerous!" Do not reward a risky dive with a high score, doing so only encourages the diver to continue performing the dive at an unsafe distance. If it scares you, it's probably too close.
- c) *Compact Tucks and Pikes* - Tight tucks and pikes are not only more mechanically correct, they are also more appealing to watch. Take into account good body positioning.
- d) *Good Form* - Divers should have straight legs, feet together and toes pointed during a dive. Sloppiness should not be rewarded.

Entry into the Water

The Entry into the water should be Vertical with little or no splash and Good Form.

- a) A Vertical entry is the most important element because it means that the diver has successfully completed the dive, as opposed to being short of vertical or long. If the diver does not go into the water straight, the dive cannot be considered a very good one.

- b) A "Rip" is an entry with no splash and can increase the Judges score if the dive also had Good Form and a Vertical entry.

General Considerations

- a) Score the dive what you think that it deserves based on your first impression. DO NOT worry about what "Johnny's mom will think about you" or whether you "will hurt Susie's feelings". Good scores and bad scores are a part of competing.
- b) Scores range from 0 to 10. Do not be afraid to award a dive an "8" or higher. Consequently, do not be afraid to give a poor dive a "2" or lower. The only way a diver should achieve a score of "8" on a dive is if she/he DESERVES it. Do not reward unsatisfactory dives or you are encouraging unfair judging practices and giving the diver a false sense of what he/she needs to do to improve.
- c) Be consistent with your judging and do not play favorites. If you start out giving generally higher scores compared to the other Judges, keep awarding high scores throughout the contest. On the other hand, if you are known as a "low-scoring Judge", be sure to Judge everyone the same way. Be prepared to discuss your reasoning and criteria in giving a dive a certain score.
- d) It does NOT matter how many twists or somersaults a diver performs in a dive. Degree of Difficulty should not be taken into account when judging a dive. A dive with a high DD that is performed poorly SHOULD NOT receive high scores. But, an "easy" dive that is performed well should be rewarded with high scores.
- e) Do NOT have a preconceived notion that a dive is going to be a flop or a perfect "10". Expect a good dive from every diver and reward them appropriately for their efforts.
- f) The most important elements: **HAVE FUN & BE SAFE!!!!**

CASL DIVING JUDGE'S GUIDE

Types of Dives

There are five groups of dives in the CASL. The first four involve rotating in directions relative and to the board and starting position. The fifth includes any dive with a twist.

1. Forward Group: The diver faces the front of the board and rotates toward the water. Dives in this group vary from the simple front dive to the difficult forward three and one half somersault.

2. Backward Group: All dives in the backward group begin with the diver on the end of the board with back to water. The direction of rotation is away from the board.

3. Reverse Group: Formerly "gainers," -these dives begin with the diver facing the front of the board (using a forward approach) and rotating toward the board.

4. Inward Group: The diver stands on the end of the board with back to the water and rotates toward the board or opposite of the backward group's movement. The earlier name for these dives were "cutaways."

5. Twisting Group: Any dive with a twist is included in this group. There are four types of twisting dives: forward, backward, reverse and inward. Because of the many possible combinations, this group includes more dives than any other.

Body Positions

When each type of dive is performed, the diver utilizes one or more of the four different types of body positions.

1. Straight: This position requires no bend at the waist or knees. Depending on the dive, however, there may be an arch in the back. Arm placement is either the diver's choice or is defined by the dive performed.

2. Pike: The legs are straight with the body bent at A dive consists of four basic parts. These parts, what to look for, are described below. the waist. Like the straight position, arm placement is dictated by the particular dive or by the choice of the diver.

3. Tuck: Body is bent at the waist and knees, with thighs drawn to the chest and heels kept close to the buttocks.

4. Free: This is not an actual position, but a diver's option to use any of the above three positions, or combinations thereof, when performing a twisting dive.

Judging a Dive

A dive consists of **four basic parts**. These parts, and what to look for, are described below.

1. The Starting Position: Look for: The diver to be standing up straight with head erect. Arms should be held straight at a position of the diver's choice ready to begin the Approach.

2. The Approach and Hurdle: For front dives, the Approach is defined as a series of steps taken by the diver after assuming the Starting Position that leads directly and without interruption into the Hurdle. Look for: Smooth continuous movement.

The Hurdle is defined as the jump from one foot to the end of the diving board which initiates the lift-off of the board. The diver is required by rule to land on both feet after the hurdle and before the take-off into the air. Hurdles are only used on front approach dives.

For Back Approach dives, the Approach is defined as the series of motions (rocking and arm swings) that a diver performs in order to initiate lift from the board.

3. Take-off and flight: The Take-off should be smooth and strong. The Flight (actual dive) should be smooth and graceful and not appear "jerky" in any way.

Look for: Height - A diver who gets great height off of the board and during the dive should be rewarded more than a diver who does not get as much height.

Look for: Safe Distance - A diver should enter the water between 3 and 6 feet from the edge of the board. "Too close is too dangerous!" Do not reward a risky dive with a high score, doing so only encourages the diver to continue performing the dive at an unsafe distance. If it scares you, it's probably too close.

Look for: Compact Tucks and Pikes - Tight tucks and pikes are not only more mechanically correct, they are also more appealing to watch. Take into account good body positioning.

Look for: Good Form - All divers should have straight legs, feet together and toes pointed during a dive. Sloppiness should not be rewarded.

4. Entry into the Water: The entry into the water should be vertical with little or no splash and good form. A vertical entry is the most important element because it means that the diver has successfully completed the dive, as opposed to being short of vertical or long. If the diver does not go into the water straight, the dive cannot be considered a very good one. An entry with no splash may increase the Judges score.

CASL DIVING JUDGE'S GUIDE



Ideal Entry Area

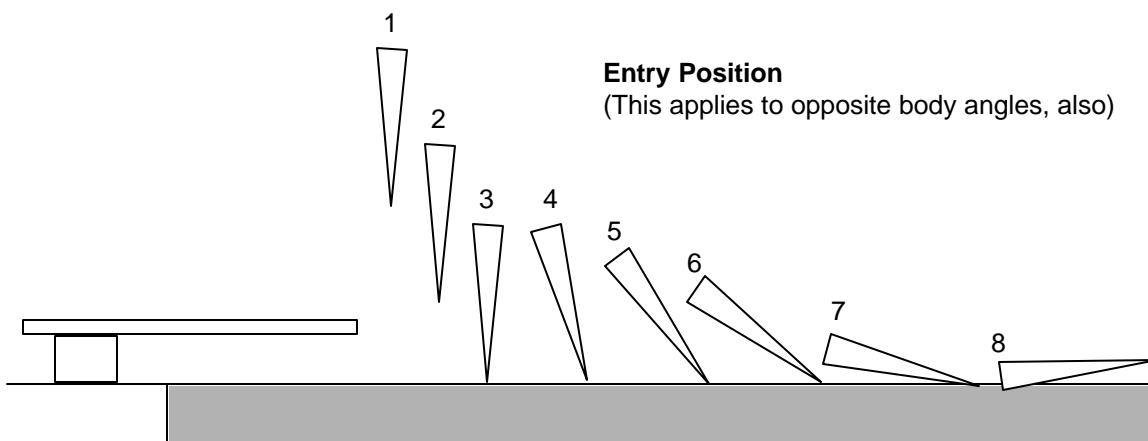
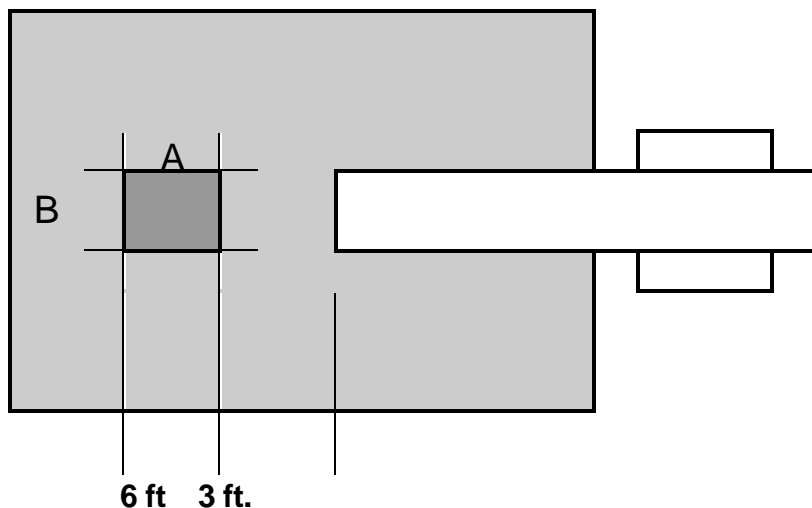
3 - 6 feet from edge of board Inline with board

Example A:

Diver enters water more than $\frac{1}{2}$ body width out of line. Maximum score. - 4 $\frac{1}{2}$

Example B:

Diver enters water past the 6 foot line. Deduct 1 or more points depending on distance outside ideal entry area (in either direction).



Entry Position

(This applies to opposite body angles, also)

Entry Positions:

1. Vertical 3 ft. or more above board: Score 8 - 10
2. Vertical at board height to 3 ft.: Score 6 - 7 1/2
3. Vertical just above water to board height- Score 5 - 6
4. Enters water slightly tilted: Maximum score: 4 1/2
5. Enters water noticeably tilted: Maximum score: 3 1/2
6. Enters water substantially tilted: Maximum score: 2 1/2
7. Hands hit water just before feet: Maximum score: 1 1/2
8. Feet hit water before hands: Incorrect dive

Other Entry Notes:

1. Diver enters water with no splash: Add 1 1/2 points
2. Diver enters water with legs slightly apart: Deduct 1 point
3. Diver enters water with legs substantially apart: Deduct 2 points
4. Diver hits board: Deduct according to severity

Notes on Approach:

1. -Diver crow hops: deduct 1 - 3 points.

Awarding Points

Please refer to the document titled Dual Meet Handbook - Diving Judge and review the section that discusses the four parts of a dive.

General Classification

0	Incorrect Dive
1/2-2	Unsatisfactory
2 1/2-4 1/2	Deficient
5-6	Satisfactory
6 1/2-8	Good
8 1/2-10	Very Good