

Rome Yount

From: Rome Yount [rbyount@insightbb.com]
Sent: Thursday, October 11, 2007 3:00 AM
To: rbyount@insightbb.com
Subject: ISI Officials Update 10/10/07

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Greetings! There have been several changes to the forms the meet referee is to submit after the completion of a sanctioned meet. Additionally, changes have been made deleting the requirement that meet marshals are USA Swimming non-athlete members but maintaining that the meet referee is responsible for directing the meet marshals and that a meet marshal meeting is required prior to each session of a meet. We are also looking for hosts for the Spring 2008 officials clinics. Please take the time to review this email.

This email covers the following topics:

- (1) DQ Log
- (2) Reminder on stroke briefing / officials meetings prior to each session
- (3) Meet Marshal changes - now under direction of referee
- (4) Review of meet referee packet ISI office will be sending to meet referees
- (5) Hosts needed for Spring 2008 officials clinics

- (1) DQ Log

The DQ log is now a required submission to the ISI office with the meet certification form submitted by the meet referee. Attached is a word document you may use as a DQ log if you do not use Meet Manager DQ codes.

Use of the DQ codes in Meet Manager is encouraged. This information provides relevant information to the referee and to coaches after the meet to get a snapshot of where their swimmers are being disqualified. The DQ summary, available under Meet Summary, Report Type DQ Summary, Format By Team, provides this snapshot. Attached is a word document with 2 DQ slips on 1 page using the Meet Manager DQ codes. We believe the use of the Meet Manager DQ codes is much simpler and easier than doing a manual DQ log.

As advocates for the swimmers, it is important for officials to provide feedback to the swimmer and/or coach regarding disqualifications. At times we feel the pressure of timelines and may not do the effective and timely communication of a DQ to the swimmer. Please make sure we are making the reasonable effort to contact the swimmer and/or coach regarding disqualifications, and please use 2 part forms so that 1 part of the form goes with the swimmer or to the coach, and the other to the administrative table for record keeping. There are many ways to perform the "effective and timely communication" of the DQs and it is at the referee's discretion as to how it is done. Just be sure to notify the coaches prior to the meet as to how the DQs will be issued so that questions can be addressed in a timely manner.

Attachments: MM Disqualification Report (DQ slip)
 Link to manual DQ log from USA Swimming website
<http://www.usaswimming.org/USASWeb/Rainbow/Documents/eeec04ae-d2d2-4064-9b81-013572f8c1cc/DQ%>

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[20Record.doc](#)

(2) Reminder on stroke briefing / officials meetings prior to each session

As a reminder to all referees and officials, the stroke briefing is required prior to the start of each session for any ISI sanctioned meet - open or closed competition. Expectations are for a review of the stroke briefing, assignments, and jurisdiction. Please make sure you arrive in time for this meeting (typically 1 hour prior to the start of the meet) and expect the meet referee to have this meeting.

(3) Meet Marshal changes - now under direction of referee

Effective September 29, the USA Swimming House of Delegates amended rule 202.3 regarding meet marshals. The meet marshals are no longer required to be members of USA Swimming and they are under the authority of the meet referee.

Meet referees are now required to have a meet marshal meeting prior to the start of each warm-up session explaining the roles and responsibilities of the meet marshal.

The following link has been added to the Officials Toolbox on the ISI website regarding expectations:

<http://www.usaswimming.org/USASWeb/Rainbow/Documents/ca246c7d-81c8-4415-9655-7aaa684ec5cd/Meet%20Marshalls%20Safety%20Guidelines.pdf>

(4) Review of meet referee packet ISI office will be sending to meet referees

The meet referee for each meet should receive a packet from the ISI office containing:

- o Disqualification log
- o Stroke Briefing
- o Report of Occurrence
- o Meet Certification. Please note the change in the form to provide clarification as to which session(s) an official worked.

These forms are intended to help ensure reporting is done on a timely basis to the ISI office. As a reminder, the meet certification is due in the ISI office within 24 hours after completion of the meet.

(5) Hosts needed for Spring 2008 officials clinics

The Officials Committee is looking for clinic host clubs for the spring 2008 officials clinics. Timeframe is April 1 to May 15, and we are hoping to cover the state such that central Illinois, Chicago, and Quad Cities sights are available.

Please encourage your club to consider hosting a clinic, and have them complete an application to host clinic (form available on the website) soon. Hosts sites will be selected and notified by Dec. 31, 2007.

Thanks for your continued support of swimming! Have a great day!

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