



# DISS OTTERS

A local swimming club at the heart of the community



## DISS OTTERS SANTA'S SPLASH & DASH OPEN SPRINT MEET 2021 Sunday 12<sup>th</sup> December 2021

### Officials Information

#### Parking

Parking is free for all those attending. Please make sure you validate tickets/tokens before departure.

#### Arrival

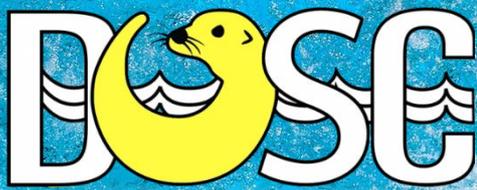
On arrival at Sportspark, please could all officials meet, and sign in with Lead Ref Chris Galer in the John Jarrold room upstairs.

#### Timings

Entry onto poolside for swimmers and coaches will be approximately 15 minutes prior to the commencement of each warmup. The below are the approximate event timings – please note these are only approximate and are subject to change on the day.

Approximate Event Timings									
Session 1					Session 2				
<b>Warm up (60 mins)</b>		<b>08:30 AM</b>			<b>Warm up (60 mins)</b>		<b>01:15 PM</b>		
<b>Officials Briefing</b>		<b>08:40 AM</b>			<b>Officials Briefing</b>		<b>01:25 PM</b>		
<b>Warm up end</b>		<b>09:30 AM</b>			<b>Warm up end</b>		<b>02:15 PM</b>		
<b>Start</b>		<b>09:35 AM</b>			<b>Start</b>		<b>02:20 PM</b>		
No	Event	Start	Heats	Duration	No	Event	Start	Heats	Duration
101	Boys 200 Fr	9:35 AM	5 Heats	19 mins	201	Girls 200 Fr	2:20 PM	10 Heats	38 mins
102	Girls 100 Ba	9:54 AM	11 Heats	27 mins	202	Boys 100 Ba	2:58 PM	6 Heats	15 mins
103	Boys 100 Fl	10:21 AM	3 Heats	7 mins	203	Girls 100 Fl	3:13 PM	5 Heats	11 mins
104	Girls 50 Br	10:28 AM	16 Heats	22 mins	204	Boys 50 Br	3:24 PM	8 Heats	11 mins
105	Boys 50 Ba	10:50 AM	9 Heats	15 mins	205	Girls 50 Ba	3:35 PM	17 Heats	28 mins
106	Girls 100 Fr	11:05 AM	18 Heats	36 mins	206	Boys 100 Fr	4:03 PM	9 Heats	18 mins
107	Boys 100 Br	11:41 AM	5 Heats	13 mins	207	Girls 100 Br	4:21 PM	11 Heats	26 mins
108	Girls 50 Fl	11:54 AM	14 Heats	18 mins	208	Boys 50 Fl	4:47 PM	8 Heats	11 mins
109	Boys 50 Fr	12:12 PM	11 Heats	13 mins	209	Girls 50 Fr	4:58 PM	20 Heats	23 mins
<b>Swim Time</b>		<b>02 hours 50 mins</b>			<b>Swim Time</b>		<b>03 hours 01 mins</b>		
<b>Finishes at</b>		<b>12:25 PM</b>			<b>Finishes at</b>		<b>05:21 PM</b>		

**Springboard Gala 2022**  
12<sup>th</sup> March 2022 - Diss Leisure Centre  
[www.dissotters.co.uk/springboard-2022](http://www.dissotters.co.uk/springboard-2022)



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## **Officials Briefing**

The officials briefing will be led by our lead referee Chris Galer, starting 10 minutes after the start of the first warm up in each session. For the morning session this will be at 8:40am. All officials who are poolside during the respective session are required to attend. All paperwork for the session will be brought into the official's room and distributed by the lead ref to avoid any excess gathering when on poolside.

## **Backstroke Ledges**

Backstroke ledges will be available for this event. We are aware that many swimmers will not be used to them, therefore if a swimmer wishes not to use the ledge, the swimmer will need to inform the official in their lane who will remove the ledge from the water, guidance will be given if a swimmer has any questions. We will ensure a lane is made available for a backstroke ledge during warmup. We ask that only coaches/team managers/officials adjust the backstroke ledge to avoid damage and covid-19 transmission.

## **Lunch/Refreshments**

Any official who is officiating at both sessions will receive a free lunch. Refreshments will be brought round during the event by Diss Otters staff. We kindly ask that in order to reduce single use plastic that officials bring their own water bottle. Diss Otters staff will be able to refill these if needed.

## **Covid-19**

Diss Otters kindly request that all swimmers, helpers, marshals and officials and coaches wear face coverings when moving around the venue. When swimmers are static at their station, or about to swim, they may remove their mask. The Refs and Starters will not wear masks once in position – along with the commentator – as the mask would impede their performance of their duties. Club coaches are encouraged to remind their own swimmers about the recommendation of wearing a face covering. Each club is considered to be a 'bubble' for the purposes of this competition – every reasonable effort should be made to maintain appropriate distancing from other teams and when walking around the facility.





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## Please read these briefing notes thoroughly

**All officials who are poolside during the respective session are required to attend briefings.**

Thank you for volunteering to officiate at the Diss Otters Meet

A full briefing will be given but please review these notes which give a brief detail of processes that will help the meet run smoothly

Please ensure that you report to the John Jarrold Suite for a briefing no later than **8.40am** each day

Please bring your own bottles, which can be refilled.

### Mentoring

There will be no one to one mentoring. The qualified person in the adjacent lane will be responsible for guiding and offering advice to the trainee official. Ensuring that covid distancing is observed.

Qualified officials please pass on your knowledge to trainees.

### Judges

Inspectors at **Turn end** to stand on the boom at the end of the pool, covering lanes as appropriate.  
Move forward to watch turns

**Stay forward if you have a DQ to report and look towards the CIT to your left**

Report any Infraction to CIT/Referee quickly

**Report and agree any infraction with the Referee before completing a DQ form**

**There are DQ forms on a separate table adjacent to the referee's table.**





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## Inspector of Turn/Timekeepers

Please ensure that you have your own stopwatch, and you are familiar how it works.

Please ensure that you check the swimmer's name, on your start list, and make sure they are in the correct heat and lane.

On the referee's short whistles stand by your seat, on referee's long whistle move to the blue line of floor tiles just behind blocks.

Once the start signal has been given quickly move forward and step onto the bulkhead and observe the strokes at start. **Don't check watch until after first stroke is completed (Second arm stroke in breaststroke)**

Stay forward on bulkhead if you have a DQ to report or you have a watch issue.

**Look towards the CIT/Referee to your left.**

**Report and agree any infraction with the Referee before completing a DQ form**

**There are DQ forms on a separate table adjacent to the referee's table.**

If everything is okay return to stand beside your seat.

At every turn, move forward and step onto the bulkhead and observe the turn and the first stroke after the turn. (Second arm stroke in breaststroke)

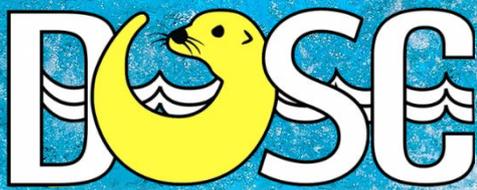
Stay forward on bulkhead if you have a DQ to report and look towards the CIT/Referee to your left.

At the finish operate the backup button using your better hand, i.e. your right hand if you are right handed, using your stopwatch in your left hand. Leave backup button down beside block not in hole at the rear of the block or on platform.

Record the manual time on your start list. Leave visible on your assigned seat in case it has to be checked by the CTK

**If your watch doesn't start or has an issue during the race call for the CTK immediately, who will come and time the lane, but you remain to operate the backup button.**





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## **Back Stroke Events**

Back stroke ledges will be fitted by officials, assistance will be available. The official for each lane will be responsible for adjusting or removing the ledge. The swimmers must not assist with this function for covid protection.

**For those of you not familiar with ledges we will have familiarisation session as required.**

In backstroke events, **50,100 and 200 races**, stand by seat, on referees first long whistle move to just behind blocks. On the referees second long whistle move forward to ensure that the swimmers' toes are in contact with the timing pad, do not enter into a protracted discussion with the swimmer, just advise. once you are satisfied with the swimmer's position move back to just behind the blocks, This will indicate to the referee that the race can start.

Once the start signal has been given quickly move forward and stand on the bulkhead to observe the strokes at start etc.

Once the swimmer has started and you have watched the first stroke, remove the ledge from the water. Remove it gently.

## **Chief Timekeepers**

Be aware of watches not starting.

Assist referees in processing race results

Collect and place completed lane time sheets on the referees table at end of the session.

## **All Officials**

**All paperwork for the session will be brought into the official's room before the start of the session and distributed by the lead ref to avoid any excess gathering when on poolside.**

