

SNQ TSC Meeting

Tuesday 1st September 2020

Via Zoom

Agenda Items

1. Debriefing re- short course meets
2. Resolution Desk
3. Update Self-Marshalling protocols
4. Field of Play implementation and Registration of Technical Officials
(Field of Play)
5. Items from the floor.

SNQ TSC Meeting

1st September 2020

Via Zoom. Agenda attached.

Invited: - Helen Cushing (HC), Tina Roberts (TR), Trevor Williams (TW), Kevin Barker (KB), Alan Johnston (AJ)

Attendance: - Helen Cushing, Tina Roberts, Trevor Williams, and Alan Johnston

Apologies: - Kevin Barker

Meeting opened at 7.35 pm.

Minutes

Item 1. The TSC congratulated both the Gardens and Mackay Swimming Academy for the excellent preparation that was put into both meets. All aspects of the COVID-19 Industrial Plan were covered. Positive comments were also made in respects to the Field of Play and Registration of Technical Officials protocols with the comments that these be implemented and remain for all future swimming meets. The technical aspects of the meets proceeded smoothly with only a couple of minor equipment failures. All competitors were accommodated with their respected nominated events and received swim times.

Self-Marshalling proceeded without any problems. All in all, both meets were successful in their presented formats.

Item 2. Resolution Desk. This topic was discussed with all in agreement that it will be implemented and added to the SNQ Self-Marshalling Protocols. (See attached protocol). Agreed by all.

Item 3. Updating Self-Marshalling Protocols. In the Chief Timekeepers responsibilities, Clause 6 will be removed, being (*The Chief Timekeeper will after the start of a race notify the recording section of any vacant/empty lane/s if applicable*). At any meet there are two (2) officials in the MM area or operating the AOE who can observe any vacant/empty lane/s in any race and do any necessary adjustments.

The Resolution Desk protocol will be added to these protocols for distribution to all SNQ Clubs. (New Self-Marshalling Protocols attached) Agreed by all.

Item 4. Separating the Field of Play Areas (concourse immediately adjacent to the pool, Self-Marshalling Assembly Area and Control Room) were successfully implemented and all agreed that this will become the norm for all future meets.

Registering all technical officials, permitting them to enter the Field of Play, was introduced and is working very well. It makes for easier access and operation for all technical officials.

With the introduction of the Resolution Desk, Registration of Technical Officials and Field of Play protocol, the overall operation and procedures are becoming more streamlined. Agreed by all.

Item 5. Items for the floor. AJ made mention of an alleged altercation that occurred at a recent swimming meet. After a brief but frank discussion the TSC agreed that if any emergency arose at any future meet, that it is the responsibility of either the Meet Manager (Meet Director), the pool owner, lessee, manager or pool staff member (employee) to contact the appropriate authority, not the technical department.

AJ made mention that an additional clause in Item 1 of the COVID-19 Technical Official Protocols was included in this protocol. Agreed by all.

The meeting closed at 8.37 pm.

Resolution Desk:

Swimming North Queensland will be introducing a "Resolution Desk" or "Help Desk" at all SNQ sanctioned swimming meets. This "Desk" will be stationed at a suitable, convenient location at the various pool complexes depending on the layout of the pool area with access for swimmers, coaches and Team Managers.

All enquires will be made through the "Resolution Desk" only and will be operational one (1) hour prior to the commencement of the meet and throughout the meet and be manned by a technical official conversant with all the meet requirements and swimming rules.

The purpose of the "Resolution Desk" is to:

1. Assist swimmers who may have forgotten which event, heat, and lane they have been allocated when assembling for their race.
2. Assist the Referee's with: -
 - (a) Time Trials requests from either the Club Coach or Club Team Manager. Remembering always the final decision will be the Referees or Technical Manager.
 - (b) Discuss any swimmers' times enquires before notifying the Referee. The Referee is the only official who has the authority to change any time or placing.
 - (c) Give to a Coach or Team Manager the bare facts (as written on the Infraction Card) pertaining to a swimmers' disqualification. The Referee is the only official who can give any further additional information in relationship to the disqualification.

Self-Marshalling

Marshalling

All Swimming North Queensland club level and regional championships swim meets will be Self- Marshalling.

Operation of Lane Chief:

Participating Clubs will provide 1 X Lane Chief per lane of the competition pool.

- (1) The role of the Lane Chief will be to assemble swimmers within their lane and ensure the integrity of the order of the event and heat and swimmers name. Lane Chief will ask "Swimmers, please let me know your full name". The Lane Chief will compare the name given to the name listed in the programme.
- (2) If there is no swimmer for a particular heat in the lane assigned to the Lane Chief, yet a swimmer is noted in the programme, the Lane Chief will mark the swimmer as a "DNR" (did not race) in the programme for that heat in that lane. No further action needs to be taken.
- (3) Where the name of the swimmer does not match that listed in the programme the Lane Chief will alert the closest Chief Timekeeper of the issue and the Chief Timekeeper will alert the Referee.
- (4) If a swimmer appears at a lane and has missed their heat it is the responsibility of the Lane Chief to make the swimmer aware to the Chief Timekeeper who will alert the Referee of a missed swim.
- (5) The Referee is responsible for all confirmations of any changes required to the Control Room.
- (6) Multiple swimmers may report to the lane at the same time and it is the responsibility of the Lane Chief to ensure the order of swimmers matches the flow of the programme events and heats.
- (7) The Lane Chief will be differentiated by other officials/timekeepers at the end of the pool by a "green" colored clipboard and a "green" colored tag, worn around the neck, clearly identifying the "lane number" and the "lane chief".
- (8) The Lane Chief also assumes the role of the third timekeeper and is joined by 2 other timekeepers in their lane to ensure 3 times are obtained for a swimmer for qualifying purposes. The Lane Chief will not use the manual stopwatch. One of the other timekeepers will assume the responsibility of the manual stopwatch and writing the manual time on the programme.

- (1) Two programmes of the event need to be allocated to each lane. One for the recording by the Lane Chief and one for the 2xTimekeepers recording the manual time.

Operation of Chief Timekeeper:

1. The club will provide a Chief Timekeeper (1 x where the session contains 50 metre events)
2. The Chief Timekeeper will report to the Referee any anomalies to the swimmer order against the flow of the programme event and heats except in the case of a "DNR".
3. The Chief Timekeeper will await the direction of the Referee before any changes in resolving the anomaly.
4. The Chief Timekeeper is responsible for the normal duties of a chief timekeeper together with the above.
5. The Chief Timekeeper will ensure the education of timekeepers and ensure no changeover of timekeepers during heat swims. Changeovers of timekeepers are only to occur at the end of sessions or change of events as scheduled in the programme.
6. The Chief Timekeeper/swill be differentiated by other officials/lane chiefs/timekeepers at the end of the pool by a "yellow" colored clipboard and a "yellow" colored tag, worm around the neck, clearly identifying the "chief timekeeper" and a "yellow" colored vest.

Announcing:

1. While the swimmers are in the water the Announcer will announce the event, name of the event and heat number currently swimming and announce what event/heat should be on pool deck, ready to race, in accordance with the "Marshalling Board".

Marshalling Boards:

1. The host club will be responsible for maintaining the correct "Event" numbering on the Marshalling Boards.
2. The Technical Manager or Chief Referee will allocate and instruct one (1) of the club Check Starters to perform this operation.

Semi-Automatic Timing (SAT):
(For 50 metre and 25 metre events)

1. To enable all lanes to have three (3) Timekeepers per lane, the Chief Timekeeper and the Check Starters will assemble the swimmers for racing.

Seating:

1. All seating allocated and placed behind the respective Lanes, is for the swimmer's usage and NOT the public. This seating will be clearly numbered.

7 years and under:

1. Team Managers or senior swimmers will bring these swimmers to the pool end ready for racing. Check Starters will ensure that the swimmers are in their correctly allocated lane.

Field of Play Requirements

Access to Field of Play Areas is limited only to those Technical Officials and Club Members who are registered on the prescribed form prior to the sanctioned SNQ Swimming Meet date.

Field of Play areas include, concourse immediately adjacent to the pool, Self-Marshalling Assembly Area/s, Timekeepers Area/s, and Timing Room. Timekeepers are required to "sign-in" and "sign-out" on the prescribed form placed in the respective Lane Folder containing the meet programme.

These areas are to be corned/partitioned off using appropriate securely attached bunting or rope with "NO ENTRY" signage attached. The SNQ Technical Department have a quantity of these signs available for club usage. (please contact the writer).

Thank you.

Alan Johnston
Chief Referee -SNQ

Email: - snqtechnical@gmail.com
Phone: - 0473 735 702

Attached: - Field of Play Register
Timekeepers Record of Attendance

COVID – 19 Technical Officials Protocols

During this COVID-19 crisis the government has put into place certain Rules and Regulations that we must all adhere to when attending club nights or swimming meets. Obviously, when changes are made to these Rules and Regulations the Swimming North Queensland Technical Swimming Committee will forward notifications to you all.

As always remember social distancing and if you feel unwell with any of the COVID-19 symptoms. **PLEASE** stay at home and seek medical advice.

The following protocols:

1. EVA Check-in App. Please download the app to your phone and set up your profile prior to the meet to eliminate congestion at the entry. Please indicate that you are a "SNQ Official" in the Company section.

Please be advised that EVERYONE entering the venue at all meets including club nights will be required to check-in via the EVA Check-In App by scanning the QR code that will be available on the day. Remember it is just as important to check-out on the app when you leave the venue.

No check-in on the app – No entry at the gate.

If due to the fact that you are unable to download the EVA Check-In App onto your phone, manual entry facilities will be available at the entry to the pool complex.

This is a mandatory process required under COVID-19 Industry Plan for contact tracing.

2. All Technical Officials will register when attending any SNQ approved Meet and MUST forward the following details to the SNQ Chief Referee, email- snqtechnical@gmail.com , full name, address (not P.O.Box), email address and telephone number. This information is required at least seven (7) days prior to the commencement of the Meet. This also applies to members from external clubs assisting the host club and club members.

Registered Technical Officials appointed from the following listed, Meet Manager (Meet Director), Technical Manager, Referee, Starter, Judges of Stroke, Inspector of Turns, Chief Timekeeper, Check Starters, Control Room Supervisor, Recorder, AOE Operator, Meet Manager Operator, Announcer and appointed Timekeepers will be the only personell permitted into the designated "Field of Play".

Field of Play Areas are defined as :- the concourse immediately adjacent to the pool (including the area designated for Timekeepers), swimmers Self-Marshalling Assembly Area and the Timing Room.

This is a mandatory process required under COVID-19 Industry Plan for contact tracing.

3. All Technical Officials will be required to supply their own meals, snacks etc. The Host Club will not be supplying food for officials under the COVID-19 Industry Plan.

4. The Host Club will supply officials with commercially available water, soft drinks and or "poppers". There will be **NO** community water containers in use.
5. All officials irrespective of which area you are officiating in will be required to supply their own hand sanitizer.
6. At the conclusion of every race, the session Referee, will clear the pool of all swimmers. All swimmers must exit the pool from the same side under the directions on the poolside officials. Please refer to the Club Site Plan for exiting directions.
7. Times achieved using one (1) Timekeeper per lane will be acceptable when using either Automatic Officiating Equipment (AOE) or Semi Automatic Timing (SAT) while the COVID-19 pandemic regulations are in force.

For any further information, please do not hesitate in contacting me.

Thank you for your co-operation. Stay Safe.

Alan Johnston

Chief Referee -SNQ

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Strength Spirit Success



Registered Field of Play Technical Officials

CLUB:

EMAIL:

DATE: