

**RADIO ETIQUETTE AND USAGE GUIDELINES**  
**REV # 3, AUGUST 3, 2002**

**OBJECTIVE:**

As our technology and sophistication continues to grow, we must be ever diligent in the use of the technology to assure a fair and level swim competition.

Radios or two-way walkie-talkie's are the norm among many volunteers, coaches and spectators. Improper usage of headsets or radios by the officials' team can only serve to discredit the officials using them.

For assigned teams and deck officials to be seen as professional and as fair as absolutely possible they must perform and be perceived as acting in a fair and consistent basis. All officials using headsets or radios must communicate in a clear and very precise manner.

**GENERAL USAGE PROCESS:**

1. Headsets or radios must be used strictly for the efficient administration of a meet.
2. Headsets or radios have a voice-activated feature or switch that when "on" will pick up any audible activity and can cause embarrassing situations. Therefore it is critical that we are always aware of how these headsets or radios are set up and only use them in the "manual" mode or deactivate this feature before usage.
3. Headsets or radios are to be used strictly for the efficiency of reporting rule infractions. This allows timely notification of the coach or swimmer in a clear and consistent manner.
4. Headsets or radios should never be used to call attention to a particular swimmer. They should never be used to ask other officials to observe a swimmers stroke, turn, or finish.
5. Headsets or radios should never be used to discuss a particular rule infraction or any incident regarding the swimmer, the competition, or coach. Deck Referee's may ask for more information on a particular infraction for clarification.
6. Headsets or radios should never be used to tell jokes or off color stories of any kind.
7. Abusive language of any kind must never be used or tolerated.
8. Headsets or radios should never be used to discuss any situation involving meet operations, aquatic staff or volunteers.

**SUGGESTED REPORTING PROCESS:**

1. The Official or Chief judge communicates in a very succinct and consistent manner.
  - a. OFFICIAL/CHIEF JUDGE: "Possible disqualification" \_\_\_\_\_
    - i. Identify turn end, start end or stroke side
    - ii. Upon reaching the Official making the call, identify lane number and disqualification is for \_\_\_\_\_
    - iii. When convinced that the rule infraction is appropriate based upon jurisdiction, rule interpretation and observation location **MAKE RECOMMENDATION** to accept or reject to the Deck Referee.
  - b. DECK REFEREE: " disqualification for lane \_\_\_\_\_ for \_\_\_\_\_ is **CONFIRMED OR NOT ACCEPTED.**
    - i. If confirmed the Deck Referee asks for the infraction to be written up and confirm that the swimmer has been notified.
  - c. OFFICIAL/CHIEF JUDGE: " swimmer has been notified"
  - d. DECK REFEREE: " thank you"
2. The above-suggested phrasing should be taken and modified as appropriate for usage within the LSC.