



## USA SWIMMING, RADIO ETIQUETTE AND USAGE GUIDELINES

### OBJECTIVE:

The use of radios has become increasingly common on pool decks. Therefore, it is important that radios be used properly to ensure accurate, efficient, and effective communication among officials.

### GENERAL USAGE:

1. Be familiar with the radio equipment.
  - a. How to turn on/off
  - b. Not voice activated
  - c. Setting of volume controls
2. Speak in a calm, natural voice.
  - a. Key the microphone briefly before speaking
  - b. Hold the microphone key down during speaking
  - c. Stop speaking before releasing the microphone key
3. Do not use the radios to:
  - a. Call attention to an athlete, volunteer, aquatic staff member, coach or spectator
  - b. Transmit any information that could be misconstrued as being "unprofessional" in nature
4. Do use the radios to:
  - a. Report an infraction or additional infraction information
  - b. Conduct meet business including safety incidents, injuries, equipment failures, and other meet specific information critical to the operation of the meet
5. Radios are generally assigned to:
  - a. Meet Referee (at their discretion)
  - b. Deck Referee(s)
  - c. Chief Judge(s)
  - d. Admin Referee/Official(s)
6. Conduct a radio check in advance of session start
  - a. Suggest the assigned Chief Judge call each official given a headset to insure full check

### SUGGESTED REPORTING PROCESS:

1. The Chief Judge or official shall report in a calm, clear concise manner.
  - a. "Possible disqualification"
    - i. Immediately identify and relay quadrant of pool, turn or start end, stroke side
    - ii. Upon reaching the Official making the call
      1. Verify lane number and immediately report it to the referee
      2. Verify infraction
      3. Verify the rule
      4. Verify the jurisdiction
      5. NOTE: at this time the Chief Judge at the start end should move into position behind the lane with the infraction in case the athlete needs to be notified
      6. NOTE: If there is a Relief Judge available step them in for the Judge that made the call and step back to have private debrief without interference – at minimum wait for the swimmers to clear their jurisdiction
    - iii. If all is in order make recommendation to Deck Referee:
      1. Restate the event number, heat number, lane number and infraction
      2. Recommend acceptance OR
      3. Recommend rejection
2. Deck Referee "restates the infraction, lane number" to make sure they heard correctly and states:
  - i. DR repeats: "possible disqualification lane \_\_\_\_\_, (turn end, lane 1 side, lane 8 side, or start end)
  - ii. DISQUALIFICATION CONFIRMED, write up and please notify the athlete
  - iii. DISQUALIFICATION REJECTED, there is no call
  - iv. NOTE: in some cases further explanation may be required and Referee may say REPEAT CALL or COME SEE ME. In that case, all other chief judges assume that CJ's area responsibility while they are off deck with Referee.
3. The Chief Judge or official will:
  - i. Write the disqualification, check accuracy, get signatures
  - ii. Notify the athlete/coach (usually done by start end Chief Judge that moved into position)
  - iii. Radio the Deck Referee "Athlete notified"

4. Administrative Official will:
  - i. Listen for calls
  - ii. Make no response
  - iii. Make notes of information coming in for accuracy of recording and tracking
  - iv. Do not close events until calls are turned in and resolved – track down if necessary
5. Sample Script:
  - a. Chief Judge (immediately seeing hand) - "Possible disqualification \_\_\_\_\_, (report quadrant: turn end, lane 1 side, lane 8 side, or start end)."
  - b. Chief Judge (immediately upon reaching the judge) - "Possible disqualification lane \_\_\_\_\_, (turn end, lane 1 side, lane 8 side, or start end)."
  - c. Chief Judge (upon quick, thorough debrief) – "Disqualification is for \_\_\_\_\_, (event number, heat number, lane number and state infraction as on the DQ slip). I recommend \_\_\_\_\_, (acceptance or rejection or judge withdrew call)."
  - d. Deck Referee (upon hearing repeats call) – "Disqualification is for \_\_\_\_\_, (event number, heat number, lane number and state infraction as on the DQ slip). Disqualification CONFIRMED or REJECTED. Please write it up and notify the athlete."
  - e. Start End Chief Judge (upon hearing the Confirmation) – "I will notify the swimmer."  
NOTE: if the call is rejected nicely release the swimmer and thank them for waiting.
  - f. Start End Chief Judge – "Swimmer has been notified."
  - g. Deck Referee – "Thank you."
  - h. Administrative Referee – Says nothing but makes note of the call to check for later.

**SUGGESTED CLOSEOUT PROCESS:**

1. Deck Referee "closes event" after last heat reporting:
  - i. Event Number and Name
  - ii. Number of Accepted Disqualifications
  - iii. Number of No Shows
  - iv. Number of Declared False Starts
2. Administrative Official will:
  - i. Listen for closeout
  - ii. Reply – "Thank You;" if not heard, clearly ask: "Please Repeat."

**Timeliness of reporting the infraction is important, but never sacrifice accuracy for speed.**

**The above guidelines may be modified as appropriate for usage within the LSC.**