

Invigilation Procedure & Protocol

Warm-Up:

Typically, invigilation would include One deck referee and one starter and they would be invigilating during warm-ups. Additionally, if the staffing does not permit, invigilation would be performed by an experienced Stroke and Turn official assigned by the Meet referee.

Any deck referee and starter participating in the meet and not invigilating would be expected to attend the officials briefing. Appropriate briefing information should be shared with those invigilating after the briefing is concluded so that all team members are familiar with the expectations for the session from the Meet Referee. While Invigilating:

Be sure to have a **Heat Sheet, Timeline & copy of Meet Book on hand while invigilating.**

While invigilating, please focus on:

- a) Safety and compliance with warm up rules per the Meet Information.
- b) Soliciting meet feedback from Coaches -- both format and execution. Be prepared to take notes and share findings with the Meet Referee.
- c) Answer questions about format, procedures, or timelines.
- d) Opening Sprint Lanes as appropriate per the warmup schedule (May be assisted by the announcer if available)
- e) Assist in clearing the pool. (In conjunction with the announcer if available)

DR/SR or Assigned: Invigilation During Warm-Up (1 Hour Prior to Session) – Def; Invigilate: to keep watch; to supervise, monitor.

Invigilation is not merely “watching the pool” but is the officials’ presence on the deck during the warm-up period. Safety is a major part of it—but the marshals have the primary responsibility for safety. Invigilation is an opportunity for the Referee and Starter to be visible to coaches and swimmers, to answer questions such as, (“What time does positive check-in close?” “Can I swim with this bandage on my leg?” “Is there a break before the relays?”) etc, to help enforce sprint/pace lane designations and times, to observe any potential equipment issues prior to start (broken wedges, items in the pool, missing grips on the start block etc.) and generally to “take the temperature” of the deck. While invigilating, officials should be separated and walking around the pool rather than standing together in one area. We should avoid turning our backs to the pool, to the extent possible. And we should smile at and be friendly with swimmers and coaches. Conscientious invigilation can help set the mood for a cooperative, genial session. **When Invigilating, Be sure you know what the meet information says regarding some of these questions.**

Additionally, DR/SR (Invigilating, and First up): Check out speakers, volume, blocks, and equipment – **at least 20 minutes prior to start of every session.** Do not wait to do test starts after pool is cleared, unless required by console/facility. If there is a technical issue, such as microphone/speaker volume, pads failing to register a touch, or communication between the timing console and Admin, get facilities involved immediately to make them aware and give them enough time to address/correct the issue prior to scheduled start of competition. This is a key to starting “On Time”.