



## CONTROL ROOM SUPERVISOR PROTOCOLS

Adopted or Amended	By Whom	Date
Adopted	Board of Directors	29 <sup>th</sup> May 2012
Adopted	SNSW Executive	24 <sup>th</sup> May 2024

## SNSW Rule Consideration Guidelines

### Scope

- The Control Room Supervisor (CRS) shall be appointed by the Technical Swimming Committee of SNSW.
- The CRS will report to the Referee(s) at least 60 minutes before the scheduled start time for the meet to be marked present and to receive any special instructions.
- The CRS will collect a radio to facilitate communication with the Referee(s).
- The CRS is responsible for coordinating the activities within the Control Room, involving the Recorders, Runners, Computer Operators, and the Automatic Officiating Equipment (AOE) Operators.
- The CRS will, together with the Officials in the Control Room, develop systems that will allow those Officials to complete their jobs efficiently
  - This will most easily be achieved by the CRS allowing the appointed Officials to perform their duties without undue interference.
- The CRS will develop systems that will prevent others from impacting on the efficiency of operation of the Control Room personnel during the Meet
  - This will involve the CRS acting as a buffer between the Officials in the Control Room and others, intervening whenever an issue arises, to reduce any negative impacts.
- The CRS will ensure that all decisions made, and all actions taken, within the Control Room are in compliance with SNSW Rules.
- The CRS will promptly advise the Referee of any issues within the Control Room which are likely to have an impact on the smooth running of the meet.
- Any requests from parents, coaches or swimmers requesting information, or assistance from within the Control Room must go through the CRS and/or Technical Manager in the first instance
  - Requests for the verification of Multi-Class Record Application form(s) shall be received by the CRS, who will advise that the request will be completed as soon as practical, and will then be passed to the SNSW Office.
    - The CRS will then pass the Application for Record form(s) to the Recorders, who will complete it/them when doing so will not interfere with the efficient operation of the Meet
    - The CRS will arrange for the completed Application for Record form(s) to be forwarded to the SNSW Office.
- The CRS will remain in the Control Room until the results of all events contested during the session have been finalised, or until dismissed by the Referee(s).

## Protocols

The Control Room Supervisor (CRS) is responsible, to the Referee, for the operation of the Control Room. The processes that occur within the different areas of that room (Recording, Meet Manager, Automatic Officiating Equipment) are explained below. The CRS should ensure that processes are in place so that these tasks are carried out efficiently and harmoniously.

- The CRS is responsible for ensuring that the Meet Manager computers and AOE computers are properly set-up for the meet, and that these computers are communicating properly.
- The CRS will ensure that the program is received from SNSW Event Staff and transferred to the Meet Manager Computers.
- The CRS will arrange for the Computer Operators to print unstapled copies of the program for the Call Room Supervisor to display in the Call Room.
- At the completion of each heat the CRS is responsible for arranging for the checking and approval of the result provided by the AOE system
  - The CRS will arrange, under the designated authority of the Referee, for the insertion of any backup time, or the editing of any finish time, as needed
  - In areas of contention, the CRS will arrange for the AOE result slip(s) to be taken to the Referee for their decision
  - The CRS will arrange for all AOE result slips to be signed, indicating their accuracy, and for them to be then passed to the Recorders
- The CRS will receive, from the Referee, details of any disqualification, and will advise the AOE Operators, Computer Operators and Recorders
  - The CRS will ensure that all disqualifications are correctly noted on the AOE result slips, the scoreboard, in the Meet Manager computer and, thus, on the Event Result Sheet
- When the starting blocks have been calibrated, during Relay events the CRS will ensure that the AOE results, at each changeover, are monitored, and that the Referee is promptly advised, by radio, of the result, whether clear, or an infraction
  - Using Quantum, a reaction time of greater than -0.03 seconds indicates a breach of the Rules and the CRS must arrange for this to be reported to the Referee for their decision
  - Where an infraction has been recorded by the AOE and the Referee has decided to disqualify the team, the CRS is responsible for completing the Infraction Report
- The CRS will check the disqualifications recorded in the electronic system for accuracy, adding their name to indicate that they have done so, and ensure the disqualification is available to the Announcer.
- When the Referee approves the amalgamation or re-seeding of an event the Call Room Supervisor shall present this decision to the CRS, who will advise the Recorders, Computer Operators and AOE Operators
  - For all **amalgamations** the Call Room Supervisor shall arrive at the CRS with a solution ready for implementation
    - The CRS will arrange for the Announcer to be advised of the details of the amalgamation
  - For **re-seeds**, the CRS will arrange for the printing and distribution of revised Event Sheet and Marshalling Sheets
    - The revised Event Sheet is to be used to make five (5) copies
      - The Call Room Supervisor will be given two (2) copies of the revised Event Sheet, one of which they will pass to the Referee
      - One (1) copy will be given to the AOE Operators
      - One (1) copy will be forwarded to the Announcer
    - One (1) copy will be retained by the Recorders as a 'working copy' The original of

- the revised Event Sheet will be retained by the Recorders
      - The revised Marshalling Sheets will be given to the Call Room Supervisor
- For Relay Events the CRS will arrange for all Relay Entry Forms to be received by the Recorders and, then, the Computer Operators
- At the conclusion of each event the CRS will arrange, following normal Recording procedures, for the printing, and copying, of the Event Result Sheet
  - Where Timed Finals are being contested, and for Finals, where Heats and Finals are being contested, three (3) copies shall be made of the Event Result Sheet
    - One (1) copy will be posted, by a Runner, on the noticeboard, for the information of athletes, coaches and parents
    - One (1) copy will be forwarded to the Presentation Officer(s)
    - One (1) copy shall be forwarded to the Announcer
    - The original will be retained by the Recorders
  - Where Heats and Finals are being contested four (4) copies of the Event Result Sheet for the Heats session shall be made
    - One (1) copy will be posted, by a Runner, in an area adjacent to the Marshalling Area for the information of coaches and athletes
    - One (1) copy will be posted, by a Runner, on the noticeboard for the information of parents
  - The CRS is responsible for ensuring that the closing time for withdrawals from the event is marked on the original of the Event Result Sheet, and on the following copies of the Event Result Sheet:
    - One (1) copy which will be forwarded to the Marshals
    - One (1) copy which will be retained by the Recorders as a 'working copy'
  - The original will be retained by the Recorders
  - There may be a requirement at any meet to produce additional copies of the Event Result Sheets (This will be advised, either by the Referee(s), or by the Meet Director)
- Where Heats and Finals are being contested the CRS will ensure that any Withdrawal Card, collected by the Runner from the Marshals, is received promptly by the Recorders
- When there is a need for a swim-off the Recorders will notify the CRS, who will arrange for the Referee to be advised
  - The Referee will advise the CRS of the details of the swim-off, including timing and lane allocations
  - The CRS will pass these details to the Recorders, Computer Operators, AOE Operators, and Announcers
  - The CRS will arrange for both Computer Operators and AOE Operators to create the swim-off event, with the swimmers in the correct lanes
  - Note that no Event Sheets or Marshalling Sheets are printed for a swim-off