



RADIO ETIQUETTE PROTOCOLS

Adopted or Amended	By Whom	Date
Adopted	Technical Swimming Committee	25 th April 2014
Amended	Technical Swimming Committee	14 th May 2014
Amended	Technical Swimming Committee	7 June 2021
Amended	SNSW Executive Committee	25 April 2024

Table of Contents

TABLE OF CONTENTS	2
INTRODUCTION	3
1. GENERAL	4
2. RADIO CHECK PROCEDURE	4
2.1 POOL DECK OFFICIAL DESIGNATIONS.....	4
2.2 PROCEDURE	5
3. CHIEF INSPECTOR OF TURNS AND REFEREE	6
4. REFEREE AND CONTROL ROOM SUPERVISOR	7
4.1 OTHER RELEVANT PROCEDURES	7

Introduction

The Radio Communication Protocols & Etiquette Guidelines outline the appropriate use of radio as a communications aid between Technical Officials on pool deck.

Used properly, radios can facilitate efficient and effective communication among officials for matters relevant to the pool competition.

Meet business such as administration or matters not relevant to the officiating of the competition should be conducted on a separate radio frequency or channel.

Radios require all officials to be more vigilant in the conduct of officiating conversations. Further, radio usage does not replace the need for Referees to conduct visual checks and the need for face to face conversations.

Extended conversations concerning the details of a disqualification should not take place over the radio. If additional information is needed beyond that which can be briefly communicated, the Referee should call the relevant officials over to confer. If necessary, the Referee may need to hand over to the alternate Referee.

These notes describe two situations where radio communications might be used:

- Chief Inspectors of Turns and Referee, and
- Referee and the Control Room Supervisor (CRS),

The examples of officiating conversation should be considered as examples for how radio conversation might occur, rather than definitive statements for exactly how each conversation must occur for the example provided. The conversation should be as short as possible and relevant to the context in which communication is required.

1. General

The Referee should set expectations for officiating conversations when briefing the relevant officials prior to the commencement of each session.

Become familiar with the radio equipment.

- How to turn on/off
- How to set the volume
- How to select radio channels
- How to fit the radios
- Always conduct a radio check before the commencement of a session
- Speak in a calm, natural voice
- Activate the microphone switch and hold it down, then pause momentarily before speaking
- Keep the microphone activated when speaking
- Ensure speech is slower
- Avoid yelling or high-pitched voices
- Keep conversations concise and relevant
- Avoid all unnecessary communications
- Only report on matters relevant to your jurisdiction
- Stop speaking before releasing the microphone switch

Before using the radio during the meet, be aware of the status of any race in progress. All officials should avoid speaking while a start is taking place and during a finish in the period between the lead swimmer entering the last 15 metres of the race to the last swimmer finishing.

Use the radios to

- Advise the Referee that an infraction report is coming
- To initiate an emergency response to injuries and safety incidents in the competition area where designated Pool Management and/or Lifeguards have not already initiated a response
- Equipment failures

Radios should not be used for

- Call attention to an athlete, volunteer, aquatic staff member, coach or spectator
- Transmit any information that could be misconstrued as being "unprofessional" in nature

Users should always assume that radio conversations are not discrete. It is wise to assume that any athlete, coach, parent, spectator or media with another radio is listening to radio conversations.

2. Radio Check Procedure

2.1 Pool Deck Official Designations

It can be difficult to identify which official is initiating a conversation with another official. The following are suggested designations for Pool Deck Officials

- Referee Men
- Referee Women
- Control Room Supervisor
- Chief IT Turn End
- Chief IT Start End.

Given the potential for JOS 1 to act as Referee from time to time during a session, it is advisable for the Session Referees request that JOS 1 be fitted with a radio.

2.2 Procedure

Radio checks should be conducted:

- When the radios are fitted, and
- On the pool deck from each official's normal position

The pool deck check should be coordinated by the Referee and conducted during warm up, prior to the commencement of each session.

Each official should acknowledge receipt of the radio check. For example, "Loud and clear" or "Copy". Use of the word 'COPY' indicates that the message has been received and understood.

For example:

CALL (REFEREE) (this is) **CHIEF IT TURN END RADIO CHECK**

REPLY **CHIEF IT TURN END** (this is) (REFEREE) **Loud and Clear**

RESPONSE (REFEREE) (this is) **CHIEF IT TURN END You are also loud and clear**

3. Chief Inspector of Turns and Referee

The Chief Inspector of Turns will advise the Referee when an Inspector of Turns has an infraction. The IOT will then leave their position and report the infraction directly to the Referee

For example:

CALL **CHIEF IT TURN END to REFEREE** report coming”

REPLY “(REFEREE) Copy”

The Chief Inspector of Turns should also advise the Referee when JOS 3 or 4 is reporting an infraction –

CALL “(REFEREE) (this is) **CHIEF IT START END** report coming JOS 4”.

REPLY “(REFEREE) Copy”

4. Referee and Control Room Supervisor

At the completion of each race, and when the Referee is satisfied with the result shown on the scoreboard and that no infractions are forthcoming, the Referee should advise the CRS that they are happy with the result:

CALL (REFEREE) "All Clear"

REPLY (CRS) "Official"

The Referee will also need to advise the CRS of any disqualifications that occur during the race:

CALL (REFEREE) "I have a disqualification in Event 2, Heat 3 Lane 5"

REPLY (CRS) "Confirming - Event 2 Heat 3 Lane 5 disqualified"

CALL (REFEREE) "That is correct" or "Correct"

During relay events, and following confirmation during the session briefing that the touch pads have been calibrated, the CRS is to advise the Referee whether or not there has been a break following each changeover

–

CALL (CRS) "First changeover CLEAR"

REPLY (Referee) "Copy"

OR

CALL (CRS) "Break Lane 5 second changeover"

REPLY (Referee) "Confirming - Lane 5 second changeover"

On hearing the message, the CIOT at the turn end would go to the IOT and ask what they saw. The CIOT would then radio back to the Referee to confirm whether or not the IOT saw a break. If there are not IOTs, then the Referee should ask the closest JOS. Following this, the Referee will either confirm a disqualification for the team in Lane 5 or give the "all clear" at the conclusion of the race.

CALL (REFEREE) "I have a disqualification in Event 45, Heat 2 Lane 5"

REPLY (CRS) "Confirming - Event 45, Heat 2 Lane 5"

OR

CALL (REFEREE) "All Clear"

REPLY (CRS) "Official"

4.1 Other Relevant Procedures

In the event of a slight delay (e.g. need to check a few times, or a printer needs a paper roll changed) the CRS will alert the Referee who may elect to clear the pool.

In the event of a longer delay (e.g. equipment breakdown), the CRS will alert the Referee with an approximate delay time. The Referee may choose to return the Swimmers to Marshalling.