



Guideline for Briefing of Technical Officials by Technical Managers and Session Referees at SNSW Meets

Introduction

The Technical Manager and the Referees for each session of SNSW Meets shall liaise and work together and conduct a briefing session for the Technical Officials, usually held between 30 and 40 minutes prior to the commencement of each session. For a better understanding of the role of the Technical Manager see [Technical Manager Swimming NSW Volunteer Position Description.](#)

Procedure for Briefings

The briefings at SNSW Meets, *where a Technical Manager has been appointed*, will be commenced by the Technical Manager, who will:

- Introduce themselves.
- Thank all of the Technical Officials and Volunteers for their attendance at the session and welcome anyone, who is officiating at their first SNSW Meet.
- Introduce the Referees, Starters, Chief Inspectors of Turn for each end of the pool and the Chief Timekeeper and instruct the Technical Officials that they should see the Chief IOT's and Chief Timekeeper for their respective lane allocations after the briefing.
- Instruct Technical Officials to advise one of the Referees or the Technical Manager immediately they become aware of any unsafe situation observed in the state of play area of the meet.
- Instruct Technical Officials to advise the Technical Manager and the Referees immediately when a swimmer becomes ill or suffers an injury. NOTE: It is a Swimming NSW rule that any swimmer who becomes ill or suffers an injury during the competition *cannot* compete again at that meet unless a medical clearance is obtained.
- Technical Manager then hands over to the Session Referees who will instruct the Technical Officials on the requirements and procedures to be used during the Session and such matters may cover use of backstroke ledges, use of lap counters and bells, protocols for Multi Class events, march on information, etc.

At meets or sessions when there are no Technical Managers appointed:

The Session Referees shall complete the briefing of the Technical Officials by covering all of the matters listed above.