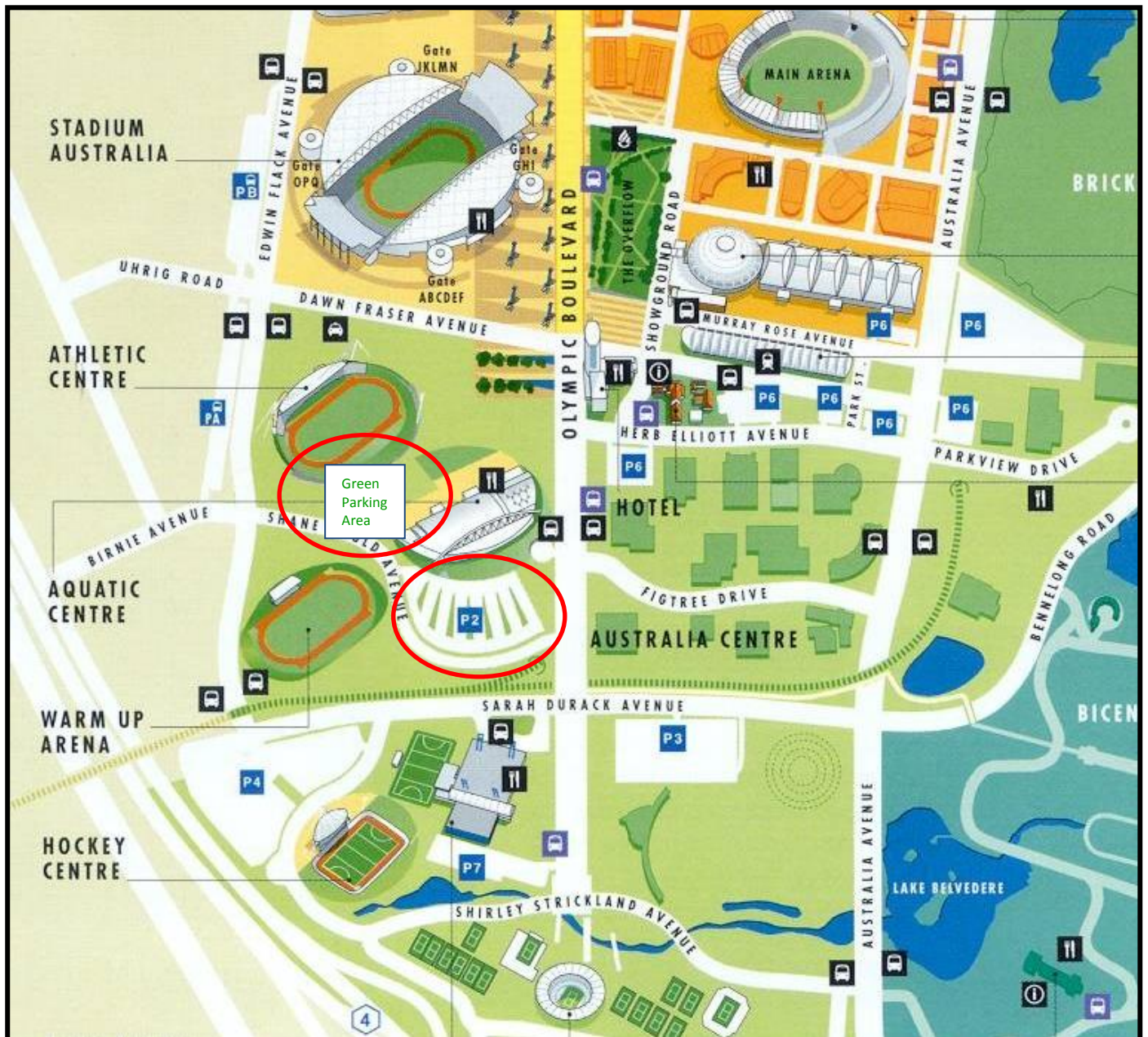




**INFORMATION FOR NEW  
TECHNICAL OFFICIALS AT  
SWIMMING NSW CONDUCTED  
MEETS AT  
SYDNEY OLYMPIC PARK  
AQUATIC CENTRE (SOPAC)**

## PARKING AND ENTRANCE TO THE POOL



**Green Parking passes** will be mailed to you prior to the event. Sydney Olympic Park only issues a maximum of 50 passes per event. At some events this is not enough to cover the number of officials who nominate to work. Passes will be allocated to those officials who nominate to work all sessions in the first instance. **Green Parking pass holders car park is located at the back of pool** - entrance via Shane Gould Avenue. This is free.

The green parking ticket must be displayed at all times. The rangers patrol this area constantly with cameras and you will be fined if the CURRENT green pass is not displayed CORRECTLY at all times.

The entrance to the pool from here is via the large double wire gates. There is a Control Room intercom button to be pressed on the right-hand side of the gate. Press this and identify yourself and you will be permitted access to the back of the pool via the smaller gate on the right-hand side (just pull the gate open). Once through this gate make your way through into the pool either via the open garage on your right and then through the white double doors (and plastic) to your left or through any open double glass doors leading onto the back of the pool deck.

PLEASE NOTE THAT THIS AREA IS MONITORED AT ALL TIMES AND THAT ONLY OFFICIALS CAN ENTER THROUGH THIS GATE. ALLOWING ACCESS TO COACHES, SWIMMERS OR ANY OTHER PERSON IS NOT ALLOWED AND MAY CAUSE PARKING PRIVLEDGES TO BE REVOKED.

**P2 is the recommended car park off Shane Gould Avenue for anyone without a green car pass.** Take a ticket and then ensure that you have this validated at the front entrance of the complex at the completion of the session and before leaving the pool. This will ensure that you are not charged the normal event parking fee of \$10.00. If you are charged the \$10 rate, please retain your receipt and Swimming NSW will reimburse you the expense.

## UNIFORM

**Men :** Black trousers with black shoes and socks.

**Women:** Black slacks or skirt with black shoes and black socks if worn. Tailored shorts may be worn for the heats session.

If this is your first time officiating at a Swimming NSW event, once you have received your appointment, please contact the Swimming NSW office and request a shirt, stating your size. Women's sizes range from 8 - 22. Men's sizes range from XS - 5XL. Please note that stock may not always be available especially at the end of each season. Please pick your pre-ordered shirt up from the Swimming NSW staff in the Records and Results room.

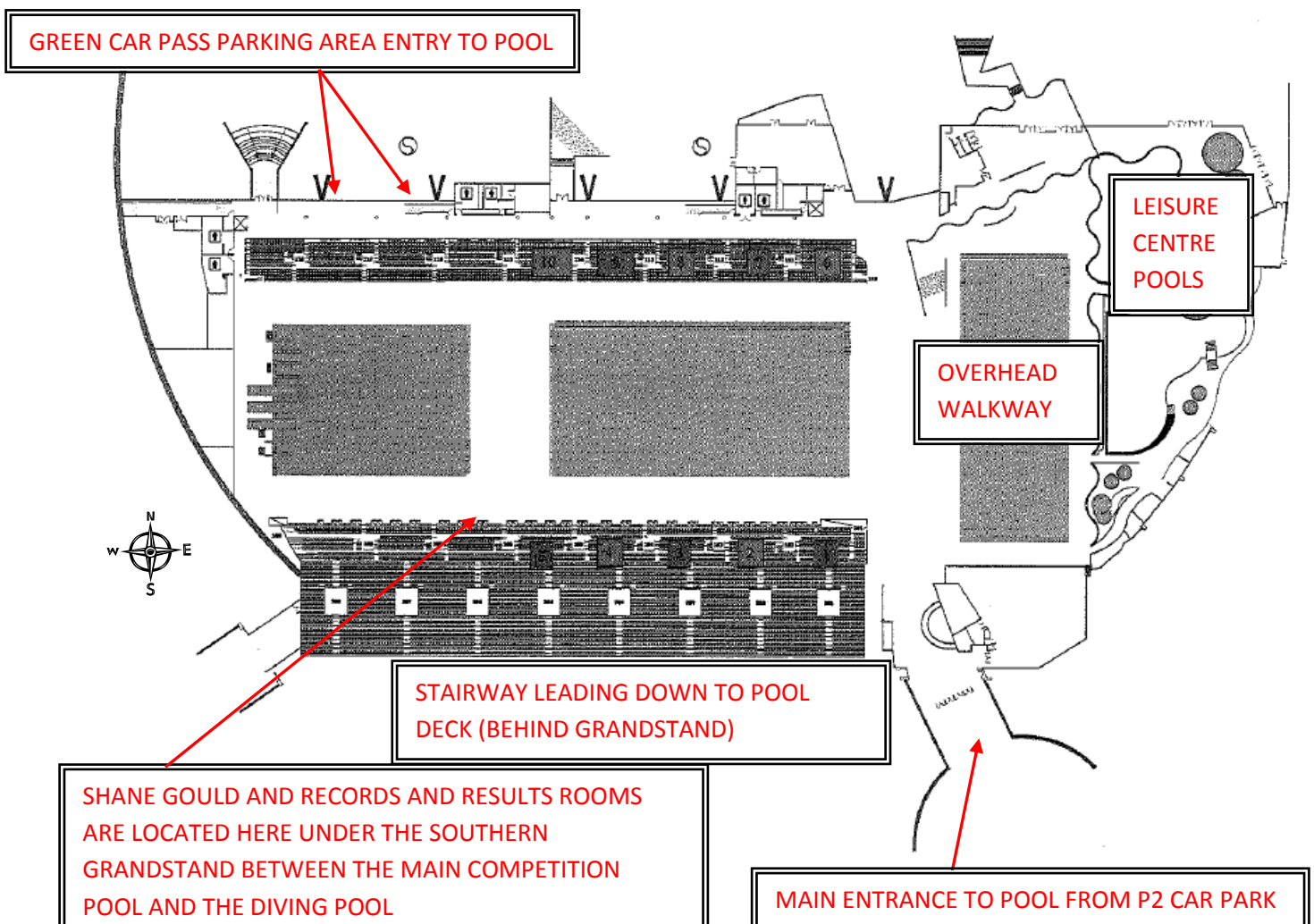
## TECHNICAL OFFICIALS MEETING ROOM

The technical officials meeting room is usually the Shane Gould room beside the Records and Results room on the pool deck level. This may change from time to time and you will be informed if this is the case.

If you enter the pool deck from the rear of the building (from Green Car Pass parking lot) this is on the opposite side to where you will enter.

If you enter the pool from the P2 car park, you will access the Shane Gould room by the stairs going down to the pool deck from the main entrance on your left-hand side.

If you are not sure of how to make your way to the Shane Gould Room, please just ask one of the Sydney Olympic Park Aquatic Centre (SOPAC) staff members who will be happy to direct you.



# WARM UP SET UP FOR COMPETITION POOL

## NORTHERN END (Overhead walkway)

9	8	7	6	5	4	3	2	1	0
Race Pace lane	Circle only keep left	Circle only keep left	Circle only keep left	Circle only keep left	Circle only keep left	Circle only keep left	Circle only keep left	Circle only keep left	Race Pace lane
	Turns from 15m last 15 minutes							Turns from 15m last 15 minutes	
POOL BOOM									
	Dive Sprints last 15 minutes							Dive Sprints last 15 minutes	
Dive Sprints One Way walk back	Circle only keep left	Circle only keep left	Circle only keep left	Circle only keep left	Circle only keep left	Circle only keep left	Circle only keep left	Circle only keep left	Dive Sprints One Way walk back
9	8	7	6	5	4	3	2	1	0

## SOUTHERN END

# WARM UP SET UP FOR 25m UTILITY POOL

1	No Entry to Pool		25m Dive Sprints one way. Walk back	1
2	No Entry to Pool		25m Dive Sprints one way. Walk back	2
3	Race Pace Lane. NO Entry		Race Pace Lane. NO Diving	3
4	Circle only. Keep left. NO Diving		Circle only. Keep left. NO Diving	4
5	Circle only. Keep left. NO Diving		Circle only. Keep left. NO Diving	5
6	Circle only. Keep left. NO Diving		Circle only. Keep left. NO Diving	6
7	Circle only. Keep left. NO Diving		Circle only. Keep left. NO Diving	7
8	Circle only. Keep left. NO Diving		Circle only. Keep left. NO Diving	8



## **TECHNICAL OFFICIALS CHANGE ROOMS**

There are several change rooms located near the main entrance to the pool at the back of the grand stand near the top of the stairs leading down to pool deck.

There are also change rooms available down the back corridor from the Records and Results room heading back towards the stairs. Please note that these are also used by swimmers and can be quite busy and wet at times.

Alternatively, there is a shower and toilet down the back corridor heading away from the Records and Results room but there is only one toilet and this can also be used by swimmers.

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## **WHAT TO DO WHEN YOU ARRIVE AT THE POOL.**

After making your way to the Shane Gould room, you will need to make yourself known to the Meet Referee/s for that session. Just ask any of the Technical Officials in the room to point him or her out to you. The referee will mark you present against the roster.

There is also a separate sign on sheet that you must also sign.

Once marked present you will need to obtain a program for the session. These are usually left on the Referee's table or on all of the tables in the room. Please see a Swimming NSW staff member if you cannot locate one.

If you are a Timekeeper, Inspector of Turns or in the recording room for the session, please also advise your Chief that you have arrived. He or she will assign you to your lanes. Once again, please ask one of the other officials to point your Chiefs out if you do not know who they are.

If you need to pick up a technical officials polo shirt, this can be collected from the Records and Results room, from a Swimming NSW staff member.

Approximately 15-20 minutes prior to the commencement of the meet, the Referee/s will address all the technical officials in the TO's room, advising them of any special instructions that they may have for the conduct of the meet, or particularly that session. Unless you are marshalling or check starting or in the recording room, please ensure that you are in the official's room for this address.

**NO CAMERAS ARE TO BE TAKEN ONTO POOL DECK AT ANY TIME.**

**PLEASE ALSO NOTE THAT NO MOBILE PHONES ARE TO BE TAKEN ONTO THE POOL DECK. IF YOU ARE EXPECTING AN URGENT CALL, PLEASE ENSURE THAT YOUR MOBILE IS OUT OF SIGHT AND ON SILENT.**

**IF YOU NEED TO LEAVE THE POOL DECK FOR ANY REASON WHATSOEVER, PLEASE ADVISE YOUR CHIEF OR THE REFEREE OF YOUR ABSENCE.**

**PLEASE DO NOT TALK TO THE SWIMMERS - IF THEY ADDRESS YOU FIRST, PLEASE REPLY WITHOUT DISTRACTING THEM FROM THEIR EVENT.**

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## **TEA & COFFEE**

Tea, coffee and biscuits are available for you in the Official's room at no charge.

Water is also available for you to take onto pool deck for the session. It can become quite warm on pool deck, especially throughout the summer months, so please ensure that you have plenty of water with you.

Members of Swimming NSW staff, volunteers, and/or the Meet Director distribute water and morning/afternoon tea throughout the longer sessions.

## LUNCH BREAK

Usually there is a 30 minute lunch break between the morning and afternoon sessions. Sometimes this can be longer or shorter dependent upon the session end and start times.

A hot and cold lunch with soft drinks and water is provided for you and will be in the Shane Gould room when you come off pool deck.

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## MARCH ON TO POOL DECK

At most Swimming NSW conducted meets the technical officials will march onto the pool deck. Officials will line up in the corridor outside the Shane Gould room in their respective order.

Technical officials will move to their designated positions and remain standing. The Announcer will introduce the Referees and Starters for the session and then will ask the technical officials to be seated.

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## BASIC POOL PROTOCOL

**Timekeepers** - will all stand together when the lead swimmer of the heat in the water is at the 15m mark on the last lap of the event. This is regardless of where your swimmer is in the pool. As soon as you have taken the time, you are to be seated.

Touch buttons are used at all Swimming NSW conducted meets as a backup system to the touch pads. These buttons are started by a transducer in the starting system and do not need to be pushed by the timekeepers at the start of the race.

**Inspector of Turns at the Starting end of the pool - if you have a swimmer in Breaststroke, Butterfly or Individual Medley** - will all stand behind their respective lanes on the long whistle from the Referee indicating that the swimmers should take up their starting positions. Once the starting signal has been given, will watch their respective swimmer to ensure they comply with the relevant rules from the start and ending with the completion of the first arm stroke. When the swimmers are turning, they are to ensure that the swimmer complies with the relevant rule for turning commencing from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning. Once the swimmer has completed their event, the Inspector of Turns is to be seated immediately unless they have an infraction to report to the Chief Inspector of Turns or the Referee.

**For Backstroke and Medley Relays when ledges are in use** - The Inspector of Turns will ensure that the ledge is securely fitted and adjusted prior to the race. The Inspector of Turns will stand on the first whistle and move forward and check that at least one of the swimmer's toes of each foot is in contact with the touchpad. When correct, the Inspector of Turns will stand looking directly down the pool. The ledge will be removed after the start and the Inspector of Turns will remain standing throughout and then take a seat once their swimmer has completed their event.

**For Freestyle, Backstroke and Medley Relays when ledges are not in use** - the Inspector of Turns will remain seated at the start and will all stand together when the lead swimmer of the heat in the water is at the 15m mark on the return lap and be seated once their swimmer has completed their event.

ALL INSPECTORS OF TURNS AT THE START END OF THE POOL WILL BE EXPECTED TO ASSIST THE TIMEKEEPERS WITH THE TIMING EQUIPMENT WHERE THERE ARE NOT THREE TIMEKEEPERS PER LANE.

**Inspector of Turns at the Turn end of the pool** - if you have a swimmer - will all stand together when the lead swimmer is 15m from the turning end of the pool. They will ensure that the swimmer complies with the relevant rules for turning, commencing from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning. All Inspector of Turns shall remain standing until the last swimmer has passed the 15m mark on the return of their last lap unless they have an infraction to report to the Chief Inspector of Turns or the Referee.

**Judges of Stroke** - shall stand on the long whistle from the Referee inviting all swimmers to take up their starting positions. They may be required to drop the "false start" and ensure that swimmers comply with the 15m submerged requirements as directed by the Referee. They will cover the length of the pool on both sides and ensure the rules for the relevant strokes are observed. They will also observe the finishes and turns to assist the Inspector of Turns. They are to report immediately any infractions observed directly to the Referees.

The Referee of the session should instruct the Judges of Strokes whether and when they are to sit or stand for Freestyle events. The usual instruction for this is that all Judges of Strokes may be seated after the last swimmer has passed the 65m mark for both Long Course and Short Course meets for events of 400m and longer. If you are not instructed, please ask the Referee what protocol he/she would like you to observe.

**Starters** - are to be seated between heats of their respective events.

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#### **LEAVING POOL DECK AT THE END OF THE SESSION**

All technical officials are to remain seated at the conclusion of the session until instructed to leave pool deck.

There may be from time to time a Swim Off situation or a Time Trial event not scheduled in the program. The Referee or your Chief may ask you to remain on pool deck to assist with these swims.

Please ensure that you take all rubbish with you when leaving the deck and place in the rubbish bins on the side of the pool or in the Officials room. Please assist us to set the example.

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Thank you for volunteering your time to help Swimming NSW conduct meets. It is most appreciated. If you have any further queries, please contact Josh Karp on [Josh.Karp@nsw.swimming.org.au](mailto:Josh.Karp@nsw.swimming.org.au) or call the office on (02) 9763 5833.