



RADIO COMMUNICATION PROTOCOLS & ETIQUETTE GUIDELINES

Adopted or Amended	By Whom	Date
Issue	Technical Swimming Committee	5 th June 2014
Amendment	Technical Swimming Committee	8 th August 2014
Amendment	Technical Swimming Committee	24 th July 2019

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Introduction

These notes provide guidelines for the use of radio as a communications aid between Technical Officials on pool deck.

Used properly, radios can facilitate quick, accurate, 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.

Where officials have any difficulty conducting an officiating conversation, such as where crowd noise makes it difficult for 2 parties to clearly understand each other, it will still be necessary for officials to conduct 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 three (3) situations where radio communications might be used:

- Chief Inspectors of Turns and Referee,
- Referee and Recording (Control Room Supervisor),
- Marshalling and Recording

Radios can be used for all these situations, combinations of these, or discreetly.

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 always be as relevant to the context in which communication is required.

1. General

When reporting an infraction, reporting officials should ensure that reports are expressed clearly and concisely in terms of the rule that is infringed. The official receiving the report should ensure that appropriate use of open and closed questioning techniques qualify the extent of the infraction. This is particularly important where Chief Inspectors of Turns are acting as conduits between reporting officials and the Referee. The Referee should be able to make an appropriate decision within an exchange of several concise sentences.

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

- Report an infraction or additional infraction information
- Advise of opportunities for reseeds and amalgamations,
- 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,
- Chief Recorder,
- Chief IT Turn End,
- Chief IT Start End,
- Marshal Men
- Marshal Women

2.2 Procedure

Radio checks should be conducted:

- When the radios are fitted, and
- On the pool deck from each officials 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 report the strength and readability of their signal, according to the following Strength Readability:

- Loud Clear
- Good Readable
- Weak Unreadable
- Distorted

Use of the word 'ROGER/COPY' indicates that the message has been received and understood. It is personal preference which is used, as they are interchangeable.

For example:

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

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

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

3. Chief Inspector of Turns and Referee

Where radios are not used, Judges of Strokes and IOTs report infractions directly to the Referee. Where the Chief Inspectors of Turns are using radios, the Chief Inspector of Turns shall immediately report in a clear calm manner the lane number for any possible report from an Inspector of Turns or Judge of Strokes 3 or 4.

For example:

CALL “(REFEREEMEN) (this is) **CHIEF IT TURN END** report coming lane 1”

REPLY “(This is **REFEREEMENS**) Standing By, Report Lane 1”

4. Referee and Control Room (Recording)

The Rules (SW2.1.12 and SW2.1.13) require the Referee to cause the Chief Recorder to be advised of any disqualification (SW2.1.13) and where possible to promptly advise any swimmer disqualified of the reason.

Where Radio Communications are used between the Referee and the Control Room to facilitate the running of the meet, the Referee should check with the Control Room Supervisor that an infraction has been accepted. The Control Room Supervisor is responsible for ensuring that Recording is informed that an infraction has been accepted.

The Control Room Supervisor may use the AOE Supervisor as the radio operator where appropriate, such as at SOPAC where the Recording area is separate to the AOE and Meet Manager Computer areas. The Referee confirms that the message has been conveyed to the Control Room Supervisor when bringing a written infraction report to the Control Room Supervisor.

At the end of every race the Referee will contact the CRS after checking the results on the scoreboard and report "All Clear". The CRS will respond with "Official" and inform the AOE operator(s) to officiate the race.

Additionally, the Referee can convey to CRS any concerns that are observed, such as:

- Scoreboard not updated
 - e.g. CALL "Scoreboard",
- Touchpad not working
 - e.g. CALL "Lane 4 third ", or
 - e.g. CALL "Did we not get a touch lane 2 at turn end?",
- Not getting a "Ready for Start" signal on the timing system hand piece
 - e.g. CALL "We don't have light for the start, is there a delay?"
- Disqualifications at the Start
 - e.g. CALL "Event 23 heat 2 lane 5 will be a disqualification"

Conversely, the CRS can proactively advise a Referee of any issues in the Recording Area. For example "CALL SAT Time required Lane 4"

4.1 Other Relevant Recording Area 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.

At the end of each event or session (as protocols vary) the Referee will go to the CRS to deliver infraction reports and sign off back up times as appropriate. Exceptions could be when the event runs for an extended period of time (e.g. several 400 metre or longer heats, 15 or more 100 metre heats), which may require the Referee to hand over to the alternate Referee whilst leaving the Pool Deck to go to Recording.

5. Marshalling and Recording

Where Radio Communications are used only between Marshalling and Recording for amalgamations or reseeds, the below procedure can be used as is.

However, should Radio Communications be in use between the Referee and the Recording, the procedure needs to be adapted to one of the following:

1. A separate radio set on an alternative channel be used between Marshalling and Recording. Recording would merely need swap between radio sets to advise the Referee. Or
2. The Marshal would take care to advise the Referee and Control Room Supervisor or Recording of a possible amalgamation or reseed during an appropriate time (i.e. not during a start or finish as described in Section 1 above, or during another officiating conversation). Upon acknowledgement of a possible amalgamation or reseed the Recording Area would advise the Marshal to switch to an alternative channel to exchange the relevant details

The Chief Recorder may use the Meet Manager Computer Operator as the radio operator where appropriate, such as at SOPAC where Recording is separate to the AOE and Meet Manager Computer areas.

5.1 Decision

Once:

- The event is **closed**,
- With all **withdrawals** and
- **No shows** being noted

The Marshal should decide if a reseed or amalgamation is possible, the following procedure is to occur.

5.2 Marshal

The Marshal then calls Recording. Marshal needs to state:

- **Event** - The event number and name of event,
- **Recommendation** - If it is an amalgamation or reseed
- **Withdrawals** - Clearly state the withdrawals i.e. Swimmer's
 - **Name**,
 - **Heat**,
 - **Lane Number**

5.3 Recording

Chief Recorder to:

- **Confirm** - Read back withdrawals and no-shows for confirmation,
- **Gain Approval** - Engage Referee for approval to amalgamate or reseed
- **Advise Computer Operator**- Complete amalgamation or reseed as required

5.4 Implement Decision

The paperwork shall be delivered to the Marshal who shall hand swimmers over to the Check Starter. The paperwork may be delivered by any means appropriate such as Runner, remote printer or the Marshal going to recording to pick up the paperwork.

5.5 Example – Radio between Marshal & Recording Only

CALL “(CONTROL ROOM SUPERVISOR or CHIEF RECORDER) (this is) MARSHALMEN”

REPLY “(This is CONTROL ROOM SUPERVISOR or CHIEF RECORDER) Go ahead”

CALL “Event 12 Boys 12 Years & Under 400 metre Freestyle. Propose Amalgamation. 2 withdrawals. Swimmers from heat 1 into heats 2 and 3”

REPLY “Event 12 Boys 12 Years & Under 400 metre Freestyle. Amalgamation proposed. Please proceed”

RESPONSE “Billy Smith; heat 2; lane 6; withdrawal”

REPLY “Smith; heat 2; lane 6. Next”

RESPONSE “John Brown; heat 3; lane 8; withdrawal”

REPLY “Brown; heat 2; lane 6. Next”

RESPONSE “Fred Jones; into Heat 2; Lane 6”

REPLY “Jones into heat 2; lane 6. Next”

RESPONSE “Sandy Moore; into Heat 2; Lane 8”

REPLY “Moore into heat 2; lane 8. Next”

RESPONSE “Sam Sparrow; into Heat 3; Lane 8”

REPLY “Sparrow into heat 3; lane 8. Next”

RESPONSE “That is all”

REPLY “Standby; await Referee Approval”

CALL “(MARSHALMEN) (this is) CONTROL ROOM SUPERVISOR or CHIEF RECORDER The Referee has approved the amalgamation”

REPLY “(This is MARSHALMEN) Copy that, Referee has approved amalgamation”

5.6 Example – Radio between Referee, Marshal & Recording On Same Channel

CALL “(REFEREEMEN) (this is) **MARSHALMEN**”

REPLY “(This is **REFEREEMEN**) Go ahead”

CALL “Event 12 Boys 12 Years & Under 400 metre Freestyle. Propose Amalgamation. 2 withdrawals. Swimmers from heat 1 into heats 2 and 3”

REPLY “Event 12 Boys 12 Years & Under 400 metre Freestyle. Amalgamation Approved. Please proceed”

CALL “**MARSHALMEN** this is **CONTROL ROOM SUPERVISOR** or **CHIEF RECORDER** Please switch to channel 1”

RESPONSE “This is **MARSHALMEN** confirm switch to Channel 1 Over”

On Channel 1

CALL “(**CONTROL ROOM SUPERVISOR** or **CHIEF RECORDER**) (this is) **MARSHALMEN**”

REPLY “(This is **CONTROL ROOM SUPERVISOR** or **CHIEF RECORDER**) Go ahead”

CALL “Amalgamation Event 12 Boys 12 Years & Under 400 metre Freestyle. 2 withdrawals. Swimmers from heat 1 into heats 2 and 3”

REPLY “Event 12 Boys 12 Years & Under 400 metre Freestyle. Amalgamation proposed. Please proceed”

RESPONSE “Billy Smith; heat 2; lane 6; withdrawal”

REPLY “Smith; heat 2; lane 6. Next”

RESPONSE “John Brown; heat 3; lane 8; withdrawal”

REPLY “Brown; heat 2; lane 6. Next”

RESPONSE “Fred Jones; into Heat 2; Lane 6”

REPLY “Jones into heat 2; lane 6. Next”

RESPONSE “Sandy Moore; into Heat 2; Lane 8”

REPLY “Moore into heat 2; lane 8. Next”

RESPONSE “Sam Sparrow; into Heat 3; Lane 8”

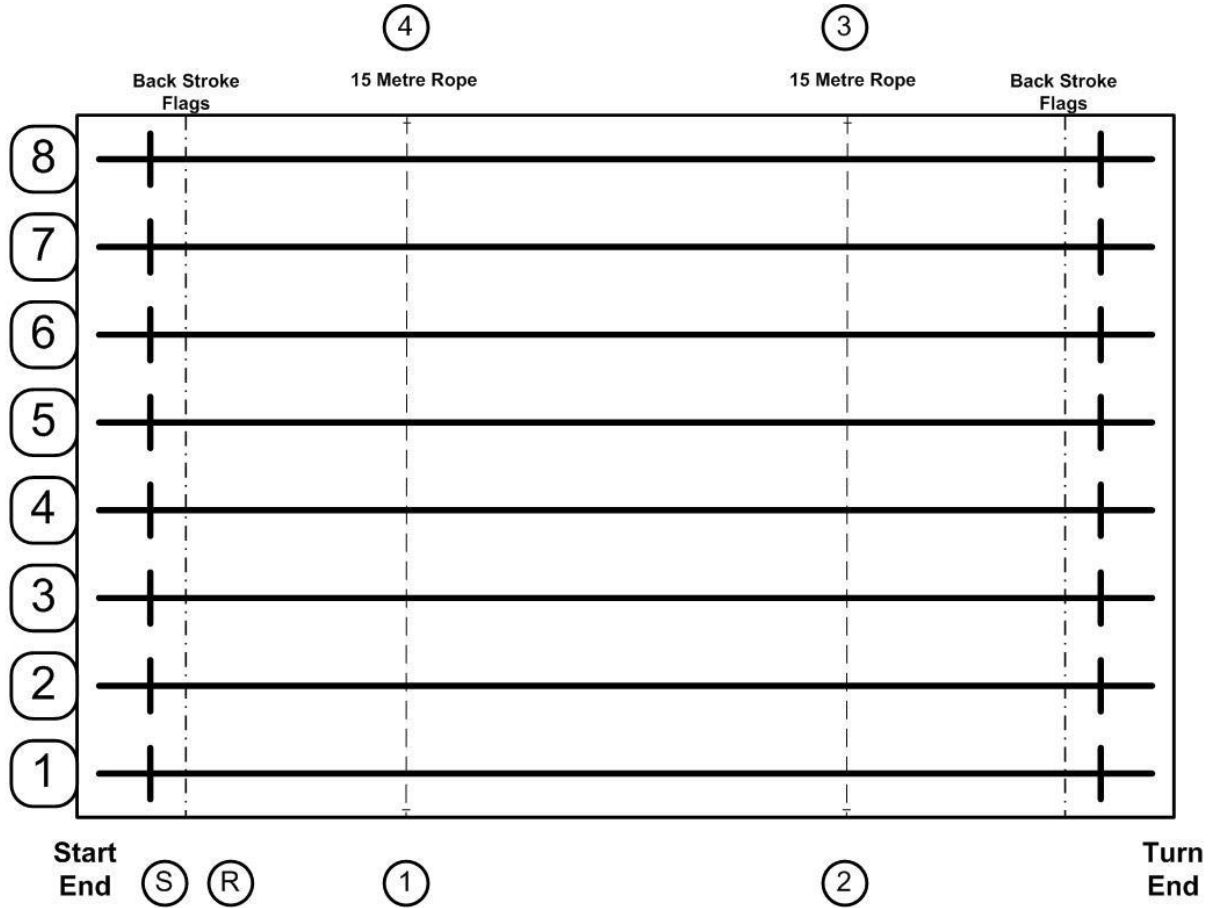
REPLY “Sparrow into heat 3; lane 8. Next”

RESPONSE “That is all”

Appendix One - Phonetic Alphabet

Phonetic Alphabet		Numerals	
A	Alfa	1	Wun
B	Bravo	2	Too
C	Charlie	3	Thuree
D	Delta	4	Fower
E	Echo	5	Fiyiv
F	Foxtrot	6	Six
G	Golf	7	Seven
H	Hotel	8	Ate
I	India	9	Niner
J	Juliett	0	Zero
K	Kilo	100	Hundred
L	Lima	1000	Thousand
M	Mike		
N	November		
O	Oscar		
P	Papa		
Q	Quebec		
R	Romeo		
S	Sierra		
T	Tango		
U	Uniform		
V	Victor		
W	Whisky		
X	X-Ray		
Y	Yankee		
Z	Zulu		

Appendix Two - Pool Layout



LEGEND			
(R)	Referee	(1)	Judge of Strokes 1
(S)	Starter	(3)	Judge of Strokes 3
		(2)	Judge of Strokes 2
		(4)	Judge of Strokes 4