

LSC Blue vs Yellow 2025

Senior Briefing Notes

Logistics

Timing

Warm-up	3:30pm – 4:00pm
Session	4:00pm – 5:30pm
Comp Coordinator Arrival @ Meet Office	2:30pm
Session Ref Arrival @ Meet Office	2:45pm
Senior Officials Arrival (Admin Desk, Starter, CT, CJE/RS, JoS) @ Meet Office	3:00pm
Senior Officials Briefing @ Meet Office	3:05pm
Safety Marshals Arrival @ Officials Room	3:15pm
Admin Desk set up & staffed	3:15pm
Chief Recorder Desk set up & Staffed	3:15pm
Safety Marshal Briefing with Referee @ Officials Room	3:20pm SHARP
General Briefing Start Time @ Officials Room	3:30pm SHARP
On deck	3:55pm

Session Format

- Single-ended short course
- Manually timed (3 watches)
- Heat intervals 20s (+15s BK)
- No deck entries
- Times not official
- Relay cards due at start of session

Facilities

- Meet Office: Pro Shop (main floor)
- Officials Room: Prop Shop (main floor)

Hospitality

- No food provided for this unofficial time trial
- Bring a water bottle (make sure it is labelled with your name)

Attire

- Chief Timekeeper: white top & black bottoms
- Timekeepers: white top & black bottoms
- All other officials: red tops & black bottoms
- Standard club/Swim Ontario officials' shirts are preferred
- Appropriate deck shoes
- Be prepared to get wet

Heat Sheets

- In meet office

Meet Mobile

- In use for psych sheets and results

Protocols

Beginning

- Fina tweets to start session

Warm-up

- Swimming Canada & Etobicoke Olympium Protocols in effect
- LSC Staff Coaches (i.e. certified lifeguards) & Safety Marshalls must be in position before beginning
- Safety Marshalls brief by referee 10 minutes before warmup
- Pool entry – slip in feet first (no dangerous jumping or diving)
- No batching at the end of the lane – rest along lane rope
- No paddles or flippers
- Pull buoys, bands, masks and snorkels are fine.
- Sprint lanes:
 - o Lanes 1 & 8: one-way swim; can exit at side or end of pool
 - o Coach must be actively coaching swimmers in sprint lanes
 - o Open 20 minutes before end of warmup
- No pace lane available for this meet
- Backstroke ledge
 - o Lane 1 starting 20 minutes before end of warmup

Marshalling

- Self-marshalled for all events
- Swimmers requested to go to blocks 3-4 heats before event only

Starts

- Over the top for all events except relays & backstroke
- Clear pool at end of events
- Missed swims accommodated if possible (Referee decision; confer with Admin Desk, Chief Recorder & electronics)
- 2 timers & 1 I.T. per lane: “Red shirts on the right, White shirts on the left”
- One swimmer between chairs and blocks at a time – other swimmers behind chairs
- Long whistle:
 - o Swimmers mount blocks or enter pool for backstroke
 - o I.T.s stand behind block
- Free, Fly, Breast
 - o Start Signal:
 - I.T. Step forward to observe start
 - Return to seat

- Backstroke
 - o Second whistle:
 - Step onto bulkhead
 - Backstroke ledges protocol (ledges are available)
 - Inspectors of Turn step forward to check toes. One verbal reminder by IT is permitted. If still not ok, raise hand & starter will remind swimmers.
 - If still not ok, report infraction
 - o Start Signal:
 - I.T. Step forward to observe start
 - Return to seat
- Start watch even if no swimmer in your lane
- Remain seated when not actively doing your job
- Turns
 - o I.T. Step forward to observe last stroke in, turn & first stroke out
- End of race
 - o I.T. Step forward to observe last stroke in and touch
 - o Timers take position to capture finish
 - o Swimmers move to right of lane
 - o Next start begins (“over the top starts”)
 - o Swimmers exit pool

End

- Do not leave until the entire session is over
- Long whistle to dismiss deck officials

DQ Procedure (Prelims & Timed Finals)

- Do not leave post until swimmer (or relay team) leaves you for the last time
- Get coverage for your position if possible & walk to Referee (stand next to Referee, away from blocks)
- Describe infraction
- Referee will hand you card to fill out
- Cheat sheet available with infraction descriptions at admin desk
- Return card to ref for review & signature
- Return to your post
- DQ report will be read to coach by Competition Coordinator or designate (most likely a runner)
- DQ report goes to Chief Recorder

Swim-Offs (N/A this meet)

- Run at end of session in which tie occurs
- Coaches report to admin desk when swim-off is announced

Scratches & Positive Check-ins

- n/a this meet

Penalties

- n/a this meet

Relay Cards

- Available for pick-up at meet office prior to warmup
- Due back to admin desk at start of session

Awards & Scoring

- One winner – **Blue Team** or **Yellow Team**
- Winner from each heat earns one point toward their team
 - o Relay heat wins score 4 points toward their team
 - o Track heat wins in a spreadsheet with columns “Event”, “Heat”, “Blue Win”, “Yellow Win”
- Team with the most points wins **Blue vs Yellow**

Records

- n/a this meet

Official Times

- This meet is being held before Swim Ontario meet sanctions begin for this year, so no times are official, and are used for training / goal setting purposes only.

Official Splits

- n/a

Positions

Session Referee

- Dedicated timing sheets used to track 3 manual times per swim
- Ensure ledges positioned to allow toes to touch wall (gutter is at water level when pads not present)
- Take sweeps
- No official splits (no official times at all this meet)
- No para / D/deaf swimmers this meet

Safety Marshalls

- Be on time for briefing with Referee
- See Warm-Up procedures above
- If you see an unsafe situation, make it safe. If the problem is serious or there is a repeat offender, inform the Referee
- Be on the lookout for possible concussions
- Inform lifeguards if you see a problem requiring their attention

Starter

- Meet with Referee regarding positioning & signals
- Meet with Stroke Judge regarding recall rope protocol
- After introductions in general briefing, go verify starting equipment (strobe, all speakers, pad positioning, etc)
- Ensure equipment is charging / plugged in!
- Check the strobe again

- Take sweeps after each heat
- Watch for twisted backstroke ledge straps
- Check toes with backstroke ledge (“Remember Swimmers, at least one toe from each foot must be in contact with the wall/touchpad”)

Chief Timer

- Review sign-in sheet & ensure your positions are properly staffed
- Swimmer name verification done before race (except in LC 50s & relays → also done at end of race)
- Ensure bells are in position for 800/1500s
- Ensure timers have appropriate timing sheets (check with meet manager)
- Immediately notify referee of missed swims
- Check in with Referee & Chief Recorder periodically

Chief Recorder

- Ensure desk is staffed and ready 15 minutes before warmup
- Remain on deck during warmup for scratches & deck entries
- Be on the lookout for consistently bad times from timers
- Note DQs before finalizing results
- Printing results: Not required for time trial
- Upload results to Meet Mobile regularly
- Enter names into computer for relays
- Relay cards will return to lane for time recording
- Print DQ report at end of event for Referee signature

Admin Desk

- Announce start of warmup and opening of sprint lanes
- No deck entries allowed
- No positive check-in
- Relay cards available for pickup by coaches in meet office prior to warmup
 - o Due back to admin desk at start of session
- Collapsing Heats
 - o Not for this session unless only 1 swimmer

Stroke Judge

- 1 per side – 4 lanes each
- Standard 1-per-side protocol
- Booth-side: coordinate with starter for recall rope protocol

Have fun and thank you!

Lakeshore Swim club
lakeshoreswimclub.com