

Annex D**Officials' Code of Conduct**

1. Have a **POSITIVE ATTITUDE** when going to work at a meet.
2. **BE AT THE POOL AND READY TO WORK** at least 45 minutes before the session is to begin, particularly if you are doing strokes and turns. The Referee, at this time, will be giving instructions as to any rule changes or interpretations and procedures for the session.
3. **REPORT PROMPTLY** to the officials' area and sign in. This lets the Referee know that you have arrived. **STAY IN THAT AREA**. It is frustrating to have a list of people checked off and to find that they have disappeared when the briefing or meet is ready to begin.
4. **ACCEPT AN ASSIGNMENT TO OFFICIATE AT A MEET ONLY IF YOU INTEND TO HONOUR THAT COMMITMENT**. If, for any reason, you are unable to attend, courtesy demands that you let the person in charge of officials know as soon as possible. **NEVER** simply be a "no show". The swimmers suffer from your negligence.
5. **ACCEPT THE ASSIGNMENT** you have been given at the meet. The Meet Manager or Referee has placed you there for a reason. Also, keep in mind that it never hurts for a senior or master official to time a session, or to be the clerk of course, etc. You would be surprised at how "rusty" you have become in the interim! If you find yourself doing the same job for several sessions, a word to the Referee can usually alter the situation.
6. When you arrive at your assigned station for the session, **DON'T LEAVE YOUR POST**. Timers have been known to change lanes to time their own children and others have left their jobs to watch their sons/daughters compete. **BE IN THE RIGHT POSITION** to do your job properly.
7. In many cases, you will be officiating at a meet where your son/daughter is competing. It is a great temptation to leave the pool deck when your swimmer is done. Speak to the Referee, preferably **BEFORE** the session commences to **ARRANGE FOR A REPLACEMENT**. If you leave the deck in the middle of a session without someone to replace you, you are being unfair to both the swimmers who have not yet competed and your fellow officials who are left to carry the load.
8. **KNOW THE RULES THOROUGHLY** as they apply to your assigned position. It is **NOT** a waste of time to glance over the pertinent sections in the rulebook prior to the session.
9. Officials and officiating should be as **UNOBTRUSIVE** and **INCONSPICUOUS** as possible. Do **NOT** be overly "official" in your authority, particularly as it applies to stroke and turn judging and refereeing. Keep in mind that swim meets are held for swimmers: you, as an official, are there to assist them by providing adequate technical supervision for the meet.
10. **BE IMPARTIAL**. Be careful not to use your position to the advantage or detriment of any swimmer or team. Remember: **Officials do NOT COACH NOR CHEER** while working.
11. Keep in mind that the **DRESS CODE** is **WHITES**, preferably long pants for men and dress slacks or skirts for women.
12. Remember that, at any session, the **REFEREE'S DECISION IS FINAL**. Do not take offence if your decision is overturned.
13. Do not lecture a coach or debate disqualifications with a swimmer while working the deck.
14. **REMAIN COOL AND PROFESSIONAL AT ALL TIMES**. **REFER ANY QUESTIONS OR PROBLEMS THAT COME YOUR WAY TO THE REFEREE**.