



# **WORKBOOK**

## **FOR**

### **JUDGE LEVEL 1**

**Candidate Name**.....

**Club**.....

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## **Introduction**

### **Structure of this Course**

#### ***Group Workshop Session 1***

Initially there will be a Group workshop session which will be taken by the Course Leader.

At this session the Course Leader will go over the workbook in detail explaining how the assessment will be carried out and what will be expected of Candidates during their training period. At this session the Course Leader will also revise the Timekeeper / Chief Timekeeper chapters before concentrating on the notes for the Inspectors of Turns.

Course Leaders shall ensure that the Record of Progress Form on page 5 is fully completed and signed for the Initial Group Session in each Candidate's workbook. Any comments relevant to that Candidate's progress to date shall also be noted in the comments section.

#### ***Poolside Duties***

Candidates will then start to complete their Poolside Duties form on pages 9, 10, 11, & 12.

Initial training sessions will allow the candidate to consolidate timekeeping skills before progressing onto Inspector of Turns and the BS DQ slip and its accurate completion.

This will give Candidates a chance to shadow Inspectors of Turns carrying out their duties, using, where possible, the BS Mentoring scheme. Both Candidates and Mentors shall record how the various sessions went and how they are progressing, and Candidates shall ensure that they fully understand the action plans provided.

#### ***Group Workshop Session 2***

After the Candidates have obtained experience of poolside sessions at several meets they shall then attend another Group Session to go over progress to date and to complete some of the review questions in their workbook. Completion of these questions shall only be done during this session. Candidates can practise the questions as much as they like before the session but shall not write them into their workbook until the workshop session.

The review and writing of Judges Report Cards will be discussed and reviewed to ensure correct reporting of infringements.

At this intermediate session the Course Leader will go over the duties and notes of the Chief Inspector of Turns and Relay Take-off Judge and will complete and sign off the second Group Session in each Candidate's workbook.

#### ***Competency Sign-off***

When the Candidates have experienced additional poolside sessions and hopefully a variety of signatories and levels of meets their Poolside Duties Form should be complete with all competencies signed off.

#### ***Group Workshop Session 3***

The candidate shall then meet with their Course Leader to complete the remaining review questions (again do not complete the workbook prior to the meeting. Remember the completion of the workbook should be done by the candidate in an "independent and autonomous" manner.

#### ***Final Assessment***

Upon completion of the workbook and training there will be a final assessment to gain the Judge 1 certificate. For the final review each candidate should meet with a nominated Referee or other Course Leader on a one to one basis for a review of their training and to assess their suitability for attaining the Judge Level 1 qualification.

## **Post Judge 1 Certification**

Post Judge 1 certification each newly appointed Judge will record the first 10 hours of post course poolside sessions to ensure the continued development, progression and education of the Judge.

## **How to Use This Workbook**

### ***Its Purpose***

This workbook is your reference book for the course and afterwards. It contains a wealth of helpful information, best practice details and reference material together with a record (when maintained) of your progress and the meets that you worked at along the way.

It is your record, not that of the Course Leader's, and, apart from pages 5 and 8 which will be removed by the Course Leader and sent to Regional Training Officer or Home Union equivalent for official's management, it stays with you and should prove to be a useful information source for several years to come.

### ***Stages of Training***

There are 10 stages of training associated with the J1 qualification. These are;

1. Initial Group Session (explanation of the roles of the various pool deck officials and the specific J1 role)
2. Timekeeping Theory
3. Timekeeping Practical
4. 2<sup>nd</sup> Group Session – Judging Theory (J1), including FINA rules
5. Process Review and Workbook Questions
6. Poolside Practice/Experience – Timekeeping
7. Poolside Practice/Experience – Judging
8. 3<sup>rd</sup> Tutored Session – Workbook Completion and remaining Workbook Questions
9. Final Assessment (practical **and** verbal) and sign-off
10. Post qualification period and recording

This training process has been developed over many years by the GB Host Nations and represents their collective best practice for the training and development of swimming officials.

It is strongly suggested that all parts of this workbook are used during the training process even if this is not what has occurred within your particular location previously.

### ***Timings***

The timing of each study session will depend upon the collective existing knowledge of the Candidates, the tutor's individual style and the availability of training rooms or areas. However one typical example is;

<b>Study session 1</b>	To Include stages 1,2	2hrs	(Group)
<b>Study session 2</b>	To Include stage 3	¾ hr	(Group)
<b>Study session 3</b>	To Include stages 4,5	2hrs	(Group)
<b>Study session 4</b>	To Include stage 8	¾ hr	(Group)
<b>Study session 5</b>	To Include stage 9	2 hrs	(Individual)

The poolside practice/experience for Timekeeping and Judging (stages 6, 7 & 9) should take somewhere between 8 and 10 poolside sessions to complete depending upon the composition of the meets attended and the aptitude of the candidate. Sufficient recording sheets, plus some spares, are included in this workbook for this purpose.

# Record of Progress

## JUDGE LEVEL 1

District/Region <small>(Wales &amp; Scotland only)</small>		Authorised Signature:			
Name:				Reg. No.	
Address:				Club:	
				Tel:	
Post Code:				Mobile:	
Email Address:					
No.	Workshop Session	Date	Course Leader	Referee	
1	Initial Group Session				
Comments					
2	Intermediate Session <small>(as agreed by Course Leader and Candidate)</small>				
Comments					
3	Workbook Completion Session <small>(upon completion of Poolside Duties Form)</small>				
Comments					
Pass			Fail		
General Comments of Course Leader:					
Signed:					

# Record of Poolside Duties

## ***Introduction***

It is considered that the poolside element of the Judge Level 1 training should in most circumstances be completed in approximately 10 poolside meet sessions. Each meet session should be followed by poolside feedback from the Mentor and Referee.

## ***Training Time***

The length of training time is dependent upon the knowledge and experience of the candidate. Prior qualification and experience as a Timekeeper is likely to assist in reducing the time taken to achieve competence in the other identified areas.

Typically it will take somewhere between 8 to 10 meet sessions to complete sufficient poolside duties to attain the competency standards depending upon the composition of the meets attended.

## ***Help & Assistance***

Candidate poolside training is conducted with the active involvement of the event Referee and an assigned Mentor for each training session. The Mentor will be an experienced qualified official.

## ***First Things First***

It would be the norm for an inexperienced candidate to concentrate on achieving Timekeeper competence as early as possible in order to then concentrate upon the other duties.

## ***Mentoring***

In the early sessions of training the candidate should be mentored in order to ensure that they have a firm understanding of the practical aspects of the role. As training progresses the Mentor should support rather than lead the candidate, assisting and directing as required.

## ***Competence***

The candidate is expected to achieve an acceptable level of competence in all of the areas set out below. When an Event Referee is satisfied that an acceptable level of competency has been achieved he/she should sign off the competency to indicate this achievement.

The table below shows the 11 competency sections that need to be certified by a Referee when the candidate achieves the desired standard.

## ***Progression***

When all the competency areas are achieved the Candidate should be referred back to their Course Leader in order to complete the third group session and final assessment.

## ***Training Session Records***

Overleaf are the individual training session record sheets which are to be completed for each training session performed. Training should be flexible and all relevant competency areas considered throughout all training sessions. *If all of the training record sheets have been used but areas of competency remain unsigned then additional training record sheets should be added by the candidate.*

Training session comments and feedback are mandatory in order to record the Candidate's progress.

## Mentoring

Training for Mentoring is provided via a specific CPD module and is available to all officials irrespective of grade and is an inclusive process into which all officials are invited to participate in order to increase overall knowledge of the sport and its rules but also to develop, improve and disseminate collective best practice.

Mentoring is Development **NOT** Assessment.

British Swimming delivers a separate CPD module on Mentoring and details of this can be found on the British swimming website or from your Regional Training Co-Ordinator.

An additional A5 size Action Plan form will be used to record an individual action plan to aid and assist your individual development. The form provides more room for Mentors and Referees to record comments and observations and is an **addition** to this workbook.

Copies of each individual Action plan should be retained by both the candidate (kept with this workbook) and the Regional Training Co-Ordinator.

Referees can then by reviewing the action plans determine progress and the Regional Training Co-Ordinator will be able to assess the number of trainee officials actively working within their respective Areas/Regions.

This scheme has been available and in operation (in parts of the UK) since 2011 and Candidates should expect to be mentored using this scheme at some time during their training period.

## Swimming Officials News

Swimming Officials News is a regular online publication that provides officials with all the information you need to learn about becoming a Technical Official on the poolside or outside as an Open Water Technical Official.

Links to all relevant documents can be found in the dedicated web area. FINA rules and IPC swimming rules can be accessed through the links provided. In addition, you can access information on topics such as continuing professional development, officials licensing or additional qualifications.

If you wish to know more about Open Water Officiating then look at the Open Water section for more detailed information

To ensure you do not miss out on any forthcoming Officials news and information simply type **[www.swimmingresults.org/officialsnews/](http://www.swimmingresults.org/officialsnews/)** into your browser of choice, to register for the Officials e-mail update.

All you will need is your British Swimming registration number and an email address. To view Officials newsletters go to the General Resources section by typing **[www.swimming.org/britishswimming/swimming/general-resources/](http://www.swimming.org/britishswimming/swimming/general-resources/)** into your browser of choice.

For general Officials enquiries email **[helen.akers@swimming.org](mailto:helen.akers@swimming.org)**

# Competencies and Certification Process

## Competency Sign-Off

Competency certification is a key element of the Candidates training as it records progress as well as the attainment of skill and competency of performance to the accepted standard.

**Licensed Referees are entrusted with maintaining an acceptable standard and are reminded that they should not sign-off competencies unless they are satisfied that the candidate can perform at the accepted standard unaided.**

They should not sign competencies simply based upon a number of sessions worked.

Before signing for Competency the Referee should review the Candidates poolside Training Record Sheets and satisfy themselves that any adverse comments regarding observed performance of specific duties have been adequately addressed and that no doubt remains regarding skill levels, knowledge, commitment or application.

Only when they are satisfied that **an acceptable standard** has been attained should they certify Competency. Each Referee should ask themselves if they are happy to work with this candidate as part of their event team and if they would be willing to provide a personal recommendation for the candidate to other BS Referees. If they feel that the answer to either of those questions is no, then they cannot sign off the candidate as being competent and additional training, experience or development should be initiated for the candidate. The official acting as the Referee at level 3 or level 4 meets may only sign competencies with the agreement of their Regional Co-ordinator.

## Competency Sign-Off Form

	Competency	Date Achieved	Referee's Signature	Referee's Name	Referee's Reg. No.
1	Timekeeper				
2	Chief Timekeeper				
	Inspector of Turns:				
3	Backstroke				
4	Breaststroke				
5	Butterfly				
6	Freestyle				
7	Ind. Medley				
8	Relay Take-offs				
9	Ch. Insp. of Turns				
10	DQ Reporting				
11	Splits,				
	Backup Button,				
	Lap Cards, <b>(all optional)</b>				
	Whistles				
	Use of Radios				

The use of and competency with splits, backup buttons, lap cards, whistles and radios are all viewed as a worthwhile basic skills that will be needed in the performance of other roles. However, it is recognised that not every official has access to radios at meets or can work at distance events during their training and all of these competencies are therefore optional. Their lack of attainment should not prevent a candidate from being passed as J1.

## Candidate Training Record Sheets

Please ensure that the following details are entered into the Training Record Sheets.

**Date,**

**Event & Level** Enter the date, event name and level of the meet training session.

**Judge 1 Elements** In this box the candidate should indicate by number from the list of competencies, the elements of the Judge 1 role they have undertaken within the training session.

**Candidate** The candidate should record a self assessment of the session, highlighting any areas for particular attention.

**Mentor** The Mentor plays a vital role in the training of Technical Officials. For each session the Mentor must give feedback on the progress of the candidate and any further points for attention. The Mentor will pass on their opinion to the Referee as to competency and capability achieved during the session. If a BS Mentoring form is used then a reference to this form is all that is needed in this box.

**Event Referee** The Referee shall observe the candidate carrying out their duties. Wherever possible the Referee should engage with the Mentor and Candidate in order to carry out feedback. If a BS Mentoring form is used then a reference to this form is all that is needed in this box.

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Reg No.	Reg No.

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.

  

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.

  

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.

  

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.

  

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.

  

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.

  

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.

# Chapter 1

## Timekeeper

- a) Role
- b) Reporting for Gala Duty
- c) Duties & Equipment
- d) Recording Times
- e) Calculating Official Times
- f) Other duties
  - Splits
  - Back-up Button
  - Lap Cards
  - Bells or Whistles
- g) FINA Rules SW 2.9
- h) Tips for Timekeepers
- i) Timekeeper Review Questions.

# Chapter 1

## Timekeeper

### **a. Role**

Timing is the swimmer's measure of performance. The role of timekeepers is to accurately determine the time it took each swimmer to cover the distance of the event.

Final placement of the swimmers in each event is determined by their times plus in some cases finish order. Therefore, precision and accuracy are important for Timekeepers.

### **b. Reporting for Gala duty**

All Technical Officials should, when attending any competitive swimming event held in Britain wear the poolside uniform for men or women as set out below.

Poolside uniform for all competitive swimming events:

Men	Women
White open-necked short sleeved shirt	White dress or white blouse
White trousers, white accessories	White skirt or trousers, white accessories
White poolside shoes and white socks	White poolside shoes and white socks

Uniform requested by Gala Organisers is appropriate where a modified form of uniform is supplied directly by the Gala Convenor, Promoter, Organising Committee or Event Sponsor. Such dress will be adopted as directed by the Meet Organisers and will replace (both in style and colour) the recommended uniform in full or part, provided such dress complies with the advertising conventions specified by FINA.

You should ensure you have at least two pens (one as a spare) with black or blue ink with you when you report to the Referee, which should be at least 30 minutes prior to the start of the gala (unless you have been informed otherwise). If you need to request specific duties then the earlier you report the more likely you are to be selected for the role you need for your Workbook.

The Referee will note that you have reported for duty and pass you to the Chief Timekeeper to whom you are responsible during the gala.

### **c. Duties and Equipment**

The Chief Timekeeper will allocate the assigned lane for which you are responsible. FINA recommends three timekeepers allocated to each lane. At some events however, this may not always be possible and therefore, there may be fewer than three on each lane.

Timekeepers may be issued with a watch by the Chief Timekeeper. On receiving the watch check you know how the following functions operate:

- start
- stop
- return to zero (resets)
- split time feature (if appropriate) in operation

The Chief Timekeeper should provide you with a start sheet or a programme of the events and would also normally appoint one of the Timekeepers in each lane to carry out the following specific duties.

Record the times recorded by each Timekeeper in the lane onto the respective swimmer's record card/lane timing sheet.

Record the "official" manual time onto the same record card/lane timing sheet.

#### **d. Procedure for Recording a Time**

At the start of a race the Timekeepers allocated to each lane are seated.

All swimmers entered into a competition will either have a "time card" or a "lane timing sheet" produced for each separate event they are to swim. If timecards are in use this acts as the swimmer's entry/identity card for each swim, and must be given to the lane timekeeper. However at most events a PC based Meet Management Package is used which prints a lane timing sheet listing all of the swimmers within each heat of each event for each individual lane. These lane timing sheets are given out to the Timekeepers by the Chief Timekeeper during his briefing.

#### **Swimmers Details**

Each time card/lane timing sheet shows important details for the Timekeeper to check before each start.

Event Number	-	Swimmer in correct event?
Lane Number	-	Swimmer in correct lane?
Heat Number	-	Swimmer in correct heat?
Swimmer's Name	-	Swimmer's name correct?
Style of Stroke	-	Stroke correct?
Distance to be swum	-	Number of lengths correct?

Prior to each start, the Referee will signal to the swimmers by a short series of whistles, inviting them to remove all clothing except for swimwear, followed by a long whistle, indicating that they should take their positions on the starting platform, or for backstroke swimming and medley relays to immediately enter the water. For the backstroke and medley relay events the Referee will sound a second long whistle requesting the swimmers to return to the starting position.

On hearing the first long whistle Timekeepers must;

- Stand up to indicate readiness to the Referee.
- Listen/watch intently for the starting signal

When the starting signal is given Timekeepers must;

- Start the watch
- Sit down
- Check that the watch is running

If the watch fails to start or stops during a race a Timekeeper must inform the Chief Timekeeper immediately in order that a reserve Timekeeper/watch can be called in.

When the swimmer is 15m from the end during the last length of the race the Timekeeper prepares to take the swimmer's time by:

- Standing up to indicate readiness to the Chief Timekeeper
- Standing immediately above the allocated lane
- Looking at the wall where the swimmer will touch to finish the race

When the swimmer is seen to touch the finish wall, the timekeeper stops the watch. (Do not try to anticipate the swimmer finishing, make sure you actually see the swimmer touch the wall then immediately press the stop button).

Immediately the watch has been stopped the Timekeeper will return to his/her seat, sit down and read out the time recorded on the watch to the one timekeeper appointed for this duty. This Timekeeper records the times given by each timekeeper in the lane onto the timecard or lane timing sheet (whichever is in use), and declares the official manual time by noting it in the space provided.

## Timecards

Each timecard has a space to write down the separate times for one, two or three Timekeepers in, Heats or Finals.

	Event	Lane	.....
	Heats	Final	
T/Keeper 1	01:22.30	.....	
T/Keeper 2	01:22.32	.....	
T/Keeper 3	01:22.32	.....	
<b>Official Time</b>		_____	

All times must be recorded using six digits.

2 digits for minutes, 2 digits for seconds, 1 digit for 1/10 second 1 digit for 1/100 second.

Thus 1 minute 22.32 seconds is recorded as 01:22.32.

Where a swimmer gets through to a final, the same card is used again. The lane number would now be shown directly above "FINAL" and, the times taken would be recorded in the "Finals" space.

Timekeepers must not compare/discuss times with swimmers. The only time an individual timekeeper can declare is that recorded on their own watch. However if one time is significantly different, the Chief Timekeeper may wish to examine the time on the watch to be satisfied with the operation of the watch and/or efficiency of the timekeeper operating the watch.

Timekeepers should clear their watches when the Referee signals the swimmers for the next race by a short series of whistles. (SW 2.9.3)

## Lane Timing Sheets

At most events timecards are not used and Timekeepers are required to record their times on the lane timing sheets, which are collected at the end of the session by the Chief Timekeeper and handed in to the Control Room Supervisor or Recorder.

A typical lane timing sheet for Lane 1 of an Long Course event looks like this.

Swim Anywhere ASC Long Course 2013 – 17/05/2013 to 19/05/2013							Soft Touch?
<b>Event 3 Girls 10 &amp; Over 200 LC Meter Freestyle Prelims</b>							
Lane 1	Heat 1	Sloan, Alice	10	PEMY	2:55.20	_____	<input type="checkbox"/>
Lane 1	Heat 2	Harding, Lucy	11	HAVY	2:48.09	_____	<input type="checkbox"/>
Lane 1	Heat 3	Black, Megan	11	SWAY	2:43.90	_____	<input type="checkbox"/>
Lane 1	Heat 4	Randell, Niamh	11	LLTY	2:39.59	_____	<input type="checkbox"/>
Lane 1	Heat 5	Williams, Chloe	12	SWAY	2:36.00	_____	<input type="checkbox"/>
Lane 1	Heat 6	Pearce, Lowri	11	SWAY	2:32.82	_____	<input type="checkbox"/>
Lane 1	Heat 7	Rowe, Grace	14	CSSC	2:31.49	_____	<input type="checkbox"/>
Lane 1	Heat 8	Owen, Emily	15	CEDY	2:29.77	_____	<input type="checkbox"/>
Lane 1	Heat 9	Edmonds, Melissa	15	LLTY	2:27.77	_____	<input type="checkbox"/>
<b>Event 4 Boys 10 &amp; Over 100 LC Meter Backstroke Prelims</b>							
Lane 1	Heat 1	Berry, Matthew	10	HAVY	1:40.69	_____	<input type="checkbox"/>
Lane 1	Heat 2	Beverley, Samuel	12	ABTY	1:27.70	_____	<input type="checkbox"/>

**e. Calculating an Official Manual Time**

To determine the official time for the swimmer, observe the following guidelines.

**When there are three (3) Timekeepers on a lane:**

a) If all three watches read the same time - that is the Official Time.

Timekeeper 1	01:18.38
Timekeeper 2	01:18.38
Timekeeper 3	<u>01:18.38</u>
Official Manual Time	

b) If two watches are the same - that is the Official Time.

Timekeeper 1	01:14.62
Timekeeper 2	01:14.64
Timekeeper 3	<u>01:14.62</u>
Official Manual Time	

c) If all three watches differ - take the middle time - that is the Official Time.

Timekeeper 1	01:14.89
Timekeeper 2	01:14.91
Timekeeper 3	<u>01:14.90</u>
Official Manual Time	

**When there are two (2) Timekeepers on a lane:**

a) When both watches agree - that is the official time.

Timekeeper 1	01:09.01
Timekeeper 2	<u>01:09.01</u>
Official manual Time	

b) When both watches differ: Take the average of the times - that is the official time.

***Rounded up, if necessary, to the next 1/100<sup>th</sup> of a second.***

Timekeeper 1	01:23.96
Timekeeper 2	<u>01:24.00</u>
Official Manual Time	

c) When both watches differ: Take the average of the times - that is the official time.

Timekeeper 1	02:46.53
Timekeeper 2	<u>02:46.58</u>
Official Manual Time	

***Rounded up, if necessary, to the next 1/100<sup>th</sup> of a second.***

## **When there is only one (1) Timekeeper on a lane:**

Of course, when there is only one (1) Timekeeper on a lane, that one time will be the Official Time to be recorded on the timecard or lane timing sheet, (whichever is in use).

Sometimes mistakes do happen. In unusual circumstances, therefore, one of the times recorded may be disregarded, e.g. it may be far too fast or, it could be far too slow in comparison with the other time(s) for the lane. Inform the Chief Timekeeper if your watch failed at the start or finish or if your watch has malfunctioned during the race.

## **f. Other Duties**

### **Splits**

1. Timekeepers may be instructed by the Chief Timekeeper to record “splits” at intermediate distances in races longer than 100m.
2. Pressing the “splits” button on your watch allows you to take the time of a swimmer at intermediate distances during a race, without stopping the full running time of the race.
3. Press the “splits” button when you actually see the swimmer touching the turning wall.
4. Record the time shown for the “split” on the back of the swimmer’s timecard or in a spare column on the lane timing sheet.

### **Back-Up Button**

1. Automatic Officiating Equipment (AOE) is a system of electronic timing used for swimming events. The system is linked into the starting gun or horn and into the timing pads hung into the water from the pool deck.
2. The system starts automatically when the start signal is given, and is stopped automatically when the swimmer hits the pad upon completion of the race.
3. The system, by being automatic, is much quicker to start and more accurate than hand held digital watches. When in use, the times recorded by this system always take precedence over hand held watches. Sometimes however, the swimmers do not hit the pads hard enough and the system does not activate properly and does not record an accurate time.
4. The back-up button is connected to the AOE system. It is a cable with a button which is pressed at the end of the race at the same time as the stop watch is pressed. After you have pressed the button lay it down. A time is recorded in the AOE system.
5. The Referee may have to refer to this recorded information, and, therefore it is essential that the timekeeper operates the back-up button effectively.

### **Lap Cards**

1. As in other sports, swimming also has longer races. In order to assist the swimmers we indicate the number of lengths remaining to the finish on “lap cards”.
2. Normally these cards are displayed at the turning end of the pool and are operated by the Turn Judge on each lane. At some events, however, the cards may be displayed at the starting end of the pool and it may be necessary for timekeepers to operate the cards.
3. Each time the swimmers turn they can see the card display for their own lane. The cards are changed to a lower number after the swimmer has had an opportunity to look at the card.

## **Bells or Whistles**

1. In 800 metres and 1500 metres length events we indicate to swimmers that they have two lengths and five metres left to swim when they turn for the last time at the starting end of the pool by ringing a bell or blowing a whistle as they approach and complete the turn.
2. Timekeepers may be requested by the Referee to give this signal so, when there are such events, you will be given a bell or if whistles are to be used, you may be expected to provide your own whistle..
3. Five metres from the end of the pool is shown in two different ways:
  - Suspended over the whole width of the pool at five (5) metres from the end wall are the “backstroke indicator flags”.
  - In the pool, modern lane dividers are coloured “red” from five metres out of each end wall.
4. When the swimmer in your lane, still has two lengths and five metres to swim, ring the bell or blow the whistle (normally one long blast on the way in and one on the way out), until the swimmer has completed the turn and passed the red markers or the flags after the turn.

## **g. FINA Rules for Timekeepers**

These notes have been compiled using the rules governing swimming competitions which are set by the Federation Internationale de Natation - FINA and are reproduced below and are available on the FINA web site: [www.fina.org/rules](http://www.fina.org/rules)

### **The rules relevant to timekeepers are:**

#### **SW 2.9.1**

Each timekeeper shall take the time of the swimmers in the lane assigned to him in accordance with SW 11.3. The watches shall be certified correct to the satisfaction of the meet Management Committee.

#### **SW 2.9.2**

Each timekeeper shall start his watch at the starting signal, and shall stop it when the swimmer in his lane has completed the race. Timekeepers may be instructed by the Chief Timekeeper to record times at intermediate distances in races longer than 100 metres.

#### **SW 2.9.3**

Promptly after the race, the timekeepers in each lane shall record the times of their watches on the card, give them to the chief timekeeper, and if requested present their watches for inspection. Their watches must be cleared at the short whistle of the Referee announcing the following race.

#### **SW 2.9.4**

Unless a video backup system is used, it may be necessary to use the full complement of timekeepers even when Automatic Officiating Equipment is used.

## **SW 11 Timing**

### **SW 11.1**

The operation of Automatic Officiating Equipment shall be under the supervision of appointed officials. Times recorded by Automatic Equipment shall be used to determine the winner, all placing and the time applicable to each lane. The placing and times so determined shall have precedence over the decisions of timekeepers. In the event that a break-down of the Automatic Equipment occurs or that it is clearly indicated that there has been a failure of the Equipment, or that a swimmer has failed to activate the Equipment, the recordings of the timekeepers shall be official (See SW 13.3).

## **SW 11.2**

When Automatic Equipment is used, the results shall be recorded only to 1/100 of a second. When timing to 1/1000 of a second is available, the third digit shall not be recorded or used to determine time or placement. In the event of equal times, all swimmers who have recorded the same time at 1/100 of a second shall be accorded the same placing. Times displayed on the electronic scoreboard should show only to 1/100 of a second.

## **SW 11.3**

Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three timekeepers appointed or approved by the Member in the country concerned. All watches shall be certified as accurate to the satisfaction of the governing body concerned. Manual timing shall be registered to 1/100 of a second. Where no Automatic Equipment is used, official manual times shall be determined as follows:

### **SW 11.3.1**

If two (2) of the three (3) watches record the same time and the third disagrees, the two identical times shall be the official time.

### **SW 11.3.2**

If all three (3) watches disagree, the watch recording the intermediate time shall be the official time.

### **SW 11.3.3**

With only two (2) out of three (3) watches working the average time shall be the official time.

## **SW 11.4**

Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.

## **SW 11.5**

In the case of a relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.

## **SW 11.6**

All 50 metre and 100 metre splits shall be recorded for lead-off swimmers during relays and published in the official results.

## **SW 13.3**

The official time will be determined as follows:

### **SW 13.3.1**

The official time for all swimmers having an Automatic Equipment time will be that time.

### **SW 13.3.2**

The official time for all swimmers not having an Automatic Equipment time will be the three digital watches or the Semi-Automatic Equipment time.

## **FR 4 Automatic Officiating Equipment**

**FR 4.1** Automatic and Semi-Automatic Officiating Equipment records the elapsed time of each swimmer and determines the relative place in a race. Judging and timing shall be to 2 decimal places (1/100 of a second). Equipment that is installed shall not interfere with the swimmers starts, turns, or the function of the overflow system.

**FR 4.5** With Semi-Automatic Equipment, the finish shall be recorded by buttons pushed by timekeepers at the finish touch of the swimmer.

## **SW 4. The Start**

**SW 4.1** The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle (SW 2.1.5) from the Referee the swimmers shall step onto the starting

platform and remain there. On the starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. When all swimmers are stationary, the starter shall give the starting signal (shot, horn, whistle or command).

**SW 4.2** The start in Backstroke and Medley Relay races shall be from the water. At the Referee's first long whistle (SW 2.1.5), the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position (SW 6.1). When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter shall give the starting signal.

#### ***h. Tips for Timekeepers***

1. Do not cheer or coach swimmers during a race
2. Please refer any questions to the Chief Timekeeper
3. Know the distance of the event in the water
4. Record the watch time accurately
5. Avoid the top of the timing pad if the AOE is in operation
6. Do not divulge the time to the swimmer
7. Only give information to the Chief Timekeeper or Referee
8. Check the swimmer's name shown on the timecard or lane timing sheet
9. Check the lane/event/heat.
10. Check relay team declarations and that the swimmer's are swimming in the given order.

**i. Timekeeper Review Questions**

At a Gala as one of 3 Timekeeper in a lane you have written down the following times – please declare the official manual time for the following 12 races.

1	Timekeeper 1	01:27.54
	Timekeeper 2	01:27.55
	Timekeeper 3	01:27.69

2	Timekeeper 1	03:22.78
	Timekeeper 2	03:22.85
	Timekeeper 3	03:22.62

3	Timekeeper 1	09:52.81
	Timekeeper 2	09:53.01
	Timekeeper 3	09:53.12

4	Timekeeper 1	02:23.67
	Timekeeper 2	02:23.58
	Timekeeper 3	02:23.67

5	Timekeeper 1	01:00.09
	Timekeeper 2	01:00.01
	Timekeeper 3	00:59.98

6	Timekeeper 1	00:34.54
	Timekeeper 2	00:34.24
	Timekeeper 3	00:34.39

7	Timekeeper 1	03:02.09
	Timekeeper 2	03:02.31
	Timekeeper 3	03:02.58

8	Timekeeper 1	04:12.23
	Timekeeper 2	04:12.53
	Timekeeper 3	04:11.98

8	Timekeeper 1	17:52.98
	Timekeeper 2	17:52.89
	Timekeeper 3	17:52.78

10	Timekeeper 1	00:27.12
	Timekeeper 2	00:27.01
	Timekeeper 3	00:26.23

11	Timekeeper 1	01:36.78
	Timekeeper 2	No Time
	Timekeeper 3	01:36.59

12	Timekeeper 1	No Time
	Timekeeper 2	01:37.13
	Timekeeper 3	01:36.68

At a Gala as one of 2 Timekeeper in a lane you have written down the following times – please declare the official manual time for the following 12 races.

1	Timekeeper 1	02:12.93
	Timekeeper 2	02:13.97

2	Timekeeper 1	01:54.90
	Timekeeper 2	01:54.82

3	Timekeeper 1	09:00.09
	Timekeeper 2	08:59.97

4	Timekeeper 1	05:28.97
	Timekeeper 2	05:28.69

5	Timekeeper 1	00:35.73
	Timekeeper 2	00:35.49

6	Timekeeper 1	02:31.78
	Timekeeper 2	02:32.01

7	Timekeeper 1	18:17.73
	Timekeeper 2	18:18.02

8	Timekeeper 1	00:34.46
	Timekeeper 2	00:34.51

8	Timekeeper 1	01:14.02
	Timekeeper 2	01:14.27

10	Timekeeper 1	02:38.91
	Timekeeper 2	02:39.03

11	Timekeeper 1	10:46.97
	Timekeeper 2	11:47.07

12	Timekeeper 1	00:59.97
	Timekeeper 2	00:59.73

## Chapter 2

### Chief Timekeeper

- a) Role
- b) Responsibilities
- c) Equipment
- d) Duties before the Race
- e) Duties after the Race
- f) FINA Rules SW 2.8
- g) Tips for Chief Timekeepers
- h) Chief Timekeepers Review Questions

## Chapter 2

### Chief Timekeeper

#### **a. Role**

The Chief Timekeeper's role is to ensure that the Timekeepers perform their duties correctly and provide them with the necessary equipment to perform those duties.

#### **b. Responsibilities**

The Chief Timekeeper will:-

- be responsible for ensuring all timekeepers fulfil their duties throughout the gala.
- allocate assigned lanes for all timekeepers.
- manage "spare/relief" timekeepers, if present.
- provide a programme of the events for each lane and, will also normally appoint one of the timekeepers in each lane to carry out the following specific duties.
- keep one watch running until the end of the race to provide backup for all Timekeepers.
- (**when only one Timekeeper per lane is available**) record the time of the winner of each heat/race onto their own start sheet.

#### **c. Equipment**

The following equipment should be provided to the Chief Timekeeper by the Promoter/Referee.

- at the Promoter's discretion sufficient stopwatches for all Timekeepers for the Gala plus two for the Chief Timekeeper if required.
- corrected Programmes or lane timing sheets for each lane.
- a list of Timekeepers
- a sign out/sign in Sheet for the stopwatches.

#### **d. Duties Before the Race**

The Chief Timekeeper:

- allocates each timekeeper to a lane. FINA recommends that there should be three Timekeepers on each lane, but we don't always manage that.
- provides each Timekeeper with a stop watch, should they require one (the Timekeeper should then check that it works by trying 'start' 'stop' and 'reset' buttons.)
- provides cover or a reserve watch for a Timekeeper whose watch fails to start.
- provides another watch to a Timekeeper whose watch has failed completely.
- provides a programme or start sheet or lane timing sheet(s) to each lane.

#### **e. Duties After the Race/Session**

After each race the Chief Timekeeper will:

- collect the time cards from each lane – if used.
- check manual times recorded on the cards and arrange the cards in time order – fastest to slowest.
- consult with Chief Finish Judge/Referee to compare time result with Finish Judge/Referee result – normally these will agree. In this case the time cards and result go to the recorder and becomes 'official'. If the two results do not agree then the Referee may have to adjust the times to agree with the finish result. If AOE is in use then the times recorded by the AOE

override the manual times and the cards must be arranged in the AOE finish order regardless of manual times and sent to the recorder.

- if lane timing sheets are used, at the end of the session collect the annotated sheet from each lane and give to the Control Room Supervisor or Recorders.

#### **f. FINA Rules for Chief Timekeepers**

These notes have been compiled using the rules governing swimming competitions which are set by the Federation Internationale de Natation - FINA and are reproduced below and available on web site: [www.fina.org/rules](http://www.fina.org/rules). The rules relevant to Chief Timekeepers are:

##### **SW 2.8.1**

The Chief Timekeeper shall assign the seating positions for all timekeepers and the lanes for which they are responsible. It is advisable that there shall be three (3) timekeepers for each lane. If Automatic Officiating Equipment is not used there shall be two (2) additional timekeepers designated, either of whom shall be directed to replace a timekeeper whose watch did not start or stopped during an event, or who for any other reason is not able to record the time. When using digital watches, final time and place is determined by time.

##### **SW 2.8.2**

When only one (1) timekeeper per lane is available, an extra timekeeper must be assigned in case of a malfunction of a stopwatch. In addition the Chief Timekeeper must always record the time of the winner of each heat.

##### **SW 2.8.3**

The Chief Timekeeper shall collect from the timekeepers in each lane a card showing the times recorded and, if necessary, inspect their watches.

##### **SW 2.8.4**

The Chief Timekeeper shall record or examine the official time on the card for each lane.

#### **g. Tips for Chief Timekeepers**

1. After a race has started look along the line of Timekeepers to ensure that none are requiring a replacement watch.
2. As a race is nearing completion be aware that a Timekeeper may require a replacement watch or a time taken for that lane.
3. If timecards are being used, during the race walk to the side away from the Referee collecting the timecards from each lane once the race has been completed – this will ensure minimal delay after each race.
4. If lane timing sheets are being used in place of timecards, be aware that the Referee or AOE operator may require a specific manual lane time following a race. Observe the Scoreboard and if the electronic system fails initially to display a “touch pad” time for a particular lane then quickly go to the lane(s) applicable, obtain the applicable time(s) and have those times ready to respond to the Referee/AOE operator when asked. **At large events this communication process may take place using radio equipment.**
5. Collect all lane timing sheets at the end of the session and give them to the Control Room Supervisor or Recorder.
6. Ensure that all watches signed out are signed back in again.

**h. Chief Timekeeper Review Questions**

1. As Chief Timekeeper you have collected the following Timecards. Please check they are correct and arrange them into a lane order of finish (fastest to slowest).

<b>Race 1</b>			
Lane		Time	Pos'n
1	Timekeeper 1	01:27.54	
	Timekeeper 2	01:27.62	
	Timekeeper 3	01:27.69	

<b>Race 2</b>			
Lane		Time	Pos'n
1	Timekeeper 1	03:22.91	
	Timekeeper 2	03:22.55	
	Timekeeper 3	03:22.62	

2	Timekeeper 1	01:27.52	
	Timekeeper 2	01:27.43	
	Timekeeper 3	01:27.66	

2	Timekeeper 1	03:22.01	
	Timekeeper 2	03:21.97	
	Timekeeper 3	03:22.16	

3	Timekeeper 1	01:27.68	
	Timekeeper 2	01:27.57	
	Timekeeper 3	No Time	

3	Timekeeper 1	03:22.04	
	Timekeeper 2	03:21.86	
	Timekeeper 3	03:21.72	

4	Timekeeper 1	01:27.81	
	Timekeeper 2	01:27.71	
	Timekeeper 3	01:27.93	

4	Timekeeper 1	03:22.24	
	Timekeeper 2	03:22.36	
	Timekeeper 3	03:22.72	

5	Timekeeper 1	01:27.95	
	Timekeeper 2	01:27.93	
	Timekeeper 3	01:27.93	

5	Timekeeper 1	03:23.14	
	Timekeeper 2	03:23.00	
	Timekeeper 3	03:22.86	

6	Timekeeper 1	01:27.05	
	Timekeeper 2	01:27.11	
	Timekeeper 3	01:27.13	

6	Timekeeper 1	03:22.14	
	Timekeeper 2	03:21.96	
	Timekeeper 3	03:22.00	

2. As Chief Timekeeper you have collected the following Timecards. Please check they are correct and arrange them into a lane order of finish (fastest to slowest).

<b>Race 3</b>			
Lane		Time	Pos'n
1	Timekeeper 1	00:42.19	
	Timekeeper 2	00:42.37	
	Timekeeper 3	00:42.28	

<b>Race 4</b>			
Lane		Time	Pos'n
1	Timekeeper 1	09:48.89	
	Timekeeper 2	09:48.98	
	Timekeeper 3	09:49.03	

2	Timekeeper 1	00:42.89	
	Timekeeper 2	No Time	
	Timekeeper 3	00:43.27	

2	Timekeeper 1	09:39.78	
	Timekeeper 2	09:40.05	
	Timekeeper 3	No Time	

3	Timekeeper 1	00:42.01	
	Timekeeper 2	00:41.99	
	Timekeeper 3	00:42.24	

3	Timekeeper 1	09:46.56	
	Timekeeper 2	09:46.31	
	Timekeeper 3	09:46.65	

4	Timekeeper 1	00:43.22	
	Timekeeper 2	00:43.23	
	Timekeeper 3	00:43.21	

4	Timekeeper 1	09:37.64	
	Timekeeper 2	09:37.64	
	Timekeeper 3	09:36.54	

5	Timekeeper 1	00:42.90	
	Timekeeper 2	00:43.30	
	Timekeeper 3	00:43.25	

5	Timekeeper 1	09:57.14	
	Timekeeper 2	09:57.14	
	Timekeeper 3	09:56.94	

6	Timekeeper 1	00:43.18	
	Timekeeper 2	00:43.20	
	Timekeeper 3	00:43.20	

6	Timekeeper 1	09:59.34	
	Timekeeper 2	09:59.38	
	Timekeeper 3	09:59.44	

3. As Chief Timekeeper you have collected the following Timecards. Please check they are correct and arrange them into a lane order of finish (fastest to slowest).

<b>Race 1</b>			
Lane		Time	Pos'n
1	Timekeeper 1	01:37.73	
	Timekeeper 2	01:37.57	

<b>Race 2</b>			
Lane		Time	Pos'n
1	Timekeeper 1	00:32.34	
	Timekeeper 2	00:32.39	

2	Timekeeper 1	01:36.98	
	Timekeeper 2	01:37.27	

2	Timekeeper 1	00:31.98	
	Timekeeper 2	00:32.21	

3	Timekeeper 1	01:36.67	
	Timekeeper 2	01:36.49	

3	Timekeeper 1	00:32.43	
	Timekeeper 2	00:32.51	

4	Timekeeper 1	01:37.88	
	Timekeeper 2	01:38.02	

4	Timekeeper 1	00:33.00	
	Timekeeper 2	00:32.79	

5	Timekeeper 1	01:36.78	
	Timekeeper 2	01:36.83	

5	Timekeeper 1	00:32.23	
	Timekeeper 2	00:32.17	

6	Timekeeper 1	01:36.67	
	Timekeeper 2	01:36.49	

6	Timekeeper 1	00:33.03	
	Timekeeper 2	00:33.17	

4. As Chief Timekeeper you have collected the following Timecards. Please check they are correct and arrange them into a lane order of finish (fastest to slowest).

<b>Race 3</b>			
Lane		Time	Pos'n
1	Timekeeper 1	01:00.53	
	Timekeeper 2	01:00.19	

<b>Race 4</b>			
Lane		Time	Pos'n
1	Timekeeper 1	05:02.97	
	Timekeeper 2	05:02.71	

2	Timekeeper 1	01:00.01	
	Timekeeper 2	00:59.92	

2	Timekeeper 1	05:03.02	
	Timekeeper 2	No Time	

3	Timekeeper 1	00:59.93	
	Timekeeper 2	00:59.81	

3	Timekeeper 1	05:03.77	
	Timekeeper 2	05:03.69	

4	Timekeeper 1	01:00.31	
	Timekeeper 2	01:00.29	

4	Timekeeper 1	05:02.73	
	Timekeeper 2	05:02.90	

5	Timekeeper 1	01:00.33	
	Timekeeper 2	01:00.45	

5	Timekeeper 1	05:03.04	
	Timekeeper 2	05:03.00	

6	Timekeeper 1	01:00.43	
	Timekeeper 2	01:00.45	

6	Timekeeper 1	05:03.14	
	Timekeeper 2	05:03.00	

# Chapter 3

## Inspector of Turns

- a) Role
- b) Responsibilities
- c) Equipment
- d) FINA Rules GR5.2, SW2.6
- e) FINA Rules SW5 – SW11
- f) Duties of Judges
- g) Reporting of Infringements
- h) Inspector of Turns Review Questions

## Chapter 3

### Inspector of Turns

#### **a) Role**

Inspectors of turns must know the FINA Rules and be able to apply them uniformly. They should observe swimmers to verify conformity with the rules and report the infringement when the rules are broken. Inspectors of turns shall ensure fair and equitable competition for all swimmers

#### **b) Responsibilities**

Inspectors of Turns – ensure that the start, turn and finish rules for each stroke are observed.

Before the competition commences the Referee determines the responsibility and jurisdiction of each Inspector of Turns.

Turns and finishes are best judged from the ends of the pool as the Judge stands slightly to the side of the oncoming swimmer. Backstroke turns and finishes should be judged from a position directly over the swimmer as the turn / finish is executed.

Swimmers must be given the benefit of the doubt. A rule is either broken or it is not. It does not matter if there was no advantage gained from the violation.

#### **c) Equipment**

The Referee must receive the following items from the Gala Organiser in order to provide the Judges acting as inspectors of turns with the equipment they require:

- Sufficient corrected programmes or start sheets for all Judges
- A note of any special features of the gala
- Lap indicators (lap number cards)
- Whistle or bells
- Inspector of Strokes/Turns report cards or report sheets

#### **d) FINA Rules**

The rules governing swimming competitions are set by the Federation Internationale de Natation (FINA) and are available on the FINA website at: [www.fina.org/rules](http://www.fina.org/rules). The rules relevant to Inspectors of Turns are:

##### **GR5.2**

All swimwear shall be non-transparent. It is permissible to wear two (2) caps.

### **SW2.6 Inspectors of Turns**

#### **SW 2.6.1**

One inspector of turns shall be assigned to each lane at each end of the pool.

#### **SW 2.6.2**

Each inspector of turns shall ensure that swimmers comply with the relevant rules for turning, commencing from the beginning of the last armstroke before touching and ending with the completion of the first armstroke after turning. The inspector of turns at the starting end of the pool shall ensure that the swimmers comply with the relevant rules from the start and ending with completion of the first arm stroke. Inspectors of turns at the finish shall also ensure that swimmers finish their race according to the current rules.

### **SW 2.6.3**

In individual events of 800 and 1500 metres, each inspector of turns at the turning end of the pool shall record the number of laps completed by the swimmer in his lane and keep the swimmer informed of the remaining number of laps to be completed by displaying "lap cards". Semi electronic equipment may be used including under water display.

### **SW 2.6.4**

Each inspector at the starting end shall give a warning signal when the swimmer in his lane has two lengths plus five (5) metres to swim to finish in individual events of 800 and 1500 metres. The signal may be repeated after the turn until the swimmer has reached the five (5) metre mark on the lane rope. The warning signal may be by whistle or bell.

### **SW 2.6.5**

Each inspector at the starting end shall determine, in relay events, whether the starting swimmer is in contact with the starting platform when the preceding swimmer touches the starting wall. When Automatic Equipment which Judges relay take-off is available, it shall be used in accordance with SW 13.1.

### **SW 2.6.6**

Inspectors of turns shall report any violation on signed cards detailing the event, lane number and the infringement delivered to the Chief Inspector of Turns who shall immediately convey the report to the Referee.

### **SW 2.13**

Officials shall make their decision autonomously and independently of each other unless otherwise provided in the Swimming Rules.

## **e) FINA Rules SW5 – SW11**

### **SW 5 Freestyle**

#### **SW 5.1**

Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.

#### **SW 5.2**

Some part of the swimmer must touch the wall upon completion of each length and at the finish.

#### **SW 5.3**

Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

### **SW 6 Backstroke**

#### **SW 6.1**

Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.

#### **SW 6.2**

At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.4. The normal position on the back can include a roll movement of the body up to, but not including, 90 degrees from horizontal. The position of the head is not relevant.

#### **SW 6.3**

Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely sub-merged during the turn, and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

**SW 6.4**

When executing the turn there must be a touch of the wall with some part of the swimmer's body in his/her respective lane. During the turn the shoulders may be turned over the vertical to the breast after which an immediate continuous single arm pull or immediate continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.

**SW 6.5**

Upon the finish of the race the swimmer must touch the wall while on the back in his/her respective lane.

**SW 7 Breaststroke****SW 7.1**

After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke followed by a breaststroke kick.

**SW 7.2**

From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.

**SW 7.3**

The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

**SW 7.4**

During each complete cycle, some part of the swimmer's head must break the surface of the water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.

**SW 7.5**

The feet must be turned outwards during the propulsive part of the kick. Alternating movements or downward butterfly kicks are not permitted except as in SW 7.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

**SW 7.6**

At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously at, above, or below the water level. At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

Please refer below to the FINA TSC clarification issued on 12/01/14 relating to the FINA Rules about separated hands as mentioned in SW 7.6 (Breaststroke) and SW 8.4 (Butterfly) rule changes published August 2013.

"**Separated**" means that the hands cannot be stacked one on top of the other. It is not necessary to see space between the hands. Incidental contact at the fingers is not a concern.



You may also find the following helpful.

At its Congress in 2013, FINA adopted rules changes requiring the swimmer's hands be separated at turns and the finish touch in both breaststroke and butterfly. Since the word "separated" is subject to interpretation, for purposes of the turn and finish rules in both breaststroke and butterfly the following shall be determinative.

- (1) "Separated" means that the hands may touch each other at the thumbs (no visual separation required) but there can be no overlap or interlocking of the hands whatsoever
- (2) A swimmer who simultaneously has the thumbs touching and the tips of the index fingers (picture a little triangle) is legal. Likewise, a simultaneous two hand touch with only the tips of the index fingers touching each other is also legal.
- (3) It is legal for the hands to be one over the other if there is space between them. However, one hand cannot be resting on top of the other, nor can the palms be pressed together in a prayer position at the touch.
- (4) It is legal to touch with the fingers and have the thumbs under the hand or pointing downward, in which case the index fingers may be touching

## **SW 8 Butterfly**

### **SW 8.1**

From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time, except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall.

### **SW 8.2**

Both arms shall be brought forward simultaneously over the water and brought backward simultaneously under the water through-out the race, subject to SW 8.5.

### **SW 8.3**

All up and down movements of the legs must be simultaneous. The legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.

### **SW 8.4**

At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously, at, above or below the water surface.

### **SW 8.5**

At the start and at turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

## **SW 9 Medley Swimming**

### **SW 9.1**

In individual medley events, the swimmer covers the four swimming strokes in the following order: Butterfly, Backstroke, Breaststroke and Freestyle. Each of the strokes must cover one quarter (1/4) of the distance.

### **SW 9.2**

In medley relay events, swimmers will cover the four swimming strokes in the following order: Backstroke, Breaststroke, Butterfly and Freestyle.

### **SW 9.3**

Each section must be finished in accordance with the rule which applies to the stroke concerned.

## **SW 10 The Race**

### **SW 10.1**

All individual races must be held as separate gender events.

### **SW 10.2**

A swimmer swimming over the course alone shall cover the whole distance to qualify.

### **SW 10.3**

The swimmer must remain and finish the race in the same lane in which he/she started.

### **SW 10.4**

In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.

**SW 10.5**

Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.

**SW 10.6**

Pulling on the lane rope is not allowed.

**SW 10.7**

Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the Referee shall report the matter to the Member promoting the race, and to the Member of the swimmer so offending.

**SW 10.8**

No swimmer shall be permitted to use or wear any device or swimsuit that may aid his/her speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, power bands, or adhesive substances, etc.). Goggles may be worn. Any kind of tape on the body is not permitted unless approved by FINA Sport Medicine Committee.

**SW 10.9**

Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.

**SW 10.10**

There shall be four swimmers on each relay team. Mixed relays may be swum. Mixed Relays must consist of two (2) Men and two (2) Women. Split times achieved in these events cannot be used for records and/or entry purposes.

**SW 10.11**

In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified.

**SW 10.12**

Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.

**SW 10.13**

The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

**SW 10.14**

Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.

**SW 10.15**

Should a foul endanger the chance of success of a swimmer, the Referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event or in the last heat, he/she may order it to be re-swum.

**SW 10.16**

No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect.

## **SW 11 Timing**

### **SW 11.1**

The operation of Automatic Officiating Equipment shall be under the supervision of appointed officials. Times recorded by Automatic Equipment shall be used to determine the winner, all placing and the time applicable to each lane. The placing and times so determined shall have precedence over the decisions of timekeepers. In the event that a break-down of the Automatic Equipment occurs or that it is clearly indicated that there has been a failure of the Equipment, or that a swimmer has failed to activate the Equipment, the recordings of the timekeepers shall be official (See SW 13.3).

### **SW 11.2**

When Automatic Equipment is used, the results shall be recorded only to 1/100 of a second. When timing to 1/1000 of a second is available, the third digit shall not be recorded or used to determine time or placement. In the event of equal times, all swimmers who have recorded the same time at 1/100 of a second shall be accorded the same placing. Times displayed on the electronic scoreboard should show only to 1/100 of a second.

### **SW 11.3**

Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three timekeepers appointed or approved by the member in the country concerned. All watches shall be certified as accurate to the satisfaction of the governing body concerned. Manual timing shall be registered to 1/100 of a second. Where no Automatic Equipment is used, official manual times shall be determined as follows:

#### **SW 11.3.1**

If two of the three watches record the same time and the third disagrees, the two identical times shall be the official time.

#### **SW 11.3.2**

If all three watches disagree, the watch recording the intermediate time shall be the official time.

#### **SW 11.3.3**

with only two (2) out of three (3) watches working the average time shall be the official time.

### **SW 11.4**

Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.

### **SW 11.5**

In the case of a relay disqualification, legal splits up to the time of disqualification shall be recorded in the official results.

### **SW 11.6**

All 50 metre and 100 metre splits shall be recorded for the lead-off swimmers during relays and published in the official results.

## **f) Duties of Judges**

- 1 The Referee is responsible for approving the duties of ALL OF THE JUDGES. He shall provide each Judge with a corrected programme and a note of any special features or regulations of the event.
2. The function of a Technical Official is to ensure that swimmers have an equal opportunity. To carry out this function a Judge must be decisive and having made a decision be prepared to justify it. A swimmer who clearly contravenes the rules must be reported in writing to the Referee. The Referee receiving such a report will normally disqualify the swimmer but if however there is any doubt that the rules have been broken the swimmer must be given the benefit of the doubt.

3. Each inspector of turns shall ensure that swimmers comply 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.
4. The Inspector of Turns at the starting end of the pool shall ensure that the swimmers comply with the relevant rules from the start and ending with completion of the first arm stroke.
5. The inspectors of turns at the finish end shall also ensure that the swimmers finish their race according to the current rules.
6. Any observed contravention of the rules should be indicated to the Chief Inspector of Turns. (If a Chief Inspector of Turns has not been appointed the Referee will normally be notified instead).
7. In individual events of 800 and 1500 metres, each inspector of turns at the turning end of the pool shall record the number of laps completed by the swimmer in his lane and keep the swimmer informed of the remaining number of laps to be completed by displaying "lap cards". Semi-electronic equipment may be used, including under water display.  
Although FINA Rule SW 2.6.3 refers to the lap indicators being displayed at the "turning" end of the pool, they may on occasion be displayed at the "starting" end.
8. Each inspector at the starting end shall give a warning signal when the swimmer in his lane has two lengths plus five (5) metres to swim to finish in individual events of 800 and 1500 metres. The signal may be repeated after the turn until the swimmer has reached the five (5) metres mark on the lane rope. The warning signal may be by whistle or bell. The Referee will provide the Inspectors of Turns with lap indicators and either whistles or bells.
9. Being a Judge puts an individual in the "limelight". It is important that a Judge is and looks confident at all times. Always be prepared to report any violation of the swimming rules you observe. On the other hand, if there is doubt, the swimmer should always be given the benefit.
10. Reasons for disqualification not directly associated with swimming rules are detailed in FINA Rules SW 4 -The Start and SW 10 - The Race. It is worth noting the numbers of reasons in addition to violation of the stroke rules which can lead to disqualification.
11. Judges must be alert and concentrate at all times. Discussions with swimmers, coaches or others not involved in officiating at the event will distract the Judge from the job in hand and should be avoided. Any queries (particularly relating to disqualifications) should be directed to the Referee.

### **g) Reporting of Infringements**

Inspectors of turns should indicate that they have an infringement report to the Chief Inspector of Turns as soon as it is observed.

The report slip must be completed in English by the Inspector of Turns detailing the Event, Heat, Lane No and details of the infringement before being signed and passed to the Chief Inspector of turns or Referee for approval.

### **Current British Swimming Reporting protocol.**

The current British Swimming protocol for reporting infringements in keeping with current FINA Rules and in order to achieve speedy progression of meets is that the official observing any infringement shall report (either directly or via their respective Chief Inspector) that a potential infringement has been observed. This initial report may be made via radio.

The Referee will ask to see the observing official in order to clarify the verbal report and if necessary the official will then be directed to complete a BS Disqualification Report Form and hand that to the Referee.

Completion of the BS Disqualification Report Form is detailed further on page 39 below.

An reserve or other official will be asked to act in their place whilst they are making their report.



## **h) Inspector of Turns Review Questions**

### **General**

- 1) When must an official report for duty and to whom?
- 2) State precisely how officials should make their decisions.
- 3) Where precisely should Inspectors of Turns be positioned?
- 4) List 5 duties, other than observing turns, which are expected of an Inspector of turns.
- 5) How precisely should an infringement be reported ?
- 6) To whom should an infringement be reported when acting as an Inspector of Turns?
- 7) State the correct order of strokes in the Medley Relay:

### **Butterfly Swimming:**

- 8) Describe the movements of the arms as stated in FINA rules
- 9) Describe the position of the body from the beginning of the first arm stroke after the start and after each turn
- 10) Describe fully the movements of the feet and legs excluding the start and the turn.

- 11) In the 100m Butterfly event a swimmer has nearly completed an arm pull when they quickly push their hands forward under the water with both hands touching simultaneously.

No Report

Report

Reason:

***Breaststroke Swimming:***

- 12) Describe fully the turn as laid out in FINA Rules.

- 13) Describe the finish as laid out in FINA Rules

- 14) Describe the movements of the arms as stated in FINA rules including the start and finish.

15) Describe fully the movements of the feet and legs during the Breaststroke excluding the start and turning action.

16) Describe the complete cycle for breaststroke.

17) In a breaststroke event, during the swim, and not immediately before the turn or finish, you observe a swimmer doing two arm pulls to one leg kick.

No Report

Report

Reason:

18) The swimmer in your lane finishes the Breaststroke event with both hands touching simultaneously, however one hand is above the water level and one hand is below the water level.

No Report

Report

Reason:

***Backstroke Swimming :***

19) Describe fully the turn as stated in FINA rules.

20) Describe fully the finish as stated in FINA rules.

21) In a backstroke event, a swimmer stands up just after the first turn, does not walk or spring from the bottom of the pool but rests then resumes swimming on his back

No Report

Report

Reason:

22) In a backstroke event the swimmer turns onto his breast, completes a single arm pull then kicks to ensure that he touches the wall when he tumbles.

No Report

Report

Reason:

23) In a Backstroke event the swimmer in your lane misjudges his finish and stretches to touch the wall, by doing so his body rolls on to his side and beyond 90 degrees from the horizontal.

No Report

Report

Reason:

### ***Freestyle Swimming:***

24) In a freestyle event a swimmer elects to swim Butterfly. At the third turn he touches with only one hand.

No Report

Report

Reason:

25) In a 400m freestyle event, there are swimmers in lanes 2, 3 & 5. The swimmer in lane 5 surfaces in lane 4 after turn 2. He then returns to lane 5 after turn 4 where he remains for the rest of the race

No Report

Report

Reason:

26) As an Inspector of Turns at the turning end what number should be displayed on your lap counter as your swimmer approaches the first turn?

a). Short course 1500m event

b). Long course 800m event

***Individual Medley Swimming:***

27) State the correct order of strokes in the Individual Medley:

28) In an Individual Medley event you see a swimmer when changing from Backstroke to Breaststroke using a tumble turn and only touching the wall with his feet.

No Report

Report

Reason:

# Chapter 4

## Chief Inspector of Turns

- a) Role
- b) Responsibilities
- c) Equipment
- d) FINA Rules SW2.5
- e) FINA Rules SW5 – SW10
- f) Duties of Chief Inspector of Turns
- g) Reporting of Infringements
- h) Chief Inspector of Turns Review Questions

# Chapter 4

## Chief Inspector of Turns

### **a) Role**

The main role of the Chief Inspector of Turns is to provide a link between the Inspector of Turns and the Referee. The Referee depends on the Chief Inspector of Turns quickly providing information with regard to any infringements being reported by the Inspectors of Turns.

### **b) Responsibilities**

It is the responsibility of the Chief Inspector of Turns to ensure that the Inspectors of Turns fulfil their duties throughout the session. Any infringements reported must be conveyed to the Referee immediately.

### **c) FINA Rules**

The rules governing swimming competitions are set by the Federation Internationale de Natation (FINA) and available at: [www.fina.org/rules](http://www.fina.org/rules).

The rules relevant to the Chief Inspectors of Turns are:

## **SW 2.5 Chief Inspector of Turns**

### **SW 2.5.1**

The chief inspector of turns shall ensure that inspectors of turns fulfil their duties during the competition.

### **SW 2.5.2**

The chief inspector of turns shall receive the reports from the inspectors of turns if any infringement occurs and shall present them to the Referee immediately.

**d) Chief Inspector of Turns Review Questions**

- 1) An Inspector of turns indicates to you that an infringement of the rules has occurred. What action should you take?  

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- 2) During a race you notice that two of your Inspectors of Turns are discussing a possible infringement by one of the swimmers in their lane. One of them then indicates to you that an infringement has taken place. What action should you take?  

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- 3) What information must a Report Slip from an Inspector of Turns contain?  

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- 4) During a breaststroke race you notice that the swimmer in the lane nearest to you touched with only one hand. The Inspector of Turns, who was covering two lanes, did not make the call on it as both his swimmers arrived at the turn at the same time. On questioning the Inspector of Turns you were told that he was watching the other lane and did not see the incident. What action should you take?  

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- 5) During a butterfly race in a major Open Meet one of your Inspectors of Turns on lane 4 remains standing after the first turn, What actions should you take?  

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# Chapter 5

## Relay Take-off Judging

- a) Role
- b) Responsibilities
- c) Position
- d) Procedure
- e) Tips for Judging Relay Take-off Tips
- f) Relay Take-off Judging Review Questions

## Chapter 5

### Relay Take-Off Judging

#### **a) Role**

In relay events, the starting swimmer must not leave the starting block until the incoming swimmer has touched the wall. The inspector of turns assigned relay take-off responsibility should determine if this sequence has occurred.

#### **b) Responsibilities**

Watch the swimmer on the block and also notice when the incoming swimmer touches the end of the pool.

The incoming swimmer finishes each section of medley relay in accordance with the swimming rules.

If an infringement is observed, signal to the Chief Inspector of Turns or Referee according to the pre-arranged method.

Report all violations to the Referee or the Chief Inspector of Turns.

#### **c) Position**

The relay take-off Judges should stand next to the starting block so that the touch of the incoming swimmer and the feet of the starting swimmer can be clearly observed.

The Judge should not kneel or crouch beside the starting swimmer.

The Judge should not touch the swimmers or instruct them when to go.

#### **d) Procedure**

Relay take-off Judges should watch their assigned lane only

The feet of the starting swimmer should be watched until the feet lose contact with the block. The feet of the starting swimmer need not be at the front edge of the block. If the incoming swimmer has not touched the wall, an infringement must be reported.

The motion of the swimmer on the blocks should not distract the relay take-off Judge. At the instant that the feet lose contact with the starting block, the gaze should drop to the wall surface of the pool. If the incoming swimmer has not yet reached the wall, there is a break in the relay and an infringement has occurred.

If an infringement occurs, the Judge should signal the Chief Inspector of Turns or Referee

The Judge should report the infringement, noting the Event, Heat, Lane.

Details of the infringement must be recorded on the Judges report slip, signed and passed by the Chief Inspector of Turns to the Referee as soon as possible.

#### **e) Tips for Judging Relay Take-off Tips**

Relay take-off Judges should;

- Ignore the splash of the incoming swimmer, keeping eyes focused on the feet of the swimmer on the platform until the feet lose contact with it.
- The feet of the swimmer on the block do not need to be at the front edge of the starting platform.
- The feet may move their relative position on the starting platform or starting surface as long as some part of the foot has contact with the platform as the touch on the wall is made by the incoming swimmer.
- Be absolutely sure before calling an infringement. **Always** give the swimmer the benefit of doubt.

**f) Relay Take-off Judging Review Questions**

As an Inspector of Turns also acting as a Relay Take-off Judge please state if the following statements are True or False.

- 1). If a relay take-off Judge is not certain that an early take-off occurred, it should still be reported.  
True  False
  
- 2). The swimmer on the starting platform must be motionless prior to the touch of the incoming swimmer.  
True  False
  
- 3). If the 2<sup>nd</sup> leg swimmer in a medley relay touches with only one hand at the end of their leg, the relay take-off Judge should report the relay team.  
True  False
  
- 4). The relay take-off Judge should report a team if 95% sure.  
True  False

Fill in the blanks in the following statements.

- 5). The starting swimmer may not lose contact with the starting platform until the incoming swimmer has
  
- 6). The perfect relay exchange occurs when the \_\_\_\_\_ of the incoming swimmer touches as the \_\_\_\_\_ of the starting swimmer leave the starting block.
  
- 7). The relay take-off Judge stands \_\_\_\_\_ the starting platform.
  
- 8). Unless otherwise instructed, the relay take-off Judge should report any infringement to the \_\_\_\_\_ and / or \_\_\_\_\_
  
- 9). What information should the relay take-off Judge record on the appropriate report form.

## Radios

The use of technology to enhance the role of the Technical Official in all sports is an ongoing process. Use of radios as a means of speedy communication between officials both in the Field of Play and between those in a supporting role is growing. FINA and LEN have utilised the use of radio communication between Technical Officials in swimming events.

The use of radios can help with and support the various official roles during an event and should be considered wherever the physical distance between existence means their use will reduce delays in transmission of information from place to place; i.e. lengthy or restricted/crowded poolsides.

### British Swimming Radio Protocol for Technical Officials

Transmissions should be restricted to messages regarding potential disqualification, health and safety or meet management or control.

Radios and call signs will be assigned as follows:

#### Official

Technical Director

AOE Referee (Control Room Supervisor)

Deck Referee (one each)

Ch. Insp. of Turns (Start end)

Ch. Insp. of Turns (Turn end)

Judge of Stroke (Side -'opposite the Referee')

Announcer

#### Call Sign

Director

Timing Control

Referee

Finish Inspector

Turn Inspector

Stroke

Announcer

### Purpose

The purpose of the radios to ensure prompt and accurate communication between the Race Referee and those officials with whom, due to distance around the pool face-to-face contact is difficult.

Should an action be observed by an official, which they consider an infringement of the swimming rules or other rules pertaining to the Event the Referee needs to be informed as soon as possible in order to decide on a course of action at the earliest opportunity.

It is not intended for the radios to be used for any other purpose – save an emergency or safety issue.

Some changes have been made in the sample conversation within this protocol. This has been done in order to reflect the procedures adopted at Open Water events. Those events are often managed using marine radio frequencies and as such, formal radio procedures are required.

### Method of Operation

- Check the radio is on and that you are using the correct allocated channel.
- Check the battery level is ok and that the volume level is set.
- Test that other radio users can hear and send to you.
- When sending a message, press the transmit button, pause, then send your message speaking clearly and slowly, pause, then release transmit button. The pauses are necessary to ensure that the start and finish of your message is transmitted properly; the duration of the pause should be no more than 1-2 seconds.

- Wait for a response; repeat your message if necessary.
- Prior to competition commencing a short radio check will take place on the Pool Deck to ensure that the communications are working.
- Should a Judge of Stroke on the far side observe an infringement they will make contact with the Referee via radio, Judges of Stroke on the Referee's side would speak to the Referee directly. Inspectors of Turn will remain standing causing the relevant Chief Inspector of Turn to approach them. Details of the alleged infringement shall be passed and if necessary briefly discussed between the Referee and reporting Official. If the Referee concludes that the competitor shall be disqualified the Lane and infringement will be confirmed and the 'Director' and 'Timing Control' informed. The reporting official will then complete the relevant report sheet and hand it to the Referee.
- A radio message should always commence with the receiving 'call sign' repeated twice e.g. 'Referee, Referee, from Finish Inspector' The repeated initial call sign allows the recipient to recognise that he/she is being called.
- The receiver should acknowledge the caller and either permit a message to be sent or inform the caller to wait
- When invited to continue, the caller should confirm their identity and pass the message briefly and concisely giving such detail as will be required for any decision to be made.
- Unless to aid clarity, it is not necessary to end transmissions with the word "Over" although "Out" maybe used to indicate the end of a conversation.
- The Referee should verify disqualification reports.

### **Example**

A typical conversation during a 200m Breaststroke event may be as follows,

*"Referee.....Referee this is Finish Inspector"*

*"Finish Inspector this is Referee – (Go ahead or Standby)"*

*"Referee this is Finish Inspector – The swimmer in lane four touched the wall none simultaneously, left hand then right hand at turn two"*

*"Finish Inspector this is Referee – Confirming non simultaneous touch in lane four"*

*"Referee this is Finish Inspector – Correct - out "*

*"Timing Control and Director this is Referee – Swimmer in Lane 4 Disqualified for a rule infringement at the turn Timing Control acknowledge"*

*"Referee this is Timing Control – Understood, swimmer in lane four disqualified"*

*"Director this is Referee - Acknowledge"*

*"Referee this is Director – Understood, swimmer in lane four disqualified for rule infringement at the turn"*

It is true to say that the language used in the sample conversation above is formal for the reasons as stated. In the pool environment the actual formality is not particularly important. The vital elements are accuracy, understanding and effectiveness.

Do not be over concerned with radio etiquette so long as your message is 'received and understood – over'!

Remember: PRESS – PAUSE – SPEAK.

**Radios are here to help us be effective and efficient.**

## Post Qualification Poolside Duties Recording or Records

Following confirmation as a qualified J1 official there should be a period of settlement for you to adjust and make the transition from trainee to qualified official. During this time you will gain more experience and confidence and will be working independently and less under the guidance of a Mentor.

British Swimming believes that during this period of 10 sessions you should continue to complete the poolside assessment forms to ensure that everything is progressing properly and that you continue to demonstrate development.

The completion and documentation of these 10 sessions is therefore very important and shall not be ignored or skipped but their completion will not prevent you from applying for or attending a J2 course. However you will need to complete these 10 post J1 confirmation poolside sessions before you complete the J2 poolside sessions and before you can be confirmed as having passed your J2 course.

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.

Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
												Reg No.	Reg No.
Date, Event & Level	Candidate Comments											Mentor Comments	Referee Comments
	1	2	3	4	5	6	7	8	9	10	11		
												Name	Name
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