



WORKBOOK

FOR

JUDGE LEVEL 1 OPEN WATER

Candidate Name.....

Club.....

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Introduction

Welcome to the first stage of officiating for Open Water swimming. When you have completed this booklet you will be qualified as a Level 1 judge. This will enable you to officiate as a timekeeper, chief timekeeper, turn judge and finish judge.

British Swimming thanks you for the time and effort you will be giving to the sport and hopes you will gain both enjoyment and fulfilment as you progress as open water technical official. It is only through the commitment of you and others that competition at all levels can take place.

As part of your registration for the judge 1 workbook, you will be allocated a mentor to guide you through the process.

Initially there will be a group workshop session, which will be taken by an open water mentor. The mentor 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. The responsibilities of timekeeper, chief timekeeper, turn judge and placing judge will also be discussed.

A mentor will sign off the Record of Progress Form for the initial group session. Any comments relevant to a candidate's progress to date should also be noted in the comments section.

Candidates should then start to complete the record of duties forms. Sessions as timekeeper must be completed before progressing onto chief timekeeper.

Candidates and mentors should record their sessions, discuss progress made and highlight any action points needed

When the record of duties form has been completed the candidate should meet with their mentor to complete the remaining review questions (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 – simulating actual open water conditions.

On completion of the workbook and training each candidate should meet with a nominated referee or another mentor on a one to one basis for a review of their training and as to their suitability to gain the qualification of **Open Water Judge Level 1**.

Record of Progress

OPEN WATER JUDGE LEVEL 1

District/Region:				
Name:				Req No:
Address:				Club
				Tel:
Post Code:				Mobile:
Email				
No.	Workshop Session	Date	Co-ordinator	Referee
1	Initial Group Session			
	Comments			
2	Workbook Completion Session (On completion of Official Duties Form)			
	Comments			
3	Final Referee/Mentor Comments			
General Comments of Mentor:				
Signed:		Signed:		
(Mentor)		(Candidate)		

Record of Duties

OPEN WATER JUDGE LEVEL 1

District/Region:						
	Name:			Reg No		
	EVENT/SESSION	DATE	DUTY	Mentor's Name	Mentor's Signature	Referee's Reg. No.
1			Timekeeper			
2			Timekeeper			
3			Timekeeper			
4			Chief Timekeeper			
5			Turn Judge			
6			Turn Judge			
7			Finish Judge			
8			Finish Judge			
9						
10						
11						
12						
13						
14						
15						

RECORD OF DUTIES – COMMENTS ON SESSION WORK

	Duty	Candidates Comments	Mentor's Comments
1	Timekeeper		
2	Timekeeper		
3	Timekeeper		
4	Chief Timekeeper		
5	Turn Judge		
6	Turn Judge		
7	Finish Judge		
8	Finish Judge		
9			
10			
11			
12			
13			
14			
15			

Additional sections above are to be used if an experience is required to be repeated.

SAFETY

The safety of the swimmers is paramount.

In open water there is a designated safety officer, who completes a suitable and sufficient risk assessment of the venue and looks at ways of reducing any perceived risks to an acceptable level. If an emergency situation should occur during an event, the safety officer will take charge and all officials will follow his instructions.

In open water it has to be remembered that the swimmers are spread over a much wider area than in a pool environment. Open water in this country is normally colder than indoor pools or open water abroad and swimmers are likely to experience currents, changeable weather and other unfamiliar circumstances.

It is therefore imperative that every official is alert to the possibility of a swimmer in distress.

All swimmers have to attend a safety briefing before being allowed to compete in an open water event. They will be informed that they should lie on their backs and wave with one hand if they are in difficulties, and a rescue boat will be sent to pick them up. However this system relies upon someone observing them and acting on that observation.

An official seeing a swimmer in distress should immediately, where available, use his radio to summon help. He should give, as accurately as possible, the position of the swimmer, and if possible, the swimmer's race number to the safety officer who will then co-ordinate any required action. If there is a canoeist in the vicinity he should support the swimmer until the rescue boat arrives.

Officials should be proactive. If they see a swimmer who seems to be confused, constantly changing strokes, or acting in a manner that gives cause for concern, they should check on the condition of the swimmer. If there is any doubt, or if he is too far away to communicate effectively with the swimmer, he must communicate his concern to the referee on the water or the safety officer, using a radio if available. Likewise, if an official observes a previously unnoticed or new hazard on the course, which could endanger swimmers, then he should immediately report it to the Safety Officer.

At some venues certain officials may be issued with throw ropes. It is essential that you know how to use one. If in doubt, he should consult a more experienced colleague before the event starts. All officials issued with a throw rope should carry out a test throw of the rope and rewind it themselves.

You must wear a lifejacket if you are going to be in a boat or pontoon. If the safety officer instructs you to wear a life-jacket, you must do so.

RADIOS

Courses for open water events can cover a wide area, where the only effective means of communication is by radio. Radios are normally issued to the referees, assistant referees, safety officer, course officer, medical officer, race judges, rescue boats, clerk of the course and turn judges.

Radios are a safety tool and should not be used for casual conversation, but reserved for essential messages. If you are issued with a radio and have never used one before, you need to inform the safety officer who will explain how to use it.

At all times, you refer to yourself and others by the official position you are undertaking, not by your name. For example: "Referee, Referee this is turn judge 3" not "John this is Mary".

Before the event starts the safety officer will do a radio check. He will start with a general message "All stations this is the safety officer - radio check over. When he calls your position, you should respond "Safety officer, this is turn judge 3, received loud and clear". If you do not respond, the safety officer will assume you cannot hear him and will investigate.

When the safety officer has completed checks with all stations he will announce "All stations loud and clear, radio check complete".

In the event of an emergency the safety officer will announce "All stations, minimise" In this case you will only use your radio if it is absolutely necessary, following an instruction or request from the safety officer, and relevant to the emergency situation. When the emergency situation has been dealt with, the safety officer will announce "All stations, cease minimise".

It should be noted that the safety officer is in charge of any emergencies that occur, and will issue instructions to deal with them.

Before starting your call you should always check that nobody else is transmitting. When sending a message you should start with the identity of the person you are calling followed by your identity. E.g. "Safety Officer, Safety Officer this is turn judge 1". It is usual to wait for a response from your target before you send the body of your message.

USEFUL RADIO PROCEDURAL WORDS:

- Over** invitation to reply
Out end of transmission
Received acknowledgement of message
Say again repeat your message please

Remember you press the “push to talk” (PTT) button to speak and release to receive an answer. Do not continually press the button when not speaking as this effectively blocks the channel.

Never use jargon. e.g.:”Roger”, “10-4”, or “over and out” etc.

PHONETIC ALPHABET

A	Alpha
B	Bravo
C	Charlie
D	Delta
E	Echo
F	Foxtrot
G	Golf
H	Hotel
I	India
J	Juliet
K	Kilo
L	Lima
M	Mike
N	November
O	Oscar
P	Papa
Q	Quebec
R	Romeo
S	Sierra
T	Tango
U	Uniform
V	Victor
W	Whiskey
X	X-ray
Y	Yankee
Z	Zulu

NUMBERS

Wun
Two
Tree
Fower
Fife
Six
Seven
Ait
Niner

GENERAL rules for Open Water swimming

These notes, and those to be found later in this document, have been compiled using the rules governing Open Water Swimming Competitions which are set by the Federation Internationale De Natation – FINA and are reproduced below and available on the FINA website

OWS 1 DEFINITIONS

- OWS 1.1 OPEN WATER SWIMMING shall be defined as any competition that takes place in rivers, lakes, oceans or water channels except for 10km events.
- OWS 1.1.1 MARATHON SWIMMING shall be defined as any 10km event in open water competitions.
- OWS 1.1.2 MARATHON SWIMMING shall be defined as any event in open water competitions over 10 Kilometres.
- OWS 1.2 The age limit for all FINA Open Water Swimming events should be at least 14 years of age.

OWS 2 OFFICIALS

The following officials shall be appointed at Open Water Swimming competitions

- A Chief referee (one per race)
- Referees
- Chief judge
- Chief timekeeper plus 2 timekeepers
- Chief finish judge plus 2 Finish judges
- Safety officer
- Medical officer
- Course officer
- Clerk of the course
- Race judges (one per competitor) except for events of 10 km or less
- Turn judges (one per alteration of course)
- Starter
- Announcer
- Recorder

CHAPTER 1
TIMEKEEPER

- a. **Role**
- b. **Reporting for event duty**
- c. **Duties & Equipment**
- d. **Procedure for recording a time**
- e. **FINA rules OW 3.17 -- 3.19**
- f. **Tips for timekeepers**
- g. **Timekeeper review questions.**

CHAPTER 1

TIMEKEEPER

a. ROLE

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

A timekeeper must know the FINA rules and be able to apply them uniformly.

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

b. REPORTING FOR EVENT DUTY

1. all technical officials should, when attending at any open water swimming event held in Britain, wear suitable clothing. Weather in Britain can be changeable and layers of clothes, including waterproofs are recommended;
2. you may be requested by the event organisers to wear a specific uniform. This is acceptable provided it complies with the advertising conventions specified by FINA;
3. you should ensure you have at least two pens (one as a spare) with black or blue ink and a watch with 100 split capability;
4. you should report to the referee at least 30 minutes prior to the officials' briefing of the event, (unless you have been informed otherwise). This briefing will be conducted by the referee;
5. the referee will note that you have reported for duty and pass you to the chief timekeeper to whom you are responsible during the event.

c. DUTIES AND EQUIPMENT

1. the chief timekeeper will confirm which competitors you are responsible for timing. This may be all competitors, or only a particular group. This may be defined by age, sex or distance to be swum. At most events in this country, competitors are given coloured hats so that the group they are in can be identified more easily;
2. all watches need to have a 100 split capability. Check that the following functions are working correctly on your watch and that you know how to use them:
 - a) start;
 - b) stop;
 - c) return to zero (resets);
 - d) feature to recall your split time;
 - e) check that you can recall splits whilst the watch is still running.
3. the chief timekeeper should provide you with a start sheet or a programme, and a result sheet on which to record your times;
4. timekeepers may be issued with a watch with a print out capability by the chief timekeeper. In this case, you should have its function explained to you. Make sure you understand how to use it prior to the event.

d. PROCEDURE FOR RECORDING A TIME

1. before the Event commences the Timekeepers assemble at the start;

NOTES

All swimmers entered into a competition will be provided with a number for each separate event they are to swim. This is the swimmer's entry/identity for each swim, and must be displayed on his upper back and arms. At some events, swimmers may be issued with a hat with their number on and may have their number written on their hands.

Prior to each start, the clerk of the course will signal to the swimmers at suitable intervals the time remaining before the start. This will start at 15 minutes then 10, 5, 4, 3, 2 and 1 minute warnings will be given that the race is about to get underway. He will then instruct the swimmers to either enter the water for a water start, or take up their positions on the pontoon for a dive start. The referee will give a short series of whistles, followed by a long whistle, indicating that they should prepare for the start. When the referee is happy that the swimmers are ready he will point his flag at the starter, who will raise his flag to the vertical position. The starter will start the race by simultaneously bringing down the flag and giving an audible signal.

2. on hearing the first long whistle timekeepers must listen and watch intently for the starting signal;
3. when the starting signal is given timekeepers must:
 - a) start the watch;
 - b) check that the watch is running.
4. 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 or watch can be called in;
5. when the swimmer is 15m from the end of the race the timekeeper prepares to take each swimmer's time by looking at the wall, or other structure, which the swimmer will touch to finish the race;
6. when the swimmer is seen to touch the finish wall, the timekeeper presses the split time button on the watch. (Do not try to anticipate the swimmer finishing, make sure you actually see the swimmer touch the wall then immediately press the button). The timekeeper presses the split button for each swimmer who touches until the last swimmer has finished;
7. immediately after the completion of the event, the timekeeper will record the split times on his watch on the correct form;
8. timekeepers must not compare/discuss times. The only time that an individual timekeeper can declare is the one recorded on their own watch. However, if one time is significantly different from that of the other timekeepers, 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;
9. the chief timekeeper will collect the results sheets from the timekeepers and select the most accurate one. He will check that all the swimmers have a recorded time. He may cross check and insert a time from the remaining sheets if there is a gap or discrepancy
10. 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 swimmer. Inform the chief timekeeper if your watch failed at the start or finish or if you know your watch is wrong.

e. FINA RULES FOR TIMEKEEPERS

TIMEKEEPERS shall:

- OWS 3.17 Take the time of each swimmer assigned. The watches must have memory and print out capability and shall be certified correct to the satisfaction of the Management Committee.
- OWS 3.18 Start their watches at the starting signal, and only stop their watches when instructed by the Chief Timekeeper.
- OWS 3.19 Promptly after each finish record the time and swimmers' number on the timecard and turn it over to the Chief Timekeeper.

Note: When Automatic Officiating Equipment is used, the same complement of hand timers is to be used.

OWS 4 THE START

- OWS 4.1 All Open Water competitions shall start with all competitors standing on a fixed platform or in water depth sufficient for them to commence swimming on the start signal.
- OWS 4.1.1 when starting from a fixed platform competitors shall be assigned a position on the platform, as determined by random draw.
- OWS 4.2 The clerk of the course shall keep competitors and officials informed of the time before start at suitable intervals and at one-minute intervals for the last five minutes.
- OWS 4.3 When the number of entries dictate, the start shall be segregated in the Men's and Women's competitions. The Men's events shall always start before the Women's events.
- OWS 4.4 The start line shall be clearly defined by either overhead apparatus or by removable equipment at water level.
- OWS 4.5 The referee shall indicate by a flag held upright and short blasts on a whistle when the start is imminent and indicate that the competition is under starter's orders by pointing the flag at the starter.
- OWS 4.6 The Starter shall be positioned so as to be clearly visible to all competitors.
- OWS 4.6.1 on the starter command "take your marks" they shall take up a starting position with at least one foot at the front of the platform.

- OWS 4.6.2 the starter will give the starting signal when he considers all swimmers are ready.
- OWS 4.7 The start signal shall be both audible and visual.
- OWS 4.8 If in the opinion of the referee an unfair advantage has been gained at the start the offending competitor will be given a yellow or red flag in accordance with OWS 6.3.
- OWS 4.9 All escort safety craft shall be stationed prior to the start so as not to interfere with any competitor, and if picking up their swimmer from behind shall navigate in such a way as not to manoeuvre through the field of swimmers.
- OWS 4.10 Although they may start together, in all other respects the men's and women's competitions shall be treated as separate events.

f. 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 and the number of laps to be swum;
4. record the watch accurately;
5. do not divulge the time to the swimmer;
6. only give information to the chief timekeeper or referee;
7. when possible, note the swimmer's number and record it against his time as a double-check;
8. remember that you will be working outside and bring appropriate clothing, bearing in mind the weather may be changeable;
9. don't forget the sunscreen!
10. timekeepers must be at the start and be prepared to travel to the finish area if this is at a different location;
11. during the race, check with your fellow timekeepers, when time allows, to ensure you have both recorded the same number of finishers. If not, make a note and inform the chief timekeeper.

g. TIMEKEEPER REVIEW QUESTIONS

- 1 How many timekeepers are required for an event?**

- 2 Where should timekeepers stand at the start of the race?**

- 3 What sort of watch should be used for major events?**

- 4 If automatic officiating equipment is being used, what must a swimmer wear in addition to normal swimwear?**

- 5 A swimmer is doing more than one circuit what should the timekeeper record?**

- 6 When should the timekeeper stop his watch?**

CHAPTER 2

CHIEF TIMEKEEPER

- a. Role**
- b. Responsibilities**
- c. Equipment**
- d. Duties before the race**
- e. Duties after the race**
- f. FINA Rules OW 3.13 – 3.16**
- g. Tips for chief timekeepers**
- h. Chief timekeepers review questions**

CHAPTER 2

CHIEF TIMEKEEPER

a. ROLE

Chief timekeepers must know the FINA Rules and be able to apply them uniformly. The chief timekeeper's role is to ensure that the timekeepers perform their duties correctly and provide them with the necessary equipment to perform these duties. He must know the FINA Rules and be able to apply them uniformly.

b. RESPONSIBILITIES

The chief timekeeper will:-

1. be responsible for ensuring all timekeepers fulfil their duties throughout the event;
2. allocate at least two timekeepers to their positions for the start and finish;
3. provide the timekeepers with a confirmed number of swimmers in the water in their event;
4. note the "official" manual time onto the time/start sheet.

c. EQUIPMENT

The following equipment should be provided to the chief timekeeper by the promoter / referee:

1. at the promoter's discretion, sufficient stopwatches for all timekeepers: with or without a print-out capability;
2. corrected programmes or start sheets for each event;
3. list of timekeepers;
4. sign out/sign in sheet for the stopwatches where appropriate.

d. DUTIES BEFORE THE RACE

The chief timekeeper:

1. allocates each timekeeper to their positions for the start and finish of the event;
2. provides a programme or start sheet;
3. provides a sheet to record times.

e. DUTIES AFTER THE RACE

After each race the chief timekeeper will:

1. collect the time sheets from each timekeeper;
2. check manual times recorded are correct for the number of swimmers in the event;
3. consult with the chief judge to marry up the times with the finish judges' placings.

4. when the result has been decided make sure all the annotated sheets from timekeepers are given to the referee.

f. FINA RULES FOR CHIEF TIMEKEEPERS

THE CHIEF TIMEKEEPER shall:

OWS 3.13 Assign at least two Timekeepers to their positions for the start and finish.

OWS 3.14 Ensure that a time check is made to allow all persons to synchronise their watches with the official running clocks 15 minutes before start time.

OWS 3.15 Collect from each Timekeeper a card showing the time recorded for each swimmer and, if necessary, inspect their watches.

OWS 3.16 Record or examine the official time on the card for each swimmer.

g. TIPS FOR CHIEF TIMEKEEPER

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;
3. collect all start sheets at the end of the session and ensure that all watches signed out are signed back in again;
4. when possible, note the number of a swimmer next to their time. This can help later;
5. keep a spare watch running until the last swimmer has touched to provide backup for all timekeepers;
6. you may be given a radio, make sure you understand how to use it correctly;
7. be aware of any withdrawals and make sure the information is passed to the timekeepers.
8. if asked by the recorders for the times of the swimmers who have completed the event so far, make a note of those times to hand to them. Do not hand the recorders your original sheet of times recorded or tear bits off the sheet from the power timer. These should be kept intact to hand to the chief judge and to the referee.

h. CHIEF TIMEKEEPER REVIEW QUESTIONS

- 1 How many timekeepers should the Chief Timekeeper assign to their posts?**
- 2 What kind of watches should they use?**
- 3 What should he collect from each timekeeper?**
- 4 Under ASA Technical Rules for Open Water Swimming, what watches should be used?**
- 5a If Automatic officiating Equipment is used for timing, what must the swimmer wear in addition to normal swimwear and where?**
- 5b If the swimmer loses it, what happens?**

DUTIES OF JUDGES

All judges must know the FINA Rules and be able to apply them uniformly.

1. the referee is responsible for approving the duties of all 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 to the referee as soon as possible, usually by radio, and confirmed in writing at the end of the event. 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. 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 should be directed to the referee;
4. 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 get the benefit.

CHAPTER 3
TURN JUDGE

- a. **Role**
- b. **Responsibilities**
- c. **Equipment**
- d. **Duties of turn judges**
- e. **FINA Rules OWS 3.28 – 3.30**
- f. **Reporting of Infringements**
- g. **Tips for turn judges**
- h. **Turn judge review questions**

CHAPTER 3

TURN JUDGE

a. ROLE

Turn judges 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. Turn judges shall ensure fair and equitable competition for all swimmers. As a safety check, where possible, turn judges should record the number of each swimmer who passes the turn on the appropriate form. If this is not practicable, he should record the total number of swimmers passing his turn.

Before the competition commences the referee briefs each turn judge on his responsibilities.

b. RESPONSIBILITIES

A turn judge will:

1. ensure that the turn rules are observed;
2. ensure that each swimmer executes the alterations in course as indicated in the competition documents and as given at the pre-race briefing;
3. report to the referee any swimmer who is seen to take unfair advantage or commit unsporting impediment on another swimmer at the turn;
4. record any infringement of the turn procedures on the appropriate form.

c. EQUIPMENT

The judge should be provided with the following equipment:

1. a corrected programmes or start sheets;
2. a note of any special features of the course;
3. a diagram of the course, including the direction of swim and clear indications of which way round the buoys or turning points the swimmers should be going;
4. record sheets to mark off the swimmers as they pass each lap.

d. DUTIES

1. watch all swimmers as they execute the turn to ensure they do so correctly;
2. observe carefully that no swimmer is impeded or disadvantaged;
3. be vigilant in case a swimmer is in difficulties;
4. report any infringements to the referee.

e. FINA RULES FOR TURN JUDGES

TURN JUDGES shall:

- OWS 3.28 Be positioned so as to ensure all swimmers execute the alterations in course as indicated in the competition information documents and as given at the pre-race briefing.
- OWS 3.29 Record any infringement of the turn procedures on the record sheets provided and indicate the infringement to the Race Judge at the time of infringement by blasts on a whistle.
- OWS 3.30 Promptly upon completion of the event deliver the signed record sheet to the chief judge.

f) REPORTING INFRINGEMENTS

1. This should be done as soon as possible, by radio, to the referee.
2. A written report, detailing the infringement should be given to the referee as soon as is practicable, or at the end of the event.

g) TIPS FOR TURN JUDGES

1. turn judges may be issued with throw ropes, klaxons for emergency evacuation and blankets for swimmers leaving the water;
2. turn judges will normally be issued with radios - make sure you know how to use it correctly;
3. if you are issued with a throw rope, make sure you know how to use it. You should undo it and coil it correctly before the start of the race. If you are not confident in the use of it, have some practice throws before the race commences;
4. always have a copy of the start list and ensure any withdrawals are recorded as they are reported;
5. make sure you have a recording sheet;
6. count the swimmers past your turn, and if possible, record their numbers;
7. when possible, it is advisable to note the times of as many swimmers as you can as they pass your turn. These times will help sort the result of the event should it have to be abandoned;
8. when the last swimmer has passed your turn for the final time report in to the referee and request permission to leave your post;
9. a lot of officials find it helpful to have binoculars.

h. TURN JUDGE REVIEW QUESTIONS

- 1 When must a turn judge report for duty and to whom?

- 2 When does a turn judge get told where they should be positioned and by whom?

- 3 What should the turn judge record?

- 4 To whom and how should they indicate any infringements?

- 5 At the end of the event what should they do with their record sheet?

- 6 What stroke should be used when swimming in an Open Water event?

CHAPTER 4

FINISH JUDGE

- a. Role**
- b. Responsibilities**
- c. Equipment**
- d. Duties of finish judges**
- e. FINA rules OWS 3.22 - 3.23**
- f. Reporting of Infringements**
- g. Tips for finish judges**
- h. Finish judge review questions**

CHAPTER 4

FINISH JUDGE

a. ROLE

Finish judges 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. Finish Judges shall ensure fair and equitable competition for all swimmers.

The chief judge will allocate the competitors whose finish you are responsible for recording. This may be all competitors, or only a particular group. This may be defined by age, sex or distance to be swum. At most events in this country competitors are given coloured hats so that the group they are in can be identified more easily.

You may be also asked to assume the role of turn judge for the turn adjacent to the start/finish.

b. RESPONSIBILITIES

A finish judge will:

1. ensure that the numbers on the swimmers finishing are recorded in the correct order on the recording sheet;
2. pass any information recorded to the chief judge;
3. report to the referee any swimmer who is seen to take unfair advantage or commit unsporting impediment on another swimmer at the finish;
4. record any infringement of the finish procedures.

NOTE: Finish judges shall not act as timekeepers in the same event.

c. EQUIPMENT

The judge should be provided with the following equipment:

1. sufficient corrected programmes or start sheets for all judges;
2. a diagram of the course including: the direction of swim, clear indications of which way round the buoys or turning points the swimmers should be going and precisely how the swimmers should finish;
3. finish judges may be issued with throw ropes and/or other safety equipment.

d. DUTIES

1. Watch all swimmers as they approach the finish to ensure they do so safely and fairly.
2. observe carefully that no swimmer is impeded or disadvantaged.
3. be vigilant in case a swimmer is in difficulties.
4. report any infringements to the referee.
5. record the finishing order.

e. FINA RULES FOR FINISH JUDGES

FINISH JUDGES (three, one of whom shall be the Chief Judge) shall:

OWS 3.22 Be positioned in line with the finish where they shall have at all times a clear view of the finish.

OWS 3.23 Record after each finish the placing of the swimmers according to the assignment given.

Note: Finish judges shall not act as timekeepers in the same event.

f. REPORTING INFRINGEMENTS

1. This should be done as soon as possible, by radio, to the referee.
2. A written report, detailing the infringement should be given to the referee as soon as is practicable, or at the end of the event

g. TIPS FOR FINISH JUDGES

1. make sure you know which swimmers you are recording and how to identify them;
2. be clear about how many laps of the course your swimmers will do;
3. you need to have the right form to record your finish on;
4. always have a copy of the start list and ensure any withdrawals are recorded as they are reported;
5. make sure you know exactly how the swimmers are due to finish. This could be by touching a fixed object or swimming between two points;
6. during the race, check with your fellow place judge, when time allows, to ensure you have both recorded the same number of swimmers who have finished;
7. be aware of the number of swimmers still to finish so that you can spot the final swimmers as they approach;
8. collect forms and direct any queries to the chief judge;
9. when also acting as a turn judge: when possible, it is advisable to note the times of as many swimmers as you can as they pass your turn. These times will help sort the result of the event should it have to be abandoned.

h. FINISH JUDGE REVIEW QUESTIONS

- 1 How many finish judges should there be?
- 2
- 3 What apparatus should be used at the finish?
- 4
- 5 How should the final approach and finish be marked?
- 6
- 7 What should you do if you see an infringement?
- 8
- 9 What should you do with your result sheet at the end of the event?
- 10
- 11 Are you allowed to also act as timekeeper or turn judge?

FURTHER READING – FINA RULES

OWS6 THE RACE

OWS 6.1 all Open Water competitions shall be freestyle events.

OWS 6.2 race judges shall instruct any swimmer who is, in their opinion, taking unfair advantage by pacing or slip streaming with the escort craft to move clear

OWS 6.3 Disqualification Procedure

OWS 6.3.1 if in the opinion of the lead referee or a referee, any swimmer, or escort safety craft, takes advantage of, by interfering with any swimmer, by making intentional contact with any swimmer, by pacing or by slip streaming, the following proceeding shall apply:

1st Infringement:

a yellow flag and a card bearing the swimmer's number shall be raised to indicate and to inform the swimmer that he is in violation of the rules.

2nd Infringement:

a red flag and a card bearing the swimmer's number shall be raised by the referee (OWS 3.6) to indicate and to inform the swimmer that he is for the second time in violation of the rules. The swimmer shall be disqualified. He must leave the water immediately and be placed in an escort craft, and take no further part in the race.

OWS 6.3.2 if in the opinion of the referee, an action of a swimmer or an escort craft is deemed to be "unsporting", the referee shall disqualify the swimmer concerned immediately according to the FINA rule.

OWS 6.4 escort safety craft shall manoeuvre so as not to obstruct or place themselves directly ahead of any swimmer and not take unfair advantage by pacing or slip streaming.

OWS 6.5 escort safety craft shall attempt to maintain a constant position so as to station the swimmer at, or forward of, the mid point of the escort safety craft.

OWS 6.6 standing on the bottom during a race shall not disqualify a swimmer but they may not walk or jump.

- OWS 6.7 with the exception of OWS 6.6 above swimmers shall not receive support from any fixed or floating object and shall not intentionally touch or be touched by their escort safety craft or crew therein.
- OWS 6.7.1 rendering assistance by an official medical officer to a swimmer in apparent distress should always supersede official rules of disqualification through “intentional contact” with a swimmer (OWS3.1)
- OWS 6.8 each escort safety craft shall contain: a race judge, a person of the swimmer's choice, and the minimum crew required to operate the escort safety craft.
- OWS 6.9 No swimmer shall be permitted to use or wear any device which may be an aid to their speed, endurance or buoyancy. Goggles, a maximum of two (2) caps, nose clip and earplugs may be used.
- OWS 6.10 swimmers shall be allowed to use grease or other such substances providing these are not, in the opinion of the referee, excessive.
- OWS 6.11 The pacing of a swimmer by another person entering the water is not permitted.
- OWS 6.12 coaching and the giving of instructions by the swimmer’s representative in the escort safety craft is permitted. No whistle shall be allowed on an escort boat.
- OWS 6.13 when taking sustenance swimmers may use rule OWS 6.6 provided rule OWS 6.7 is not infringed.
- OWS 6.14 all swimmers shall have their competition number clearly displayed in waterproof ink on their upper back and arms and backs of the hands.
- OWS 6.15 each escort safety craft shall display the swimmer's competition number so as to be easily seen from either side of the escort safety craft, and the national flag of the swimmer's Federation.
- OWS 6.16.1 in all events, time limits shall apply as follows from the finish time of the first swimmers:
- | | |
|--------------------|-------------|
| Events under 25 km | 30 minutes |
| Events of 25 km | 60 minutes |
| Events over 25 km | 120 minutes |

OWS 6.16.2 competitors who do not finish the course within the time limits shall be removed from the water except that the referee may allow a competitor outside the time limit to complete the course but not participate in any points or prizes awarded.

OWS 6.17 Emergency Abandonment

OWS 6.17.1 in cases of emergency abandonment of races of 10 km or less, the race will be restarted from the beginning at the earliest possible moment.

OWS 6.17.2 in cases of emergency abandonment for any race of longer than 10km, where the lead swimmer has accomplished at least $\frac{3}{4}$ of the race, the final ranking will be as reported by the head referee. If the lead swimmer has not completed $\frac{3}{4}$ of the race, it will be restarted from the beginning at the earliest moment.

OWS 7 THE FINISH OF THE RACE

OWS 7.1 the area leading to the finish apparatus should be clearly marked by rows of buoys which narrow as they get closer to the finish wall. Escort safety craft should be stationed at the approach to and entrance of the finish lane to ensure that only the escort safety craft authorized to do so enter or cross this entrance.

OWS 7.2 the finish apparatus should, where possible, be a vertical wall at least 5 metres wide fixed if necessary to floatation devices, securely fastened in place so as not to be moved by wind, tide or the force of a swimmer striking the wall. The finish should be filmed and recorded by video system with slow motion and recall facilities including timing equipment.

OWS 7.2.1 when automatic officiating equipment is used for timing of competitions in accordance with rule SW 11, microchip transponder technology should be added to the equipment. Use of microchip transponder technology is mandatory for competitions at the World Championships and Olympic Games. Microchip transponder timing technology will be recorded officially in tenths of seconds. The final places will be determined by the referee based upon the finish judges' report and the finish video tape

OWS 7.2.2 it is mandatory for all competitors to wear a microchip transponder on each wrist throughout the race.

If a competitor loses a transponder the race judge will immediately inform the referee who will instruct the responsible official on the water to issue a replacement transponder. Any competitor who finishes the race without a transponder will be disqualified.

- OWS 7.3 the finish Judges and timekeepers shall be placed so as to be able to observe the finish at all times. The area in which they are stationed should be for their exclusive
- OWS 7.4 every effort should be made to ensure that the swimmers' representative can get from the escort safety craft to meet the swimmer as they leave the water.
- OWS 7.5 upon leaving the water some swimmers may require assistance. Swimmers should only be touched or handled if they clearly display a need, or ask for assistance.
- OWS 7.6 a member of the medical team should inspect the swimmers as they leave the water. A chair, in which the swimmer can sit while an assessment is made, should be provided.
- OWS 7.7 once cleared by the medical member, swimmers should be given access to refreshment

APPENDICES

Sample Forms

Open Water *Event title*

Judges/timekeepers record form

Finish	Competitor No.	Time	Name
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Judges/timekeepers record form

Notes:

1. duplicate the form and customise to your own championships;
2. finish judges, timekeepers and turn judges can use the same form, if you wish you can customise these to indicate the particular duty:
 - a. finish judges will just record the competitor's race number against the finish place;
 - b. timekeepers will record the times against the finish place, adding in the competitor number if there is time;
 - c. turn judges will at the very least keep a tally of the number of competitors that pass their turn, if circumstances allow they should also try to note down the competitors' race numbers and take a time as well. This time can be race time if they were able to hear the start signal, alternatively it could be relative to the first competitor passing their buoy;
 - d. chief judges will use the form to consolidate the results and hand to the recorder, who can add the competitor's names before issuing as a final results sheet. Once printed the official copy of the final results should be signed by the referee.
3. remember that turn judges will need a form for every lap;
4. if there are more than 30 competitors in one event, create continuation sheets with sufficient numbers to cater for the number of your entries;
5. timekeepers should just record times as their first priority but note down competitors' race numbers if they have the chance to enable easier correlation between the finish judges' sheets and timekeepers' sheets;
6. during a lull in the swimmers approaching the finish judges and timekeepers should check with each other that they each have the same number of finishers, if not mark the results sheet at that point to indicate that the problem had been spotted at that point. This gives a marker for the chief judge when trying to resolve problems afterwards.

Note: All these sample forms are designed to be copied and tailored to your event. Electronic copies in MS Word 2003 format are available from the Open Water administrator if required.

1. Sample turn judge form

5km Event - 2 laps

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	35	35	36				

Lap 1

Lap 2

Notes:

If possible print these forms for each event with the numbers of the swimmers allocated in the first table;

The form should have the same number of empty tables as the number of laps in the race;

Mark in the number of each swimmer as they pass your position for each lap;

If you miss a number leave a blank in the box;

When there is a lull at your turn point use the time to cross check with the first table that you have seen all the swimmers;

If asked by the referee, report when all swimmers have completed each lap;

In the example, there were 36 entries for this three-lap race. Swimmers numbers 25 and 35 have withdrawn before the start, their numbers have been crossed out;

Finish judges should also use this form if they are close enough to the turn at the end of each lap;

The referee can also use this form to keep track of swimmers as they complete each lap.

<u>Event title</u>			
<i>Location</i>			
INCIDENT LOG			
Incident No:			
<u>DATE</u> <u>TIME</u>	Name of person reporting Incident:	Official: Swimmer: Member of public:	
	Name of official reported to:	Official's Race Duty	
Description of Incident:			

Notes:

Contact details are to be included – address, telephone number and e-mail address if available.

The description should be as full as possible. If an injury has occurred include full name and address of the injured person and details of the injury, names of witnesses and any other details that may be useful in determining the cause of the incident.