



**WORKBOOK**

**FOR**

**OPEN WATER JUDGE LEVEL 2**

Candidate Name.....

Club.....

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## INTRODUCTION

Welcome to the second level of formal British Swimming Technical Official qualification within the discipline of Open Water Swimming.

When you have completed this book, you will have qualified as a Level 2 judge, which will enable you to officiate as a Race Judge, Chief Judge, Asst Referee, Clerk of Course, Course Officer and Starter.

British Swimming thanks you for the time and service you have already given to the sport and hope that you gain both enjoyment and fulfilment through continuing to train and improve as an Open Water Technical Official. It is only through the commitment of you and of others that competition at all levels can take place.

As part of your registration for the Judge 2 workbook, you will be allocated a mentor to guide you through the process.

Following on from the process of Judge Level 1 the training consists of workshops undertaken with your mentor and open water sessions. The initial workshop will review the duties of Judge Level 1 before commencing the new syllabus. Not only will this allow you to expand your knowledge but it will also reinforce understanding. Mentors will be required to sign off the Record of Progress Form at the relevant stages. Comments relevant to the candidate's progress to date will also be noted.

Candidates need to record their progress through the Record of Duties Form.

Duties will be undertaken at a time, venue and event agreed by the mentor. Candidates are encouraged to identify potential events and liaise with their mentor to ensure that the competition is suitable by way of standard and qualification of officials attending. The modules of the open water duties are such that a candidate may complete more than one module during an open water swimming session – it depends upon the candidate's abilities, performance and the event.

Candidates in association with their mentor will, during workshop sessions, review progress and then complete and discuss the relevant review questions in their workbook.

Candidates and mentors should record on the duties form the various sessions and discuss progress made and any action needed.

When you have completed the Record of Duties form, you should meet with your mentor to complete the remaining review questions (do not complete the workbook prior to the meeting). Remember the completion of the workbook should be in an "independent and autonomous" manner – simulating actual open water conditions.

On completion of the workbook and duties, a final assessment will be undertaken. Each candidate should meet with a referee nominated by their mentor on a one to one basis for a review of their training and assessment in order to assess their suitability to gain the qualification of Judge Level 2.

# Record of Progress

## OPEN WATER JUDGE LEVEL 2

<b>District/Region</b>				
<b>Name:</b>		<b>Reg No:</b>		
<b>Address:</b>		<b>Club:</b>		
		<b>Tel:</b>		
<b>Post Code:</b>		<b>Mobile:</b>		
<b>Email address:</b>				
<b>No.</b>	<b>Workshop Session</b>	<b>Date</b>	<b>Co-ordinator</b>	<b>Referee</b>
1	Initial Group Session (seminar)			
	Comments			
2	Workbook Completion Session (On completion of Official Duties form)			
	Comments			
3	FINAL Referee/Mentor comments			
	Comments			
<b>COMPLETED:</b>		<b>Date:</b>		
General Comments				
Mentor's Signature			Candidate's Signature	

# Record of Duties

Each module to be signed off when the referee is satisfied that the candidate has displayed competence in the duty

## Open Water Judge Level 2

<b>District/Region</b>			
<b>Name:</b>		<b>Reg No:</b>	

	Event/Session	Date	Duty	Mentor's Name	OW Referee's Signature	OW Referee's Reg No
1			Race judge			
2			Race judge			
3			Chief judge			
4			Chief judge			
5			Referee			
6			Referee			
7			Clerk of course			
8			Clerk of course			
9			Course officer			
10			Course officer			
11			Starter			
12			Starter			
13						
14						
15						

**RECORD OF DUTIES – COMMENTS ON SESSION WORK**

	Duty	Candidates Comments	Mentor's Comments
1	Judge		
2	Judge		
3	Chief judge		
4	Chief judge		
5	Asst referee		
6	Asst referee		
7	Clerk of course		
8	Clerk of course		
9	Course officer		
10	Course officer		
11	Starter		
12	Starter		
13			
14			
15			

Additional sections above are to be used if a duty is required to be repeated.

## Extract from FINA

**“Swimming Rules exist for no other purpose than to regulate fair play. They are designed not only to keep the swimming strokes pure and correct, but also to ensure that all swimmers in a race are subject to the same restrictions and limitations”**

Officials are a key element in ensuring an Open Water swimming competition is successful. They have the duty to contribute to consistent officiating anywhere. They should promote this by always bearing in mind the following, which apply, to all officials and every level.

Always:

- promote positive attitudes and impress upon athletes the need to maintain the highest standards of fair play;
- maintain honesty and integrity and make every effort to ensure that the rules are applied consistently and with absolute impartiality;
- encourage openness;
- display decisiveness;
- demonstrate a willingness to admit mistakes, but never express any criticism of athletes, coaches or fellow officials;
- acknowledge the use of good judgement;
- act in a professional manner - be dressed smartly and appropriately;
- avoid the use of offensive or abusive language. Never drink alcohol before officiating;
- make a personal commitment to maintain a complete understanding of the rules and their application by expanding opportunities for further experience and training.

**Remember – the swimmer always gets the benefit of any doubt**

## **GENERAL LAWS**

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: [www.fina.org/rules](http://www.fina.org/rules)

### **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 ONE**

## **RACE JUDGE**

**B. Role**

**C. Responsibilities**

**D. Equipment**

**E. Duties of Race judge**

**F. FINA rules**

**G. Tips for race judge**

**H. Race judge review questions**

### **A. ROLE**

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

Before the competition commences, the race judges will be briefed on their responsibility and jurisdiction.

### **B. RESPONSIBILITIES**

A race judge will:

1. ensure that the race rules are observed;
2. report to the referee any swimmer who is seen to take unfair advantage or commit unsporting impediment on another swimmer;
3. record the race number of swimmer in order of passing for each lap;
4. record any infringement.

### **C. EQUIPMENT**

The following items should be provided in order to give race judges the equipment they require:

1. sufficient corrected programmes or start sheets for all judges;
2. sufficient race recording slips.
3. throw ropes (if available);
4. radios;

## **DUTIES OF THE RACE JUDGE**

1. race judges will be allocated an area to patrol, this could be a shore allocation where they would patrol their designated area of beach or bank or a boat where they would be directing their boat to patrol the area allocated;
2. watch all swimmers as they execute their swim to ensure they do so correctly;
3. ensure carefully that no swimmer is impeded or disadvantaged;
4. report to the referee any infringements observed and immediately make a note of the infringement;
5. this should be done as soon as possible, by radio, to the referee;
6. a written report, detailing the infringement should be given to the referee as soon as is practicable, or at the end of the event;
7. listen to retirements being given over radio and note on race judge form to ensure you are aware of number of swimmers actually in the water at any given time.

## **E. FINA RULES FOR RACE JUDGES**

**EACH RACE JUDGE shall:**

**OWS 3.24** be positioned in an escort safety craft,(where applicable), assigned by random draw prior to the start, so as to be able to observe, at all times, his appointed swimmer;

**OWS 3.25** ensure at all times that the rules of competition are complied with, violations being recorded in writing and reported to a referee at the earliest opportunity;

**OWS 3.26** have the power to order a swimmer from the water upon expiry of any time limit so ordered by the referee;

**OWS 3.27** ensure that his appointed swimmer does not take unfair advantage or commit unsporting impediment on another swimmer and if the situation requires instruct a swimmer to maintain clearance from any other swimmer.

## **F. TIPS FOR RACE JUDGES**

1. if you are issued with a throw rope, make sure you know how to use it;
2. if you are allocated a radio make sure you understand how to use it correctly (see notes in Level 1 if you need to revise);
3. if possible, record the race numbers of the swimmers that pass you and record the number of laps for each swimmer.

**Note:** It will not always be possible to see all of their swimmers and to read their race numbers. You should get as much information as you can as it may help the referee to determine a result in the event of a protest or the event being curtailed due to bad weather.

## G. RACE JUDGE REVIEW QUESTIONS

In an open water competition, the swimmer you have been observing in a 10k event is out of time limit as a race judge. What do you have the power to do?

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The race judge in an escort boat observes a swimmer being paced by an escort boat. What action should be taken by the race judge?

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Give three duties that a race judge could be asked to perform .

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If appointed as a race judge in which escort craft are used where would you be stationed on the course?

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What are the duties of a race judge?

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## **CHAPTER TWO**

### **CHIEF JUDGE**

- A. Role**
- B. Responsibilities**
- C. Equipment**
- D. Duties of chief judge**
- E. FINA rules**
- F. Tips for chief Judge**
- G. Chief judge review questions**

#### **A. ROLE**

The chief judge must have a thorough knowledge of the rules. He must know who the other judges, chief timekeeper and referee are before the commencement of the race.

#### **B. RESPONSIBILITIES**

1. ensure all judges are aware of their roles;
2. work closely with the chief timekeeper to establish the final results.

#### **C. EQUIPMENT**

sufficient recorders sheets to establish the results;

pen / pencil;

recording sheets.

binoculars

#### **D. DUTIES OF CHIEF JUDGE**

before the commencement of the race the role of the chief judge is to assign each judge (race, turn & finish) to a position;

at the end of the race the chief judge will collect signed results sheets from each judge and the times recorded for each swimmer from the chief timekeeper;

establish the final result putting together the place order and times and then send these results to the recorder once the referee has approved them.

## **E. FINA RULES FOR THE CHIEF JUDGE**

THE CHIEF JUDGE shall:

OWS 3.20 assign each judge to a position;

OWS 3.21 collect after the race, signed results sheets from each judge and establish the result and placing which shall be sent directly to the referee.

## **F. TIPS FOR THE CHIEF JUDGE**

as part of your training put in a lot of practice on marrying up times and places;  
do not panic under pressure;  
write clearly to avoid mistakes;

know the capabilities of your finish judges and use the most reliable/experienced as a check sheet;

do not be pressurised for quick results. When you are satisfied hand your master copy of the race result to the referee;

ask the finish judges to occasionally jot down the number of a swimmer by their time. This helps if there is a problem with the marrying of times to places, too many times or too many places.

**G. CHIEF JUDGE REVIEW QUESTIONS**

Explain the responsibility of the chief judge

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What does the chief judge assign before the start of the race?

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If you found that you had more placings than times, how would you determine the result?

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What is the most important, the time or the placing?

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There are 36 swimmers completing the race and the three timekeepers have 30, 37 and 41 times. How would a result be determined?

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## **CHAPTER THREE**

### **REFEREE**

- A. Role**
- B. Responsibilities**
- C. Equipment**
- D. Duties of referee**
- E. FINA rules**
- F. Tips for referee**
- G. Review questions**

#### **A. ROLE**

Note At the 2009 FINA congress the role of assistant referee was renamed as plain “referee”. A chief referee will be in overall charge of an event and there will be at least one referee appointed for each race in the programme.

Referees must know the FINA rules and be able to apply them consistently. They should ensure that all officials are capable of performing their duties. They should observe swimmers to verify conformity with the rules and report infringements when the rules are broken. Referees shall ensure fair and equitable competition for all swimmers.

#### **B. RESPONSIBILITIES**

The referee will:

receive all reports;  
ensure that all the officials are at their posts;  
appoint substitute officials if necessary;  
pass relevant information to the referee.

#### **C. EQUIPMENT**

The following information and equipment should be provided for the referee:

list of necessary officials;

radio;

corrected programmes or start sheets for each event;

- 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; this should also clearly indicate how the swimmers should approach the finish and where they should touch to indicate a finish;

- a lifejacket (if the referee is going on the water)

a boat has the equipment necessary for the safety of a rescued swimmer i.e. blanket / space wrap, (if the referee is going on the water).

#### **D. DUTIES OF THE REFEREE**

A referee will:

ensure that all the officials for the safe conduct of the event are at their respective positions;

with the approval of the referee, choose substitute officials for any who are absent, unable of acting or found to be ineffective;

appoint extra officials if thought essential;

collect reports before the start of the event from the clerk of the course, course officer and safety officer;

inform the referee of the contents of the reports 15 minutes before the programmed start of the race;

he authorises the draw for the race judges and assigns the judges to their escort safety craft.

#### **D. FINA RULES FOR THE REFEREE**

##### **THE REFEREE SHALL:**

OWS 3.7 ensure that all necessary officials for the conduct of the competition are at their respective posts. He may appoint substitutes for any who are absent, incapable of acting or found to be inefficient. He may appoint additional officials if considered necessary;

OWS 3.8 receive all reports prior to the start of the race from the clerk of the course, course officer and safety officer.

OWS 3.? Have the authority to intervene in competition at any stage to ensure that FINA rules are observed.

OWS 3.?? In addition to the chief referee he may disqualify any swimmer for any violation of the rules that he personally observes

#### **F. TIPS FOR THE REFEREE**

ensure you know how to use the radio and follow the correct procedure for it's use;

look at the officials list and ensure that all positions are filled;

confirm the reports are correct from the clerk of the course, course officer and the safety officer;

converse with the lead referee and pass the reports on to him.



## G. REFEREE REVIEW QUESTIONS

Before the commencement of the competition what is the referee's responsibility to officials?

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From whom does the referee receive reports from before the commencement of the competition?

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To whom does the referee ensure the reports are given?

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What is the time scale for the referee to forward these reports?

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In a 25k event where escort boats are used, who approves the draw for race judges and allocates them to their respective escort safety craft?

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## **CHAPTER FOUR**

### **COURSE OFFICER**

**Role**

**Responsibilities**

**Equipment**

**Duties of course officer**

**FINA rules**

**Tips for course officer**

**Review questions**

#### **A. ROLE**

The course officer is responsible for the correct survey and marking of the course.

#### **B. RESPONSIBILITIES**

The Course Officer shall:

- be accountable to the management committee for the accurate survey of the course;
- certify that any equipment that has been installed has been done so in the official manner, is safe and is in working order;
- make certain that the start and finish areas are correctly marked;
- ensure that all course changes are clearly marked and if necessary, manned prior to the commencement of the competition;
- ensure that turn judges are in place preceding the beginning of the competition and inform the referee.

#### **C. EQUIPMENT**

GPS;

map of the course;

risk assessment;

life jacket;

- tool kit with equipment for use to secure stray buoys and the start and finish apparatus.

## **D. DUTIES OF THE COURSE OFFICER**

ensure that the course is marked clearly and correctly;

ensure that the start and finish areas are safe and clearly marked;

ensure any equipment required and used is safe, being used in the correct manner and in working order;

check that all turn judges are in their nominated positions and report this to the referee 15 minutes before the event starts;

inspect the course prior to the start of the events with a referee and the safety officer.

## **E. FINA RULES FOR THE COURSE OFFICER**

THE COURSE OFFICER shall:

OWS 3.39 be responsible to the management committee for the correct survey of the course;

OWS 3.40 ensure the start and finish areas are correctly marked and all equipment has been correctly installed and, where applicable, is in working order;

OWS 3.41 ensure all course alteration points are correctly marked and manned prior to the commencement of the competition;

OWS 3.42 with the referee and safety officer inspect the course and markings prior to the commencement of competition;

OWS 3.43 ensure that turn judges are in position prior to the start of the competition and report this to the referee.

## **F. TIPS FOR THE COURSE OFFICER**

ensure that you arrive early;

make sure you know that the buoys/ course markers are available, already at the venue or you are taking to the venue;

have a map of the course;

bring your GPS;

have a copy of the risk assessment so as to be aware of hazards;

wear a life jacket;

remember you are responsible for clearing the course as well as setting it;

set up the start and finish areas ensuring that the finish is clearly marked.

## **COURSE OFFICER REVIEW QUESTIONS**

What is the minimum water temperature in open water events?

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Who is responsible for ensuring the finish area is clearly marked?

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Who is responsible for the clearing of the course at the completion of the event?

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To whom does the course officer report that the turn judges are in position?

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With whom does the course officer inspect the course before the commencement of the event?

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To what committee is the course officer responsible and what is this responsibility?

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## **CHAPTER FIVE**

### **CLERK OF THE COURSE**

#### **Role**

#### **Responsibilities**

#### **Equipment**

#### **Duties of clerk of the course**

#### **FINA rules**

#### **Tips for clerk of the course**

#### **Review questions**

#### **A. ROLE**

The role of the clerk of the course is to ensure the safety, at all times, of the competitors. The clerk of the course assembles and prepares the swimmers and ensures proper facilities are available at the finish for all competitors.

#### **B. RESPONSIBILITIES**

ensure the competitor's number is marked prominently in waterproof ink on the shoulders, upper arms and back of hands;

ensure each swimmer is given a numbered band which coincides with the race competitor number (at events where bands are used);

announce the countdown to the start time;

call the competitors onto the start platform or into the water at the start. This is normally done in race number order;

hand the competitors over to the referee with a list of any non-starters;

collect the number band from each swimmer as they leave the water. Place each band on the tally board;

manage the welfare of all competitors at the finish until their coach or representative can take over;

where numbered bands are used; check the tally- board is correct and all swimmers are accounted for;

inform the referee that all swimmers have been accounted for.

#### **C. EQUIPMENT**

waterproof markers, thick for shoulders and thin for hands;

stencils;

nail clippers or scissors;

corrected start sheets;

radio;

stopwatch, plus a spare;  
means of transporting swimmers clothing and equipment to the finish area;  
tally-board and bands.

#### **D. DUTIES OF THE CLERK OF THE COURSE**

assemble and prepare competitors prior to each event and ensure proper reception facilities at the finish are available for all competitors;

ensure each competitor is identified correctly with their race number and that all swimmers have trimmed fingernails and are not wearing any jewellery, including watches;

be certain all swimmers are present, in the assembly area, at the required time prior to the start;

keep swimmers and officials informed of the time remaining before the start at suitable intervals until the last five minutes, during which one-minute warnings shall be given;

be responsible for ensuring that all clothing and equipment left in the start area is transported to the finish area and kept in safekeeping;

ensure that all competitors leaving the water at the finish have the basic equipment required for their well-being should their own attendants not be present at that time.

#### **E. FINA RULES FOR CLERK OF THE COURSE**

THE CLERK OF THE COURSE shall:

OWS 3.44 assemble and prepare competitors prior to each event and ensure proper reception facilities at the finish are available for all competitors;

OWS 3.45 ensure each competitor is identified correctly with their race number and that all swimmers have trimmed fingernails and toenails and are not wearing any jewellery, including watches;

OWS 3.46 be certain all swimmers are present, in the assembly area, at the required time prior to the start;

OWS 3.47 keep swimmers and officials informed of the time remaining before the start at suitable intervals until the last five minutes, during which one-minute warnings shall be given;

OWS 3.48 be responsible for ensuring that all clothing and equipment left in the start area is transported to the finish area and kept in safekeeping;

OWS 3.49 ensure that all competitors leaving the water at the finish have the basic equipment required for their well being should their own attendants not be present at that time.

## **F. TIPS FOR THE CLERK OF THE COURSE**

have a stopwatch for the countdown;

make sure that there are enough waterproof marker pens in working order;

ensure that you have an up to date start list, to mark up your swimmers correctly;

mark each swimmer number clearly; preferably with a stencil;

ensure that all swimmers are aware of the importance of the tally-band. That if they do not complete the swim, they, an official or a representative returns the band to the tally-board as soon as possible;

listen for swimmers withdrawing during the swim and make a note of the number so that you know the band needs returning from someone other than the swimmer;

note which swimmers do not have someone to look after them and be extra aware of their safety/welfare at all times;

listen to the radio at all times during the race so that you know about each individual swimmer;

have more than one pair of scissors/clippers for those swimmers who need to trim their nails. Note: do not attempt to trim the nails yourself, ;

check that there are hot/cold drinks available at the finish for the swimmers;

check that there are towels or blankets at the finish;

stay at the finish until all swimmers are accounted for.

remember to inform the referee when all swimmers are accounted for at the completion of the swim;

it is important you know whether the finish is a swim through or touch as this may affect which way round the numbers are written on the hands.

## G. CLERK OF THE COURSE REVIEW QUESTIONS

Before the start of an event what are the duties of the clerk of the course?

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At a 10K race, you are clerk of the course. After the pre-race briefing, a swimmer comes up to you and reports that as far as he is aware another competitor is not a registered swimmer. What action, if any, would you take?

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What is the minimum number of clerk of the course personnel required at a competition?

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Who is responsible that all clothing and equipment left in the start area is transported to the finish area and kept in safekeeping?

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Before the commencement of the race what is your responsibility to the competitors to ensure that they are all ready for the start of the race?

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May a swimmer wear more than one cap during a race and if so how many?

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What does the clerk of the course need to ensure for all swimmers leaving the water at the completion of the race?

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## **CHAPTER SIX**

### **THE STARTER**

**Role**

**Responsibilities**

**Equipment**

**Duties of the starter**

**FINA rules**

**Tips for the starter**

**Review questions**

#### **A. ROLE**

The starter must know the FINA rules and be able to apply them uniformly. The starter must ensure the race is started fairly when the swimmers are ready. The starter's position is critical in the running of a successful competition. The starter and the referee must function as an effective team to ensure that fair starts are achieved consistently throughout the event. The starter requires a clear understanding of what he is trying to achieve. The starter must earn the confidence of the swimmers, must respect the swimmers and enjoy the sport.

#### **B. RESPONSIBILITIES**

The starter must:

- be at the event well in time to familiarise himself with the starting area and the equipment being used to start the race;
- be aware if the start is to be a dive from a platform or in the water;
- be aware of any constraints imposed by the start area and the precise procedure he will be following. This should include detail of how the start rope is to be deployed (if used) and where he will be located, ashore or on the water;
- ensure that he has the required equipment to execute a correct start;
- ensure that the start rules are observed;
- ensure that the start signal is both audible and visual.

#### **C. DUTIES OF THE STARTER**

The starter will:

- ensure he is located in such a place that he is clearly noticeable to all swimmers;
- upon the signal from the referee raise a recognizable flag into the vertical position;
- when satisfied that all competitors are correctly positioned, are paying attention, and ready to begin the race, call out "Take your marks"
- then he will simultaneously bring the flag down and activate an audible signal to start the race;

report to the referee any swimmer who is seen to take unfair advantage or commit unsporting impediment on another swimmer during the start;

record any infringement of the start procedure.

Note: If the start is in the water, the starter will omit the call "take your marks" and go straight to the start signal.

#### **D. EQUIPMENT**

The following equipment is required for the starter:

a flag for the visual start;

a klaxon or equivalent for the audible start;

a list of starters for each event;

a pen/pencil and paper to record any infringements.

#### **E. FINA RULES FOR THE STARTER**

**THE STARTER shall:**

**OWS 3.10 start the race in accordance with OWS 4 following the signal from the referee.**

Note: See chapter 8 for FINA rules OWS 4 et seq

#### **F. TIPS FOR THE STARTER**

ensure that you know what starting equipment is to be used;

make sure all loudspeakers/ horns are working;

set and test the volume levels;

have a visible view of the swimmers;

make sure the number of swimmers at the start match the start list;

there must be close liaison with the referee in order to obtain a fair start;

establish with the referee the procedure for unfair starts;

be present at the swimmer's briefing to answer any question on the start procedure and if required to demonstrate.

## G. STARTER REVIEW QUESTIONS

When starting an event where should the starter take up a position?

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What action does the referee take to inform the starter that he needs to commence the race?

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What does the referee do to alert the swimmers that the race is ready to begin?

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What response does the starter give after the referee has pointed his flag at him?

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## **CHAPTER 7**

This chapter outlines the 'need to know' open water official positions of:

- A. The safety officer**
- B. The medical officer**
- C. The recorder**
- D. The announcer**

### **A. SAFETY OFFICER**

THE SAFETY OFFICER shall:

- be appointed well in advance of the event;
- check the whole course particularly start and finish and venue prior to the event;
- make recommendations for alterations for any part of the course considered dangerous or unsuitable for the swimmers;
- make sure that safety is of paramount importance for all aspects of the event;
- order sufficient safety craft, boats and crew;
- ensure first aid cover is present and that the local hospital has been advised of the event;
- order radios for communication links and check that they are in working order and are appropriate for the venue;
- on the day check the whole course, particularly the start and finish areas;
- brief the swimmers and the officials about safety. Ensure that everyone is aware of the importance of the numbered band and what must be done with it;
- distribute the radios to designated personnel;
- perform a radio check and explain how to use correctly;
- during the event, observe the weather conditions and anything else that could endanger the swimmers.

### **FINA RULES FOR THE SAFETY OFFICER**

THE SAFETY OFFICER shall:

OWS 3.31 be responsible to the referee for all aspects of safety related to the conduct of the competition;

OWS 3.32 check that the entire course, with special regard to the start and finish areas, is safe, suitable, and free of any obstruction;

OWS 3.33 be responsible for ensuring that sufficient powered safety craft are available during the competition to provide full safety backup to the escort safety craft;

OWS 3.34 provide prior to the competitions to all swimmers a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides or current on a swimmer's progress along the course;

OWS 3.35 in conjunction with the medical officer advise the referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conducted.

## **SAFETY OFFICER REVIEW QUESTIONS**

What should a safety officer brief to all officials before the start of the competition?

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Before the commencement of the competition, what duty is expected of the safety officer in relation to the course?

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As competitors and officials arrive at the competition the weather changes who is responsible in advising the referee of the state of the conditions?

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Can a safety officer in conjunction with the medical officer advise the referee that the race may proceed but with modification to the course?

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## B. MEDICAL OFFICER

THE MEDICAL OFFICER shall:

- be certain that the conditions for holding the event do not endanger the health of the swimmers;
- ensure that the medical coverage is in attendance;
- that a member of the medical team inspects the swimmers as they leave the water. A chair, in which the swimmer can sit while an assessment is made, should be provided;
- know that the local hospital is aware of the competition and how the swimmers would be transported to the hospital if necessary;
- the medical officer should be involved with the referee and safety officer if any changes are to be made due to unsuitable conditions making a modification of the course or the manner in which the competition is conducted.

## FINA RULES FOR THE MEDICAL OFFICER

THE MEDICAL OFFICER shall:

OWS 3.36 be responsible to the referee for all medical aspects related to the competition and competitors;

OWS 3.37 inform the local medical facilities of the nature of the competition and ensure that any casualties can be evacuated to medical facilities at the earliest opportunity;

OWS 3.38 in conjunction with the safety officer, advise the referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conducted.

## MEDICAL OFFICER REVIEW QUESTIONS

What does the medical officer in conjunction with the safety officer advise the referee about?

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Give the duties of the medical officer before the race commences.

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To whom is the medical officer responsible for all medical aspects related to the competition and competitors?

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## C. RECORDER

THE RECORDER shall:

- record all withdrawals from the competition;
- enter results on the official forms;
- if required, maintain record for team awards.

### FINA RULES FOR THE RECORDER

THE RECORDER shall:

OWS 3.50 record withdrawals from the competition, enter results on official forms, and maintain record for team awards as appropriate.

### RECORDER REVIEW QUESTIONS;

What are the duties of the recorder?

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What does the recorder record?

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What other duty could the recorder be asked to do?

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## D. ANNOUNCER

There are no formal rules for an announcer. He/she should have clear diction and be given all relevant information concerning the event; for example he/she should have a programme, map of the course, list of competitors and their race numbers and their country/team etc.

An announcer should not be confused with a commentator.

- *An announcer publicly makes known the approach.*
- *A commentator makes educated remarks about the current events*

### ANNOUNCER REVIEW QUESTIONS

What equipment does an announcer need to be provided with?

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What does an announcer do?

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What is the difference between an announcer and a commentator?

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## **CHAPTER 8**

### **EXTRA RULES OF FINA FOR OPEN WATER**

#### **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 read;

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;

#### **OWS 5 THE VENUE**

OWS 5.1 world championships and FINA competitions shall be for open water distances, 25 kilometres, 10 kilometres and 5 kilometres, conducted at a venue and course approved by FINA;

OWS 5.2 the course shall be in water that is subject to only minor currents or tide and may be salt or fresh water;

OWS 5.3 a certificate of suitability for use of the venue shall be issued by the appropriate local health and safety authorities. In general terms the certification must relate to water purity and to physical safety from other considerations;

OWS 5.4 the minimum depth of water at any point on the course shall be 1.40 meter;

OWS 5.5 the water temperature should be a minimum of 16°C. It should be checked the day of the race, 2 hours before the start, in the middle of the course at a depth of 40 cm. This control should be done in the presence of a commission made up of the following persons present: a referee, a member of the organising committee and one coach from the teams present designated during the technical meeting;

OWS 5.6 all turns/alterations of course shall be clearly indicated;

OWS 5.7 a clearly marked craft or platform, containing a turn judge, shall be positioned at all alterations of course in such a manner as not to obstruct a swimmer's visibility of the turn;

OWS 5.8 all feeding platforms, turning apparatus and turn judges craft/platforms shall be securely fixed in position and not be subject to tidal, wind or other movements;

OWS 5.9 the final approach to the finish shall be clearly defined with markers of a distinctive colour;

OWS 5.10 the finish shall be clearly defined and marked by a vertical face;

## **OWS 6 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 chief referee or referees, any swimmer, or swimmer's approved representative, escort safety craft, takes advantage of, by committing any violation of the rules, , by making intentional contact with any swimmer, 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 safety craft, or a swimmer's approved representative is deemed to be "unsporting", the referee shall disqualify the swimmer concerned immediately.

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 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 approved swimmer's representative on the feeding platform or in the escort safety craft is permitted. No whistle shall be allowed;

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 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 possible.

## **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 capable of providing split times is mandatory and 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 swimmer loses a transponder, the race judge or other authorised official 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 use;

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**

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

## Judges/timekeepers record form

Notes:

Duplicate the form and customise to your own championships

Finish judges, timekeepers and turn judges can use the same form, if you wish you may customise these to indicate the particular duty.

Finish judges will just record the competitor's race number against the finish place

Timekeepers will record the times against the finish place, adding in the competitor number if there is time.

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 here the start signal, alternatively it could be relative to the first competitor passing their buoy

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

Remember that turn judges will need a form for every lap.

If there are more than 30 competitors in one event, create continuation sheets with sufficient numbers to cater for the number of your entries

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.

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	<del>25</del>	26	27	28	29	30
31	32	33	35	<del>35</del>	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.

