



WORKBOOK

FOR

JUDGE LEVEL 1

Candidate Name.....

Club.....

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a. Structure of this Course

Group Workshop 1

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

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

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

Poolside Duties

Candidates will then start to complete their Poolside Duties Form on pages 9 and 10.

Initial periods of training will allow the Candidate to consolidate timekeeping skills before progressing onto Inspector of Turns and the British Swimming Disqualification Report and its accurate completion.

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

Group Workshop 2

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

The review and writing of Disqualification Reports will be discussed and reviewed to ensure correct reporting of infractions.

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

Competency Sign-off

When the Candidates have gained additional poolside experience their Poolside Duties Form should be complete with all competencies signed off.

Group Workshop 3

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

Final Assessment

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

Post Judge 1 Certification

Post Judge Level 1 certification each newly appointed Judge will record the first 15 hours of post course poolside experience to ensure the continued development, progression and education of the Judge.

b. How to Use This Workbook

Its Purpose

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

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

Stages of Training

There are 10 stages of training associated with the Judge Level 1 qualification. These are;

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

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

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

Timings

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

Study period 1	To Include stages 1, 2	2hrs	(Group)
Study period 2	To Include stage 3	$\frac{3}{4}$ hr	(Group)
Study period 3	To Include stages 4, 5	2hrs	(Group)
Study period 4	To Include stage 8	$\frac{3}{4}$ hr	(Group)
Study period 5	To Include stage 9	2 hrs	(Individual)

It is expected in the majority of cases 8-10 hours of practical experience, over and above the Timekeeper practical experience would be sufficient to complete the Inspector of Turns training. Recording sheets are included in this workbook for this purpose.

c. Record of Progress

JUDGE LEVEL 1

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

d. Record of Poolside Duties

Introduction

It is considered that the poolside element of the Judge Level 1 training should in most circumstances be completed in approximately 8-10 hours of practical experience/mentoring, over and above the Timekeeper practical experience. Feedback from the Mentor and Referee should be provided at all times.

Training Time

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

Help & Assistance

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

First Things First

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

Mentoring

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

Competence

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

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

Progression

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

Training Records

The individual record sheets are to be completed for each period of training, recording the number of hours. Training should be flexible and all relevant competency areas considered throughout all training periods. If all the training record sheets have been used but areas of competency remain unsigned then additional training record sheets should be added by the Candidate.

Training period comments and feedback are mandatory to record the Candidate's progress.

e. Mentoring

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

Mentoring is Development **NOT** Assessment.

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

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

Copies of each individual Action Plan should be retained by both the Candidate (kept with this workbook) and the Regional Training Coordinator.

Referees can then by reviewing the Action Plans determine progress and the Regional Training Coordinator will be able to assess the number of trainee officials actively working within their respective Areas/Regions.

This scheme has been available and in operation since 2011 and Candidates should expect to be mentored using this scheme during their training period.

f. Additional Resources

Links to a number of relevant documents can be found in the dedicated web area at <https://www.britishswimming.org/browse-sport/swimming/officials/>

FINA rules and IPC swimming rules can be accessed through the links provided. In addition, you can access information on topics such as continuing professional development, officials licensing or additional qualifications.

To ensure you do not miss out on any forthcoming officiating news and information simply type <https://www.swimmingresults.org/officialsnews/> into your browser and register to receive emailed updates, including invitations to apply to officiate at National events. To register for Swimming Officials News all you will need is your British Swimming registration number and an email address.

General officiating queries may be directed to helen.akers@swimming.org .

g. Competencies and Certification Process

Competency Sign-Off

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

Only Licensed Referees may sign-off a competency. Licensed Referees are entrusted with maintaining an acceptable standard and are reminded that they should not sign-off competencies unless they are satisfied that the Candidate can perform at the accepted standard unaided. They should not sign competencies simply based upon a number of hours worked.

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

Only when the Licensed Referee is satisfied that an acceptable standard has been attained should they certify Competency. Each Licensed Referee should ask themselves if they are happy to work with this Candidate as part of their event team and if they would be willing to provide a personal recommendation for the Candidate to other British Swimming Referees. If they feel that the answer to either of those questions is no, then they cannot sign off the Candidate as being competent and additional training, experience or development should be initiated for the Candidate.

Competency Sign-Off Form

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

The use of and competency with splits, backup buttons, lap cards, whistles and radios are all viewed as some worthwhile basic skills that will be needed in the performance of other roles. However, it is recognised that not every official has access to radios at meets or can work at distance events during their training and all of these competencies are therefore optional. Their lack of attainment should not prevent a Candidate from being passed as a Judge Level 1.

Candidate Training Record Sheets

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

- Date, Event & Level** Enter the date, event name and level of the meet at which the training took place. Also include the number of hours.
- Competency Areas** In these boxes indicate which elements of the Judge Level 1 role were undertaken in the training, by referring to the competencies on page 8.
- Candidate Comments** The Candidate should record a self-assessment of the training period, highlighting any areas for particular attention.
- Mentor Comments** The Mentor plays a vital role in the training of Technical Officials. For each training period, the Mentor must give feedback on the progress of the Candidate and any further points for attention. The Mentor will pass on their opinion to the Referee as to competency and capability achieved during the training period. If a separate Mentoring form is used, then a reference to this form is all that is needed in this box.
- Referee Comments** The Referee shall observe the Candidate carrying out their duties. Wherever possible the Referee should engage with the Mentor and Candidate in order to carry out feedback. If a separate Mentoring form is used, then a reference to this form is all that is needed in this box.

Date, Event & Level	Competency Areas Covered											Mentor Comments	Referee Comments	
Number of hours:	1	2	3	4	5	6	7	8	9	10	11		Name Reg No	Name Reg No
	Candidate Comments													
Date, Event & Level	Competency Areas Covered											Mentor Comments	Referee Comments	
Number of hours:	1	2	3	4	5	6	7	8	9	10	11		Name Reg No	Name Reg No
	Candidate Comments													
Date, Event & Level	Competency Areas Covered											Mentor Comments	Referee Comments	
Number of hours:	1	2	3	4	5	6	7	8	9	10	11		Name Reg No	Name Reg No
	Candidate Comments													

Date, Event & Level	Competency Areas Covered											Mentor Comments	Referee Comments	
Number of hours:	1	2	3	4	5	6	7	8	9	10	11		Name Reg No	Name Reg No
	Candidate Comments													
Date, Event & Level	Competency Areas Covered											Mentor Comments	Referee Comments	
Number of hours:	1	2	3	4	5	6	7	8	9	10	11		Name Reg No	Name Reg No
	Candidate Comments													
Date, Event & Level	Competency Areas Covered											Mentor Comments	Referee Comments	
Number of hours:	1	2	3	4	5	6	7	8	9	10	11		Name Reg No	Name Reg No
	Candidate Comments													
Date, Event & Level	Competency Areas Covered											Mentor Comments	Referee Comments	
Number of hours:	1	2	3	4	5	6	7	8	9	10	11		Name Reg No	Name Reg No
	Candidate Comments													
Date, Event & Level	Competency Areas Covered											Mentor Comments	Referee Comments	
Number of hours:	1	2	3	4	5	6	7	8	9	10	11		Name Reg No	Name Reg No
	Candidate Comments													

Timekeeper

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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.

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

b. Reporting for Gala duty

All Technical Officials should, when attending any competitive swimming event held in Britain, wear the appropriate poolside uniform as set out below:

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

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

You should ensure you have at least two pens (one as a spare) with black or blue ink with you when you report to the Referee, which should be at least 30 minutes prior to the start of the gala (unless you have been informed otherwise). The Referee will note that you have reported for duty and pass you to the Chief Timekeeper to whom you are responsible during the gala.

c. Duties and Equipment

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

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

- Start
- Stop
- return to zero (resets)
- split time feature (if appropriate) in operation

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

- Record the times recorded by each Timekeeper in the lane onto the respective swimmer's record card/lane timing sheet.
- Record the "official" manual time onto the same record card/lane timing sheet.

d. Procedure for Recording a Time

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

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

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

Event Number	-	Check the swimmer is in the correct event.
Lane Number	-	Check the swimmer is in correct lane.
Heat Number	-	Check the swimmer is in correct heat
Swimmer's Name	-	Check the swimmer's name.
Style of Stroke	-	Know which stroke the swimmer should be swimming
Distance to be swum	-	Know how many lengths there are in the race

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

On hearing the first long whistle Timekeepers must:

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

When the starting signal is given, Timekeepers must:

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

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

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

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

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

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

Timecards

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

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

All times must be recorded using six digits.

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

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

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

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

Lane Timing Sheets

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

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

Swim Anywhere ASC Long Course 2017 – 19/05/2017 to 21/05/2017

Event 3 Girls 10 & Over 200 LC Meter Freestyle Prelims

Lane 1	Heat 1	_____	_____	_____	_____	_____
Lane 1	Heat 2	Hardind. Lucv	HAV	2:48.09	_____	_____
Lane 1	Heat 3	Black. Megan	SWA	2:43.90	_____	_____
Lane 1	Heat 4	Randell. Niamh	LLTY	2:39.59	_____	_____
Lane 1	Heat 5	Williams. Chloe	SWA	2:36.00	_____	_____
Lane 1	Heat 6	Pearce. Lowri	SWA	2:32.82	_____	_____
Lane 1	Heat 7	Rowe. Grace	CSS	2:31.49	_____	_____
Lane 1	Heat 8	Owen. Emilv	CED	2:29.77	_____	_____
Lane 1	Heat 9	Edmonds. Anne	LLTY	2:27.77	_____	_____

Event 4 Boys 10 & Over 100 LC Meter Backstroke Prelims

Lane 1	Heat 1	Berry. Matthew	HAV	1:40.69	_____	_____
Lane 1	Heat 2	Beverlev. Samuel	ABTY	1:27.70	_____	_____

e. Calculating an Official Manual Time

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

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

i) If all three watches are the same - that is the Official Time.

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

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

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

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

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

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

i) When both watches agree - that is the Official Time.

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

ii) When both watches differ - take the average of the times - that is the Official Time.

Timekeeper 1	01:23.96
Timekeeper 2	<u>01:24.00</u>
Official Manual Time	01:23.98

iii) When both watches differ - take the average of the times - that is the Official Time.

Timekeeper 1	02:46.53
Timekeeper 2	<u>02:46.58</u>
Official Manual Time	02:46.56

Rounded up to the next 1/100th of a second.

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

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

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

f. Other Duties

Splits

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

Back-Up Button

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

Lap Cards

1. As in other sports, swimming also has longer races. To assist the swimmers, we indicate the number of lengths remaining to the finish on "lap cards".
2. In individual events of 800 and 1500 metres, the lap cards are displayed at either the start end or the turning end of the pool. If the lap cards are displayed at the start end of the pool it may be necessary for Timekeepers to operate the cards.
3. Each time the swimmers turn they can see the card display for their own lane. The cards are changed to a lower number after the swimmer has had an opportunity to look at the cards.

Bells or Whistles

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

g. FINA Rules

The rules governing swimming competitions are set by the Federation Internationale de Natation- (FINA). The rules are reproduced below and are available on the FINA website: www.fina.org

SW 2.9 Timekeepers

SW 2.9.1 Each timekeeper shall take the time of the swimmers in the lane assigned to him in accordance with SW 11.3. The watches shall be certified correct to the satisfaction of the meet Management Committee.

SW 2.9.2 Each timekeeper shall start his watch at the starting signal, and shall stop it when the swimmer in his lane has completed the race. Timekeepers may be instructed by the chief timekeeper to record times at intermediate distances in races longer than 100 metres.

SW 2.9.3 Promptly after the race, the timekeepers in each lane shall record the times of their watches on the card, give them to the chief timekeeper, and if requested present their watches for inspection. Their watches must be cleared at the short whistle of the Referee announcing the following race.

SW 11 Timing

SW 11.3 Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three timekeepers appointed or approved by the Member in the country concerned. All watches shall be certified as accurate to the satisfaction of the governing body concerned. Manual timing shall be registered to 1/100 of a second. Where no Automatic Equipment is used, official manual times shall be determined as follows:

SW 11.3.1 If two (2) of the three (3) watches record the same time and the third disagrees, the two identical times shall be the official time.

SW 11.3.2 If all three (3) watches disagree, the watch recording the intermediate time shall be the official time.

SW 11.3.3 With only two (2) out of three (3) watches working the average time shall be the official time.

SW 11.4 Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.

SW 11.5 In the case of a relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.

SW 11.6 All 50 metre and 100 metre splits shall be recorded for lead-off swimmers during relays and published in the official results.

SW 13 Automatic Officiating Procedure

SW 13.3 The official time will be determined as follows:

SW 13.3.1 The official time for all swimmers having an Automatic Equipment time will be that time.

SW 13.3.2 The official time for all swimmers not having an Automatic Equipment time will be the three digital watches or the Semi-Automatic Equipment time.

SW 4 The Start

SW 4.1 The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle (SW 2.1.5) from the referee the swimmers shall step onto the starting platform and remain there. On the starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signal.

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

h. Tips for Timekeepers

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

i. Timekeeper Review Questions

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

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

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

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

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

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

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

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

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

9	Timekeeper 1	17:52.98
	Timekeeper 2	17:52.89
	Timekeeper 3	17:52.78
	Official Time	

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

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

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

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

1	Timekeeper 1	02:12.93
	Timekeeper 2	02:12.97
	Official Time	

2	Timekeeper 1	01:54.90
	Timekeeper 2	01:54.82
	Official Time	

3	Timekeeper 1	09:00.09
	Timekeeper 2	08:59.97
	Official Time	

4	Timekeeper 1	05:28.97
	Timekeeper 2	05:28.69
	Official Time	

5	Timekeeper 1	00:35.73
	Timekeeper 2	00:35.49
	Official Time	

6	Timekeeper 1	02:31.78
	Timekeeper 2	02:32.01
	Official Time	

7	Timekeeper 1	18:17.73
	Timekeeper 2	18:18.02
	Official Time	

8	Timekeeper 1	00:34.46
	Timekeeper 2	00:34.51
	Official Time	

9	Timekeeper 1	01:14.02
	Timekeeper 2	01:14.27
	Official Time	

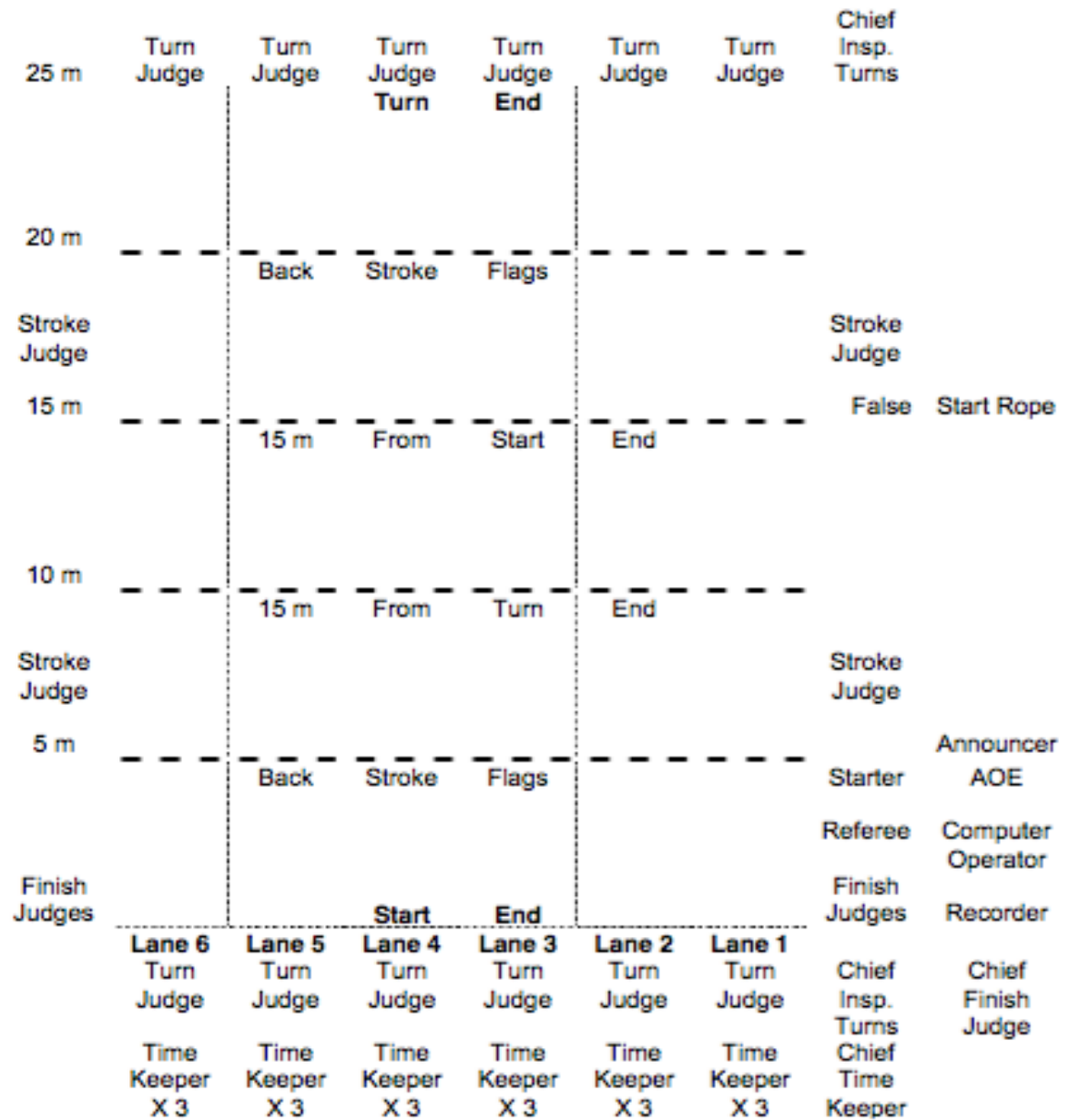
10	Timekeeper 1	02:38.91
	Timekeeper 2	02:39.03
	Official Time	

11	Timekeeper 1	11:46.97
	Timekeeper 2	11:47.07
	Official Time	

12	Timekeeper 1	00:59.97
	Timekeeper 2	00:59.73
	Official Time	

Appendix A

Schematic diagram of Officials required for a 25 Metre Pool



Chief Timekeeper

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Chief Timekeeper

a. Role

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

b. Responsibilities

The Chief Timekeeper will:

- be responsible for ensuring all Timekeepers fulfil their duties throughout the gala.
- allocate assigned lanes for all Timekeepers.
- manage "spare/relief" Timekeepers, if present.
- provide a programme of the events for each lane and, and will also normally appoint one of the Timekeepers in each lane to carry out specific duties.
- keep one watch running until the end of the race to provide backup for all Timekeepers.
- record the time of the winner of each heat/race.

c. Equipment

The following equipment should be provided to the Chief Timekeeper by the promoter/referee.

- at the promoter's discretion, sufficient stopwatches for all Timekeepers plus two for the Chief Timekeeper if required.
- programmes or lane timing sheets for each lane.
- a list of Timekeepers.
- a sign out/sign in sheet for the stopwatches (if appropriate).

d. Duties before and during the race

The Chief Timekeeper:

- allocates each Timekeeper to a lane.
- provides each Timekeeper with a stop watch, should they require one.
- provides cover or another watch for a Timekeeper whose watch malfunctions
- provides a programme or start sheet and /or lane timing sheet(s) to each lane.

e. Duties after the race/session

After each race, the Chief Timekeeper will:

- collect the time cards from each lane – if used.
- check manual times recorded on the cards and arrange the cards in time order – fastest to slowest.
- consult with Chief Finish Judge/Referee to compare time result with their result – normally these will agree. In this case the time cards and result go to the recorder and becomes 'official'. If the two results do not agree refer to the Referee.
- if lane timing sheets are used, at the end of the session collect the annotated sheet from each lane and give to the Control Room Supervisor or Recorders.

f. FINA Rules

The rules governing swimming competitions are set by the Federation Internationale de Natation- (FINA). The rules are reproduced below and are available on the FINA website: www.fina.org

SW 2.8 Chief Timekeeper

SW 2.8.1 The chief timekeeper shall assign the seating positions for all timekeepers and the lanes for which they are responsible. It is advisable that there shall be three (3) timekeepers for each lane. If Automatic Officiating Equipment is not used there shall be two (2) additional timekeepers designated, either of whom shall be directed to replace a timekeeper whose watch did not start or stopped during an event, or who for any other reason is not able to record the time. When using digital watches, final time and place is determined by time.

SW 2.8.2 When only one (1) timekeeper per lane is available, an extra timekeeper must be assigned in case of a malfunction of a stopwatch. In addition the chief timekeeper must always record the time of the winner of each heat.

SW 2.8.3 The chief timekeeper shall collect from the timekeepers in each lane a card showing the times recorded and, if necessary, inspect their watches.

SW 2.8.4 The chief timekeeper shall record or examine the official time on the card for each lane.

g. Tips for Chief Timekeepers

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

h. Chief Timekeeper Review Questions

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

Race 1			
Lane		Time	Pos'n
1	Timekeeper 1	01:27.54	
	Timekeeper 2	01:27.62	
	Timekeeper 3	01:27.69	
	Official Time		

Race 2			
Lane		Time	Pos'n
1	Timekeeper 1	03:22.91	
	Timekeeper 2	03:22.55	
	Timekeeper 3	03:22.62	
	Official Time		

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

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

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

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

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

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

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

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

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

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

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

Race 3			
Lane		Time	Pos'n
1	Timekeeper 1	00:42.19	
	Timekeeper 2	00:42.37	
	Timekeeper 3	00:42.28	
	Official Time		

Race 4			
Lane		Time	Pos'n
1	Timekeeper 1	09:48.89	
	Timekeeper 2	09:48.98	
	Timekeeper 3	09:49.03	
	Official Time		

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

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

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

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

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

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

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

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

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

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

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

Race 1			
Lane		Time	Pos'n
1	Timekeeper 1	01:37.73	
	Timekeeper 2	01:37.57	
	Official Time		

Race 2			
Lane		Time	Pos'n
1	Timekeeper 1	00:32.34	
	Timekeeper 2	00:32.39	
	Official Time		

2	Timekeeper 1	01:36.98	
	Timekeeper 2	01:37.27	
	Official Time		

2	Timekeeper 1	00:31.98	
	Timekeeper 2	00:32.21	
	Official Time		

3	Timekeeper 1	01:36.67	
	Timekeeper 2	01:36.49	
	Official Time		

3	Timekeeper 1	00:32.43	
	Timekeeper 2	00:32.51	
	Official Time		

4	Timekeeper 1	01:37.88	
	Timekeeper 2	01:38.02	
	Official Time		

4	Timekeeper 1	00:33.00	
	Timekeeper 2	00:32.79	
	Official Time		

5	Timekeeper 1	01:36.78	
	Timekeeper 2	01:36.83	
	Official Time		

5	Timekeeper 1	00:32.23	
	Timekeeper 2	00:32.17	
	Official Time		

6	Timekeeper 1	01:36.67	
	Timekeeper 2	01:36.49	
	Official Time		

6	Timekeeper 1	00:33.03	
	Timekeeper 2	00:33.17	
	Official Time		

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

Race 3			
Lane		Time	Pos'n
1	Timekeeper 1	01:00.53	
	Timekeeper 2	01:00.19	
	Official Time		

Race 4			
Lane		Time	Pos'n
1	Timekeeper 1	05:02.97	
	Timekeeper 2	05:02.71	
	Official Time		

2	Timekeeper 1	01:00.01	
	Timekeeper 2	00:59.92	
	Official Time		

2	Timekeeper 1	05:03.02	
	Timekeeper 2	No Time	
	Official Time		

3	Timekeeper 1	00:59.93	
	Timekeeper 2	00:59.81	
	Official Time		

3	Timekeeper 1	05:03.77	
	Timekeeper 2	05:03.69	
	Official Time		

4	Timekeeper 1	01:00.31	
	Timekeeper 2	01:00.29	
	Official Time		

4	Timekeeper 1	05:02.73	
	Timekeeper 2	05:02.90	
	Official Time		

5	Timekeeper 1	01:00.33	
	Timekeeper 2	01:00.45	
	Official Time		

5	Timekeeper 1	05:03.04	
	Timekeeper 2	05:03.00	
	Official Time		

6	Timekeeper 1	01:00.43	
	Timekeeper 2	01:00.45	
	Official Time		

6	Timekeeper 1	05:03.14	
	Timekeeper 2	05:03.00	
	Official Time		

Inspector of Turns

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Inspector of Turns

a. Role

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

b. Responsibilities

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

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

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

c. Equipment

The Referee must receive the following items from the Meet Organiser in order to provide the Inspectors of Turns with the equipment they require:

- Sufficient programmes or start sheets for all Judges.
- A note of any special features of the gala.
- Lap indicators (lap number cards).
- Whistle or bells.
- Disqualification Report Forms

d. FINA Rules

The rules governing swimming competitions are set by the Federation Internationale de Natation-FINA). The rules are reproduced below and are available on the FINA website: www.fina.org

SW 2.6 Inspectors of Turns

SW 2.6.1 One Inspector of Turns shall be assigned to each lane at each end of the pool, to ensure swimmers comply with the relevant rules after the start, for each turn, and at the finish.

SW 2.6.2 Jurisdiction for the Inspector of Turns at the start end commences from the start signal until the completion of the first arm stroke, except in Breaststroke where it shall be the second arm stroke.

SW 2.6.3 For each turn, jurisdiction for the Inspector of Turns commences from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after the turn, except in Breaststroke where it shall be the second arm stroke.

SW 2.6.4 Jurisdiction for the Inspector of Turns at the finish commences from the beginning of the last arm stroke before touching.

SW 2.6.5 When a Backstroke ledge is being used, each inspector at the starting end shall install and remove the ledge.

SW 2.6.6 In individual events of 800 and 1500 metres, each inspector of turns at the start and turning end of the pool shall record the number of laps completed by the swimmer in his/her lane. The swimmers shall be informed of the remaining number of laps to be completed by displaying "lap cards" showing odd numbers at the turning end of the pool. Electronic equipment may be used, including under water display.

SW 2.6.7 Each inspector at the starting end shall give a warning signal when the swimmer in his lane has two lengths plus five (5) metres to swim to finish in individual events of 800 and 1500 metres. The signal may be repeated after the turn until the swimmer has reached the five (5) metres mark on the lane rope. The warning signal may be by whistle or bell.

SW 2.6.8 Each inspector at the starting end shall determine, in relay events, whether the starting swimmer is in contact with the starting platform when the preceding swimmer touches the starting wall. When Automatic Equipment which judges relay take-offs is available, it shall be used in accordance with SW 13.1.

SW 2.6.9 Inspectors of Turns shall report to the Referee any violation on signed cards detailing the event, lane number, and the infraction.

SW 2.13 Officials' Decision Making

SW 2.13.1 Officials shall make their decision autonomously and independently of each other unless otherwise provided in the Swimming Rules.

SW 5 Freestyle

SW 5.1 Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.

SW 5.2 Some part of the swimmer must touch the wall upon completion of each length and at the finish.

SW 5.3 Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

SW 6 Backstroke

SW 6.1 Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited. When using a backstroke ledge at the start, the toes of both feet must be in contact with the end wall or face of the touchpad. Bending the toes over the top of the touchpad is prohibited.

SW 6.2 At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.5. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

SW 6.3 Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely sub-merged during the turn, and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

SW 6.4 When executing the turn there must be a touch of the wall with some part of the swimmer's body in his/her respective lane. During the turn the shoulders may be turned over the vertical to the breast after which an immediate continuous single arm pull or immediate continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.

SW 6.5 Upon the finish of the race the swimmer must touch the wall while on the back in his/her respective lane.

SW 7 Breaststroke

SW 7.1 After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. At any time prior to the first Breaststroke kick after the start and after each turn a single butterfly kick is permitted. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.

SW 7.2 From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.

SW 7.3 The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

SW 7.4 During each complete cycle, some part of the swimmer's head must break the surface of the water. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.

SW 7.5 The feet must be turned outwards during the propulsive part of the kick. Alternating movements or downward butterfly kicks are not permitted except as in SW 7.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

SW 7.6 At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously at, above, or below the water level. At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

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



SW 8 Butterfly

SW 8.1 From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. It is not permitted to roll onto the back at any time, except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall.

SW 8.2 Both arms shall be brought forward simultaneously over the water and brought backward simultaneously under the water through-out the race, subject to SW 8.5.

SW 8.3 All up and down movements of the legs must be simultaneous. The legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.

SW 8.4 At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously, at, above or below the water surface.

SW 8.5 At the start and at turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

SW 9 Medley Swimming

SW 9.1 In individual medley events, the swimmer covers the four swimming strokes in the following order: Butterfly, Backstroke, Breaststroke and Freestyle. Each of the strokes must cover one quarter (1/4) of the distance.

SW 9.2 In Freestyle the swimmer must be on the breast except when executing a turn. The swimmer must return to the breast before any kick or stroke.

SW 9.3 In Medley relay events, swimmers will cover the four swimming strokes in the following order: Backstroke, Breaststroke, Butterfly and Freestyle. Each of the strokes must cover one quarter (1/4) of the distance.

SW 9.3 Each section must be finished in accordance with the rule which applies to the stroke concerned.

SW 10 The Race

SW 10.1 All individual races must be held as separate gender events.

SW 10.2 A swimmer swimming over the course alone shall cover the whole distance to qualify.

SW 10.3 The swimmer must remain and finish the race in the same lane in which he/she started.

SW 10.4 In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.

SW 10.5 Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.

SW 10.6 Pulling on the lane rope is not allowed.

SW 10.7 Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the referee shall report the matter to the Member promoting the race, and to the Member of the swimmer so offending.

SW 10.8 No swimmer shall be permitted to use or wear any device or swimsuit that may aid his/her speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, power bands, or adhesive substances, etc.). Goggles may be worn. Any kind of tape on the body is not permitted unless approved by FINA Sport Medicine Committee.

SW 10.9 Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.

SW 10.10 There shall be four swimmers on each relay team. Mixed relays may be swum. Mixed Relays must consist of two (2) Men and two (2) Women. Split times achieved in these events cannot be used for records and/or entry purposes.

SW 10.11 In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified.

SW 10.12 Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.

SW 10.13 The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to

swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

SW 10.14 Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.

SW 10.15 Should a foul endanger the chance of success of a swimmer, the referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event or in the last heat, he/she may order it to be re-swum.

SW 10.16 No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect.

GR 5 Swimwear

GR 5.2 All swimwear shall be non-transparent. It is permissible to wear two (2) caps.

e. Duties of Judges

- 1 The Referee is responsible for approving the duties of all of the Judges. He shall provide each Judge with a programme and a note of any special features or regulations of the event.
- 2 The function of a Technical Official is to ensure that swimmers have an equal opportunity. To carry out this function a Judge must be decisive and having made a decision be prepared to justify it. A swimmer who clearly contravenes the rules must be reported in writing to the Referee. The Referee receiving such a report will normally disqualify the swimmer but if there is any doubt that the rules have been broken the swimmer must be given the benefit of the doubt.
- 3 Each Inspector of Turns shall ensure that swimmers comply with the relevant rules for turning, commencing from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning, except in Breaststroke where it shall be the second arm stroke.
- 4 The Inspector of Turns at the starting end of the pool shall ensure that the swimmers comply with the relevant rules from the start and ending with completion of the first arm stroke, except in Breaststroke where it shall be the second arm stroke.
- 5 The Inspectors of Turns at the finish end shall also ensure that the swimmers finish their race according to the current rules.
- 6 Any observed contravention of the rules should be indicated to the Chief Inspector of Turns. (If a Chief Inspector of Turns has not been appointed the Referee will normally be notified instead).
- 7 In individual events of 800 and 1500 metres, each Inspector of Turns may be required to record the number of laps completed by the swimmer in his lane and keep the swimmer informed of the remaining number of laps to be completed by displaying "lap cards". Lap cards may be placed at either end of the pool. Semi-electronic equipment may be used, including under water display.
- 8 Each Inspector of Turns at the starting end shall give a warning signal when the swimmer in his lane has two lengths plus five (5) metres to swim to finish in individual events of 800 and 1500 metres. The signal may be repeated after the turn until the swimmer has reached the five (5) metres mark on the lane rope. The warning signal may be by whistle or bell. Lap cards and bells will be provided but if whistles are to be used you may be expected to provide your own whistle.

9. Being a Judge puts an individual in the "limelight". It is important that a Judge is and looks confident at all times. Always be prepared to report any infraction of the swimming rules you observe. On the other hand, if there is doubt, the swimmer should always be given the benefit.
10. Judges must be alert and concentrate at all times. Discussions with swimmers, coaches or others not involved in officiating at the event will distract the Judge from the job in hand and should be avoided. Any queries (particularly relating to disqualifications) should be directed to the Referee.

f. Reporting of Infractions

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

The Disqualification Report must be completed in English by the Inspector of Turns detailing the Event, Heat, Lane No and details of the infraction.

Current British Swimming Reporting procedures

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

The observing official will report to the Referee in order to clarify the verbal report and if not already completed, the official will then be directed to complete a British Swimming Disqualification Report Form and hand that to the Referee.

The Referee will inform you if the reporting procedure is different to the above.

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

The British Swimming Disqualification Report

The British Swimming Disqualification Report is a one page form upon which all officials detail observed infractions of FINA Rules. Once completed the form is handed to the Referee for approval.

Completing a DQ Report



DISQUALIFICATION REPORT

EVENT NUMBER	HEAT NUMBER	LANE NUMBER
REPORT (PLEASE COMPLETE CLEARLY AND LEGIBLY)		
SW 4.4 (SW 2.1.6 – Referee and Starter both observed and confirmed infringement)	Referee Initials	Starter Initials
TURN NUMBER	LENGTH NUMBER	
FINA SWIMMING RULE NUMBER:		
PRINTED NAME OF OFFICIAL:		
SIGNATURE:		
OFFICIAL'S POSITION: <input type="checkbox"/> TURN <input type="checkbox"/> STROKE <input type="checkbox"/> STARTER <input type="checkbox"/> REFEREE		
PRINTED NAME OF REFEREE:		
SIGNATURE:		

1. Enter the Event No., Heat No. And Lane No.

2. Write in plain English exactly what you observed the swimmer doing.

3. **Do Not** quote FINA rules only. The Referee needs to have a clear understanding of what you saw and what infraction has occurred and why.

4. Enter the turn no and length no. (if relevant) and the appropriate FINA Rule Number.

5. Print your name and sign.

6. Place a cross in your position box.

7. Pass to the Referee and check that you can return to your position.

8. The Referee then checks the form, prints and signs their name and then passes the form to the AOE Referee or Chief recorder as appropriate.

NB: The reverse of the form is normally printed or backed with an official's aide memoire of the FINA Rule Numbers. A Disqualification Report form does not have to have the aide memoire on its reverse side and as such its absence is not a subject for protest regarding swimmer reinstatement.

g. Inspector of Turns Review Questions

General

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

Butterfly Swimming:

8. Describe the movements of the arms as stated in FINA Rules.

9. Describe the position of the body from the beginning of the first arm stroke after the start and after each turn.

10. Describe fully the movements of the feet and legs excluding the start and the turn.

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

No Report

Report

Reason:

Breaststroke Swimming:

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

13. Describe the finish as laid out in FINA Rules.

14. Describe the movements of the arms as stated in FINA Rules including the start and finish.
15. Describe fully the movements of the feet and legs excluding the start and turning action.
16. Describe the complete cycle for breaststroke.
17. In a breaststroke event, during the swim, and not immediately before the turn or finish, you observe a swimmer doing two arm pulls to one leg kick.

No Report

Report

Reason:

No Report

Report

Reason:

Backstroke Swimming:

19. Describe fully the turn as stated in FINA Rules.

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

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

No Report

Report

Reason:

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

No Report

Report

Reason:

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

No Report

Report

Reason:

Freestyle Swimming:

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

No Report

Report

Reason:

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

No Report

Report

Reason:

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

a. Short course 1500m event

b. Long course 800m event

Individual Medley Swimming:

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

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

No Report

Report

Reason:

Chief Inspector of Turns

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d.	Chief Inspector of Turns Review Questions	46

Chief Inspector of Turns

a. Role

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

b. Responsibilities

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

c. FINA Rules

The rules governing swimming competitions are set by the Federation Internationale de Natation-FINA). The rules are reproduced below and are available on the FINA website: www.fina.org

SW 2.5 Chief Inspector of Turns

SW 2.5.1 The chief inspector of turns shall ensure that inspectors of turns fulfil their duties during the competition.

Relay Take-off Judging

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e.	Tips for Judging Relay Take-offs	48-49
f.	Relay Take-off Judging Review Questions	49

Relay Take-Off Judging

a. Role

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

b. Responsibilities

Watch the swimmer on the starting platform and notice when the incoming swimmer touches the end of the pool.

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

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

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

c. Position

The Relay Take-off Judges should stand next to the starting platform so that the touch of the incoming swimmer and the feet of the starting swimmer can be clearly observed.

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

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

d. Procedure

Relay take-off Judges should watch their assigned lane only.

The feet of the starting swimmer should be watched until the feet lose contact with the starting platform. The feet of the starting swimmer need not be at the front edge of the starting platform. If the incoming swimmer has not touched the wall, when the swimmer's feet lose contact with the starting platform, an infraction must be reported as soon as possible.

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

e. Tips for Judging Relay Take-offs

Relay take-off Judges should;

- Ignore the splash of the incoming swimmer, keeping eyes focused on the feet of the swimmer on the starting platform until the feet lose contact with it.
- The feet of the swimmer on the starting platform do not need to be at the front edge of the starting platform.

- The feet may move their relative position on the starting platform or starting surface as long as some part of the foot has contact with the starting platform as the touch on the wall is made by the incoming swimmer.
- Be absolutely sure before calling an infraction. Always give the swimmer the benefit of doubt.

f. Relay Take-off Judging Review Questions

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

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

Fill in the blanks in the following statements.

5. The starting swimmer may not lose contact with the starting platform until the incoming swimmer has
6. The perfect relay exchange occurs when theof the incoming swimmer touches as the.....of the starting swimmer leave the starting platform.
7. The Relay Take-off Judge stands.....the starting platform.
8. Unless otherwise instructed, the Relay Take-off Judge should report any infraction to the.....and / or.....
9. What information should the Relay Take-off Judge record on the appropriate Disqualification Report.

Radios

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

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

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

The British Swimming Technical Officials Radio Protocol is available on the British Swimming website.

Post Qualification Poolside Duties Recording

Following confirmation as a qualified Judge Level 1 official there should be a period of settlement for you to adjust and make the transition from trainee to qualified official. During this time, you will gain more experience and confidence and will be working independently.

British Swimming believes that during this period of 15 hours you should continue to complete the poolside assessment forms to ensure that everything is progressing properly and that you continue to demonstrate development.

The completion and documentation of these 15 hours is therefore very important and shall not be ignored or skipped but their completion will not prevent you from applying for or attending a Judge Level 2 course.

However you will need to complete these 15 hours post Judge Level 1 qualification before you complete the Judge Level 2 practical training and before you can be confirmed as having passed your Judge Level 2 course.

Date, Event & Level	Competency Areas Covered											Referee Comments
Number of hours:	1	2	3	4	5	6	7	8	9	10	11	Name Reg No
	Candidate Comments											
Date, Event & Level	Competency Areas Covered											Referee Comments
Number of hours:	1	2	3	4	5	6	7	8	9	10	11	Name Reg No
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Number of hours:	1	2	3	4	5	6	7	8	9	10	11	Name Reg No
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Number of hours:	1	2	3	4	5	6	7	8	9	10	11	Name Reg No
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Number of hours:	1	2	3	4	5	6	7	8	9	10	11	Name Reg No
	Candidate Comments											

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