



**British Swimming
Swimming Officials Group**

**REFEREE
Training Notes**

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Introduction

"When I am right, no one remembers. When I am wrong, no one forgets." *Doug Harvey*

Welcome to the British Swimming training programme for Swimming Referees. We hope that you enjoy the training experience which will provide you with a great deal of information to prepare for the role of Referee at swimming events.

The role of Referee is not to be taken lightly, it can be very difficult at times but also very rewarding.

To coin a phrase 'the buck stops here'. As Referee you have responsibility for all matters relating to the competition. You must not shirk that responsibility as the athletes are depending on you to uphold the laws of the sport in a fair and equitable manner.

There is no rush to complete the programme; there is much to learn leading up to a challenging two part examination. The examination should not be seen as a target, more the natural culmination of months of learning and experience. You will be expected to learn a considerable amount of theory and amass an equal amount of practical skills to equip you with the knowledge to go on to the pool deck and effectively carry out the role for which you are training. These notes will provide you with much of the information you will need, but not all.

You will learn more about the role during theory sessions arranged by your course leader on the topic areas listed below, as you progress there may be other areas you wish to research, please discuss these with your course leader.

- Duties of the Referee
- Child Protection
- Health and Safety
- Protests and Complaints
- Swimming related Incidents
- Race Results

Pool deck sessions will follow a format similar to that experienced in other officials training courses. You should not enter these sessions expecting to get a 'tick in the box' each time you attend. Experience can be both good and bad but all are opportunities to learn.

FINA is the world governing body for our sport. It writes the rules for World Championships and Olympic Games. Other competitions are expected to adopt these rules as closely as possible so as a referee it is essential that you have a thorough understanding of all relevant FINA rules so as to understand what can and cannot be applied, as well as all the other myriad pieces of information you need to know and handle.

For full details of all relevant information please refer to the FINA Handbook together with your home country's Association Handbook.

Success is in your hands but rest assured it will take many hours on the deck and many more studying the books to achieve it.

"You're expected to be perfect the day you start and then improve." *Ed Vargo*

Best wishes

British Swimming - Swimming Officials Group
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FINA Swimming Rules

The start point for a Referee is to understand the rules of the sport. The FINA Swimming Rules (SW) are the bedrock for swimming competitions. Other FINA rules have a bearing on competition and will be discussed later.

SW 1 MANAGEMENT OF COMPETITIONS

SW 1.1 The Management Committee appointed by the governing body shall have jurisdiction over all matters not assigned by the rules to the referee, judges or other officials and shall have power to postpone events and give directions consistent with rules adopted for conducting any event.

SW 1.2 At the Olympic Games and World Championships the FINA Bureau shall appoint the following minimum number of officials for the control of the competitions:

- referee (2)
- control-room supervisor(1)
- judges of stroke (4)
- starters (2)
- chief inspectors of turns (2, 1 at each end of the pool)
- inspectors of turns (1 at each end of each lane)
- chief recorder (1)
- clerks of course (2)
- announcer (1)

SW 1.2.1 For all other international competitions, the governing body shall appoint the same or fewer number of officials, subject to the approval of the respective regional or international authority where appropriate.

SW 1.2.2 Where Automatic Officiating Equipment is not available, such equipment must be replaced by chief timekeeper, one (1) timekeeper per lane and one (1) additional timekeeper.

SW 1.2.3 A chief finish judge and finish judges may be used when Automatic Equipment and/or digital watches per lane are not used.

SW 1.3 The swimming pool and the technical equipment for Olympic Games and World Championships shall be inspected and approved in due course prior to the Swimming competitions by the FINA Delegate together with a member of the Technical Swimming Committee.

SW 1.4 Where underwater video equipment is used by television, the equipment must be operated by remote control and shall not obstruct the vision or path of swimmers and must not change the configuration of the pool or obscure the required FINA markings.

Guidance

In the case of a Licensed Meet officials must be appointed in accordance with the conditions of the licence. It should be noted that this list is the minimum number of officials to be appointed to fulfil the various roles. Where possible it is desirable to appoint additional officials.

SW 2 OFFICIALS

SW 2.1 Referee

SW 2.1.1 The referee shall have full control and authority over all officials, approve their assignments, and instruct them regarding all special features or regulations related to the competitions. He shall enforce all rules and decisions of FINA and shall decide all questions relating to the actual conduct of the meet, and event or the competition, the final settlement of which is not otherwise covered by the rules.

SW 2.1.2 The referee may intervene in the competition at any stage to ensure that the FINA regulations are observed, and shall adjudicate all protests related to the competition in progress.

SW 2.1.3 When using finish judges without three (3) digital watches, the referee shall determine placing where necessary. Automatic Officiating Equipment, if available and operating shall be consulted as stated in SW 13.

SW 2.1.4 The referee shall ensure that all necessary officials are in their respective posts for the conduct of the competition. 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.

SW 2.1.5 At the commencement of each event, the referee shall signal to the swimmers by a short series of whistles inviting them to remove all clothing except for swimwear, followed by a long whistle indicating that they should take their positions on the starting platform (or for backstroke swimming and medley relays to immediately enter the water). A second long whistle shall bring the backstroke and medley relay swimmer immediately to the starting position. When the swimmers and officials are prepared for the start, the referee shall gesture to the starter with a stretched out arm, indicating that the swimmers are under the starter's control. The stretched out arm shall stay in that position until the start is given.

SW 2.1.6 A disqualification for starting before the starting signal must be observed and confirmed by both the starter and the referee.

SW 2.1.7 The referee shall disqualify any swimmer for any other violation of the rules that he personally observes. The referee may also disqualify any swimmer for any violation reported to him by other authorised officials. All disqualifications are subject to the decision of the referee.

Guidance

- a) *Responsibility for the safe conduct of all activities in those parts of the premises essential for the running of the competition remains with the Referee. However should the Referee not be satisfied with levels of behaviour then he/she has the authority to suspend competition and refer to the Promoter to restore order.*
- b) *In individual events of 800m or 1500m it will be at the discretion of the Referee/Promoter as to which end of the pool, i.e. turn or finish end, Lap Cards are displayed. The position of the Lap Cards will be notified to the competitors prior to the commencement of the race. Where Inspectors of Turn are not allocated to individual lanes at the finish end, and lap cards are being displayed there, the lane Timekeeper shall operate the lap cards.*
- c) *Where Inspectors of Turn are not allocated to individual lanes at the finish end, the lane Timekeeper shall give the warning signal to swimmers.*

- d) *Where a Chief Inspector of Turn has not been appointed, Inspectors of Turn will report any violations of rules directly to the Referee.*
- e) *Possibly more than any other Technical Official the Referee needs to be alert and concentrating at all times. It is also important that the Referee is seen to be fully in control and be prepared to be conciliatory rather than aggressive.*
- f) *The Referee is on the deck not only as an official in his/her own right but also as a manager of the team of officials. Referees must learn to manage, motivate and trust their team. As the team of officials becomes bigger at larger events the Referee should moderate the amount of 'walking' alongside the pool they carry out*
– do you not trust your Inspectors of Turn and Stroke Judges?

SW 2.2 Control-room Supervisor

SW 2.2.1 The supervisor shall supervise the automatic timing operation including the review of video timing.

SW 2.2.2 The supervisor is responsible for checking the results from computer printouts.

SW 2.2.3 The supervisor is responsible for checking the relay exchange printout and reporting any early takeoffs to the referee.

SW 2.2.4 The supervisor may review the video timing to confirm early takeoff.

SW 2.2.5 The supervisor shall control withdrawals after the heats or finals, enter results on official forms, list all new records established, and maintain scores where appropriate.

Guidance

- a) *This role in FINA relates to Olympic & World Championships only. However in British Swimming events the title is used to describe the role undertaken by a Referee in the Timing Control working with the AOE operator and the Meet Management operator.*
- b) *It is vital that the Referee fully understands the role and function of all other poolside officials, and for that reason the roles are included in these notes as a reference.*

SW 2.3 Starter

SW 2.3.1 The starter shall have full control of the swimmers from the time the referee turns the swimmers over to him (SW 2.1.5) until the race has commenced. The start shall be given in accordance with SW 4.

SW 2.3.2 The starter shall report a swimmer to the referee for delaying the start, for wilfully disobeying an order or for any other misconduct taking place at the start, but only the referee may disqualify a swimmer for such delay, wilful disobedience or misconduct.

SW 2.3.3 The starter shall have power to decide whether the start is fair, subject only to the decision of the Referee.

SW 2.3.4 When starting an event, the starter shall stand on the side of the pool within approximately five metres of the starting edge of the pool where the timekeepers can see and or hear the starting signal and the swimmers can hear the signal.

SW 2.4 Clerk of Course

SW 2.4.1 The clerk of course shall assemble swimmers prior to each event.

SW 2.4.2 The clerk of course shall report to the referee any violation noted in regard to advertising (GR 6) and if a swimmer is not present when called.

SW 2.5 Chief Inspector of Turns

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

SW 2.6 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 2.7 Judges of Stroke

SW 2.7.1 Judges of stroke shall be located on each side of the pool.

SW 2.7.2 Each judge of stroke shall ensure that the rules related to the style of swimming designated for the event are being observed, and shall observe the turns and the finishes to assist the inspectors of turns.

SW 2.7.3 Judges of stroke shall report to the Referee any violation on signed cards detailing the event, lane number, and the infraction.

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.

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

SW 2.10 Chief Finish Judge – if required

SW 2.10.1 The chief finish judge shall assign each finish judge his position and the placing to be determined.

SW 2.10.2 After the race, the chief finish judge shall collect signed result sheets from each finish judge and establish the result and placing which will be sent directly to the referee.

SW 2.10.3 Where Automatic Officiating Equipment is used to judge the finish of a race, the chief finish judge must report the order of finish recorded by the Equipment after each race.

SW 2.11 Finish Judges – if required

SW 2.11.1 Finish judges shall be positioned in elevated stands in line with the finish where they have at all times a clear view of the course and the finish line, unless they operate an Automatic Officiating device in their respective assigned lanes by depressing the "push-button" at the completion of the race.

SW 2.11.2 After each event the finish judges shall decide and report the placing of the swimmers according to the assignments given to them. Finish judges other than push-button operators shall not act as timekeepers in the same event.

SW 2.12 Desk Control (other than for Olympic Games and World Championships)

SW 2.12.1 The chief recorder is responsible for checking results from computer printouts or from results of times and placing in each event received from the referee. The chief recorder shall witness the referee's signing the results.

SW 2.12.2 The recorders shall control withdrawals after the heats or finals, enter results on official forms, list all new records established, and maintain scores where appropriate.

Guidance

Recorders

The Recorder shall:

- a) *Be responsible where necessary for arranging the competitors into heats in a manner to be determined by the Promoter.*
- b) *Record the places and times on a results sheet when the race results have been confirmed by the Referee.*
- c) *Extract the names of swimmers for any swim off, semi-final or final and arrange them in accordance with FINA Swimming Rules*
- d) *Ensure the early announcement or distribution of names of swimmers required for any swim off, semi-final or final.*
- e) *Be responsible for any computer generated meet management system and report to the Referee any inconsistencies observed.*

Announcer

The Announcer shall:

- a. *Make announcements as determined by the Referee in relation to events, heats, disqualifications, swim offs, semi-finals and finals.*
- b. *Make such announcements as are necessary in relation to all aspects of safety relating to the competition and venue.*
- c. *Make other announcements only as directed by the Promoter, Referee or other authorised person.*

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.

Guidance

Officials on the deck observe the swimmers. They are not there to examine individual swimmers to find fault whilst at the same time ignoring the rest of the pool.

Within British Swimming we try to emulate where possible the processes used in International Meets. In following this line it allows us to hold high class events and for our swimmers to experience the highest quality officiating in an environment they become comfortable with. Should they progress to international competition they should see little difference to the way events are managed.

Referees are encouraged to operate in a manner whereby officials are briefed that whenever possible should they observe an infringement they initially report the observation to the Referee verbally, this permits the Referee to question the observation if necessary before a report is written.

This process does not in any way conflict with the requirement to make an independent and autonomous decision with regards to the reporting of an observation.

Officials observe and report – Referees disqualify.

SW 3 SEEDING OF HEATS, SEMI-FINALS AND FINALS

The starting stations for all events in Olympic Games, World Championships, Regional Games and other FINA competitions shall be by seeding as follows:

SW 3.1 Heats

SW 3.1.1 The best competitive times of all entrants for the announced qualifying period prior to the entry deadline of the competition shall be submitted on entry forms or on-line, as requested, and listed in order of time by the Management Committee. Swimmers who do not submit official recorded times shall be considered the slowest and shall be placed at the end of the list with a no time. Placement of swimmers with identical times or of more than one swimmer without times shall be determined by draw. Swimmers shall be placed in lanes according to the procedures set forth in SW 3.1.2 below. Swimmers shall be placed in trial heats according to submitted times in the following manner.

SW 3.1.1.1 If one heat, it shall be seeded as a final and swum only during the final session.

SW 3.1.1.2 If two heats, the fastest swimmer shall be seeded in the second heat, next fastest in the first heat, next fastest in the second heat, next in the first heat, etc.

SW 3.1.1.3 If three heats, except 400m, 800m and 1500m events, the fastest swimmer shall be placed in the third heat, next fastest in the second, next fastest in the first. The fourth fastest swimmer shall be placed in the third heat, the fifth in the second heat, and the sixth fastest in the first heat, the seventh fastest in the third heat, etc.

SW 3.1.1.4 If four or more heats, except 400m, 800m and 1500m events, the last three heats of the event shall be seeded in accordance with SW 3.1.1.3 above. The heat preceding the last three heats shall consist of the next fastest swimmers; the heat preceding the last four heats shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined in SW 3.1.2 below.

SW 3.1.1.5 For 400m, 800m and 1500m events, the last two heats of the event shall be seeded in accordance with SW 3.1.1.2.

SW 3.1.1.6 Exception: When there are two or more heats in an event, there shall be a minimum of three swimmers seeded into any one preliminary heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three.

SW 3.1.1.7 Where a 10 lane pool is available and equal times are established for the 8th place in the heats of 800m and 1500m Freestyle events, lane 9 will be used with a draw for lane 8 and lane 9. In case of three (3) equal times for 8th place, lane 9 and 0 will be used with a draw for lane 8, 9 and 0.

SW 3.1.1.8 Where a 10 lane pool is not available SW 3.2.3 will apply.

SW 3.1.2 Except for 50 metre events in 50 metre pools, assignment of lanes shall be (number 1 lane being on the right side of the pool (0 when using pools with 10 lanes) when facing the course from the starting end) by placing the fastest swimmer or team in the centre lane in pool with an odd number of lanes, or in lane 3 or 4 respectively in pools having 6 or 8 lanes. In pools using 10 lanes, the fastest swimmer shall be placed in lane 4. The swimmer having the next fastest time is to be placed on his left, then alternating the others to right and left in accordance with the submitted times. Swimmers with identical times shall be assigned their lane positions by draw within the aforesaid pattern.

SW 3.1.3 When 50 metre events are contested in 50 metre pools, the races may be swum, at the discretion of the Management Committee, either from the regular starting end to the turning end or from the turning end to the starting end, depending upon such factors as existence of adequate Automatic Equipment, starter's position, etc. The Management Committee should advise swimmers of their determination well before the start of the

competition. Regardless of which way the race is swum, the swimmers shall be seeded in the same lanes in which they would be seeded if they were both starting and finishing at the starting end.

SW 3.2 Semi-Finals and Finals

SW 3.2.1 In the semi-finals heats shall be assigned as in SW 3.1.1.2.

SW 3.2.2 Where no preliminary heats are necessary, lanes shall be assigned in accordance with SW 3.1.2 above. Where preliminary heats or semi-finals have been held, lanes shall be assigned as in SW 3.1.2 based, however, on times established in such heats.

SW 3.2.3 In the event that swimmers from the same or different heats have equal times registered to 1/100 second for either the eighth/tenth place or sixteenth/twentieth place depending on the use of 8 or 10 lanes, there shall be a swim-off to determine which swimmer shall advance to the appropriate finals. Such swim-off shall take place after all involved swimmers have completed their heats at a time agreed between the event management and the parties involved. Another swim-off shall take place if equal times are registered again. If required, a swim off will take place to determine 1st and 2nd reserve if equal times are recorded.

SW 3.2.4 Where one or more swimmers scratch from a semi-final or final reserves will be called in order of classifications in heats or semi-finals. The event or events must be re-seeded and supplementary sheets must be issued detailing the changes or substitutions, as prescribed in SW 3.1.2.

SW 3.2.5 For heats, semi-finals and finals, swimmers shall report to the First Call Room at a time determined by the event management. After inspection, swimmers proceed to the final call-room.

SW 3.3 In other competitions, the draw system may be used for assigning lane positions.

Guidance

Heats

- a) *The arrangement of the swimming order for competitors in the heats of an event shall be by draw or by seeding on entry times.*
- b) *The provision of SW 3.1.1.1. should be observed in that where entries are sufficient for one heat only and that heat is to be contested as a 'straight final' it should be swum at the time of the programmed event final. Should the promoter conditions require then the swimmers shall swim both a heat and final.*
- c) *When a promoter wishes to 'spearhead' any or all of the heats the relevant provisions of SW 3.1.2 shall apply*
- d) *When a promoter wishes to introduce 'cyclic' seeding the provisions of SW 3.1.1.2 to SW 3.1.1.4 shall apply.*

Semi Finals and Finals

- a) *In all competitions the lane allocations in both semi-final and final, should be determined as described in SW 3.2.1 to SW 3.2.4. or as is declared in the Promoters conditions for the event.*

- b) *Where manual timing is in use, the placings as determined by the Referee shall be used to identify those swimmers who will progress to the next round of competition within swimmers who have recorded equal times in the same heat.*
- c) *Where the numbers of swimmers qualified for a semi-final or final due to a dead heat, or equal times, exceeds the number of lanes available, unless the promoter's conditions allow a lesser number of competitors than lanes available, a swim off shall take place.*
- d) *If during a swim off, all competitors are either disqualified or dead heat again, progress in the competition shall be by further swim off, or alternative means as agreed by all competitors and the Referee.*

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.

SW 4.3 In Olympic Games, World Championships and other FINA events the command "Take your marks" shall be in English and the start shall be by multiple loudspeakers, mounted one at each starting platform.

SW 4.4 Any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again. The Referee repeats the starting procedure beginning with the long whistle (the second one for backstroke) as per SW 2.1.5.

Guidance

- a) *Under FINA Swimming Rules the forward strokes i.e. Freestyle, Breaststroke and Butterfly all start with a dive. To allow for development and differing levels of competence of competitors, swimmers are given an option to start from either the pool deck or in the water.*
- b) *Those swimmers starting from the pool deck shall on the Referee's long whistle stand at the end of their lane. On the command 'take your marks' they shall immediately take up their starting position with at least one foot at the pool edge.*
- c) *Those swimmers starting in the water shall enter the water on the Referee's long whistle. On the command 'take your marks' they shall immediately take up the starting position in their own lane with at least one hand in contact with the start end of the pool or other starting place. Hand contact must be maintained with the starting place until the start signal has been given*

Referees should bring their own personality to the task. However, there are three points worth considering that would result in a consistent approach to two particular activities:

- a) *At the start of a race the signal to the swimmers should be a series of short (four or five) whistles.*
- b) *For other than backstroke and medley relay events the Referee should stand in a position to gain the best view when observing the start and any movement in advance of the starting signal.*
- c) *Remember the reason for the second long whistle blast at the start of backstroke. It is the signal to bring the swimmer immediately to the starting position. If you haven't blown the second blast you cannot consider a swimmer to be delaying the start. It should be sounded as soon as all swimmers heads have surfaced after entering the pool.*

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 6.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

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

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

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

SW 7 BREASTSTROKE

SW 7.1 After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. 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.

FINA interpretation of 'separated'



All the above hand positions are legal



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

NEW INTERPRETATION (TBC)

Leaving the wall on the back during the freestyle portion is permissible but no kicking action is permitted until the swimmer has returned past the vertical to the breast at which point kicking, including a butterfly kick(s) may commence

SW 10 THE RACE

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

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

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

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

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

SW 10.6 Pulling on the lane rope is not allowed.

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

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

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

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

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

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

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

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

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

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

SW 11 TIMING

SW 11.1 The operation of Automatic Officiating Equipment shall be under the supervision of appointed officials. Times recorded by Automatic Equipment shall be used to determine the winner, all placing and the time applicable to each lane. The placing and times so determined shall have precedence over the decisions of timekeepers. In the event that a break-down of the Automatic Equipment occurs or that it is clearly indicated that there has been a failure of the Equipment, or that a swimmer has failed to activate the Equipment, the recordings of the timekeepers shall be official (See SW 13.3).

SW 11.2 When Automatic Equipment is used, the results shall be recorded only to 1/100 of a second. In the event of equal times, all swimmers who have recorded the same time at 1/100 of a second shall be accorded the same placing. Times displayed on the electronic scoreboard should 1/100 of a second.

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

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

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

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

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

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

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

SW 12 WORLD RECORDS

SW 12.1 For World Records and World Junior Records in 50 metre courses, the following distances and styles for both sexes shall be recognised:

Freestyle 50, 100, 200, 400, 800 and 1500 metres

Backstroke 50, 100 and 200 metres

Breaststroke 50, 100 and 200 metres

Butterfly 50, 100 and 200 metres

Individual Medley 200 and 400 metres

Freestyle Relays 4 x 100 and 4 x 200 metres

Medley Relay 4 x 100 metres

Mixed Relays 4 x 100 metres Freestyle and 4 x 100 metres Medley

SW 12.2 For World Records and World Junior Records in 25 metre courses, the following distances and styles for both sexes shall be recognised:

Freestyle 50, 100, 200, 400, 800 and 1500 metres

Backstroke 50, 100 and 200 metres

Breaststroke 50, 100 and 200 metres

Butterfly 50, 100 and 200 metres

Individual Medley 100, 200 and 400 metres

Freestyle Relays 4 x 50, 4 x 100 and 4 x 200 metres

Medley Relay 4 x 50 and 4 x 100 metres

Mixed Relays 4 x 50 metres Freestyle and 4 x 50 metres Medley

SW 12.3 The age groups for World Junior Records are the same as for the FINA World Junior Swimming Championships.

SW 12.4 Members of relay teams must be of the same nationality.

SW 12.5 All records must be made in scratch competition or an individual race against time, held in public and announced publicly by advertisement at least three days before the attempt is to be made. In the event of an individual race against time being sanctioned by a Member, as a time trial during a competition, then an advertisement at least three (3) days before the attempt is to be made shall not be necessary.

SW 12.6 The length of each lane of the course must be certified by a surveyor or other qualified official appointed or approved by the Member in the country in which it is situated.

SW 12.7 Where a moveable bulkhead is used, course measurement of the lane must be confirmed at the conclusion of the session during which the time was achieved.

SW 12.8 World Records and World Junior Records will be accepted only when times are recorded by Automatic Officiating Equipment, or Semi-Automatic Officiating Equipment in the case of Automatic Officiating Equipment system malfunction.

SW 12.9 World Records and World Junior Records can be established only by swimmers wearing FINA approved swimsuits

SW 12.10 Times which are equal to 1/100 of a second will be recognised as equal records and swimmers achieving these equal times will be called "Joint Holders". Only the time of the winner of a race may be submitted for a World Record- except for World Juniors Records. In the event of a tie in a record-setting race, each swimmer who tied shall be considered a winner.

SW 12.11 World Records and World Junior Records can be established only in water with less than 3 gr/litre of salt. No World Records will be recognised in any kind of sea or ocean water.

SW 12.12 The first swimmer in a relay, except in mixed relays, may apply for a World Record or a World Junior Record. Should the first swimmer in a relay team complete his distance in record time in accordance with the provisions of this subsection, his performance shall not be nullified by any subsequent disqualification of his relay team for violations occurring after his distance has been completed.

SW 12.13 A swimmer in an individual event may apply for a World Record or World Junior Records at an intermediate distance if he or his coach or manager specifically requests the referee that his performance be especially timed or if the time at the

intermediate distance is recorded by Automatic Officiating Equipment. Such swimmer must complete the scheduled distance of the event to apply for a record at the intermediate distance.

SW 12.14 Applications for World Records and World Junior Records must be made on the FINA official forms by the responsible authority of the organising or management committee of the competition and signed by an authorised representative of the Member in the country of the swimmer, certifying that all regulations have been observed including a negative doping test certification (DC 5.3.2). The application form shall be forwarded to the Honorary Secretary of FINA within fourteen (14) days after the performance.

SW 12.15 A claim of a World Record or a World Junior Record performance shall be provisionally reported by email or facsimile to the Honorary Secretary of FINA within seven (7) days of the performance.

SW 12.16 The Member in the country of the swimmer should report this performance by letter to the Honorary Secretary of FINA for information and action, if necessary, to assure that the official application has been properly submitted by the appropriate authority.

SW 12.17 On receipt of the official application, and upon satisfaction that the information contained in the application, including a negative doping control test certificate, is accurate, the Honorary Secretary of FINA shall declare the new World Record, see that such information is published, and see that certificates are provided to those persons whose applications have been accepted.

SW 12.18 All records made during the Olympic Games, World Championships, World Junior Swimming Championships and World Cups shall be automatically approved.

SW 12.19 If the procedure of SW 12.14 has not been followed, the Member in the country of a swimmer can apply for a World Record or a World Junior Record in default thereof. After due investigation, the Honorary Secretary of FINA is authorised to accept such record if the claim is found to be correct.

SW 12.20 If the application for a World Record or a World Junior Record is accepted by FINA, a diploma, signed by the President and the Honorary Secretary of FINA shall be forwarded by the Honorary Secretary to the Member in the country of the swimmer for presentation to the swimmer in recognition of the performance. A fifth World Record diploma will be issued to all Members whose relay teams establish a World Record. This diploma is to be retained by the Member.

SW 12.21 From time to time, FINA may add new events for which swimmers may establish World Records or World Junior Records. For each such event, FINA will establish Target Times; if a swimmer achieves a time that is better than the Target Time, it shall be considered a World Record or World Junior Record, as long as all requirements in SW 12 are met.

SW 13 AUTOMATIC OFFICIATING PROCEDURE

SW 13.1 When Automatic Officiating Equipment (See FR 4) is used in any competition, the placing and times so determined and relay take-offs judged by such Equipment shall have precedence over the timekeepers and inspectors of turns.

SW 13.2 When the Automatic Equipment fails to record the place and/or time of one or more swimmers in a given race:

SW 13.2.1 Record all available Automatic Equipment times and places,

SW 13.2.2 Record all human times and places.

SW 13.2.3 The official place will be determined as follows:

SW 13.2.3.1 A swimmer with an Automatic Equipment time and place must retain his relative order when compared with the other swimmers having an Automatic Equipment time and place within that race.

SW 13.2.3.2 A swimmer not having an Automatic Equipment place but having an Automatic Equipment time will establish his relative order by comparing his Automatic Equipment time with the Automatic Equipment times of the other swimmers.

SW 13.2.3.3 A swimmer having neither an Automatic Equipment place nor an Automatic Equipment time shall establish his relative order by the time recorded by the Semi-Automatic Equipment or by three digital watches.

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 13.4 To determine the relative order of finish for the combined heats of an event, proceed as follows:

SW 13.4.1 The relative order of all swimmers will be established by comparing their official times.

SW 13.4.2 If a swimmer has an official time which is tied with the official time(s) of one or more swimmers, all swimmers having that time shall be tied in their relative order of finish in that event.

Determining Race Results

The determination of the result of a race is the sole responsibility of the Referee controlling that race (SW 2.1). There are many sources of information the Referee may use to accomplish the task and there is a sequence of actions to undertake in order to arrive at a result which is both within the rules of the sport and fair to the competitors.

The basic premise is that the fastest swimmer wins followed by the second fastest and so on through the placings. That may sound like an obvious statement and so it is, but it helps to focus the mind when faced with a combination of placings and times.

FINA timing and placing is primarily based around the premise of Automatic Officiating Equipment (AOE) or three manual Timekeepers. When operating with Automatic Operating Equipment alongside manual timekeepers there are three sources of a time for each swimmer and they have an order of preference in use:

Automatic time (primary); whereby the timing was started by the starting signal and stopped by the swimmer applying sufficient pressure on the timing pad to stop the timing. (No human timekeeper intervention)

Secondary (back-up); whereby the timing was started by the starting signal and stopped by the timekeeper activating the back-up button at the end of the race. (One human intervention)

Human (stopwatch); started by the timekeeper upon hearing/seeing the starting signal and stopped when the swimmer finishes the race. (Two human interventions)

Where Automatic Operating Equipment (AOE) is in operation the result of a race shall be that provided by the AOE as set out in SW 13. It must be kept in mind that regardless of what the Referee or any other human judge might think about that result the Referee must be satisfied that the equipment has malfunctioned before intervening – when there is no evidence of malfunction the Referee should not intervene because the finish order is not necessarily as they saw it.

Consider. 'If I change this result and there is a protest what grounds do I have to consider the system to have malfunctioned'.

SW 13 goes on to set out the process to undertake when there is a system malfunction whereby a swimmer or swimmers do not have an automatic (primary) time and finish.

If digital watches are used then the finish order is determined by time (SW 1.2.3).

Where less than 3 timekeepers per lane are used the Referee shall, as previously mentioned, use all information available to determine the result of a race.

It is a fundamental rule that where swimmers have an AOE time and place their relative position to each other in a race shall not be changed (SW 13.2).

When using AOE should a swimmer not have a primary time the first consideration is the back-up time, supplemented where Finish Judges are used by a manual finish order.

The first option should be to insert the back-up time to obtain a place for the swimmer and consider the resulting position against other information - the manual finish order. Where it cannot be proved that the time gives an inaccurate place, e.g. a blanket finish the back-up time should be used. If there is no back-up time available then the manual time should be used in the same manner.

If the finish was not close and the Referee is satisfied based upon other information, e.g. an agreed manual finish order, that the back-up time does not accurately reflect the swimmer's place in the finish order then the manual time should be considered together with the manual finish order. Should there not be a back-up or human time available the Referee should seek to find a 'real' time which reflects the swimmer's place in the race. If that is not possible the Referee shall insert a time $1/100^{\text{th}}$ of a second faster than the swimmer placed immediately behind them in the race. This time reflects that the swimmer was faster than the beaten swimmer. It is not possible to accurately reflect the actual winning margin but it can be said with certainty that it was not less than $1/100^{\text{th}}$ of a second. This time should be marked 'RD' to indicate that it is a referee's decision not a real time. Such a time should not be used for British/English/Scottish/Welsh Record purposes; it may not be usable for other Record purposes, depending on the relevant Record conditions.

Where no time is available, the swimmer shall be given the time as outlined above. If the swimmer is last in the race, the Referee shall determine an acceptable time. This time shall be indicated as a Referee's Decision (RD) and should not be used for British/English/Scottish/Welsh Record purposes; it may not be usable for other Record purposes, depending on the relevant record conditions. Alternatively, the swimmer may be offered the opportunity for an individual re-swim.

Where AOE is not in use then in the same manner as above the Referee must decide on the finish order of a race by using all the information available.

It is the process of assessing swimmers times and places by which the Referee will determine a finishing order.

The times of the swimmers shall be used to establish a finish order, if necessary that order should be compared with that of the agreed manual finish.

A process as outlined above should be carried out in a manually resulted race. The Referee should ask the following question:

Do I have grounds to consider that the result provided by the times is not accurate?

If the answer is yes then the manual places should be used in order to establish a fair and accurate finish order. If necessary times should be adjusted in the same manner as previously described.

In order to establish the agreed manual finish, if the Finish Judges disagree in any way, their results and that of the Referee shall be considered. The relative order of any two swimmers shall be determined by a majority decision.

Full details of the process for determining the result of a race are contained in the Race Results workbook which accompanies these training notes.

Age Group Rules -- SWIMMING

SWAG 1 Federations may adopt their own Age Group rules, using FINA technical rules.

FINA General Rules

These General Rules are basic regulations for FINA competitions in all kinds of Swimming, Open Water Swimming, Diving, Water Polo, Synchronised Swimming, and Masters Competitions as well as for uniform regulations for the development of competition facilities.

In these Rules, competitors shall include swimmers, open water swimmers, divers, water polo players, synchronized swimmers, or masters swimmers, either male or female. FINA recognizes that these Rules may be adjusted for competitions within a given Federation but recommends that all Members adhere to these Rules as closely as possible.

Not all rules are reproduced in these notes, only those considered relevant to the role of a Swimming Referee.

GR 1 ELIGIBILITY

GR 1.1 All competitors shall be registered with their National Federation to be eligible to compete.

GR 5 SWIMWEAR

GR 5.1 The swimwear (swimsuit, cap and goggles) of all competitors shall be in good moral taste and suitable for the individual sports disciplines and not to carry any symbol which may be considered offensive.

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

GR 5.3 The referee of a competition has the authority to exclude any competitor whose swimsuit or body symbols do not comply with this Rule.

GR 5.4 Before any swimwear of new design, construction or material is used in competition, the manufacturer of such swimwear must submit the swimwear to FINA and obtain approval of FINA.

Guidance

Referees need to be advised that the rules regarding costumes are liable to change at any time although they are currently stable. British Swimming will endeavour to ensure all Athletes, Coaches and Officials are kept up to date with the rules in relation to swimwear.

GR 6 ADVERTISING

GR 6.1 Identification in the form of logos on swimwear, i.e. swimsuit, cap and goggles, and pool deck equipment, i.e. track suits, official's uniforms, footwear, towels and bags, is permitted in accordance with regulations established in the By-Laws (BL 7). A two-piece swimsuit shall, in relation to advertising, be regarded as one. The name and the flag of the country of the competitor or the country code shall not be regarded as advertisements.

GR 6.2 Body advertisement is not allowed in any way whatsoever.

GR 6.3 Advertising for tobacco, alcohol or sports-related betting is not allowed.

GR 7 SUBSTITUTION, DISQUALIFICATION AND WITHDRAWAL

GR 7.1 Any entered competitor may be substituted by another entered competitor at the Team Leaders Meeting. It is mandatory for one representative of each Federation to take part in the Team Leaders Meeting. Failing to do so will result in a fine of 100 Swiss Francs.

GR 7.2 In all competitions except water polo, a competitor or team not wishing to take part in a semi-final or final in which qualification was earned shall withdraw within thirty (30) minutes following the preliminaries or the semi-finals of the event in which the qualification took place. The member federation of any competitor who withdraws from the heats/preliminary rounds after the Team Leaders Meeting or from a semi-final or final more than thirty (30) minutes after the preliminaries or semi-finals of the event in which qualification was earned, shall pay without excuse to the Honorary Treasurer the sum of one-hundred (100) Swiss francs; in case of a relay, duet, team or combination, the sum shall be two-hundred (200) Swiss francs.

GR 7.4 In Swimming, Diving, and Synchronised Swimming, where a competitor who competed in the semi-finals or final is disqualified for any reason, including medical control, the position he would have held shall be awarded to the competitor who finished next and all the lower placing competitors in the semi-finals or final shall be advanced one place. If the disqualification occurs after the presentation of awards, the awards shall be returned and given to the appropriate competitors applying the foregoing provisions.

GR 7.5 If an error by an official follows a fault by a competitor; the fault by the competitor may be expunged.

Guidance

- a) *Referees should consult Promoter's Conditions to ensure they are aware of and comply with any conditions relating to substitution, disqualification and withdrawal relating to the Meet in which they are officiating.*
- b) *Each National Governing Body has its own rules on the fee payable to make a Protest.*

GR 9.2 PROTESTS

GR 9.2.1 Protests are possible

- (a) if the rules and regulations for the conduct of the competition are not observed,
- (b) if other conditions endanger the competitions and/or competitors, or
- (c) against decisions of the referee; however, no protest shall be allowed against decisions of fact.

GR 9.2.2 Protest must be submitted

- (a) to the referee,
- (b) in writing on FINA Forms,
- (c) by the responsible team leader,
- (d) together with a deposit of five-hundred (500) Swiss Francs or its equivalent, and
- (e) within 30 minutes following the conclusion of the respective event or match.

If conditions causing a potential protest are noted prior to the event a protest must be lodged before the signal to start is given.

GR 9.2.3 All protests shall be considered by the referee. If he rejects the protest, he must state the reasons for his decision. The team leader may appeal the rejection to the Jury of Appeal whose decision shall be final. In Olympic Games and World Championships the Commission in each discipline shall consider the protest and give recommendations to the Jury of Appeal.

GR 9.2.4 If the protest is rejected, the deposit will be forfeited to the management body of the competition. If the protest is upheld, the deposit will be returned.

GR 9.2.5 In Diving, an oral complaint may be made by the competitor or a responsible team official immediately after the execution of a dive, a round of dives, or a section of the contest. If the complaint is not accepted, a formal protest may be made as in GR 9.2.2.

Guidance

A protest is an allegation that the Rules, Regulations, Technical Rules or the Promoter's Conditions governing a competition have not been complied with or have been misinterpreted.

A protest may be made by a competitor (who may nominate another person to act on his behalf) or a club, body or official taking part in the competition. A protest must be made orally to a referee, and confirmed in writing within thirty minutes following the conclusion of the event during which the incident giving rise to the protest took place unless the reason for the protest is known before the event, in which case the protest must be made as soon as reasonably practicable before the event starts. If a protest is made prior to the appointment of the referee(s) then the protest should be made to the promoter who shall refer the protest to a referee when he appoints the referee(s).

Where material facts are brought to the attention of a competitor, club, body or official taking part in the competition which if they had been known during that competition a protest would have been likely to have been made during that competition or within thirty minutes following the conclusion of the relevant event, a post-event protest may be made to a referee who may at his discretion deal with it as if it had been made in accordance with the conditions above provided he is satisfied that it would be in the best interests of the sport to do so and provided further that the individual or other person making a post-event protest did so as soon as was reasonably practicable after acquiring knowledge of those material facts.

A protest may not be made against a decision of a referee or any other official regarding placing, fouling or any other facts of a competition. A referee's interpretation of Laws, Regulations, Technical Rules or promoter's conditions must be accepted at the time but may be the subject of a protest.

An appeal ("a protest appeal") may be made against the decision of a referee on a protest. The promoter of an event at which a protest has been made shall take possession of and store any documents relating to the protest and its resolution or otherwise, for a period of not less than 12 months after the event.

Guidelines for Referees (of all disciplines) and Juries of Appeal when dealing with protests or appeals

The following guidelines do not form part of Laws or Regulations but they have been revised to take account of recent changes in the Laws and Regulations. The Regulations relating to the treatment of Protests, Appeals and Complaints have changed. Fortunately the need for a Referee to handle a Protest or for a Jury of Appeal to adjudicate on a referee's decision on a protest occurs infrequently and therefore reference to procedures to be followed is very advisable.

Protests can arise in any discipline of our sport and the purpose of these notes is to give guidance to Referees of all the Disciplines about how to handle a Protest and/or an appeal as and when received.

Dealing with Complaints is not part of a Referee's or a Jury of Appeal's duties.

These guidelines should therefore be read in conjunction with the appropriate other documentation.

It should be remembered that, particularly at the higher levels of our sport, competitors are receiving funding for their achievements and decisions made by officials could have a profound effect on an individual's 'earning power'. In sport, generally, recourse is increasingly being made to litigation. It is partly for this reason that the Regulations have been strengthened and the need to take the correct action at the start of a potential dispute is very important. The Protest is the first stage of the Judicial process and the referee is at the forefront.

Circumstances which could constitute grounds for a Protest are for example:-

- *a swimmer is competing out of age*
- *the correct officials are not present*
- *competition starting times are not being adhered to*
- *a swimmer is ineligible to represent a club*

A protest cannot be made against the decision of a Referee or any other Official regarding placings, disqualifications, fouling or any other facts of a competition. If an individual believes that a Referee was misinterpreting Technical Rules with regards to the Backstroke turn for example he could make a protest but would have to accept any disqualifications at the time. If the individual after making a protest is still not satisfied with the Referee's decision then he has the right of appeal to the Judiciary.

Appointment of a Jury of Appeal

A promoter can appoint a Jury of Appeal. If one is appointed then the responsibility for dealing with Protests remains with the Referee but the Referee's decision on a protest made to him may be appealed directly to the Jury of Appeal. The Jury must consist of 3 persons of whom normally at least one must be familiar with the discipline concerned. Prior to the competition commencing one member of the Jury should be appointed as Chairman and another as Secretary. The members of the Jury should be available immediately but shall not undertake any administrative or officiating duties during the competition.

How is a Protest made?

If the reason for the protest is known before the meet/match/event starts then it must be made, orally, to the Referee as soon as reasonably practicable beforehand. It may mean that the protest is sent to the Promoter before the date of the meet/event starts.

The Referee should be told whether a Jury of Appeal is being appointed. The Promoter has no power to deal with a protest. It can only be dealt with by the Referee. This may mean the Promoter has to appoint the Referee well before the date of the event and pass on the protest to him. The Promoter should provide the Referee with a copy of the Competition Conditions before the event.

Where more than one referee has been appointed for a competition comprising swimming races, one of their number shall be appointed and empowered, from the date upon which entries to that competition close, as the lead referee. The lead referee shall receive all protests of a general nature (e.g. a protest which covers more than one specific event). However if a protest relates to a specific event then the referee responsible for that event must also be responsible for the protest. If the protest arises whilst the competition is taking place then it must be made to the Referee within thirty minutes of the incident which gives rise to it occurring. In swimming terms the 30 minutes generally commences at the end of the series of heats or the final of an event

A protest can be made by a competitor (or someone on his behalf), a club, or an official taking part in the competition. In other words virtually anybody can make a protest.

How should a Protest be dealt with?

The procedure for the handling of a Protest should include the following objectives and principles:

- *Try to resolve the matter, as soon as possible, to the satisfaction of all parties. Emotions are often running high and a protest is not going to be resolved on the poolside surrounded by swimmers, coaches, parents and officials who all know the rules and regulations better than the Referee!*
- *Hopefully in swimming events a second referee can keep the competition moving.*
- *Find a quiet area away from the poolside and listen to the individual making the protest quietly and carefully making a written note of all the salient facts.*
- *Decide whether a protest is, in fact, being made and if so, whether it can be accepted. Involve all the other parties who are the subject of the protest. Listen to their point of view, issues and concerns. If any of the parties concerned are under eighteen then the Referee must involve the Parent, Guardian or suitable Club Official. Do not interview a minor alone.*
- *Try and get all the parties together in a calm and constructive atmosphere and hopefully, endeavour to reach agreement rather than compromise. Do not rush the matter, let all concerned have their say and try and resolve grievances.*
- *At the end of the discussion the Referee must reach and record a clear and positive decision based on the facts submitted, relevant Laws and the Promoters Conditions.*
- *The information recorded should include the original protest, the reason for it, names of all the parties involved, and witnesses, a brief summary of the evidence and the decision with reasons.*
- *No firm guidelines about types of decisions can be given as every case is different. The Referee has to make every effort to reach a fair and just result based on facts.*
- *Exceptionally, sufficient information may not be available to resolve the Protest immediately (e.g. such as the eligibility of a swimmer to take part in a competition when the registration documentation may not be available). The Referee may then ask all parties to 'pend' the matter until the information can be obtained. In such circumstances, unless the outcome can have no effect on the awards, all medals and prizes will have to be withheld until any protest has been heard and resolved.*
- *A short timescale should be put on the receipt of the information. In such cases it is the responsibility of the Referee to keep all the parties concerned informed of progress. It is recommended that if the matter cannot be resolved quickly and within a reasonable timescale, agreed with all the parties, the Referee informs all the parties accordingly so that they may decide if they wish to appeal.*

- *It should be noted that the promoter no longer has any function in the judicial process other than to receive a protest made prior to the event and to collect and store the protest paperwork for a year after the event.*
- *Should the Referee be unable to resolve the protest the only means by which any party can pursue the issue is by way of an appeal either to the Jury of Appeal if one has been appointed or, if not, to the Judiciary under the Judicial Laws. If there is no appeal then the protest lapses. It is advisable for the Referee to inform the promoter that an unresolved protest exists.*
- *Communication, to all concerned, is very important and the Referee must decide when and what to communicate. It is essential to keep the rumour machine under control. If the announcer is asked to explain what is happening then give him a written note rather than have the announcer produce an interpretation.*
- *If the protest cannot be resolved to the satisfaction of all the parties concerned then they must be informed of their rights of appeal. These include the right to appeal against the Referee's decision to the Jury of Appeal if there is one, or straight to the Judiciary if there isn't.*

Pitfalls to watch for when handling a protest include but are not limited to:

- *Not made in the correct timescales;*
- *Insufficient facts collected;*
- *All parties not given the opportunity to have a hearing;*
- *Failure to make a full record of the issue;*
- *Promoter takes over.*

Be seen to be easily available, a good listener, fair, positive, decisive, thorough and just.

FINA Facilities Rules

The Facilities Rules are intended to provide the best possible environment for competitive use and training.

FR 1 GENERAL

FR 1.1 FINA Olympic Standard Pools. All World Championships (except the Masters World Championships) and Olympic Games must be held in pools that comply with Rules FR 3, FR 6, FR 8, and FR 11.

FR 1.2 FINA General Standard Pools. Other FINA events should be held in FINA Olympic Standard Pools, but the Bureau may waive certain standards for existing pools if they do not materially interfere with the competitions.

FR 1.3 FINA Minimum Standard Pools. All other events held under FINA Rules should be conducted in pools that comply with all of the minimum standards contained within these Facilities Rules.

FR 1.4 In order to protect the health and safety of persons using swimming facilities for the purposes of recreation, training and competition, owners of public pools or pools restricted only to training and competition must comply with the requirements established by law and the health authorities in the country where the pool is situated.

FR 1.5 New competition equipment (e.g. Starting blocks, lane-ropes, etc.) must be available by 1st January in the year of the Olympic Games and FINA World Championships.

FR 2 SWIMMING POOLS

FR 2.1 Length

FR 2.1.1 50.000 metres. When touch panels of Automatic Officiating Equipment are used on the starting end, or additionally on the turning end, the pool must be of such length that ensures the required distance of 50.000 metres between the two panels.

FR 2.1.2 25.000 metres. When touch panels of Automatic Officiating Equipment are used on the starting end, or additionally on the turning end, the pool must be of such length that ensures the required distance of 25.000 metres between the two panels.

FR 2.2 Dimensional Tolerances

FR 2.2.1 Against the nominal length of 50.000 metres, a tolerance of plus 0.030 metre in each lane minus 0.000 metre on both end walls at all points from 0.300 metre above to 0.800 metre below the surface of the water is allowed. These measurements should be certified by a surveyor or other qualified official, appointed or approved by the Member in the country in which the pool is situated. Tolerances cannot be exceeded when touch panels are installed.

FR 2.2.2 Against the nominal length of 25.000 metres, a tolerance of plus 0.030 metre in each lane minus 0.00 metre on both end walls at all points from 0.300 metre above to 0.800 below the surface of the water is allowed. These measurements should be certified by a surveyor or other qualified official, appointed or approved by the Member in the country, in which the pool is situated. Tolerances cannot be exceeded when touch panels are installed.

FR 2.3 Depth - A minimum depth of 1.35 metres, extending from 1.0 metre to at least 6.0 metres from the end wall is required for pools with starting blocks. A minimum depth of 1.0 metre is required elsewhere.

FR 2.4 Walls

FR 2.4.1 End walls shall be vertical, parallel and form 90 degree right angles to the swimming course and to the surface of the water. They shall be constructed of solid material, with a non slip surface extending 0.8 metre below the water surface, so as to enable the competitor to touch and push off in turning without hazard.

FR 2.4.2 Rest ledges along the pool walls are permitted; they must be not less than 1.2 metres below the water surface, and may be 0.1 metre to 0.15 metre wide. Both internal and external ledges are acceptable, however internal ledges are preferred.

FR 2.4.3 Gutters may be placed on all four walls of the pool. If end wall gutters are installed, they must allow for attachment of touch panels to the required 0.3 metre above the water surface. They must be covered with a suitable grill or screen.

FR 2.5 Lanes shall be at least 2.5 metres wide, with two spaces of at least 0.2 metre outside of the first and last lanes.

FR 2.6 Lane Ropes

FR 2.6.1 In an 8 lane pool, lane ropes shall extend the full length of the course, secured at each end wall to anchor brackets recessed into the end walls. The anchor shall be positioned so that the floats at each end wall of the pool shall be on the surface of the water. Each lane rope will consist of floats placed end-to-end having a minimum diameter of 0.10 metre to a maximum of 0.15 metre.

In a swimming pool the colour of the lane ropes should be as follows:

- Two (2) GREEN ropes for lanes 1 and 8
- Four (4) BLUE ropes for lanes 2, 3, 6 and 7
- Three (3) YELLOW ropes for lanes 4 and 5

The floats extending for a distance of 5.0 metres from each end of the pool shall be of RED colour. There shall not be more than one lane rope between each lane. The lane ropes shall be firmly stretched.

See Diagram Overleaf

0		
		GREEN
1		
		BLUE
2		
		BLUE
3		
		YELLOW
4		
		YELLOW
5		
		YELLOW
6		
		BLUE
7		
		BLUE
8		
		GREEN
9		

Guidance

If the pool was being used in a 10 lane format then the two green ropes would be outside lanes 0 and 9 with an additional two blue ropes been added to replace their position in the above diagram

FR 2.6.2 At the 15-metre mark from each end wall of the pool the floats shall be distinct in colour from the surrounding floats.

FR 2.6.3 In 50 metre pools the floats shall be distinct to mark 25 metres.

FR 2.6.4 Lane numbers of soft material may be placed on the lane ropes at the start and turning end of the pool.

FR 2.6.5 Lane marking measurements, please read in conjunction with FR 2.6.6

FR 2.6.6 Pool Diagrams.
See Swimming Diagram 1, 50m - Olympic Games and World Championships
See Swimming Diagram 2, 25m - Diagrams and Lane Markings

(Diagrams referred to are available in the FINA Handbook but are not an element of Referee training)

FR 2.7 Starting Platforms

Starting Platforms shall be firm and give no springing effect. The height of the platform above the water surface shall be from 0.5 metre to 0.75 metre. The surface area shall be at least 0.5 metre x 0.5 metre and covered with a non slip material. Maximum slope shall not be more than 10 degrees. The starting platform may have an adjustable setting back plate. An adjustable back stroke starting platform may

also be used. The platform shall be constructed so as to permit the gripping of the platform by the swimmer in the forward start at the front and the sides; it is recommended that, if the thickness of the starting platform exceeds 0.04 metre, grips of at least 0.1 metre width on each side and 0.4 metre width in the front be cut out to 0.03 metre from the surface of the platform. Handgrips for the forward start may be be installed on the sides of the starting platforms. Handgrips for backstroke starts shall be placed within 0.3 metre to 0.6 metres above the water surface both horizontally and vertically. They shall be parallel to the surface of the end wall and must not protrude beyond the end wall. The water depth from a distance of 1.0 metre to 6.0 metres from the end wall must be 1.35 metres where starting platforms are installed. Electronic read-out boards may be installed under the blocks. Flashing is not allowed. Figures must not move during a backstroke start.

FR 2.8 Numbering

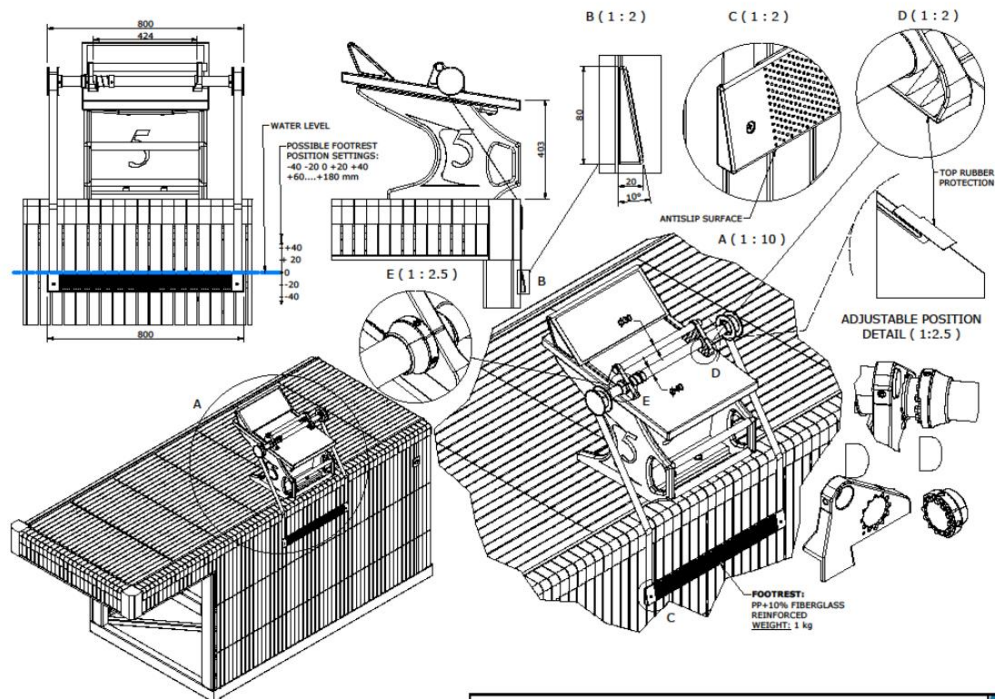
Each starting block must be distinctly numbered on all four sides, clearly visible. Lane number 0 shall be on the right-hand side when facing the course from the starting end with exception of 50m events, which may start from the opposite end. Touch panels may be numbered on the top part.

FR 2.9 Backstroke Turn Indicators - Flagged ropes shall be suspended across the pool, 1.8 metres above the water surface, from fixed standards placed 5.0 metres from each end wall. Distinctive marks must be placed on both sides of the pool, and where possible on each lane rope, 15.0 metres from each end wall.

FR 2.10 Backstroke Ledge

A backstroke ledge may be used:

- The ledge may be adjustable to 4cm above or 4cm below the water level.
 - The ledge is a minimum of 65cm in length.
 - The ledge must be 8cm in height, 2cm at the width with 10 degrees of slope
- See Diagram



BACKSTROKE LEDGE

FR 2.11 False Start Rope may be suspended across the pool not less than 1.2 metres above the water level from fixed standards placed 15.0 metres in front of the starting end. It shall be attached to the standards by a quick release mechanism. The rope must effectively cover all lanes when activated.

FR 2.12 Water Temperature and movement

Water temperature shall be 25° to 28°.

During competition, the water in the pool must be at a constant level, with no appreciable movement.

In order to keep the water level, preserve the transparency of water and take into consideration the health regulations in force in most countries, inflow and outflow has to be regulated as follows:

- 220 to 250 m³/h for 50.00 m pools
- 150 to 180 m³/h for 33.33 m pools
- 120 to 150 m³/h for 25.00 m pools

At these turnover rates, the water distribution has to be such that no appreciable current or turbulence is created.

“Appreciable current” is defined as water movement that can move a floating basketball (filled with 6 liters of water to obtain the right buoyancy) in one direction for more than 1,25m in 60 seconds.

The practical way to test this is to install two floating lines crosswise in a swim lane (to obtain a square with 2,5m size, ref. Image 1) and then to leave the basketball in the central point of the square. If the ball does not touch any of the four lane ropes within 60 seconds, the turbulence test is successful.

Test should be repeated in lanes 1,3,6,8 on two sides, at 5m from each headwall.



FR 2.13 Lighting - Light intensity over starting platforms and turning ends shall not be less than 600 lux.

FR 2.14 Lane Markings shall be of a dark contrasting colour, placed on the floor of the pool in the centre of each lane.

Width: minimum 0.2 metre, maximum 0.3 metre. Length:

46.0 metres for 50 metre long pools;

21.0 metres for 25 metre long pools.

Each lane line shall end 2.0 metres from the end wall of the pool with a distinctive cross line 1.0 metre long and of the same width as the lane line. Target lines shall be placed on the end walls or on the touch panels, in the centre of each lane, of the same width as the lane lines. They shall extend without interruption from the deck edge (curb), to the floor of the pool to a maximum of 3 metres. A cross line 0.5 metre long shall be placed 0.3 metre below the water surface, measured to the centre point of the cross line. For

50m pools constructed after 1 January 2006, cross lines 0.5 metre long shall be placed at the 15 metre mark from each end of the pool. After October 2013 this shall be measured from the end wall to the centre point of the cross line.

FR 2.15 Bulkheads – When a bulkhead serves as an end wall, it must extend the full width of the course and present a solid smooth, non-slippery stable vertical surface on which touch pads may be mounted extending not less than 0.8m below and 0.3m above the surface of the water, and must be free of hazardous openings above or below the waterline which may be penetrated by a swimmer's hands, feet, toes or fingers. A bulkhead must be of a design that provides for the free movement of officials along its length without such movement creating any appreciable current or water turbulence.

FR 4 AUTOMATIC OFFICIATING EQUIPMENT

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

FR 4.2 The Equipment must:

FR 4.2.1 Be activated by the starter.

FR 4.2.2 Have no exposed wires on the pool deck, if possible.

FR 4.2.3 Be able to display all recorded information for each lane by place and by lane.

FR 4.2.4 Provide easy digital reading of a swimmer's time.

FR 4.3 Starting devices

FR 4.3.1 The starter shall have a microphone for oral commands.

FR 4.3.2 If a pistol is used, it shall be used with a transducer.

FR 4.3.3 Both the microphone and the transducer shall be connected to loudspeakers at each starting block where both the starter's commands and the starting signal can be heard equally and simultaneously by each swimmer.

FR 4.4 Touch panels for Automatic Equipment

FR 4.4.1 The minimum measurement of the touch panels shall be 2.4 metres wide and 0.9 metre high, and their thickness shall be 0.01 metre \pm 0.002 metre. They shall extend 0.3 metre above and 0.6 metre below the surface of the water. The equipment in each lane shall be connected independently, so it may be controlled individually. The surface of the panels shall be of a bright colour and shall bear the line markings approved for the end walls.

FR 4.4.2 Installation - The touch panels shall be installed in a fixed position in the centre of the lanes. The panels may be portable, allowing the pool operator to remove them when there are no competitors.

FR 4.4.3 Sensitivity - The sensitivity of the panels shall be such that they cannot be activated by water turbulence, but will be activated by a light hand touch. The panels shall be sensitive on the top edge.

FR 4.4.4 Markings - The markings on the panels shall conform with and superimpose on the existing markings of the pool. The perimeter and edges of the panels shall be defined by a 0.025 metre black border.

FR 4.4.5 Safety - The panels shall be safe from the possibility of electrical shock and shall not have sharp edges.

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

FR 4.6 The following accessories are essential for a minimum installation of Automatic Equipment:

FR 4.6.1 Printout of all information, which can be regenerated during a succeeding race.

FR 4.6.2 Spectator readout board.

FR 4.6.3 Relay take-off judging to 1/100 of a second. Where overhead video cameras are installed they may be reviewed as a supplement to the automatic system's judgement of relay take-off. For the differential in the relays take-off the manufacturer of the device shall be consulted.

FR 4.6.4 Automatic lap counter.

FR 4.6.5 Readout of splits.

FR 4.6.6 Computer summaries.

FR 4.6.7 Correction of erroneous touch.

FR 4.6.8 Automatic rechargeable battery operation possibility.

FR 4.7 For Olympic Games and World Championships the following accessories are also essential:

FR 4.7.1 The spectator electronic read-out board shall contain at least twelve (12) lines of thirty-two (32) characters, each capable of displaying both letters and numbers. Each character shall have a minimum height of 360 mm. Each line –matrix scoreboard shall be able to scroll up or down, with blink function, and each full matrix scoreboard shall be programmable, and capable of showing animation. The board must have a minimum size of 7.5 m width by 4.5m height.

FR 4.7.2 There shall be an air-conditioned control centre, with dimensions of at least 6.0 metres x 3.0 metres, located between 3.0 metres and 5.0 metres from the finish wall, with an unobstructed view of the finish wall at all times during the race. The referee must have easy access to the control centre during the competition. At all other times the control centre shall be able to be secured.

FR 4.7.3 Video timing system.

FR 4.8 Semi-Automatic Equipment may be used as a backup to the Automatic Officiating Equipment at FINA or other major events if there are three buttons per lane, each operated by a separate official (in which case other finish judges shall not be required). An inspector of turns may operate one of the buttons.

Guidance

- a) *When automatic relay take off officiating equipment has been provided, it shall be used to determine the correctness of all relay take offs and shall have precedence over the decisions of Inspectors or Turn/Judges of Stroke provided that the Referee is satisfied that the equipment operated correctly.*
- b) *Equipment manufacturers calibrate equipment differently. Unless otherwise advised Omega is only illegal if the takeover time is more negative than -0.03 seconds (e.g. -0.04). Any negative takeover time is considered illegal for Colorado. Any team having a take-off time more negative than the manufacturer's given tolerance shall be judged to have carried out an early take off and shall be disqualified.*
- c) *Although, at present, training in the operation of Automatic Officiating Equipment (AOE) is not part of the training programme for a Referee, it is a requirement that Referees have a working understanding of what the AOE can provide in the form of printouts and displays. It is also important to understand what "adjustments" can be carried out by the AOE Operator on behalf of the Referee.*
- d) *It should not be forgotten that the Referee is responsible for declaring the result and any "adjustment" carried out by the AOE Operator must have been agreed with the Referee. With this in mind it is important that the Referee and AOE Operator are able to communicate readily - ideally speak directly to each other.*
- e) *Before each session starts the Referee must discuss with the AOE Operator the requirements for printouts and displays from the AOE together with any "adjustments" which can be made by the AOE Operator and advise the Referee at the end of the race e.g. missed touches at a turn, and which adjustments require the Referees agreement before being carried out e.g. insertion of a back-up time.*
- f) *The Referee will ensure that the following information is produced by the AOE settings, requesting printouts as required:-*
 - *Result printout to be provided for each race.*
 - *Back up printout for each race to be available when requested by Referee.*
 - *Split time printout for each race to be held by AOE Operator.*
- g) *A Referee will normally only require to see the result printout. If however, there is doubt concerning the swimmers "touch" the Referee would request the back-up printout to provide additional information for comparison with the human judges' placings and human times.*
- h) *The Referee will instruct the AOE Operator to clear the display board of information for a lane in which a swimmer has been disqualified after the race has been completed and the result has been confirmed, unless the disqualification is for a starting infringement.*
- i) *The Referee will instruct the AOE Operator to insert a "finish" time (i.e. carry out an adjustment) after "declaring the result" if the AOE has failed to provide the full result.*
- j) *The Referee will normally agree at the beginning of each session that the AOE Operator can make adjustments to split times without consulting the Referee but must not adjust "finish" times in advance of being instructed by the Referee.*
- k) *The Referee will advise the AOE Operator when the result is official and that the display board can be activated to give the result. This is achieved when using a multi-lane display by changing from "lane order" to "result order". For a single lane display this is achieved by "rolling" the information in "result order".*
- l) *It is essential that when AOE is used the Referee and the AOE Operator are working together and have a clear understanding of each other's responsibilities and requirements.*

Masters Rules

The Masters programme shall promote fitness, friendship, understanding and competition through Swimming, Diving, Synchronised Swimming, Water Polo and Open Water Swimming among competitors with a minimum age of 25 years. (Note: exception in MWP 1.3 and MSS 1.6).

The Technical Rules for the disciplines (SW, OW, D, WP and SS) shall be followed with exceptions mentioned in this section.

MGR 1 The Members shall register Masters competitors in a special category for each of the five recognised disciplines. A competitor who registers for Masters in any discipline will still retain his/her unrestricted right to compete in other competitions.

MGR 2 Except for specific exceptions in the FINA Rules and regulations all other FINA Rules and Regulations shall apply to Masters Competitions.

MGR 3 Individual entries shall only be accepted from persons representing clubs. No swimmer or team may be designated as representing a country or Federation.

MGR 4 Age shall be determined as of December 31 of the year of competition.

MGR 5 Masters Competitors must be aware of the need of being well prepared and medically fit before entering into Masters competitions. They shall assume full responsibility for the risks included in competing in such competitions. In consideration of their entry, they must agree to waive and release FINA, the Organising National Federation and the Organising Committee from any kind of liability for accidents, which may cause death, injury or property loss. Entry Forms containing a warning of the risks, an Accident Waiver and Release of Liability must be signed by each Masters competitor.

MASTERS SWIMMING RULES (MSW)

The Swimming Rules in Part III of this Handbook shall apply to Masters with the following exceptions:

MSW 1 AGE GROUPS

MSW 1.1 Individual Events: 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80-84, 85-89, 90-94 ... (five year age groups as high as is necessary).

MSW 1.2 Relays: To be conducted on the total age of team members in whole years. Age groups of relay events are as follows: 100 - 119, 120 - 159, 160 - 199, 200, - 239, 240 - 279, 280 -319, 320 - 359, and ... (forty year increments as high as is necessary).

MSW 1.3 For all purposes pertaining to Masters meet competition, the actual attained age of the competitor shall be determined as of December 31st of the year of competition.

MSW 2 EVENTS

The following events may be conducted for each age group.

MSW 2.1 Short course (25 m)

50, 100, 200, 400, 800, 1500 m Freestyle
50, 100, 200 m Backstroke
50, 100, 200 m Breaststroke
50, 100, 200 m Butterfly
100, 200, 400 m Individual Medley
4 x 50m Freestyle Relay
4 x 50m Medley Relay
4 x 50m Mixed Freestyle Relay (2 women and 2 men)
4 x 50m Mixed Medley Relay (2 women and 2 men)
4 x 100m Freestyle Relay
4 x 100m Medley Relay
4 x 100m Mixed Freestyle Relay (2 women and 2 men)
4 x 100m Mixed Medley Relay (2 women and 2 men)
4 x 200m Freestyle Relay
4 x 200m Mixed Freestyle Relay (2 women and 2 men)

MSW 2.2 Long course (50 m)

50, 100, 200, 400, 800, 1500 m Freestyle
50, 100, 200 m Backstroke
50, 100, 200 m Breaststroke
50, 100, 200 m Butterfly
200, 400 m Individual Medley
4 x 50m Freestyle Relay
4 x 50m Medley Relay
4 x 50m Mixed Freestyle Relay (2 women and 2 men)
4 x 50m Mixed Medley Relay (2 women and 2 men)
4 x 100m Freestyle Relay
4 x 100m Medley Relay
4 x 100m Mixed Freestyle Relay (2 women and 2 men)
4 x 100m Mixed Medley Relay (2 women and 2 men)
4 x 200m Freestyle Relay
4 x 200m Mixed Freestyle Relay (2 women and 2 men)

MSW 3 MASTERS SWIMMING TECHNICAL RULES

MSW 3.1 Age groups and sexes may be combined so that no swimmer has to swim alone and lanes may be filled.

MSW 3.2 When using the forward start, the referee's whistle shall indicate that the swimmers may take their positions with at least one foot at the front of the starting platform or pool deck, or in the water with one hand having contact with the starting wall.

MSW 3.3 All Masters events shall be conducted on a timed final basis.

MSW 3.4 Swimmers may be allowed to remain in their lane while other swimmers are competing until directed by the referee to exit the pool.

MSW 3.5 The Organising Committee may arrange 400 metre, 800 metre and 1500 metre Freestyle to be swum two (2) swimmers of the same sex in a lane. Separate timing will be required for each swimmer.

MSW 3.6 The Warm Up must be supervised.

MSW 3.7 A breaststroke kicking movement is permitted for butterfly. Only one breaststroke kick is permitted per arm pull except that a single breaststroke kick is permitted prior to the turn and the finish without an arm pull. After the start and after each turn, a single breaststroke kick is permitted prior to the first arm pull.

MSW 3.8 Swimmers who had to be disqualified must be listed with coded reason for disqualification in the results list.

MSW 4 RELAYS

MSW 4.1 Relays shall consist of four swimmers each registered with the same club. No swimmer is allowed to represent more than one club.

MSW 4.2 The order of swimmers by gender is optional in mixed relays

MSW 5 RECORDS

MSW 5.1 Masters World Records for all events listed in MSW 2 for both sexes in each age group shall be recognised and maintained in 1/100 second time (2 decimal places) and according to the provisions listed on the application form. World Records may also be recorded with manual timing in 1/100 second time (2 decimal places in accordance with SW 11.3).

MSW 5.2 Applications for Masters World Records must be made on the FINA official forms by the individual in question within 60 days from the end of the event.

MSW 5.3 World Records can only be established in a Masters meet:

- a) formally sanctioned by a FINA Member Federation; and
- b) organised for on behalf of a club or an organisation, which is a member of this FINA Member Federation or recognised by FINA; and
- c) conducted under the rules of FINA (and specially those relevant to Masters Swimming); and
- d) in which only swimmers registered in a club member of a FINA Member Federation participated.

MSW 5.4 The first swimmer in mixed relays may apply for a Masters World Record.

Health and Safety

The term 'Health and Safety' has over the past few years come into some disrepute and been misused on many occasions as an easy reason or excuse to stop or prevent an activity from taking place. There are a variety of pieces of legislation which deal with Health and Safety in its varying forms. The presentation and theory session within your training programme will go into more details of the elements which affect you as a Referee.

There is a thread which goes through the legislation which basically states that we have a duty of care to look after ourselves and not endanger any other person.

It is a strong recommendation that the Referee carries out a physical check of the pool before warm-up commences ensuring that all equipment required for competition is present and correctly installed. Many facilities are multi-functional with many fixing points around the deck, it is all too easy for backstroke flags or false start rope mounting posts to be placed in the wrong position.

Guidance

Whilst the following information is extracted from the ASA Handbook (Reg 203) it is relevant to all individuals, groups and organisations:

Duties of all persons

Any person participating in any activity organised by an affiliated club, body or organisation including, but not being limited to, any promoter, competitor, official or spectator at any competition in any swimming discipline held in England under ASA Laws, Regulations and Technical Rules or FINA Rules shall comply with the following:

- *any relevant statutory Health and Safety requirements;*
- *any bye laws or other regulations relating to safety;*
- *the conditions of any hire agreement relating to safety;*
- *safety instructions or guidance issued by the ASA or any other body approved by the Board*
- *take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions within the area for which the promoter, hirer or organiser of the activity is responsible.*

Duties of the promoter

The promoter of a competition shall have overall responsibility for the observance and enforcement of the safety requirements and his duties shall include but not be limited to the following. The promoter shall:

- *agree with the Owner/Operator the areas for which the Promoter, as hirer, is responsible;*
- *obtain a copy of the written Pool Safety Operating Procedures from the Owner/Operator and have it available for reference during the period of hire;*
- *make arrangements for the implementation of relevant sections of the written Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire;*
- *brief the referee(s) on the relevant sections of the written Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition;*

- *appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties;*
- *ensure before a competition is permitted to start that first aid and safety equipment to be provided by the Owner/Operator is in place and ready and available for immediate use and that pool staff who are qualified to operate it are on duty;*
- *ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire;*
- *prevent a competition starting if any of the required facilities and arrangements are absent or deficient;*
- *be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy to exercise the full powers of the Promoter;*
- *ensure, before the start of each competitive session, that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA and indicating where a copy of the written Pool Safety Operating Procedures can be seen.*

Duties of the Referee

The duties of a referee shall include but not be limited to the following.

- *in addition to the duties set out in Regulations and the relevant Technical Rules and conditions governing a competition, to be responsible for the safe conduct of all activities in those parts of the premises essential for the running of the competition;*
- *to ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with the current ASA requirements;*
- *to ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (e.g. evacuation procedures) required by the written Pool Safety Operating Procedures;*
- *to stop a competition proceeding at any stage if any of the required facilities, equipment, personnel and procedures become deficient and report it to the Promoter or his Deputy.*

Duties of officials and stewards

Any official or steward shall be under the control of the referee at all times and, in addition to the duties set out in Laws and Regulations or the Technical Rules and conditions governing a competition, shall report immediately to the referee(s) anything that appears to him to breach, or be likely to breach, the safety regulations.

Diving into Shallow Water

Each Association has different regulations to ensure safety when athletes dive into shallow water and they are detailed as follows:

ASA Guidance

If the water depth is below 900mm
no diving and all starts must be in the water;
the water depth is considered insufficient for tumble turns.

If the water depth is between 900mm and 1500mm
Poolside no higher than 380mm above the water surface, only swimmers who have achieved the standards of ASA Preliminary Start Award may dive from the side of the pool
Poolside/starting platforms no higher than 750mm above the water surface, only swimmers who have achieved the standard of ASA Competitive Start Award may dive off the side/starting platform

If the water depth is greater than 1500mm
Diving is allowed off the side of the pool or starting platform no higher than 750mm above the water surface.

These minimums may be affected by local pool Written Operating Procedures, i.e. greater depths may operate and therefore should be observed.

In pools that fall below the above minimum depths and/or where turning boards make diving difficult/impossible, then starting should take place in the water, including relay takeovers.

SASA Guidance

No diving into water depth of 0.9 metres or less is allowed.

For water depths greater than 0.9 metres and up to 1.5 metres, the starting height above the water level should not exceed 0.5 metres.

For water depths greater than 1.5 metres and up to 1.8 metres, the starting height above water level should not exceed 0.75 metres.

These minimums may be affected by local pool regulations; i.e. greater depths may operate and therefore should be observed.

In pools that fall below the above minimum depths and/or where turning boards make diving difficult/impossible, then starting should take place in the water, including relay takeovers.

WASA Guidance

A minimum depth of 1.35m extending from 1.0m to at least 6.0m from the end wall is required for pools with starting blocks. A minimum depth of 1.0m is required elsewhere

Para-Swimming

Para-Swimming is the modern terminology used when referring to swimmers who have certain defined forms of disability whereby it is not possible for them to conform to all of the stroke requirements.

There are basically two processes a swimmer can go through in order for them to compete in open competition with allowances for their individual impairment.

Medical Disability Certificate (MDC) / Certificate of Swimming Disability (CSD)

This is a document issued by the relevant national governing body Medical Officer based upon medical history provided by the swimmer's doctor to the Medical Officer. It tends to be of a more general nature and will indicate the level of ability the swimmer has in relation to FINA rules. It is generally acceptable in lower levels of competition. Swimmers in possession of this type of certificate are required to produce it to the referee prior to swimming their race. This will often be done prior to the start of a session.

Para-swimming Classification.

To obtain a classification a swimmer is required to undergo a three part assessment process. Once classified the swimmer is eligible to enter higher levels of competition. Details of a swimmers exceptions based upon their classification are held on the BS membership database and are accessible to Promoters when accepting entries for an event.

Referees need to bear in mind that we are an inclusive sport. Meet conditions will set out the applicable rules for the competition. Classifications relate to events conducted under IPC rules. MDC and CSD documents are not recognised under IPC rules. Referees must be aware of the meet conditions and deal with situations accordingly, permitting athletes to compete whenever possible.

Ideally meets where athletes with disability exceptions are competing should have a Technical Advisor or Disability Liaison Official appointed to assist the Referee.

Child Protection

At all times referees should be aware of their duty of care to athletes and officials in the pool environment.

Abuse can be in the following categories:

- Physical abuse – someone physically harming or injuring a child
- Sexual abuse – forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not the person is aware of what is happening
- Neglect – failure of care to a child resulting in the serious impairment of the child's health
- Emotional abuse – no love encouragement or help given to child and/or constantly derided or ridiculed or ignored. Conversely it can occur if a child is over protected
- Bullying – deliberate hurtful behaviour repeated over a period of time. It can be verbal, written or physical.

Each association has its own method of dealing with Child Protection issues.

ASA Guidance

Details regarding the reporting of Child Protection issues are detailed in the handbook. The following is extracted:

Any concerns of a child protection nature with regard to any individual involved in the sport of swimming must be referred to the ASA Department of Legal Affairs through any of the following initial contact communication channels:-

Swimline, message, telephone call, letter or E-mail. The concern or query will then be noted and referred to the ASA Independent Child Protection Officer, ("ICPO"), for her initial assessment. The ICPO will report her views and any recommended course of action direct to the Legal Department, and a decision will be taken as to how the matter will proceed. This procedure will normally be completed within 3 working days of receiving the initial information.

Depending on the circumstances, the matter could then proceed in one or more of the following ways: advice, referral to a relevant agency, independent investigation or formal ASA Complaints procedure.

SASA Guidance

All child protection issues should be reported to the SASA CEO as soon as possible.

WASA Guidance

Report to club welfare officer or committee member or call Swimline. In serious cases inform Swim Wales.

In all cases Child Protection Officers may feel it necessary to report incidents to Social Services and/or the police if it appears that the child is at risk.

General Advice and Comment

Order of Events

No alteration shall be made to the printed programme unless with the consent of the Referee and Promoter. The Referee shall inform the starter, recorder and announcer of any alteration.

Relay Events

Competing clubs or teams must submit a list of names of team members including reserves to the recorder. The team members must be listed in line with the Promoters conditions/licence conditions.

The composition of a relay team may be changed between heats and finals provided it is made up from the list of swimmers submitted.

A swimmer may be named as a member or a reserve for only one team.

Briefings

The Referee's briefing prior to an event is a vital component of a well-run meet. It will set the tone and enforce the standards you want from your team of officials. Without a team working with and for you the Referee's role can be a lonely place.

The delivery of a briefing allows the Referee to bring their personality to the event. Whilst the delivery is personal there are key points that you need to get across to your team.

The human brain whilst a complex machine can only take in so much at one time and remember it for short term use. In order to be effective a briefing must be ordered and concise.

Whilst not a composite list the following sets out a model for the content of a briefing:

1. WELCOME

- 1.1. Welcome to all volunteers and thanks for their help

2. ROLE ALLOCATION

- 2.1. Referees and Starters
- 2.2. Officials positions for the Session
- 2.3. Competition specific information

3. LOCAL EVENT INFORMATION

- 3.1. Health & Safety
 - 3.1.1. General
 - 3.1.2. Pool/Promoter specific
 - 3.1.3. Accidents and Incidents – reporting
- 3.2. Domestic Issues
 - 3.2.1. Expenses
 - 3.2.2. Catering/Poolside drinks/Breaks

4. PROGRAMME

- 4.1. Licence Number
- 4.2. Events
- 4.3. Programme/Start Sheets

5. COMMUNICATIONS

- 5.1. Use of Radios
- 5.2. Disqualification Reports

6. PARADE

- 6.1. Protocol and method

7. QUESTIONS