



WORKBOOK

FOR

OPEN WATER LEVEL 2

Candidate Name.....

Club.....

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Introduction

Welcome to the second stage of formal British Swimming Technical Official qualification within the discipline of Open Water Swimming. When you have completed this booklet, you will be qualified as an Open Water Level 2 official. This will enable you to officiate as a Race Judge, Chief Finish Judge, Course Officer, Clerk of Course, and Starter.

British Swimming thanks you for the time and effort you will be giving to the sport and hopes you will gain both enjoyment and fulfilment as you progress as an Open Water Level 2 technical official. It is only through the commitment of yourself and others that competition at all levels can take place.

This qualification follows on from Open Water Level 1 (OWL1), **which must be held by the Candidate before training can commence**. The course consists of a workshop undertaken with an open water trainer before continuing at mentored open water development sessions. The initial workshop will review the OWL1 duties before commencing the new syllabus. Not only will this allow you to expand your knowledge, but it will also reinforce understanding.

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

Candidates should then start to complete the record of duties forms as they participate at training opportunities. Candidates and mentors should meet and record each sessions' conclusions, discuss progress made, and highlight any action points needed.

When the record of duties form has been completed the candidate should meet with their mentor to complete the remaining review questions, (do not complete the workbook prior to the meeting). Remember, the completion of the workbook should be done by the candidate in an **"independent and autonomous"** manner – simulating actual open water conditions.

On completion of the workbook and training each candidate should meet with a nominated Referee, on a one to one basis, for a review of their training and as to their suitability to gain the qualification of Open Water Level 2

How to Use This Workbook

Its Purpose

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

It is your record, not that of the Course Leader or your Mentor, and apart from pages 7 and 8, which will be removed for officials' management, it stays with you and should prove to be a useful information source for several years to come.

Stages of Training

There are 7 stages of training associated with the Open Water Level 2 (OWL2) qualification. These are:

1. Initial Group Workshop covering the specific Open Water Level 2 role and FINA rules
2. Open Water Practice/Experience – Race Judge
3. Open Water Practice/Experience – Chief Finish Judge
4. Open Water Practice/Experience – Course Officer
5. Open Water Practice/Experience – Clerk of the Course
6. Question and Answer session – Starter
7. Final Assessment and sign-off

Help & Assistance

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

Record of Duties

Feedback from the Mentor and Referee should be provided and recorded for each element and period.

Training Time

The length of training time is dependent upon the knowledge and experience of the Candidate. It is considered that each competency element of the Open Water Level 2 training should in most circumstances be able to be completed in approximately 2 or 3 periods of practical experience/mentoring for each duty. Prior qualification and experience as a Pool Judge Level 2 Starter, or Referee is likely to assist in reducing the overall time taken to achieve full competence in the identified areas;

Competence

The Candidate is expected to achieve an acceptable level of competence in all the areas set out in this workbook. When a Licensed Open Water Referee is satisfied that an acceptable level of competency has been achieved he/she should sign off the competency to indicate this achievement. In all cases however, regardless of prior pool experience or level of qualification, practical assessments of each competency must be conducted at an Open Water event.

The Open Water Level 2 Competency Sign-Off record sheet shows the 5 sections that need to be certified by a Licensed Open Water Referee when the Candidate achieves the desired standard.

Progression

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

Training Records

The “Record of Duties” sheets are to be accurately completed as the Candidate’s development progresses. Training should be flexible; however, it is not necessary to work sequentially down the list of roles. Each development opportunity and competency are to be individually recorded on a separate line. If all lines become filled but individual areas remain unvalidated on the Competency Sign-Off record, additional “Record of Duty” sheets should be added by the Candidate.

Candidate comments and feedback from the Mentor and Referee are required entries, they are there to record the Candidate’s understanding and progress in each Competency area.

Mentoring

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

Training for Mentoring is provided via a specific CPD module and is available to all officials irrespective of grade and is an inclusive process into which all officials are invited to participate, not just to increase their overall knowledge of the sport and its rules, but also to develop, improve and disseminate collective best practice.

Mentoring is Development NOT Assessment.

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

Additional Resources

Links to a number of relevant documents can be found in the dedicated web area at

<https://www.britishswimming.org/browse-sport/swimming/officials/open-water/>

FINA rules, announcements from British Swimming, and general resources can be accessed through the links provided at

<https://www.britishswimming.org/browse-sport/swimming/officials/general-resources/> .

In addition, the British Swimming website offers you access to information on topics such as continuing professional development, officials licensing or additional qualifications.

To ensure you do not miss out on any forthcoming officiating news and information simply type

<https://www.swimmingresults.org/officialsnews/>

into your browser and register to receive emailed updates, including invitations to apply to officiate at National events. To register for Swimming Officials News all you will need is your British Swimming registration number and an email address.

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

Progress forms

**Record of Progress
Open Water Level 2**

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

Record of Duties

Open Water Level 2 Competency Sign-Off

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

District/Region:					
Name:				Reg No:	
	Competency	Date Achieved	OW Referee's Name	Signature:	Reg No:
1	Race Judge				
2	Chief Finish Judge				
3	Course Officer				
4	Clerk of the Course				
5	Starter				

Competency Sign-Off

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

Only Licensed Open Water Referees may sign-off a competency. Licensed Open Water Referees are entrusted with maintaining an acceptable standard **and are reminded that they should not sign-off competencies unless they are satisfied that the Candidate can perform at the accepted standard unaided.** They should not sign competencies based upon the number of events worked or number of separate times a competency area has been covered.

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

Each Referee should ask themselves if they are:

- a. Happy to work with this Candidate as part of their event team,
- b. If they would be willing to provide a personal recommendation for the Candidate to other British Swimming Referees.

If the answer to either question is No, they are not to sign-off the Candidate as being competent and additional Candidate training, experience or development should be initiated.

Record of Duties – Comments on session work

District/Region:											
Candidate Name:							Reg No:				
Date and Event	Competency Area Covered & Candidates Comments					Mentor Comments			Referee Comments		
	1	2	3	4	5						
						Name:			Name:		
						Reg No.:			Reg No.:		
	1	2	3	4	5						
						Name:			Name:		
						Reg No.:			Reg No.:		
	1	2	3	4	5						
						Name:			Name:		
						Reg No.:			Reg No.:		
	1	2	3	4	5						
						Name:			Name:		
						Reg No.:			Reg No.:		
	1	2	3	4	5						
						Name:			Name:		
						Reg No.:			Reg No.:		

Date and Event	Competency Area Covered & Candidates Comments					Mentor Comments	Referee Comments
	1	2	3	4	5		
						Name:	Name:
	Reg No.:	Reg No.:					
						Name:	Name:
	Reg No.:	Reg No.:					
						Name:	Name:
	Reg No.:	Reg No.:					
						Name:	Name:
	Reg No.:	Reg No.:					
						Name:	Name:
	Reg No.:	Reg No.:					
						Name:	Name:
	Reg No.:	Reg No.:					
						Name:	Name:
	Reg No.:	Reg No.:					

Additional sheets are to be used if a competency area requires further experience to be gained.

General Rules for Open Water Swimming

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

<http://fina.org/content/fina-rules-regulations>

OWS 1 DEFINITIONS

OWS 1.1 OPEN WATER SWIMMING shall be defined as any competition that takes place in rivers, lakes, oceans or water channels except for 10km events.

OWS 1.1.1 MARATHON SWIMMING shall be defined as any 10km event in open water competitions.

OWS 1.2 The age limit for all FINA Open Water Swimming events must be at least 14 years of age. The age of all competitors will be considered as at 31st December of the year of the competition.

OWS 2 OFFICIALS

The following officials shall be appointed at Open Water swimming competitions:

A Chief Referee (one per race)

Referees (2 minimum, additional Referees proportional to race entries)

Chief Timekeeper plus 2 Timekeepers

Chief Finish Judge plus 2 Finish Judges

Safety Officer

Medical Officer

Course Officer

Clerk of the Course

Race Judges (one per competitor) except for event with a course of 10km or less

Turn Judges (one per alteration of Course)

Feeding Platform Judge (when feeding platforms are used)

Starter

Announcer

Recorders

NOTE: No official can act in more than one role simultaneously. They may only undertake a new role after all the obligations of their previous role have been fulfilled.

Reporting for duty

1. All technical officials should wear suitable clothing when attending any open water swimming event. Weather in Britain can be changeable, and layers of clothes, including waterproofs, are recommended;
2. You may be requested by the event organisers to wear a specific uniform. This is acceptable provided it complies with the advertising conventions specified by FINA;
3. You should ensure you have at least two pens (one as a spare) with black or blue ink.
4. You should report to the Chief Referee at least 30 minutes prior to the officials' briefing of the event, (unless you have been informed otherwise). This briefing will be conducted by the Chief Referee.

General Maxims for Open Water Officials

1. Safety is Paramount
2. The swimmer always gets the benefit of any doubt

Chapter One - Race Judge

a. Role

1. Race judges must know the FINA Rules and be able to apply them uniformly. They should observe swimmers to verify conformity with the rules and report the infringement when the rules are broken. Race judges shall ensure fair play and equitable competition for all swimmers. As a safety check, where possible, race judges should record the race number of each swimmer who passes. If this is not practicable, they should record the number of swimmers passing them on the appropriate form.
2. Before the competition commences the race-judges will be briefed on their responsibility and jurisdiction.

b. Responsibilities

A race judge will;

1. ensure that the race rules are observed;
2. report to the Chief Referee any swimmer who is seen to take unfair advantage or commit unsporting impediment on another swimmer;
3. record any infringement. (An example of this form can be found on page50/51 of this booklet)

c. Equipment

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

1. programmes or start sheets;
2. race judges will normally be required to wear a Life Jacket;
3. race judges may be issued with throw ropes;
4. race judges will normally be issued with radios;
5. race recording slips.

d. Duties of the Race Judge

1. Race Judges will be allocated an area to patrol; this could be an ashore allocation, where they would patrol their designated area of beach or bank, or a boat, where they would be directing their boat to follow a particular swimmer or patrol the area allocated;
2. watch all swimmers as they execute their swim to ensure they do so correctly;

3. ensure carefully that no swimmer is impeded or disadvantaged;
4. report to the Chief Referee any infringements observed and immediately make a note of the infringement;
 - i. this should be done as soon as possible, by radio, to the Chief Referee;
 - ii. a written report, detailing the infringement should be given to the Chief Referee as soon as is practicable, or at the end of the event;
5. listen to retirements being given over radio and note on Race Judge form to ensure you are aware of the number of swimmers actually in the water at any given time.

e. FINA Rules for Race Judges

OWS 3.27 be positioned in an escort safety craft (where applicable), assigned by random draw prior to the start, so as to be able to observe, at all times, his appointed swimmer.

OWS 3.28 ensure at all times that the Rules of competition are complied with, violations being recorded in writing and reported to a Referee at the earliest opportunity.

OWS 3.29 have the power to order a swimmer from the water upon expiry of any time limit so ordered by the Chief Referee.

OWS 3.30 ensure that his appointed swimmer does not take unfair advantage or commit unsporting impediment on another swimmer and if the situation requires, instruct a swimmer to maintain clearance from any other swimmer.

OWS 6.2 Race Judges shall instruct any swimmer who is, in their opinion, taking unfair advantage by pacing or slipstreaming with the escort craft to move clear

f. Tips for Race Judges

1. if you are issued with a throw rope, make sure you know how to use it;
2. if you are allocated a radio make sure you understand how to use it correctly (see notes in Level 1 if you need to revise);
3. if you are based on land, record the swimmers that pass your patrol point.

g. Race Judge review questions

1. In an open water competition, the swimmer you have been observing in a 10k event is out of time limit. As a Race Judge what do you have the power to do?

2. The Race Judge in an escort boat observes a swimmer being paced by an escort boat. What action should be taken by the Race Judge?

3. Give three duties that a Race Judge could be asked to perform.

4. If appointed as a Race Judge in which escort craft are used, where would you be stationed on the course?

Chapter Two - Chief Finish Judge

a. Role

The Chief Finish Judge must have a thorough knowledge of the rules. They must know who the other Judges, Chief Timekeeper, Chief Referee and Referees are before the commencement of the race.

b. Responsibilities

1. ensure all Race Judges are aware of their roles;
2. ensure all Finish Judges are aware of their roles;
3. work closely with the Chief Timekeeper to establish the final results.

c. Equipment

1. sufficient Recorders sheets to establish the results;
2. pen / pencil;
3. binoculars;
4. the Chief Finish Judge will normally be issued with a radio;

d. Duties of Chief Finish Judge

1. allocate, by random draw where event conditions require, Race Judges to an escort boat or a specific patrol area if on land.
2. before the commencement of the race assign each Finish Judge to a position;
3. give each Judge the appropriate paperwork needed for them to carry out their duties.
4. at the end of the race the Chief Finish Judge will collect signed results sheets from each Finish Judge and the times recorded for each swimmer from the Chief Timekeeper; establish the final result putting together the place order and times and then send directly to the Chief Referee

e. FINA Rules for the Chief Finish Judge

The Chief Finish Judge shall:

OWS 3.19 assign each Judge to a position.

OWS 3.20 record and communicate any decision received from the Referees during the competition.

OWS 3.21 collect after the race, signed results sheets from each Finish Judge and establish the result and placing which shall be sent directly to the Chief Referee.

OWS 3.22 confirm to each Race Judge their escorted boat and instruct them in their duties

OWS 3.23 record and communicate any decision received from the Referees during the Competition.

OWS 3.24 collect after the race, signed sheets from each Race Judge of their observations during the race, which shall be sent directly to the Chief Referee.

f. Tips for the Chief Finish Judge

1. make certain you know which boat you will be putting Race Judges into, and who they will be judging.
2. if Race Judges are to be stationed on land make certain the judge is aware of his patrol area.
3. make certain each Race Judge has the correct paperwork needed to document incidents etc. during the race.
4. When receiving decisions received during the race from any of the Referees, ensure that you note them accurately, along with the time received.
5. put a lot of practice in as part of your training on marrying up times and places;
6. do not panic under pressure and write clearly to avoid mistakes;
7. know the capabilities of your Finish Judges and use the most reliable/experienced as a check sheet;
8. Placing the order of finish correctly is more important than the swimmers time, as there are no records in Open Water competitions;
9. do not be pressurised for quick results. When you are satisfied hand your master copy of the race result to the Chief Referee;
10. ask the Timekeepers to occasionally note down the number of a swimmer beside their time. This helps if there is a problem with the marrying of times to places in case there are too many times or too many places on the results sheets.
11. On completion of the race make certain you collect all documents from all your Judges, confirm that Judges have signed their documents, then hand these directly to the Chief Referee including your own.

g. Chief Finish Judge review questions

1. Explain the responsibility of the Chief Finish Judge

2. Who does the Chief Finish Judge assign duties to before the start of the race?

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

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

5. There are 36 swimmers completing the race and the three Timekeepers have 35, 37 and 41 times. How would a result be determined?

6. When should you collect the Judges paperwork, and to whom do you pass the Judges paperwork to?

Chapter Three - Course Officer

a. Role

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

b. Responsibilities

The Course officer shall:

1. be accountable to the Management Committee for the accurate survey of the course;
2. certify that any equipment that has been installed has been done in the official manner and is in working order;
3. make certain that the start and finish areas are correctly marked;
4. ensure that all course changes are discernible, and manned, prior to the commencement of the competition;
5. make sure that Turn Judges are in place preceding the beginning of the competition and inform the Chief Referee.

c. Equipment

1. GPS;
2. Laser Rangefinder;
3. map of the course;
4. risk assessment;
5. life jacket;
6. toolkit with equipment for use to secure stray buoys and start and finish apparatus.

d. Duties of the Course Officer

1. ensure that the course is marked clearly and correctly;
2. ensure that the start and finish areas are safe and clearly marked;
3. ensure any equipment required and used is safe, being used in the correct manner and in working order;
4. check that all Turn Judges are in their nominated positions and report this to the Chief Referee at least 15 minutes before the event starts;
5. inspect the course with a Referee and Safety Officer.

e. FINA Rules for the Course Officer

THE COURSE OFFICER shall:

OWS 3.42 be responsible to the Management Committee for the correct survey of the course.

OWS 3.43 ensure the start and finish areas are correctly marked and all equipment has been correctly installed and, where applicable, is in working order.

OWS 3.44 ensure all course alteration points are correctly marked and manned prior to the commencement of the competition.

OWS 3.45 with the Referee and Safety Officer inspect the course and markings prior to the commencement of the competition.

OWS 3.46 ensure that Turn Judges are in position prior to the start of the competition and report this to the Chief Referees

f. Tips for the Course Officer

1. ensure that you arrive early;
2. make sure you know that the buoys/ course markers are available; that they are already at the venue or you are taking them to the venue;
3. have a map of the course;
4. bring your GPS, and Laser Range Finder (if available);
5. have a copy of the risk assessment so as to be aware of hazards;
6. wear a life jacket;
7. ensure the course is laid before the swimmers are given their safety briefing so that the Referee can point out the turning points
8. remember you are responsible for clearing the course as well as setting it;
9. set up the start and finish areas; ensuring that the finish is clearly marked.

g. Course Officer review questions

1. What equipment would you use to aid with setting the course accurately?

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

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

4. To whom does the Course Officer report that the Turn Judges are in position?

5. With whom does the Course Officer inspect the course before the commencement of the event?

6. To what committee is the Course Officer responsible and what is this responsibility?

Chapter Four - Clerk of the Course

a. Role

The role of the Clerk of the Course is to ensure the safety, at all times, of the competitors. The Clerk of the Course assembles and prepares the swimmers and ensures proper facilities are available at the finish for all competitors. The term Clerk of the Course often refers to a team of personnel assembled to perform this duty effectively, this team should normally include male and female members.

b. Responsibilities

1. ensure the competitor's number is marked prominently, in waterproof ink or transfer, on the shoulders, upper arms, and back of hands;
2. ensure each swimmer is given a numbered band which coincides with the race competitor number (at events where bands are used);
3. when Automatic Officiating Equipment is used for timing of competitions, ensure each swimmer is given an allocated microchip transponder to wear on each wrist
4. announce the countdown to the start time;
5. call the competitors onto the start platform or into the water at the start. This is normally done in race number order;
6. hand the competitors over to the Referee, and give the Referee a list of any non-Starters;
7. account for each swimmer as they leave the water. Where numbered bands are used, collect these from each swimmer as they leave the water. Place each band on the tally board;
8. manage the welfare of all competitors at the finish until their coach or representative can take over;
9. check your records, or where numbered bands are used check the tally- board is correct, and ensure all swimmers are accounted for;
10. inform the Chief Referee that all swimmers have been accounted for.

c. Equipment

1. waterproof markers, thick for shoulders and thin for hands;
2. stencils or transfers (if provided);
3. nail clippers or scissors;
4. start sheets;

5. radio;
6. stopwatch, plus a spare;
7. means of transporting swimmers clothing and equipment to the finish area;
8. tally-board and bands (where used).
9. Transponders (where used)

d. Duties of the Clerk of the Course

1. assemble and prepare competitors prior to each event and ensure proper reception facilities at the Finish are available for all competitors;
2. ensure each competitor is identified correctly with their race number and that all swimmers have trimmed fingernails and are not wearing any jewellery, including watches;
3. Ensure all swimsuits (including wetsuits, if race conditions permit their wear) comply with FINA law, rules, and bye-laws. Swimmers must wear only one swimsuit (plus a wetsuit if race conditions permit their wear).
4. be certain all swimmers are present, in the assembly area, at the required time prior to the start;
5. ensure each swimmer is wearing their electronic timing transponder(s) prior to entering the water (at events where electronic timing is being used)
6. keep swimmers and officials informed of the time remaining before the start at suitable intervals until the last five minutes, during which one-minute warnings shall be given;
7. be responsible for ensuring that all clothing and equipment left in the start area is transported to the finish area and kept in safekeeping;
8. ensure that all competitors leaving the water at the finish have the basic equipment required for their well-being, should their own attendants not be present at that time.

e. FINA Rules for Clerk of the Course

OWS 3.47 assemble and prepare competitors prior to each event and ensure proper reception facilities at the finish are available for all competitors.

OWS 3.48 ensure each competitor is identified correctly with their race number and that all swimmers have trimmed fingernails and toenails and are not wearing any jewellery, including watches.

OWS 3.49 be certain all swimmers are present, in the assembly area, at the required time prior to the start.

OWS 3.50 keep swimmers and officials informed of the time remaining before the start at suitable intervals until the last five minutes, during which one-minute warnings shall be given.

OWS 3.51 be responsible for ensuring that all clothing and equipment left in the start area is transported to the finish area and kept in safekeeping.

OWS 3.52 ensure that all competitors leaving the water at the finish have the basic equipment required for their well-being should their own attendants not be present at that time.

FINA swimwear criteria

- Where event conditions permit, swimwear shall not cover the neck nor extend past the shoulders, nor shall extend below the ankle;
- Where event conditions permit, wetsuits shall completely cover the torso, back, shoulders and knees. They shall not extend beyond the neck, wrists, and ankles.
- the swimsuit/wetsuit shall not offend morality and good taste;
- swimsuits may be in one or two pieces Other items covering the body and not part of the swimsuit are prohibited;
- the material used for swimsuits can be only "textile fabric" defined as material consisting of natural and/or synthetic, individual and non-consolidated yarns used to constitute a fabric by weaving, knitting, and/or braiding. no zip or other fastening system is allowed;

OWS 6.10 No swimmer shall be permitted to use or wear any device which may be an aid to their speed, endurance or buoyancy. Approved swimsuit, Goggles, a maximum of two (2) caps, nose clip, and earplugs may be used

f. FINA Bye-Laws regarding costumes

BL 8 SWIMWEAR

BL 8.1 All swimwear used at Olympic Games and FINA Events (pool and open water swimming competitions) shall be swimwear approved by FINA in accordance with the rules and procedures set forth in the FINA Requirements for Swimwear Approval (FRSA) issued by the FINA Bureau and valid on the date of approval. Following an approval process conducted by the Swimwear Approval Commission, a list of approved swimwear is published by FINA (the Approved List) each year. The Approved List is published each year before December 31 and is valid starting from January 1 of the subsequent year.

BL 8.2 In pool and open water swimming competitions the competitor must wear only one swimsuit in one or two pieces. No additional items, like arm bands or leg bands, shall be regarded as parts of a swimsuit. All swimsuits (including wetsuits for open water competitions) shall comply with the requirements set forth in these By-Laws and the FRSA.

BL 8.3 For pool swimming competitions swimsuits for men shall not extend above the navel nor below the knee, and for women, shall not cover the neck, nor extend past the shoulder, nor below the knee. The swimsuits shall be made from textile materials.

BL 8.4 For open water swimming competitions with water temperature from 20 C swimsuits for both men and women shall not cover the neck, nor extend past the shoulder, nor extend below the ankle. Subject to these specific shape specifications, swimsuits for open water swimming competitions shall further comply with all other requirements applicable to swimsuits for pool swimming competition.

BL 8.5 From January 1, 2017, for open water swimming competitions in water with a temperature below 20 C, men and women may use either swimsuits (BL 8.4) or wetsuits. When the water temperature is below 18 C, the use of wetsuits is compulsory.

For the purpose of these rules, wetsuits are swimsuits made of a material providing thermal insulation. Wetsuits for both men and women shall completely cover the torso, back, shoulders and knees. They shall not extend beyond the neck, wrists, and ankles.

BL 8.6 BL 8.1 to BL 8.5 apply also for the Masters Open Water competitions.

[NOTE TO BL8.6: It is clarified that swimsuits, respectively wetsuits which fulfil the shape requirement set forth in BL 8.3, respectively BL 8.4 and 8.5 (for open water swimming competitions) can be accepted even if they do not bear a valid FINA approval label provided they effectively and evidently fulfil the material requirements set forth in the current FINA Requirements for Swimwear Approval. This is notably the case for swimsuits made of traditional permeable textile (i.e. open mesh material) material (such as cotton, Nylon, Lycra and the like) with no application of surface treatment closing the open mesh structure and wetsuits which expressly fulfil the thickness requirement (for example wetsuit thickness provided by the manufacturer). In case of doubt in this respect and when notably such doubt concerns a swimsuit or a wetsuit used at the occasion of a World record, an actual check of the swimsuit or a wetsuit can be required from the competitor or Certifying Official and the swimsuit or a wetsuit is to be forwarded to the FINA Office for submission to an actual control of all or parts of the requirements.]

BL 8.7 For team events in open water swimming, all swimmers from the same team must wear the same colour caps which shall also comply with the FINA rule BL 9.3.7.3.

g. Tips for the Clerk of the Course

1. have a stopwatch for the countdown;
2. make sure that there are enough waterproof marker pens in working order;
3. ensure that you have an up to date start list, to mark up your swimmers correctly;
4. ensure swimmers are instructed to NOT apply sun-cream or grease until after being marked-up;
5. mark each swimmer number clearly, preferably with a stencil. If transfers are being used, be aware that these take considerably longer to apply per person.
6. where used, ensure that all swimmers are aware of the importance of the tally-band. That if they do not complete the swim, they ensure that they, an official, or a representative returns the band to the tally-board as soon as possible;

7. listen/look for swimmers withdrawing during the swim and make a note of their number so that you know the swimmer has left the water. Where used, note that their tally band needs returning, possibly from someone other than the swimmer;
8. always know how many swimmers remain in the water;
9. note which swimmers do not have someone to look after them and be extra aware of their safety/welfare at all times;
10. listen to the radio at all times during the race so that you know about each individual swimmer;
11. have more than one pair of scissors/clippers for those swimmers who need to trim their nails. Note: do not attempt to trim the nails yourself.
12. check that there are hot/cold drinks available at the finish for the swimmers;
13. check that there are towels/ blankets/space-wraps at the finish;
14. stay at the finish until all swimmers are accounted for.
15. remember to inform the Chief Referee when all swimmers are accounted for at the completion of the swim;

h. Clerk of the Course review questions

1. Before the start of an event what are the duties of the Clerk of the Course?

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

3. What is the minimum number of Clerk of the Course personnel required at a competition?

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

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

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

7. What does the Clerk of the Course need to ensure for all swimmers leaving the water at the completion of the race?

8. Chapter Five - The Starter

a. Role

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

b. Responsibilities

The Starter must:

1. be at the event well in time to familiarise them self with the starting area and the equipment being used to start the race;
2. attend the safety briefing to demonstrate the start signal
3. be aware if the start is to be a dive from a platform or in the water;
4. be aware of any constraints imposed by the start area and the precise procedure they will be following. This should include detail of how the start rope is to be deployed (if used) and where they will be located, ashore or on the water;
5. ensure that they have the required equipment to execute a correct start;
6. ensure that the start rules are observed;
7. ensure that the start signal is both audible and visual.

c. Equipment

The following equipment is required for the Starter:

1. a flag for the visual start;
2. a klaxon or equivalent for the audible start;
3. a list of confirmed swimmers for each event;
4. a pen/pencil and paper to record any infringements.

d. Duties of the Starter

The Starter will;

1. ensure they are located in such a place that they are clearly visible to all swimmers;

2. upon the signal from the Chief Referee, raise a recognizable flag into the vertical position;
3. when satisfied that all swimmers are correctly positioned, are paying attention, and ready to begin the race, call out "take your marks", irrespective of whether an 'in-water' or 'dive start' is being used;
4. simultaneously bring the flag down and activate an audible signal to start the race;
5. report to the Referee any swimmer who is seen to take unfair advantage or commit unsporting impediment on another swimmer during the start;
6. record any infringement of the start procedure. (An example of the form can be found on page 50/51 of this booklet)

e. FINA Rules for the Starter

THE STARTER shall:

- **OWS 3.11** start the race in accordance with OWS 4 following the signal by the Chief Referee.

OWS 4 THE START

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

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

f. Tips for the Starter

1. establish with the Chief Referee the procedure for unfair starts;
2. be present at the swimmers' briefing to demonstrate the start signal and to answer any question on the start procedure.
3. ensure that you know what starting equipment is to be used;
4. make sure all loudspeakers/ horns are working;
5. have a clear view of the swimmers;
6. note any withdrawals notified by the Clerk of the Course, and make sure the number of swimmers at the start match the start list;
7. there must be close liaison with the Chief Referee in order to obtain a fair start;
8. be positioned close to the Chief Referee so that the swimmers can see you both without having to move their heads;

g. Starter review questions

1. When starting an event where should the Starter take up a position?

2. What action does the Chief Referee take to inform the Starter that they need to commence the race?

3. What does the Chief Referee do to alert the swimmers that the race is ready to begin?

4. What response does the Starter give after the Chief Referee has pointed his flag at him?

Chapter Six – Other officials

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

- The Safety Officer
- The Medical Officer
- The Recorder
- The Announcer

a. Safety Officer

The Safety Officer shall:

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

FINA Rules for the Safety Officer

THE SAFETY OFFICER shall:

OWS 3.34 be responsible to the Chief Referee for all aspects of safety related to the conduct of the competition;

OWS 3.35 check that the entire course, with special regard to the start and finish areas, is safe, suitable, and free of any obstruction;

OWS 3.36 be responsible for ensuring that sufficient powered safety craft are available during the competition so as to provide full safety backup to the escort safety craft;

OWS 3.37 provide prior to the competitions to all swimmers a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides or current on a swimmer's progress along the course;

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

Safety Officer review questions

1. What should a Safety Officer brief to all officials before the start of the competition?

2. Before the commencement of the competition, what duty is expected of the Safety Officer in relation to the course?

3. As competitors and officials arrive at the competition the weather changes; who is responsible in advising the Chief Referee of the state of the conditions?

4. What recommendations concerning the race may a Safety Officer advise the Chief Referee of, and who else is involved with any recommendation?

b. Medical Officer

The Medical Officer shall:

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

FINA Rules for the Medical Officer

The **MEDICAL OFFICER** shall:

OWS 3.39 be responsible to the Chief Referee for all medical aspects related to the competition and competitors;

OWS 3.40 inform the local medical facilities of the nature of the competition and ensure that any casualties can be evacuated to medical facilities at the earliest opportunity;

OWS 3.41 in conjunction with the Safety Officer, advise the Chief Referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conduct.

Medical Officer review questions

1. What does the Medical Officer, in conjunction with the Safety Officer, advise the Chief Referee about?

2. Give the duties of the Medical Officer before the race commences.

3. To whom is the Medical Officer responsible to for all medical aspects related to the competition and competitors?

c. Recorder

The Recorder shall;

1. record all withdrawals from the competition;
2. enter results on the official forms;
3. if required, maintain record for team awards.
4. report any violation and rule infringements to the Chief Referee

FINA Rules for the Recorder

THE RECORDER shall:

OWS 3.53 record withdrawals from the competition, enter results on official forms and maintain the record for team awards as appropriate.

OWS 3.54 report any violation to the Chief Referee on a signed card detailing the event, and the rule infringement.

Tips for the Recorder:

1. ensure that you have radio communication with the Chief Referee and other radio equipped officials;
2. record all relevant incidents reported by radio, by maintaining a log. When necessary record infringements awarded against swimmers and confirm to the Chief Referee any swimmer receiving two “yellow flag” infringements.
3. at some events using video finish result equipment, the Recorder may be responsible for liaising with the video operator and communicating results to the Chief Referee. Under these circumstances ensure agreement where to meet the Chief Referee has been made;

Recorder review questions;

1. What are the duties of the Recorder?

2. What does the Recorder record?

3. What other duty could the Recorder be asked to do?

d. Announcer

The announcer provides timely announcements and effective and accurate information which aids the structure and control of the event. They should have clear diction and be given all relevant information concerning the event. They should have a programme, map of the course, list of competitors with their race numbers and country/team etc. During an event the announcer may be instructed to make specific broadcasts relating to the event, these broadcasts must be made exactly as instructed.

The duty of an announcer is to:

1. Provide safety information regarding the competition and venue.
2. Introduce the policies and protocols for warm up, reporting to marshalling areas, presentation areas, notice of disqualifications made, and outcomes from any protests.
3. Inform competitors, volunteers and spectators of what is happening and notify when event presentations are taking place.
4. Keep competitors, volunteers and spectators up-to-date with any changes to the published event programme.

An announcer should not be confused with a commentator.

- An announcer publicly makes known the approach.
- A commentator is someone who can really add value to what the spectators see by making educated remarks about the current events

Announcer review questions

1. What does an announcer need to be provided with?

2. What does an announcer do?

3. What is the difference between an announcer and a commentator?

Chapter Seven - Further reading

FINA Rules

OWS 5 THE VENUE

OWS 5.1 World Championships and FINA competitions shall be for Open Water distances, 25 kilometres, 10 kilometres and 5 kilometres, conducted at a venue and course approved by FINA.

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

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

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

OWS 5.5 The water temperature should be a minimum of 16°C and a maximum of 31°C. It should be checked the day of the race, 2 hours before the start, in the middle of the course at a depth of 40 cm. This control should be done in the presence of a Commission made up of the following persons present: a Referee, a member of the Organising Committee and one coach from the teams present designated during the Technical Meeting.

OWS 5.5.1 The Safety Officer shall monitor temperature conditions periodically during the race.

OWS 5.6 All turns/alterations of the course shall be clearly indicated. Directional Buoys which are alterations of the course shall be of a different colour to guidance buoys.

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

OWS 5.8 All Feeding Platforms, turning apparatus and Turn Judge's craft/platforms shall be securely fixed in position and not be subject to tidal, wind or other movements.

OWS 5.9 The final approach to the finish shall be clearly defined with markers of a distinctive colour and shall comprise the boundary of the course.

OWS 5.10 The finish shall be clearly defined and marked by a vertical face.

OWS 6 THE RACE

OWS 6.1 All Open Water competitions shall be Freestyle events and swimmers are required to complete the whole course, respecting all designated turning buoys and course boundaries.

OWS 6.2 Race Judges shall instruct any swimmer who is, in their opinion, taking unfair advantage by pacing or slipstreaming with the escort craft to move clear

OWS 6.3 Disqualification Procedure

OWS 6.3.1 If in the Opinion of the Chief Referee or Referees, any swimmer, or swimmer's approved representative, or escort safety craft, takes advantage by committing any violation of the rules or by making intentional contact with any swimmer, the following proceeding shall apply:

1st infringement:

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

2nd Infringement:

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

OWS 6.3.2 If in the opinion of a Referee, an action of a swimmer or an escort safety craft, or a swimmer's approved representative is deemed to be 'unsporting' the Referee shall disqualify the swimmer concerned immediately.

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

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

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

OWS 6.7 With the exception of 6.6 above swimmers shall not receive support from any fixed or floating object and shall not intentionally touch or be touched by their escort safety craft or crew therein.

OWS 6.7.1 Rendering assistance by an official Medical Officer to a swimmer in apparent distress should always supersede official rules of disqualification through "intentional contact" with a swimmer (OWS3.1).

OWS 6.8 For races where escort boats are used each escort safety craft shall contain: a Race Judge, a person of the swimmer's choice, and the minimum crew required to operate the escort safety craft.

OWS 6.8.1 Each safety craft shall display the swimmer's competition number so as to be easily seen from either side of the escort safety craft and the national flag of the swimmer's Federation.

OWS 6.9 Each safety craft shall contain appropriately qualified safety personnel and the minimum crew required to operate the safety craft.

OWS 6.10 No swimmer shall be permitted to use or wear any device which may be an aid to their speed, endurance or buoyancy. Approved swimsuit, Goggles, a maximum of two (2) caps, nose clip, and earplugs may be used.

OWS 6.11 Swimmers shall be allowed to use grease or other such substances providing these are not, in the opinion of the Chief Referee, excessive.

OWS 6.12 The pacing of a swimmer by another person entering the water is not permitted.

OWS 6.13 Coaching and the giving of instructions by the approved swimmer's representative on the feeding platform or in the escort safety craft is permitted. No whistle shall be allowed.

OWS 6.14 When taking sustenance swimmers may use Rule OWS 6.6 provided Rule OWS 6.7 is not infringed

OWS 6.15 No objects can be thrown from the feeding platform to the swimmers, including sustenance. The swimmers shall receive their feeding directly from their representative by a feeding pole or by hand.

OWS 5.16 Feeding poles are not to exceed 5m in length when extended. No objects, rope or wire may hang off the end of feeding poles except national flags. National flags are allowed to be attached to the feeding pole but may not exceed the size of 30cm x 20cm.

OWS 6.17 In all events, time limits shall apply as follows from the finish time of the first swimmers:

15minutes per 5k (or part thereof) up to a maximum of 120 minutes

OWS 6.17.1 Competitors who do not finish the course within the time limits shall be removed from the water except that the Chief Referee may allow a competitor outside the time limit to complete the course but not be eligible for any points or prizes-

OWS 6.18 Emergency Abandonment

OWS 6.18.1 In cases of emergency abandonment of races of 10 km or less, the race will be restarted from the beginning at the earliest possible moment.

OWS 6.18.2 In cases of emergency abandonment for any race of longer than 10km, where the race has been underway for at least three (3) hours the final ranking will be as reported by the Chief Referee. If three (3) hours of the race has not been completed, it will be restarted from the beginning at the earliest moment possible.

OWS 7 THE FINISH OF THE RACE

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

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

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

OWS 7.2.2 It is mandatory for all swimmers to wear a microchip transponder on each wrist throughout the race. If a swimmer loses a transponder the Race Judge or other authorised

Official, will immediately inform the Chief Referee who will instruct the responsible Official on the water to issue a replacement transponder. Any swimmer who finishes the race without at least one transponder will be disqualified.

OWS 7.2.3 When, at the finish of an Open Water Swimming competition, a vertical wall is available, swimmers must touch the vertical wall to finish the race. Any swimmer who does not touch the vertical wall will be disqualified.

OWS 7.3 The Finish Judges and Timekeepers shall be placed so as to be able to observe the finish at all times. The area in which they are stationed should be for their exclusive use.

OWS 7.4 Every effort should be made to ensure that the swimmers' representative can get from the escort safety craft to meet the swimmer as they leave the water.

OWS 7.5 Upon leaving the water some swimmers may require assistance. Swimmers should only be touched or handled if they clearly display a need, or ask for assistance.

OWS 7.6 A member of the medical team should inspect the swimmers as they leave the water. A chair, in which the swimmer can sit while an assessment is made, should be provided.

OWS 7.7 Once cleared by the medical member, swimmers should be given access to refreshment.

Chapter Eight - Swimsuits & By-Laws

FINA swimwear criteria

- Where event conditions permit, swimwear shall not cover the neck nor extend past the shoulders, nor shall extend below the ankle;
- Where event conditions permit, wetsuits shall completely cover the torso, back, shoulders and knees. They shall not extend beyond the neck, wrists, and ankles.
- the swimsuit/wetsuit shall not offend morality and good taste;
- swimsuits may be in one or two pieces Other items covering the body and not part of the swimsuit are prohibited;
- the material used for swimsuits can be only "textile fabric" defined as material consisting of natural and/or synthetic, individual and non-consolidated yarns used to constitute a fabric by weaving, knitting, and/or braiding;
- no zip or other fastening system is allowed (on swimsuits).

FINA REQUIREMENTS FOR SWIMWEAR APPROVAL (FRSA)

4.1. Swimsuits for the pool and open water swimming competitions with the temperature above 18C.

4.1.1. Design

Decency: the wearing of the swimsuit shall not offend morality and good taste (in particular, but not exclusively, because of the cut of the suit and body parts exposure whether covered or not).

For swimsuits used in open water swimming competitions:

Men's and Women's swimsuits shall not cover the neck, extend past the shoulder, or extend below the ankle.

4.1.2. Composition/other items

Men's swimsuits are in one piece. Subject to observance of the decency rule and limitations of the body surface covered, women's swimsuits may be in one or two pieces. Other items covering the body that are not part of the swimsuit are prohibited.

4.1.6. Construction

No zippers or other fastening system is allowed.

4.2. Wetsuits for open water swimming competitions with water temperature below 20 C.

Subject to the specifications below, wetsuits are subject to the provisions applicable to swimsuits set forth above under.

4.2.1. Design (shape)

Wetsuits shall completely cover the torso, back, shoulders and knees. They shall not extend beyond the neck, wrists, and ankles.

4.2.2. Composition

Wetsuits for both men and women shall be in one piece.

4.2.3. Material (Type)

The material used for wetsuits must have thermal insulation properties (for example foam of polychloroprene (Neoprene) or of polyurethane or other material with similar insulating properties). The material can be multi-layered, with non-water permeable layers. The material cannot contain injected gas.

Material without insulating properties cannot be used.

4.2.4. Material (measured values - layers)

Thickness: The thickness of material/s used shall be minimum 3mm and maximum 5mm. Provided the insulating functions are not prejudiced, the Applicant may apply for lowering of the minimum thickness value in limited specific areas, if such is functionally justified to allow free swimmer's movements. A decision in this respect is made at SAC's discretion and cannot be challenged.

Permeability and buoyancy are not measured.

4.2.5. Construction

Zippers or other fastening systems are allowed without specific limitations. They must be functional.

4.3. Caps

4.3.1. Design.

Independent item: the cap shall not be attached to the swimsuit or goggles nor be in continuity therewith (i.e. no "hood" or "mask" effect).

Shape: The shape shall follow the natural form of the head.

Surface: The outer surface shall not include outside artificial shaping such as rigs or spoilers and similar.

4.3.2. Material

Health: The material used must not put the health of the athletes at risk.

Hardness: No hard material (material can have some rigidity but shall be able to follow the shape of the head: no hard helmets).

Types: Different types of materials may be used on the same cap. The materials can be of different thicknesses, subject to respect of the maximum thickness (see below). However, differences in the thickness shall not be used to form shapes in the outer surface.

Thickness: The maximum thickness at all points shall be lower or equal to 2mm.

IMPORTANT NOTE: The thermal insulation properties are not controlled nor tested in the approval process. The approval does not constitute any warranty or confirmation by FINA and/or SAC of the capacity of the approved wetsuits models, when used, to effectively protect the swimmers from low temperature

4.3.3. Construction

Seams if any shall be functional and shall not create outside shapes.

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.

FINA By-Laws regarding costumes

BL 8 SWIMWEAR

BL 8.1 All swimwear used at Olympic Games and FINA Events (pool and open water swimming competitions) shall be swimwear approved by FINA in accordance with the rules and procedures set forth in the FINA Requirements for Swimwear Approval (FRSA) issued by the FINA Bureau and valid on the date of approval. Following an approval process conducted by the Swimwear Approval Commission, a list of approved swimwear is published by FINA (the Approved List) each year. The Approved List is published each year before December 31 and is valid starting from January 1 of the subsequent year.

BL 8.2 In pool and open water swimming competitions the competitor must wear only one swimsuit in one or two pieces. No additional items, like arm bands or leg bands, shall be regarded as parts of a swimsuit. All swimsuits (including wetsuits for open water competitions) shall comply with the requirements set forth in these By-Laws and the FRSA.

BL 8.3 For pool swimming competitions swimsuits for men shall not extend above the navel nor below the knee, and for women, shall not cover the neck, nor extend past the shoulder, nor below the knee. The swimsuits shall be made from textile materials.

BL 8.4 For open water swimming competitions with water temperature from 20 C swimsuits for both men and women shall not cover the neck, nor extend past the shoulder, nor extend below the ankle. Subject to these specific shape specifications, swimsuits for open water swimming competitions shall further comply with all other requirements applicable to swimsuits for pool swimming competition.

BL 8.5 From January 1, 2017, for open water swimming competitions in water with the temperature below 20 C, men and women may use either swimsuits (BL 8.4) or wetsuits. When the water temperature is below 18 C, the use of wetsuits is compulsory.

For the purpose of these rules, wetsuits are swimsuits made of a material providing thermal insulation. Wetsuits for both men and women shall completely cover the torso, back, shoulders and knees. They shall not extend beyond the neck, wrists, and ankles.

BL 8.6 BL 8.1 to BL 8.5 apply also for the Masters Open Water competitions.

[NOTE TO BL8.6: It is clarified that swimsuits, respectively wetsuits which fulfil the shape requirement set forth in BL 8.3, respectively BL 8.4 and 8.5 (for open water swimming competitions) can be accepted even if they do not bear a valid FINA approval label provided they effectively and evidently fulfil the material requirements set forth in the current FINA Requirements for Swimwear Approval. This is notably the case for swimsuits made of traditional permeable textile (i.e. open mesh material) material (such as cotton, Nylon, Lycra and the like) with no application of surface treatment closing the open mesh structure and wetsuits which expressly fulfil the thickness requirement (for example wetsuit thickness provided by the manufacturer). In case of doubt in this respect and when notably such doubt concerns a swimsuit or a wetsuit used at the occasion of a World record, an actual check of the swimsuit or a wetsuit can be required from the competitor or Certifying Official and the swimsuit or a wetsuit is to be forwarded to the FINA Office for submission to an actual control of all or parts of the requirements.]

BL 8.7 For team events in open water swimming, all swimmers from the same team must wear the same colour caps which shall also comply with the FINA rule BL 9.3.7.3.

Additional FINA By-Laws relating to Open Water

BL 9.3.7.2 Numbering of swimmers

The numbering of athletes is to appear on the arms, upper backs and hands of competitors. On the arms, the numbers shall be arranged vertically. On the upper backs and hands, the numbering is horizontal. The numbering of the arms and backs is made with an ink template: 100 mm high x 60 mm wide. The numbering of the hands of competitors is allowed by marking pens. For athletes with darker skin and full body swimsuits, a white marker pen will be required.

BL 9.3.7.3 Identification

In all Open Water events, it is mandatory for the head or cap to display on each side the "national-three letter code" and may display the swimmer's national flag. The country code shall be a minimum of 8cm in height. Caps meeting the specifications of BL 7.1.3 are not acceptable except for one (1) manufacturer's logo of a maximum size of 20cm² on the front.

BL 9.3.7.4 Finish Approach

For Olympic Games, World Championships and all FINA events, the Finish Approach (OWS 7.1) is part of the course, and swimmers shall remain within the rows of buoys throughout their approach to the Finish.

BL 9.3.7.5 Team Relay Events

- Each swimmer shall complete a lap of 1.25 km.
- Swimmers may swim in any sequence, but may only swim once.

- All teams will start together.
- Starting order on the platform will be by random draw.
- There shall be a change-over zone of a minimum of 5m in width.
- Changeovers shall be made with the following swimmer in the water in their starting position holding the platform.
- Contact on the relay changeover must be visible. The touch, between the swimmers making the changeover, should be made above the water anywhere between the elbow and the hand.
- Swimmers may enter the change-over zone when the previous swimmer is approaching the zone and leave the water immediately at the conclusion of their lap.
- Swimmers shall all wear team caps of the same colour and style.

BL 9.3.7.5.1 Entries

- Team event consists of 4 swimmers, 2 males & 2 females.
- One Team per federation per event.
- Swimmers must already be entered into the individual OW events of the championship to be eligible to swim for a team and may only swim in one team event.

Masters Open Water Swimming Rules (MOWS)

Masters Open Water Swimming shall be defined as any event for which the distance is greater than 1500 metres and where entry is restricted to Master swimmers. Masters Swimming age groups shall apply.

The Open Water Swimming Rules in Part IV of the FINA Handbook shall apply to Masters Open Water Swimming with the following exceptions.

MOWS 1 Masters Open Water Swimming events will be up to 5 km.

MOWS 2 Age Groups for Open Water Swimming are the same as for Masters Swimming Individual Events (MSW 1.1)

MOWS 3 The water temperature shall be measured within 30 minutes before the start of the race and must be a minimum of 18 C and maximum of 31 C. The water temperature shall be certified by the Safety Officer as measured in as near to the middle of the course as possible at a depth of 40 cm.

MOWS 4 It shall be compulsory for all swimmers to wear highly visible coloured swim caps.

MOWS 5 At all Masters Open Water events the safety of the competition shall be of paramount importance.

BL 10.3 Open Water Swimming

BL 10.3.1 A Masters Open Water Swimming event may be included in FINA World Masters Championships.

BL 10.3.2 The Organising Committee shall follow the FINA Masters Open Water Safety Regulations.

BL 10.3.3 Swimmers shall be seeded according to age groups from the youngest to the oldest. Swimmers may be selected irrespective of gender. The slowest entered swimmers of each age group may comprise and be seeded in special heat(s). By recommendation of the FINA Masters Commission and/or nominated Safety Officer this order may be changed.

BL 10.3.4 If the number of entries is more than 1000 the competition may be swum in two or more days.

BL 10.3.5 Race organisers, in consultation with the Referee and subject to advise from FINA Technical Open Water Swimming Committee, are to designate in advance the cut off time. For the FINA World Masters Championships, a cut off time of 30 minutes per kilometre shall apply.

APPENDICES – Sample Forms

Judges/timekeepers record form

Notes:

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

Note: All these sample forms are designed to be copied and tailored to your event. Copies of the warning and incident reports can be downloaded from <https://www.britishswimming.org/browse-sport/swimming/officials/open-water-officials/>

Open Water Event title

Judges/timekeepers record form

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

Sample turn judge form

5km Event - 3 laps

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36				

Lap 2

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36				

Lap 3

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36				

If possible print these forms for each event with the numbers of the swimmers allocated.

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

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

Tick off each swimmer as they pass your turn and if asked by the Referee, report when all swimmers have completed each lap.

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

Warning / Disqualification Report



OPEN WATER WARNING / DISQUALIFICATION REPORT

Event	Date	Competitor number
WARNING REPORT (YELLOW FLAG/CARD) (PLEASE COMPLETE CLEARLY AND LEGIBLY)		
TIME OF REPORT:	OFFICIAL'S LOCATION:	LAP No.:
		DISTANCE SWUM:
FINA OPEN WATER SWIMMING RULE NUMBER:		
DISQUALIFICATION REPORT (RED FLAG/CARD) (PLEASE COMPLETE CLEARLY AND LEGIBLY)		
TIME OF REPORT:	OFFICIAL'S LOCATION:	LAP No.:
		DISTANCE SWUM:
FINA OPEN WATER SWIMMING RULE NUMBER:		
PRINTED NAME OF OFFICIAL:		
SIGNATURE:		
OFFICIAL'S DUTY: <input type="checkbox"/> TURN JUDGE <input type="checkbox"/> RACE JUDGE <input type="checkbox"/> FINISH JUDGE <input type="checkbox"/> STARTER <input type="checkbox"/> CLERK OF COURSE <input type="checkbox"/> REFEREE		
PRINTED NAME OF REFEREE:		
SIGNATURE:		

INFRINGEMENTS THAT CARRY A WARNING FOR FIRST OCCURRENCE	
START	
OWS 3.49	Swimmer not present in the assembly area at the required time prior to the start
OWS 4.1.1	Swimmer did not start from assigned position, when starting from a fixed platform
OWS 4.6.1	On command, swimmer did not take up starting line position immediately, or with at least one foot at the front of the fixed platform (when used)
OWS 4.8	Unfair advantage gained at the start
OWS 4.9	Swimmer's escort craft interfered with another competitor at the start
RACE	
OWS 3.30	Swimmer failed to maintain clearance from another swimmer when so instructed
OWS 6.2	Swimmer failed to cease pacing or slip-streaming with escort craft when instructed to move clear
OWS 6.4	Escort craft failed to move clear when warned they are pacing or slip-streaming a swimmer
OWS 6.8.1	Escort craft not displaying their swimmer's competitor number
OWS 6.12	Pacing of a swimmer by another person entering the water
OWS 6.13	Use of a whistle by the swimmer's representative
OWS 6.15	Object thrown from feeding platform to swimmer. Sustenance not passed directly by pole or hand
OWS 6.16	Feeding pole exceeds 5 metres in length. Object, rope or wire, hanging off feeding pole (other than permitted identity flag)
INFRINGEMENTS RESULTING IN IMMEDIATE DISQUALIFICATION	
RACE	
OWS 3.31	Swimmer failed to execute the alterations in course as indicated in the competition information documents
OWS 6.3.2	'Unsporting' action by a swimmer, swimmer's escort craft or swimmers approved representative
OWS 6.4	Escort craft deliberately obstructing or placing themselves directly in front of another swimmer
OWS 6.6	Walking or jumping off the bottom during a race
OWS 6.7	Swimmer receiving support from a fixed or floating object (other than the water bottom) Swimmer intentionally touched escort craft or crew therein
BL 9.3.7.5	Team relay changeover between swimmers not visible above the water, following swimmer not in the water holding starting position prior to changeover, touch not made between elbow and hand
FINISH	
BL 9.3.7.4	Swimmer failed to enter the finish funnel at the correct point. Swimmer failed to remain within the funnel throughout their approach to the finish
OWS 7.2.2	Swimmer finished race without a transponder (where issued)
OWS 7.2.3	Swimmer failed to touch the vertical wall at the finish (where used)
OTHER INFRINGEMENTS	
SWIMMER AND EQUIPMENT	
BL 8.2	More than one swimsuit in one or two pieces worn Swimsuit worn not compliant with FINA By-Laws and the FRSA
BL 8.4	Swimsuit covers the neck, extends past the shoulder, or extends to below the ankle
BL 8.5	Wetsuit fails to completely cover torso, back, shoulders, and knees (When criteria requires use) Wetsuit extends beyond the neck, wrists or ankles.
OWS 3.48	Swimmer failed to trim fingernails and/or toenails when so instructed Swimmer failed to remove jewellery, including watches when so instructed
OWS 6.10	Swimmer wearing a device which may be an aid to their speed, endurance or buoyancy. More than two (2) caps being worn
OWS 6.11	Swimmer using excessive greases or other such substances

Swimmer shall be given an opportunity to take corrective action, change swimwear, remove jewellery and watches, and trim nails prior to the start. Failure to comply may result in swimmer being given a Warning, a Disqualification, or not being permitted to swim.

Incident Reporting Form



Open Water Swimming Incident Reporting Form

Section 1: Event Details Name of Event: Location: Date: Licence Number:	
Section 2: Details of Injured/Affected Person Name: Address: Post Code: Telephone Number: E-mail Address: Club: Membership Number:	<i>Details of Parent/Guardian if Injured/Affected Person is Under the Age of 18</i> Name of Parent/Guardian: Address: Post Code: Telephone Number: E-mail Address:
Section 3: Incident Details Time of Incident: Description of Incident:	
Section 4: Actions Taken	
Section 5: Witness Details Name: Address: Post Code: Telephone Number: E-mail Address: Club: Membership Number:	Name: Address: Post Code: Telephone Number: E-mail Address: Club: Membership Number:
Report Completed by:	Date:

Guidance

This form should be completed in respect of any accident/incident that is reported to any official/Safety Officer at an open water swimming event falling within the following criteria;

- Cuts bruises or accidents including cuts or bruised that require treatment by safety crews, onshore first aid personnel, doctors.
- Case of hypothermia that requires medical treatment beyond adding extra clothes/blankets or taking a warm shower.
- Illness that requires medical intervention by first aid personnel, or doctors.
- Competitors reporting any injury or illnesses that the Safety Officer deems makes them unfit to take part in the event. *The event Chief Referee should be informed of this.*

Reports are not required for the following:

- Swimmers who withdraw or are removed from event due to exhaustion or cold, but who do not need further medical attention.
- Swimmers or other persons attending the event who are injured or become ill as a result of incidents that occurred prior to them arriving at the venue.

Near Miss Report:

- Situations where, under slightly different circumstances, an incident could have resulted in harm to someone attending the event, should be recorded in the Safety Officer's section of the licenced event report form.

Distribution of Report:

Copies of this report should be issued to;

The person who received medical attention or their parent/guardian

The SE Region / SW / SS Open Water Organiser (as appropriate)

The organiser of the event

The event Safety Officer