



WORKBOOK

FOR

OPEN WATER OFFICIAL LEVEL 1

Candidate Name.....

Club.....

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Introduction

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

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

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

Initially there will be a group workshop session, which will be taken by an open water mentor. The mentor will go over the workbook in detail explaining how the assessment will be carried out and what will be expected of candidates during their training period. The responsibilities of timekeeper, chief timekeeper, turn judge and placing judge will also be discussed.

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

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

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

When the record of duties form has been completed the candidate should meet with their mentor to complete the remaining review questions, (do not complete the workbook prior to the meeting).

Remember the completion of the workbook should be done by the candidate in an "independent and autonomous" manner – simulating actual open water conditions.

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

Progress forms

Record of Progress

Open Water Official Level 1

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

Record of Duties

Open Water Official Level 1

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

District/Region:						
Name:				ASA No:		
	Event/Session	Date	Duty	Mentor's Name	OW referee's signature	OW referee's ASA number.
1			Timekeeper			
2			Timekeeper			
3			Timekeeper			
4			Chief timekeeper			
5			Turn judge			
6			Turn judge			
7			Feeding platform judge			
8			Finish judge			
9			Finish judge			
10						
11						
12						
13						
15						

Record of duties – Comments on session work

	Duty	Candidates comments	Mentor's comments
1	Timekeeper		
2	Timekeeper		
3	Timekeeper		
4	Chief timekeeper		
5	Turn judge		
6	Turn judge		
7	Feeding platform judge		
8	Finish judge		
9	Finish judge		
10			
11			
12			
13			
14			
15			

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

Safety

The safety of the swimmers is paramount.

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

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

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

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

Note: At national and international events the coaches are given the safety briefing and are expected to pass this information on to their swimmers.

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

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

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

Lifejackets must be worn by all officials on a pontoon or in a boat.

Radios

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

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

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

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

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

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

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

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

USEFUL RADIO PROCEDURAL WORDS:

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

Remember you press the “push to talk” (PTT) button to speak and release to receive an answer. When pressing the button wait pause for one or two seconds before talking. This ensures that your first words will be transmitted. The radio needs a short time to establish the transmission mode so pausing before you speak allows this to happen.

Release the button when you have finished allowing people to transmit to you. Holding the button down when not speaking effectively blocks the channel for other users.

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

Phonetic alphabet

A	Alpha	T	Tango
B	Bravo	U	Uniform
C	Charlie	V	Víctor
D	Delta	W	Whiskey
E	Echo	X	X-ray
F	Foxtrot	Y	Yankee
G	Golf	Z	Zulu
H	Hotel	Numbers	
I	India	0	Zero (not Oh)
J	Juliet	1	Wun
K	Kilo	2	Two
L	Lima	3	Tree
M	Mike	4	Fower
N	November	5	Fife
O	Oscar	6	Six
P	Papa	7	Seven
Q	Quebec	8	Ait
R	Romeo	9	Niner
S	Sierra		

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. www.fina.org/rules v

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 for 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

Chief Race Judge

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 new role after all the obligations of their previous role have been fulfilled.

Chapter 1 - Timekeeper

a. Role

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

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

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

b. Reporting for event duty

1. all technical officials should wear suitable clothing when attending at 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 and a watch with at least a 100 split capability;
4. you should report to the referee at least 30 minutes prior to the officials' briefing of the event, (unless you have been informed otherwise). This briefing will be conducted by the referee;
5. the referee will note that you have reported for duty and pass you to the chief timekeeper to whom you are responsible during the event.

c. Duties and equipment

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

d. Procedure for recording a time

1. Before the event commences the timekeepers assemble at the start.
2. On hearing the first long whistle timekeepers must listen and watch intently for the starting signal.
3. When the starting signal is given timekeepers must:
 1. start the watch;
 2. check that the watch is running.
3. If the watch fails to start, or stops during a race, a timekeeper must inform the chief timekeeper immediately in order that a reserve timekeeper or watch can be used.
4. Watches must not be stopped until after the last competitor has finished. At each finish the timekeeper will record a split.
5. When the swimmer is 15m from the end of the race the timekeeper prepares to take each swimmer's time by looking at the overhead finish apparatus, or other structure, which the swimmer will touch to finish the race.
6. When the swimmer is seen to touch the finish, the timekeeper presses the split time button on the watch. (Do not try to anticipate the swimmer finishing, make sure you actually see the swimmer touch the wall then immediately press the button). The timekeeper presses the split button for each swimmer who touches until the last swimmer has finished; the watch must not be stopped until the chief timekeeper give clearance to do so.
7. Immediately after the completion of the event, the timekeeper will record the split times on his watch on the correct form.
8. Timekeepers must not compare/discuss times. The only time that an individual timekeeper can declare is the one recorded on their own watch. However, if one time is significantly different from that of the other timekeepers, the chief timekeeper may wish to examine the time on the watch to be satisfied with the operation of the watch and/or efficiency of the timekeeper operating the watch.
9. The chief timekeeper will collect the results sheets from the timekeepers and if here timekeepers are used use the middle times, if two add the two times together and then find the average. He will check that all the swimmers have a recorded time. He may cross check and insert a time from the remaining sheets if there is a gap or discrepancy.
10. Sometimes mistakes do happen: in unusual circumstances therefore, one of the times recorded may be disregarded, e.g. it may be far too fast or, it could be far too slow in comparison with the other time(s) for the swimmer. Inform the chief timekeeper if your watch failed at the start or finish or if you know your watch is wrong.

NOTES

1. *All swimmers entered into a competition will be provided with a number for each separate event they are to swim. This is the swimmer's entry/identity for each swim, and must be displayed on his upper back and arms and backs of the hands. At some events, swimmers may be issued with a hat with their number on.*
2. *Prior to each start, the clerk of the course will signal to the swimmers at suitable intervals the time remaining before the start. This will start at 15 minutes then 10, 5, 4, 3, 2 and 1 minute warnings will be given that the race is about to get underway. He will then instruct the swimmers to either enter the water for a water start, or take up their positions on the pontoon for a dive start. The referee will give a short series of whistles, followed by a long whistle, indicating that they should prepare for the start. When the referee is happy that the swimmers are ready he will point his flag at the starter, who will raise his flag to the vertical position. The starter will start the race by simultaneously bringing down the flag and giving an audible signal.*
3. *The start position may be some distance from the finish area, timekeepers must be at the start position and must then be able to travel to the finish area with plenty of time before the first swimmer finishes.*

e. FINA rules for timekeepers

Timekeepers shall:

OWS 3.16 take the time of each swimmer/s assigned. The watches must have memory and print out capability and shall be certified correct to the satisfaction of the Management Committee.

OWS 3.17 start their watches at the starting signal, and only stop their watches when instructed by the Chief Timekeeper.

OWS 3.18 promptly after each finish record the time and swimmers' number on the timecard and turn it over to the Chief Timekeeper.

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

OWS 4 THE START

OWS 4.1 all Open Water competitions shall start with all competitors standing on a fixed platform or in water depth sufficient for them to commence swimming on the start signal.

OWS 4.1.1 when starting from a fixed platform competitors shall be assigned a position on the platform, as determined by random draw.

OWS 4.2 the clerk of the course shall keep competitors and officials informed of the time before start at suitable intervals and at one-minute intervals for the last five minutes.

OWS 4.3 when the number of entries dictate, the start shall be segregated in the men's and women's competitions. The men's events shall always start before the women's events.

OWS 4.4 the start line shall be clearly defined by either overhead apparatus or by removable equipment at water level.

OWS 4.5 the referee shall indicate by a flag held upright and short blasts on a whistle when the start is imminent and indicate that the competition is under starter's orders by pointing the flag at the starter.

OWS 4.6 the starter shall be positioned so as to be clearly visible to all competitors.

OWS 4.6.1 On the starter's command "take your marks" they shall take up a starting position immediately in line with the start line where a platform is not used, or with at least one foot at the front of the platform.

OWS 4.6.2 the starter will give the starting signal when he considers all swimmers are ready.

OWS 4.7 the start signal shall be both audible and visual.

OWS 4.8 if in the opinion of the referee an unfair advantage has been gained at the start the offending competitor will be given a yellow or red flag in accordance with OWS 6.3.

f. Tips for timekeepers

1. Do not cheer or coach swimmers during a race;
2. Please refer any questions to the chief timekeeper;
3. Know the distance of the event in the water and the number of laps to be swum;
4. If the swimmers pass close to the finish point at the end of each lap, it is a good idea to work with the finish judges and try to get positions and lap times. This can help commentators know the running order as the race progresses and in case a race has to be abandoned before it finishes, the place/times at the end of the last full lap may help to provide a result

4. Record the time on your watch accurately on your record sheet, times should be recorded to one tenth of a second unless instructed otherwise;
5. Do not divulge the time to the swimmer;
6. Only give information to the chief timekeeper or referee;
7. When possible, note the swimmer's number and record it against their time as a double-check;
8. Remember that you will be working outside and bring appropriate clothing, bearing in mind the weather may be changeable;
9. Don't forget the sunscreen!
10. Timekeepers must be at the start and be prepared to travel to the finish area if this is at a different location;
11. During the race, check with your fellow timekeepers, when time allows, to ensure you have both recorded the same number of finishers. If not, make a note and inform the chief timekeeper.

g. Timekeeper review questions

- 1 How many timekeepers are required for an event?**
- 2 Where should timekeepers stand at the start of the race?**
- 3 What sort of watch should be used for major events?**
- 4 If automatic officiating equipment is being used, what must a swimmer wear in addition to normal swimwear?**
- 5 A swimmer is doing more than one circuit what should the timekeeper record?**
- 6 When should the timekeeper stop his watch?**

Chapter 2 – Chief timekeeper

a. Role

The chief timekeeper's role is to ensure that the timekeepers perform their duties correctly and provide them with the necessary equipment to perform these duties.

Chief timekeepers must know the FINA Rules and be able to apply them uniformly.

On completion of an event the chief timekeeper will collect each timekeeper's records determine an official time for each swimmer.

b. Responsibilities

The chief timekeeper will:-

1. Be responsible for ensuring all timekeepers fulfil their duties throughout the event;
2. Allocate at least two timekeepers to their positions for the start and finish;
3. Provide the timekeepers with a confirmed number of swimmers in the water in their event;
4. Note the “official” manual time onto the time/start sheet.

c. Equipment

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

1. List of timekeepers;
2. Corrected programmes or start sheets for each event;
3. Sufficient stopwatches for all timekeepers: with or without a print-out capability;
4. Sign out/sign in sheet for the stopwatches where appropriate.

d. Duties before the race

The chief timekeeper shall:

1. Instruct timekeepers on the working of the printing timers (if used).
2. Carry out a time check.
3. Allocate each timekeeper to their positions for the start and finish of the event;
4. Provide a programme or start sheet;
5. Provide a sheet to record times.

e. Duties after the race

After each race the chief timekeeper shall:

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

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

f. FINA rules for chief timekeepers

The chief timekeeper shall:

OWS 3.12 assign at least two timekeepers to their positions for the start and finish.

OWS 3.13 ensure that a time check is made to allow all persons to synchronise their watches with the official running clocks 15 minutes before start time.

OWS 3.14 collect from each timekeeper a card showing the time recorded for each swimmer, and, if necessary, inspects their watches.

OWS 3.15 record or examine the official time on the card for each swimmer.

Note: *OWS 3.13 refers to synchronising watches. FINA does **not** use official running clocks and there is nothing that can be synchronised to. When required, digital clocks with large displays for the spectators, will be started at the time of the event start as will all of the timekeeper's watches.*

g. Tips for chief timekeepers

1. When briefing the timekeepers, ensure they are aware that the watches must not be stopped during the race; they must wait for your signal to stop watches after the last swimmer has finished.
2. If possible start some spare watches in case one of the timekeepers needs a replacement watch.
3. After a race has started look along the line of timekeepers to ensure that none are requiring a replacement watch.
4. As a race is nearing completion be aware that a timekeeper may require a replacement watch.
5. Collect all timekeeper record sheets at the end of the session and ensure that all watches signed out are signed back in again.
6. When possible, note the number of a swimmer next to their time. This can help later.
7. Keep a spare watch running until the last swimmer has touched to provide backup for all timekeepers.
8. You may be given a radio, make sure you understand how to use it correctly.
9. Be aware of any withdrawals and make sure the information is passed to the timekeepers.
10. If asked by the recorders for the times of the swimmers who have completed the event so far, make a note of those times to hand to them. Do not hand the recorders your original sheet of times recorded or tear bits off the sheet from the power timer. These should be kept intact to hand to the chief judge and to the referee.

h. Chief timekeeper review questions

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

Duties of judges- general

1. All judges must know the FINA Rules and be able to apply them uniformly.
2. The referee is responsible for approving the duties of all the judges. He shall provide each judge with a corrected programme and/or start sheet and a note of any special features or regulations of the event.
3. The function of a technical official is to ensure that swimmers have an equal opportunity. To carry out this function a judge must be decisive and having made a decision be prepared to justify it. A swimmer who clearly contravenes the rules must be reported to the referee as soon as possible, usually by radio, and confirmed in writing at the end of the event. The referee receiving such a report will normally disqualify the swimmer but if, however, there is any doubt that the rules have been broken the swimmer must be given the benefit of the doubt;
4. Judges must be alert and concentrate at all times. Discussions with swimmers, coaches or others not involved in officiating at the event will distract the judge from the job in hand and should be avoided. Any queries should be directed to the referee;
5. Being a judge puts an individual in the “limelight”. It is important that a judge is and looks confident at all times. Always be prepared to report any violation of the swimming rules you observe. On the other hand, if there is doubt, the swimmer should always get the benefit.

Chapter 3 - Turn judge

a. Role

1. Turn judges must know the FINA rules and be able to apply them uniformly.
2. They should observe swimmers to verify conformity with the rules and report any infringement when the rules are broken.
3. Turn judges shall ensure fair and equitable competition for all swimmers.
4. As a safety check, where possible, turn judges should record the number of each swimmer who passes the turn on the appropriate form (*see appendices*).
5. If this is not practicable, he should record the total number of swimmers passing his turn.
6. Before the competition commences the referee briefs each turn judge on his responsibilities.

b. Responsibilities

A turn judge will:

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

c. Equipment

The judge should be provided with the following equipment:

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

d. Duties

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

e. FINA rules for turn judges

Turn judges shall:

OWS 3.31 be positioned so as to ensure all swimmers execute the alterations in course as indicated in the competition information documents and as given at the pre-race briefing.

OWS 3.32 record any infringement of the turn procedures on the record sheets provided and indicate the infringement at the time by blasts on a whistle then immediately communicate the infringement to the Chief Referee.

OWS 3.33 promptly upon completion of the event deliver the signed record sheet to the Chief Race Judge.

f. Reporting infringements

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

g. Tips for turn judges

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

h. Turn judge review questions

- 1 When must a turn judge report for duty and to whom?
- 2 When does a turn judge get told where they should be positioned and by whom?
- 3 What should the turn judge record?
- 4 To whom and how should they indicate any infringements?
- 5 At the end of the event what should they do with their record sheet?
- 6 What stroke should be used when swimming in an Open Water event?

Chapter 4 - Feeding platform judge

a. Role

1. Feeding platform judges must know the FINA rules and be able to apply them uniformly.
2. They shall ensure there is a fair and equitable competition for all swimmers.
3. They should observe swimmers to verify conformity with the rules and report any infringements to the referee.
4. They are responsible for conduct on the platform as well as for the procedures adopted for feeding swimmers
5. Platform judges are responsible for the safety on the platform checking that the swimmers representative adheres to the FINA rules.
6. Before the competition commences the referee briefs each platform judge on his responsibilities.

b. Responsibilities

A platform judge will:

1. Ensure that the platform rules are observed.
2. Ensure that each swimmer executes his feeding as indicated in the competition documents and as given at the pre-race briefing.
3. Report to the referee any swimmer who is seen to take unfair advantage or commit unsporting impediment on another swimmer at the platform.
4. Report to the referee any swimmers representative who is seen violating FINA rules or special conditions for the event.
5. Record any infringement of the platform procedures on the appropriate form.

c. Equipment

The platform judge should be provided with the following equipment:

1. A programme or start sheets.
2. A note of any special features of the course.
3. A diagram of the course, including the direction of swim and clear indications of which way round the buoys, turning points or feeding platforms the swimmers should be going;
4. Record sheets to mark off the swimmers as they pass the platform.

d. Duties

1. Watch all swimmers as they execute they feed to ensure they do so correctly.
2. Observe carefully that no swimmer is impeded or disadvantaged.
3. be vigilant in case a swimmer is in difficulties.
4. Report any infringements to the referee.
5. be vigilant to watch that the swimmers' representatives on the platform adhere to FINA rules.

e. FINA rules for Feeding platform judges

EACH Feeding platform judge shall:

OWS 3.55 be responsible for the management of the activity and the swimmers authorised representatives present on the platform, in accordance with FINA rules.

f. Reporting infringements

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

g. Tips for feeding platform judges

1. As a feeding platform judge you would be responsible for the behaviour of the coaches on the pontoon.
 - a. no smoking;
 - b. no alcohol;
 - c. no taking drink bottles that do not belong to them;
 - d. no tampering of drink bottles.
2. All personnel on the feeding platform must wear a life preserver at all times. This must be worn outside all other clothes, including waterproofs, so that it can readily be seen.
3. Platform judges may be issued with throw ropes, klaxons for emergency evacuation and blankets for swimmers leaving the water;
4. Platform judges will normally be issued with radios - make sure you know how to use it correctly;
5. If you are issued with a throw rope, make sure you know how to use it. You should undo it and coil it correctly before the start of the race. If you are not confident in the use of it, have some practice throws before the race commences;
6. Always have a copy of the start list and ensure any withdrawals are recorded as they are reported;
7. Make sure you have a recording sheet;
8. Count the swimmers past your platform, and if possible, record their numbers;
9. If a coach infringes any of the platform regulations and refuses to comply with the feeding platform judge's instructions; the incident should be reported to the referee for disqualification of his swimmer(s).

h. Platform judge review questions

1. Name three things you would look for when on the Feeding Pontoon.
2. What is the length of the feeding pole used on the platforms?
3. What size flag can be hung on a feeding pole?
4. When should you put on your life preserver?
5. How many coaches would you expect to be on your platform?
6. Who else will you have on your platform?

Chapter 5 - Finish judge

a. Role

1. Finish judges must know the FINA Rules and be able to apply them uniformly.
2. They should observe swimmers to verify conformity with the rules and report any infringement.
3. They shall ensure fair and equitable competition for all swimmers.
4. They may also be asked to assume the role of turn judge if the competitors turn close to the finish point at the end of intermediate laps.

b. Responsibilities

A finish judge will:

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

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

c. Equipment

The judge should be provided with the following equipment:

1. A programme or start sheets.
2. A diagram of the course including: the direction of swim, clear indications of how the swimmers approach and enter the finish funnel, plus exactly how they have been instructed to finish. If the swimmers pass close to the finish on intermediate laps, then the turn judge should be told which way round the buoys or turning points the swimmers should be going.
3. Finish judges may be issued with throw ropes and/or other safety equipment.

d. Duties

1. The chief finish judge will confirm which competitors you are responsible for recording as they finish. This may be all competitors, or only a particular group. This may be defined by age, sex or distance to be swum. At most events in this country, competitors are given coloured hats so that the group they are in can be identified more easily.
1. Watch all swimmers as they approach the finish to ensure they do so safely and fairly.
2. Observe carefully that no swimmer is impeded or disadvantaged.
3. Be vigilant in case a swimmer is in difficulties.
4. Report any infringements to the referee.
5. Record the finishing order.

e. FINA rules for finish judges

Finish judges (two) shall:

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

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

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

f. Reporting infringements

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

g. Tips for finish judges

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

h. Finish judge review questions

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

Chapter 7 - FINA Open Water Rules, and By-Laws

FINA Open water swimming rules

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 slip streaming with the escort craft to move clear

OWS 6.3 Disqualification Procedure

OWS 6.3.1 If in the opinion of the Chief Referee or Referees, any swimmer, or swimmer's approved representative, 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 slip streaming.

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

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

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

OWS 6.7.1 Rendering assistance by an official medical officer to a swimmer in apparent distress should always supersede official rules of disqualification through "intentional contact" with a swimmer (rule OWS 3.1).

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 swimmers 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 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 polo 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 min.

OWS 6.17.1 Competitors who do not finish the course within the time limits shall be removed from the water except that the referee may allow a competitor outside the time limit to complete the course but not 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 flotation 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 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 Referee who will instruct the responsible official on the water to issue a replacement transponder. Any swimmer who finishes the race without a transponder will be disqualified.

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

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

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

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

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

FINA Open Water By-Laws

BL 9.3.7 Open Water Swimming

BL 9.3.7.1 Entries

For the Olympic Games and the World Championships each member may enter a maximum of two (2) males and two (2) females per individual event. For team events in the World Championships, the member can enter only one (1) team per event. Only swimmers who are entered in individual events at the World Championships can take part in the Team Event.

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 horizontally. 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 swim suits a white marker pen will be required.

BL 9.3.7.3 Identification

In events of 10 km and under 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 0.04m in height.

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 Events

5 km Team Event as Time Trial

- a) A team shall consist of three (3) swimmers, either one (1) man and two (2) women or two (2) men and one (1) woman.
- b) Every team shall start with all swimmers together sixty (60) seconds after the preceding team.
- c) The allocation of starting positions shall be taken from automatic random draw. The ranking shall be decided by the individual time achieved by the third swimmer of the team. Only one team per NF is allowed.

FINA General rules concerning swimwear

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 Bye Laws concerning costumes

BL 8 Swimwear

BL 8.1 All swimwear used at Olympic Games and FINA Events (pool and open water 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 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.

BL 8.4 From June 1, 2010 Open Water swimwear for both men and women shall not cover the neck, extend past the shoulder, nor shall extend below the ankle. All Open Water swimsuits shall comply with the FINA Criteria for Materials and Approval Procedures.

BL 8.5 From January 15, 2010 in Masters Pool Swimming competitions the rules BL 8.1, BL 8.2 and BL 8.3 apply. From June 1, 2010 the rule BL 8.4 applies also for the Masters Open Water competitions.

[NOTE TO BL 8.5: It is clarified that swimsuits which fulfil the shape requirement set forth in BL 8.3, respectively BL 8.4 (for Open Water Swimming) 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 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. In case of doubt in this respect and when notably such doubt concerns a swimsuit used at the occasion of a World record, an actual check of the swimsuit can be required from the competitor or Certifying Official and the swimsuit is to be forwarded to the FINA Office for submission to an actual control of all or parts of the requirements.]

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 The water temperature shall be measured within 30 minutes before start of 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 3 It shall be compulsory for all swimmers to wear highly visible coloured swim caps.

MOWS 4 At all Masters Open Water events the safety of the competition shall be of paramount importance.

World Masters Championships

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 advice from FINA Technical Open Water Swimming Committee, are to designate in advance the cut off time for each Masters race. As a rough guide, a time of 30 minutes per kilometre could apply.

World Championship programme of events

GR 9.6.1.6 Open Water Swimming events

Men	Women	Mixed Team Event
25 kilometres	25 kilometres	
10 kilometres	10 kilometres	
5 kilometres	5 kilometres	5 kilometres

Appendices - Sample Forms

Open Water *Event title*

Judges/timekeepers record form

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

Judges/timekeepers record form - instructions

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 here the start signal, alternatively it could be relative to the first competitor passing their buoy;
 - d. chief judges will use the form to consolidate the results and hand to the recorder, who can add the competitor's names before issuing as a final results sheet. Once printed the official copy of the final results should be signed by the referee.
3. remember that turn judges will need a form for every lap;
4. if there are more than 30 competitors in one event, create continuation sheets with sufficient numbers to cater for the number of your entries;
5. timekeepers should just record times as their first priority but note down competitors' race numbers if they have the chance to enable easier correlation between the finish judges' sheets and timekeepers' sheets;
6. during a lull in the swimmers approaching the finish judges and timekeepers should check with each other that they each have the same number of finishers, if not mark the results sheet at that point to indicate that the problem had been spotted at that point. This gives a marker for the chief judge when trying to resolve problems afterwards.

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

Sample turn judge form

5km Event - 2 laps

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

Lap 1

Lap 2

Notes:

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

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

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

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

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

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

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

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

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



Open Water Disqualification Report

WARNING (1)
(yellow card)

DISQUALIFICATION (2)
(red card)

Event	Competitor number

Warning report (1)

Approx Location: _____ Lap: _____ Distance: _____

FINA Open Water Swimming rule number

Disqualification report (2)

Approx Location: _____ Lap: _____ Distance: _____

FINA Open Water Swimming rule number

Printed name of official:

Signature:

Official's position:

Platform
judge

Turn
judge

Race
judge

Starter

Referee

Printed name of referee:

Signature:

BS Open Water Disqualification form – Rule numbers

Infringements that carry a warning for first occurrence

Start

- OWS 3.50** Swimmer not present in the assembly area at the required time prior to the start
OWS 4.1.1 When starting from a fixed platform, swimmer did not start from assigned position
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 failing to stop pacing or slip streaming with escort craft when instructed to move clear
OWS 6.4 Escort craft failing to move clear when warned they are pacing or slipstreaming their swimmer.
OWS 6.8.1 Escort craft not displaying the swimmer's competition 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 Feeding pole in excess of 5m length when extended
OWS 6.15 Object, rope or wire hanging off the end of the feeding pole, except national flags up to a maximum of 30cm x 20cm.

Infringements that result in an 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 swimmer, swimmer's escort craft or swimmer's approved representative.
OWS 6.4 Escort boat deliberately obstructing or placing themselves directly in front of another swimmer
OWS 6.6 Walking or jumping on the bottom during a race
OWS 6.7 Receiving support from any fixed or floating object (other than the water bottom)
Swimmer intentionally touched their escort craft or crew therein

Finish

- BL 9.3.7.4** Failure to enter the finish funnel at the correct point
OWS 7.2.2 Swimmer finishes the race without a transponder, (where issued)

Other infringements

- BL 8.4** Swimwear covering the neck, extending past the shoulder or extending below the ankle
BL 8.4 Swimwear not complying with FINA criteria for materials and approval procedures
OWS 3.49 Swimmer failed to trim fingernails or toenails when so instructed
OWS 3.49 Swimmer failed to remove any jewellery, including watches when so instructed
OWS 6.10 Swimmer wearing more than two caps
OWS 6.10 Swimmer wearing a device which may be an aid to their speed, endurance or buoyancy
OWS 6.11 Swimmer using excessive grease or other such substances

Swimmers will be given an opportunity to change swimwear, remove jewellery and watches or trim nails. A warning will not result. If the swimmer does not comply with the request they will not be allowed to start.

Open Water Swimming Incident Report

Event title:

Location:

Incident No::			
DATE	Name of person reporting Incident:	Official: Swimmer: Member of Public:	
TIME	Name of official reported to:	Official's Race Duty	

Description of Incident:

Notes:

1. Contact details are to be included – address, telephone number and e-mail address if available.
2. The description should be as full as possible. If an injury has occurred include full name and address of the injured person and details of the injury, names of witnesses and any other details that may be useful in determining the cause of the incident.
3. Include the action taken, treatment given, hospital A&E etc.