



Swimming Officials Refresher Training

TK/Judge

2021

INTRODUCTION

- **Welcome & Housekeeping**
- **Workshop Content**
 - **Revision of Timekeeper duties**
 - **Revision of Judge 1 duties**
 - **Revision of Judge 2 duties**
 - **Stroke and race rules**
 - **Update on mentoring, CPDs and licencing**



Reporting for a Gala

When to Arrive

- Timekeepers and judges should report at least 30 minutes prior to the start of the session*

Who to report too

- Judges to report to the referee
- Referees will assign duties for the session
- The Referee will issue you with a start sheet and/or Finish Slips and disqualification slips
- Timekeepers to report to the referee, who will pass you onto the Chief Timekeeper. The CTK will issue you with a watch and a start sheet or lane timing sheet

What to bring

- Two (2) pens (blue or black)
- Record of poolside duties form*
- Clipboard*
- Wear white clothing and accessories*



Scottish
Swimming



What equipment would you be expect to be allocated at the Start of a Gala

Judges/Timekeepers may be issued:

- Stopwatch
- Start Sheet
- Lap Cards
- Bells or Whistles
- Disqualification slips
- Backstroke ledge





Revision of Timekeeping Duties

Starting Procedures

At the start of each event, you will hear the Referee give a series of short blasts on a whistle, make sure you clear your watch at this point

This is then followed by a long blast of the whistle. This is to invite the swimmers to assume their starting position, this can be; on the starting platforms or in the water (Backstroke or Medley Relay events)

Timekeepers should now stand up to indicate to the Referee their readiness.



Starting Procedures

The Referee will now hand the race over to the Starter

When the swimmers are stationary the Starter will say **TAKE YOUR MARKS**. Followed by the starting signal. As this sounds, you start your watch

When races start at the other end of the pool (50m) ensure you start your watch on the light

It is easier **NOT** to look at the starter for fear of anticipation

Check that your watch is running and then sit down

Remember to count the lengths



Stopping Procedures

Stand up when the swimmer is half way down the last length and move to the end of the pool when the swimmer has 15m left to swim

Observe the swimmer in the lane to gauge which part of wall the touch will be made

At five (5) metres to go, ignore the swimmer and watch wall, stopping the watch only when the touch is seen



Scottish
Swimming



Recording Times

3 Timekeepers per lane:

- Select middle time

2 Timekeepers per lane:

- Average times, round up if necessary

1 Timekeeper per lane:

- Only time

If you are aware that you have started/stopped watch early/late please **DO NOT** register the time. Simply indicate “**NO TIME**” on the start sheet or Timecard and if necessary average the other 2 times

Electronic Timing

Automatic Officiating Equipment (AOE)

- If AOE is in operation it may be necessary to use a Back-Up button. Press to stop the time at the **END** of the race.
- Operate button and stopwatch simultaneously, using best hand to operate the Back-Up button
- If Touch Pads are in operation, **Do Not** stand on the pads.



Tips for Timekeepers

- **Do Not Cheer or coach swimmers during a race**
- **Refer any questions to the Chief Timekeeper or Referee**
- **Know the distance of the event in the water**
- **Record the watch time clearly and accurately**
- **Avoid standing on the timing pad if in operation**
- **Do not divulge the time to the swimmer as it may not be the official time**
- **Only give time to the Referee or chief timekeeper**
- **Check the swimmers name against the Start sheet to ensure correct swimmer reporting, checking correct lane, heat, event.**
- **Check relay team lines and swimmers are swimming in the given order**
- **Remember to clear your watch – when you hear the short whistles to start the next race**



Scottish
Swimming



Duties of a Chief Timekeeper

- **Allocate each Timekeeper to a lane**
- **Provide each Timekeeper with a watch should they need one**
- **Start two (2) watches to provide reserve watch for Timekeepers**
- **Provide each Timekeeper with Start Sheet or Lane Timer sheets**
- **Record the time of the winner of each heat**
- **Collect Timecards (if used) at the end of each race, arrange cards in order of time (Fastest to Slowest), consult with Chief Finish Judge to determine finish order**
- **Collect Start sheets or Lane Timer sheets (if Used) at the end of event or session and hand to recorders**



Scottish
Swimming



Tips for Chief Timekeepers

- **After the start of every race, check that none of the Timekeepers require a replacement watch**
- **As the race nears completion check that no Timekeepers need a replacement watch**
- **If using Timecards, collect from far side first. Ensure Timecards have lane and heat numbers clearly marked when collecting them**
- **When using Start sheets be prepared to get a manual time if requested by the Referee**
- **Make sure all watches signed out are signed back in**
- **Make sure Start sheets are collected in and marked with lane number**



Scottish
Swimming





Introduction to Inspectors of Turns

Inspectors of Turns

- IOTs are assigned one on each lane at each end of the pool
- IOTs must know the FINA rules and be able to apply them uniformly
- IOTs shall ensure fair and equitable competition for all swimmers



Duties of IOTs

- **Ensure swimmers comply with the relevant rules for turning**
- **Commencing from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning, except in Breaststroke where it will be the second arm pull**
- **At the starting end of the pool, shall ensure that the swimmers comply with the relevant rules from the start and ending with completion of the first arm stroke**
- **At the finish end shall also ensure that the swimmers finish their race in according to the current rules**



Scottish
Swimming



Duties of IOTs

- In 800m and 1500m events at the turning end of the pool, shall record the number of laps completed and inform the swimmer of the number of laps remaining by displaying lap cards
- (Odd numbered cards at turning end, Even numbered cards at Start end)



- Warn the swimmers when they have 2 lengths plus 5m left to swim by bell or whistle

Duties of IOTs

- In relay events, determine whether the starting swimmer is in contact with the starting platform when the preceding swimmer touches the starting wall
- When a backstroke ledge is being used, IOTs at the starting end shall install and remove the ledge after the start



Scottish
Swimming





Introduction to **Chief Inspectors of Turns**

Chief Inspectors of Turns

- The main role of CITs is to provide a link between the IOTs and the Referee
- It is the responsibility of the CIT to ensure the IOTs fulfil their duties during the competition
- The CIT will then fill in the vacant position of the reporting IOT or appoint a reserve





Introduction to **Judges of Stroke**

Duties of Judges of Stroke

- Located on each side of the pool
- Ensure stroke rules are observed
- Observe the turns and the finish to assist the Inspectors of Turns
- Report infractions:
 - On signed Cards
 - Detailing Event, Heat and Lane Number
 - Details of Infraction



Best Practice for Judges of Stroke

- Important to look confident at all times
- Be prepared to report any violation you observe
- Walk up poolside behind the last swimmer
- Do not focus on one swimmer, ensure you are watch all lanes
- On Backstroke, avoid eye contact with swimmer, perhaps walk a little further back
- At the start of a race be mindful where the false start rope is
- Always check how to operate the false start rope prior to the start of the session
- When using 2 JoSs on each side of the pool, try and maintain 10 metres as you progress up and back down. (i.e one at 5m and one at 15m at the start)



Scottish
Swimming





Reporting Infractions

Officials Decision Making

SW2.13 Officials shall make their decision autonomously and independent of each other unless otherwise provided in the swimming rules



Scottish
Swimming



Reporting Infractions

- Judges shall report any violation on signed cards detailing the event, heat & lane number
- Notify the CIT (if used) who will in turn notify the referee that there has been an infringement and fill in your space
- Proceed to the referee quickly
- When reporting to the referee, be clear and concise, describe exactly what the swimmer did
- Use FINA Language

**REMEMBER – THE SWIMMER ALWAYS
GETS THE BENEFIT OF THE DOUBT**



BUTTERFLY

Butterfly

- **SW 8.1** From the beginning of the first arm stroke after the start and after each turn, the body shall be kept on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall
- **SW 8.2** Both arms must be brought forward simultaneously over the water and brought backward simultaneously under the water throughout the race, subject to SW 8.5
- **SW 8.3** All up and down movements of the legs must be simultaneous. The position of the legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.

Butterfly

- **SW 8.4** At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously, at, above or below the water surface.
- **SW 8.5** At the start and at the turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.



BACKSTROKE

Backstroke

- **SW 6.1** Prior to the starting signal, the swimmers shall line up in the water facing the starting end, and with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited. When using a backstroke ledge at the start, the toes of both feet must be in contact with the end wall or face of the touchpad. Bending the toes over the top of the touchpad is prohibited.
- **SW6.2** At the signal for starting and after turning the swimmer shall push off and swim on his back throughout the race except when executing a turn as set forth in SW 6.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from the horizontal. The position of the head is not relevant.

Backstroke

- **SW 6.3** Some part of the swimmer must break the surface of the water throughout the race. It shall be permissible for the swimmer to be completely submerged during the turn, and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.
- **SW 6.4** When executing the turn there must be a touch of the wall with some part of the swimmer's body. During the turn the shoulders may be turned over the vertical to the breast, after which an immediate single arm pull or an immediate continuous double arm pull may be used to initiate the turn. The swimmer must have returned to a position on the back upon leaving the wall.
- **SW 6.5** Upon the finish of the race the swimmer must touch the wall while on the back.



BREASTSTROKE

Breaststroke

- **SW 7.1** After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. At any time prior to the first breaststroke kick after the start and after each turn, a single butterfly kick is permitted. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.
- **SW 7.2** From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.
- **SW 7.3** The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under the water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

Breaststroke

- **SW 7.4** During each complete cycle, some part of the swimmer's head must break the surface of the water. All movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.
- **SW 7.5** The feet must be turned outwards during the propulsive part of the kick. Alternating movements or downward butterfly kicks are not permitted except as in SW 7.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.
- **SW 7.6** At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously, at, above, or below the water level. At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.



FREESTYLE

Freestyle

- **SW 5.1** Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.
- **SW 5.2** Some part of the swimmer must touch the wall upon completion of each length and at the finish.
- **SW 5.3** Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.



MEDLEY SWIMMING

Medley Swimming

- **SW 9.1** In Individual medley events, the swimmer covers the four swimming strokes in the following order: Butterfly, Backstroke, Breaststroke and Freestyle. Each of the strokes must cover one quarter (1/4) of the distance
- **SW 9.2** In Freestyle, the swimmer must be on the breast except when executing a turn. The swimmer must return to the breast before any kick or stroke
- **SW 9.3** In medley relay events, swimmers will cover the four swimming strokes in the following order: Backstroke, Breaststroke, Butterfly and Freestyle. Each of the strokes must cover one quarter (1/4) of the distance
- **SW 9.4** Each section must be finished in accordance with the rule which applies to the stroke concerned



Scottish
Swimming





Relays

Relays

- **SW 10.10** There shall be four (4) swimmers on each relay team. Mixed relays may be swum. Mixed Relays must consist of two (2) Men and two (2) Women.
- **SW 10.11** The team of a swimmer whose feet lose touch with the starting platform before the preceding team mate touches the wall shall be disqualified.
- **SW 10.12** Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race



Scottish
Swimming



Relays

- **SW 10.13** The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete once only. Failure to swim in the order listed will result in a disqualification
- **SW 10.14** Any swimmer having finished his race, or distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished their race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified



Race & General Rules

Race Rules

- **SW 10.2** A swimmer swimming over the course alone shall cover the whole distance to qualify
- **SW 10.3** The swimmer must remain and finish the race in the same lane in which he/she started
- **SW 10.4** In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The Turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool
- **SW 10.5** Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but it is not permissible to walk



Scottish
Swimming



Race Rules

- **SW 10.6** Pulling on the lane rope is not allowed
- **SW 10.7** Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender
- **SW10.8** No swimmer shall be permitted to use or wear any device or swimsuit that may aid his/her speed, buoyancy or endurance during a competition. Goggles may be worn. Any kind of tape on the body is not permitted unless approved
- **SW10.9** Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his/her next scheduled race in the meet
- **SW 10.16** No pace making shall be permitted, nor may any device be used or plan adopted which has that effect



Scottish
Swimming



General Rules

- **GR 5.1** The swimwear 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
- **BL 8.2** In swimming competitions the competitor must wear only one swimsuit in one or two pieces.
- **BL 8.3** Swimwear for men shall not extend above the navel nor below the knee, and for women shall not cover the neck, extend past the shoulder, nor shall extend below the knee.

General Rules

- **GR 6.2** Body advertisement is not allowed in any way whatsoever
- **GR 6.3** Advertising for tobacco, alcohol or sports related betting is not allowed
- **GR 7.5** If an error by an official follows a fault by a competitor, the fault by the competitor may be expunged

Facility Rules

- **FR2.10** False start rope may be suspended across the pool, not less than 1.2 metres above the water level from fixed standards placed 15.0 metres in front of the starting end. It shall be attached to the standards by a quick release mechanism. The rope must effectively cover all lanes when activated.



Scottish
Swimming





Determining Race Results

Determining a result when AOE is in operation

- **Automatic Primary Time determines time and place**
- **Semi-Automatic Time (Back up buttons)**
- **3 Digital watches on all lanes, official manual time determines time and placings**
- **Less than 3 watches. Finish Judges ballot consulted**
- **Available back up time determines time**
- **No back up time available, manual time used**

Determining a result when AOE is not in operation

- **3 Digital watches on all lanes, official manual time determines time and placings**
- **Less than 3 watches. Finish Judges ballot consulted, place determined by time**
- **Available manual times used**



Introduction to Finish Judges

Duties of Finish Judges

- Shall be positioned in elevated stands, in line with the finish
- At all times have a clear view of the course and finish line
- Unless operating an AOE push button in their respective assigned lanes at the completion of the race
- After each event shall decide the placing of swimmers
- Record the finish order on signed finish order slips and pass to Chief Finish Judge or Referee if required
- They shall not act as timekeepers other than push button operators in the same event



Mentoring & Development

Updates on Mentoring & Licencing

- No mentoring, poolside training or final assessments currently allowed
- CPDs will become available
- Young STO Programme
- Licencing update





**ANY
QUESTIONS?**