

Officials Training guide updated 28th April 2008

Swimming Counties Manukau



**Swimming Counties Manukau Association
Officials Training Guide, Fina Rules 2005-2009
Officials Code of conduct**

Dated-28th April 2008

Swim Counties



TIMEKEEPER

You want to become a Timekeeper.

To help you, these few pages will cover the relevant points and some general information about the structure of the sport of swimming.

FINA:

FINA is the international controlling body of swimming to which New Zealand is an affiliated member. We fully comply with the constitution of FINA and Swimming New Zealand and adhere to their swimming rules.

SWIMMING NEW ZEALAND

Swimming New Zealand is an association of members of all clubs and regional associations throughout New Zealand who are all affiliates to SNZ. It should be noted that all these affiliates are deemed to be members of FINA. SNZ recognises FINA as the world governing body for swimming.

Within the framework of SNZ there are various bodies who operate independently with their own chairperson and committee and the one that you will be controlled by Swim Sport.

One of the sub committees of Swim Sport is the Technical panel which is made up of five appointed persons, one from the Northern region, one from the North Central region, one from the Central Region, one from northern South Island and one from southern South Island, with a Chairperson (who can be from any of the regions).

THE RESPONSIBILITIES OF THIS PANEL WILL INCLUDE THE FOLLOWING:

1. To conduct National examinations.
2. To conduct Technical Officials seminar.
3. To answer questions of a technical nature regarding interpretation of intent of the rules.
4. Appoint all Technical Officials for all National Championships and other such meets as Swim Sport may decide.
5. The designation of fixtures at which national examinations will be conducted.
6. The periodic up-dating of the National Officials list to delete those who are no longer active either at Regional or National level.
7. To regrade Nationally qualified referees in accordance with the criteria set out by the Technical Panel.
8. To select from applications national examiners.

Next we will cover the points that all timekeepers should know. In spite of what some people think there will always be a place for manual timekeeping in New Zealand.

The larger regions have electronic timing for their major meets but still use manual timing at a lot of club meets. There are still a large number of smaller regions that don't have electronic timing and due to cost probably never will have. Even at major meets with electronic timing they still need manual as a back up in case of failure.

The fundamental principle of competition swimming is the time.

Just as important to the club swimmer as it is to the Olympic swimmer a time, now measured to one hundredth of a second, a blink of an eye time can determine the world champion from the also ran or the breaking of a record.

At club level competition for the swimmer in the water, their time may in the first instance enable them to swim in a final and from that final achieve a time that will allow them into a regional or New Zealand championship.

It is obvious that the timekeeper's job is important so concentration is required at all meets.

YOU HAVE BEEN ASKED TO TIMEKEEP:

You should be at the pool 30 minutes before the start and report to the Chief Timekeeper. (At National meets on the first day you should report one hour before the start.) You should have with you a digital stop watch that reads to one hundredth of a second, a spare battery (if it doesn't require a watchmaker to replace it) or spare watch, a pad and pen or pencil. If the meet is an outdoor one and the weather looks doubtful a good idea is to take a plastic bag to keep paper dry if it rains.

CHIEF TIMEKEEPERS DUTIES:

Arrive at the pool one-hour before start time; ensure there are sufficient timekeepers. Instruct timekeepers of the procedure should a watch malfunction. Allocate lanes and chief lane timekeepers who should be the most experienced on the lane. (At National meets the procedure is different – the Chief Lane Timekeepers are already named.) Issue deck cards or pads for recording the times. Check that all watches are running at the start and replace anybody whose watch has not started or malfunctions during the course of the race. Time the first swimmer to finish (at the end of the pool not from the side). Check timeslips and names and then take them to the recorders. Check for any records and if there are check the three watches. Signal to the referee that all is clear to start the next race. At the end of the meet sign any record applications.

CHIEF LANE TIMEKEEPER:

If lane pads are used fill in event number, lane number and heat number or final. If deck cards are used this information is already filled in (except for times). Report any consistent irregularities to the Chief Timekeeper for them to take any action. Check the right swimmer is in their lane and enter the official time and sign the slip before handing to the Chief timekeeper. Record the three times (as minutes, seconds and hundredths of a second, e.g. 01.7.91 sec. Always ensure you sign the other two watches.

THE START:

Do not watch the Starter (as this may cause you to anticipate). Listen for the sound, which can be from a gun, hooter, horn or strobe light etc. Once the race has started check to make sure your watch is running.

Start and stop with finger or thumb movement only. A sweeping movement with the arm looks very dramatic but can only lead to inaccuracy. If you have a malfunction at the start or during the race or if you think you were late or early starting your watch raise your hand or stand immediately and the Chief Timekeeper will put in a replacement for that race.

Sometimes split times are asked for especially in 800m or 1500m races and these should be recorded separately. Also, if the first swimmer in a relay wants to be timed so additional timekeepers have to be appointed.

Timekeepers must keep count of the laps and periodically during the race check their watch (especially long distance ones to verify their counting).

THE FINISH

During the last few metres don't watch the swimmer coming toward you. Look straight down at the end of the pool and when they touch (no matter how) stop your watch. If the touch is incorrect that is not your concern. As a Timekeeper do not at any stage step back to avoid getting wet (that is one of the hazards of timekeeping). Times must be taken from the end not from the side of the pool. Once you have taken the time return to your seat without delay. (Don't stand on the deck to discuss the times.) Write your time on your programme as after you have zeroed your watch a time may need to be checked. Chief Lane Timekeeper will check each watch and enter the times and write in the official time (in clear numbers so that the recorders can understand). To determine the official time – if two of the watches have the same time and the third disagreed – the two identical shall be the official time. If all three disagree the watch recording the middle time shall be the official time.

If for any reason there is a malfunction with one of the watches and there is not enough time left to call up a replacement then the times of the other two watches will be averaged and that will be the time for that lane. However, this time will be recorded in the results with an asterisk and the time cannot be used to claim a record.

Should a swimmer ask for their time just give the minutes and seconds but make it clear that it is unofficial.

When electronic timing is being used make sure you are clear of the pads when taking your time as touching them may activate them prematurely.

When automatic timing is used in any competition times so determined will take precedence over manual times. Timekeepers used in conjunction with automatic timing are there in the role of back up with buttons and watches in case of a malfunction with the automatic equipment.

You must start your watch on all races even if you don't have a swimmer in your lane, the time slip should be so marked – N/S.

The only people permitted to check your watch are the Chief Lane Timekeeper, the chief Timekeeper or the Referee.

For record purposes there must be three times for the lane and should a record be broken the Chief Timekeeper should inspect the watches to verify the times.

Because you are on one of the outside lanes don't think your times are not that important – they are. Always remember that in open events you could have age group swimmers and the last swimmer home could break an age group, regional association or club record.

In some of the big meets where there are over the top starts because of the number of entries you may not have time to record times on the deck card before the next race starts. In this case write your time on your programme and the deck card can be filled in while the next race is in progress. Don't rely on your memory. All timekeepers note their time on the programme at all meets. This is essential.

If one watch is consistently out then use another watch. If this doesn't solve the problem then maybe the Timekeeper needs to be checked, or moved to another lane.

Watches to be zeroed on the Referees whistle for the start of the next race. This practice is universally accepted unless otherwise instructed by the Chief Timekeeper. Make sure that your watch has gone back to zero.

As we no longer use place judges except at a meet where you only have two timekeepers per lane, the places are determined on times, which makes your job even more important. With this in mind you need to concentrate at all times.

Always remember that as an official we need the swimmers and the swimmers need us. But as volunteers we do not have to listen to foul language when a swimmer does a poor time. If it offends you then tell the Chief timekeeper who in turn will inform the Referee.

At a Technical Seminar a few years ago some comments were made which are worth printing as they are relevant to all technical officials.

ETHICS

1. To be fair and honest in all decisions.
2. To be consistently knowledgeable about the rules.
3. To be aware of the tendency to be biased.
4. To refrain from discussing results until after the end of the race.

PERSONALITY

1. Every official should use his or her own intelligence.
2. It helps to have a good memory.
3. It is essential to be able to concentrate.
4. You must be positive in the way you think about rules.
5. You must be consistent.
6. You must be accurate.

MOTIVIATION

1. Every official must be interested in swimming.
2. To ascertain that young people have a fair go when competing.
3. Personal achievement and satisfaction.
4. Friendship.
5. The challenge.

TOLERANCE TO STRESSFUL SITUATIONS

1. If you are tired you cannot do your best.
2. Physical discomfort.
3. Emotions.
4. Air temperature.
5. Spectator reaction.
6. Length of programme.

Finally I make this comment. You start your watch when you hear the sound to start and stop it when you see the swimmer touch the end of the pool. Once you have topped your watch that will be the time taken by your watch and you cannot alter it. If you start to worry that you don't agree with the other timekeepers you may as well give it away. But bear in mind that yours may be the right time and they could be wrong. All human reactions are different.

We now urge you to think about doing your regional timekeeper's exam and at a later date do your National exam. Get hold of a FINA handbook or Swimming New Zealand one and study the rules.

TIMEKEEPERS

Most people begin their officiating careers as timekeepers. It is a vital role as swimmers do not swim for anything other than a time. Time is a fundamental measure of a swimmers performance. Because a swimmer's time is so important in terms of the method by which it is obtained and recorded, it is imperative that particular rules and protocols are observed by time keepers on the pool deck.

Prior to the start of competition

Time keepers should arrive at the pool 1 hour before the start of the meet. If a multi session meet they should arrive 1 hour before the start of session one and ½ an hour

before the start of subsequent sessions. They need to report to the Chief Timekeeper. The Chief Timekeeper will assign position (TK or CTK) and lane number.

An officials meeting is usually held 15 – 20 minutes before the start of competition. Positions and lanes for all timekeepers will be confirmed at this meeting together with positions for all officials at the meet. At the conclusion of this meeting all timekeepers should immediately take up their respective positions on the pool deck, be seated and ready to start. If electronic timing is being used a quick check of the stop button should take place prior to the start.

Check the name of the swimmer to be timed either before the start or at the end (50m races). This duty is usually assigned by the Chief Lane timekeeper to one of the other T/K's.

Check your watch is zeroed on the referee's long whistle before each race.

At the Start

Do not watch the starter but listen for the start sound, and start your watch on that signal. Do not start your watch on a strobe light flash if in use. The start signal is usually a horn or hooter, but can sometimes be a whistle or voice command. (in the case of primary starting equipment failure). In any event, the Chief Timekeeper in consultation with the referee will advise the type of start signal to be used.

Start and stop the watch with a finger or thumb movement. Once the race has started check to see that the watch has started. If the watch does not start, was started early, or malfunctions in any way, the timekeeper should raise their hand to gain the attention of the Chief Timekeeper who will assign a replacement timekeeper for that race. If there is no swimmer in your lane for a particular race, you should still start your watch regardless – you may be required as a replacement on other lanes where watches have malfunctioned.

During the Race

At the start and during the course of the race, remain seated. Regular spot checks of the watch to ensure it is running are advised. Count the laps of each race to ensure the race is timed correctly and that you are ready to take the time at the finish. Referral to your programme may assist with longer race distances.

Timekeepers may be required to take split times for swimmers in 800m and 1500m races. These times need to be recorded on lap/distance recording sheets. It is vital that the lap/split button on the watch is used for this purpose and not the start/stop button. Watch can be read at each turn.

Timekeepers can also be requested to separately time the first swimmer in a relay. Usually additional timekeepers will be appointed for this task.

At the finish

When the leading swimmer is approximately 15 – 20m from the finish, check your watch is running (this allows sufficient time for replacement if a malfunction has occurred), then stand and take up a position at the end of the lane to time the finish of the race. During the last few metres of the race, the timekeepers should not watch their swimmer but focus their attention down the face of the wall of the lane and stop their watches when any part of the swimmer touches the wall. An incorrect touch is of no concern to timekeepers (IOT's and referees check touches). Timekeepers should then return to their seats and record their watch time on their programme. Recording of times in this manner allows for later reference should a problem be discovered.

The chief lane time keeper should record the 2 timekeepers times and their own time on the deck label or time slip. The referee, chief timekeeper or chief lane time keeper may ask to inspect the watches at this time. When the 3 times are recorded, the official time will be determined. When electronic equipment is in use, the time keeper shall activate the stop button in addition to their stop watch. The stop button should be used by the favoured hand. Care must be taken not to touch any part of the touch pad by the time keepers as this can trigger the pad to activate. Time keepers must maintain their positions at the end of the lane looking down the wall for the touch to ensure an accurate recording of the time. Do not step back and anticipate the touch to avoid getting wet – getting wet goes with the job.

At meets with over the top starts, there is often insufficient time to record the time on the deck label or time slip. With your time recorded on your programme, the times can be accurately transposed to the deck label during the course of the next race. Do not rely on memory. The swimmer expects an accurate time.

Do not clear your watch until the referee blows his whistle for the start of the next race. This practice should be universally accepted unless instructed otherwise by the chief time keeper or the referee. Watches should be checked that they are reset to zero.

Determining the official time

Times supplied by electronic timing equipment (touch pads) take precedence over semi automatic or manual times, unless there is good reason to believe the electronic system is faulty. Semi automatic times are those that have been started automatically but terminated by the time keeper (stop buttons). It is sometimes said that time keepers manual times are only back-up to the back-up. However, electronic time keeping equipment can fail at any time (even during a race) and therefore the manual times are used. It is extremely important time keepers do not get trapped into the belief their times are unimportant. They are vital.

If 3 watches record the same time, this is the official time.

If 2 watches agree and the third disagrees, the official time is that recorded by the 2 agreeing watches.

If all three watches are different, the official time is that of the watch having the "middle time".

Where there is a watch malfunction and there is not time to call in a replacement, the resultant 2 watch times are to be recorded on the deck label. The official time is the average of the 2 times. This will be recorded in the official race results with a double asterisk (**) and that time cannot be used to claim a record or qualifying time.

A swimmer may approach a timekeeper and ask for his/her time. This permitted, but it should be made clear to the swimmer that the time is unofficial.

Duties of Chief lane timekeeper

The CLTK is responsible for verifying the times recorded in that lane recording these times on a card (time slip or deck label) and determining the official time. Inspection of the timekeeper's watches should occur.

If using time slip pads, fill in the event No., Heat No., Lane No., and if a finals session write FINAL on the slip. Where pre-printed deck labels are used, these details are already recorded. The name of the swimmer must be checked with the swimmer with that from the programme. Any irregularities must be reported to the Chief time keeper.

Assign one timekeeper to do splits in Long Distance events.

Any poor timekeeper practices, inaccuracies or irregularities occurring among the timekeepers should be reported by the CLTK to the Chief Timekeeper for them to action is required.

Times must be recorded as minutes, seconds and hundredths of seconds. E.g. 1.07.91 not 67.91.

Duties of Chief Time Keeper

The chief time keeper should arrive at the pool 1 hour before the start of each session. They must ensure there are enough timekeepers to cover the lanes (3 per lane).

Deck labels and equipment should be prepared and sorted during this time. Timekeepers should be reporting to the Chief Timekeeper approximately 30 minutes before the start of the competition. They should be assigned a position and a lane and instructed regarding any special features of the meet. (e.g. Type of start signal, procedure in case of watch malfunction, long distance splits etc.).

Any stationary should be handed out (e.g. Long distance split times sheets etc.) including deck labels or time slip pads.

Ensure your timekeepers have their equipment and that it is up to standard.

It is essential in assigning positions and lanes that a good mix of experience and compatibility among time keeping personnel is obtained. Ensure experience is spread from the centre out to ensure it is spread as evenly as possible.

At the start of races, ensure all watches are running and assign replacements to those lanes where there are watch malfunctions.

At the finish of the race, you need to time the swimmer you believe is going to win. When the race has finished and the time keepers have sat down, the CTK shall inspect the watches to ensure no watch malfunctioned. If there is a watch malfunction it is permissible to use the CTK's watch time as the third watch. The taking of the time of the swimmer you believe will win should be taken from the end of the pool and not the side. All deck labels or time slips should be collected at the end of each race, the official times checked and handed to the recorder.

At the conclusion of the meet, ensure all equipment is collected and put away correctly and check with the recorder and referee if any record application forms need to be signed.

Finally

- (a) Always wear black trousers/shorts/skirt and SCM polo shirt when officiating**
- (b) Do Not barrack, call out or yell for a swimmer at any stage during a race.**
- (c) Keep your focus and attention on your lane.**
- (d) Your chief objective is to record the time of your swimmer as accurately as possible.**
- (e) There is no need to change lanes if the swimmer in your lane is your child. Remember the swimmer in each lane is just that – A swimmer.**
- (f) Assignment to an outside lane must not be considered unimportant. Swimmers in open events can break age group or regional records – even the last swimmer home.**
- (g) Time keepers should be consistently recording times on their watches that are within .02 of each other.**

COUNTIES *MANUKAU* SWIMMING

Timekeepers Theory Examination

Section A: Name: _____ Club: _____

Q1 What are the two main tasks, which make up the duties of a timekeeper?

(a) _____ 1pt

(b) _____ 1pt

Q2 What is the name of the book where you find these? _____

1pt

Q3 Give a description of where you stand, what you look at, what you listen for when you do the following:

(a) Start your watch _____ 1pt

(b) Stop your watch _____ 1pt

(c) When do you reset your watch (give two examples)?

(i) _____ 1pt

(ii) _____ 1pt

Q4 (a) What is the first thing to do once the race has started? _____

1pt

(b) What do you do if something is wrong? _____ 1pt

Q5 What is the official reason for having three watches? _____ 1pt

Q6 Describe how the return time is calculated from the three watches, if

(a) Two are the same _____ 1pt

(b) All are different _____ 1pt

Q7 (a) For what distances can you be asked to record official times during a race

_____ 1pt

(b) Who will tell you to do this? _____ 1pt

Q8 Who do the timekeepers report to? _____

1pt

Q9 (a) What answer should you give when a swimmer asks you for a time?

_____ 1pt

(b) Why do you answer this way? _____ 1pt

10 (a) If a watch fails to stop and only two times are available, how is the return time calculated?

_____ 1pt

(b) Swimming NZ ask that the card be then marked to show this. How?

_____ 1pt

(c) Why is this done, for whose benefit? _____ 1pt

(d) If the two remaining watches both give a time under an existing record, can a new record be claimed? (Give a reason)

_____ 1pt

Q11 Who can ask for your watch to be examined? _____ 1pt

_____ 1pt

_____ 1pt

Q12 what other jobs an official while acting as a timekeeper can do?

_____ 1pt

Q13 What action should you take when you get a deck card?

_____ 1pt

Q14 What do you do if you have a swimmer in your lane but no deck card?

_____ 1pt

At Counties Championship Meetings, a degree of formality will be observed.

All officials are expected to wear Counties Uniform clothing.

Pass 24/27 Mark

Section B

These are things, which you might meet in your job. Be prepared to discuss your actions with the examiner.

- **A swimmer stands up in a race**
- **A swimmer touches with one hand in breaststroke**
- **A swimmer doesn't touch the end at all, but climbs out after the whistle**
- **There is no swimmer in your lane**
- **A coach asks you to record an official split time**
- **A swimmer stops one lap short in a long-distance event**
- **Automatic timing gives a time such as 1 min 43.877 sec**
- **What are the duties of a Chief Timekeeper**
- **Who collects the record slips, and when can this be done**
- **Why might you take lap times in a long-distance event**
- **Which lane does the Chief TK time, and why**
- **Chief TK's sometimes initial a slip. Why?**
- **What form do Chief TK's sometimes have to sign**
- **What are those button devices at Henderson Pool, and how do they work**
- **Do you have to take any equipment with you to a meeting**
- **Impartiality of officials, own child in your lane**
- **Filling out deck cards correctly**

INSPECTOR OF TURNS

The Inspector of Turns (IOT) must read, know and understand the swim rules that govern swimming in New Zealand. They must be fair and make sure that rules are complied with. If a stroke rule is broken either at the start or at the turn they must be very sure of what they saw. There is no middle ground, if there is doubt it must go to the swimmer at all times.

Start End of Course

The Inspector of Turns assignment begins with the Referee's whistle. At that stage they should move up behind the starting block. At the start signal IOT's should step up onto the end of the pool and remain there until the end of the race. The IOT should observe that the take-off and commencement of the stroke being swum do comply with the rule. Your jurisdiction ends fifteen metres out from the starting wall (New Zealand rule) at that stage the Referee or Stroke Inspector takes over.

At the Finish of the Race

The Inspector of Turns shall make sure that the swimmer or swimmers touch the wall correctly as set out by the rule for the stroke that is being swum.

800 – 1500 Metre Races

The IOT at the start end must signal, either by whistle or bell, to warn the swimmer that they have two lengths plus 5 metres of the pool to swim. They should be warned approximately two to three body lengths out from the wall.

Turning End of Course

The IOT jurisdiction begins at the fifteen metre mark. They should step up when the first swimmer approaches the fifteen metre mark and watch the swimmers approach the wall, making sure that the rule for the stroke being swum is complied with. They should then watch the swimmer or swimmers leaving the wall, making sure they comply with the stroke rule in regard to the first arm stroke and leg movements. Your jurisdiction ends fifteen metres out from the wall (New Zealand Rule) at which stage the Stroke Inspector or Referee takes over. When the last swimmer passes fifteen metres all step down.

800 – 1500 at Turning End

The IOT will have lap counters to look after, these should be turned after completion of each lap. The lap counters should be visible to the Chief IOT.

The Chief IOT should stand off to the side of the pool and complete a master sheet – as do the Referee and Chief Timekeeper or at least one other I believe.

Disqualifications

IOT's must be very sure of what they saw. If an infringement of the stroke being swum has occurred the IOT should immediately attract the attention of the Chief IOT or the Stroke Inspector and let them know that an infringement of the rules has occurred. Step aside and attend to the DQ Slip, note time of occurrence on DQ slip and hand to the Chief IOT or the Stroke Inspector.

If a protest is lodged against your decision you may be required to report what you saw to the Jury of Appeal.

General

The Referee or the Chief IOT will allocate you to your lanes at the start of the meet and will tell you if there are any special rules that may be in place for the meet. They will also mention breaks that may occur during the session. You will need to be aware of

the type of signal that is required by your Chief IOT or Stroke Inspector, i.e. after each turn or last turn. Maybe a hand movement or nod of head would be sufficient.

IOT's should remain over end of assigned land may be asked to usher swimmers across pool at start end. They may also be asked to take a watch as 3rd watch on lane at start end.

Avoid turning away before swimmer has reached the 15 metre mark from turn or start.

Wear solid / sensible shoes. Wet surfaces, stepping up and down from walls can be hazardous.

STARTER

Starting in the sport of swimming looks, to most people, simple, straightforward and easy. Well it can be but it also can be difficult and involved.

To keep it simple, straightforward and easy is the secret and is mainly in the hands of you, the Starter.

So much rests on how you conduct yourself. To be calm, relaxed but still in control, requires certain capabilities of an individual that not everyone has.

Your voice and command must be clear but calm. Your requests, commands or instructions should be at the same pace, the same level and given in the same manner.

Remember you are trying to keep the swimmers relaxed and ready, not making them nervous and hesitant.

A good Referee will only hand the swimmers over to the Starter when they are relaxed – stationary – and ready. When this happens you need to decide when you feel they are as well and then give them your command. Only when they are all stationary do you give the start signal.

A Starter should be fit, healthy, have a good wide peripheral vision, good eyesight, quick reactions and decisions, and be very decisive. You only have a very brief time with the race in your control and most incidents will happen quickly while being part of everything else that is going on at the start.

Be firm and clear on your comments or recommendations to the referee.

With this in mind we now go into detail regarding rules and requirements for starting in the sport of swimming.

Competitions

There are normally two Starters appointed. The idea is to share the races and for finals it would be one for the men and one for the women. It is recommended both Starters assist each other, work as a team and look for advice or comment on each other's start. Assist, if necessary, with the false start rope while the other starts.

Your position should be approximately 5 metres from the end of the pool and in an area where you can see all of the starting platforms and swimmers clearly.

Be familiar with the equipment you will be using at that competition you are appointed to. Pencils/pens/ clipboard and SNZ Rule Book should be in your possession plus obtain a programme from the organisers.

You may be required to brief the swimmers before their race or this may be carried out by the Clerk of the Course. This position is usually appointed to a qualified Starter or someone who knows the requirements of a Starter.

Duties for briefing are:

- **Check which swimmers are present.**
- **Advise them of the event, distance and stroke and if heats or finals.**
- **Detail the requirements for a good start.**
- **Endeavour to have them relaxed and ready.**

SW 2.2STARTER

SW 2.2.1 The Starter shall have full control of the swimmers from the time the Referee turns the swimmers over to him (SW 2.1.5) until the race has commenced. The start shall be given in accordance with SW 4.

SW 2.2.2 The Starter shall report a swimmer to the Referee for delaying the start, for willfully disobeying an order or for any other misconduct taking place at the start, but only the Referee may disqualify a swimmer for such delay, willful disobedience or misconduct. Such disqualification shall not be counted as a false start.

SW 2.2.3 The Starter shall have power to decide whether the start is fair, subject only to the decision of the Referee. If the Starter believes the start is not fair, he shall recall the swimmers after the signal of start has been given, except after a false start has occurred, when the Starter shall not recall the swimmers after the signal of start has been given. (See SW 4.4)

SW 2.2.4 When starting an event, the Starter shall stand on the side of the pool within approximately five metres of the starting edge of the pool where the Timekeepers can see and/or hear the starting signal and the swimmers can hear the signal.

SW 2.3 CLERK OF COURSE

SW 2.3.1 The Clerk of Course shall assemble swimmers in the designated marshalling area and shall have control over those swimmers in that area until they are turned over to the Referee.

SW 2.3.2 Any swimmer who fails to report as required in the meet rules; disobeys the instructions of the Clerk of Course; fails to remain in the designated marshalling area after reporting; or performs any undisciplinatory act shall be reported to the Referee who may disqualify the offender.

SW 2.3.3 If the Clerk of Course becomes aware that re-seeding an event is an option then the Referee should be informed. The Referee should consult with the Chief Recorder over the matter. Any re-seeding will be done by the Chief Recorder. The Clerk of Course will inform swimmers of the heat number and lane number that they will swim in.

SW 4 THE START

SW 4.1 The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle (SW 2.1.5) from the Referee the swimmers shall step onto the starting platform and remain there. On the Starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platform. When all swimmers are stationary, the Starter shall give the starting signal, (shot, horn, whistle or command).

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

SW 4.3 In Olympic Games, World Championships and other FINA events the command "take your marks" shall be in English and the start shall be by multiple loudspeakers, mounted one at each starting platform. The sound of these loudspeakers shall be sufficiently loud that repetition of the signal (SW 4.5) will give adequate recall signal for a false start.

SW 4.4 The Starter shall call back the swimmers at the first false start and remind them of not starting before the starting signal. After the first false start any swimmer starting before the starting signal has been given shall be disqualified. The starting signal sounds before the disqualification is declared, the race shall continue and the swimmers or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back, be reminded by the Starter of the penalties, and start again.

SW 4.5 The signal for a false start shall be the same as the starting signal but repeated along with dropping of the false start tope. Alternatively, if the Referee decides that

the start is false, he shall blow his whistle, which shall be followed by the Starter's signal (repeated) and dropping of the false start rope.

SW 4.6If an error by an official follows a fault by a swimmer, the fault by the swimmer may be expunged.

To assist you in the role of starting a good sound knowledge of all strokes is recommended. These are:

| | |
|--------------|------------------------|
| SW 5 | FREESTYLE |
| SW 6 | BACKSTROKE |
| SW 7 | BREASTSTROKE |
| SW 8 | BUTTERFLY |
| SW 9 | MEDLEY SWIMMING |
| SW 10 | THE RACE |

Most Starters will have their Inspector of Turns qualification, which covers these rules.

It is even more advantageous if, as a Starter, you have Referees qualifications. A Starter and Referee work very closely together and a Referee will on many occasions confer with the Starter.

Although the role and time span of a Starters duties are short it does pay to keep a watchful eye on all aspects of the race.

Duties of a Starter

1. Report to the Referee an hour before first session and at least half an hour for subsequent sessions. Discuss the procedures and requirements you or the Referee may have, to ensure you work as a team.
2. Check all equipment. Starting blocks should be firm, ready and not slippery. Sound system for you and swimmers needs to be checked along with the starting signal.
3. Starting podium or area should be clear from obstruction and distractions.
4. False start rope should release easily and fall evenly over all lanes. Ensure the outside lanes are fully covered with the rope.
5. Check with Referee if briefing is required by you or the Clerk of Course.
6. Establish with the Referee when after a false start, "swimmers, one start rule applies" should be given. Ideally this should be when all swimmers are all behind their starting blocks on the concourse.
7. Check with your other appointed Starter, ensure you agree on procedures and who is starting, which races.
8. Watch for clearance signal indicator from control room that they are clear and ready for the next race. Pass this onto the referee. Light comes up on microphone.
9. Advise the Referee of any misconduct or incidents that effect you or the starting of the race.
10. When the race is in your hands, instruct the swimmers in a manner that ensures you have control.
11. Check to ensure the false start rope is ready to be activated and that someone is in control of that.
12. Know which race you are starting, ie. Event 23, 200 metres Breaststroke, Heat 3.

13. Mark in your programme the completed races and any relevant notes you wish to record of incidents or infringements. This assists you in any later discussion.

Expectation of an Official

As with all swimming officials we expect a high standard of expertise, attitude and personal appearance to convey to the swimmers and public that we are proud and confident with ourselves, position and sport.

We must set an example of fairness, decisiveness and consistency.

Role of a Starter

The role of a Starter requires all of the above expectations. Remember you are in control when nothing else is happening. The people in the pool area are watching the swimmers reaction to your instructions and signals. You will have many observers and critics. As long as you are confident, positive and decisive you will not be aware of the pressure that can be placed upon you.

Like all successful events, if the approach, research and preparation have been carried out thoroughly then the end result will surely be a success.

You are there to ensure that each swimmer has A FAIR AND EQUAL OPPORTUNITY FOR A GOOD START. Quite simple.

If you achieve this, you have done a good job. Good luck. It is a great challenge to consistently achieve 'THE ROLE OF A STARTER' as quoted above.

Starting And Clerk Of Course

Starting

In terms of Pool deck duties this is probably the best of all. It is over in around 15 seconds each time you step up – or is it?

From the casual observation of the role the job is in essence just the three magical words "Take your marks" followed by the buzzer. Then you get to sit down and wait for the next race.

In reality it is much more than this. Technically the job only starts each time when you receive the all clear from the referee by way of the extended arm (SW2.1.5 & 2.2.1). The referee will stand wherever they feel they have best view and you need to adapt to each as they rule. However if you are finding you can not complete your duties then you need to sort this out. If before you get the all clear you spot something that technically does not come under your control a quiet word to the referee is in order. The referee will then decide what to do. You may or may not get an acknowledgement from the referee as they need to appear to all that they were on to it anyway. Good communication between the starter and referee can save a lot of trouble later on. Getting the all clear then you say something is not in order, maybe a swimmer in the wrong lane, does nothing for the smooth running of a meet.

You have now got the all clear. What is your job?

Is it to disqualify any swimmer who breaches the rule? Or is it to ensure that all swimmers get a fair start?

In terms of the role it is the fair start requirement (SW2.2.3). So anything and everything you do contributes to ensuring all swimmers get a fair start. The power to decide if a start is fair is yours to make. The referee can also decide but there is nothing to stop you making that decision. So if a start is unfair for whatever reason what do you do? If the signal has been given declare a false start. Then sort it out. The calmer you are the better for everyone. The command itself needs to be clear and deliberate. The ideal is for the swimmers to have taken up the position by the time you finish the "Take your marks" command. Then you will be able to quickly set them

away. The less time the swimmers are held the more perfect the start will be. It is hard to get the perfect start but they are possible and this should be your objective each and every time.

For events started above the water swimmers can now basically be anywhere on the block as long as one foot is at the front of the starting platform. Placement of hands is not relevant (SW4.1).

For Backstroke (SW 4.2) swimmers are expected to take up their positions without delay and obviously it is from within the water. Just as an aside issue and technically it does not fall under this rule but I mention it anyway is that feet/toes must be below the surface. It is unusual these days to warn the swimmers particularly at Championship meets. What you do at carnivals is yours and the referees business but at the big meets the rule is that the swimmer should know what they are doing – no warning.

The start itself. The requirement is that the swimmers must be stationary (SW 4.1 and SW 4.2). You need to be in a position that allows you to see all swimmers. Usually this will be in a position of up to 5 metres from the pool end depending on the pool surrounds that allows good vision of the swimmers and allows the swimmers to and timekeepers to clearly hear (SW2.2.4).

You need to take a wide angle view. It is no point in honing in on one or two swimmers – you will miss things.

When you push the start signal is a matter of judgement. As I said getting the perfect start is hard. If a swimmer flinches you need to let them get settled. Because a swimmer moves you should not panic. Hold them then once the swimmer is settled let them go. If you decide things have taken too long you still have the power to stand them up and start again. Having stood them up you need to make an instant decision as to whether a swimmer has deliberately delayed the start as that swimmer can be disqualified. If so you need to make a report to the referee who will then decide what action if any is to be taken (SW2.2.3). The referee is the only one who can make a disqualification for this offence. In any event the swimmers should be cautioned reminded of the one start rule and the procedure started again. This procedure is not regarded as a false start.

Disqualifications - In terms of starter's roles and responsibilities any disqualification will be made for starting before the start signal is given (SW 4.4). As you should all know if the start signal has been given the race continues. If the disqualification occurs prior to the signal being given the swimmers should be stood up or in rare cases recalled. The issue arises these days as who to disqualify. Another issue is what constitutes starting. This is not defined in swim rules so must be that the swimmer has set in motion. Merely moving on the blocks in my opinion is not a start.

Starters are responsible for filling in the DQ form. Really there is no reason for delay. It is your job get onto it. You make the decision and do the paperwork. In today's climate referees generally do not have the luxury of debating with you. You know what you have seen be decisive. The referee and everyone else in the pool area will have an opinion but yours is one of two that counts. The referee must watch the swimmers for the whole race so the better you are the better they are. Just because a referee does not make any gesture or say anything to you does not mean that they have accepted the start as clean. In fact they should be able to rest in the confidence that when they get back the form will be ready.

Summary/Conclusion

Each and every time after you have started a race you should review your performance. If it was a good start you should be trying to replicate that each time. If things went wrong you need to know why. Was it you – if so make sure it does not happen again. The one start rule puts more pressure on the starter. Parents have paid a lot of money to get their swimmers to the meets particularly the Championships and if officials perform badly then everything goes to the pack.

The meets I enjoy most are the ones when I have been starter and have gone whole sessions and days without a disqualification and there have been no whispers around pool deck. As I said earlier your job is a fair start. Disqualifications are only an outcome not the main objective – this is secondary.

Clerk of Course

This is a role that has diminished over time and really now is called marshalling at carnivals. For the championship meets you will have a marshal and a Clerk of the Course.

Either way the role is still very important as this sets the whole tone of the meet and the main duty is to assemble (SW2.3.1) and brief the swimmers and if asked actually walk them to the starting positions.

In this role you need to make sure the swimmers are present when called and inform them of their lane and race number. Tell them what they are going to swim and relay any information you have been asked to relay. Anything out of the ordinary and any special conditions should be told to them.

Any swimmer who does not report should be notified to the referee (SW2.3.2) and is deemed a late scratching. If finals are being operated a no show report should be completed and handed to the referee as with any other DQ form.

In terms of Swim New Zealand rules any swimmer who transgresses any of the generally accepted rules and behavioural standards while in the marshalling area should also be reported to the referee who then decides the sanction. This may be a disqualification.

If while assembling the swimmers you become aware that a reseeding/combination of heats can take place then you should also report this to the referee. In conjunction with the Chief Recorder the referee will then decide what will be done. If any changes are made then it falls to you to make sure everyone knows but first and foremost let the swimmers know.

With this role you need to also need to stay calm. Only release the swimmers when the race is underway as you not want them walking in front of the starter or handing papers to timekeepers when they should be concentrating on other things.

Discussion

- 1. A start has been declared and a horn sounds out from the crowd before the swimmers hit the water. Three swimmers are clearly seen to stop on emerging from the dive cycle. What do you do if anything and why?**

The swimmers are on the blocks and you have invited them to take their marks. A swimmer starts and one swimmer immediately follows and after a significant delay two more dive in. What do you do and why?

ONE START RULE

SW 4.5 When using the One Start Rule, any swimmer starting before the starting signal has been

given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race

shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the

disqualification is declared before the starting signal, the signal shall not be given, but the remaining

swimmers shall be called back, be reminded by the starter of the penalties, and start again.

INTRODUCTION -Referee

Leader of "The Team" – The referee is not the most important person on the pooldeck. All officials are important and have a role to play doing their particular job. If we all do our jobs as we should then the swim meet will go smoothly with excellent results. There is nothing worse at a swim meet from a referee's perspective when officials are not up to standard and things do not go as they should.

The Referees role is ensuring "The Team" do their job properly throughout the meet so that the correct results for the swimmer are obtained. To achieve this, a referee needs to be

- **firm but fair**
- **impartial**
- **in control but not overbearing**
- **patient and polite**
- **knowledgeable of the rules and their application**
- **interpersonal skills (being able to relate to people)**
- **decisive –able to make decisions quickly and fairly**
- **in control and driving the meet to the most effective conclusion**

At the pool – before the meet starts

Arrive on time – one hour before the start.

Wear whites or the correct official dress if different from white (special coloured shirts or something).

Find out who your team is and who has key positions (chief IOTs, T/K, starters etc). It is important particularly with the referee/starter relationship the dialogue is established prior to meet, eg. standing room, false starts etc. Attend the team managers meeting – help work through any curly questions – otherwise check with the meet director as to any specific things that may have arisen at the team managers meeting.

Check the pool equipment – make sure

- **start blocks are OK, numbering etc. and tightness both ends,**
- **false start ropes are in correct place and are operable**
- **backstroke flags are correctly positioned**
- **check with starter that start equipment actually works**
- **lane ropes are tight**
- **lap counters are available (if long distance)**

- check with Ch/IOT about operation and set up
- make sure everything is in its place and everything is up to scratch before the start.
- attend the officials meeting
- if there are any special conditions pertaining to the meet you should explain these here
- check with the meet director that everything is set to go
- make sure you have all your equipment (whistle, pen, rules etc.)
- obtain a programme, check the programme against the flyer
- make sure DQ forms, protest forms etc. are available
- ensure electronic timing is installed, is working properly, and it has been checked
- finally make sure all officials are in their places – control is ready and that the meet is ready to start
- finally do not start until the correct start time.

The Meet

Whistles – a whistle is an outward sign that can demonstrate your degree of control during the meet. Your body language and general demeanour can also demonstrate this. Whistles must be strong and clear. Remember they are a signal that something is about to happen. **All** persons around the pool must be informed of this pending event. Persons at the other end of the pool and up in the stands need to hear the whistle.

Referring to the rules, they state on the referee's **long whistle**. A short *poop* noise is not a proper whistle. A point to note – there should be no difference between the whistles (1st and 2nd whistle) for a backstroke race. (Read the rules SW 2.1.5.)

Swimmers step up onto the blocks for the start of the race. This is an extremely important time for the swimmer. The referee must allow sufficient time for the swimmers to set their position (feet etc) and to settle before the handover to the starter. Do not allow too little time but do not allow too much time so that the swimmers begin to fidget. At this time is when good judgement and control must prevail. Obviously if a swimmer will not settle, all swimmers should be stood down, talked to and start the process again.

Hand over to the starter with outstretched arm. Do not hold your clipboard or programme etc in this outstretched hand. In fact the correct protocol is that the referee should have nothing in their hands at the start. Put your clipboard/programme etc on a table to be picked up later.

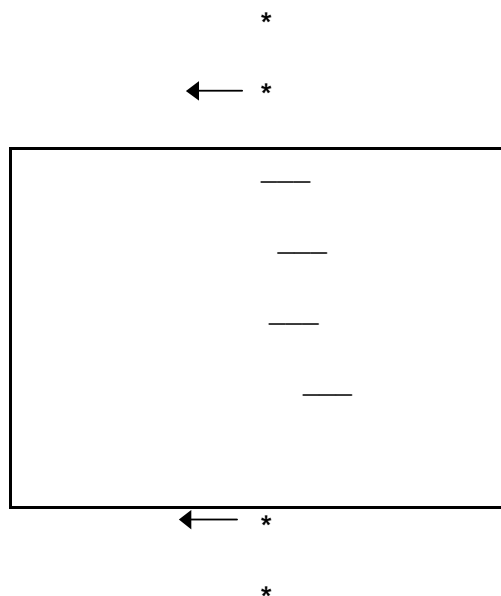
The starter now has control - he/she may wish to hold the swimmers (allow more settling time) a bit longer – up to the starter.

The referee must however watch the start very carefully and intently. There may be movement, false start etc. Remember it is the referees right to finally decide if the start is OK. Dialogue between starter and referee is right and proper if any problems occur at the start but the referee's decision is final.

Likewise, if a good start occurs, congratulations from the referee to the starter promote good team spirit etc.

After the start signal has been given, start walking with the swimmers. Walking is a very important part of the control process. Walk and watch your swimmers – do not become over officious, ie. trying to find something, anything that isn't there. Do not step up onto the side of the pool for a better look. Watch the swimmers from the side of the pool in a respectful manner.

It is important for referees and J/Os to walk and watch the swimmers as a team. Two in front and two behind



Referee to stop at 15m mark at turn end. Other J/Os go to 5m mark. Observe turns, observe IOT's and Ch/IOT. Check with Ch/IOT for pre-arranged signal that everything is OK. If not OK, referee needs to hold off signing result.

Walking properly clearly demonstrates your commitment as an official to the team and the swimmers. Remember you are on show – very visible – you need to clearly demonstrate that you are dedicated to your job. Not yawning and looking board – wondering when you are going to get back on whistle again etc.

The referee during the race needs about 10 sets of eyes. He/she needs to be watching the swimmers and also all the officials, ensuring they are doing their jobs properly. You can see that refereeing becomes very easy if everyone does their job properly and effectively.

At the end on the race, the race must be judged and placed. If electronic timing is being used, the places must be checked against the print out.

When all swimmers are home, signal to the J/Os on the opposite side of the pool to give the "clear the pool" whistle or hand over to the next referee for an over the top start. (Check the Ch/IOT's for all clear.)

Signing off of results

Check the event and heat number from the print-out against your programme. Check your placing's agree from your judging with that of the print out. Slotting is permitted from the back-up if required due to pad malfunction or soft touch.

Specific rules regarding slotting must be followed – can be complicated. Note any DQ on the print-out by crossing out that lane and print DQ beside it.

DQ's

SW2.1.6 – referee shall disqualify a swimmer for any violation that he personally sees. The referee may also disqualify any swimmer for violation reported to him by other authorised officials. All DQ's are subject to the decision of the referee.

DQ's must be accurate. IOT's starters, J/O's must be absolutely sure of what they see and be able to write out a DQ for which reflects the wording of the rules.

Examples:

1. Swimmer broke or Swimmer false started – no wording as such in rules. What should be written on the DQ form is “Swimmer started before start signal was given”

2. A freestyle kick can be a breaststroke kick because a freestyle kick can be anything. The rules say – movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.

DQ’s must reflect the wording in the rules. I believe quoting the rule number is not required – you can add it if you want to but if you make a mistake a protest would be upheld.

SW2.5.6 – IOT’s event, lane + infringement and

SW2.6.3 from J/Os.

eg. Backstroke race. – swimmer did not touch at finish while on back, *ref SW 6.4*

The referee should sign off the DQ only when he/she is satisfied as to the wording – the time should be noted on the DQ form next to the Referee’s signature (SRG 12.1).

Signing off is deemed to be the time of the occurrence.

Remember rule SW 2.12.1 – Officials shall make their decision autonomously and independently of each other unless otherwise provided in the swimming rules - important not to have group decision making etc. Ch/IOT + IOT – max, Referee + Ch/IOT – max.

REFEREEING

Becoming a qualified Referee is the final step in the process of becoming a fully qualified technical swimming official. It means you have been a technical official for a number of years and have passed theoretical and practical examinations for Timekeeper and Inspector of Turns, plus starter.

All Referees and starters are now assessed at National Meet level only. Before applying for your referee’s examination, check and make sure you can answer “Yes” to the following:

- Do I have an excellent knowledge of both the current FINA and Swimming New Zealand rules and their interpretation?
- Am I able to make quick and accurate decisions?
- Can I work under pressure for long period of time without panicking or losing my “cool”?
- Am I able to deal with people who are at times irate and upset quickly, and in a manner that is fair and cause the least amount of disruption and public awareness?
- Can I accept and act on other qualified people’s recommendations and decisions?

- Am I prepared to make decisions that are hard and unpopular rather than take the easy way and give "*the benefit of doubt*" or "*take no action*"?
- Can you always be sure that you "*saw it*" and not "*thought you saw it*" when making a decision.

Answering "*No*" to one or more of these questions is not the end of your aspirations to become a Referee. However before putting in your application for examination you should feel confident that you know the rules and can in a short time with experience answer "*Yes*" to the remaining questions.

Remember as a Referee you're "*IT*". Your decision and actions have a large effect on the conduct of a swim meet and on each individual swimmer's chances and aspirations. Do "*it*" well and the meet will run smoothly and everyone will be happy (or at least almost everyone).

Remember that you are acting as a Referee to ensure fair play and that the rules are being adhered to so that no competitor gains an unfair advantage. You are not refereeing for your own ego or satisfaction.

The Examination – Theory and Practical

The examination is in two parts – an oral theory paper, which must be taken and passed before the second part which, is a practical test.

A high standard is set for both parts with a pass mark of 85% being required for the theory paper on points per question.

Theory

This examination requires an extremely good knowledge of the Swimming New Zealand rules as applied to all aspects of pool swimming and FINA facilities rules. Reading and knowledge and understanding of rules S1 to S14 and SR1 to SR17 in the Swimming New Zealand rule book is essential as are rules SW2 to SW13 and Fr2 in the current FINA rule book. These rules will not be reprinted in this publication, as it is mandatory for every referee to have a personal copy of this rule with them on pool deck.

The actual examination is taken orally by the examiner and will cover not only the specific referee's questions but many of those already covered in the timekeepers, IOT's, starters and recorders examination.

The oral examination usually takes one to one and a half-hours to complete.

Practical

The practical examination usually requires you to act as referee for one complete session of a major swim meet. However if the examiner considers that because of the standard of the meet or for other reasons the test of your ability to referee has not been fairly tested you may be required to referee an additional session.

Briefly the following are the pool duties of the referee and covers the points and actions the examiner will be observing.

- Arrive at the pool at least one hour before the meet is due to commence and report to the Meet Director and or Meet Controller.
- Check availability of officials and make changes and or replacements.
- Check blocks, backstroke flags, false start rope, 15 metre marks, starting equipment, timing equipment.
- Meet with key officials and issue any instructions that maybe necessary – signals clearing pool – disqualification's etc.

- Before the start of the first race check with the key officials that officials under their direction are present and ready to commence their duties.
- At the start of each race give clear whistle and arm signals after checking that all competitors and officials are ready. Whistle signals must be sharp and loud enough for all swimmers and pool deck officials at both ends of the pool to clearly hear them.
- Only place swimmers in the Starters control after they have all settled.
- If a break or breaks occur, consult with the Starter before deciding on the action to be taken.
- During the race watch the swimmers in the pool at all times.
- Always judge the finish of the race so that your places can be compared with the finish times when results are signed off. This is particularly important where an AOD is being used.
- During and immediately after the race has finished, check with the chief inspectors of turns and stroke judges for any disqualifications. This is done using a pre-arranged signal.
- If a disqualification is indicated immediately ask the Chief Recorder to hold the results. Check the disqualification slip and get clarification from the official making the recommendation if necessary. Give your decision to the Chief Recorder with a signed disqualification slip if the disqualification is accepted.
- **NOTE!** The wording on the Disqualification Slip must be in accordance with the rules. If the wording is not correct but you agree with the verbal explanations, accept the disqualification but get the Disqualification Slip rewritten in accordance with the rules before signing it and passing to the Chief Recorder.
- At the finish of the race, clear the pool with a short sharp whistle or signal to the judge of strokes on the opposite side of the pool to perform this duty.
- Over the top starts require different procedure.
- If a protest is received, read it immediately and note the time. If it is a protest against a referee's decision or disqualification it should not be accepted. If it is in regard to another matter accept it with the set fee. If as referee you cannot give a decision or feel the matter requires some research or technical decision it should be passed to the meet director handling by the Jury of Appeal. The Jury of Appeal may ask for your opinion to help reach a decision. The Jury's decision is given to you as referee before the person lodging the protest is advised. In general it is advisable to let the Jury of Appeal to adjudicate on all protests as they can spend more time to focus fully on the point to be considered. This will allow you as Referee to continue with the pool racing. If a protest is received before the race is run the swimmers in that race must be advised the race result will be held until the protest has been adjudicated on.
- At the conclusion of the meet thank all officials for the contribution. Check with the Chief Recorder for record applications that may require signing or any other matters that may require your attention.

Conclusion:

To be a good Referee you must keep up to date with rule changes and interpretations. This means reading information that is available from time to time from SNZ and publications such as 'FINA' News'. Like most things "practice makes perfect" therefore the more often you act as a referee or attend swim meets and observe and listen to senior referees the better you will become. Always remember that your main object as a referee is to ensure every competitor gets a fair and equal opportunity to achieve their goals when competing and complying with SNZ rules.

WITHDRAWAL RULE

SR12.17 Withdrawals:- Withdrawals are required only for finals. Swimmers will be deemed to have withdrawn if they do not report to the Marshall at the appropriate time prior to their heat.

A swimmer who does not withdraw from their Final will be liable to a \$15.00 fine. Finalists are deemed to include the first two reserves.

Withdrawals must be in to Control within usually 30 minutes of the end of the session. The Meet Director shall determine the acceptability on all matters where medical reasons or hardship are claimed.

FINA SWIMMING RULES 2005 - 2009

SW 4 THE START

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

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

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

SW 4.4 Any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again.

SW 5 FREESTYLE

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

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

SW 5.3 Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be

completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

SW 6 BACKSTROKE

SW 6.1 Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.

SW 6.2 At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

SW 6.3 Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the turn, at the finish 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 a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.

SW 6.5 Upon the finish of the race the swimmer must touch the wall while on the back.

SW 7 BREASTSTROKE

SW 7.1 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. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order.

SW 7.2 All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.

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

SW 7.4 During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. A single downward dolphin kick followed by a breaststroke kick is permitted while wholly submerged. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.

Interpretation:

A dolphin kick is not part of the cycle and is only permitted at the start and turn whilst the arms are pulling back to the legs or after the arm pull whilst wholly submerged followed by a breaststroke kick.

SW 7.5 The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward dolphin kick is not permitted except as in SW 7.4. Breaking the surface of the water with the feet is allowed unless followed by a downward dolphin kick.

SW 7.6 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. 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.

SW 8 BUTTERFLY

SW 8.1 From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time.

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

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

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

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

SW 9 MEDLEY SWIMMING

SW 9.1 In individual medley events, the swimmer covers the four swimming styles in the following order: Butterfly, Backstroke, Breaststroke and Freestyle.

SW 9.2 In medley relay events, swimmers will cover the four swimming styles in the following order: Backstroke, Breaststroke, Butterfly and Freestyle.

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

W 10 THE RACE

SW 10.1 A swimmer swimming over the course alone shall cover the whole distance to qualify.

SW 10.2 A swimmer must finish the race in the same lane in which he started.

SW 10.3 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 10.4 Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.

SW 10.5 Pulling on the lane rope is not allowed.

SW 10.6 Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the referee shall report the matter to the Member promoting the race, and to the Member of the swimmer so offending.

SW 10.7 No swimmer shall be permitted to use or wear any device that may aid his speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, etc.). Goggles may be worn.

SW 10.8 Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.

SW 10.9 There shall be four swimmers on each relay team.

SW 10.10 In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified.

SW 10.11 Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.

SW 10.12 The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a

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

SW 10.13 Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.

SW 10.14 Should a foul endanger the chance of success of a swimmer, the referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event or in the last heat, he/she may order it to be re-swum.

SW 10.15 No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect.

OFFICIALS CODE OF CONDUCT

INTRODUCTION: The Code of Conduct has been developed as an introduction to officiating and as a guide to the behavior expected of Officials on Pool deck.

SCOPE: It applies to all Counties Officials working at all levels. However it is subject to any FINA or New Zealand Swimming rule in force at present or introduced in the future, as applied to Officials or officiating.

BEHAVIOUR:

Officials have a responsibility to apply and enforce the rules of swimming in a fair and impartial way. An Official needs to have a good knowledge and understanding of the rules. He/She should be clear and consistent when making decisions based on these rules.

An Official shall not...

1. Discriminate in any way, be it on grounds of gender, religion, race, or region, city or club of origin.
2. Display behavior of an abusive, violent or disturbing nature.
3. Interfere or obstruct the orderly conduct of any swimming Meet.
4. Be under the influence of any substance that would impair his/her ability to make clear and consistent decisions.

INTERACTION WITH SWIMMERS:

1. The Officials should create an environment in and around the pool where the swimmer(s) feels safe and comfortable.
2. Verbal communication with swimmers should be minimal. Whilst routine contact in the process of officiating is catered for in the rules, Officials should not discuss with swimmers, other Officials or anyone else except the Referee the performance, technique, or behavior of any competitor.
3. An Official should never touch a swimmer, unless the swimmer is in obvious difficulty from a fall or slip, or distressed in the water.
4. An Official shall not be of any assistance to a swimmer, Swim Team, Coach or other Official that gives any unfair advantage or disadvantage to any swimmer, Swim Team, Coach or other Official.

DEALING WITH QUERIES:

1. Only Team Managers may seek clarification of a ruling made by an Official. Such clarification must be sought from the Referee. If approached by a Team Manager, Swimmer, Coach, or parent direct them to the Referee (do not get drawn into discussion).
2. The Referee should respond in a clear and courteous manner when giving an explanation of a ruling to the Team Manager.
3. If a Team Manager is not satisfied with either the ruling or the explanation thereof, the protest procedure as per the FINA rules is the remedy. Again, do not get drawn into prolonged discussion. Be firm and clearly state the decision made. Then explain the protest options available.

APPEARANCE:

A tidy standard of dress is expected at all times. Officials, especially those of I.O.T. level and above, are expected to wear full whites. This marks you out as an Official and spectators, swimmers, coaches and other Officials know at a glance where you are on pool deck and the role you are fulfilling.

Officials should also wear their badges, as this tells the Referee that you are a qualified official and at what level you are capable of officiating.

In closing, this Code is an effort to enhance the Officials' enjoyment of their role by reducing the amount of conflict that is inevitably created by human interaction.