



WORKBOOK
FOR
JUDGE LEVEL 1

Candidate Name.....

Club.....

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Record of Progress Form

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Introduction

Initially there will be a Group workshop session which will be taken by a Course Leader. At this session the Course Leader will go over the workbook in detail explaining how the assessment will be carried out and what will be expected of candidates during their training period. At this session the Course Leader will also revise the Timekeeper / Chief Timekeeper chapters before concentrating on the notes for the Inspectors of Turns

Course Leaders should sign off the Record of Progress Form on page 3 for the Initial Group Session in each candidate's workbook. Any comments relevant to that candidate's progress to date should also be noted in the comments section.

Candidates should then start to complete their Poolside Duties form on Pages 5, 6 & 7. Early training sessions should allow the candidate to consolidate timekeeping skills before progressing onto Inspector of Turns. This will give candidates a chance to shadow Inspectors of Turns carrying out their duties. Candidates and Mentors should record how the various sessions went and how they are progressing.

After the candidates has progressed through 3 or 4 training sessions they should then attend another Group Session to go over progress to date and to complete some of the review questions in their workbook. Completion of these questions should only be done during this session. Candidates can practise the questions as much as they like before the session but should not write this into their workbook until the workshop session.

At this intermediate session the Course Leader will go over the duties and notes of the Chief Inspector of Turns and Relay Take-off Judge.

When the Poolside Duties Form has been completed with all competencies signed off the candidate should meet with their Course Leader to complete the remaining review questions (again do not complete the workbook prior to the meeting. Remember the completion of the workbook should be done by the candidate in an "independent and autonomous" manner – simulating actual poolside conditions)

For the final review each candidate should meet with a nominated Referee or other Course Leader on a one to one basis for a review of their training and as to their suitability to gain the qualification of Judge Level 1.

At workshop No. 3; writing of Judges Report Cards will be practiced to ensure correct reporting of infringements.

On completion of the workbook and training there will be a final assessment to gain the Judge 1 certificate.

Record of Progress

JUDGE LEVEL 1

District/ Region		Authorised Signature:		
Name:				Reg No:
Address:				Club
				Tel:
Post Code:				Mobile:
Email address:				
No.	Workshop Session	Date	Course Leader	Referee
1	Initial Group Session			
	Comments			
2	Intermediate Session (as agreed by Area Co-ordinator and candidate)			
	Comments			
3	Workbook Completion Session (On completion of Poolside Duties Form)			
	Comments			
PASS			FAIL	
General Comments of Trainer:				
Signed:				

Record of Poolside Duties

Introduction

It is considered that the poolside element of the Judge Level 1 training should in most circumstances be completed in around 6 - 10 training sessions. Each training session should last approximately one hour followed by poolside feedback from the Mentor and Referee. Therefore it is possible to hold more than one training session within an Event swimming session

1. The length of training time is dependent upon the knowledge and experience of the candidate. Prior qualification and experience as a Timekeeper is likely to assist in reducing the time taken to achieve competence in the other identified areas.
2. Candidate poolside training is conducted with the active involvement of the event Referee and an assigned Mentor for each training session. The Mentor will be an experienced qualified official.
3. It would be the norm for an inexperienced candidate to concentrate on achieving Timekeeper competence as early as possible in order to then concentrate upon the other duties.
4. In the early sessions of training the candidate should be Mentor led in order to ensure that they have a firm understanding of the practical aspects of the role. As training progresses the Mentor should support rather than lead the candidate, assisting and directing as required.
5. **The candidate is expected to achieve an acceptable level of competence in the areas set out below. When an event Referee is satisfied that an acceptable level of competency has been achieved he/she should sign off the competency to indicate this achievement.**
6. When all the competency areas are achieved the Candidate should be referred back to their Course Leader in order to complete the third group session and final assessment.
7. The table below represents 10 training sessions. As previously mentioned each session lasting approximately one hour. Training should be flexible and all relevant competency areas considered through out all training sessions.
8. Training session comments and feedback are mandatory in order to record the Candidate's progress.

	Competency	Date achieved	Signature	Name	Reg. No
1	Timekeeper				
2	Chief Timekeeper				
	Inspector of Turns:				
3	[a] Backstroke				
4	[b] Breaststroke				
5	[c] Butterfly				
6	[c] Freestyle				
7	Ind. Medley				
8	Relay Take-offs				
9	Ch. Insp. of Turns				

CANDIDATE In this box the candidate should indicate by number from the list of competencies, the elements of the Judge 1 role they have undertaken within the training session. They should also record a self assessment of the session highlighting any areas for particular attention.

MENTOR The Mentor plays a vital role in the training of Technical Officials. For each session the Mentor must give feedback on the progress of the candidate together with comments on the candidates self assessment and any further points for attention. The Mentor will pass on their opinion to the Referee as to competency and capability achieved during the session.

EVENT REFEREE The Referee shall during the training session observe the candidate carrying out their duties. Wherever possible the Referee should engage with the Mentor and Candidate in order to carry out feedback. It is appreciated that if the training session is completed mid swimming session this may not be immediately possible.

Date, Event & Level	Candidate comments	Mentor comments	Referee comments									
SESSION 1												
	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> </table>	1	2	3	4	5	6	7	8	9	Name Reg No.	Name Reg No.
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SESSION 2												
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SESSION 3												
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1	2	3	4	5	6	7	8	9				
SESSION 4												
	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> </table>	1	2	3	4	5	6	7	8	9	Name Reg No.	Name Reg No.
1	2	3	4	5	6	7	8	9				
SESSION 5												
	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> </table>	1	2	3	4	5	6	7	8	9	Name Reg No.	Name Reg No.
1	2	3	4	5	6	7	8	9				

SESSION 6			
	1 2 3 4 5 6 7 8 9	Name Reg No.	Name Reg No.
SESSION 7			
	1 2 3 4 5 6 7 8 9	Name Reg No.	Name Reg No.
SESSION 8			
	1 2 3 4 5 6 7 8 9	Name Reg No.	Name Reg No.
SESSION 9			
	1 2 3 4 5 6 7 8 9	Name Reg No.	Name Reg No.
SESSION 10			
	1 2 3 4 5 6 7 8 9	Name Reg No.	Name Reg No.

Where necessary the following additional sessions are available should they be required

	1 2 3 4 5 6 7 8 9	Name Reg No.	Name Reg No.
	1 2 3 4 5 6 7 8 9	Name Reg No.	Name Reg No.

Chapter 1

Timekeeper

- a) Role**
- b) Reporting for Gala Duty**
- c) Duties & Equipment**
- d) Recording Times**
- e) Calculating Official Times**
- f) Other duties**
 - Splits**
 - Back-up Button**
 - Lap Cards**
 - Bells or Whistles**
- g) FINA Rules SW 2.9**
- h) Tips for Timekeepers**
- i) Timekeeper Review Questions.**

CHAPTER 1

TIMEKEEPER

a. ROLE

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

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

b. REPORTING FOR GALA DUTY

1. All Technical Officials should, when attending at any competitive swimming event held in Britain wear the poolside uniform for men or women as set out below.

Poolside uniform for all competitive swimming events:

Men	White open-necked short sleeved shirt White trousers, white accessories White poolside shoes and white socks
Women	White dress or white blouse and skirt or trousers White poolside shoes

2. Uniform requested by Gala Organisers is appropriate where a modified form of uniform is supplied directly by the Gala Convenor, Promoter, Organising Committee or Event Sponsor. Such dress will be adopted as directed by the Meet Organisers and will replace (both in style and colour) the recommended uniform in full or part, provided such dress complies with the advertising conventions specified by FINA.
3. You should ensure you have at least two pens (one as a spare) with black or blue ink with you when you report to the REFEREE, at least 30 minutes prior to the start of the gala (unless you have been informed otherwise).
4. The Referee will note that you have reported for duty and pass you to the CHIEF TIMEKEEPER to whom you are responsible to during the gala.

c. DUTIES AND EQUIPMENT

1. The Chief Timekeeper will allocate your assigned lane for which you are responsible. FINA require three timekeepers allocated to each lane. At some events however, this may not always be possible and therefore, there may be fewer than three on each lane.
2. Timekeepers may be issued with a watch by the Chief Timekeeper. On receiving the watch check you know how the following functions operate:
 - a) start

- b) stop
 - c) return to zero (resets)
 - d) split time feature (if appropriate) is working
3. The Chief Timekeeper should provide you with a start sheet or a programme of the events and would also normally appoint one of the Timekeepers in each lane to carry out the following specific duties.
- a) Note the times recorded by each Timekeeper in the lane onto the respective swimmer's record card/start sheet.
 - b) Note the "official" manual time onto the same record card/start sheet.

d. PROCEDURE FOR RECORDING A TIME

1. At the start of a race the Timekeepers allocated to each lane are seated.
2. All swimmers entered into a competition may be provided with a "time" card for each separate event they are to swim. This is the swimmer's entry/identity card for each swim, and must be given to the lane timekeeper. At National events timecards are not used and times should be recorded onto start sheets.
3. Each card/start sheet shows important details for the Timekeeper to check before each start.

Event Number	- Swimmer in correct event
Lane Number	- Swimmer in correct lane
Heat Number	- Swimmer in correct heat
Swimmer's Name	- Swimmer's name correct?
Style of Stroke	- Stroke correct?
Distance to be swum	- Number of lengths correct?

4. Prior to each start, the referee will signal to the swimmers by a short series of whistles, inviting them to remove all clothing except for swimwear, followed by a long whistle, indicating that they should take their positions on the starting platform, or for backstroke swimming and medley relays to immediately enter the water. For the backstroke and medley relay events the referee will sound a second long whistle requesting the swimmers to return to the starting position.
5. On hearing the first long whistle Timekeepers must
 - a) stand up to indicate readiness to the Referee.
 - b) Listen/watch intently for the starting signal
6. When the starting signal is given Timekeepers must
 - a) start the watch
 - b) sit down
 - c) check that the watch is running
7. If the watch fails to start or stops during a race a Timekeeper must inform the CHIEF TIMEKEEPER immediately in order that a reserve Timekeeper/watch can be called in.
8. When the swimmer is 15m from the end during the last length of the race the Timekeeper prepares to take the swimmer's time by:

- a) standing up to indicate readiness to the Chief Timekeeper
 - b) standing immediately above the allocated lane
 - c) looking at the wall where the swimmer will touch to finish the race
9. When the swimmer is seen to touch the finish wall, the timekeeper stops the watch. (Do not try to anticipate the swimmer finishing, make sure you actually see the swimmer touch the wall then immediately press the stop button).
 10. Immediately the watch has been stopped the Timekeeper will return to his/her seat, sit down and read out the time recorded on the watch to the one timekeeper appointed for this duty. This Timekeeper records the times given by each timekeeper in the lane onto the timecard, and declares the official manual time by noting it in the space provided on the timecard.
 11. Each timecard has a space to write down the separate times for one, two or three Timekeepers in, Heats or Finals.

	EVENT	LANE
	HEATS	FINAL
T/Keeper 1	01:22.30
T/Keeper 2	01:22.32
T/Keeper 3	01:22.32
OFFICIAL TIME	_____	_____

12. All times must be recorded using six digits.

2 digits for minutes, 2 digits for seconds, 1 digit for 1/10 second 1 digit for 1/100 second. Thus 1 minute 22.32 seconds is recorded as 01:22.32.
13. Where a swimmer gets through to a final, the same card is used again. The lane number would now be shown directly above "FINAL" and, the times taken would be recorded in the "Finals" space.
14. Timekeepers must not compare/discuss times. The only time an individual timekeeper can declare is that recorded on their own watch. However if one time is significantly different , the Chief Timekeeper may wish to examine the time on the watch to be satisfied with the operation of the watch and/or efficiency of the timekeeper operating the watch.
15. Timekeepers should clear their watches when the referee signals the swimmers for the next race by a short series of whistles. (SW 2.9.3)
16. At some events timecards are not used and Timekeepers are required to record their times on the start sheets and returned for collection at the end of the session.
17. If Automatic Officiating Equipment (AOE) is available and there are two Timekeepers on each lane do not average the times, this will be done later if it is required. If there is no AOE available and two Timekeepers on each lane, then the times must be averaged as quickly as possible as shown in the next paragraph and rounded up.

e. CALCULATING AN OFFICIAL MANUAL TIME

To determine the official time for the swimmer, observe the following guidelines.

1 WHEN THERE ARE THREE (3) TIMEKEEPERS ON A LANE:

- a) If all three watches read the same time - that is the Official Time.
- | | | |
|----------------------|------------------|------------------------|
| Timekeeper 1 | 01:18.38* | |
| Timekeeper 2 | 01:18.38* | |
| Timekeeper 3 | <u>01:18.38*</u> | |
| Official Manual Time | 01:18.38* | Three watches the same |
- b) If two watches are the same - that is the Official Time.
- | | | |
|----------------------|------------------|----------------------|
| Timekeeper 1 | 01:14.62* | |
| Timekeeper 2 | 01:14.64 | |
| Timekeeper 3 | <u>01:14.62*</u> | |
| Official Manual Time | 01:14.62* | Two watches the same |
- c) If all three watches differ - take the middle time - that is the Official Time.
- | | | |
|----------------------|------------------|----------------------|
| Timekeeper 1 | 01:14.89 | |
| Timekeeper 2 | 01:14.91 | |
| Timekeeper 3 | <u>01:14.90*</u> | |
| Official Manual Time | 01:14.90* | Middle Time of Three |

2 WHEN THERE ARE TWO (2) TIMEKEEPERS ONLY ON A LANE:

- a) When both watches agree - that is the official time.
- | | | |
|----------------------|------------------|--------------------|
| Timekeeper 1 | 01:09.01* | |
| Timekeeper 2 | <u>01:09.01*</u> | |
| Official manual Time | 01:09.01* | Both watches agree |
- b) When both watches differ: Take the average of the times- that is the official time.
- | | | |
|----------------------|-----------------|--------------|
| Timekeeper 1 | 01:23.96 | |
| Timekeeper 2 | <u>01:24.00</u> | |
| Official Manual Time | 01:23.98 | average time |
- c) When both watches differ: Take the average of the times- that is the official time.
- | | | |
|----------------------|-----------------|--------------|
| Timekeeper 1 | 02:46.53 | |
| Timekeeper 2 | <u>02:46.58</u> | |
| Official Manual Time | 02:46.56 | average time |
- Round up to the next 1/100th of a second.

Of course when there is only one (1) Timekeeper on a lane, that one time will be the Official Time to be given on the timecard.

Sometimes mistakes do happen: in unusual circumstances therefore, one of the times recorded may be disregarded, e.g. it may be far too fast or, it could be far too slow in comparison with the other time(s) for the lane. Inform the Chief Timekeeper if your watch failed at the start or finish or if watch is wrong.

f. OTHER DUTIES

Splits

1. Timekeepers may be instructed by the Chief Timekeeper to record “splits” at intermediate distances in races longer than 100m.
2. Pressing the “splits” button on your watch allows you to take the time of a swimmer at intermediate distances during a race, without stopping the full running time of the race.
3. Press the “splits” button when you actually see the swimmer touching the turning wall.
4. Record the time shown for the “split” on the back of the swimmer’s timecard.

Back-Up Button

1. Automatic Officiating Equipment (AOE) is a system of electronic timing used for swimming events. The system is linked into the starting gun or horn and into the timing pads hung into the water from the pool deck.
2. The system starts automatically when the start signal is given, and is stopped automatically when the swimmer hits the pads firmly hard on completion of the race.
3. The system by being automatic is much quicker to start and more accurate than hand held digital watches. When in use, the times recorded by this system always take precedence over hand held watches. Sometimes however, the swimmers do not hit the pads hard enough and the system does not activate properly and does not record an accurate time.
4. The back-up button is connected to the AOE system. It is a cable with a button which is pressed at the end of the race at the same time as the stop watch is pressed. After you have pressed the button lay it down. A time is recorded in the AOE system.
5. The referee may have to refer to this recorded information, and therefore, it is essential that the timekeeper operates the back-up button effectively.

Lap Cards

1. As in other sports, swimming also has longer races. In order to assist the swimmers to indicate of the number of lengths remaining to the finish, we operate “lap cards”.
2. Normally these cards are displayed at the turning end of the pool and are operated by the Turn Judge on each lane. At some events however, the cards may be displayed at the starting end of the pool and it may be necessary for timekeepers to operate the cards.

3. Each time the swimmers turn they can see the card display for their own lane. The cards are changed to a lower number after the swimmer has had an opportunity to look at the card.

Bells or Whistles

1. At the starting end of the pool, each swimmer is given a signal by ringing a bell or blowing a whistle when they have two lengths and five metres left to swim in events of 800 metres and 1500 metres.
2. Timekeepers may be requested by the Referee to give this signal so, when there are such events you will be given a bell or a whistle.
3. Five metres from the end of the pool is shown in two different ways:
 1. Suspended over the whole width of the pool at five (5) metres from the end wall are the “backstroke indicator flags”.
 2. In the pool, modern lane dividers are coloured “red” extending for a distance of five metres from each end wall.
4. When the swimmer in your lane, still with two lengths and five metres to swim, that is, gets to the red markers or swims below the indicator flags at your end of the pool, ring the bell or blow the whistle throughout, until the swimmer has completed the turn and passed the red markers or the flags after the turn.

g. FINA RULES FOR TIMEKEEPERS

These notes have been compiled using the rules governing swimming competitions which are set by the Federation Internationale De Natation - FINA and are reproduced below and available on web site: www.fina.org/rules

The rules relevant to timekeepers are:

- SW 2.9.1 Each timekeeper shall take the time of the swimmers in the lane assigned to him in accordance with SW 11.3. The watches shall be certified correct to the satisfaction of the meet Management Committee.
- SW 2.9.2 Each timekeeper shall start his watch at the starting signal, and shall stop it when the swimmer in his lane has completed the race. Timekeepers may be instructed by the chief timekeeper to record times at intermediate distances in races longer than 100 metres.
- SW 2.9.3 Promptly after the race, the timekeepers in each lane shall record the times of their watches on the card, give it to the chief timekeeper, and if requested present their watches for inspection. Their watches must be cleared at the short whistle of the Referee announcing the following race.
- SW 2.9.4 Unless a video backup system is used, it may be necessary to use the full complement of timekeepers even when Automatic Officiating Equipment is used.

SW 11 Timing

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

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

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

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

FR 4 Automatic Officiating Equipment

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

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

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. 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.

h. TIPS FOR TIMEKEEPERS

1. Do not cheer or coach swimmers during a race

2. Please refer any questions to the Chief Timekeeper
3. Know the distance of the event in the water
4. Record the watch accurately
5. Avoid the top of the timing pad if the AOE is in operation
6. Do not divulge the time to the swimmer
7. Only give information to the Chief Timekeeper or Referee
8. Check the swimmers name shown on the timecard or start
9. Check the lane/event/heat.
10. Check relay team lines and swimmers are swimming in the given order.

i. TIMEKEEPER REVIEW QUESTIONS

At a Gala as one of 3 Timekeeper in a lane you have written down the following times – please declare the official manual time

1	Timekeeper 1	01:27.54		2	Timekeeper 1	03:22.78
	Timekeeper 2	01:27.55			Timekeeper 2	03:22.85
	Timekeeper 3	01:27.69			Timekeeper 3	03:22.62
	Manual Time				Manual Time	
3	Timekeeper 1	09:52.81		4	Timekeeper 1	02:23.67
	Timekeeper 2	09:53.01			Timekeeper 2	02:23.58
	Timekeeper 3	09:53.12			Timekeeper 3	02:23.67
	Manual Time				Manual Time	
5	Timekeeper 1	01:00.09		6	Timekeeper 1	00:34.54
	Timekeeper 2	01:00.01			Timekeeper 2	00:34.24
	Timekeeper 3	00:59.98			Timekeeper 3	00:34.39
	Manual Time				Manual Time	
7	Timekeeper 1	03:02.09		8	Timekeeper 1	04:12.23
	Timekeeper 2	03:02.31			Timekeeper 2	04:12.53
	Timekeeper 3	03:02.58			Timekeeper 3	04:11.98
	Manual Time				Manual Time	
9	Timekeeper 1	17:52.98		10	Timekeeper 1	00:27.12
	Timekeeper 2	17:52.89			Timekeeper 2	00:27.01
	Timekeeper 3	17:52.78			Timekeeper 3	00:26.23
	Manual Time				Manual Time	
11	Timekeeper 1	01:36.78		12	Timekeeper 1	No Time
	Timekeeper 2	No Time			Timekeeper 2	01:37.13
	Timekeeper 3	01:36.59			Timekeeper 3	01:36.68
	Manual Time				Manual Time	

At a Gala as one of 2 Timekeeper in a lane you have written down the following times – please declare the official manual time

1	Timekeeper 1	02:12.93		2	Timekeeper 1	01:54.90
	Timekeeper 2	02:13.97			Timekeeper 2	01:54.82
	Manual Time				Manual Time	
3	Timekeeper 1	09:00.09		4	Timekeeper 1	05:28.97
	Timekeeper 2	08:59.97			Timekeeper 2	05:28.69
	Manual Time				Manual Time	
5	Timekeeper 1	00:35.73		6	Timekeeper 1	02:31.78
	Timekeeper 2	00:35.49			Timekeeper 2	02:32.01
	Manual Time				Manual Time	
7	Timekeeper 1	18:17.73		8	Timekeeper 1	00:34.46
	Timekeeper 2	18:18.02			Timekeeper 2	00:34.51
	Manual Time				Manual Time	
8	Timekeeper 1	01:14.02		10	Timekeeper 1	02:38.91
	Timekeeper 2	01:14.27			Timekeeper 2	02:39.03
	Manual Time				Manual Time	
11	Timekeeper 1	10:46.97		12	Timekeeper 1	00:59.97
	Timekeeper 2	11:47.07			Timekeeper 2	00:59.73
	Manual Time				Manual Time	

Chapter 2

Chief Timekeeper

- a) Role**
- b) Responsibilities**
- c) Equipment**
- d) Duties before the Race**
- e) Duties after the Race**
- f) FINA Rules SW 2.8**
- g) Tips for Chief Timekeepers**
- h) Chief Timekeepers Review Questions**

CHAPTER 2

CHIEF TIMEKEEPER

a. ROLE

The Chief Timekeepers role is to ensure that the Timekeepers perform their duties correctly and provide them with the necessary equipment to perform these duties.

b. RESPONSIBILITIES

The Chief Timekeeper will:-

- 1 be responsible for ensuring all timekeepers fulfil their duties throughout the gala.
2. allocate assigned lanes for all timekeepers.
3. provide a programme of the events for each lane and, will also normally appoint one of the timekeepers in each lane to carry out the following specific duties.
 - a) Note the times recorded by each timekeeper in the lane onto the respective swimmer's timecard or onto the start sheet provided..
 - b) Note the "official" manual time onto the same timecard/start sheet.
4. keep one watch running until the last swimmer has touched to provide backup for all Timekeepers.

c. EQUIPMENT

The following equipment should be provided to the Chief Timekeeper by the Promoter / Referee.

1. At the Promoter's discretion sufficient stopwatches for all Timekeepers for the Gala plus two for the Chief Timekeeper if required. (spare watches are useful in case of breakdown during the gala)
2. Corrected Programmes or start sheets for each lane.
3. List of Timekeepers
4. Sign out/sign in Sheet for the stopwatches.

d. DUTIES BEFORE THE RACE

The Chief Timekeeper:

- 1 allocates each timekeeper to a lane. FINA require there should be three Timekeepers on each lane, but we don't always manage that.
- 2 provides:
 - a) each Timekeeper with a stop watch, should they require one (the Timekeeper should then check that it works trying 'start' 'stop' and 'reset'.)
 - b) cover or a reserve watch for a Timekeeper whose watch fails to start.
 - c) another watch to Timekeeper whose watch has failed completely.
- 3 provide a programme or start sheet.

e. DUTIES AFTER THE RACE

After Each race the Chief Timekeeper will:

- 1 Collect the time cards from each lane – if used.
- 2 Check manual times recorded on the cards and arrange the cards in time order – fastest to slowest.
- 3 Consult with Chief Finish Judge/Referee to compare time result with Finish Judge/Referee result – normally these will agree. In this case the time cards and result go to the recorder and becomes 'official'. If the two results do not agree then the Referee may have to adjust the times to agree with the finish result. If AOE is in use then the times recorded by the AOE overrule the manual times and the cards must be arranged in the AOE finish order regardless of manual times and sent to the recorder.
- 4 If start sheets are used, at the end of the session collect the annotated sheet from each lane and give to the Recorders.

f. FINA RULES FOR CHIEF TIMEKEEPERS

These notes have been compiled using the rules governing swimming competitions which are set by the Federation Internationale De Natation - FINA and are reproduced below and available on web site: www.fina.org/rules

The rules relevant to Chief Timekeepers are:

- SW 2.8.1 The chief timekeeper shall assign the seating positions for all timekeepers and the lanes for which they are responsible. There shall be three (3) timekeepers for each lane. If Automatic Officiating Equipment is not used there shall be two (2) additional timekeepers designated, either of whom shall be directed to replace a timekeeper whose watch did not start or stopped during an event, or who for any other reason is not able to record the time. When using three (3) digital watches per lane, final time and place is determined by time.
- SW 2.8.2 The chief timekeeper shall collect from each timekeeper a card showing the time recorded and, if necessary, inspect their watches.
- SW 2.8.3 The chief timekeeper shall record or examine the official time on the card for each lane

g. TIPS FOR CHIEF TIMEKEEPER

1. After a race has started look along the line of Timekeepers to ensure that none are requiring a replacement watch.
2. As a race is nearing completion be aware that a Timekeeper may require a replacement watch or a time taken for that lane.
3. If timecards are being used, during the race walk to the side away from the Referee collecting the timecards from each lane once the race has been completed – this will ensure minimal delay after each race.
4. If start sheets are being used in place of timecards, be aware that the Referee or AOE operator may require a specific manual lane time following a race if the electronic system fails to record a “touch pad” time. Quickly go to the lane(s) applicable, obtain the applicable time(s) and respond to the Referee/AOE operator.
5. Collect all start sheets at the end of the session and ensure that all watches signed out are signed back in again.

h. CHIEF TIMEKEEPER REVIEW QUESTIONS

As Chief Timekeeper you have collected the following Timecards. Please check they are correct and advise lane order finish (fastest to slowest)

	Race 1				Race 2		
Lane		Time	Pos'n	Lane		Time	Pos'n
1	Timekeeper 1	01:27.54		1	Timekeeper 1	03:22.91	
	Timekeeper 2	01:27.62			Timekeeper 2	03:22.55	
	Timekeeper 3	01:27.69			Timekeeper 3	03:22.62	
	Manual Time	01:27.62			Manual Time	03:22.62	
2	Timekeeper 1	01:27.52		2	Timekeeper 1	03:22.01	
	Timekeeper 2	01:27.43			Timekeeper 2	03:21.97	
	Timekeeper 3	01:27.66			Timekeeper 3	03:22.16	
	Manual Time	01:27.52			Manual Time	03:22.01	
3	Timekeeper 1	01:27.68		3	Timekeeper 1	03:23.14	
	Timekeeper 2	01:27.57			Timekeeper 2	03:23.00	
	Timekeeper 3	No Time			Timekeeper 3	03:22.86	
	Manual Time	01:27.63			Manual Time	03:23.00	
4	Timekeeper 1	01:27.05		4	Timekeeper 1	03:22.04	
	Timekeeper 2	01:27.11			Timekeeper 2	03:21.86	
	Timekeeper 3	01:27.13			Timekeeper 3	03:21.72	
	Manual Time	01:27.11			Manual Time	03:21.86	

	Race 3				Race 4		
Lane		Time	Pos'n	Lane		Time	Pos'n
1	Timekeeper 1	00:42.19		1	Timekeeper 1	09:48.89	
	Timekeeper 2	00:42.37			Timekeeper 2	09:48.98	
	Timekeeper 3	00:42.28			Timekeeper 3	09:49.03	
	Manual Time	00:42.28			Manual Time	09:48.98	
2	Timekeeper 1	00:42.89		2	Timekeeper 1	09:39.78	
	Timekeeper 2	No Time			Timekeeper 2	09:40.05	
	Timekeeper 3	00:43.27			Timekeeper 3	No Time	
	Manual Time	00:43.08			Manual Time	09:39.92	
3	Timekeeper 1	00:42.01		3	Timekeeper 1	09:46.56	
	Timekeeper 2	00:41.99			Timekeeper 2	09:46.31	
	Timekeeper 3	00:42.24			Timekeeper 3	09:46.65	
	Manual Time	00:42.01			Manual Time	09:46.56	
4	Timekeeper 1	00:42.98		4	Timekeeper 1	09:37.64	
	Timekeeper 2	00:43.27			Timekeeper 2	09:37.64	
	Timekeeper 3	00:43.19			Timekeeper 3	09:36.54	
	Manual Time	00:43.19			Manual Time	09:37.64	

As Chief Timekeeper you have collected the following Timecards. Please check they are correct and advise lane order finish (fastest to slowest)

Race 1				Race 2			
Lane		Time	Pos'n	Lane		Time	Pos'n
1	Timekeeper 1	01:37.73		1	Timekeeper 1	00:32.34	
	Timekeeper 2	01:37.57			Timekeeper 2	00:32.39	
	Manual Time	01:37.65			Manual Time	00:32.37	
2	Timekeeper 1	01:36.98		2	Timekeeper 1	00:31.98	
	Timekeeper 2	01:37.27			Timekeeper 2	00:32.21	
	Manual Time	01:37.13			Manual Time	00:32.10	
3	Timekeeper 1	01:36.67		3	Timekeeper 1	00:32.43	
	Timekeeper 2	01:36.49			Timekeeper 2	00:32.51	
	Manual Time	01:36.58			Manual Time	00:32.47	
4	Timekeeper 1	01:37.88		4	Timekeeper 1	00:33.00	
	Timekeeper 2	01:38.02			Timekeeper 2	00:32.79	
	Manual Time	01:37.95			Manual Time	00:32.90	
5	Timekeeper 1	01:36.78		5	Timekeeper 1	00:32.23	
	Timekeeper 2	01:36.83			Timekeeper 2	00:32.17	
	Manual Time	01:36.81			Manual Time	00:32.20	

	Race 3				Race 4		
Lane		Time	Pos'n	Lane		Time	Pos'n
1	Timekeeper 1	01:00.53		1	Timekeeper 1	05:02.97	
	Timekeeper 2	01:00.19			Timekeeper 2	05:02.71	
	Manual Time	01:00.36			Manual Time	05:02.84	
2	Timekeeper 1	01:00.01		2	Timekeeper 1	05:03.02	
	Timekeeper 2	00:59.92			Timekeeper 2	No Time	
	Manual Time	00:59.97			Manual Time	05:03.02	
3	Timekeeper 1	00:59.93		3	Timekeeper 1	05:03.77	
	Timekeeper 2	00:59.81			Timekeeper 2	05:03.69	
	Manual Time	00:59.87			Manual Time	05:03.73	
4	Timekeeper 1	01:00.31		4	Timekeeper 1	05:02.73	
	Timekeeper 2	01:00.29			Timekeeper 2	05:02.90	
	Manual Time	01:00.30			Manual Time	05:02.82	
5	Timekeeper 1	01:00.33		5	Timekeeper 1	05:03.04	
	Timekeeper 2	01:00.45			Timekeeper 2	05:03.00	
	Manual Time	01:00.39			Manual Time	05:03.02	

Chapter 3

Inspector of Turns

- a) Role**
- b) Responsibilities**
- c) Equipment**
- d) FINA Rules SW2.6**
- e) FINA Rules SW5 – SW10**
- f) Duties of Judges**
- g) Reporting of Infringements**
- h) Inspector of Turns Review Questions**

CHAPTER 3

INSPECTOR OF TURNS

a) ROLE

Inspectors of turns must know the FINA Rules and be able to apply them uniformly. They should observe swimmers to verify conformity with the rules and report the infringement when the rules are broken. Inspectors of turns shall ensure fair and equitable competition for all swimmers

b) RESPONSIBILITIES

Inspectors of Turns – ensures that the start, turn and finish rules for each stroke are observed.

Before the competition commences the Referee determines the responsibility and jurisdiction each Inspector of Turns.

Turns and finishes are best judged from the ends of the pool as the Judge stands slightly to the side of the oncoming swimmer. Backstroke turns and finishes should be judged from a position directly over the swimmer as the turn / finish is executed.

Swimmers must be given the benefit of the doubt. A rule is either broken or it is not. It does not matter if there was no advantage gained from the violation.

c) EQUIPMENT

The REFEREE must receive the following items from the Gala Organiser in order to provide the judges acting as inspectors of turns with the equipment they require:

1. Sufficient corrected programmes or start sheets for all judges
2. A note of any special features of the gala
3. Lap indicators (lap number cards)
4. Whistle or bells
5. Inspector of Strokes/Turns report cards or pads

d) FINA RULES SW2.6

The rules governing swimming competitions are set by the Federation Internationale de Natation (FINA) and available at: www.fina.org/rules. The rules relevant to Inspectors of Turns are:

SW 2.6 INSPECTORS OF TURNS

- SW 2.6.1 One inspector of turns shall be assigned to each lane at each end of the pool.
- SW 2.6.2 Each inspector of turns shall ensure that 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. The inspector of turns 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. Inspectors of turns at the finish shall also ensure that swimmers finish their race according to the current rules.

- SW 2.6.3 In individual events of 800 and 1500 metres, each inspector of turns at the turning end of the pool shall record the number of laps completed by the swimmer in his lane and keep the swimmer informed of the remaining number of laps to be completed by displaying "lap cards". Semi electronic equipment may be used including under water display.
- SW 2.6.4 Each inspector at the starting end shall give a warning signal when the swimmer in his lane has two lengths plus five (5) metres to swim to finish in individual events of 800 and 1500 metres. The signal may be repeated after the turn until the swimmer has reached the five (5) metre mark on the lane rope. The warning signal may be by whistle or bell.
- SW 2.6.5 Each inspector at the starting end shall determine, in relay events, whether the starting swimmer is in contact with the starting platform when the preceding swimmer touches the starting wall. When Automatic Equipment which judges relay take-off is available, it shall be used in accordance with SW 13.1.
- SW 2.6.6 Inspectors of turns shall report any violation on signed cards detailing the event, lane number and the infringement delivered to the chief inspector of turns who shall immediately convey the report to the referee.

e) FINA RULES SW5 – SW12

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 in his/her respective lane. 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 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.

SW 7 BREASTSTROKE

- SW 7.1 After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke, followed by a breaststroke kick.
- 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. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.
- SW 7.3 The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

- SW 7.4 During each complete cycle, some part of the swimmer's head must break the surface of the water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.
- SW 7.5 The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is 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 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 after 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 must be brought forward together over the water and brought backward simultaneously 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 feet need not be at 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 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 medley relay events, swimmers will cover the four swimming strokes 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 stroke concerned.

SW 10 THE RACE

- SW 10.1 All individual races must be held as separate gender events
- SW 10.2 A swimmer swimming over the course alone shall cover the whole distance to qualify
- SW 10.3 The swimmer must remain and finish the race in the same lane in which he/she started
- SW 10.4 In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.
- SW 10.5 Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.
- SW 10.6 Pulling on the lane rope is not allowed.
- SW 10.7 Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional the referee shall report the matter to the Member promoting the race, and to the Member of the swimmer so offending.
- SW 10.8 No swimmer shall be permitted to use or wear any device that may aid his/her speed, buoyancy or endurance during a competition (such as webbed gloves, flipper, fins, etc). Goggles may be worn. Any kind of tape on the body is not permitted except as authorised by the FINA Sport Medicine Committee
- SW 10.9 Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.
- SW 10.10 There shall be four swimmers on each relay team.
- SW 10.11 In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified.
- SW 10.12 Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.

- SW 10.13 The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.
- SW 10.14 Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.
- SW 10.15 Should a foul endanger the chance of success of a swimmer, the referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event or in the last heat, he/she may order it to be re-swum.
- SW 10.16 No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect.

SW 11

TIMING

- SW 11.1 The operation of Automatic Officiating Equipment shall be under the supervision of appointed officials. Times recorded by Automatic Equipment shall be used to determine the winner, all placing and the time applicable to each lane. The placing and times so determined shall have precedence over the decisions of timekeepers. In the event that a break-down of the Automatic Equipment occurs or that it is clearly indicated that there has been a failure of the Equipment, or that a swimmer has failed to activate the Equipment, the recordings of the timekeepers shall be official (See SW 13.3).
- SW 11.2 When Automatic Equipment is used, the results shall be recorded only to 1/100 of second. When timing to 1/1000 of a second is available, the third digit shall not be recorded or used to determine time or placement. In the event of equal times, all swimmers who have recorded the same time at 1/100 of a second shall be accorded the same placing. Times displayed on the electronic scoreboard should show only to 1/100 of a second.
- SW 11.3 Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three timekeepers appointed or approved by the member in the country concerned. All watches shall be certified as accurate to the satisfaction of the governing body concerned. Manual timing shall be registered to 1/100 of a second. Where no Automatic Equipment is used, official manual times shall be determined as follows:
- SW 11.3.1 If two of the three watches record the same time and the third disagrees, the two identical times shall be the official time.

- SW 11.3.2 If all three watches disagree, the watch recording the intermediate time shall be the official time.
- SW 11.3.3 with only two (2) out of three (3) watches working the average time shall be the official time.
- SW 11.4 Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.
- SW 11.5 In the case of a relay disqualification, legal splits up to the time of disqualification shall be recorded in the official results.
- SW 11.6 All 50 metre and 100 metre splits shall be recorded for the lead-off swimmers during relays and published in the official results.
- SW 2.13 **OFFICIALS SHALL MAKE THEIR DECISION AUTONOMOUSLY AND INDEPENDENTLY OF EACH OTHER UNLESS OTHERWISE PROVIDED IN THE SWIMMING RULES.**

f) DUTIES OF JUDGES

- 1 The REFEREE is responsible for approving the duties of ALL THE JUDGES. He shall provide each Judge with a corrected programme and a note of any special features or regulations of the event.
2. The function of a Technical Official is to ensure that swimmers have an equal opportunity. To carry out this function a JUDGE must be decisive and having made a decision be prepared to justify it. A swimmer who clearly contravenes the rules must be reported in writing to the REFEREE. The referee receiving such a report will normally disqualify the swimmer but if however there is any doubt that the rules have been broken the swimmer must be given the benefit of the doubt.
3. AN INSPECTOR OF TURNS is required to observe the swimmers last few strokes before the turn and continue to observe the first few strokes after the turn before indicating to the CHIEF INSPECTOR OF TURNS whether the turn is satisfactory or in contravention of the rules. (If a Chief Inspector of Turns has not been appointed the Referee will normally be notified instead).
4. THE INSPECTORS OF TURNS at the starting end are required to observe the swimmers at the start and at the finish to ensure compliance with the relevant rules.
- 5 The REFEREE will provide the INSPECTORS OF TURNS with lap indicators and either whistles or bells. Although FINA RULE SW 2.5.3 refers to the lap indicators being displayed at the “turning” end of the pool, they may on occasion be displayed at the “starting” end.

6. Being a Judge puts an individual in the "limelight". It is important that a judge is and looks confident at all times. Always be prepared to report any violation of the swimming rules you observe. On the other hand if there is doubt the swimmer should always get the benefit.
7. Reasons for disqualification not directly associated with swimming rules are detailed in FINA Rules SW 4 -The Start and SW 10 - The Race. It is worth noting the numbers of reasons in addition to violation of the stroke rules which can lead to disqualification.
8. Judges must be alert and concentrating at all times. Discussions with swimmers, coaches or others not involved in officiating at the event will distract the judge from the job in hand and should be avoided. Any queries should be directed to the Referee.

g) REPORTING OF INFRINGEMENTS

Inspectors of turns should indicate they have an infringement report to the Chief Inspector of Turns as soon as it is observed.

The report slip must be completed in English by the Inspector of Turns detailing the Event, Heat, Lane No and details of the infringement before being signed and passed to the Chief Inspector of turns or Referee for approval. Please remember and use FINA wording for all reports.

h) INSPECTOR OF TURNS REVIEW QUESTIONS

1) When must an official report for duty and to whom?

2) State precisely how officials should make their decisions.

3) Where precisely should Inspectors of Turns be positioned?

4) List 5 duties, other than observing turns, which are expected of an Inspector of turns.

5) How precisely should an infringement be reported ?

6) To whom should an infringement be reported when acting as an Inspector of Turns?

- 7) State the correct order of strokes in the Medley Relay:

Butterfly Swimming:

- 8) Describe the movements of the arms as stated in FINA rules.

- 9) Describe the position of the body from the beginning of the first arm stroke after the start and after each turn

- 10) Describe fully the movements of the feet and legs excluding the start and the turn.

- 11) In the 100m Butterfly event a swimmer has nearly completed an arm pull when they quickly push their hands forward under the water with both hands touching simultaneously.

No Report

Report

Reason:

Breaststroke Swimming :

12) Describe fully the turn as laid out in FINA Rules.

13) Describe the finish as laid out in FINA Rules

14) Describe the movements of the arms as stated in FINA rules including the start and finish.

15) Describe fully the movements of the feet and legs during the Breaststroke excluding the start and turning action.

16) Describe the complete cycle for breaststroke.

- 17) In a breaststroke event you observe a swimmer doing two arm pulls to one leg kick.

No Report

Report

Reason:

- 18) The swimmer in your lane finishes the Breaststroke event with both hands touching simultaneously, however one hand is above the water level and one hand is below the water level.

No Report

Report

Reason:

Backstroke Swimming :

19) Describe fully the turn as stated in FINA rules.

20) Describe fully the finish as stated in FINA rules.

21) In a backstroke event, a swimmer stands up just after the first turn, does not walk or spring from the bottom of the pool but rests then resumes swimming on his back

No Report

Report

Reason:

22) In a backstroke event the swimmer turns onto his breast, completes a single arm pull then kicks to ensure that he touches the wall when he tumbles

No Report

Report

Reason:

- 23) In a Backstroke event the swimmer in your lane misjudges his finish and stretches to touch the wall, by doing so his body rolls on to his side and beyond 90 degrees from the horizontal.

No Report

Report

Reason:

Freestyle Swimming:

- 24) In a freestyle event a swimmer elects to swim Butterfly. At the third turn he touches with only one hand.

No Report

Report

Reason:

- 25) In a 400m freestyle event, there are swimmers in lanes 2, 3 & 5. The swimmer in lane 5 surfaces in lane 4 after turn 2. He then returns to lane 5 after turn 4 where he remains for the rest of the race

No Report

Report

Reason:

- 26) As an Inspector of Turns at the turning end what number should be displayed on your lap counter as your swimmer approaches the first turn?

a). Short course 1500m event	
b). long course 800m event	

Individual Medley Swimming :

27) State the correct order of strokes in the Individual Medley:

28) In an Individual Medley event you see a swimmer when changing from Backstroke to Breaststroke using a tumble turn and only touching the wall with his feet.

No Report

Report

Reason:

Chapter 4

Chief Inspector of Turns

- a) Role**
- b) Responsibilities**
- c) FINA Rules SW2.5**
- d) Chief Inspector of Turns Review Questions**

CHAPTER 4

CHIEF INSPECTOR OF TURNS

a) ROLE

The main role of the Chief Inspector of Turns is to provide a link between the Inspector of Turns and the Referee. The Referee depends on the Chief Inspector of Turns quickly providing information with regard to any infringements being reported by the Inspectors of Turns.

b) RESPONSIBILITIES

It is the responsibility of the Chief Inspector of Turns to ensure that the Inspectors of Turns fulfil their duties throughout the session. Any infringements reported must be conveyed to the Referee immediately.

c) FINA RULES SW2.5

The rules governing swimming competitions are set by the Federation Internationale de Natation (FINA) and available at: www.fina.org/rules. The rules relevant to the Chief Inspectors of Turns are:

SW 2.5

CHIEF INSPECTOR OF TURNS

- SW 2.5.1 The chief inspector of turns shall ensure that inspectors of turns fulfil their duties during the competition.
- SW 2.5.2 The chief inspector of turns shall receive the reports from the inspectors of turns if any infringement occurs and shall present them to the referee immediately.

d) CHIEF INSPECTOR OF TURNS REVIEW QUESTIONS

1) An Inspector of turns indicates to you that an infringement of the rules has occurred. What action should you take?

2) During a race you notice that two of your Inspectors of Turns are discussing a possible infringement by one of the swimmers in their lane. One of them then indicates to you that an infringement has taken place. What action should you take?

3) What information must a Report Slip from an Inspector of Turns contain?

4) An Inspector of Turns has indicated an infringement to you and has brought the report slip to you. You notice that it has not been filled in correctly and some of the information required is missing. What action should you take?

5) During a breaststroke race you notice that the swimmer in the lane nearest to you touched with only one hand. The Inspector of Turns, who was covering two lanes, did not make the call on it as both his swimmers arrived at the turn at the same time. On questioning the Inspector of Turns you were told that he was watching the other lane and did not see the incident. What action should you take?

Chapter 5

Relay Take-off Judging

- a) Role**
- b) Responsibilities**
- c) Position**
- d) Procedure**
- e) Tips for Judging Relay Take-off Tips**
- f) Relay Take-off Judging Review Questions**

CHAPTER 5

RELAY TAKE-OFF JUDGING

a) Role

In relay events, the starting swimmer must not leave the starting block until the incoming swimmer has touched the wall. The inspector of turns assigned relay take-off responsibility should determine if this sequence has occurred.

b) Responsibilities

Watch the swimmer on the block and also notice when the incoming swimmer touches the end of the pool.

The incoming swimmer finishes each section of medley relay in accordance with the swimming rules.

If an infringement is observed, signal to the Chief Inspector of Turns or Referee according to the pre-arranged method.

Report all violations to the Referee or the Chief Inspector of Turns.

c) Position

The relay take-off Judges should stand next to the starting block so that the touch of the incoming swimmer and the feet of the starting swimmer can be clearly observed.

The judge should not kneel or crouch beside the starting swimmer.

The judge should not touch the swimmers or instruct them when to go.

d) Procedure

Relay take-off judges should watch their assigned lane only

The feet of the starting swimmer should be watched until the feet lose contact with the block. The feet of the starting swimmer need not be at the front edge of the block. If the incoming swimmer has not touched the wall, an infringement must be reported.

The motion of the swimmer on the blocks should not distract the relay take-off judge. At the instant that the feet lose contact with the starting block, the gaze should drop to the wall surface of the pool. If the incoming swimmer has not yet reached the wall, there is a break in the relay and an infringement has occurred.

If an infringement occurs, the judge should signal the Chief Inspector of Turns or Referee

The judge should record the infringement, noting the Event, Heat, Lane. Details of the infringement must be recorded on the Judges report slip using the appropriate FINA wording, signed and passed by the Chief Inspector of Turns to the Referee as soon as possible.

e) Tips for Judging Relay Take-off Tips

Relay take-off judges should

Ignore the splash of the incoming swimmer, keeping eyes focused on the feet of the swimmer on the platform until the feet lose contact with it.

The feet of the swimmer on the block do not need to be at the front edge of the starting platform. The feet may move their relative position on the starting platform or starting surface as long as some part of the foot has contact with the platform as the touch on the wall is made by the incoming swimmer.

Be absolutely sure before calling an infringement always give the swimmer the benefit of doubt.

