



**WORKBOOK
FOR
JUDGE LEVEL 2
&
JUDGE LEVEL 2(S)**

Candidate.....

Club.....

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Introduction

Structure of this Course

This is the second level of British Swimming Technical Official training and can only be completed once the Judge Level 1 course is complete along with the required 20 hours over 7-10 sessions post qualification. The structure of the course is similar to that of Judge Level 1.

Group Workshop Session 1

Initially there will be a Group workshop session which will be taken by the 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.

Course Leaders should ensure that the Record of Progress Form on page 5 is fully completed and signed 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.

Poolside Duties

Candidates should then start to complete their Poolside Duties form on pages 9 & 10.

The training sessions will cover Judge of Stroke, accurately completing the British Swimming Disqualification Report, use of radios and taking finishes.

Both Candidates and Mentors should record how the various sessions went and how they are progressing, and Candidates should ensure that they fully understand the action plans provided.

Group Workshop Session 2

After the Candidates have obtained experience of poolside sessions at several meets they should then attend another Group Session to go over progress to date and to complete some of the review questions in their workbook.

The review and writing of Judges Report Cards will be discussed to ensure correct reporting of infringements.

At this intermediate session the Course Leader will go over the duties for Judge of Stroke, answer any questions and will complete and sign off the second Group Session in each Candidate's workbook.

Competency Sign-off

When the Candidates have experienced additional poolside sessions and hopefully a variety of signatories and levels of meets their Poolside Duties Form should be complete with all competencies signed off.

Group Workshop Session 3

The candidate should then meet with their Course Leader to complete the remaining review questions. Remember the completion of the workbook should be done by the candidate in an "independent and autonomous" manner.

Final Assessment

Upon completion of the workbook and training there will be a final assessment to gain the Judge Level 2 certificate. This should include Judge of Stroke and Finishes. 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 to assess their suitability for attaining the Judge Level 2 qualification.

Post Judge Level 2 Certification

Post Judge Level 2 certification each newly appointed Judge will record the first 20 hours over 7-10 sessions of post course poolside sessions to ensure the continued development, progression and education of the Judge.

How to Use This Workbook

Its Purpose

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

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

Stages of Training

There are 9 stages of training associated with the Judge Level 2 qualification. These are;

1. Initial Group Session covering the specific Judge Level 2 role and FINA Rules
2. Poolside Practice/Experience – Stroke Judge
3. Poolside Practice/Experience – Finish
4. 2nd Group Session – Judging – questions and review
5. Poolside Practice/Experience – Stroke Judge
6. Poolside Practice/Experience – Finish
7. 3rd Tutored Session – Workbook Completion and remaining Workbook Questions
8. Final Assessment (practical **and** verbal) examination and sign-off
9. Post qualification period and recording

This training process has been developed over many years by the Home nations and represents their collective best practice for the training and development of swimming officials.

It is strongly suggested that all parts of this workbook are used during the training process even if this is not what has occurred within your particular location previously.

Timings

The timing of each study session will depend upon the collective existing knowledge of the Candidates, the tutor's individual style and the availability of training rooms or areas. However one typical example is;

| | | | |
|------------------------|--------------------|------|--------------|
| Study session 1 | To Include stage 1 | 2hrs | (Group) |
| Study session 2 | To Include stage 4 | ¾ hr | (Group) |
| Study session 3 | To Include stage 7 | 1hr | (Group) |
| Study session 4 | To Include stage 8 | 1hr | (Individual) |

The poolside practice/experience should take somewhere between 6 and 8 poolside sessions to complete depending upon the composition of the meets attended and the aptitude of the candidate. Sufficient recording sheets, plus some spares, are included in this workbook for this purpose.

Record of Progress

JUDGE LEVEL 2

| 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 Course Leader and Candidate) | | | | |
| Comments | | | | | |
| 3 | Workbook Completion Session (upon completion of Poolside Duties Form) | | | | |
| Comments | | | | | |
| Pass | | | Fail | | |
| General Comments of Course Leader: | | | | | |
| Signed: | | | | | |

Record of Poolside Duties

Introduction

It is considered that the poolside element of the Judge Level 2 training should in most circumstances be completed in approximately 6-8 poolside meet sessions. Each meet session should be followed by poolside feedback from the Mentor and Referee.

Training Time

The length of training time is dependent upon the knowledge and experience of the candidate.

Help & Assistance

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.

Mentoring

In the early training sessions the candidate should be given information by the mentor to ensure 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.

Competence

The candidate is expected to achieve an acceptable level of competence in all of 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.

The table below shows the 8 competency sections that need to be certified by a Referee when the candidate achieves the desired standard.

Progression

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

Training Session Records

Overleaf are the individual training session record sheets which are to be completed for each training session performed. Training should be flexible and all relevant competency areas considered throughout all training sessions. *If all of the training record sheets have been used but areas of competency remain unsigned then additional training record sheets should be added by the candidate.*

Training session comments and feedback are mandatory in order to record the Candidate's progress.

Mentoring

Training for Mentoring is provided via a specific CPD module and is available to all officials irrespective of grade and is an inclusive process into which all officials are invited to participate in order to increase overall knowledge of the sport and its rules but also to develop, improve and disseminate collective best practice.

Mentoring is Development **NOT** Assessment.

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

An additional A5 size Action Plan form may be used to record an individual action plan to aid and assist your individual development. The form provides more room for Mentors and Referees to record comments and observations and is an **addition** to this workbook.

Copies of each individual Action Plan should be retained by both the candidate (kept with this workbook) and the Regional Training Co-Ordinator.

Referees can then by reviewing the action plans determine progress and the Regional Training Co-Ordinator will be able to assess the number of trainee officials actively working within their respective Areas/Regions.

This scheme has been available and in operation (in parts of the UK) since 2011 and Candidates should expect to be mentored using this scheme at some time during their training period.

Swimming Officials News

Swimming Officials News is a regular online publication that provides officials with all the information you need to learn about becoming a Technical Officials on the poolside or outside for Open Water.

Links to all relevant documents can be found in the dedicated web area. FINA rules and IPC swimming rules can be accessed through the links provided. In addition, you can access information on topics such as continuing professional development, officials licensing or additional qualifications.

If you wish to know more about Open Water Officiating then look at the Open Water section for more detailed information

To ensure you do not miss out on any forthcoming Officials news and information simply type **www.swimmingresults.org/officialsnews/** into your browser of choice, to register for the Officials e-mail update.

All you will need is your British Swimming registration number and an email address. To view Officials newsletters go to the General Resources section by typing **www.swimming.org/britishswimming/swimming/general-resources/** into your browser of choice.

For general Officials' enquiries email **helen.akers@swimming.org**

Competencies and Certification Process

Competency Sign-Off

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

Referees are entrusted with maintaining an acceptable standard and are reminded that they should not sign-off competencies unless they are satisfied that the candidate can perform at the accepted standard unaided.

They should not sign competencies simply based upon a number of sessions worked.

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

Only when they are satisfied that **an acceptable standard** has been attained should they certify Competency. Each Referee should ask themselves if they are happy to work with this candidate as part of their event team and if they would be willing to provide a personal recommendation for the candidate to other BS Referees within the UK. If they feel that the answer to either of those questions is no, then they cannot sign off the candidate as being competent and additional training, experience or development should be initiated for the candidate.

Competency Sign-Off Form

| | Competency | Date Achieved | Referee's Signature | Referee's Name | Referee's Reg. No. |
|---|------------------------|---------------|---------------------|----------------|--------------------|
| | Judge of Stroke | | | | |
| 1 | Backstroke | | | | |
| 2 | Breaststroke | | | | |
| 3 | Butterfly | | | | |
| 4 | Freestyle | | | | |
| 5 | Ind. Medley | | | | |
| 6 | Finish Judge | | | | |
| 7 | DQ Reporting | | | | |
| 8 | Use of Radios | | | | |

The use of radios may not be available at all meets but the candidate should be able to demonstrate the correct use of the radio and radio protocol. This could be undertaken at one of the workshop sessions.

Candidate Training Record Sheets

Please ensure that the following details are entered into the Training Record Sheets.

Date, Event & Level Enter the date, event name and level of the meet training session.

Judge 2 Elements In this box the candidate should indicate by number from the list of competencies, the elements of the Judge 2 role they have undertaken within the training session.

Candidate The candidate should 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 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. If a British Swimming Mentoring form is used then a reference to this form is all that is needed in this box.

Event Referee The Referee shall observe the candidate carrying out their duties. Wherever possible the Referee should engage with the Mentor and Candidate in order to carry out feedback. If a British Swimming Mentoring form is used then a reference to this form is all that is needed in this box.

| | | | | | | | | | | |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |
| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |
| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |
| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |

| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |

| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |

| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |

| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |

Chapter 1

Judge of Stroke

a) *Role*

Judges of Stroke 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. Judges of Stroke shall ensure fair and equitable competition for all swimmers

b) *Reporting for Gala duty*

All Technical Officials should, when attending 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 | Women |
|---------------------------------------|---|
| White open-necked short sleeved shirt | White dress or white blouse and skirt or trousers |
| White trousers, white accessories | White poolside shoes |
| White poolside shoes and white socks | |

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.

You report to the Referee at least 30 minutes prior to the start of the gala (unless you have been informed otherwise). If you need to request specific duties then the earlier you report the more likely you are to be selected for the role you need for your Workbook.

c) *Responsibilities*

Judges of Stroke – ensure that the rules for each stroke are observed and to assist the Inspectors of Turns by observing the turns and finishes.

Judges of Stroke are positioned on either side of the pool. There may be either one or two judges of stroke appointed to either side of the pool depending on pool length (25m or 50m) and number of judges available. If there are 2 judges of stroke, they should position themselves 10m apart, at the 5m mark and 15m mark respectively at the start of each race. When only one Judge of Stroke per side, they should be positioned at 15m at the start. The best place to observe all swimmers is to walk abreast or slightly behind the slowest swimmer giving equal attention to all lanes in your half of the pool.

In Freestyle events, where there are fewer technicalities to observe the Referee may request the Judges of Stroke to stand at the halfway mark following the start of each race.

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.

d) *Equipment*

The Referee must receive the following items from the Gala Organiser in order to provide the Judges of Stroke with the equipment they require:

- Sufficient corrected programmes or start sheets for all Judges
- A note of any special features of the gala
- Inspector of Strokes/Turns report cards or report sheets

e) FINA Rules

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

Judge of Stroke

SW 2.7.1 Judges of stroke shall be located on each side of the pool.

SW 2.7.2 Each judge of stroke shall ensure that the rules related to the style of swimming designated for the event are being observed, and shall observe the turns and the finishes to assist the inspectors of turns.

SW 2.7.3 Judges of stroke shall report any violation to the referee on signed cards detailing the event, lane number, and the infringement.

SW 2.13

Officials shall make their decision autonomously and independently of each other unless otherwise provided in the Swimming Rules.

FINA Rules SW5 – SW11

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

SW 6.4

When executing the turn there must be a touch of the wall with some part of the swimmer's body in his/her respective lane. During the turn the shoulders may be turned over the vertical to the breast after which an immediate continuous single arm pull or immediate 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 in his/her respective lane.

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 except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.

SW 7.3

The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under 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. Alternating movements or downward butterfly kicks are not permitted except as in SW 7.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

SW 7.6

At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously at, above, or below the water level. At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

Please refer below to the FINA TSC clarification issued on 12/01/14 relating to the FINA Rules about separated hands as mentioned in SW 7.6 (Breaststroke) and SW 8.4 (Butterfly) rule changes published August 2013.

"Separated" means that the hands cannot be stacked one on top of the other. It is not necessary to see space between the hands. Incidental contact at the fingers is not a concern.



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, except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall.

SW 8.2

Both arms shall be brought forward simultaneously over the water and brought backward simultaneously under the water 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 separated and 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 or swimsuit that may aid his/her speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, power bands, or adhesive substances, etc.). Goggles may be worn. Any kind of tape on the body is not permitted unless approved by 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. Mixed relays may be swum. Mixed Relays must consist of two (2) Men and two (2) Women. Split times achieved in these events cannot be used for records and/or entry purposes.

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.

GR5.2

All swimwear shall be non-transparent. It is permissible to wear two (2) caps.

f) Duties of Judges

- 1 The Referee is responsible for approving the duties of ALL OF 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. 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 be given the benefit.
4. 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.
5. Judges must be alert and concentrate at all times. Discussions with swimmers, coaches or others not involved in officiating at the event will distract the Judge from the job in hand and should be avoided. Any queries (particularly relating to disqualifications) should be directed to the Referee.

g) Reporting of Infringements

Judges of Stroke should indicate that they have an infringement to report directly to the Referee as soon as it is observed either by radio contact or in person.

The report slip must be completed in English by the Judge detailing the Event, Heat, Lane No and details of the infringement before being signed and passed to the Referee for approval.

Current British Swimming Reporting protocol.

The current British Swimming protocol for reporting infringements in keeping with current FINA Rules and a speedy progression of meets is that the official observing any infringement shall report that a potential infringement has been observed.

The Referee will ask to see the observing official in order to clarify the verbal report and if necessary the official will then be directed to complete a British Swimming Disqualification Report and hand that to the Referee.

Completion of the British Swimming Disqualification Report is detailed further on page 18.

If available, an alternate official will be asked to act in their place whilst they are making their report.

The British Swimming Disqualification Report

The British Swimming Disqualification Report is a one page form upon which all officials detail observed infringements of FINA Rules. Once completed the form is handed to the Meet/Session Referee for certification, declaration of a disqualification and onward processing as part of the declared race result.

SW 2.1.6

The Referee shall disqualify any swimmer for any violation of the rules that he personally observes. The Referee may also disqualify any swimmer for any violation reported to him by other authorised officials. All disqualifications are subject to the decision of the Referee.

Completing a Disqualification Report



DISQUALIFICATION REPORT

| EVENT NUMBER | HEAT NUMBER | LANE NUMBER |
|---|---------------|-------------|
| REPORT (BLOCK CAPITALS PLEASE) | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TURN NUMBER | LENGTH NUMBER | |
| FINA SWIMMING RULE NUMBER: | | |
| PRINTED NAME OF OFFICIAL: | | |
| SIGNATURE: | | |
| OFFICIAL'S POSITION: <input type="checkbox"/> TURN <input checked="" type="checkbox"/> STROKE <input type="checkbox"/> STARTER <input type="checkbox"/> REFEREE | | |
| PRINTED NAME OF REFEREE: | | |
| SIGNATURE: | | |

1. Enter the Event No., Heat No. And Lane No.

2. Write in plain English what exactly that it was that you observed the swimmer doing.

3. **Do Not** quote FINA rules only. The Referee needs to have a clear understanding of what you saw and what infringement you believe has occurred and why.

4. Enter the turn no and length no. (if relevant) and the appropriate FINA Rule Number.

5. Print your name and sign.

6. Place a cross in your position box.

7. Pass to the Referee and check that you can return to your position.

8. The Referee then checks the form, prints and signs their name and then passes the form to the AOE Referee or Chief recorder as appropriate.

NB: The reverse of the form is normally printed or backed with an official's aide memoire of the FINA Rule Numbers. A disqualification report does not have to have the aide memoire on its reverse side and as such its absence is not a subject for protest regarding swimmer reinstatement.

h) Judge of Stroke Review Questions

General

- 1) When must an official report for duty and to whom?
- 2) State precisely how officials should make their decisions.
- 3) Where should Judges of Stroke be positioned?
- 4) What are the duties of a Judge of Stroke
- 5) How precisely should an infringement be reported?
- 6) To whom should an infringement be reported when acting as a Judge of Stroke?

Butterfly Swimming:

- 7) Describe the movements of the arms as stated in FINA rules
- 8) Describe the position of the body from the beginning of the first arm stroke after the start and after each turn
- 9) Describe fully the movements of the feet and legs excluding the start and the turn.
- 10) During the 200m Butterfly event a swimmer during the first length clearly has the right foot higher than the left foot. Following the turn the swimmer now has both feet at the same level. What action do you take?

- 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 the movements of the arms as stated in FINA rules including the start and finish.

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

- 14) Describe the complete cycle for breaststroke.

- 15) In a breaststroke event, during the swim, you observe a swimmer doing two arm pulls to one leg kick.

No Report

Report

Reason:

16) The swimmer's head does not break the surface before the 15m mark

No Report

Report

Reason:

Backstroke Swimming:

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

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

19) 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:

20) 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:

21) 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:

22) At the start of a 200m Freestyle event, the swimmer's chest breaks the surface of the water at the 15m mark.

No Report

Report

Reason:

23) 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:

24) During the 100m freestyle event, a swimmer holds on to the lane rope to adjust their goggles before releasing the rope and continuing to swim. What action should be taken?

25) During the 200m freestyle event, a swimmer having completed 100m swimming front crawl continues to the end swimming backstroke. What action should be taken?

Individual Medley Swimming:

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

27) 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 2

Finish Judge

a) Role

The main role of the Finish Judge is to record the finish order as observed. Where Automatic Officiating Equipment (AOE) is in use and functions correctly the AOE order will take precedence over manual placing. Where there is no AOE and the manual times of 3 digital watches are available these will be used for placing.

b) Responsibilities

Finish Judges are positioned at either side of the finish with a clear view of the course and the finish line. Finish Judges should watch the finish and record by lane the finish order they observe. Recording of the finish should be independently carried out. It is common practise nowadays to have only one finish judge who will liaise directly with the Referee. When using more than one finish judge, judges are required to compare their finish order before reporting to the Chief Finish Judge or Referee. In circumstances where Finish Judges order does not agree the order shall be determined by majority decision.

The finish of the race occurs when any part of the swimmers body touches the wall or touch pad. Finish Judges are not required to report observations with regards to the legality of stroke or finish. However if the finish judge is also acting as an Inspector of Turns then the finish is observed to make sure it complies with the rules of finish for that stroke.

c) FINA Rules

The rules governing swimming competitions are set by the Federation Internationale de Natation (FINA) and are available on the FINA website at: www.fina.org/rules. The rules relevant to Finish Judge are:

SW 2.11.1

Finish judges shall be positioned in elevated stands in line with the finish where they have at all times a clear view of the course and the finish line, unless they operate an automatic Officiating device in their respective assigned lanes by depressing the 'push button' at the completion of the race.

SW 2.11.2

After each event the finish judges shall decide and report the placing of the swimmers according to the assignments given to them. Finish judges other than push-button operators shall not act as timekeepers in the same event.

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 a 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.

Chapter 3

Chief Finish Judge

a) Role

The main role of the Chief Finish Judge is to assist the Referee in establishing a finish order.

b) Responsibilities

The Chief Finish Judge shall collect the finish order from the finish judges and decide on a finish order which is directly sent to the Referee. If the Finish Judges order does not agree the order shall be determined by majority decision. When AOE in place it may be necessary for the Chief Finish Judge to report the AOE order to the Referee for confirmation.

c) FINA Rules

The rules governing swimming competitions are set by the Federation International de Notation (FINA) and available at: www.fina.org/rules.

The rules relevant to the Chief Finish Judge are:

SW 2.10 Chief Finish Judge

SW 2.10.1

The chief finish judge shall assign each finish judge his position and the placing to be determined.

SW 2.10.2

After the race, the chief finish judge shall collect signed result sheets from each finish judge and establish the result and placing which will be sent directly to the referee.

SW 2.10.3

Where Automatic Officiating Equipment is used to judge the finish of a race, the chief finish judge must report the order of finish recorded by the Equipment after each race.

d) Finish Judge Review Questions

- 1) In the circumstance of finish judges not agreeing on a finish order, how should the result be determined?

- 2) Where should finish judges be positioned

- 3) What are the duties of a Chief Finish Judge

- 4) Finish Judge A – 3 4 7 6 1 8 5 2
Finish Judge B – 3 4 1 6 7 8 2 5
Finish Judge C – 4 3 7 1 6 8 2 5

Establish the finish order that the Finish Chief Judge will present to the Referee

Chapter 4

Radios

The use of technology to enhance the role of the Technical Official in all sports is an ongoing process. Use of radios as a means of speedy communication between officials both in the Field of Play and between those in a supporting role is growing. FINA and LEN have utilised the use of radio communication between Technical Officials in swimming events.

The use of radios can help with and support the various official roles during an event and should be considered wherever the physical distance between existence means their use will reduce delays in transmission of information from place to place; i.e. lengthy or restricted/crowded poolsides.

British Swimming Radio Protocol for Technical Officials

Transmissions should be restricted to messages regarding potential disqualification, health and safety or meet management or control.

Radios and call signs will be assigned as follows:

| Official | Call Sign |
|--|------------------|
| Technical Director | Director |
| AOE Referee (Control Room Supervisor) | Timing Control |
| Deck Referee (one each) | Referee |
| Ch. Insp. of Turns (Start end) | Finish Inspector |
| Ch. Insp. of Turns (Turn end) | Turn Inspector |
| Judge of Stroke (Side -'opposite the Referee') | Stroke |
| Announcer | Announcer |

Purpose

The purpose of the radios to ensure prompt and accurate communication between the Race Referee and those officials with whom, due to distance around the pool face-to-face contact is difficult.

Should an action be observed by an official, which they consider an infringement of the swimming rules or other rules pertaining to the Event the Referee needs to be informed as soon as possible in order to decide on a course of action at the earliest opportunity.

It is not intended for the radios to be used for any other purpose – save an emergency or safety issue.

Some changes have been made in the sample conversation within this protocol. This has been done in order to reflect the procedures adopted at Open Water events. Those events are often managed using marine radio frequencies and as such, formal radio procedures are required.

Method of Operation

- Check the radio is on and that you are using the correct allocated channel.
- Check the battery level is ok and that the volume level is set.
- Test that other radio users can hear and send to you.
- When sending a message, press the transmit button, pause, then send your message speaking clearly and slowly, pause, then release transmit button. The pauses are necessary to ensure that the start and finish of your message is transmitted properly; the duration of the pause should be no more than 1-2 seconds.
- Wait for a response; repeat your message if necessary.
- Prior to competition commencing a short radio check will take place on the Pool Deck to ensure that the communications are working.
- Should a Judge of Stroke on the far side observe an infringement they will make contact with the Referee via radio, Judges of Stroke on the Referee's side would speak to the Referee directly. Inspectors of Turn will remain standing causing the relevant Chief Inspector of Turn to approach them. Details of the alleged infringement shall be passed and if necessary briefly discussed between the Referee and reporting Official. If the Referee concludes that the competitor shall be disqualified the Lane and infringement will be confirmed and the 'Director' and 'Timing Control' informed. The reporting official will then complete the relevant report sheet and hand it to the Referee.
- A radio message should always commence with the receiving 'call sign' repeated twice e.g. 'Referee, Referee, from Finish Inspector' The repeated initial call sign allows the recipient to recognise that he/she is being called.
- The receiver should acknowledge the caller and either permit a message to be sent or inform the caller to wait
- When invited to continue, the caller should confirm their identity and pass the message briefly and concisely giving such detail as will be required for any decision to be made.
- Unless to aid clarity, it is not necessary to end transmissions with the word "Over" although "Out" maybe used to indicate the end of a conversation.
- The Referee should verify disqualification reports.

Example

A typical conversation during a 200m Butterfly event may be as follows,

“Referee.....Referee this is Judge of Stroke”

“Judge of Stroke this is Referee – (Go ahead or Standby)”

If “standby” wait Referee permission to continue or if a belief grows that the message has been missed call again.

“Referee this is Judge of Stroke – The swimmer in lane four has an alternating leg kick during the 3rd length

“Judge of Stroke this is Referee – Confirming alternating kick in lane four”

“Referee this is Judge of Stroke – Correct - out ”

“Timing Control and Director this is Referee – Swimmer in Lane 4 Disqualified for a rule infringement during 3rd length Timing Control acknowledge”

“Referee this is Timing Control – Understood, swimmer in lane four disqualified”

“Director this is Referee - Acknowledge”

“Referee this is Director – Understood, swimmer in lane four disqualified for stroke infringement

It is true to say that the language used in the sample conversation above is formal for the reasons as stated. In the pool environment the actual formality is not particularly important. The vital elements are accuracy, understanding and effectiveness.

Do not be over concerned with radio etiquette so long as your message is ‘received and understood – over’!

Remember: PRESS – PAUSE – SPEAK.

Radios are here to help us be effective and efficient.

Post Qualification Poolside Recording

Following confirmation as a fully certified Judge Level 2 official there should be a period of settlement for you to adjust and make the transition from trainee to certified official. During this time you will gain more experience and confidence and will be working more independently and less under the guidance of a Mentor.

British Swimming believes that during this initial period of 20 hours over 7-10 sessions you should continue to complete the poolside assessment forms to ensure that everything is progressing properly and that you continue to demonstrate development.

The completion and documentation of these sessions is therefore very important and should not be ignored or skipped. Their completion will not prevent you from applying for or attending a Judge Level 2(S) course.

However you will need to complete these 20 hours over 7-10 post Judge Level 2 confirmation poolside sessions before you complete the Judge Level 2(S) poolside sessions and before you can be confirmed as having passed your Judge Level 2(S) course.

| | | | | | | | | | | |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |
| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |
| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |

| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
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| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
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| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
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| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
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| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |

| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| | | | | | | | | | | |
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| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |

| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
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| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
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| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |

| Date, Event & Level | Candidate Comments | | | | | | | | Mentor Comments | Referee Comments |
|---------------------|--------------------|---|---|---|---|---|---|---|-----------------|------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
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| | | | | | | | | | Name | Name |
| | | | | | | | | | Reg No. | Reg No. |

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Introduction

Structure of this Course

This is the third level of British Swimming Technical Official training and can only be started once the Judge Level 1 & 2 courses are achieved. In addition, you will need to complete 20 hours of Judge Level 2 poolside duties post-qualification at that level before you can be confirmed as having passed your Judge Level 2(S) course.

Group Workshop Session 1

Initially there will be a Group workshop session which will be taken by the 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.

Course Leaders should ensure that the Record of Progress Form on page 36 is fully completed and signed 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.

Poolside Duties

Candidates should then start to complete their Poolside Duties form on pages 39 & 40. The training sessions will cover Starting Equipment and how to use it, starting duties and accurately completing the British Swimming Disqualification Report.

Both Candidates and Mentors should record how the various sessions went and how they are progressing, and Candidates should ensure that they fully understand the action plans provided.

Group Workshop Session 2

After the Candidates have obtained experience of poolside sessions at several meets they should then attend another Group Session to go over progress to date and to complete some of the review questions in their workbook.

Competency Sign-off

When the Candidates have experienced additional poolside sessions and hopefully a variety of signatories and levels of meets their Poolside Duties Form should be complete with all competencies signed off.

Group Workshop Session 3

The candidate should then meet with their Course Leader to complete the remaining review questions and prepare for a final assessment.

Final Assessment

Upon completion of the workbook and training there will be a final assessment to gain the Judge Level 2(S) certificate. 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 to assess their suitability for attaining the Judge Level 2(S) qualification.

Post Judge Level 2(S) Certification

Post Judge Level 2(S) certification each newly appointed Starter will record the first 10 hours over 4-5 sessions of post course poolside sessions to ensure the continued development, progression and education. To progress to Referee training, the candidate requires a Judge Level 2(S) certificate for at least one year.

How to Use This Workbook

Its Purpose

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

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

Stages of Training

There are 7 stages of training associated with the Judge Level 2(S) qualification. These are;

1. Initial Group Session covering the specific Judge Level 2 (S) role and FINA Rules
2. Poolside Practice/Experience – Starter
3. 2nd Group Session – workbook questions and review
4. Poolside Practice/Experience
5. 3rd Tutored Session – Workbook Completion and remaining Workbook Questions
6. Final Assessment (practical **and** verbal) examination and sign-off
7. Post qualification period and recording

This training process has been developed over many years by the Home nations and represents their collective best practice for the training and development of swimming officials.

It is strongly suggested that all parts of this workbook are used during the training process even if this is not what has occurred within your particular location previously.

Timings

The timing of each study session will depend upon the collective existing knowledge of the Candidates, the tutor's individual style and the availability of training rooms or areas. However one typical example is;

| | | | |
|------------------------|--------------------|------|--------------|
| Study session 1 | To Include stage 1 | 2hrs | (Group) |
| Study session 2 | To Include stage 3 | ¾ hr | (Group) |
| Study session 3 | To Include stage 5 | 1hr | (Group) |
| Study session 4 | To Include stage 6 | 1hr | (Individual) |

The poolside practice/experience should take somewhere between 6 and 8 poolside sessions to complete depending upon the composition of the meets attended and the aptitude of the candidate. Sufficient recording sheets, plus some spares, are included in this workbook for this purpose.

Record of Progress

JUDGE LEVEL 2(S)

| 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 Course Leader and Candidate) | | | | |
| Comments | | | | | |
| 3 | Workbook Completion Session (upon completion of Poolside Duties Form) | | | | |
| Comments | | | | | |
| Pass | | | Fail | | |
| General Comments of Course Leader: | | | | | |
| Signed: | | | | | |

Record of Poolside Duties

Introduction

It is considered that the poolside element of the Judge Level 2(S) training should in most circumstances be completed in approximately 6-8 poolside meet sessions. Each meet session should be followed by poolside feedback from the Mentor and Referee.

Training Time

The length of training time is dependent upon the knowledge and experience of the candidate.

Help & Assistance

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.

Mentoring

In the early sessions of training the candidate should be mentored 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.

Competence

The candidate is expected to achieve an acceptable level of competence in all of 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.

The table overleaf shows the 8 competency sections that need to be certified by a Referee when the candidate achieves the desired standard.

Progression

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

Training Session Records

Overleaf are the individual training session record sheets which are to be completed for each training session performed. Training should be flexible and all relevant competency areas considered throughout all training sessions. *If all of the training record sheets have been used but areas of competency remain unsigned then additional training record sheets should be added by the candidate.*

Training session comments and feedback are mandatory in order to record the Candidate's progress.

Competencies and Certification Process

Competency Sign-Off

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

Referees are entrusted with maintaining an acceptable standard and are reminded that they should not sign-off competencies unless they are satisfied that the candidate can perform at the accepted standard unaided.

They should not sign competencies simply based upon a number of sessions worked.

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

Only when they are satisfied that **an acceptable standard** has been attained should they certify Competency. Each Referee should ask themselves if they are happy to work with this candidate as part of their event team and if they would be willing to provide a personal recommendation for the candidate to other British Swimming Referees within the UK. If they feel that the answer to either of those questions is no, then they cannot sign off the candidate as being competent and additional training, experience or development should be initiated for the candidate.

Competency Sign-Off Form

| | Competency | Date Achieved | Referee's Signature | Referee's Name | Referee's Reg. No. |
|---|---------------------------|---------------|---------------------|----------------|--------------------|
| | Starter | | | | |
| 1 | Shadow | | | | |
| 2 | Voice Projection/Clarity | | | | |
| 3 | Use of Starting Equipment | | | | |
| 4 | Start – No swimmers | | | | |
| 5 | Start - Forward | | | | |
| 6 | Start - Backstroke | | | | |
| 7 | Start - Novice | | | | |
| 8 | DQ Reporting | | | | |

Candidate Training Record Sheets

Please ensure that the following details are entered into the Training Record Sheets.

Date, Event & Level Enter the date, event name and level of the meet training session.

Judge 2(S) Elements In this box the candidate should indicate by number from the list of competencies, the elements of the Judge Level 2(S) role they have undertaken within the training session.

Candidate The candidate should 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 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. If a British Swimming Mentoring form is used then a reference to this form is all that is needed in this box.

Event Referee The Referee shall observe the candidate carrying out their duties. Wherever possible the Referee should engage with the Mentor and Candidate in order to carry out feedback. If a British Swimming Mentoring form is used then a reference to this form is all that is needed in this box.

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Chapter 5

Starter

a) *Role*

The Starter's role is critical in the successful running of a meet. The Starter and the Referee must function as a team to ensure that fair starts are achieved consistently throughout the session.

b) *Reporting for Gala duty*

All Technical Officials should, when attending 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 | Women |
|---------------------------------------|---|
| White open-necked short sleeved shirt | White dress or white blouse and skirt or trousers |
| White trousers, white accessories | White poolside shoes |
| White poolside shoes and white socks | |

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.

You report to the Referee at least 30 minutes prior to the start of the gala (unless you have been informed otherwise). If you need to request specific duties then the earlier you report the more likely you are to be selected for the role you need for your Workbook.

c) *Responsibilities*

The Starter must ensure that all swimmers have a fair start.

The Starter must have a good working knowledge of the rules, must be consistent and exercise sound judgement.

The relationship between Referee and Starter is crucial to the conduct of any event.

- Confirm that the Meet is being run under FINA Swimming Rules and establish any local requirements.
- Check out what type of meet it is: Age Group, Masters, Open Meet ensure you are conversant with the appropriate rules.
- Be aware of any requirements the Referee may have regarding your role.
- Set up a process to handle equipment problems, or movement of equipment.
- Are there different Starters (and referees) for male & female? Or only one Starter for all?
- Are over the top starts to be in operation during the competition
- Check whether the Referee would like the Starter to announce pool clearance after each heat/end of event.

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.

d) Equipment

The Starter will receive from the Referee

- A corrected programmes or start sheets
- A note of any special features of the gala
- Disqualification report sheets

Starting Equipment

- Gun – rarely used nowadays
- Electronic Start
- Whistle
- Strobe Light
- Loudspeakers

Check which kind of starting equipment is being used. Test all the equipment is working, check the events/heats where a strobe light maybe required for a deaf swimmer. Check if any events are starting at the turn end of the pool and whether the start equipment has to be moved.

Give a test start to check equipment and volume levels of loud speakers.

e) FINA Rules

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

Starter

SW 2.3 Starter

SW 2.3.1

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 2.3.2

The starter shall report a swimmer to the referee for delaying the start, for wilfully disobeying an order or for any other misconduct taking place at the start, but only the referee may disqualify a swimmer for such delay, wilful disobedience or misconduct.

SW 2.3.3

The starter shall have power to decide whether the start is fair, subject only to the decision of the Referee.

SW 2.3.4

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.

f) Preparing for the start of the race

SW 2.1.5

At the commencement of each event, the referee shall 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). A second long whistle shall bring the backstroke and medley relay swimmer immediately to the starting position. When the swimmers and officials are prepared for the start, the referee shall gesture to the starter with a stretched out arm, indicating that the swimmers are under the starter's control. The stretched out arm shall stay in that position until the start is given.

g) The Start

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. The Referee repeats the starting procedure beginning with the long whistle (the second one for backstroke) as per SW 2.1.5.

Tips for Starters

- The command “Take your marks” should be delivered in a calm, clear and confident voice pausing between the instruction and the starting signal.
- The Starter must establish an even consistent cadence with the starting command. This is important so as not to unsettle the swimmers on the blocks awaiting the start.
- When the Starter is satisfied that all swimmers are stationary and complying with the starting rules (SW4.1 and SW4.2) the starting signal shall be given.
- One foot is required to be at the front of the block for the start. This is especially important to check in Novice events where young swimmers are liable to slip during the start if not correctly positioned.
- If there is some reason the swimmers are not steady or one swimmer does not respond promptly to the command “Take your Marks” the Starter shall instruct the swimmers to “Stand down” The control of the swimmers in such cases reverts back to the Referee.
- Swimmers do not all prepare for the start in the same manner or at the same time and speed. There are a variety of different stances employed by swimmers at the start. The Starter should be ready for all eventualities.

h) Delays at the Start

The Starter should report to the Referee any swimmer who causes an undue delay at the start. The Referee will decide what suitable action should be taken.

It is a judgement call by the Starter as to whether the actions of a swimmer are deemed to be delaying the start. In addition, if, for example, a swimmer suddenly mounts the blocks in an empty lane after the race has been handed over to the Starter, or if a swimmer who has no intention of holding on at the start and dives into the water, the Starter shall ask the swimmers to “Stand Down” and then confer with the Referee. It must be the Referee who makes the disqualification

i) Unfair Starts

Loud noises or camera flashes from other parts of the building can affect the swimmers. The Starter along with all other officials has to be aware of and watch out for external occurrences, which could lead to an unfair start.

The swimmers should be stationary for the start. If some swimmers are not ready or moving and the Starter gives the starting signal which causes an unfair start, the race should be recalled with no disqualifications.

This is not to be confused with a swimmer who dives in before the starting signal is given. In this case a report is given to the Referee for starting before the starting signal.

j) Reporting of Infringements

The Starter should indicate immediately to the Referee that they have an infringement to report. The report slip must be completed in English by the Starter detailing the Event, Heat, Lane No and details of the infringement before being signed and passed to the Referee for approval.

Current British Swimming reporting protocol and the correct completion of a British Swimming Disqualification Report are covered on pages 17 & 18 of this workbook.

k) Starter Review Questions

- 1) When starting an event where should the Starter take up position?
- 2) At the start of a race, there is a public announcement over the PA system just as the starting signal is given. What action if any should the Starter take.
- 3) When shall a Starter give the starting signal in a Butterfly event?
- 4) When starting a Freestyle race from a starting platform what should be the position of the swimmer's feet when the start signal is given?
- 5) How precisely should an infringement be reported?
- 6) In a 200m Freestyle event, a swimmer in lane 2 dives into the water just prior to the starting signal being given. What action should the Starter take?
- 7) In a Backstroke event, the swimmers line up in the water for the start. The Referee stands over to the Starter to start the race. Immediately after the start is given the swimmer in lane 4 moves his toes up into the gutter prior to pushing off. What action should be taken?
- 8) At the start of a Novice 50m Freestyle event, 2 swimmers over balance and fall into the water. What action should the Starter take?
- 9) At the start of a Backstroke event, a swimmer dives into the water on the Referee's long whistle surfacing 10m from the start. He very slowly returns to the starting position after the second whistle. What course of action should the Starter take?

Post Qualification Poolside Recording

Following confirmation as a fully certified Judge Level 2(S) official there should be a period of settlement for you to adjust and make the transition from trainee to complete official.

During this time you will gain more experience and confidence and will be working more independently and less under the guidance of a Mentor.

British Swimming believes that during this initial period of 10 hours over 4-5 sessions you should continue to complete the poolside assessment forms to ensure that everything is progressing properly and that you continue to demonstrate development.

Applications for British Swimming Referee must have been qualified as a British Swimming Judge Level 2(S) for one year and must have completed a minimum of 10 hours over 4-5 sessions post qualification experience in that role.

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