



**Florida Swimming**

**Stroke and Turn Judge**

**Officials Clinic Packet**



# Introduction

Welcome to the world of swim officiating! This packet contains all the information you need to become an entry level swim official. If you have any questions, your clinic instructor or Area Officials Representative will be happy to help you.

## Why be an official?

There are lots of great reasons to become a swim official...

- We need you! Maybe it looks to you like we have plenty of folks on deck...but the fact is that at most meets we have about half the number of folks we need to effectively officiate!
- Contribute meaningfully to the sport! Sitting in the stands is better than not showing up for your children, but becoming an official demonstrates to them the kind of parent you are---caring and active.
- Great view! You are right there at the point of the action.
- Hospitality! At most all meets you are 'fed and watered' to your heart's content.
- Camaraderie! Meet and make friends with lots of other folks from all over your area and the state, and enjoy the energy and spirit of the officials group.
- We are NOT little league...in swimming, unlike many sports, we pay for professional coaching, and rely on volunteer officials...that's the way it should be, not the other way around!

## What do 'stroke and turn judges' do?

The officials help the coaches and swimmers by maintaining a fair competitive environment. Stroke and Turn Judges (s/t) will observe the swimmers after the start and report any violations of the stroke and turn rules to the Referee. Officials should never incorrectly report a violation of the rules, as it is expected that all reports are based on 100% certainty that what is reported as a disqualification is a violation of the rules. The swimmers ALWAYS get the benefit of the doubt!

## Officials—levels

Swimming officials are divided into several levels, and once you have become an s/t judge, you can choose to progress to additional levels if you wish. There is no level more important than the s/t level, but you learn additional skills at each level. The additional levels are:

- Starter
- Deck Referee
- Meet Referee
- Certified Clinic Instructor (someone who teaches these classes)
- Area Representative

You can also become a Nationally Certified Official and even work to qualify to officiate at National Championship or Olympic meets!

## Steps to become a certified official:

**Please note: you MUST complete step 1 and 2 BEFORE apprenticing on deck!!  
You may apprentice on deck before completing step 3 and 4. Apprentice time will not count towards certification if the above is not followed.**

1. Attend an educational **CLINIC** conducted by a Certified Clinic Instructor.
2. **Take and pass the test** on the USA Swimming website.
3. Fill out the **USA Swimming Non Athlete Registration** and send it with a check to Florida Swimming.\*
4. Submit for a background check (required for registration) by going to [www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck) and take the Athlete Protection Program by going to <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1960&Alias=Rainbow&Lang=en-US> \*
5. Begin **apprenticing** at meets.

\*Current registration, background check and completion of the Athlete Protection Program are not required to apprentice as an official at swim meets, however, it is a requirement for certification.

## Online Information:

There is a mountain of information about Florida Swimming and USA Swimming online. Both sites have sections just for officials. The sites are listed below:

Florida Swimming: <http://floridaswimming.org/>  
USA Swimming: <http://www.usaswimming.org>

## USA Swimming Non-Athlete Registration Membership Application

- Go to the Florida Swimming website for a copy of the current **USA Swimming Non-Athlete Membership Application**. All Certified Officials are required to be Non-Athlete members. You can find the application at either the **"E-Forms"** tab on the home page or with the **Officials Clinic information** at the bottom of the **Officials page** at [www.floridaswimming.org](http://www.floridaswimming.org)
- Send this application and a check to Florida Swimming (address is on the bottom of the form) right after attending this clinic. This registers you with USA Swimming and is **preferred** before apprenticing. You may also give your application and a check to your clinic instructor, team contact person or Area Representative.
- Registration affords you insurance in your capacity on the deck as an official or apprentice or when volunteering for other meet duties for your club, as well as a USA Swimming Rulebook, a membership card, and a Florida Swimming certification card showing you have met the requirements to be an apprentice official.
- A requirement for registration membership with USA Swimming is submitting for a criminal background check. Every certified official must pass a **Level Two** background check prior to volunteering as an official on the pool deck. For more information on the background check and to initiate the background check process, go to [www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck)



**FLORIDA SWIMMING**  
**STROKE/TURN JUDGE APPLICATION\***

Name of Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ zip \_\_\_\_\_ Team \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
 Email \_\_\_\_\_ USAS # \_\_\_\_\_  
 Date of Clinic \_\_\_\_\_ Instructor \_\_\_\_\_ Cert. # \_\_\_\_\_  
 Date "Certification - Stroke & Turn/Timer" test completed \_\_\_\_\_  
 Date USA Swimming Background Check completed \_\_\_\_\_  
 Date USA Swimming Athlete Protection Program completed \_\_\_\_\_

**"ON DECK" TIME**

Date	Meet Name	Referee		Instructor		Hours
		Initial	Cert #	Signature	Cert #	

**REVIEW by final Instructor**

**Fair    Good    Excellent**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Understanding of the rules          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Ability to ask questions            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Aware of the importance of the role | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Attention and demeanor              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Saw and reported infractions to me  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Signed \_\_\_\_\_ Cert # \_\_\_\_\_ Date \_\_\_\_\_

**DESIGNATED REFEREE REVIEW**

**Yes    No**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. <u>Graduation Review Outline</u> was completed with me:                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. This person feels they need more deck time before being certified:         | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I feel this person needs more deck time before being certified:            | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. It is my opinion that this person is ready to be certified as a S/T Judge: | <input type="checkbox"/> | <input type="checkbox"/> |

Signed \_\_\_\_\_ Cert # \_\_\_\_\_ Date \_\_\_\_\_

*\*mail a copy of this completed form to your Area Representative. A legible copy may also be scanned/emailed, or faxed to the Area Rep. Their contact information is on Page 7.*

## **APPRENTICE PROCEDURE**

1. On the day of the meet - Report to the Meet Referee.
  - (a) Present this form, your Florida Swimming Certification card and USA Swimming Registration Card.
  - (b) You will be assigned to an Instructor for that session.
  - (c) Have the Deck or Meet Referee and your instructor initial your form upon completion of the session.
  
2. While performing their duties, your Instructor will:
  - (a) Review position and jurisdiction area on deck for that meet.
  - (b) Review and explain the rules that apply for the various events.
  - (c) Explain with reasons any Disqualifications he/she observes and calls.
  - (d) Allow you to call to his/her attention any alleged infractions you observe.
  - (e) Review & explain the proper procedure for reporting DQ's.

**NOTE: An Apprentice Official does not have authority to make a DQ call or indicate an infraction by raising their hand.**

## **CERTIFICATION REQUIREMENTS FOR STROKE /TURN JUDGE**

1. Attend a clinic conducted by a Certified Clinic Instructor.
2. Complete the "**Certification-Stroke & Turn/Timer**" test online.
3. Apprentice on deck a minimum of **20 hours, with at least 3 different Certified Officials.**
4. You must apprentice at a minimum of **2 different meets of 6 teams or more**, one of which must have at least 6 teams and/or 150 swimmers.
5. Complete the Stroke/Turn Judge Review below with your last Instructor and obtain their recommendation.
6. A Referee designated by your Area Rep will go over the Graduation Review Outline with you, and if in their opinion you are ready to be certified, they will sign with their recommendation below.
7. After completing the requirements above, send the form to your Area Officials Rep. for final approval, and for issuance of your certification card.
8. Apprentices may not work at a LSC Championship Meet.
9. After being certified, S/T Judges must work at least 5 meets/15 sessions before being on deck for an LSC Championship meet (FLAGs, Sr. Champs, Sectionals).

**When all requirements are completed send this form to your Area Representative.**  
**Area Rep's Names and Addresses on Page 7.**

**Florida Swimming**  
**Officials Representatives**

**Areas by County:**

**Area 1** - Nassau, Duval, Clay, Columbia, Baker, Union, Bradford, St. Johns, Putnam, and Flagler

**Area 2** - Marion, Sumter, Lake, Orange, Seminole, and Osceola

**Area 3** - Citrus, Pasco, Polk, Pinellas, Hernando, and Hillsborough

**Area 4** - Gadsden, Leon, Madison, Levy, Gulf, Lafayette, Dixie, Jefferson, Hamilton, Liberty, Wakulla, Suwannee, Gilchrist, Taylor and Franklin

**Area 5** - Manatee, Hardee, Highlands, Sarasota, DeSoto, Glades, Charlotte, Lee, Hendry and Collier

**Area 6** - Volusia, Brevard, Okeechobee, Indian River, St. Lucie and Martin

**Officials Committee Chair**

Matt Wilson  
5501 Cheshire Drive, #203  
Fort Myers, FL 33912  
239-357-3963  
[mpwilson1205@gmail.com](mailto:mpwilson1205@gmail.com)

**Officials Committee Vice-Chair**

Bob Griffiths  
15916 Hampton Village Drive  
Tampa, FL 33618  
813-963-0300  
[griffiths.bob@verizon.net](mailto:griffiths.bob@verizon.net)

**Area 1 Representative**

Stephen Plapp  
11557 Derby Forest Drive  
Jacksonville, FL 32258  
904-994-1110  
[Splapp@gerardservices.com](mailto:Splapp@gerardservices.com)

**Area 2 Representative**

Bart Smith  
107 Brantley Harbor Drive  
Longwood, FL 32779  
407-461-9714  
[BL59714@Yahoo.com](mailto:BL59714@Yahoo.com)

**Area 3 Representative**

Kay Caldwell  
10556 Indian Hills Ct.  
Largo, FL 33777  
727-455-8377  
[ccaldwe2@tampabay.rr.com](mailto:ccaldwe2@tampabay.rr.com)

**Area 4 Representative**

Thomas S. McCaleb  
3037 Godfrey Place  
Tallahassee, FL 32309  
850-893-0182  
[tmccaleb@mailier.fsu.edu](mailto:tmccaleb@mailier.fsu.edu)

**Area 5 Representative**

Mark McCaw  
21552 Belhaven Way  
Estero, FL 33928  
941-949-2886  
[mm2886@comcast.net](mailto:mm2886@comcast.net)

**Area 6 Representative**

Judi Wojcik  
1397 Cownie Lane  
Sebastian, FL 32958  
772-643-1973  
[cjwojcik@gmail.com](mailto:cjwojcik@gmail.com)

# **STROKE/TURN JUDGE TEST**

- The "Certification-Stroke & Turn/Timer" test is a training tool and is to be completed online.
- It is an 'open book' test. All the rules you need to answer the questions will follow, starting on page 13.
- A passing score is 80%. If this is not achieved, the test can be retaken. The test questions may differ slightly each time it is taken.
- Start out by opening your internet browser and go to USA Swimming at: <http://www.usaswimming.org>, then:

1. Click on the "Members Resources" tab.
2. Click on the "Officials" marker and then the "Testing and Certification" link.

Read the page that comes up. You will need to do item 1 to "Create an account" (click on the link).

This will bring up a screen where you enter your name, an email address, an ID (choose one you can remember and will use once you become an official) and a password (also one you can remember).

When you click the "Create an account" button the system will take you to a login screen. Enter your ID and password and click "Login". This will take you back to the original screen. You will then do steps 1, 2 and 3 again. This time the system will take you to another screen where you will fill in your work and home phone numbers, Local **Swim Committee** (ours is "**Florida Swimming**"), address, city, state, zip and the club you are affiliated with. You must then select the test you will be taking. Scroll down to find "Certification - Stroke & Turn/Timer". Then click "Start Test".

If you can't complete the test in one session you can Logoff, come back later and continue. ALWAYS logoff when you are exiting. To come back in you just click on the "Sign In" link in the upper right corner of the screen and do steps 1, 2, and 3 and select the test. The test will resume where you left off.



# SAMPLE TEST QUESTIONS:

1. In the breaststroke: After the start and after each turn, in what position shall the body be kept?

- A. In any position.
- B. Past vertical towards the breast.
- C. On the breast.

There is one reference for this question. Which reference covers these rules?

- A. 101.2.2
- B. 101.2.3
- C. 101.2.4
- D. 101.2.1
- E. 101.2.5

2. In the breaststroke: How shall the hands be pushed forward together from the breast?

- A. They may be on, under, or over the water.
- B. They shall be on or under the water.
- C. They shall be under the water.
- D. They shall be on the surface of the water.

There is one reference for this question. Which reference covers these rules?

- A. 101.2.1
- B. 101.2.2
- C. 101.2.3
- D. 101.2.4
- E. 101.2.5

3 In the butterfly: At each turn and at the finish, what is required to make a legal touch or finish?

- A. The swimmer shall touch the wall simultaneously with both hands on the wall or starting block.
- B. The swimmer shall touch the wall simultaneously with both hands below the water surface.
- C. The swimmer shall touch the wall simultaneously with both hands at the surface of the water.
- D. The swimmer shall touch the wall with both hands simultaneously at, above or below the water surface.

\*\*There are **two** references for this question.

Notice that this question asks about the touch at the turn or the finish, thus there are two references required. Where do you find references to the butterfly turn and finish?

- A. 101.3.2
- B. 101.3.3
- C. 101.3.4
- D. 101.3.5
- E. 101.3.1

# USA Swimming Rules--for Certification -Stroke & Turn/Timer Test

## 101.2 BREASTSTROKE

.1 **Start** — The forward start shall be used.

.2 **Stroke** — From After the start and after each turn when the swimmer leaves the wall, the body shall be kept on the breast. It is not permitted to roll onto the back at any time. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order.

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

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

During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.

.3 **Kick** — After the start and after each turn, a single butterfly kick, which must be followed by breaststroke kick, is permitted during or at the completion of the first arm pull. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.

The feet must be turned outwards during the propulsive part of the kick. A scissors, alternating, or downward butterfly kick is not permitted except as provided herein. Breaking the surface with the feet is allowed unless followed by a downward butterfly kick.

.4 **Turns and Finish** — 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 any part of the last complete or incomplete cycle preceding the touch.



## 101.3 BUTTERFLY

**.1 Start** — The forward start shall be used.

**.2 Stroke** — After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under water, which must bring the swimmer to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) 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. From the beginning of the first arm pull, the body shall be kept on the breast. Both arms must be brought forward over the water and pulled back simultaneously.

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

**.4 Turns** — At each turn the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.

**.5 Finish** — At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, above, or below the water surface.



## 101.4 BACKSTROKE

**.1 Start** — The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Standing in or on the gutter, placing the toes above the lip of the gutter or bending the toes over the lip of the gutter before or after the start is prohibited.

**2 Stroke** — The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except 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 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface of the water.

**.3 Turns** — Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may be turned past the vertical toward 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.

**.4 Finish** — Upon the finish of the race, the swimmer must touch the wall while on the back.



## 101.5 FREESTYLE

**.1 Start** — The forward start shall be used.

**.2 Stroke** — In an event designated freestyle, the swimmer may swim any style, except that in a medley relay or an individual medley event, freestyle means any style other than butterfly, breaststroke or backstroke. 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 meters (16.4 yards) after the start and each turn. By that point the head must have broken the surface.

**.3 Turns** — Upon completion of each length the swimmer must touch the wall.

**.4 Finish** — The swimmer shall have finished the race when any part of his person touches the wall after completing the prescribed distance.

## 101.6 INDIVIDUAL MEDLEY

The swimmer shall swim the prescribed distance in the following order: the first one-fourth, butterfly; the second one-fourth, backstroke; the third one-fourth, breaststroke; and the last one-fourth, freestyle

**.1 Start** — The forward start shall be used.

**.2 Stroke** — The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke.

### **.3 Turns**

A. Intermediate turns within each stroke shall conform to the turn rules for that stroke.

B. The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:

(1) **Butterfly to backstroke** — The swimmer must touch as described in 101.2.5. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.

(2) **Backstroke to breaststroke** — The swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner but the shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the prescribed breaststroke form must be attained prior to the first arm stroke.

(3) **Breaststroke to freestyle** — The swimmer must touch as described in 101.1.5. Once a legal touch has been made, the swimmer may turn in any manner.

**.4 Finish** — The swimmer shall have finished the race when any part of his/her person touches the wall after the prescribed distance.

## 101.7 RELAYS

.1 **Freestyle Relay** — Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.

.2 **Medley Relay** — Four swimmers on each team, each to swim one-fourth of the prescribed distance in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle. Rules pertaining to each stroke used shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.

### **.3 Rules Pertaining to Relay Races**

A. No swimmer shall swim more than one leg in any relay event.

B. When automatic relay take-off judging is used, each swimmer must touch the touchplate or pad in his/her lane at the end of the course to have finished his/her leg of the relay race.

C. In relay races a swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her leg.

D. Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before all swimmers of all teams have finished the race. Exception: When an in-the-water start is required or such start is approved by the Referee.

E. Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.

F. In relay races the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.

G. In relay races involving in-the-water starts, the team of a swimmer who has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall.

## 101.8 LONG DISTANCE SWIMMING - POOL EVENT

.1 Events 5000Y/5000m or greater conducted in a pool will be subject to the following special rules:

A. It is permissible for a swimmer to leave the water for brief periods because of pool

safety and health considerations. When re-entering the water the swimmer shall resume the event commencing with the last completed length using an in-water start with a push off the wall. A dive re-entry is not permitted.

- B. The swimmer's time includes the period the swimmer is out of the pool.

### **102.13 JUDGES**

Shall have jurisdiction over the swimmers immediately after the race has begun.

.1 **Chief** - An overall "Chief Judge" may assign and supervise the activities of all stroke, turn, place and take-off judges and may report their decisions. If desired any judging category may have a designated "Chief". Any "Chief" may act as liaison for the judges and may serve simultaneously in one of the judging positions and shall assign those judges within the "Chief's" category.

.2 **Place Judge** - One or two place judges shall be positioned on the side of the course near the finished and shall judge the order of finish of all swimmers. If two place judges are used, they shall independently record the order of finish of all swimmers. A place judge shall record a tie if a place distinction cannot be made. Judging results shall be used only in accordance with Section 102.24.5C in determining the order of finish.

.3 **Stroke Judge** - Shall operate on both sides of the pool, preferably walking slightly behind the swimmers during all strokes except freestyle, during which events they may leave poolside, at the Referee's discretion; shall ensure that the rules relating to the style of swimming designated for the event are being observed; and shall report any violations to the Referee on signed slips detailing the event, the heat number, the lane number and the infraction.

.4 **Turn Judge** - Shall operate on both ends of the pool; shall ensure that after the start when turning or finishing, the swimmer complies with the rules applicable to the stroke used; and shall report any violations to the Referee on signed slips detailing the event, the heat number, lane number and infraction observed.

.5 **Jurisdiction of Stroke and Turn Judges** - Before the competition begins the Referee shall determine the respective areas of stroke and turn responsibility and jurisdiction, which may include joint, concurrent, and coordinated responsibility and jurisdiction. The Referee shall insure that all swimmers shall have fair, equitable, and uniform conditions of judging.

## .6 Relay Take-Off Judges -

- A. Relay take-off judges shall be assigned by the Referee and shall stand so that they can clearly see both the feet of the departing swimmer(s) as they leave the starting platform and the touch of the incoming swimmer(s), and shall judge whether the swimmer is in contact with the platform when the incoming swimmer touches the end of the pool.
- B. If dual relay take-off judging is used, the lane and side take-off judges shall independently report infractions in writing without the use of the infraction hand signal. A relay will be disqualified only if the lane take-off judge has reported an infraction and the assigned side take-off judge has confirmed the same infraction.
- C. When automatic relay exchange judging equipment is in use, the system print-out will provide the information to judge relay exchanges. Integrated backup timing cameras may be reviewed by the Referee to confirm the automatic system's results. When backup timing cameras are not available, the referee will determine the confirmation process.





## 102.17 Timing Personnel and Their Duties

### **.1 Chief Timer** — The Chief Timer shall:

- A. Assure the assignment of Lane Timers to lanes and the designation of one timer on each lane to be the Head Lane Timer.
- B. On the starting signal, start a watch(es) on every race. The time of this watch shall be used if a Lane Timer's watch fails.
- C. Be responsible for delivering all manual watch times, including those of disqualified swimmers, to the Timing Judge.

### **.2 Head Lane Timer** — The Head Lane Timer shall:

- A. Determine whether the swimmer or relay team is present and in the correct lane, heat and event, and that relay swimmers are swimming in the order listed.
- B. Determine and record manual watch times or the absence of a swimmer or the relay team seeded in that lane.
- C. Assign one timer to time relay splits and initial distance times if requested by the Chief Timer.
- D. Report if the swimmer has delayed in touching or has missed the touch pad at the finish, or if there is reason to believe the semi-automatic or manual times may be inaccurate.

**.3 Lane Timers** — Officials assigned as Lane Timers may simultaneously operate two dissimilar devices (one watch and one button) but not two similar devices (two watches or two buttons). It is not within the Lane Timer's jurisdiction to judge if the swimmer's touch conforms to the applicable finish rules or if a relay take-off infraction has occurred unless assigned concurrent responsibility as a Lane Timer and Turn Judge or Relay Take-off Judge. Each timer shall:

- A. Be in position at the start to have an unobstructed view and shall start the watch at the instant of observing the visual starting signal. If the visual starting signal is not observed, the watch shall be started upon hearing the sound of the starting signal.
- B. Stand directly over the assigned lane at the finish to observe a touch above, at, or below the surface of the water and stop the watch and/or push the semi-automatic system button when any part of the swimmer's body touches the wall.
- C. Report the watch time to the Head Lane Timer or the designated recorder, report if a late or missed pad touch is observed; and, if requested, present the watch for inspection. Lane Timers shall not clear their watches until a command to "clear watches" is given or the Referee signals that the next heat is ready to start.

**.4 Timing Equipment Operator** — The Timing Equipment Operator shall be responsible for the automatic or semi-automatic timing equipment, including the electronic starting system and scoreboard (if used), and shall advise the Referee of any system problems that might affect the

accuracy of times or whenever the touchpad is observed to have failed to record the finish when the swimmer completed the race. The timing equipment should be placed so that the operator is able to observe the finish of each race.

## **102.22 DISQUALIFICATIONS**

- .1 A disqualification can be made only by the official within whose jurisdiction the infraction has been committed. Except for the relay take-off judges when dual confirmation relay take-off judging, as provided in 102.13.6B, is used, the Referee, stroke, turn, or relay take-off judge upon observing an infraction, shall immediately raise one hand overhead. If the official does not do so, there shall be no disqualification unless the Program Operations Vice President has directed that the meet be conducted under FINA procedures.
- .2 The Referee or designated official making a disqualification shall make every reasonable effort to seek out the swimmer or his/her coach and inform him/her as to the reason for the disqualification.
- .3 Any swimmer who acts in an unsportsmanlike or unsafe manner within the swimming venue may be considered for appropriate action or penalty by the Referee.
- .4 A swimmer must start and finish the race in the same lane.
- .5 Standing on the bottom during a freestyle race shall not disqualify a swimmer, but a swimmer must not leave the pool, or walk, or spring from the bottom. Standing on the bottom during any other stroke shall result in disqualification.
- .6 Obstructing or otherwise interfering with another swimmer shall disqualify the offender subject to the discretion of the Referee.
- .7 Any swimmer not entered in a race who enters the pool or course in the area in which said race is being conducted before all swimmers therein have completed the race shall be barred from the next individual event in which that swimmer is entered on that day or the next meet day, whichever is first.
- .8 Dipping goggles in the water or splashing water on the swimmer's face or body prior to an event shall not be considered as entering the pool unless the Referee finds that such action is interfering with the competition.
- .9 Should a foul endanger the chance of success of a swimmer(s), the Referee may allow the affected swimmer(s) to reswim the event. In case of collusion to foul another swimmer, the Referee may, at his/her discretion, disqualify the swimmer for whose aid the foul

was committed, as well as the swimmer doing the fouling.

- .10 Grasping lane dividers to assist forward motion is not permitted.
- .11 For relay disqualifications, refer to 101.7.3
- .12 The time and/or place of any swimmer or relay team disqualified either during or following an event shall not be recorded in the results of that event. If awards have been made prior to the decision to disqualify they shall be returned and made to the proper recipient(s) and if points have been scored by those disqualified the event shall be rescored.
- .13 Time and/or place officially recorded for a swimmer shall not be nullified for violations occurring subsequent to such performance.

### **102.24 TIMING RULES**

#### **.1 Requirements for Official Time**

##### **A. Performance Requirements**

- (1) An official time can be achieved only in USA Swimming sanctioned or USA Swimming approved competition, or in an observed swim in accordance with all applicable rules. It may be achieved in:
  - (a) Any heat.
  - (b) A swim-off.
  - (c) A lead-off leg in a relay.
  - (d) A split time recorded from the official start to the completion of an initial distance with a legal finish within a longer event, provided the swimmer completes the event or the lead-off portion of the relay in compliance with applicable rules.
  - (e) A time trial or a record attempt.
- (2) An official time for an event or a stroke can be achieved only in that event or stroke, or in an initial distance of such event or stroke (e.g. a backstroke time must be achieved in a backstroke event or the backstroke leg of a medley relay). Regardless of the stroke(s) used, times achieved in freestyle events can be recorded only as freestyle times.

- B. Timing Resolution** — All timing systems, including manual watches, shall have a resolution of one one-hundredth of a second (0.01 second). Times from all systems shall be recorded to hundredths of a second. The digits representing thousandths

shall be dropped with no rounding.

**C. System Requirements for Specific Purposes**

- (1) Official times achieved using a timing system in accordance with 102.24.3 are valid for all entry time and recognition program purposes with the following exception: World, American, and U.S. Open Records can be established only when timed by an automatic timing system, a backup camera system, or semi-automatic system if the automatic system fails.
- (2) A backup time adjusted for timing system differences as described in 102.24.4 may be used as an official time.

**D. Backup Timing System Requirement** — Except when the primary system consists of watches, backup timing shall be provided for all competitors. No swimmer shall be required to reswim a race due to equipment failure which results in unrecorded or inaccurate time or place. It is the Meet Director's responsibility to provide the proper timing systems so that swimmers can expect to achieve official times that will satisfy the requirements of 102.24.1C.

**E. Use of Secondary and Tertiary Times** — Secondary and tertiary times shall be recorded but shall not be used except to corroborate or correct missing or inaccurate primary/secondary results.

**.2 Timing Systems** — Every race in a swimming competition shall be timed with one or more of the following systems, listed in their preferred order of use:

- A Automatic** — A timing system activated by a starting device and stopped at the finish by the swimmer touching the touchpad.
- B Semi-Automatic** — A timing system activated by a starting device and stopped by buttons pushed by timers at the finish touch of the swimmer.
- C Manual** — A timing system consisting of individual lane timers, each operating a manual watch that is both started and stopped by the timer as described in 102.17.3. Only hand-held, battery-powered, digital read-out type watches designed for timing purposes shall be used.

**.3 Timing System Designation** — Timing systems shall be designated in the order in which results are used as follows:

- A Primary System** — The primary system shall determine the official time of each swimmer unless a comparison of the primary with secondary and/or tertiary system times indicates a malfunction of the primary system. A primary system shall always be in place and shall consist of one of the following, listed in their preferred order of use:
  - (1) Automatic Timing.

- (2) Semi-Automatic, with three (3) or two (2) buttons per lane, each operated by a separate timer.
- (3) Manual, with three (3) watches per lane, each operated by a separate timer.

**B Secondary System** — If manually operated watches are not the primary system, a secondary system of precedence equal to or lower than the primary system must be used. The secondary system may be:

- (1) Stationary overhead video cameras recording 100 images per second. The cameras must be fully integrated with the primary timing system.
- (2) Semi-Automatic with one (1), two (2), or three (3) buttons, each operated by a separate timer.
- (3) Manual with one (1), two (2) or three (3) watches per lane, each operated by a separate timer.

**C Tertiary System** — Unless the primary system consists of manual watches or the secondary system includes at least one (1) manual watch per lane, a tertiary system of at least one (1) manual watch per lane shall be provided.

#### **.4 Determining Official Time**

**A Automatic Timing** — When recorded by properly operating automatic timing equipment, the pad time shall be the official time.

**B Semi-Automatic and Manual Timing** — Whenever semi-automatic or manual timing is used, only valid times shall be used in calculating the official time. The times shall be determined as follows:

- (1) If two of the three button or watch times agree, that shall be the time for that timing system.
- (2) If three valid buttons or watches disagree, the time of the intermediate button or watch shall be the time for that timing system.
- (3) If only two valid button or watch times are available, the time shall be the average of those two buttons or the average of the two watch times. The digits representing thousandths of a second shall be dropped with no rounding.
- (4) If only one button or watch time is available, the time of that button or watch shall be the time for that timing system provided it is supported by other information.

**C Primary Timing System Malfunction** — A malfunction may have occurred if:

- (1) The difference between the time obtained by the primary system and the back-up system(s) is more than .30 second; or
- (2) It is reported the swimmer missed the pad or had a soft touch.

- D **Adjustment for the Timing System Difference** — When the Referee determines that there is a malfunction of the primary timing system, the back-up time(s) shall be adjusted for the timing system difference prior to integrating them with accurate primary times in establishing the official times and determining the results. The adjustment for timing system difference may be incorporated into the automatic or semiautomatic system by design or may be determined by calculating the consistent average difference between the valid primary and backup systems used at that meet.
- E **Adjustment for Malfunction on a Lane** — When a malfunction is confirmed on a lane, the back-up times for that lane shall be adjusted by calculating the average difference between valid primary and valid back-up times of the other lanes in that heat, or if necessary, using times from heats immediately preceding and/or following the heat. This shall be done by adding, or subtracting when appropriate, that average difference to the valid back-up time of the lane where the malfunction occurred. (See Appendix 1-A)
- F **Adjustment for Malfunction Equally Affecting an Entire Heat** — When, because of an early or late start, or other equipment or operator malfunction, the time of the automatic or semi-automatic primary timing system is equally incorrect for all the lanes in a heat, but the order of finish and thus the absolute difference of time between the swimmers is accurate, the times of the primary system shall be adjusted by calculating the average difference between the primary times and the valid back-up times and adding, or subtracting when appropriate, that difference to the primary times of every lane in that heat. (See Appendix 1-B on page 43)

## .5 **Determining Results**

- A **Place and Ranking** — The results shall be by integration of official times including those times adjusted in accordance with 102.24.4.
- B **Ties** — official times identical to the hundredths shall be ties, with swim-offs as required to determine qualifiers or alternates for semi-final, consolation or final heats.
- C **Judging** — Judging shall only be used to change the results produced by ranking the Official Times if:
- (1) The swimmers competed in the same heat,
  - (2) Times obtained from properly operating automatic timing equipment are not available, and
  - (3) The Place Judges both observed a different relative order of finish and made a written record of their observation immediately following the conclusion of that heat.

**Note:** A different relative order of finish means there is agreement that a different swimmer finished ahead of another swimmer; there need not be agreement on their exact placement within the heat.

- D Impact of Judging on Order of Finish** — If judging changes the results:
- (1) In timed finals meets and the finals of preliminaries and finals meets, such placement by judges decision (JD) shall be indicated in the meet results.
  - (2) In the preliminaries of preliminaries and finals meets, in no case may a swimmer with a faster time displace a swimmer who was judged to have placed ahead of him within a heat according to 102.24.5C. If this should result in disputed qualifications, all swimmers having times tied or within the disputed times shall swim-off for the disputed places in accordance with 102.5.2.

## APPENDIX 1-A

### EXAMPLE OF LANE MALFUNCTION

Primary - Automatic Secondary - Semi-automatic, three buttons Tertiary - Manual, one watch.

LANE	PAD TIME	BUTTON A	BUTTON B	BUTTON C	WATCH TIME ***	CALCULATED BUTTON TIME	PAD MINUS VALID BUTTON	OFFICIAL TIME	CALCULATED FINISH ORDER	
1	52.21	52.17	52.23	52.25	52.04	52.23	-.02	52.21	7	
2	52.08	52.14	52.06	52.16	51.95	52.14	-.06	52.08	5 – JD 6	
3	51.05	52.15 1	51.04	51.01	50.97	51.02 1 and 3	.03	51.05	2	
4	51.04	50.98	Missing	Missing	50.84	50.98 2	.06	51.04	1	
5	52.96 4	51.99	52.16	52.02	51.97	52.02	.94*	52.04 5	6 – JD 6	
6	51.45	51.37	51.00 1	50.97 1	51.30	51.37 1 and 2	.08	51.45	3	
7	52.27	52.23	52.18	52.23	52.10	52.23	.04	52.27	8	
8	51.87	51.92	51.79	Missing	51.86	51.85 3	.02	51.87	4	
Place Judges Order of Finish:								.15 diff.	Total differential	

\*Malfunction confirmed. .94 differential not used in the adjustment calculation.

\*\*Adjustment calculation – the sum total of the valid pad times minus the calculated button times divided by the number of lanes used in the calculation. .15 total differential divided by 7 valid lanes = .02 correction. \*\*\* Watch Operator also operated BUTTON A in all lanes:

- 1 Invalid – discarded – not used in calculations due to other data bringing into question that time's validity.
  - a Lane 3 – Button A is significantly after the Pad Time and Buttons B and C. The Button A time does not correlate with the Place Judges order of finish. This points to excessive human error. The Timing Judge declares that the Lane 3 Button A is invalid and will not be used in future calculations. The Lane 3 Calculated Button Time would be the average of the valid Button B and Button C – 51.02 which confirms the pad time is valid and no adjustment is necessary.
  - b Lane 6 -Buttons B and C are both more than .3 seconds faster than the Pad, Button A and the Watch times. The Place Judges order of finish correlates with the Pad, Button A and Watch times. The timing judge declares that Lane 6 Buttons B and C are invalid and are not used for future calculations. The Lane 6 Calculated Button Time would be the valid Lane 6 Button A – 51.37 again confirming the pad time is correct and no adjustment is needed.
- 2 Calculated Button time equals the single valid button.
- 3 Calculated Button time equals the average of the two valid buttons.

- 4 Lane 5 - All three buttons and the manual watch times are closely grouped. The Calculated Button Time matches the order of finish in that lane 5 finishes ahead of lanes 1 and 7. The Timing Judge declares the Lane 5 Pad Time to be invalid and proceeds with a backup time correction calculation for lane 5.
- 5 Lane 5 Official Time is the Calculated Button Time – 52.02 - plus the correction factor of .02 for a final Official Time of 52.04.
- 6 After adjusting the Lane 5 Calculated Button Time by .02, the resulting time is .04 seconds faster than the pad time for Lane 2. Both Finish Judges recorded lane 2 finishing ahead of lane 5. The final results would indicate that Lane 2 finished in 5th place and Lane 5 finished in 6th place.

**APPENDIX 1-B**

**EXAMPLE OF HEAT MALFUNCTION**

**Primary** - Automatic (Late manual start confirmed); **Secondary** - Semi-automatic, three buttons (button time not valid);

LANE	PRIMARY PAD TIME	WATCH TIME	WATCH TIME LESS PAD TIME	HEAT ADJUSTMENT*	OFFICIAL TIME
1	52.12	55.14	3.02	+ 3.06	55.18
2	51.56	54.61	3.05	+ 3.06	54.62
3	51.09	54.18	3.09	+3.06	54.15
4	50.12	53.18	3.06	+3.06	53.18
5	49.78	52.90	3.12	+3.06	52.84
6	49.06	52.06	3.00	+3.06	52.12
7	52.21	55.30	3.09	+3.06	55.27
8	52.92	55.99	3.07	+ 3.06	55.98
			24.50 total		

**Tertiary** - Manual, one watch

\*Adjustment calculation:

▼ Add the differences between the pad and watch times; total = 24.50; ▼ Divide 24.50 by the number of lanes to determine an average: 24.50 divided by 8 = 3.0625; the digits after hundredths are dropped, leaving a heat adjustment of 3.06; ▼ Add the adjustment factor of 3.06 seconds for late start of the primary system to each pad time to obtain the official time for that lane.



## GUIDELINES FOR OFFICIATING SWIMMERS WITH A DISABILITY IN USA SWIMMING MEETS

### 105.1 GENERAL

- .1 **Authority** - The USA Swimming Rules & Regulations grant the Referee the authority to modify the rules for the swimmer with a disability. Disability is defined as a permanent physical or cognitive disability that substantially limits one or more major life activities. This section contains guidelines and suggestions for making such modifications.
- .2 **Responsibilities** -
  - A. **Athlete** - The athlete (or the athlete's coach) is responsible for notifying the Referee, prior to the competition, of any disability of the athlete and of the requested modification. The swimmer/coach shall provide any assistant(s) or equipment (tappers, deck mats, etc.) if required.
  - B. **Referee** - The Referee's responsibilities include:
    1. Determining if the requested modifications are appropriate and can be met.
    2. Instructing the Starter and Stroke & Turn officials as to the accommodations to be made for that swimmer.
- .3 **Modifications** - Aides to buoyancy or speed are not allowed (See 102.8.1E). Some of the modifications which the Referee may make to accommodate the athlete with a disability are:
  - A. A change in starting position.
  - B. Reassignment of lanes within a heat, e.g., exchanging Lanes 2 and 7.
  - C. Allowing the athlete to have a personal assistant(s). A personal assistant is not required to be a member of USA Swimming unless acting in a coaching capacity.

### 105.2. BLIND AND VISION LOSS

- .1 **Start** - With an audible starting system, no modification is usually required for a blind or visually-impaired swimmer. They may, however, require assistance getting to and on the block. Should they feel insecure starting from the block or deck, an in-the-water start may be allowed.
- .2 **Turns and Finishes** - A blind or visually-impaired swimmer is permitted to have a "tapper", which is a pole with a soft-tipped end. The swimmer is tapped with the "tapper" as notification of turns and the finish. Sound devices shall not be used. It is the swimmer's responsibility to provide the tapper(s) and operator(s), who shall be positioned within the confines of the swimmer's lane at the ends of the pool.
- .3 **Relay Take-Offs** - A physical touch may be required to signal the relay swimmer when his/her teammate has touched the wall. The specific method may be tailored to the swimmer's preference so long as it does not aid the swimmer's take-off or interfere with the timing.

### 105.3. DEAF AND HARD OF HEARING

- .1 Deaf and hard of hearing swimmers require a visual starting signal, i.e., a strobe light and/or Starter's arm signals. The Referee may reassign lanes within the swimmer's heat, i.e., exchanging one lane for another, so that the strobe light or Starter's arm signal can more readily be seen by the deaf or hard of hearing swimmer. Standard Starter's arm signals are shown in Figure 1. A false start rope is required in the event of a recall.
- .2 Strobe light location - The Starter shall advise the swimmers about the location of the strobe light and the light shall be located where the swimmers can clearly see it for the start. For backstroke starts; the light should be positioned so that the swimmers don't have to turn their heads to look backwards.

105.4. COGNITIVELY DISABLED - A swimmer may be permitted to have an assistant on the deck when necessary. No other specific rule modifications are required other than patience and clarity in communicating instructions.

### 105.5. PHYSICAL DISABILITIES

- .1 **Start** - Swimmers with physical disabilities:
  - A. May take longer to assume their starting position;
  - B. May have difficulty holding onto the starting platform or pool end for a start for a start;
  - C. May need assistance from someone on the deck to maintain a starting position
  - D. May use a modified starting position on the blocks, deck, gutter or in the water.
  - E. Shall use a forward start for freestyle, breaststroke and butterfly. The Referee, however, may allow modifications such as the following
    - (1) The may start from a sitting position on the block or on the deck;
    - (2) The swimmer may assume a starting position in the water, with or without assistance;
    - (3) If the swimmer cannot sue a hand and/or foot to maintain contact with the wall, some other part of the body may be used.
    - (4) For breaststroke and butterfly, after the start and after each turn, a swimmer who is unable to push off with the leg(s) may perform one arm stroke that need not be simultaneous or on the horizontal plane to attain the breast position.
- .2 **Stroke/Kick** - In judging the stroke or kick of a swimmer with a physical disability, the Referee and Stroke & Turn Judge should follow the general rule that: if a part of the body is absent or cannot be used, it is not judged; if it is used during the stroke or kick, it should be judged in accordance with the USA Swimming rules.

Judgments should be made based on the actual rule - not on the swimmer's technique. For example, the breaststroke swimmer with one arm or leg shorter than the other, may have a non-symmetrical stroke or kick, but as long as the arm or leg action is simultaneous, it would meet that portion of the rule. No flotation devices should be permitted.

- .3 Turn/Finishes - Touches shall be judged in the same manner as strokes and kicks, i.e., on the basis of the arm(s) and/or hand(s) that the swimmer can use. In breaststroke and butterfly events, the competitor must reach forward as if attempting a simultaneous two-hand touch. When a swimmer has a different arm length, only the longer arm must touch the wall, but both arms must be stretched forward simultaneously. Swimmers with no arms or with upper limbs too short to stretch above the head may touch the wall with any part of the upper body.
- .4 Relays - Relay swimmers who cannot exit the water immediately may be allowed to remain in the lane until all relays have finished so long as they do not interfere with the other swimmers or the timing equipment.



**Masters Swimming Rules:** There are some questions in the test that might refer to the rules for Masters Swimming. For your reference here are the differences between USA Swimming Rules and Masters Swimming rules:

## **MS 1. Starts, Strokes, and Relays**

**MS 1.1 Forward start.** The forward start may be taken from the starting block, the pool deck, or a push from the wall. The forward start or backstroke start shall be used for freestyle events. The starter's long whistle indicates that the swimmer must take their positions with at least one foot at the front of the platform or edge of the pool, or on the wall. The backstroke start may be used as the in-the-water start during freestyle events. [USA-S102.14.4]

**MS 1.2 Butterfly.** The breaststroke or whip kick may be used exclusively or interchangeably with the butterfly kick at any time during the race. However, when the breaststroke or whip kick is used, the arms must be recovered over the top of the water with each breaststroke or whip kick, except after the last such kick before the turn or finish. After the start and after each turn, if the breaststroke or whip kick is used, only one breaststroke or whip kick is allowed prior to the arm pull that brings the swimmer to the surface. [USA-S 101.2.2 and 101.2.3]

**MS 1.3 Relays.** Relay swimmers who cannot exit the water quickly enough to prevent interference with automatic officiating equipment may hold on to the lane line until all relays have finished, allowing them to exit the pool more slowly or via the ladders at the conclusion of the race. [USA-S 101.6.3E]

## **MS 2. Swimming Competition**

**MS 2.1 Personnel.** The minimum personnel at USMS sanctioned or recognized Masters swimming meets shall include the following: 1 Referee; 1 Starter; 2 stroke and turn judges; 2 timers per lane (if automatic timing is not being used). The referee and starter may double as stroke and turn judges, but the referee and starter may not be the same person. The referee shall be certified as a stroke and turn judge, starter, or referee by a USMS-approved certifying body, may serve as a referee if given training on the specific duties of a referee. Starters and stroke and turn judges shall be certified for those positions or may serve in those positions if trained the specified duties of those positions and are supervised by a certified official. Note: UMS does not use place judges. [USA-S 103.1 and 103.2]

**MS 2.2 Warm-up.** If there is no other warm-up/warm-down area available in pools of five lanes or more, one lane shall be set aside for warm-up/warm-down during the conduct of the meet. In pools of four or fewer lanes, swimmers shall be allowed to swim to the other end of the pool at the end of each heat and a warm-up/warm-down period must be offered at least once during each half-hour of competition. [102.401]

**MS 2.3 RELAYS.** First and last names of eligible relay swimmers, their ages, and order of swimming shall be submitted to the clerk of course or to the head lane timer. [USMS 102.9.5]

**MS 2.4 Timed finals.** All Masters events held in meters pools (short course or long course) are conducted on a timed-final basis. Short course yards meets, except for national championships, MAY be conducted on a basis other than timed finals (e.g., trials/finals basis). If trials/finals are offered, competitors are limited to three individual events per day. [USA-S 102.10.1 and 102.6]

**MS 2.5 Seeding.**

**MS 2.5.1** Age groups, genders, and events of the same distance 200 yards or longer may be combined so that no swimmer has to swim alone and lanes may be filled. [USMS 102.10.1B]

**MS 2.5.2** Seeding at meets other than national championship meets may be either fast-to slow or slow-to-fast. Seeding may differ for sprint and distance events. [USMS 102.10.1D]

**MS 2.6 Timing System Designation.**

**MS 2.6.1** A manual timing system with two watches per lane, each operated by a separate timer, is the minimum requirement. [USMS 105.1.6A]

**MS 2.7 Records and Top Ten.**

**MS 2.7.1** Record applications and Top Ten submissions shall not be accepted unless certification of course length accompanies them or is on file with SMS or USA Swimming. Any person can be assigned to conduct the course measurement. [USMS 105.1.6A]

**MS 2.7.1** USMS records may only be established by USMS members in sanctioned or recognized competition. Because swimmers from different age groups and genders may compete in the same heat or event, winning the heat or event is not required to establish a record. [USMS 105.1.1]

**MS 2.7.3** Relay lead-off split times will be considered for records or Top Ten times, provided the swimmers complete the event without being disqualified. [USMS 103.13.1, 103.13.3, and 105.2.2A and D.]

**MS 2.7.4** If swimmers want their initial splits as part of a longer individual event to be submitted for records or Top Ten times, they must notify the referee, in writing, prior to the conclusion of the meet. However, for backstroke initial splits and relay lead-off legs to count, notification must be made prior to the swim so that officials may verify that a legal finish was performed at the initial distance and that for relays the second swimmer did not start in the water if the primary system is automatic timing. [USMS 103.13.1b(1) and (2); 103.13.1D; and 105.2.2B, C, and E]

**MS 2.7.5** Required documentation for USMS records includes the referee's signature, as well as the printout from the automatic or semi-automatic (with three buttons) timing equipment, or the time card bearing times and signatures from three timers. [USMS 105.3.8]

**MS 2.8 Scratch procedures.** Swimmers or relay teams not reporting for or competing in an event are not penalized. [USMS 102.8.1]

**MS 2.9 Protests.** Protests arising from competition shall be made within 30 minutes after the race in which the alleged infraction took place. If the protest is not resolved immediately, the protester shall at that time file a written protest with the chair of the Local Masters Swimming Committee (LMSC) or the chair's representative having jurisdiction over the event. If the LMSC does not satisfactorily resolve the protest within 10 days, the protester may appeal in writing to the USMS Rules Committee chair within the next 5 days for final adjudication, whose final decision shall then be binding on all parties. Protests concerning interpretation of the rules in Part 1: Swimming Rules and the Glossary shall be submitted in writing (on paper or in an electronic file), within 10 days to the USMS Rules Committee chair. [USMS 102.16.5 and 102.16.4]

**MS 2.10 Eligibility.** The eligibility of a participant for a particular age group will be determined for all meters meets (both short course and long course) by the swimmer's age as of December 31 of the year of competition. For short course yards meets, eligibility will be determined by the swimmer's age as of the last day of the meet. [USMS 102.2]

## FLORIDA SWIMMING STROKE/TURN JUDGE GUIDELINES

### General

Well run meets and good competitive results are directly related to good officiating. Thorough knowledge of the rules, coupled with fair and consistent application of them, make a good official. To confidently work on deck, a Stroke & Turn Judge must study the rules, attend training sessions and work regularly at meets.

Officials should always keep in mind that the swimmers have worked hard to achieve their successes. Officials must apply the rules intelligently at all times, using common sense and good judgment. The rules of swimming are intended to provide fair and equitable conditions of competition. Officials must work hard to fully understand the rules and their responsibilities in applying them.

One dominant principle must prevail:

*"The Officials role is to ensure fairness to all competitors, giving the benefit of the doubt, in every instance, to the swimmer."*

The rules of swimming define the acceptable form for each stroke. Variations of form are possible and may still comply with the letter of the rules. "Ugly isn't necessarily illegal."

We're "certified" to make calls when appropriate - it's a responsibility - we need to be professional and confident in what we see and how we interpret the rule(s) without having the flexibility to alter how we enforce the rules - Example: referees cannot alter the rules and tell stroke judges not to disqualify certain age groups - we are obligated to uphold rules fairly for all.

### Basic Concepts

**a ) Take officiating seriously and work hard at it.** Competitors have a right to expect officials to know the rules and interpret them correctly, fairly and courteously.

1. Study USA Swimming's official rulebook.
2. Uniformly interpret and apply rules regardless of the level or age of athletes.
3. Call violations as seen, don't guess or anticipate.
4. Be fair and consistent, always give the swimmer the benefit of any doubt.

**b) Work regularly at the job.**

1. Officials need practice, just as competitors do.
2. Working regularly builds confidence.
3. Attend training sessions regularly to keep up with rule changes and new interpretations.

**c) Be professional in manner.**

1. Fairness to all competitors must dictate actions.
2. Make decisions quickly and decisively.
3. Control your emotions.
4. Don't fraternize with swimmers, coaches or spectators while on duty during competition.
5. Admit a mistake if wrong.

**Attire and Equipment:**

1. The proper uniform identifies you as an official and projects a professional image on the deck. The approved uniform for FS Officials is navy blue shorts, slacks or skirts (no blue jeans) with white polo type shirts (no muscle shirts) and white shoes. A white or straw hat with no logos is preferred, if you wish to wear one. The USA Swimming membership card is to be worn. Nametags are not required but are helpful.
2. Have a copy of the USA Swimming Rule book to consult, if necessary.
3. Bring a clipboard and pens or pencils. Also helpful are sunscreen lotion, rainwear and D.Q. slips.
4. You will need a communications radio. The preferred radios are the "Motorola type" of walkie-talkies. The type with 22 channels and 38 (or s) privacy codes are what we use...you can get them in many places. You can buy 2 almost as cheap as one, the ones pictured are rechargeable. You will also need a headset with a microphone. Many types are available--the types that have a 'boom mic' are preferable for clear communications.





## Assignment of Duties:

1. Arrive at the meet and report to the Meet Referee at least in time for the Officials Briefing. Look for others dressed in navy and white, and hospitality is a good place to start.
2. There will be a designated meeting time and place for officials, at which you will be given a Heat Sheet, DQ slips, and your assignment for that session.
3. You will also be given any special instructions or information the Referee may have for that particular meet such as jurisdiction area, DQ slip procedures, relief officials or event breaks.
4. Depending on the pool plan or type of meet, you may be assigned as a Stroke & Turn Judge or as a Stroke Judge (side of pool) or Turn Judge (ends of pool).
5. Turn Judges are positioned on the ends of the pool to allow them to see the pool wall and touch pads. They should be positioned so as to observe all lanes in their jurisdiction as assigned by the Meet Referee equally, in fairness to all swimmers. Ensure that, when turning or finishing, the swimmer complies with the turning and finishing rules applicable to the stroke used.
6. As a Stroke Judge you walk the side assigned to you, observing the jurisdiction assigned by the Meet Referee and pacing yourself to be just behind the last swimmer. Ensure that the rules relating to the style of swimming designated for the event are being observed.
7. If assigned to be a Relay Take-off Judge, be sure you are familiar with the rules for a single or dual confirmation of an early take-off, as well as the procedure to be followed. Ensure that a relay swimmer does not leave the starting platform before the preceding swimmer has touched the end of the pool.

## Disqualification Guidelines

1. Can be made only by the official within whose jurisdiction the infraction has been committed and must be based on personal observation.
2. Give the swimmer the benefit of ANY doubt.
3. Any swimmer who acts in an unsafe or unsportsmanlike manner observed by the Stroke/Turn Judge may be considered for disciplinary action at the Referee's discretion.
4. Swimming across lanes does not disqualify a swimmer unless interference occurs at the Referee's discretion. However, the stroke/turn judge should report any observed interference to the Referee. The swimmer must start and finish in the same lane.
5. Standing on the pool's bottom during a freestyle race shall not disqualify a swimmer unless he leaves the pool or walks or springs from the bottom. (NOTE: standing on the bottom after the start and before the finish of any *other* stroke shall constitute a disqualification.)

## Disqualification Procedures:

1. Upon observing an infraction of the rules, immediately raise a hand until recognized by the Referee, or for about 20 seconds, whichever comes first.
2. Next, mark the heat and lane of the swimmer and make a note of the infraction on your Heat Sheet.
3. Then, if you have been instructed to use a headset, call in the infraction as instructed.
4. Continue to observe your lanes. Complete the DQ slip when all your swimmers are out of your jurisdiction or at the end of the event or after you have been relieved by another official who takes over observation of your jurisdiction, while you complete the DQ slip.
5. Be certain that the proper heat, lane and swimmer are marked on the DQ slip and the slip is marked correctly to reflect the infraction you called in.
6. Be alert to any changes of swimmers announced.
7. Follow the DQ handling procedure requested by the Referee in the Officials meeting.
8. The finish end judges may have the added responsibility to inform the swimmer of a confirmed DQ. If a swimmer is not notified, please inform the referee. To inform swimmers of a DQ all that is necessary is to make them aware of the infraction as called in and tell them to talk to their coach. Do not coach a swimmer after a DQ, as to how it should have been done. Do inform swimmers of a DQ with sensitivity towards their feelings and age.
9. Be prepared to accurately answer the "3 Questions" from the Chief Judge or the Referee, if asked, with the language of the rulebook - "Where were you? (Jurisdiction)," "What did you see? (Description)," and "What rule was broken? (Infraction)." Do not take it as a personal offense if your DQ call is overturned - you did your job and the Referee must do their job, too.
10. The Referee, Chief Judge or designated official must make every reasonable effort to seek out the swimmer or his coach and inform the individual of the reason for the disqualification. Never suggest to a swimmer or coach that a swimmer "came close" to being disqualified, "close" is perfectly legal!



## A PHILOSOPHY OF OFFICIATING

It is not very difficult to acquire the technical knowledge required to judge the strokes and turns or finishes. A judge will gain that knowledge and become proficient with practice. The challenge however, is to apply that knowledge **professionally**. This includes not falling into any of the "mental traps" that can ensnare us, such as:

### **1. Advantage vs. disadvantage**

A violation of the rules should be noted and the competitor disqualified whether an advantage is gained or not. Our role is to note violations of the swimming rules, not to determine the effect of violations.

### **2. The "Twice Theory."**

Some judges feel they should wait until an infraction happens more than once before they call it. They rationalize this position in all sorts of ways. However, there is no basis for waiting to see an infraction happen twice. The official must simply be certain of what he saw and make the call as soon as it is observed. If there is any doubt about the violation, then don't make the call! Continue to give all the competitors uniform coverage in observing their performance.

### **3. "We don't disqualify 8 & Unders or 10 & Unders"**

People who take this position often rationalize it by saying they don't want to cause "mental trauma" to a youngster. They usually go on to say they have no problems "with older swimmers" While this may sound good, it is in error. First, it views the judge's role as punitive. That's completely wrong. Rather, a disqualification should be viewed as a) "protecting the other athletes" in the competition, and b) "educating" the athlete who commits the infraction so he/she won't do it again. Secondly, it assumes that everyone in the identified age group is a "beginner" while those in the older age groups are "experienced" and, therefore, should be held to a stricter standard. Yet, this is also often erroneous. In any event, experience is irrelevant. Finally, the idea that disqualifying an 8 & Under will "traumatize the child's psyche" is ludicrous. It clearly ignores the fact that youngsters are constantly being corrected during their early, formative years; that's how they learn.

### **4. Don't Infer (Extrapolate)**

Succinctly put, this simply means: you can only call what you see, NOT what you think you might have seen in a brief glance. You must actually see the swimmer miss the wall with his right hand on the turn, not assume he missed it because, by the time you looked, he was touching the wall with his left hand and was already turning. You must actually see the breaststroker take the second arm pull and be past the widest part of that second stroke before his head surfaces, not assume that it took two pulls to get that far out in the pool when you saw his head surface. Another way of putting this: **don't look for reasons to disqualify**. If you see the infraction and it is clear, report it, but if you are uncertain, remember that the benefit of any doubt must go to the athlete.

## Conduct:

1. Respect and support all decisions of the Referee and your fellow officials. Do not critique or correct other officials on what you may or may not have seen in their jurisdictions. Never call to any other official's attention, any swimmers technique or ask for advice as to a DQ. If you are not sure, do not make the call.
2. If parents have questions, refer them to their coach. If coaches have questions, and they are simply inquires such as 'was that my swimmer that got dq'ed?" or some such, answer them if you have time. If they question the accuracy of a call or have comments, politely refer them to the Meet Referee; do not discuss decisions with them. Always act like a professional.

## Judging swimmers with physical disabilities

1. Only judge a swimmer as if they have a disability if instructed to do so by the referee.
2. Judge, in accordance with USA Swimming rules, any part of the body that is used.
3. Do not judge a part of the body that cannot be used.
4. Base your judgment on actual rule, not the swimmer's technique.

## Reminders:

1. Make a note of any swimmers actions which you were not sure of the call, (and therefore did not call). At the appropriate time, ask the Referee for the interpretation of that section of the rules.
2. Your Clinic Instructor and certified officials on deck will cover with you the stroke and turn rules and procedures. Be sure to ask questions if you do not understand what is being said.
3. Finally, as you Apprentice for Certification, it is recommended that you reread and review these Guidelines occasionally, to make them a part of your advancement.



## Radio Etiquette and Usage Guidelines

### Objective:

For deck officials to be seen as professional as possible they must perform on a common and consistent basis. This suggests that deck officials using headsets or radios should communicate in a very exact manner and process. Improper usage of headsets or radios only serves to discredit the officials using them in the eyes and ears of those listening or using the radios. Radios or headsets are used by many meet volunteers and workers and are even used by some coaches. There are no limits on who might purchase a radio and be on deck, in the stands or in the pool vicinity.

### General Usage Process:

1. Radios are used strictly for efficiently or quickly calling in a disqualification to make sure that the swimmer(s) are notified clearly and in a consistent manner.
2. Radios should never be used to call attention to a swimmer. This means that one official should not use the headset to ask other officials to observe a swimmers stroke, turn or finish.
3. Radios should never be used to tell jokes or off color stories of any kind.
4. Abusive language of any kind, in any language, should never be used on radios.
5. Radios should never be used to discuss a disqualification or any incident regarding the swimming competition.
6. Radios should never be used to talk about any coach, swimmer, volunteer or any situation dealing with meet operations.
7. Radios today have a "voice activated" switch which picks up any audible activity and can cause embarrassing situations. Therefore use radios only in the "manual" mode and check for proper position before usage.
9. All calls should be simple and clear. Use the language from the DQ slip or rules as a guide.

### Suggested Radio Process - Stroke and Turn:

The Officials should communicate in a very succinct and consistent manner, such as:

1. OFFICIAL - "Possible disqualification, event \_\_\_\_\_, heat\_\_\_\_\_, lane \_\_\_\_\_, turn (start) end, for \_\_\_\_\_"
2. REFEREE - "Confirm possible disqualification for event \_\_\_\_\_, heat\_\_\_\_\_, lane \_\_\_\_\_, turn(start) end, for \_\_\_\_\_, please notify the swimmer."
3. OFFICIAL - "I will notify the swimmer."
4. OFFICIAL - "Swimmer has been notified."
5. REFEREE - "Thank you."

If at a meet with more than one course, always identify the course at the beginning of the radio call.

# Sample Disqualification Report Form

Note: Current form is at <http://floridaswimming.org/> in the Officials/Forms section)

Event \_\_\_\_\_ Heat \_\_\_\_\_ Lane \_\_\_\_\_  
Swimmer \_\_\_\_\_ Team \_\_\_\_\_

## 1. Breaststroke

- Start  Swim  Turn # \_\_\_\_\_  Finish
- a.  Kick  Alternating  Butterfly  Scissors
- b.  Arms  Non Simultaneous  Hands past hipline  
 Elbows over water  Not on same horizontal plane
- c.  Cycle  Double Pull  Double Kicks  
 Head did not break surface  Out of Order
- d.  Touch  One hand  Non-Simultaneous
- e.  Body not at or past vertical toward breast off wall
- f.  Other \_\_\_\_\_

## 2. Butterfly

- Start  Swim  Turn # \_\_\_\_\_  Finish
- a.  Head did not break surface before 15m
- b.  Kick  Alternating  breaststroke  Scissors
- c.  Arms  Non Simultaneous  Underwater Recovery
- d.  Touch  One hand  Non-Simultaneous
- e.  Body not at or past vertical toward breast off wall
- f.  Other \_\_\_\_\_

## 3. Backstroke

- Start  Swim  Turn # \_\_\_\_\_  Finish
- a.  Toes curled over lip of gutter after start
- b.  Head did not break surface before 15m
- c.  Body not towards back  Off wall  During swim
- d.  Past Vertical at Turn  Multiple strokes  
 Delay initiating arm pull  Delay initiating turn
- e.  Completely submerged prior to turn or finish
- f.  No touch, turn # \_\_\_\_\_
- g.  Other \_\_\_\_\_

## 4. Individual Medley

- a.  Stroke infraction # \_\_\_\_\_
- b.  Strokes out of sequence

## 5. Freestyle

- a.  Head did not surface before 15m b.  No touch, Turn # \_\_\_\_\_

## 6. Relays

- a.  Stroke infraction # \_\_\_\_\_ Swimmer # \_\_\_\_\_
- b.  Early take off, swimmer  2  3  4
- c.  Changed order of  swimmers  strokes

## 7. Other \_\_\_\_\_

- False Start
- Delay of Meet
- Did not finish

Judge \_\_\_\_\_ Cert. # \_\_\_\_\_  
Referee \_\_\_\_\_ Cert. # \_\_\_\_\_  
Notified:  Swimmer  Coach

## Stroke and Turn Apprentice Study Guide & Graduation Review Outline

This outline is designed to give Apprentice Officials an overview of what you should learn by the end of your apprenticeship. Before your certification as a Florida Swimming Official a qualified Referee will use this outline as a review guide. Always feel free to ask questions!

### I General

- A. Professionalism
  - 1. Proper appearance
  - 2. Assignment of Duties
    - i. Sign-in upon arrival at the pool
    - ii. Report promptly for the officials meeting when announced
    - iii. If you sign in for a session you are normally expected to show up on time, work the entire session, and report to your assigned position on time.
  - 3. Equipment
    - i. Radio
    - ii. Rules
    - iii. Clipboard
    - iv. Pen/pencil
    - v. DQ forms (available at <http://www.floridaswimming.org>)
    - vi. USA Swimming Non-Athlete Registration Card
  - 4. Attentiveness
  - 5. Clarity and accuracy of reporting DQ's
  - 6. Never cheer for a swimmer
  - 7. Call all infractions regardless of age of swimmers-**benefit of the doubt always goes to the swimmer**
  - 8. Respect and support all decision of the Referee and your fellow officials.
- B. Jurisdictions-Set by Meet Referee
  - 1. Short Course
  - 2. Long Course
- C. Positioning & Procedures
  - 1. Start end
  - 2. Turn end
  - 3. Backstroke starts
- D. Disqualifications
  - 1. Procedure-in suggested order
    - i. Observe—the swimmer always gets the benefit of the doubt.
    - ii. Immediately raise hand (10-20 seconds)

- iii. Note on heat sheet - including notes such as which hand touched first in Non-Simultaneous touch, etc.
    - iv. Communicate on radio (guidelines in clinic packet)
    - v. Write DQ slip, including all pertinent information.
    - vi. Notify the swimmer at the end of heat (or as directed for that meet)
  - 2. Communications with swimmers
    - i. Friendly, compassionate
    - ii. "You disqualified yourself by..."
    - iii. Inform, don't coach
  - 3. Confirmation/Inquires-The Referee or his/her designee may question you regarding a call. Do not take this as a rebuke. Referees often need to get more information, and may want to know what you saw, where you saw it and what rule was broken. This is, and should be a common practice.
- E. Inquiries from parents/coaches
  - 1. Parents- politely ask them to ask their child's coach if they have any questions.
  - 2. Coaches-if they just want to be informed as to what the call was, feel free to tell them as you have time. If they want to discuss the infraction, in any way, politely ask them to talk to the Referee.

## II Swimming

- A. Stroke and Turn—you will need to know and understand all the applicable rules for each stroke as outlined in the S/T Clinic Packet.
  - 1. Butterfly
  - 2. Back
  - 3. Breast
  - 4. Free
- B. Other
  - 1. Relay's
    - i. Order of strokes
    - ii. Finish rules at end of each stroke
    - iii. Freestyle-stroke other than 1<sup>st</sup> three
  - 2. Relay Early Take Off Judging
    - i. Toenails to fingernails
    - ii. Single confirm procedure
    - iii. Dual confirm procedure
    - iv. Positioning
  - 3. Individual Medley
    - i. Order of strokes
    - ii. Finish rules at end of each stroke
    - iii. Freestyle-stroke other than 1<sup>st</sup> three
  - 4. Swimmers with a Disability-Referee will inform you if a swimmer in your lanes has a disability.