



Florida Swimming

Stroke and Turn Judge

Officials Clinic Packet



STROKE & TURN CLINIC PACKET

TABLE OF CONTENTS

| Section | Page |
|---|------------|
| Introduction | 1 |
| Becoming A Certified Official | 2 |
| Steps To Become A Certified Official | 2 |
| Stroke & Turn/Timer Test | 3 |
| Apprenticeship | 4 |
| Florida Swimming Stroke & Turn Guidelines | 5 |
| General | 5 |
| Basic Concepts | 6 |
| Attire and Equipment | 6 |
| Assignment of Duties | 7 |
| Disqualification Guidelines | 7 |
| Disqualification Procedures | 8 |
| A Philosophy of Officiating | 8 |
| Conduct | 9 |
| Judging Swimmers With Physical Disabilities | 9 |
| Reminders | 10 |
| Radio Etiquette and Usage Guidelines | 10 |
| Apprentice Official Application Form | Appendix A |
| Stroke & Turn Judge Application | Appendix B |
| Non-Athlete Registration Application | Appendix C |
| USA Swimming Rule Book-Excerpted | Appendix D |
| Rulebook-Stroke and Turn Apprentice Study Guide & Graduation Review Outline | Appendix E |
| Florida Swimming Officials' Committee Contact Information | Appendix F |
| Disqualification Report | Appendix G |

Introduction

Welcome to the work of swim officiating! This packet contains all of 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:

1. We need you! Maybe it looks to you like we have plenty of folks on deck but the fact is that most meets we have about half the number of folks we need to effectively officiate!
2. Contribute meaningfully to the sport! Sitting in the stands is better than not showing up for you children, but becoming an official demonstrates to them the kind of parent you are-caring and active.
3. Great view! You are right there at the point of the action.
4. Hospitality! At most meets you are 'fed and watered' to your heart's content.
5. 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.
6. We are NOT little league. In swimming, unlike many sports, we pay for professional coaching and rely on volunteer officials. This is 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 will observe 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 rules as it is expected that all reports are based upon 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 a Stroke & Turn judge you can choose to progress to additional levels if you wish. There is no level more important than Stroke & Turn but you learn additional skills at each level. The additional levels are:

Starter
Deck Referee
Meet Referee
Administrative Referee
Certified Clinic Instructor
Area Representative

BECOMING A CERTIFIED OFFICIAL

Steps

1. Attend a clinic conducted by a Certified Clinic Instructor.
2. Open an account on USA Swimming's web site. Go to usaswimming.org. Click on Sign In and then create an account.
3. Take the online Stroke & Turn/Timer test. You must have created an account before you can take the test.
 - a. Go to usaswimming.org. Select Officials>Testing and Certification>Online Officials Test>Choose A Test. From the drop down menu Select A Test choose Certification-Stroke & Turn/Timer.
 - b. Start the test. The test is open book with no time limit. You can save your progress and return to the test at a later time. You can even print the test out.

*******YOU DO NOT HAVE TO TAKE THE TEST TO START APPRENTICING*******

4. Complete the Apprentice Official Application form (Appendix A). Give this form to the clinic instructor or Meet Referee at the first session you apprentice. You cannot work on deck until this form has been submitted.
 - a. You have 60 days from the initial training date to complete your apprenticeship. At the end of the 60 days you must register with USA Swimming, submit to a Level II background check and view the Athlete Protection webinar.
5. In order to be certified you must work a minimum of 20 hours on deck as an apprentice. Your progress will be recorded on the Stroke & Turn Judge Application form (Appendix B). Upon completion of the apprentice requirements the Meet Referee will review the form with you and make a recommendation. If approved email the form to your area representative.
6. Upon completion of your apprenticeship and to be certified as an official you must:
 - a. Submit a Non-Athlete Registration Application form (Appendix C) to USA Swimming. 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.
 - b. Submit to a Level II background check. The check is accessed by going to the USA Swimming website. Go to Member Resources>Officials and scroll down to background check.
 - c. View the Athlete Protection webinar. Go to Member Resources>Officials and scroll to Athlete Protection.

Stroke & Turn/Timer Test

The Certification-Stroke & Turn/Timer test is an online test administered by USA Swimming. It is an open book test with no time limit. All of the rules you need to answer the questions can be found online at Member Resources>Officials>Education & Training. Under Rules & Regulations you will find the current and past rule books. The relevant rules for the test can also be found in Appendix D at the end of this packet. Make sure you use the correct rule book specified in the testing area. A score of 80% or higher is required to pass the test.

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.
3. Read the page that comes up. If you have not already done so you will need to do item 1 to "Create an account" (click on the link).
4. 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).
5. 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.

The correct answer is C. The second part of the question asks for the rule.

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

The correct answer is A.

Now see how you do. Remember some questions ask for more than one reference. The rules can be found online or in Appendix D.

2. In the breaststroke: How shall the hands be pushed forward together from the breast?
They may be on, under, or over the water.
A. They shall be on or under the water.
B. They shall be under the water.
C. 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 simultaneously with both hands at, above or below the water surface.

There are two references for this question. Which references cover these rules? Note that the question asks about the touch AND the 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

Appendix D contains relevant portions of the 2014 USA Swimming Rule Book. This is the book currently being used for test taking purposes and can be found in its entirety on the USA Swimming website. NOTE, there are important differences between the 2014 and 2015 rule books.

Apprenticeship

A key component of your training is the time you spend on deck being mentored by an experienced official. In order to be certified you must apprentice at least 20 hours on deck at no fewer than 2 USA Swimming sanctioned meets. You must also have been mentored by at least 3 different USA certified Stroke & Turn officials. A record of your progress will be maintained on the Stroke & Turn Judge Application form (Appendix B). Some general rules to follow while apprenticing:

1. When you have identified a meet you wish to work contact the meet referee listed on the meet announcement letter. These meet announcement letters can be found online at the Florida Swimming website. Advise them you wish to apprentice and find out when the officials' briefing is to be held. In most cases you can simply show up at a meet an hour ahead of the start of the

session and introduce yourself to the meet referee. Make sure you bring your Apprentice Official Application (Appendix A) when you arrive for your first apprentice session and give it to the meet referee.

2. Normal attire for officials is white polo shirt over navy shorts, skort, or pants. However apprentices are not required to wear this attire while apprenticing.
3. Feel free to ask questions. The mentor is there to guide you through the process. Remember, however, that an apprentice cannot make calls. If you observe an infraction you can discuss it with your mentor.
4. At the conclusion of the session make sure your mentor and the meet referee sign (print) their names on the Stroke & Turn Application (Appendix B). They will record the hours worked and notate the appropriate activities. When you have reached your 20 hours you will meet with the meet referee or their designee and review the Stroke & Turn Apprentice Study Guide & Graduation Review Outline (Appendix E). The referee will make a recommendation based upon their review of the Application, Outline, and meeting with you.
5. If the referee has recommended that you be certified, email the Stroke & Turn Application to your area representative (the contact information is on the form and in Appendix F). If you have not already done so, submit your Non Athlete Registration, view the Athlete Protection webinar, and request the Level II Background check. Once these steps are complete you will be mailed your Registration and Certification cards.

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

1. **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.
 - a. Study USA Swimming's official rulebook.
 - b. Uniformly interpret and apply rules regardless of the level or age of athletes.
 - c. Call violations as seen, don't guess or anticipate.
 - d. Be fair and consistent, always give the swimmer the benefit of any doubt.
2. **Work regularly at the job.**
 - a. Officials need practice, just as competitors do.
 - b. Working regularly builds confidence.
 - c. Attend training sessions regularly to keep up with rule changes and new interpretations.
3. **Be professional in manner.**
 - a. Fairness to all competitors must dictate actions.
 - b. Make decisions quickly and decisively.
 - c. Control your emotions.
 - d. Don't fraternize with swimmers, coaches or spectators while on duty during competition.
 - e. 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 1 hour before the start or 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 (Appendix G).
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.
8. 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:

OFFICIAL – “Possible disqualification, event __, heat_, lane _, turn (start) end, for _____”

REFEREE – “Confirm possible disqualification for event _____, heat_, lane _,turn(start) end, for _, please notify the swimmer.”

OFFICIAL – “I will notify the swimmer.”

OFFICIAL – “Swimmer has been notified.”

REFEREE – “Thank you.”

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

APPENDIX A

APPRENTICE OFFICIAL APPLICATION



USA SWIMMING
2015 APPRENTICE OFFICIAL APPLICATION
LSC: FLORIDASWIMMING, INC.

INITIAL TRAINING
SESSION DATE:

PLEASE PRINT LEGIBLY • COMPLETE ALL INFORMATION TO ENSURE THAT CONTACT INFORMATION IS CORRECT AND UP TO DATE:

| | | |
|-----------|------------------|-------------|
| LAST NAME | LEGAL FIRST NAME | MIDDLE NAME |
| | | |

Have you ever been a member of USA Swimming under a different last name? If yes, please provide that name: _____

Previously registered with USA Swimming? Yes No If registered in a different LSC, which LSC: _____

| | | | | |
|-----------------------------------|---------------------------|-----------|-----------|---|
| PREFERRED NAME | DATE OF BIRTH (MO/DAY/YR) | SEX (M-F) | CLUB CODE | CLUB NAME |
| | _ _ _ _ _ _ _ | _ | _ _ _ | |
| (Bill, Beth, Scooter, Liz, Bobby) | (Required) | | | If not affiliated with a club, enter "Unattached" |

| | | | | |
|-----------|---------------|-----------|---------------|----------------|
| AREA CODE | TELEPHONE NO. | AREA CODE | TELEPHONE NO. | E-MAIL ADDRESS |
| HOME | | MOBILE | | |

THIS APPRENTICE OFFICIAL STATUS EXPIRES 60 DAYS FROM THE DATE OF THE INITIAL TRAINING SESSION. CONTACT YOUR LSC OFFICIALS CHAIR FOR FURTHER INSTRUCTIONS.

MAIL OR EMAIL APPLICATION TO:

Florida Swimming, Inc.
 214 E. Washington St., Suite B
 Minneola, FL 34715
 FLSSoffice2@aol.com

LSC OFFICIALS' CHAIR:

LSC Officials Committee Contact Info:
Stephen Plapp seplapp@comcast.net or,
Mark Davis md@davisbenefitsaroup.com

Prior to Beginning to Apprentice as a Stroke & Turn or Administrative Official:

1. Attend a clinic conducted by a Certified Clinic Instructor (CCI)
2. Complete and submit this form prior to Apprenticeship on deck. Keep a copy for your records. This form should be given either to the Clinic Instructor at the time of the clinic or to the Meet Referee prior to your first apprenticeship session at a meet. Apprenticeship cannot begin until this form is submitted.

The Initial Training Session Date is the date of the first session of apprenticing on deck.

Meet Referees and CCI's please email this form to Florida Swimming and the LSC Officials Committee upon receipt (see note above).

Requirements for Certification as Stroke & Turn or Administrative Officials:

3. Create a User Account on the USA Swimming website and Take and Pass (80% score) the online exam.
4. Once the Apprenticeship period is complete or prior to the 60-day grace period for USA Swimming Membership for apprentice officials has expired, you will need to submit a new Non-Athlete Membership Application along with the appropriate fee to the Florida Swimming Registrar whose contact information is listed on the form. Apprentice Officials cannot work on deck if the temporary status expires (after 60 days) as they will not be insured. The Non Athlete Membership Application and fee must be submitted to Florida Swimming in order to continue working on the pool deck.
5. Submit and pay for the Level 2 Background Check, which can be found on the USA Swimming website: (<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1678&Alias=Rainbow&Lang=en-US>)
6. View and answer questions for the Athlete Protection Training program, found on the USA Swimming website: (<https://www.usaswimming.org/DesktopDefault.aspx?TabId=2193&Alias=Rainbow&Lang=en>).

Following these steps above will allow your Apprenticeship period to be extended once all the clearances have been completed and you have received a new membership card. If your Apprenticeship is complete during the 60-day Membership grace period you must complete Steps 4-6, as well as submit your Apprenticeship Log to your Area Representative. In return you will receive a USA Swimming Registration Membership card and a Florida Swimming Officials Certification card, both of which will allow you to volunteer as a certified official.

Questions- Please ask your clinic instructor or Area Representative. Thank you for volunteering

APPENDIX B

STROKE & TURN JUDGE APPLICATION

SECTION 3-MENTOR COMMENTS

| | |
|-----------------|--|
| Mentor Initials | |
| Date | |

| | |
|-----------------|--|
| Mentor Initials | |
| Date | |

| | |
|-----------------|--|
| Mentor Initials | |
| Date | |

| | |
|-----------------|--|
| Mentor Initials | |
| Date | |

| | |
|-----------------|--|
| Mentor Initials | |
| Date | |

SECTION 4-DESIGNATED REFEREE REVIEW

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 1. Graduation Review Outline 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: _____ Date: _____

INSTRUCTIONS

SECTION 1-RECORD OF APPRENTICE SESSIONS/HOURS WORKED

1. Bring this from with you to all meets where you intend to apprentice. Introduce yourself to the Meet Referee and sign in as "ST APP". You will be assigned to work with an experienced Stroke & Turn Judge who will serve as your mentor during the session.
2. The Meet Referee or designee shall record the sessions and hours worked. Those hours generally correspond to the session's duration. To be certified as a Stroke & Turn Judge you must apprentice at least 20 yours on deck at no fewer than 2 USA Swimming sanctioned meets. You must also have been mentored by at least 3 different USA Swimming certified Stroke & Turn Officials.
3. Mentors/Referees please remember to print your names.

SECTION 2-APPRENTICE ACTIVITIES

1. Apprentices should experience all facets of the Stroke & Turn position. Meet Referees should insure that apprentices accompany mentors who are assigned to the various positions on deck. Mentors should check off each activity experienced by the apprentice during the session. Only the first such time need be recorded.

SECTION 3-MENTOR COMMENTS

1. While not mandatory, mentors should provide feedback, both verbal and written, to their apprentices. Use this section to comment on the apprentice's progress and note any additional work needed. You can use the following check list in drafting your comments:

The apprentice exhibited an understanding of the role of Stroke & Turn Judge
The apprentice understood the rules
The apprentice exhibited the appropriate demeanor
The apprentice was attentive
The apprentice observed and/or reported infractions to me

SECTION 4-DESIGNATED REFEREE REVIEW

1. The Graduation Outline can be found on the last 2 pages of the Stroke & Turn Clinic Packet.

GENERAL INSTRUCTIONS

Upon completion of the certification requirements email a copy of this form to your area representative.

| AREA | REPRESENTATIVE | EMAIL |
|------|----------------|--------------------------|
| 1 | Jeff Breault | shotputdaddy@gmail.com |
| 2 | Bart Smith | bls9714@yahoo.com |
| 3 | Kay Caldwell | ccaldwe2@tampabay.rr.com |
| 4 | Tom McCaleb | tmccaleb@fsu.edu |
| 5 | Deborah Landis | debbiecpcu@gmail.com |
| 6 | Judi Wojcik | swimofficials@gmail.com |

APPENDIX C

NON-ATHLETE REGISTRATION APPLICATION



PLEASE PRINT LEGIBLY • COMPLETE ALL INFORMATION TO ENSURE THAT CONTACT INFORMATION IS CORRECT AND UP TO DATE:

LAST NAME LEGAL FIRST NAME MIDDLE NAME

Have you ever been a member of USA Swimming under a different last name? If yes, please provide that name:

Previously registered with USA Swimming? Yes No If registered in a different LSC, which LSC:

PREFERRED NAME DATE OF BIRTH (MO/DAY/YR) SEX (M-F) CLUB CODE CLUB NAME

MAILING ADDRESS

CITY STATE ZIP CODE

AREA CODE TELEPHONE NO. EXTENSION AREA CODE TELEPHONE NO. EXTENSION AREA CODE TELEPHONE NO. EXTENSION

E-MAIL ADDRESS

IF ANY OF THE ABOVE INFORMATION CHANGES DURING THE YEAR - PLEASE NOTIFY YOUR LSC REGISTRATION/MEMBERSHIP PERSON OF THE CHANGES

RACE AND ETHNICITY: You may check up to two choices
CITIZENSHIP/FINA: U.S. Citizen: Yes No
Are you a member of another FINA federation: Yes No
If Yes, which federation:

Check if you would like to learn more about the USA Swimming Foundation's initiatives
Check if you would like to receive the electronic USA Swimming Newsletter

MEMBERSHIP CODE: Check all that apply
Coach-Full Time (Employed full time as a coach) Requires a Level 2 Background Check & Athlete Protection Training
Coach-Part Time (Primary employment is NOT coaching) Requires a Level 2 Background Check & Athlete Protection Training
Certified Official (Starter, Stroke & Turn, Meet Referee, Administrative, etc.) Requires a Level 2 Background Check & Athlete Protection Training
Other (Chaperone, Meet Director, Meet Manager, etc.) Requires a Level 1 Background Check & Athlete Protection Training

If coach, primary age group that you coach (may be more than one): 10-Un 11-12 13-14 15-18 19+ Masters

ALL NON-ATHLETES must have a current USA Swimming Background Check and Athlete Protection Training
BGC at www.usaswimming.org/backgroundcheck APT at www.usaswimming.org/protect
COACHES: Also requires current CPR/AED & Safety Training for Swim Coaches certifications
EDUCATION REQUIREMENT FOR COACHES at usaswimming.org/FOC:
An individual registering as a coach for the first time must complete the online Foundations of Coaching 101 test prior to becoming a Coach Member.
Prior to registering as a coach for the second year, the online tests for Foundations of Coaching 201 and Rules and Regulations must be completed.
ACCEPTABLE SAFETY REQUIREMENT COURSES AND ONLINE TESTS ARE AVAILABLE AT www.usaswimming.org/coachmember

CHECK IF APPLYING FOR A FAMILY MEMBERSHIP - ATTACH A SECOND COMPLETED NON-ATHLETE APPLICATION FOR THE SECOND FAMILY MEMBER

By becoming a member of USA Swimming, I hereby agree to abide by the rules, regulations and Code of Conduct of USA Swimming.

Signature Date

By signing this application I verify that the above is true and correct.

MAKE CHECK PAYABLE TO:

FLORIDA SWIMMING, INC.

MAIL APPLICATION & PAYMENT TO:

FLORIDA SWIMMING, INC.
214 E. WASHINGTON ST., SUITE B
MINNEOLA, FL 34715
Email: FLSoffice2@aol.com FL Office: 352-242-5145

2015 REGISTRATION FEE
September 1, 2014 through December 31, 2015
USA Swimming Fee + LSC Fee = TOTAL DUE
Individual \$52.00 + 10.00 = \$62.00
Family \$104.00 + 10.00 = \$114.00
Life \$1,000.00 + 10.00 = 1,010.00

FOR LSC REGISTRAR USE ONLY: REGISTRATION DATE
BGC APT STSC LG + ONLINE ST TEST
CPR FOC 101 FOC 201 Rules & Regs Y Principles

APPENDIX D

2014 USA SWIMMING RULE BOOK

GLOSSARY & TECHNICAL RULES

OFFICIAL GLOSSARY

Swimming Words and Terms

ABANDONMENT —termination of an open water event prior to its completion due to safety considerations.

AGGREGATE TIME —times achieved by four individuals in separate starts which are added together to arrive at a relay time for entry purposes.

AMATEUR SPORTS ACT — the Ted Stevens Olympic and Amateur Sports Act (1998) (or as applicable, the Amateur Sports Act of 1978), as amended from time to time.

APPRECIABLE —sufficient in extent to be recognized.

APPROVAL — a permit issued by an LSC for meets conducted in conformance with USA Swimming technical rules in which both members and non-members may compete.

ARM —that part of the body that extends from the shoulder to the wrist.

ATTACHED —status of an athlete member who represents a member club in competition after having met the requirements of Article 203.

BOARD OF DIRECTORS — unless otherwise noted, shall mean the USA Swimming Board of Directors.

BODY —the torso, including shoulders and hips.

BONUS (CFINAL) —the third fastest heat of swimmers competing in Finals.

CHAMPIONSHIP (AFINAL) —the fastest heat of swimmers competing in Finals.

CLOSEDCOMPETITION—Competition exclusively among members of a single club competition or series of competitions within an independent organization open only to members of that organization, such as: YMCA competition; Summer league competition; Conference competition. Closed competition does not include representing a group within USA Swimming such as LSC, Region or Section.

CLUB —an organization which has been accepted for membership in USA Swimming.

CONFORMINGTIME—time achieved in a course that corresponds to the meet competition course.

CONSOLATION(BFINAL) —the second fastest heat of swimmers competing in Finals.

COURSE—designated distance over which the competition is conducted.

LONGCOURSE—50 meters.

SHORT COURSE—25 yards or 25 meters.

DRAFTING/SLIPSTREAMING —swimming behind or next to another open water swimmer or support craft for the purpose of taking advantage of the reduced water resistance created by the former's wake.

DRAW—random selection by chance.

DUALCOMPETITION—competition between two teams.

ENDOF COURSE—designated wall for racing turns and finishes.

ESCORT CRAFT —boats or paddle boards used in open water competition for the swimmers' safety and logistical support.

ESCORTED SWIM —an open water event in which each swimmer is required to have an escort craft accompany the swimmer throughout the race.

EVENT — any race or series of races in a given stroke and/or distance. For competitive limits, one event is inclusive of preliminary heat(s) plus its related final(s), or one timed final, or one time trial.

EXECUTIVE DIRECTOR—unless otherwise noted, the Executive Director of USA Swimming.

EX-OFFICIO — a member of a board or committee serving by virtue of some other office or position held (whether in USA Swimming, in an Allied or Affiliate Member, or otherwise), or by virtue of an appointment to such committee or board pursuant to the Bylaws of USA Swimming. Ex-officio members have full rights of membership including the right to vote (unless otherwise provided in the Bylaws or Policy Manual). Ex-officio members without the right to vote are not counted to establish a quorum(unless expressly provided otherwise in the Bylaws).

FEED POLE —a mechanical implement used by coaches or support personnel to deliver fluid and/or food to open water swimmers during the race.

FINALS — a session of a meet in which the concluding heats of an event are contested which may include championship, consolation, or bonus finals.

FINISH—the instant that a swimmer touches the wall at the end of the prescribed distance.

FINISHPOINT —the physical location where an open water race terminates.

FIRST DAY OF MEET —day on which the first competitive swimming event is conducted.

FOREIGN SWIMMER — an athlete member of a FINA member-country federation, other than USA Swimming, or an athlete member of USA Swimming who is not eligible to represent the United States in international competition due to FINA sports citizenship requirements. (See Sports Citizen)

FORWARDSTART —an entry made while facing the course.

FOUL — an instance of obstruction, interference, collision, or equipment malfunction which prevents the successful completion of a race.

HEADQUARTERS—USA Swimming's office in Colorado Springs, Colorado.

HEATS —a division of an event in which there are too many swimmers to compete at one time. (See Preliminary Heats and Timed Final Heats)

HORIZONTAL —parallel to the surface of the water.

INITIAL DISTANCE —that first portion of a race for which an official time may be recorded but which is not in itself a completed event.

INTERNATIONAL COMPETITION — any athletic competition between any athlete(s) or member organization(s) of USA Swimming, either individually or as part of a team, and any athlete(s) or member organization(s) (e.g., clubs) representing any foreign country.

JUNIOR OLYMPIC—a type of Age Group competition conducted by Zones and LSCs.

LANE LINE — continuous floating markers attached to a line stretched from the starting end to the turning end of the course for the purpose of separating each lane.

LEADBOAT —the boat used as a course guide for open water swimmers.

LENGTH—extent of the course from end to end.

LSC (LOCAL SWIMMING COMMITTEE) —an administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming.

MANUAL START — the start of any timing device by an individual in response to the same starting signal given to the swimmer(s).

MAY —permissive, not mandatory.

MEET ANNOUNCEMENT — document setting forth information of the meet events, schedule, and procedures.

MEET COMMITTEE — Unless otherwise specified in the meet announcement, the Meet Committee shall consist of the Meet Director, Meet Referee, and coach and athlete members as appropriate.

MIXED CLASSIFICATION —meet in which events of Age Group and Junior, Senior, or any other classification are offered.

NATIONAL AGE GROUP (NAG) RECOGNITION TIME — an official time that qualifies as one of the fastest for a given age group as defined in the SWIMS portion of the Policy Manual.

NON-CONFORMING TIME — entry time achieved in a course which does not correspond to the course in which the meet will be conducted.

NOTICE — A written communication notifying about a scheduled meeting of a committee, board or other governing body or group, or other fact or occurrence, required to be made by law, bylaw, rule or regulation. To be considered written, the communication must be addressed, using the last known address on file with the LSC or in SWIMS, to the intended or required recipient(s) and delivered by hand, first class mail, overnight or second day delivery by a national delivery service, facsimile transmission, electronic mail or text message.

OBSERVED SWIM — a swim observed by assigned USA Swimming officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules.

ON THE BACK—position of the body when the shoulders are at or past vertical towards the back.

ON THE BREAST — position of the body when the shoulders are at or past vertical towards the breast.

OPEN COMPETITION—competition which any qualified club, organization or individual may enter.

OPEN WATER SWIMMING—any swimming competition that takes place in rivers, lakes, or oceans.

OUTREACH MEMBERSHIP — a reduced- fee category of athlete membership for under-represented and/or economically disadvantaged swimmers.

PACING —an attempt by a person not participating in an open water race to enter the water with the intent of providing moral support or otherwise assisting a swimmer in setting the tempo of the race.

PADDLER — a person on a paddle board or manually propelled craft who supports an open water swimmer or group of swimmers.

PERSONAL ASSISTANT —person assigned to aid a disabled swimmer.

PLACEJUDGE—official assigned to record the order of finish of all swimmers by lane in each heat.

POLICY MANUAL —document adopted by the USA Swimming Board of Directors that specifies policies and procedures not contained in Rules & Regulations.

PRACTICE — the instruction of swimming techniques, skills, knowledge, conditioning, aptitude and motivation.

PRELIMINARY HEATS OR PRELIMINARIES —competition in which a number of heats are swum to qualify the fastest swimmers for the Finals.

PROGRAM — the order of events, including starting times and intermissions in a meet or portion thereof (See

Session), sequentially listed by class of competition, sex, age group, distance, and stroke as set forth in the meet announcement.

PROPULSIVE—having power to propel.

REINSTATEMENT —return of all or limited rights of membership in USA Swimming.

RELAY —a race in which each team member swims a specified portion of the course.

RELAYLEG—the part of a relay event that is swum by a single team member.

SANCTION — a permit issued by an LSC to a USA Swimming group member to conduct a meet in conformance with all USA Swimming rules in which all participating swimmers are athlete members of USA Swimming, except as provided in Article 202.3.1.

SCISSOR KICK —use of the top of the instep of one foot and the bottom of the other foot in the propulsive part of the kick.

SCRATCH(from an event) —withdraw an entry from competition.

SEASONAL ATHLETE MEMBERSHIP — an individual athlete membership in USA Swimming which may be offered at the option of the LSC for one or two periods of not more than 150 days in a registration year pursuant to Article 302.

SEASONAL CLUB — an organization which has been accepted for membership in USA Swimming and which operates within a period of time specified by the LSC.

SEED — to distribute the swimmers among the required number of heats and/or lanes, according to their submitted or preliminary times.

DECK-SEED — swimmers are required to check in for their events on the day of the meet. After scratches are determined, events are seeded.

PRE-SEED—all entrants are seeded prior to the day of competition.

SESSION — any portion of a meet distinctly separated from other portions by locale, time, or type of competition, i.e., preliminaries and finals; morning and evening; Senior and Age Group, etc.

SHALL —mandatory.

SHOULD—recommended but not mandatory.

SIMULTANEOUSLY —occurring at the same time.

SPORTS CITIZEN —an athlete who has represented a nation other than the United States in international competition is a sports citizen of that nation and is considered ineligible to represent the United States until FINA requirements for changing sports citizenship (sport nationality) have been met. (See Foreign Swimmer)

SPORTS ORGANIZATION —a corporation, club, federation, union, association, or other group organized in the United States which sponsors or conducts any athletic competition.

SUPPORT PERSONNEL —persons in an open water swimmer's escort craft who provide for feeding, navigating, coaching, and other supporting activities.

SWIMS (SWIMMING WEB-BASED INTERACTIVE MEMBERSHIP SYSTEM) — a single integrated database system which includes USA Swimming membership data and a databank of achieved times that are considered official and are recognized for proof of entry and recognition programs.

SUSPENSION—deprivation of all rights of membership in USA Swimming.

TAPPER — personal assistant who uses a pole with a soft-tipped end to tap a blind or visually impaired swimmer

as notification of turns and the finish.

TEXTILE MATERIALS —natural and/or synthetic, individual and non-consolidating yarns used to constitute a fabric by weaving, knitting, and/or braiding, or as further defined under current FINA swim- wear rules.

TIME STANDARD — the time a swimmer must have previously achieved in order to compete in that event at a designated competition.

TIME TRIAL — an event conducted within or independently of a meet where the swimmer races against the clock to establish an official time.

TIMED FINAL HEATS OR TIMED FINALS —competition in which only heats are swum and final placings are determined by the times achieved in the heats.

TOUCH—contact with the end of the course.

TRY OUT — practices where a swimmer who is not a member of USA Swimming participates with a USA Swimming member club for a period not to exceed thirty (30) consecutive days in a twelve (12) month period to determine the swimmer's interest in becoming a member of USA Swimming.

TURN—a point where the swimmers reverse or change direction.

UNATTACHED — status of a member who does not represent a club or FINA member Federation in competition.

UNESCORTED SWIM—an open water event where swimmers compete without a designated support craft.

USA SWIMMING—USA Swimming, Inc., a Colorado corporation.

VENUE — the area located on the sides and ends of the pool, spectator area, team areas within the pool facility (e.g., portion of the building designated for teams and swimmers, or fenced area around an outdoor pool), locker rooms, and such other areas as may be specifically designated by the host club or organization, meet director, or referee. In open water competition, the geographical area and environs where the meet is conducted.

VERTICAL —perpendicular to the water surface.

WALL —vertical portion of the pool, contiguous surfaces of the deck and overflow gutter, the front portion of the starting block or platform, or the touchpad at the end of the course.

WARNING SIGNAL —a bell, whistle, air horn, or other appropriate audible device.

WAVE —at an open water event, a second or subsequent start used if the start area cannot accommodate all contestants at the same time.

WEBSITE—the official site maintained by USA Swimming on the internet (usaswimming.org).

PART ONE

TECHNICAL RULES

Except as otherwise noted, all provisions under Part One, the Technical Rules, are effective beginning May 1, 2014, and until changed. Rules in effect on the first day of a meet shall govern throughout that meet.

All competitive swimming events held under USA Swimming sanction shall be conducted in accordance with the following rules that are designed to provide fair and equitable conditions of competition.

It is recommended that the LSC and regional short course and long course championships be held annually and that they be conducted under the rules governing National Championships (Article 207), subject to available facilities and personnel. Events other than such championships may use Article 207 as a guide, subject to local conditions and preferences.

It is not the purpose of the Rules and Regulations of USA Swimming (the National Governing Body) contained herein to set standards of care for the safety of the swimmer. The swimmer, the swim coach, the swim club and the local public entity or pool owner should address safety considerations where events are held.

ARTICLE 101 INDIVIDUAL STROKES AND RELAYS

101.2 BREASTSTROKE

- .1 **Start** —The forward start shall be used.
- .2 **Stroke** —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 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. 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 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.

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 each turn, a single butterfly kick, which must be followed by a 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. Scissors, alternating movements or downward butterfly kicks are not permitted except as provided herein. Breaking the surface of the water 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 separated and simultaneously at, above, or below the water level [effective September 23, 2013]. 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.

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 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. Both arms must

be brought forward simultaneously over the water and pulled back simultaneously under the water throughout the race.

- .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 separated and simultaneously at, above, or below the water surface [effective September 23, 2013]. 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 separated and simultaneously at, above, or below the water surface [effective September 23, 2013].

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 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 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 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 pre - scribed 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 101.3.5. 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 101.2.4. 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 touch-plate 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 LONGDISTANCESWIMMING—POOL EVENTS

- .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 finish 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 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 pool-side, 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 and 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 printout will provide the information to judge relay exchanges. Integrated back-up 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 record the names and order of relay swimmers prior to the start of the race, and determine that the 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 and indicate on the timing recording form 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 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 or Administrative Official 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 effort to seek out the swimmer or his/her coach and inform him/her as to the reason for the disqualification. Failure to notify does not negate 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 re-swim 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 committing the foul.
- .10 Grasping lane dividers to assist forward motion is not permitted.
- .11 For relay disqualifications, refer to 101.7.3. 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.
- .12 Time and/or place officially recorded for a swimmer shall not be nullified for violations occurring subsequent to such performance.

.13 Approved underwater video replay may be used to review stroke or turn infractions called on deck. The official(s) reviewing the video may only confirm the call made on deck, overrule the call, or advise the Referee that the review proved inconclusive.

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 dropped with no rounding. 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 re-swim 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 is a fully integrated video system or 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 approximately .30 second or greater; or
- (2) The place judge(s) reports a different order of finish; or
- (3) It is reported the swimmer missed the touchpad 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 is 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) 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).

.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

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 | 52.45 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 | 52.06 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 | |
| Judge 1: 4-3-6-8-2-5-1-7 | | | | | | | | +02 corr** | Correction Factor | |
| Judge 2: 3-4-6-8-2-5-7-1 | | | | | | | | | | |

*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.

- 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.
- 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.

ARTICLE 105
GUIDELINES FOR OFFICIATING SWIMMERS WITH A DISABILITY IN USASWIMMING 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 **Swimmer** — The swimmer (or the swimmer's coach) is responsible for notifying the Referee, prior to the competition, of any disability of the swimmer 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** — Aids to buoyancy or speed are not allowed (See 102.8.1E). Some of the modifications which the Referee may make to accommodate the swimmer 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 swimmer 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.

Other allowable modifications are further described in this section under the type of disability.

105.2 BLIND AND VISIONLOSS

.1 **Start** — With an audible starting system, no modification is usually required for a swimmer who is blind or has vision loss. A swimmer may, however, require assistance getting to and on the block. Should the swimmer feel insecure starting from the block or deck, an in the water start is allowed.

.2 **Turns and Finishes** — A swimmer who is blind or has vision loss is permitted to have personal assistants ("tappers" who use poles with soft-tipped ends to tap the swimmer as notification of turns and the finish). Sound devices shall not be used. It is the swimmer's responsibility to provide the tapper(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 OR 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 Figures 1 and 2. A false start rope is required in the event of a recall, provided the meet host is notified by the entry deadline that a deaf or hard of hearing swimmer will be participating.

.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.

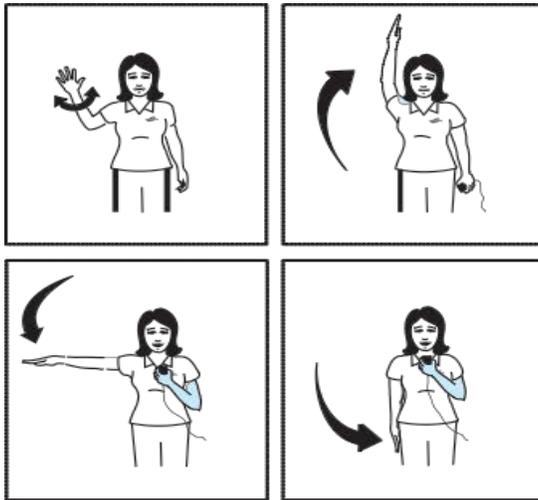


Figure 1: Forward Start
 A. Twist hand at chin level-short whistles
 B. Arm overhead-swimmer steps onto starting block
 C. Arm moves to shoulder level-signal to "take your mark".
 D. Arm moves to side of body-starting signal.

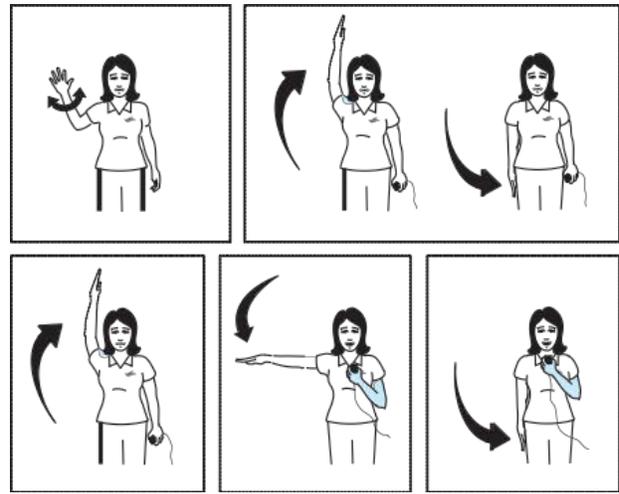


Figure 1: Forward Start
 A. Twist hand at chin level-short whistles
 B. Arm overhead-swimmer enters water; drop arm to side while swimmer enters water.
 C. Arm overhead-swimmer returns to backstroke start position
 D. Arm moves to shoulder level-signal to "take your mark".
 E. Arm moves to side of body-starting signal.

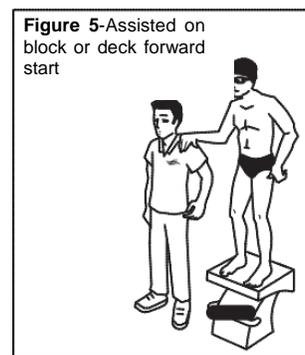
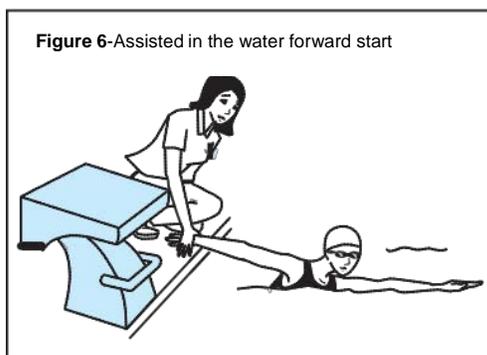
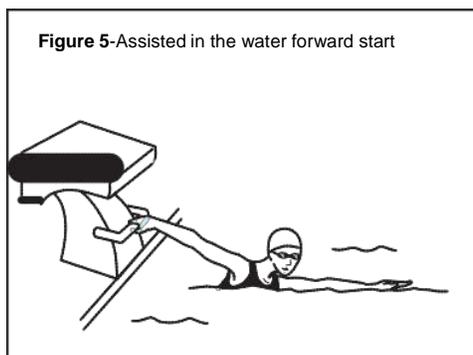
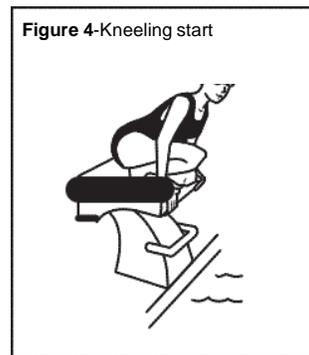
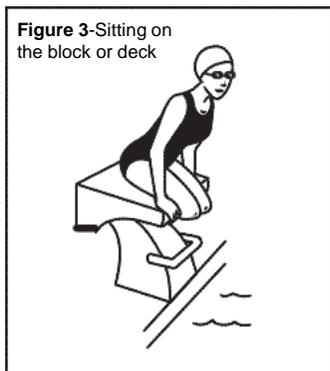
For backstroke starts, the light should be positioned so that the swimmers don't have to turn their heads to look backwards.

105.5 PHYSICAL DISABILITIES

.1 Start —Swimmers with physical disabilities:

- A May take longer to assume their starting position;
- B May have difficulty holding the starting platform or pool end 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 or in the water .
- E Shall use a forward start for freestyle, breaststroke and butterfly. The Referee, how - ever, may allow modifications such as the following:
 - (1) The swimmer 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 assis - tance;
 - (3) If the swimmer cannot use 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.

Examples of modified starting positions are shown in Figures 3 through 7.



- 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 and Regulations.

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.

- 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.
- 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.

DIFFERENCES BETWEEN USA SWIMMING AND USMS RULES

All provisions under Part 1 of the USMS Swimming Rules are effective January 1, 2014. USMS follows USA Swimming's Technical Rules Articles 101, 102 and 105, with the following exceptions [USMS-Swimming Reference in brackets]:

The U.S. Masters Swimming Rulebook is available at a cost of \$10.00 (mini-rulebook is \$6.00) from the USMS National Office, 655N. Tamiami Trail, Sarasota, FL 34236, or it can be ordered online at usms@usms.org.

MS1. Starts, Strokes and Relays

MS1.1 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 the backstroke start shall be used for freestyle events. The referee's long whistle indicates that the swimmer must take a position with at least one foot at the front of the platform or the deck. A swimmer starting in the water must have one hand on the wall or starting platform and one foot on the wall before the command "Take your mark" and may face any direction. The backstroke start may be used as the in-the-water start during freestyle events. [USMS101.1.1 and 101.5.1]

MS1.2 Butterfly. The breaststroke or whip kick may be used exclusively or interchangeably with the dolphin kick at any time during the race (for example, one breaststroke kick and multiple dolphin kicks may be used with each arm pull). Only one breaststroke or whip kick is permitted per arm pull except that a single breaststroke or whip kick is permitted prior to the turn and finish without an arm pull. After the start and after each turn, a single breaststroke or whip kick is permitted prior to the arm pull that brings the swimmer to the surface. [USMS101.3.2 and 101.3.3]

MS1.3 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. [USMS 101.7.3E]

MS1.4 Long Distance Swimming. Long Distance Pool Events are governed by Open Water and Long Distance rules. There is no provision for leaving the water for brief periods during the swim. [USMS305 and 306]

MS2. Swimming Competition

MS2.1 Personnel. The minimum personnel at USMS sanctioned or recognized Masters swimming meets shall include the following: one referee, one starter, two stroke and turn judges, two 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 shall not be the same person. The referee shall be certified as a referee or, if certified as a stroke and turn judge or starter 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 in the specified duties of those positions and are supervised by a certified official. Note: USMS does not use place judges and has a meet committee rather than a meet jury. [USMS103.2, 103.3, 102.14.2 and 103.5]

MS2.2 Personnel at National Championship Meets. The meet host shall appoint a meet referee and an administrative referee subject to qualification standards established by the USMS Officials Committee. [USMS104.5.10B]

MS2.3 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. [USMS102.4.1]**MS2.4 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.

[USMS102.9.6]

MS2.5 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. [USMS102.10.1Aand 102.6]

MS2.6 Seeding

MS2.6.1 Age groups and/or genders, as well as events of the same distance 200 yards or longer, may be combined during seeding so that no swimmer has to swim alone and lanes may be filled. At the meet referee's discretion, events may be combined by distance and/or stroke. An empty lane is not required when combining events.

[USMS102.10.1Band
102.11.2]

MS2.6.2 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. [USMS102.10.1D]

MS2.7 Counters. A swimmer may appoint one counter in any individual event of 16 lengths or more, except the individual medley. [USMS102.10.6A]

MS2.8 Swimwear. Medical identification items may be worn. Modesty wear is prohibited unless a medical or religious exemption has been granted by USMS. Only swimwear exemptions granted by USMS shall be eligible for consideration by a referee at USMS competitions. [USMS102.12.1E, 102.13.9 and 102.12.1C(1)]

MS2.9 Advertising. Products involving tobacco, alcohol or pharmaceuticals containing drugs banned under IOC or FINA rules may not be advertised, but the advertiser's name only may be used. Offenders may be barred from competition until they comply with this rule. Note: USMS does not regulate the number of logos on swimsuits, caps and goggles, does not prohibit wearing the insignia or name of another club or prohibit body advertising such as temporary tattoos or prohibit the advertising of political statements. [USMS102.12.2]

MS2.10 Timing System Designation. A manual timing system with two watches per lane, each operated by a separate timer, is the minimum requirement. [USMS103.17.2A(3)]

MS2.11 Fully Integrated, Overhead Video System Back-up. If the back-up system is a fully integrated, stationary overhead video system, the video camera time shall be the official time without adjustment in the event of a primary timing system malfunction. [USMS103.17.3D]

MS2.12 Records and Top Ten

MS2.12.1 Record applications and Top 10 submissions shall not be accepted unless certification of course length accompanies them or is on file with USMS or FINA. Any person can be assigned to conduct the course measurement. [USMS105.1.6A]

MS2.12.2 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. [USMS105.1.1]

MS2.12.3 Relay leadoff split times will be considered for Top 10 times, provided the swimmers complete the event without being disqualified and the second swimmer does not start in the water. A relay leadoff split time will be considered for USMS records provided automatic timing is used. [USMS103.18.1, 103.18.4, 105.2.2Aand D; and 105.3.6A]

MS2.12.4 If swimmers want their initial splits as part of a longer individual event to be submitted for records or Top 10 times, they must notify the referee, in writing, prior to the conclusion of the meet. However, for backstroke initial splits and relay leadoff 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 103.18.1B(1) and (2); 103.18.1D; 105.2.2B, C, D and E; and 105.3.6]

MS2.12.5 Required documentation for USMS records includes the referee's signature, as well as the printout from the automatic or semiautomatic (with three buttons) timing equipment or the time card bearing times and signatures from three timers. [USMS105.3.8]

MS2.13 Scratch Procedures. Swimmers or relay teams not reporting for or competing in an event are not penalized.

[USMS102.8.1]

MS2.14 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 five 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 102.14.5 and 102.14.4]

MS2.15 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. [USMS102.2]

MS3. Facility Standards

MS3.1 Water Depth. In pools with water depth 3 feet, 6 inches to less than 4 feet at the starting end, the swimmer must start from the deck or from within the water. USMS does not have a rule for teaching racing starts or certifying swimmers for proficiency at performing racing starts. [USMS107.2.3A(2)]

MS3.2 Lane Numbers. The lanes shall be numbered from right to left as the swimmers face the course from the starting end of the pool except when the event starts at the turn end of the course (no change in lane numbering so that the lanes are numbered the same at both ends); mandatory for all meets. [USMS107.4.3]

APPENDIX E

STROKE AND TURN STUDY GUIDE & GRADUATION REVIEW OUTLINE

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 1st 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 1st three
 - 4. Swimmers with a Disability-Referee will inform you if a swimmer in your lanes has a disability.

APPENDIX F

OFFICIALS' COMMITTEE CONTACT INFORMATION

FLORIDA SWIMMING

OFFICIALS' COMMITTEE CONTACT INFORMATION

Officials' Chair

Stephen Plapp
seplapp@comcast.net

Officials' Vice-Chair

Mark Davis
md@davisbenefitsgroup.com

Area 1 Representative

Jeff Breault
shotputdaddy@gmail.com

Counties: Nassau, Duval, Clay, Columbia, Baker, Union, Bradford, St. Johns, Putnam, and Flagler

Area 2 Representative

Ellen Johnson
epjohnson1012@aol.com

Counties: Marion, Sumter, Lake, Orange, Seminole, and Osceola

Area 3 Representative

Kay Caldwell
ccaldwe2@tampabay.rr.com

Counties: Citrus, Pasco, Polk, Pinellas, Hernando, and Hillsborough

Area 4 Representative

Thomas McCaleb
tmccaleb@fsu.edu

Counties: Gadsden, Leon, Madison, Levy, Gulf, Lafayette, Dixie, Jefferson, Hamilton, Liberty, Wakulla, Suwannee, Gilchrist, Taylor and Franklin

Area 5 Representative

Deborah Landis
debbiecpcu@gmail.com

Counties: Manatee, Hardee, Highlands, Sarasota, DeSoto, Glades, Charlotte, Lee, Hendry and Collier

Area 6 Representative

Judi Wojcik
swimofficials@gmail.com

Counties: Volusia, Brevard, Okeechobee, Indian River, St. Lucie and Martin

APPENDIX G

DISQUALIFICATION REPORT



DISQUALIFICATION REPORT



EVENT # _____ HEAT _____ LANE _____

SWIMMER _____ TEAM _____

BUTTERFLY START _____ SWIM _____ TURN _____ FINISH _____

KICK: ALTERNATING (1A) _____ BREAST (1B) _____ SCISSORS (1C) _____

ARMS: NON-SIMULTANEOUS (1E) _____ UNDERWATER RECOVERY (1F) _____

TOUCH: ONE HAND (1J) _____ NOT SEPARATED (1K) _____
NON-SIMULTANEOUS (1L) _____ NO TOUCH (1M) _____

NOT TOWARD THE BREAST OFF WALL (1N) _____

HEAD DID NOT BREAK SURFACE BY 15M (1P) _____ RE-SUBMERGED (1R) _____

OTHER (1T): _____

BACKSTROKE START _____ SWIM _____ TURN _____ FINISH _____

NO TOUCH AT TURN (2A) # _____

PAST VERTICAL AT TURN:

DELAY INITIATING ARM PULL (2B) _____ DELAY INITIATING TURN (2C) _____

MULTIPLE STROKES (2D) _____

TOES OVER LIP OF GUTTER AFTER THE START (2E) _____

HEAD DID NOT BREAK SURFACE BY 15M (2F) _____ RE-SUBMERGED (2G) _____

NOT ON BACK OFF WALL (2H) _____

SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) _____

OTHER (2T): _____

BREASTROKE START _____ SWIM _____ TURN _____ FINISH _____

KICK: ALTERNATING (3A) _____ BUTTERFLY (3B) _____ SCISSORS (3C) _____

ARMS: PAST HIPLINE (3D) _____ NON-SIMULTANEOUS (3E) _____

TWO STROKES UNDER (3F) _____ NOT IN SAME HORIZONTAL PLANE (3G) _____

ELBOWS RECOVERED OVER WATER (3H) _____

TOUCH: ONE HAND (3J) _____ NOT SEPARATED (3K) _____

NON-SIMULTANEOUS (3L) _____ NO TOUCH (3M) _____

NOT TOWARD THE BREAST OFF WALL (3N) _____

CYCLE: KICK BEFORE PULL (3P) _____ HEAD NOT UP (3R) _____

DOUBLE PULLS/KICKS (3S) _____

OTHER (3T): _____

FREESTYLE

NO TOUCH AT TURN (4A) # _____

HEAD DID NOT BREAK SURFACE BY 15M (4B) _____ RE-SUBMERGED (4C) _____

INDIVIDUAL MEDLEY

STROKE INFRACTION(S) (5A) # _____

OUT OF SEQUENCE (5B) _____

RELAYS

STROKE INFRACTION (6A-B) # _____ SWIMMER # _____

EARLY TAKE OFF SWIMMER (6F-H) # _____

CHANGED ORDER (6L): SWIMMER _____ STROKE _____

OTHER (6T) _____

MISCELLANEOUS

FALSE START (7A) _____ DECLARED FALSE START (7B) _____

DID NOT FINISH (7C) _____ DELAY OF MEET (7D) _____

OTHER (7T): _____

JUDGE: _____
(print name clearly)

REFEREE: _____
(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH