



# **Guide for Technical Officials**

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## **Code of Conduct**

The following Code of Conduct applies to all SNZ Members and persons participating/connected to SNZ activities

*The following requirements must be met in regard to your conduct;*

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service and performance.
- Be aware of, and maintain an uncompromising adherence to, standards, rules, regulations and policies.
- Operate within the Constitution, Regulations, Policies and Procedures of SNZ and FINA.
- Abide by the Sports Anti-Doping Policy
- Understand the possible consequences of breaching the SNZ Code of Conduct.
- Immediately report any breaches of SNZ members to the appropriate authority.
- Refrain from any form of abuse towards others.
- Refrain from any form of harassment towards others.
- Refrain from any form of discrimination towards others
- Refrain from any form of victimisation towards others
- Provide a safe environment for the conduct of the activity in accordance with relevant SNZ policy.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- To not provide comment to any media on behalf of Swimming NZ Inc.
- To not speak to any media in a negative way regarding Swimming NZ Inc.
- Never act in any way that may bring disrepute or disgrace to SNZ members, its stakeholders and/or its sponsors, potential sponsors and/or partners.

Swimming New Zealand expects all members, supporters, advisors, staff and associates of SNZ to abide by a Code of Conduct that upholds the principles and values of the organisation and the SNZ Member Protection Policy. Members should recognise that at all times they have a responsibility to a duty of care to all SNZ members.

### **In addition, a;**

#### **Technical Official will:**

- Agree to abide by the code of conduct.
- Be consistent objective and courteous when making decisions.
- Not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.
- Compliment and encourage all participants.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of competition rather than the errors.
- Encourage and promote rule changes, which will make the participation more enjoyable.
- Be a good sport yourself.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all your people a 'fair go' regardless of their gender, ability, cultural background or religion.

Any breach of the Code of Conduct, or any part of it, may result in disciplinary action under the SNZ Constitution, Regulations and policies.

SNZ Constitution, Regulations and Policies can be viewed on [www.swimmingnz.org.nz](http://www.swimmingnz.org.nz)

## **National Technical Officials Roles**

Technical Officials can hold a number of roles at National level:

### **Timekeeper**

As a Timekeeper you are responsible for taking the manual (stop watch) times for the swimmer in your lane. You may also be required to stop the backup (semi automatic) timing when the swimmer in your lane has finished the race. (There is no longer a national qualification for Timekeeper.)

### **Inspector of Turns**

An Inspector of Turns ensures swimmers comply with the rules for turning and also the starting and finishing rules. The rules differ for each stroke, so Inspectors of Turns need to know the rules for each swimming stroke. Your jurisdiction is from the beginning of the last arm stroke into the wall and ending with the completion of the first armstroke leaving the wall.

### **Control-Room Supervisor/Recorder**

The Control-Room Supervisor, in consultation with the Referee, is responsible for the processing and publication of the official results for each event. In doing so he/she has control over staff and equipment in the recording area. There is no national qualification for Control-Room Supervisor. The person appointed to the position of Control-Room Supervisor at a National Meet should preferably be an experienced, nationally qualified Referee.

### **Clerk of the Course/Marshal**

The Clerk of the Course is responsible for assembling the swimmers prior to each event and ensuring the FINA rules for advertising and swimwear are complied with. There is no qualification for this role.

### **Starter**

The Starter is responsible for giving all swimmers a fair and equal start. The Starter has full control of the swimmers from the time they are handed over to him/her by the referee. The Starter will report any breach of the start rules to the Referee, this is subject only to a decision by the Referee.

### **Judge of Stroke**

Each Judge of Stroke shall ensure that the rules related to the style of swimming designated for the event are being observed, and shall observe the turns and the finishes to assist the Inspectors of Turns. Judges of stroke shall report any violation of the rules to the referee on a signed disqualification form.

### **Referee**

The Referee has full control over all Officials and swimmers. The Referee must enforce all rules and any decisions made regarding the conditions of the race.

Further information on each of these roles is shown in the next few pages.

## **National Qualifications**

In order to become a nationally qualified technical official, you are required to undertake training at local and regional level, and then pass a national assessment.

For information on becoming nationally qualified in these Official Roles refer to page 22.

## Timekeepers

Timekeeping is a very important role. To the swimmer you are the most important official on poolside.

The following attributes make a good timekeeper:

- ✓ Good hearing
- ✓ Good eyesight
- ✓ Good concentration – Not too much talking during the race
- ✓ Honesty – if you fail to start your watch on the start signal tell the Chief Timekeeper.

Information you need to know to be a Timekeeper:

### Prior to the Meet

- Report to the Chief Timekeeper (CTK) at least thirty minutes prior to the start time for the meet. The CTK will assign a watch and allocate you to a lane. You may use your own watch providing it is in good working order. Ensure the battery has sufficient charge.
- You will also receive a session programme from the Chief Lane Timekeeper on the lane you have been assigned to
- Check the watch you have been assigned is in good working order and that you are familiar with the functions of the watch. If you require assistance ask the CTK to help.
- You will require a pen to record your watch time on your session sheet.
- **Electronic timing:** When electronic timing is being used you will need to decide with your Chief Lane Timekeeper which backup button you are to use and where you will position it after each race. Your backup button should be operated with the hand you write with. Your stop watch is held in the other hand. You may need to practice starting and stopping your watch in this hand. The backup timing equipment starts when the start signal is given by the Starter so you don't have to worry about it at the start of the race. However you do have to start your watch.

### During the Meet

- Do not talk to the swimmers prior to their race unless they talk to you first.
- Prior to the start of the race the Referee will signal to the swimmers to prepare for the start of the race either by getting up on the starting blocks or into the pool (in backstroke) by a long blow of his/her whistle. For backstroke there will be a second whistle to bring the swimmers in the water up to the starting position. These whistles indicate to the Timekeepers that the race is due to start.
- At this point in time you should be fully concentrating and listening for the starting signal. It is recommended that you do not watch the Starter, concentrate on an object near you and listen carefully for the start signal. You may not always be able to hear the Starter say "Take your marks" so concentration following the Referees whistle is important to hear the start signal.
- The start signal is usually by electronic beep, but may be by air horn, gun, command or whistle.
- After the race has started inspect your watch and make sure it has started. If it has not started indicate to the CTK that you have missed the start by standing.
- During the race keep your watch in a safe position so that buttons cannot accidentally be knocked stopping the watch prematurely.
- If you are having problems with the function of your watch report it to the CTK.
- Keep track of the number of lengths the swimmer has swum. When the swimmer is about 15m (that is at the false start rope) from the finish of the race stand and position yourself at the end of the lane. If electronic timing is being used pick up your backup button. **Take care not to touch the top of the electronic touch pad as this may result in a false time.**

- When the swimmer has approx. 1.5m to go take your eyes off the swimmer and cast them down the finish wall of the pool and wait for the swimmer to touch the wall. As soon as you see the swimmer touch the wall, simultaneously press your backup button and stop your watch.
- Return to your seat and write your time on your programme beside the event and heat. When asked by the Chief Lane Timekeeper for your time show him/her the face of your watch and say the time you have recorded.
- Your watch may be examined by the following people, the Chief Lane Timekeeper, Chief Timekeeper or the Referee.
- **Do not** clear your watch until you hear the Referees whistle indicating for the swimmers to prepare for the next race.
- If you see a swimmer make a technical error, do not stop your watch and backup button until the swimmer touches at the end of the race. This is the responsibility of the inspector of turns, judges of stroke or the referee.
- You may be asked to take split times for a swimmer in a long distance race. Make sure you know how this function works on your watch. As the swimmer approaches the turn stand in the position you would stand in for the end of the race and wait for the swimmer to touch the wall (touch maybe made by the feet), record the time by pressing the split button. Report the time to the Chief Lane Timekeeper for recording.

### The Official Time

The official time for a swimmer is established by using the following rules:

- If all three watches disagree then the middle time is the official time.
- If all three watches agree then that is the official time.
- If two of the three watches agree then that is the official time.
- If there are only two good watch times for a swimmer at the end of the race, the times would be averaged. e.g. 1:24.60 & 1:24.66 = 1:24.63 official time, or e.g. 2:33.15 & 2:33.20 = 2:33.18 official time. (**Note:** Average up not down)
- If electronic timing is in use the electronic pad time is the official time. If the pad time fails the electronic backup button time is the official time. If both electronic pad and backup fail the hand held stop watch time is the official time according to the above rules.
- Good timekeepers on a lane should record times within 0 to 15 one hundredths of a second of each other. However a tolerance of up to 30 one hundredths of a second is acceptable.

### At the end of the Meet

- Return your watch to the Chief Timekeeper and report any problems you experience with it e.g. fading display, sticking buttons.
- You may keep your session sheet.

### Chief Lane Timekeeper

As you gain more experience you may be asked to be the Chief Lane Timekeeper. The duties of the Chief Lane Timekeeper are as follows:

- Report to the CTK and collect your watch, your lane assignment and the clipboard with the 3 programmes for your lane
- Ask the CTK for any special instructions e.g. if splits are to be recorded on long distance races
- Make sure the other two Timekeepers appointed to the lane are familiar with how their watch works, how to take splits if required and appoint one of them to take the splits.
- Make sure the Timekeepers assigned to your lane know when to clear their watch ready for the next race.
- Inspect the watch faces of the other Timekeepers on your lane at the end of the race.

- Record the 3 watch times on the time slip, in the same order as the 3 of you are sitting, at the end of the race and determine the official time. Sign the time slip and hand to the Chief Timekeeper or his/her assistant.
- If asked to record splits for a race do so on the appropriate form and hand to the Chief Timekeeper.
- Report any irregularities to the Chief Timekeeper.

### Chief Timekeeper

The Chief Timekeeper is responsible for:

- Allocating the watches and lanes to the Timekeepers and appointing the Chief Lane Timekeepers.
- Make sure all Timekeepers know how their allocated watch functions and how to operate the backup button.
- Start 2 watches at the beginning of the race.
- After the start of the race check for any Timekeeper who is indicating their watch has not started or has malfunctioned. Replace the Timekeeper or their watch with one of yours or from a spare that has been started.
- Taking the time of the fastest swimmer in the race and checking that all the watches on that lane are within the tolerance.
- Checking with the Referee for any special instructions e.g. recording split times.
- Replace any Timekeeper who is not performing their job to a satisfactory standard.
- Report any concerns to the Referee.
- Collect watches at the end of the meet.

### Inspector of Turns (IOT)

The Inspector of Turns (IOT) must read, know and understand the swim rules that govern swimming in New Zealand. You must be fair and make sure that the rules are complied with when making a decision. If a stroke rule for turning or finishing is broken you must be sure of what you saw. **There must be no middle ground, if there is doubt it must be in favour of the swimmer at all times.**

During the course of your duties as an Inspector of Turns you are required to observe the swimmers comply with the rules for swimwear. If you suspect an infringement immediately advise the Chief IOT or the Referee. DO NOT speak to the swimmer. The rules relating to swimwear are GR 5 and BL 8 in the FINA Handbook.

When appointed as an IOT at a National Meet you are required to report to the Chief IOT at least 1 hour prior to the start of the first session and at least 30 minutes prior to the start of subsequent sessions. If you are appointed as the Chief IOT you report to the Referee. There is likely to be an Officials meeting prior to the start of the first session. You are required to attend the meeting.

### Technique for observing turns

Just prior to the swimmer touching the wall, cast your eyes down the end wall of the pool to inspect the swimmer making the touch. Keep your eyes cast down the end of the pool until the swimmers' feet lose contact with the wall. Then look up to see if the swimmer is conforming to the stroke rules.

You may be assigned more than one lane to observe if there is a shortage of IOTs. If this happens and you have the swimmers in your lanes coming into the turn at the same time, concentrate on one swimmer coming into and leaving the wall. If the event allows, observe the other swimmer on the next turn. DO NOT try to observe two or more swimmers coming into the turn at the same time. If you do you may make the wrong call.

### **Start End Inspector of Turns**

The Inspector of Turns, assigned to the start end of the pool, begins his/her functions with the Referee's whistle in butterfly and breaststroke. At this stage you should move up to the side of the starting block but approx. 1 to 1.5m behind the swimmer and remain still. You are now in the correct position to step up to the side of the starting block to inspect the start as soon as the start signal is given. In backstroke and freestyle there is no need to watch the start. At the start signal, the Inspector of Turns should move up to the end of the pool and observe the start to ensure the swimmer complies with the stroke rules. Your jurisdiction at the start commences at the start and ends with the completion of the first arm stroke, at that stage the Referee or Judge of Stroke takes over. The Inspector of Turns at the finish end shall also ensure that the swimmers finish their race according to the current rules. Once standing the Inspector of Turns is to remain in position until the swimmer in their lane has completed the race. If the inspector of turns does not have a swimmer they are to remain seated. In freestyle and backstroke the Inspector of Turns at the start end of the race is to stand when the first swimmer passes the 15m mark to watch the turn/finish. Remain standing until the swimmer in your lane completes the race. Do NOT stay standing until all swimmers have finished unless you have observed a rule infraction by your swimmer at the finish. The Inspector of Turns at the finish end shall also ensure that the swimmers finish their race according to the current rules.

During 800 and 1500m events the Inspector of Turns at the start end must count the laps for the swimmer in their lane and they must signal to the swimmer he/she has two lengths plus 5m to swim. This signal can be either by whistle or bell. Lap counting forms are available from the Control Room Supervisor.

The Inspector of Turns may be required to operate a back up button for the swimmer in their lane.

### **Turn End Inspector of Turns**

All Inspectors of turns should stand up at the end of their assigned lane when the first swimmer passes the 15m mark and remain there until the final swimmer passes the 15m mark after they complete their last turn. The jurisdiction at the turn end commences at the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after the turn. Your role is to ensure the rules of the stroke are complied with.

For 800 and 1500m events the Inspector of Turns at the turn end of the pool is responsible for turning the lap counters. The lap counter is not to be turned until the swimmer has passed the 15m mark after the turn. (This is to allow for swimmers who look back to the lap counter after completing the turn.) The lap counter should be positioned on the side of the block nearest to the Chief IOT. The lap counters are not to be held at the water's edge. Once the swimmer has completed his last turn the lap counters are to be laid flat or removed from the pool deck. Lap counters for the next heat should not be put in place until the Referee's whistle to clear the pool is sounded.

### **Chief Inspector of Turns**

At New Zealand Championships and Competitions the Meet Director will appoint the Chief Inspector of Turns and assign lanes to the Inspector of turns at the start end and turn end for each day of the meet. The Chief IOT will report to the Referee of the day/session for instructions on how infringements are to be reported.

The Chief IOT shall instruct the IOTs of the SNZ Technical Advisory Committee protocol, regarding when to stand for the race and when to sit at the end of the race. The Chief Inspector of Turns will advise if there are any special rules that may be in place for the meet. You will also advise your Inspector of Turns

of the protocols in the event of an infringement – refer to notes below. Once you have been advised of an infringement **immediately** notify the Referee that a disqualification form is pending.

**Turn end:** For the long distance events (800 and 1500m freestyle) it is the responsibility of the Chief IOT at the turn end to ensure the lap counters are at the turn end of the pool prior to the session starting. Just prior to the event starting the counters should be placed on the end of the pool on the side of the start block nearest the Chief IOT and in a position that can be seen by the swimmer, displaying the correct number of laps remaining after the first turn. During the long distance events the Chief IOT keeps a running total of laps completed by the competitors in order to check the IOT lap counters are displaying the correct number of laps remaining. If an error is noticed advise the IOT to make the correction. Advise your IOTs not to engage in idle talk during the long distance events but to concentrate fully on what they are required to do.

**Start end:** The Chief IOT at the start end for long distance events is required to check with the Referee prior to the session as to how the signal for 2 laps and 5m remaining is to be given i.e. by bell or by whistle. If bells are to be used ensure they are placed safely under the IOT's chairs ready for use during the long distance events. If whistles are to be used ensure that all IOT's assigned to the start end for the session have their whistle with them prior to march on.

As Chief IOT at the start end you are required to keep a running total of the laps completed by the competitors and ensure that the IOT is ready to give the warning signal to the swimmer in their lane when he/she has two laps and 5m remaining.

### **Procedure for notifying the Referee of a rule infraction**

As an Inspector of Turns you must be sure of what you saw and be able to describe it to the Chief IOT (CIOT)/Referee if questioned. If you observe a stroke infringement during a race you should step down from the end of the pool. This will indicate to the CIOT you have an infringement pending. If the infraction happens at the finish of the race as IOT you would remain standing to alert the CIOT. The CIOT then comes to you to enquire what the problem is. As soon as you have the attention of the CIOT fill out the DQ form, taking care to include all the relevant information. The CIOT may take your place in your lane/s in your absence; however they would be required to also keep watch for any other IOT's with a pending disqualification. When you have completed the form hand it to the CIOT who will take it to the Referee.

The disqualification form must include the event, heat and lane number and the number of the rule infringed with a written description of the infringement. The wording must be in accordance with the rules. (See the SNZ Technical Advisory Committee's recommended wording for disqualification). It must also be signed by the IOT recommending the disqualification. If a protest is lodged against the disqualification you may be required to report what you saw to the Jury of Appeal.

The 'Recommended wording for disqualification' card is ONLY to be used after using the FINA rules to determine the rule that has been infringed. The recommended wording card is a GUIDE ONLY. If assistance is required with writing the disqualification form seek assistance from the CIOT ONLY.

### **Relays**

At the start and turns of the race the IOT's are to complete their duties as normal. During the changeover of swimmers you must check that the feet of the swimmer on the blocks do not lose contact with the block prior to the incoming swimmer touching the wall. You are also required to ensure the rules of stroke are complied with.

### **Technique for observing relay change over's**

Watch the feet of the swimmer on the block. Once the swimmers feet lose contact with the block look down immediately to see if the previous swimmer has touched the wall OR preferably try and position yourself so you can see both the feet leaving the block and the incoming swimmer touching at the same time.

### **Equipment**

- 2 Pens
- Session sheet/programme – will be given to you by the Chief IOT (CIOT)
- Disqualification forms\*
- Lap counting forms\*
- Whistle
- Rules sheet
- Recommended wording for disqualification card

It is recommended that you keep the above material in a folder. You are required to leave your folder at your seat while you are standing at the end of the lane during a race.

\* Disqualification forms - long and short course, start and turn end lap counting forms are available from the Control Room Supervisor.

All forms and cards mentioned in the equipment listed above can be downloaded from the SNZ web page [www.swimmingnz.org.nz](http://www.swimmingnz.org.nz)

The FINA rules relating to the start, the turn and the finish that apply to Inspector of Turns can be found within rules SW 5 to SW 10.

### **Rule Interpretation: Breaststroke**

FINA Rule SW 7.1 After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke, followed by a breaststroke kick.

### **Definition of 'arm stroke'**

The 'arm stroke' includes both the pull and recovery. Therefore, the first arm stroke is not completed until the hands are in position to start the second arm pull. The butterfly kick, followed by the breaststroke kick, must be completed prior to the commencement of the second arm stroke.

### **Officials' Jurisdiction: Backstroke**

When a swimmer swimming in a backstroke race leaves the position on the back to execute the turn and fails to touch the wall, the recommendation to the Referee for disqualification of the swimmer can come from either the IOT or the JOS. The disqualification can be made under either FINA Rule SW 6.2 'Left a position on the back during the race' or SW 6.4, 'Failed to touch the wall at the turn. The IOT would only use SW 6.4 as this is within the jurisdiction of the IOT, SW 2.6.2 '...commencing from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning'. The JOS may use either rule.

If the swimmer turns past 90 degrees towards the back and then returns to the position on the back, to complete the length, the disqualification would come from the JOS, as the swimmer would be outside of the jurisdiction of the IOT.

**Rule clarification:**

A commonly asked question is why a swimmer in freestyle, upon missing the wall at the turn, can scull back to make the touch but a swimmer swimming backstroke is not permitted to do so.

**Explanation:**

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

In freestyle 'the swimmer may swim any style' (SW 5.1), providing they are within the freestyle rules. Therefore if they do a tumble turn and miss the wall and go back to touch, it would be regarded as part of freestyle. The rule states that the touch must be made at the completion of the length.

Backstroke SW 6.4 When executing the turn there must be a touch of the wall with some part of the swimmers' body in his/her respective lane.

The rule clearly states that the touch of the wall must be made during the turn. Therefore if the swimmer fails to touch the wall during the turning action he/she is in violation of the rule.

**Clerk of Course**

The term marshal is widely accepted for local and regional meets. However, for some regional but definitely National and International Meets a Clerk of Course will be appointed.

Essentially both roles are the same. It is a very important role as you set the tone for the meet. Your main duty is to assemble (SW 2.4.1) and brief swimmers and if asked walk them to their starting positions.

In this role you need to make sure the swimmers are present when called and inform them of their lane and event number. Tell them what they are going to swim and give them any information you have been asked to pass on by the Meet Director e.g., anything out of the ordinary or special conditions they need to know.

For heats and finals all swimmers must report to the clerk of course. Failure to do so will be reported to the Referee by filling out a DQ form and giving it to the Referee. This would also apply if a swimmer who competes in a preliminary event fails to report to the marshal. This would not apply to meets that are operating a self marshalling system.

Any swimmer who transgresses SNZ's Code of Conduct while in the marshalling area should also be reported to the Referee who then decides the sanction. This could mean a disqualification.

If while assembling the swimmers you become aware that a combination of heats can take place then you should also report this to the Referee so that reseeding can be applied. In conjunction with the Control Room Supervisor the Referee will decide what will be done. If any changes are made then it falls to you to make sure all swimmers know.

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

In summary, the responsibilities of the Clerk of Course are –

- Report to Meet Director 1 hour before the session to obtain instructions/procedures for the meet relating to marshalling location, seating (sometimes numbered), and number of heats to be assembled behind the blocks at any one time.
- Obtain a session sheet from the Referee or Meet Director.
- Be positioned at a location where the swimmers can easily access you for reporting – check swimmers off as they report.
- Do not accept substitutes reporting for the swimmer – the swimmer involved must present themselves.
- At local and regional meets swimmers should be seated in appropriate rows – the front row being the next heat/final to enter the pool deck.
- Swimmers who have reported must not leave the marshalling area without approval from the Marshal/Clerk of Course.
- Older/experienced swimmers may find their own space – ensure each heat/final is called before sending swimmers to the pool deck.
- Check advertising – refer to FINA Rules GR 6 and BL 7.
- Check swimwear – refer to FINA Rules BL 8.1 and BL 8.2
- Obtain an up to date list of FINA approved swimwear from SNZ or from the FINA website [www.fina.org](http://www.fina.org)
- If asked to lead the swimmers to their start blocks for finals, assemble them in lane order before leading them across the pool deck. Stand at the edge of the pool, in line with the swimmers, until their race has started. Ensure all swimmers are present and in their correct lane.
- For heat sessions at New Zealand Championships and Competitions, swimmers are required to report to the Clerk of Course 4 or 5 heats prior to their heat. For final sessions swimmers are required to report to the Marshal 2 to 3 heats prior to their final. This may vary due to the location of the marshalling area in relation to the start end of the pool, or due to the race distance and number of heats. Any variation would be decided by the Meet Director and advised to teams at the Teams Briefing meeting held prior to the start of the meet. Tolerance will be required where a swimmer has 2 events in close succession or is required for a medal presentation and is unable to be in two places at once. In this situation ONLY, it is acceptable to have the team manager or coach report to the Clerk of Course in the swimmers' absence.
- For heats and finals a swimmer failing to report by the specified time for the meet will be disqualified. As Clerk of Course you will be required to complete a disqualification form and hand it to the Referee – refer to SW 2.4.2. This would also apply to an alternate who fails to report and is subsequently required for the race.
- Any issues around misconduct need to be reported to the Referee immediately.
- Remember, you are the first point of call for swimmers before their race. Some swimmers, especially new swimmers, will be inexperienced and nervous. How you speak to the swimmers and the level of organisation you have in place will go a long way to ensuring an orderly, stress free process. Be firm but fair and consistent.

### **Control-Room Supervisor (Recorder)**

The Control-Room Supervisor shall supervise the automatic timing operation and supervise staff and equipment in the recording area including the Assistant Recorder, the computer operators, the timing equipment operators and the clerical personnel. They must have a thorough understanding of the rules of swimming, the Hy-Tek Meet Manager Computer programme and the automatic timing equipment. The person appointed as Control-Room Supervisor is likely to be an experienced national qualified Referee. At New Zealand Championships and Competitions the Control Room Supervisor shall perform the duties of the Chief Recorder.

## **Duties of the CRS:**

### **Prior to start time**

- Arrive at the pool at the start of warm up, or shortly after. Report to the Meet Director and ask for any special instructions relating to the meet.
- Ensure the programmes for the session have been circulated to the competing teams, are available for sale to the public and are ready for the Technical Officials
- Make yourself familiar with the result print out from the automatic timing equipment
- Ensure all necessary forms are available (see list below).
- Instruct the Meet Manager operator to print the 'timing sheets' in lane order and hand to the Chief Timekeeper.
- Receive, and date, time and sign forms from team manager for changes to the relay teams
- Enter changes to relay teams in Meet Manager and prepare a print out containing the names of the swimmers. Circulate to the Announcer, the SNZ Selectors and the Referee. (Refer to SNZ Regulation 2.13)
- Check with the control room personnel that all equipment is working
- Be familiar with the rules for seeding heats and finals. (Refer to SNZ Regulation 5.1 to 5.3, FINA rule SW3)

### **During the meet**

- Check the results from the computer print out. If there is a problem with the print out that cannot be solved by standard methods then consult the Referee for a decision as to how to proceed.
- Prior to the start of the session discuss with the Referee his/her requirements for signalling to you 'all is clear' on poolside. If the Referee has made a judgment, on a results printout, then have the Referee sign it.
- If there are no problems with the printout check for clearance with the Referee, sign it and hand it over to the Recorder for import into the Meet Manager computer and publication of the results.
- Prior to the results being circulated check for potential swim offs and immediately advise the Meet Director. The swim off may be for the last position in the final or to determine first or second reserve placing.
- If a swim off is to take place advise the Referee and ensure Meet Manager is set up. Circulate the swim off programme to key officials including the Clerk of Course, Marshal and Announcer.
- Receive disqualification forms from the Referee and check the disqualification is made against the correct swimmer in Meet Manager.
- Immediately advise the Announcer to announce the disqualification, noting the time of the announcement on the disqualification form. A copy of the DQ form is placed in the offending swimmers' regions results box for the Team Manager to collect.
- Check the relay exchange printout (if available) and report any early takeoff/s to the Referee.
- Control the process of withdrawals after the heats and post finals sheets. (Refer to SNZ regulation 3.1 and 3.2)
- Be familiar with the rules for late withdrawal
- Receive, and date, time and sign forms from Team Manager for withdrawals
- When entering information into Meet Manager it is very important to cross check the entry with the computer operator to ensure no errors are made. This includes: results from the electronic timing equipment, disqualifications, withdrawals, relay team names, swim off results, advancement of the correct reserve into a final, and adjustment and reseeding to 800 and 1500m events made due to ensuring the rules for visiting swimmers is observed.

- After printing of the finals programme, before photocopying, check for errors again by going back through your paperwork.
- Protest forms in the first instance are adjudicated by the Referee. Ensure the Team Manager or team leader hands the protest form, accompanied by the current fee, directly to the Referee. (see SNZ Regulations for current protest fee.)

#### **At the end of the session**

- Thirty minutes after the result for the last heat is posted prepare the finals programmes, ensuring withdrawals have been processed and the reserve/s has/have been advanced to the final. Also check the correct swimmer from a swim off has been advanced to the final. Check the correct events are in the programme, in the correct order, and the regulations relating to the number of visitors advancing to the final have been complied with.
- The rules relating to the number of visiting swimmers permitted to compete in a final are contained in the SNZ Regulations. They vary from competition to competition. Check the ruling for each competition.
- Do not include relay names in the programme as relay team composition may change up to 30 minutes prior to the start time of the session in which they are to be swum.
- When satisfied that the finals sheet is correct have it photocopied and circulated in preparation for the finals session.
- When the long distance events (800/1500m) are timed finals keep an eye on the withdrawals. If a swimmer in the fastest heat withdraws ask the Meet Director to advise the next fastest swimmer, through his/her Team Manager or coach, they will be swimming in the evening session and not the morning session. It is also helpful to reseed the event and circulate an amended copy to all teams.
- Be familiar with the withdrawal rules for timed finals.(refer SNZ Regulations 3.2)

#### **At the end of the meet**

- Prepare all documentation relating to the meet in event order and pass over to the SNZ Events Manager. This is to include AOD printout, Meet Manager event result report, amended event reports, disqualification forms, withdrawal forms, relay forms, protest forms and penalty forms.
- Thank all personnel working in the control room during the meet. Don't forget the photocopier person and the person posting the results.

#### **Assistant Recorder**

The Assistant Recorder works very closely with and is under the control of the Control Room Supervisor.

Duties of the Assistant Recorder may include the following:

- Check results for New Zealand records and record the same on a running sheet. The sheet is passed over to the SNZ Events Manager for ratification.
- Note for New Zealand records: If a swimmer breaks a record in, for example, heat 4 and then his/her time is bettered in the next heat, both swimmers are recognised for the record. However, if 2 swimmers in the same heat or final go under the record time, then only the first swimmer is recognised. The logic behind this is that by the time the second person goes under the record the first person has already set a new record. Likewise if the swimmer in, for example, heat four broke the record and then the swimmer in heat 5 went under the record time that stood before the race, but didn't swim a time as fast as the time in heat 4, then only the swimmer in heat 4 would be credited with the record.
- Supervise the Meet Manager operator and check data entered into the programme is correct e.g.
  - results including the entry of electronic, backup or manual times
  - withdrawals
  - disqualification

- preparation for swim off, entering results of a swim off and judging the swim off swimmers in the Meet Manager programme to ensure the correct swimmer advances to the final
- Ensure that the following forms are available for Officials and Team Managers throughout the meet: disqualification form, withdrawal form, relay form, lap counting forms, Timekeeper split forms and protest form The forms can be found on the SNZ web page [www.swimmingnz.org.nz](http://www.swimmingnz.org.nz)
- Maintain scores for awards. See SNZ Regulations for details.
- Cover for the control room supervisor in his/her absence

### **Equipment required by the CRS and Assistant Recorder**

- SNZ Regulations and FINA Rules
- New Zealand records – age group and open records
- Copy of the meet flier
- Copy of the meet psych sheet
- Pens, ruler
- Tape
- Calculator
- Scissors
- Stapler
- Paper clips
- Highlighter pen
- White out
- SNZ Forms: withdrawal form, disqualification form, relay form, penalty form, protest form, lap counting form, Timekeepers split recording form, (copies of the forms are available on the SNZ webpage. Prior to each meet check on the web page for the latest version of the forms)

### **Judge of Stroke (JOS)**

The primary role of the Judge of Stroke is to ensure that every swimmer has a fair and equitable opportunity to perform and that the swimming is in accordance with the rules related to the designated stroke or event. The Judge of Stroke must know the rules and how to apply them. The rules must be applied to the swimming stroke being swum with uniformity whether it is a club, regional or national level competition.

### **Observation of the Swimmers to verify conformity with the Rules**

Although the outside lanes are the easiest to see, all assigned lanes must be watched equally. The Judge of Stroke's attention must be on the swimmers at all times. A pattern of observation should be developed that assures swimmers are judged fairly. The shift of eyes from head, to arms, to feet and from lane, to lane will vary. Positioning is the key to a good performance as a Judge of Stroke.

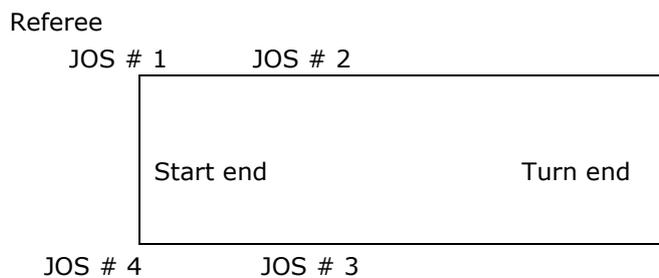
### **Rule Infringements**

#### **The stroke rule is either broken or it is not - there is no middle ground.**

When working as a Judge of Stroke, if you observe a rule infraction, fill out a disqualification form and take it to the Referee. The Referee will most likely be alerted to your pending DQ by the fact that you are out of position on poolside. The disqualification form must include the event, heat and lane number and the number of the rule infringed with a written description of the infringement. The wording must be in accordance with the rules. (See the SNZ Technical Advisory Committee's recommended wording for disqualification). It must also be signed by the JOS recommending the disqualification. If a protest is lodged against the disqualification you may be required to report what you saw to the Jury of Appeal.

### Pool side position for JOS

For New Zealand Championships and Competitions 4 Judge of Strokes shall be appointed. The Meet Director will allocate the Judge of Stroke to their positions, usually in the order of the day they will work as Referee. The Referee will advise you of any special rules that might apply to the meet and any other responsibilities that he/she may require the Judges of Stroke to undertake during the meet.



The Judge of Strokes assignment begins after the start of the race. At the start JOS # 1 & 4 stand in a position to inspect the swimmers comply with the rules of start for the stroke being swum. This is approx 5 to 7m from the start end.

In freestyle, backstroke and butterfly JOS # 2 & 3 need to be aware of the 15m mark and ensure some part of the swimmers' head has broken the surface of the water prior to or at the 15m mark. Watch the swimmers approaching you and ensure they are complying with the rules for the designated stroke. JOS's # 2 & 3 will also be required to drop the false start rope if a false start is signalled by the Referee or Starter. Prior to the session starting ensure you have checked how the false start rope mechanism works and that it is in operational order.

At the start of breaststroke races, JOS # 2 & 3 are in position to observe the swimmers head breaking the surface of the water before the hands turn inwards at the widest part of the second stroke. This is at approx. 10 to 14m from the start end. It will vary depending on the age and gender of the swimmers.

The above responsibilities are reversed for turns or starts (long course 50m events) at the turn end of the pool. For turns at the start end the procedure is the same as during the start.

After the start the JOS follow behind the feet of the last swimmer observing that the rules of stroke for the designated stroke are complied with. When the swimmers spread out, the lead JOS remains behind the feet of the lead swimmer/s, while the trailing JOS remains behind the feet of the last swimmer. When the swimmers turn your roles will reverse. In events e.g. 400m individual medley, where there is likely to be a big spread of swimmers it is necessary to be aware of where your fellow JOS is positioned. If he/she is caught up at the turn with swimmers still to complete the turn it may not be possible for them to be able to observe the 15m mark for the swimmers coming off the wall at the other end of the pool. If this occurs it is important that you position yourself to be able to cover this for your colleague. It is most likely he/she will have to cover for you at the next turn.

As JOS # 1 it may be necessary to fill in for the Referee if he/she is called away for any reason. Don't forget to have your whistle with you.

### Equipment

When working as a JOS you will need to have with you a whistle, pen, rulebook, and disqualification slips. These items plus any others you have should be positioned on poolside near you so that you can get them when you require them. Do not carry these items with you during the race. Your dress should be of a high standard as your role is a very visible one.

## **Starter**

Starting, in the sport of swimming, looks to most people simple, straightforward and easy. Well it can be – but it can also be difficult and involved. To keep it simple, straightforward and easy is the secret and is mainly in the hands of you, the starter.

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

Your voice and command must be clear but calm. Your requests, commands, or instructions should be at the same pace, the same level and given in the same manner each time. Say the words "Take your marks" as you would read them if they were written. Say it the same way you would say "take a seat" with no one word given more emphasis. Remember you are trying to keep the swimmers relaxed and ready, not make them nervous, anxious and hesitant.

A good Referee will only hand the swimmers over to the Starter when they are relaxed and ready. When this happens you need to decide when you feel they are as well and then give your command. Only when they are all stationary do you give the start signal. If the swimmers do not settle, the command to "stand up" or "relax swimmers" (backstroke for example) should be given, then when they are settled, asked to take their marks again.

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

Be firm and clear on your comments and recommendations to the referee. With this in mind, detailed below are some of the details regarding rules and requirements for starting in the sport of swimming.

### **National Competitions and Championships**

There are normally two starters appointed. The idea is to share the races with one starter for men's races and the other for women's races. It is recommended that both Starters assist each other, work as a team and look for advice and comment on each other's starts. Assist, if requested by the Referee, with the false start rope while the other Starter starts.

Your position should be approximately five metres from the end of the pool and in an area where you can clearly see all of the starting platforms and swimmers clearly. You should be able to see all the swimmers from lanes 1 to 8 or 0 to 9 without looking back and forth or up and down. If you are unable to do this, then reposition yourself or think about your ability to start! Test this out during the warm up period when the outside lanes are practising starts. Work with the Referee prior to the start of the session to find the optimum position for you both to enable you both to perform your duties.

You should be familiar with the equipment you will be using at the competitions you will be appointed to. Pencils/pens and the SNZ rulebook and regulations along with a FINA book should be in your possession plus an up-to-date programme or session sheet from the organisers.

### **FINA Rules for Starters**

The following FINA rules are relevant to starters

SW 2.3	Starter
SW 2.4	Clerk of the Course
SW 4	The Start
SW 6.1	Backstroke

To assist you in starting, a good sound knowledge of all strokes is recommended. These rules are

SW 5	Freestyle
SW 6	Backstroke
SW 7	Breaststroke
SW 8	Butterfly
SW 9	Medley Swimming
SW 10	The Race

Most Starters will already have their Inspector of Turns qualification, which covers these rules. However a starter can be just that with no other official qualifications. It is even more advantageous if, as a starter, you also have a Referees' qualification. A Starter and Referee work very closely together and a Referee will on many occasions confer with the Starter.

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

### **Duties of a Starter**

- Report to the Referee 1 hour before the first session and at 30 minutes before for subsequent sessions. Discuss the procedures and requirements you or the Referee may wish to follow, to ensure you work as a team.
- Check all equipment. Starting blocks should be firm, ready and not slippery. The sound system for you and the swimmers needs to be checked along with the starting signal.
- Check the starting podium area is clear from obstruction and distractions.
- False rope should release easily and fall evenly over all lanes. Ensure outside lanes are fully covered with the rope.
- Check with the other appointed starter, ensure you agree on procedures and who is starting which races.
- Check with the automatic timing device operators before the commencement of each session that the start system and computers are functioning correctly.
- Watch for the clearance signal indicator from the control room that they are clear and ready for the next race. Pass this on to the Referee. If a podium is being used stand down while waiting for the clearance signal and step up when this has been received.
- Advise the Referee of any misconduct or incidents that affect you or the starting of the race.
- When the race is in your hands, instruct the swimmers in a manner that ensures you have control. Do not let the swimmers control you or the start.
- If after the start signal is given you are unhappy with the start you are able to stop the race even if the Referee has not indicated to do so. Use the false start signal to stop the race.
- Check to ensure that the false start rope is ready to be activated and someone is in control of that.
- Know which race you are starting, i.e. Event 23, 200 metres Backstroke, Heat 3
- Mark in your programme the completed races and any relevant notes you wish to record of incidents or infringements. This assists you in any later discussions.

### **Role of a Starter**

As with all swimming Officials, a high standard of expertise, attitude and personal appearance is expected. This will convey to the swimmers and public that you have confidence in yourself, and your position. You must be fair, consistent, and decisive. Remember you are in control when nothing else is happening. The people in the pool area are watching the swimmers reaction to your instructions and signals. You may have many observers and critics. As long as you are confident, positive and decisive you will not be aware of the pressure that can be placed on you.

You are there to ensure that each swimmer has A FAIR AND EQUAL OPPORTUNITY FOR A GOOD START. Quite simple. If you achieve this, you have done a good job. It is a great challenge to consistently achieve the role of a Starter as described above.

## Referee

Becoming a Referee is the final step in the process of becoming a fully qualified Technical swimming Official. It means that the Official will have been involved for a number of years and have passed theoretical and practical qualifications for Inspector of Turns and Starter, and experience as a Recorder is also very valuable in becoming a good Referee.

Before applying for the Referee's qualification check and make sure you can answer "yes" to the following questions.

- Do I have a comprehensive knowledge of the FINA and SNZ rules and regulations and their application?
- Am I able to make quick and accurate decisions?
- Can I work under pressure for long periods of time without panicking or losing my composure?
- Am I able to deal with people who are at times irate, in a manner that is fair and causes the least amount of disruption and public awareness?
- Can I accept and act on other people's recommendations and decisions?
- Am I prepared to make decisions that are hard and perhaps unpopular rather than take the easy way out and give "the benefit of the doubt" and take no action?
- Can you honestly say you saw it and not that you 'thought' you saw it?

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

Remember that the Referee is responsible for all aspects relating to the competition. Your decision and actions have a large effect on the conduct of a swim meet and on each individual swimmer's chances and aspirations. Do your job well and the meet will run smoothly and the majority of those involved will be satisfied.

The following points briefly outline the duties of the Referee:

- Arrive at the pool at least 1 hour before the session is due to commence and report to the Meet Director – check for any special instructions e.g. entries, programme.
- Be aware of any special conditions of the meet. You will find these in either the SNZ Regulations or the meet flier. Have a copy of the meet flier and SNZ Rules and Regulations with you at the meet.
- Check the availability of Officials and make changes or replacements (in conjunction with Chiefs or the Meet Director).
- Check starting blocks, backstroke flags, false start rope, 15m marks, starting equipment, and timing equipment to ensure it meets the requirements as per the Facility Rules in the FINA Rule Book.
- Check the general pool set up for potential foot traffic flow problems or health and safety issues. Report any concerns to the Meet Director or pool staff.
- Meet with key Officials and issue any instructions that may be necessary – e.g. special meet requirements, signals for clearing the pool, notification of disqualification, etc.
- Before the start of the first race check with key Officials to ensure that Officials under their direction are present and that all is in readiness.
- At the start of each race give clear whistle and arm signals after checking that all competitors and officials are ready. Whistle signals must be sharp, long and loud enough for all swimmers and pool deck Officials at both ends of the pool to clearly hear them. The backstroke whistles should be of equal loudness and length and the clear the pool whistle should be two short but distinct blasts. Your

whistle is your best mechanism for control of the meet. Your whistle should be able to be heard all around the pool. It is important that the time keepers hear you, all the Officials and the public that you are about to start a race. It is not just for the swimmers.

- Only place swimmers in the Starters' hands after they have all settled.
- Discuss with the Starter the action to be taken in the case of a false start. Look for the Starter's recommendation.
- If a false start occurs have the Starter activate the false start signal on the starting mechanism, if he/she hasn't already done so, or by sounding your whistle for several loud blasts. Ensure the false start rope has been lowered by the judge of stroke.
- During the race, keep an overall observation of the swimmers and Officials in and around the pool.
- At the finish of the race, clear the pool with two short sharp definite whistle blasts.

### **At the end of the race**

Immediately after the race has finished check that all the Chief Inspector of turns and the Judge of strokes have returned to their position, i.e. returned to their chairs or if it is a finals session or heats session returned to their position in preparation for the commencement of the next race. If they're not where you would expect them to be, they are most likely dealing with an infraction issue and you would expect a report would be pending. If a rule infraction is indicated, immediately signal the Control Room Supervisor to hold the results. Check the disqualification form and get clarification from the Official making the recommendation, if necessary. If you accept the disqualification sign the form and pass it over to the Control Room Supervisor for processing with the results.

The disqualification form must include the event, heat and lane number and the number of the rule infringed with a written description of the infringement. The wording must be in accordance with the rules. (See the SNZ Technical Advisory Committee's recommended wording for disqualification). It must also be signed by the Official who witnessed the infringement. Ensure you check all of the above is correct. If you are not completely satisfied send it back to the Official and have it re-written, or, do not accept it. You may need to question the Official recommending the disqualification in person. Attention to detail at this point may reduce the likelihood of a protest, which could result in the swimmer being expunged, due to careless work by officials, when he/she should have been disqualified.

### **Over the top starts**

At some National Meets over the top starts are used for the heats sessions. This information will be given to you by the Meet Director at the Officials meeting. However, during some heats sessions there will be timed finals events. You are required to clear the pool prior to starting these events.

### **Protests and Jury of Appeal (see General Rules 9.2 and 9.3 in the FINA Rule Book)**

The protest form is to be handed to the Referee with the \$50.00, (or sum determined by SNZ) within 30 minutes of the completion of the event in which the incident occurred. The Referee is to consider the protest and make a decision and advise the Team Manager of the decision and state the reason. If the Referee rejects the protest the region has the ability to request the Jury of Appeal to consider the protest. If the team leader advises you that they wish to appeal your decision refer them to the meet director. It is the responsibility of the Meet Director to assemble and convene the Jury. The Jury's decision is given to the Referee before the person making the protest is advised.

If the protest is received before the race is run, the swimmers in that race must be informed the race is being swum under protest and the result will be held until the protest has been adjudicated. You will need to instruct the announcer to announce "the race will be swum under protest". If the referee upholds the

protest they need to advise why. Any discussions by the Jury of Appeal are not for public knowledge and only the decision will be released.

### **Conclusion**

To be a good Referee you must be able to keep up to date with rule changes and interpretations. This means reading information that is available from time to time from SNZ and publications such as *FINA News* ([www.fina.org](http://www.fina.org)). Like most things “practice makes perfect”. Therefore the more often you act as an official or attend swim meets and observe and listen to senior Referees the better you will become. Always remember that your main objective as a Referee is to ensure every competitor gets a fair and equal opportunity to achieve their goals when competing and complying with FINA rules and SNZ Regulations.

The skills and protocols you learn at a National Meet should be practised in your region. This will allow you to practice and will set a good example for developing Officials from your region.

As a Referee you are always learning. There is seldom, if ever, a meet you would attend that you do not learn something. It is recommended that you keep a log of all the meets you have officiated at as a Referee.

### **Referees Qualification**

The qualification is in two parts – the first of which is an oral theory test that must be taken and passed before the second part, which is a practical session. A high standard is applied to both parts with a pass mark of 80% required for the theory test.

#### Theory

This oral test is taken by the national examiner and will take approximately one to one and a half hours to complete. An extremely good knowledge and understanding of the SNZ Constitution and Regulations, and FINA rules SW1-13, FR2 and 4, and GR 6, 7 and 10 and OWS 1-7 is essential. It is mandatory for every Referee to have a personal copy of the current rules with them on pool deck. A summary booklet covering these rules is available from SNZ or your Regional Association. A score of 80 percent or better will result in a pass.

#### Practical Session

The practical usually requires the candidate to act as Referee for one complete session of a major swim meet. If the examiner considers that because of the standard of the meet or for other reasons the test of ability to referee has not been fairly tested it may be necessary to require the qualification to continue over an additional session.

### **Meet Director**

- Appointed Meet Director is usually a member of the SNZ Technical Advisory Committee; however, the committee may delegate this responsibility, if necessary.
- Appointment will be made by the SNZ Technical Advisory Committee and confirmed by SNZ.
- Meet Director has jurisdiction over all matters not assigned by the rules to the Referee or other Officials and shall have power to postpone events and give directions consistent with rules adopted for conducting any event (SW1.1).
- Contact and liaise with the organising committee.
- Refer to the list of appointed Technical Officials and liaise with the organising committee to fill any vacant positions.
- Meet with the organising committee or at least the OC chairman and/or secretary and check all matters pertaining to the Championships.

- Attend a swim meet being run by the organising committee and Region hosting the Championships. Check the pool, facilities and all equipment that will be used for the national meet. Event Manager to check the administration requirements.
- Ensure all SNZ forms are available – Withdrawal, Disqualification, Relay Entry, Protest, Lap Counters, SNZ Record Applications.
- Check the day before the start of the Championships that everything is in order.
- Convene meetings of Officials and Team Managers. (SNZ will provide a template of topics to be covered at the meetings). In conjunction with the SNZ Events Manager answer any queries regarding the meet, facilities, and technical rulings. Cover the withdrawal rule, warm-up procedure, and any other requirements that may be necessary to ensure the control and efficient running of the meet.
- Assign the Referees to a day of the meet.
- Assign the Chief Inspector of Turns to an end and a day for each day of the meet.
- Assign the Inspector of Turns to an end and a lane for each day of the meet.
- Check all Officials have signed in for each session and assign replacements where required.
- The Meet Director shall always convene the Jury of Appeal and select suitably qualified Officials to sit on the Jury. It is recommended the members of the Jury be published for each day of the meet.
- Check with the Referee/s of the day to ensure that everything is satisfactory.
- Protests – The protest form to be handed to the Referee with the \$50.00. The Referee is to consider the protest and make a decision and advise the Team Manager of the decision and state the reason. If the Referee does not accept the protest and returns it to the team manager the region has the ability to request the Jury of Appeal to consider the protest. At this time the Meet Director will convene the Jury of Appeal and chair the discussions, advise the Referee and Regional Team Manager of the outcome of the Jury.
- Liaise with SNZ representatives, organising committee, key Officials, pool staff/management as required during the meet to ensure smooth conduct of the competition.
- Swim Off – In conjunction with the Referee/s decide when any swim off shall be held.
- Late withdrawal – advise the swimmer’s Region of the late withdrawal fee (set by SNZ). Enforce the late withdrawal fee if the swimmer fails to compete. Applies to finals, (including alternates for finals), semi finals and timed finals but not heats.
- The Meet Director will work closely with the Assessors and at times may also fulfil the roll of one of the Assessors or contribute his/her observations.
- Forward a written report of the meet to the TAC covering all aspects including technical matters, rulings, officials, organisation, equipment, Team Managers, Swimmers, Coaches, and the general running of the Championships. Copy of the actual list of Officials attending each session to be included in the meet director’s report.

## **Current Criteria for National Qualifications**

### **Inspector of Turns**

Regionally qualified and completed 5 centre/region or sanctioned meets as an IOT.

### **Starter**

Regionally qualified and completed minimum of 5 centre/region or sanctioned meets as a starter. Prior to application being accepted recommendation from a member of the SNZ TAC is to be obtained.

### **Referee**

Regionally qualified and completed a minimum 5 centre/region or sanctioned meets as a Referee. Prior to application being accepted recommendation from a member of the SNZ TAC is to be obtained.

Prior to being assessed as a National Referee, the candidate must have passed the National IOT and Starters qualifications, both theory and practical, and held the most recent one for a minimum of six months.

**If a candidate is considered suitable and ready to be assessed after a lesser number of meets or period he/she could be accepted by the SNZ TAC examiner for that region.**

\* Sanctioned Meets: Applications can be received from centre/regions for meets that are of a high standard and run like Championships to be classified as sanctioned meets. For example: Level 1 meets in Auckland, large club meets run with full complement of officials within FINA or SNZ Rules.

# National Qualification Application Technical Officials



**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home Ph No:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Registration No:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Region:** \_\_\_\_\_ **Club:** \_\_\_\_\_

Existing Qualification	Region Month/Year	National Month/Year	Qualification Requested
I.O.T			IOT
Starter			Starter
Referee			Referee

**Proposed Venue/Date** \_\_\_\_\_

Dates of Regional Meets where candidate has officiated

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Examiner** \_\_\_\_\_ **Signature** \_\_\_\_\_

**To be eligible to sit a National Qualification the following condition must be met:**

Inspector of Turns Regionally qualified and completed minimum of 5 region or sanctioned meets as an Inspector of Turns.

Starter Regionally qualified and completed minimum of 5 region or sanctioned meets as a starter.

Referees Regionally qualified and completed a minimum 5 region or sanctioned meets as a referee.

To sit the National Referees qualification the candidate must have passed the National IOT and National Starter qualifications and held the most recent one for minimum of six months.

**Please send this Application Form to the Technical Advisory Committee member that covers your region who will contact you to organise your assessment day and time.**

Upper North Island	Central North Island	Lower North East	Upper South Island	Lower South Island	Lower North West
Ross Bragg P.O. Box 125212 St Heliers Auckland 1740 Ph: 09 521 1326 027 205 9885 <a href="mailto:ross_bragg@xtra.co.nz">ross_bragg@xtra.co.nz</a>	Dave Beattie 201 Kauri Road Onewhero R.D.2 Tuakau Ph: 09 232 8523 027 505 4673 <a href="mailto:davebeattie@clear.net.nz">davebeattie@clear.net.nz</a>	Matt Meehan 20 Portage Place Whitby Porirua 5024 Ph: 04 2341926 021 322645 <a href="mailto:mattmee@nz1.ibm.com">mattmee@nz1.ibm.com</a>	Lesley Huckins 12 Villa Grove Upper Riccarton Christchurch Ph: 03 343 1320 021 179 7693 <a href="mailto:huckinz@xtra.co.nz">huckinz@xtra.co.nz</a>	Lyn Sutherland 7 Moana Street Invercargill Ph: 03 217 4961 021 710 029 <a href="mailto:lyn.suth@xtra.co.nz">lyn.suth@xtra.co.nz</a>	Dianne Farmer 23 Newcastle St Palmerston North Ph: 06 356 4167 027 2708340 <a href="mailto:d.farmer@xtra.co.nz">d.farmer@xtra.co.nz</a>

**Office use only**

Enrolment form received \_\_\_\_\_ Pass slip received in office \_\_\_\_\_

Date Examiner Advised \_\_\_\_\_ Badge and letter sent \_\_\_\_\_

Entered in database \_\_\_\_\_

## Officials Assessment System

SNZ has a competency based assessment system for:

- Referees
- Starters
- Judge of Stroke
- Control Room Supervisor

The process includes:

- Appointment of Assessors by the TAC for each National Competition
- Notification by SNZ to those being assessed
- At the beginning of the meet Assessors will talk with the Officials being assessed to explain the assessment system further and answer any questions.
- The Official will be assessed for 2 sessions (more if required) on the criteria applicable.
- A feedback session will take place between the Assessor and the Official after the finals session or the following day.

The main aim of the system is to help improve the performance of all Officials by educating and providing positive constructive feedback in a transparent manner in relation to the duties required as a Referee, Starter, Judge of Stroke or Control Room Supervisor. Assessors will also act as mentors where Officials can ask questions in friendly informal situations.

At each competition, Assessors will assess Officials against the competencies required for each position.

The Assessment Documents can be found on the following pages.

## Technical Advisory Committee

The SNZ Technical Advisory Committee (TAC) is made up of a Chair and representatives from the following areas:

- Upper North Island – Ross Bragg
- Central North Island – Dave Beattie
- Lower North East – Matt Meehan
- Upper South Island – Lesley Huckins
- Lower South Island – Lyn Sutherland
- Lower North West – Dianne Farmer

The key areas of the TAC include:

- that all SNZ rules, regulations and interpretations meet FINA requirements, and these are implemented consistently throughout the country,
- provide recommendations to the CEO on National and International Technical Official appointments,
- recommend the education, training and professional development of National Technical Officials,
- recommend the SNZ technical qualifications and certification criteria
- providing advice and recommend a technical manual for distribution to candidate Officials
- provide advice, guidance and interpretations on technical issues, rules and when required
- act as Meet Directors for SNZ Competitions or delegate when required.

- complete National qualifications
- conduct technical seminars as required to ensure that SNZ rules, regulations and interpretations are implemented consistently throughout the country.

**Jo Davidson**

*Chair*

20 Killygordon Place  
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09 375 1091 bus ph  
09 375 1096 bus fax  
09 833 9562 hm ph  
021 629 224  
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**Dave Beattie**

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**Matt Meehan**

*Lower North East*

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- Wairarapa  
- Wellington

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- Canterbury West Coast

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**Lyn Sutherland**

*Lower South Island*

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**Dianne Farmer**

*Lower North West*

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- Manawatu  
- Taranaki

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## Standard Forms

SNZ has the following Standard Forms for Officiating

- Withdrawal Form (previously Scratching Form)
- Disqualification Form
- Disqualification Wording Card
- Penalty Form
- Protest Form
- Relay Entry Form
- Lap Counting Forms – long course and short course, start end and turn end
- New Zealand Record Form
- FINA rules SW 5 to SW 10

These can be found on the SNZ website at the link below

<http://www.swimmingnz.org.nz/competition/standard-forms>

## Further Information

Further information on SNZ, swimming rules and regulations, Competitions, Technical appointments and Officials Newsletters can be obtained from SNZ and FINA [websites](#).

SNZ has the latest New Zealand rules as handbooks or you can download the information from the website under Competition/Technical Information.

### **Swimming New Zealand**

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Fax 04 560 0400

[events@swimmingnz.org.nz](mailto:events@swimmingnz.org.nz)

[www.swimmingnz.org.nz](http://www.swimmingnz.org.nz)

### **FINA**

[www.fina.org](http://www.fina.org)