



World Para Swimming Technical Officials Operating Manual

2018

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Message from World Para Swimming

World Para Swimming has the pleasure of presenting the World Para Swimming Technical Officials' Operating Manual. The material has been developed to assist in the instruction of swimming technical officials to officiate at competitions. It is the goal of World Para Swimming to provide an instructional manual that will support consistent officiating throughout the world.

This manual describes the procedures and responsibilities when working at World Para Swimming sanctioned competitions (e.g. World and Regional Championships, Paralympic Games). National and local meets (even those that are World Para Swimming approved events) may use different procedures and responsibilities to cater for the experience, expertise and number of qualified para-swimming officials.

The manual presents information and checklists of the responsibilities for the preparation and officiating at competitions.

World Para Swimming

1 Introduction

This manual will assist Technical Officials to officiate at any event where Para swimmers are competing. In this updated edition World Para Swimming aimed at giving you more practical support in your daily work as a World Para Swimming Official.

It is important that it be read in conjunction with the current World Para Swimming Rules and Regulations. World Para Swimming has used FINA rules as a basis for the swimming and stroke rules; adding exceptions in accordance with the athletes' abilities to perform the stroke.

World Para Swimming has its own Rules and Regulations (The Rulebook). The World Para Swimming Rules and Regulations should be at hand when officiating at competitions where Para swimmers are participating. The rulebook is available to download from <http://www.paralympic.org/swimming/rules-and-regulations>

The knowledge you have from officiating at competitions swum under FINA rules will assist you greatly in looking for and understanding the World Para Swimming Rules and Regulations.

It is very important however, that all officials read, study, understand and refer to the World Para Swimming Rules and Regulations for all rulings.

- World Para Swimming compiled a list of exceptions to FINA rules which shall be used when officiating Para swimmers; this is known as the 'Codes of Exception' and can be found in Appendix 2.
- Rule violation decisions made as an official must ensure any applicable codes of exception have been considered. You may note that some codes of exception that have been discontinued or are obsolete may still appear on some documents from time to time. These are no longer applicable and may be disregarded.
- Any disqualification should be reported to the Referee, on the World Para Swimming Disqualification Form, a sample form can be found in Appendix 1.
- The Disqualification Form should be clearly and neatly completed with no corrections, filling out all the sections required, but also not giving more details than needed. Note: If the relevant rule has more than one part then it is necessary to make clear in the additional information which section of the rule the violation occurred.

All swimmers are to be judged fairly, without exception and treated equally within the rules and regulations of World Para Swimming.

- It is important that you as an official are able to carry out your duties without distraction or influence of feelings for the athlete in or out of the swimming pool, and to remain completely independent from any affiliation or association.

- All assistance must be the responsibility of the authorised volunteers or team support staff (SS). Refer to Rule 2.8.
- As an official you are to refrain from giving assistance to the swimmer into or out of the pool. Swim officials may, if asked, 'give a helping hand' to a swimmer getting up onto the starting platform.

1.1 Philosophy of officiating

To be an official is a privilege and honour. It is a job which will give you immense satisfaction, admiration for the athletes and a sense of personal accomplishment.

All officials should strive to:

- Have the knowledge required to perform all duties efficiently
- Plan ahead and be proactive
- Be unobtrusive and not be obvious on deck
- Be honest and fair to all
- Be consistent, all competitions should be ruled the same
- Give maximum effort, ensure you are rested and ready
- Never anticipate a violation or target a swimmer
- Look professional and conduct yourself calmly and consistently
- Always use common sense
- Remember you are part of a team
- Reflect on how you performed, self-evaluate and learn from each experience on pool deck
- Enjoy all aspects of the competition

1.2 Officials Engagement Protocol and Code of Ethics

All certified Technical Official's (TO's) and Technical Officials in Training are required to read, sign and adhere to the IPC Officials Engagement Protocol and IPC Code of Ethics prior to attendance at an World Para Swimming Training Course.

1.3 Classification

To ensure competition is fair and equal, all Paralympic sports have a system in place which ensures that winning is determined by skill, fitness, power, endurance, tactical ability and mental focus, the same factors that account for success in sport for able bodied athletes.

This process is called classification and its purpose is to minimise the impact of impairments on the activity (sport discipline). Having the impairment thus is not sufficient. The impact on the sport must be proved, and in each Paralympic sport, the criteria of grouping athletes by the degree of activity limitation resulting from the impairment are named 'Sport Classes'. Through Paralympic swimming categories - or classification - it is determined which athletes are eligible to compete in a sport and how athletes are grouped together for competition. This, to a certain extent, is similar to grouping athletes by age, gender or weight.

Classification is sport-specific because impairment affects the ability to perform in different sports to a different extent. As a consequence, an athlete may meet the criteria in one sport, but may not meet the criteria in another sport.

To compete at international level, an athlete must be classified by an International Classification Panel and their decision overrules any previous classification decision taken by a national classification panel.

Swimming caters for three impairment groups - physical, vision and intellectual.

To ensure that a competition runs according to World Para Swimming Rules and Regulations, it is essential that technical officials have a basic understanding of classification and sport classes.

Technical Officials and Classifiers work as a team to ensure that a competition runs efficiently and according to the defined rules and regulations.

1.3.1 Sport Classes

The sport class names in Swimming consist of a prefix "S", "SM", or "SB" and a number. The prefixes stand for the event and the number indicates the sport class the athlete competes in the respective event.

The prefixes are:

- S: Freestyle, Butterfly and Backstroke events
- SB: Breaststroke
- SM: Individual Medley

The numbers are:

- Physical impairment: 1 – 10
- Vision impairment: 11 – 13

- Intellectual impairment: 14

1.3.2 Physical impairment

There are ten different sport classes for athletes with physical impairment, numbered 1-10. A lower number indicates a more severe activity limitation than a higher number.

You will notice athletes with different impairments compete against each other. The impact of their impairment on swim performance, however, is similar.

Classification is carried out by a Classification Panel, which comprises of a Medical Classifier and a Technical Classifier.

There is a three part process to classification:

- Physical Assessment
- Technical Assessment
- Observation Assessment in Competition

During the Technical Assessment (water test) the classifiers are identifying any potential for disqualifications due to stroke rule violations. Based on their assessment they will allocate possible rule exceptions called 'Codes of Exception' (Appendix 2). The swimmer will be informed of this.

During competition classifiers are located at a suitable viewing position in the stands to observe the athletes and confirm their sport class.

1.3.3 Vision impairment

Swimmers with vision impairment compete in sport classes 11, 12 and 13, with 11 meaning a complete or nearly complete loss of sight and 13 describing the minimum eligible vision impairment.

For athletes in sport class 11, it is mandatory for them to have a tapper, who indicates to the swimmer that they are approaching the end of the pool and must turn or finish. Additionally S11, SB11 and SM11 athletes are required to compete with blackened goggles, with the exception of those athletes who have prosthetics in both eyes.

Vision is impacted by either an impairment of the eye structure, optical nerves or optical pathways, or visual cortex of the central brain. The classification panel consists of an ophthalmologist and an optometrist. Observation assessment is not required for athletes with vision impairment.

1.3.4 Intellectual impairment

Sport Class 14 is for athletes with Activity Limitations that result from an Intellectual Impairment.

Physical & Technical assessment is referred to as the 'Sport Cognition Test Battery' consists of a series of tests on 4 different components of sport cognition.

Observation assessment consists of a video race analysis for the purpose of determining the relative stroking speed of the swimmer.

1.4 Codes of Exception

- Based on the swimmer's abilities assessed during classification, the exceptions are coded using the Codes of Exception (Appendix 2).
- Codes indicate the requirements and exceptions that may apply to individual swimmers.
- Codes are made up of capital letters for the start and numbers for the swimming strokes.
- Knowledge and understanding of these codes will assist you in the overall officiating and ruling throughout the competition.
- The codes of exception should be included on your start lists alongside the applicable swimmer.
- The codes of exception are referred to if a rule violation has occurred – do not use this information on its own to officiate: it is a guide.
- For health and safety reasons, the TD may, in his/her discretion, allocate an additional Code(s) of Exception to an athlete(s). Such code(s) are applicable only for that competition and will not appear in the World Para Swimming Classification Master List.

Some tips:

- The codes are best transferred into the meet manager program to produce the start lists for competitions. If no such software is available, the classifiers and technical officials should work together to code the start lists, prior to the session.
- All codes of exceptions for swimmers who have an international classification and are licensed may be found on the World Para Swimming website.

1.5 Before Competition

All ITOs are expected to assist the TD/ATD/Management with checking swimwear, starting and tapping devices, the facilities, and any other requirements of the TD in the days before competition begins.

1.6 During competition - Classifiers

The assigned Chief Classifier will have the classification information available on all international level swimmers at the competition and the Meet Management has to ensure that the appropriate information about the sport classes is available on the start lists. If there is no Chief Classifier assigned to the meet, the Meet Management still has to ensure that the appropriate information about the sport classes is available on the start lists (which can be found on-line).

- The Chief Classifier can verify the information on the start lists and confirm the coding to the technical officials via headset communication (at selected meets).
- The primary purpose of contacting the classification team is to verify information in order to assist a technical official in making a decision.
- Classifiers are not permitted to officiate.

2 Referee

The Referee will be appointed by the Technical Delegate. At World Para Swimming Competitions ideally 4 referees will alternate during the competition, but sometimes other ITOs are given the opportunity. Only the most experienced and confident ITOs will be appointed as Referee. Normally there are two Referees appointed to each session;

- One will be appointed to look after the women's races and the other the men's races.
- The off duty Referee may be asked at any time to look after the other Referee's race/s while they attend to an issue.
- In 50 metre events it is preferable to have the additional Referee finish each race and signal by way of the whistle for the swimmers to leave the water. This avoids the necessity of each Referee having to walk the length of the pool to finish their race. In practice, make sure you agree beforehand which areas you both will be responsible for covering (eg. Starting Referee - takes responsibility for Start only, or until the head breaks the surface, or after the first arm stroke has been completed. The finishing

Referee – takes control of the race and finish). Discuss these processes with the other Referee and TD early in advance!

The Referee;

- Has to have an excellent working knowledge of the Codes of Exception (Appendix 2) and the World Para Swimming Rules and Regulations.
- Is required to attend the Team Managers' Technical Meeting.
This meeting is to explain to Coaches, Team Managers and Referees where offices are located and the protocols to be followed for medals, protests, anti-doping etc. and to check starting and tapping devices.

2.1 Duties of the Referee

2.1.1 Before the Session

- Check all the equipment on the pool deck; ensure that it conforms to the requirements of the competition. Confirm the starter/s have checked the starting equipment and are satisfied that all is okay, both ends if necessary.
- You are in control and have authority over all swim deck officials that have been appointed for the competition.
- It is important that your officials know what will be required of them. As one of the session referees, you will lead the ITO/NTO briefing before each session.
- Introduce yourself to the Automatic Officiating Equipment (AOE) Personnel, Announcers and pool staff members that are responsible for the equipment, etc.
- Introduce yourself to the Clerks of Course, and become familiar with their procedures.
- You may be required to be on deck before the session at a specific time to check medical taping.

2.1.2 During the competition

- Before each race, you will need to take note from your programme which swimmer/s may be using a Support Staff or starting device for support.
- Ensure there is no "coaching" between the swimmer and the SS - only directional information may be communicated.
- It is important that the competition starts on time. You should check regularly if you are behind schedule. Don't start a race before the scheduled time. The announcer will generally try to fill time if ahead of schedule.

The Start

- When ready to start the race, a series of four or more short blasts on the whistle will indicate to swimmers that they should prepare for the start.
 - Make sure Swimmers starting in the water are entering the water and getting into position while the other swimmers are ready behind the starting platforms.
 - Those who have difficulty getting themselves onto the starting platforms may also prepare by mounting the platform.
- The first long, loud whistle indicates to swimmers to take their positions on the starting platform or against the wall for a water start, or foot start.
- A second long, loud whistle, similar to the first, brings swimmers to the starting position for backstroke and medley relay.
- When the swimmers and officials are prepared for the start, hand the race over to the Starter by outstretching your arm closest to the Starter.
- The arm should stay outstretched until the race has started and the swimmers have had a fair start.
- If you wish to interrupt the starting process, drop your arm and verbally instruct the starter to wait as they may be focused on the swimmers, not your arm. The Starter should stop their activity.
- After the start, check with the Starter that all is okay or receive any recommendation(s) they may make. When making a “starting before the starting signal” DSQ both the Referee and Starter need to be in agreement.

During the race

- The technical officials should be observing the swimmers in the areas they are responsible for and your supervision should ensure this is happening.
- At the end of the race;
 - Check with the technical officials that all is clear (no DSQs).
 - Blow two short, loud, definite whistles to clear the pool. If swimmers don't immediately clear the pool, you may ask the referee to instruct them to do so.
 - Following rules 11.7.14 and 11.8.11. Any athlete having finished his race, or his distance in a relay event, may leave the pool as soon as possible without obstructing any other athlete who has not yet finished his race. A swimmer thus should not be disqualified for leaving his lane before the referee's signal, if he doesn't obstruct other swimmers.
 - Signal to the AOE operator that all is okay. If there is a DSQ on its way, indicate to the AOE which lane has a DSQ pending.

- It is important that you record the finish order on your program.
- In the case of a DSQ being reported you will need to confirm the following:
 - Does the wording clearly indicate what the infraction is and does it relate to the rule?
 - Do you understand exactly what the infraction is and what the official observed?
 - Has a rule number been correctly quoted?
 - Have all areas on the Disqualification Form been completed accurately?
 - Only once you are satisfied with all this, sign the form and give to the Control Room Supervisor.
- During the heat session, keep the competition moving;
 - This is mostly in your hands and controlled by you and your whistle.
 - When the swimmers are on the deck in the starting area, the series of short whistles will start the action needed to get the next race underway.
 - If you have trouble clearing the water of swimmers from the previous race, ask the Inspector of Turns to remain at the finish and encourage the swimmers to leave the water after the Referee has blown the two short whistles to clear.
- In the finals the pace of the competition will be dictated mainly by the timetable for medal presentations, speeches, and/or VIPs visits.
 - Refer to the Technical Delegate (TD) if there are concerns or undue delays in the timetable;
 - You as the Referee will need to be aware of when the next race can take place.
 - The arrival of the swimmers on the deck at the start end will normally be that time.
 - The Announcer will introduce each swimmer and their lane from one to eight. When this is completed, you will be free to blow the whistle.
- The duties of the referee includes to accept and decide on protests

2.1.3 After the session

- Take part in the debriefing;
- Discuss any problems that occurred during the session and the resolution (DSQs, protests, electronics, timing, etc).
- Announce time for the next session briefing.
- Report to the TD regarding DSQ's protests, other problems during the session.

2.2 Referee Tips

- The Referee's whistle is the key communication to swimmers, officials and the public. It should be loud, clear and definite.
- A good Referee will be able to ensure the competition runs smoothly and on time.
- By having your officials do their job efficiently, all activity on the deck should fall into place nicely and without being obvious.
- You need to be knowledgeable of all the World Para Swimming Rules and Regulations as you are the official in charge of the swimming events.
- Questions will be referred to you for an answer from all directions and you will need to be able to answer each one with confidence and authority.
- Your relationship with your fellow officials, AOE personnel, Announcer/s and TD should be professional at all times. Words of encouragement, support, and direction will assist in achieving a happy, confident and willing team resulting in a successful competition.
- Communicate in a respectful and calm manner with team officials, athletes and fellow officials.

3 Control-Room Supervisor

The control room supervisor (CRS) is a single person appointment. The CRS:

- Should be systematic in nature and well organized.
- Shall have a good understanding of the individual processes in the Control Room
- Shall dress appropriately (The control room can be cold, due to the temperature requirements of the technology).

3.1 Duties of a Control Room Supervisor

The duties of the CRS can be divided into four phases: before the competition (1-2 days before the first competition day), before each session (approximately from one and a half hour to half an hour before the start of first event of a session), during the session (from the first start to the posting of the last result), and after each session (after the last result of the session was posted).

3.1.1 Before the competition

- The Supervisor will attend the Technical Meeting and be prepared to take changes from NPC's.
- Will report to the Technical Delegate, upon arrival and agree the system of operation and event administration.

- Ensure the accuracy of the start and result lists including:
 - Receiving medical withdrawals and removing the athlete from the appropriate events,
 - Process disqualification reports ensuring the athlete is not given a time or position. Ensure the original DSQ paperwork is stored within the results in the appropriate place. At World Para Swimming sanctioned competitions the reason for the disqualification is not recorded on the result.
 - Should the outcome of a protest be a reinstatement of an athlete; the result shall be amended and posted, the result should be clearly marked showing it is a revised result.
 - Where classification is being carried out it is likely that classification class changes will be required. Athletes changing class will be moved into the appropriate event. The supervisor will ensure the WPS Advertising Guidelines are adhered to.
- Change of classifications – Ensure all changes of classification are inputted into the meet management system. There may be occasions where an athlete changes event so that the team may exceed their maximum quota per event. This must be reported to the TD for consultation with the team. Sometimes the athlete was entered in an event that is not available for his new class. Where necessary alternative events are offered to the athlete in cooperation with the TD.
- Change entries- Following the Technical meeting the CRS may make the necessary adjustments to the programme that have been legitimately requested by the NPC (only in consultation with the TD).
- Produce the full programme for all days of competition prior to the commencement of the first session. This must be approved and signed off by the TD or their representative.
- Create Start Lists for each session (other ITOs might assist CRS);
 - Update the start lists following results of Classification.
 - Where possible/timely remove medical withdrawals from the start lists.
 - Ensure accuracy of the start lists which will include; Start time, event by event time line, seeding and entry times.
 - Ensure codes of exception are listed for officials.

3.1.2 Before each session

- Report to the Referee one hour and a half before the first session and at least one hour before for the subsequent sessions or other time scales agreed with the referee.
- Discuss the procedures and requirements the TD, or the Referee, may wish to follow.
- Check to see where the Referee will be standing at the end of the race to ensure a clear view of the finishing line.
- Success will largely depend on how well you work as a "team" with the Referee(s) and timing and recording team.
- CRS shall supervise the automatic timing operation including the review of backup timing cameras in collaboration with the operational team.
- Check all equipment involved with the position before each session;
 - Video recording and reviewing operation if available – check which part of the race they record (usually only the finish, sometimes also start, takeovers).
 - Starting signal activates the timing system.
 - Each Touch Panel shall be tested for sensitivity.
 - Check to see if starting lights (strobe) are available, how many, how they will be deployed and that they will function throughout each session. They will be positioned so the Swimmer, Starter, and Referee can see them. Ensure you know who will put them in place and that person has all the information necessary to place them in the right heat / lane).
- Communicate with the Starter and Referee how the “clear to proceed” from the Automatic Officiating Equipment (AOE) will operate;
 - It is usually through your headset, but may also be through the clearance of the scoreboard.
 - Timing systems vary from one manufacturer to another, the CRS should familiarize themselves with the operating system.

3.1.3 During the Session

- List “No Shows” and pass to WPS management team (in cooperation with the CoC)
- Process disqualifications ensuring they are clearly marked on the results.

- Provide the Referee with copies of the Disqualification Form upon request.
- Identify/confirm early “Take Off” in relay events and report potential rule violations to the referee. This maybe through the reaction times recorded on the AOE or via the use of the video recording.
- Check the results from computer printouts ensuring:
 - Before releasing the result confirm that all Disqualifications have been recorded, the result has a version date and time.
- Accurately record and post the results. Usually there would be volunteers to assist you in this task.
- Make information available for Protests and Appeals, paperwork and video.
- Manage Test Starts in cooperation with timing and scoring operators (prior to the switch between 50m and 100m starts).
- Collate necessary documentation and file race results.

3.1.4 After the Session

- Update results following the Classification of the swimmers in first appearance.
- Re-schedule swimmers into appropriate events following changes to classification.
- File all the sessions paperwork appropriately including, but not limited to:
 - AOE print outs
 - Disqualification Reports
 - Protests
 - Appeals
- Prepare work area for the following session.

3.2 Control Room Supervisor Tips

- Work as a team with your Technical Delegate and Referees
- Be aware of the programme of events
- Have a system / workflow that works for you personally: keep information together session by session, event by event day by day.

- Work tidily and systematically
- Have a clear view of the finish line
- The CRS may be called upon to inform the pool personnel when and where a strobe is needed – make sure you mark up your start sheet/programme with this information. Work with the starter to enable test starts prior to the session and at any change of starting end.

4 Judge of Stroke

A Judge of Stroke (JoS) has to be:

- Knowledgeable in all of the strokes, turns, touches, and finish rules;
- Aware that this position is a very visible one as it requires the official to walk the poolside of each lap to be able to observe the stroke that is being swum in accordance with the rules for that event. It is therefore important that the official be conscious of their appearance and demeanour on pool deck.

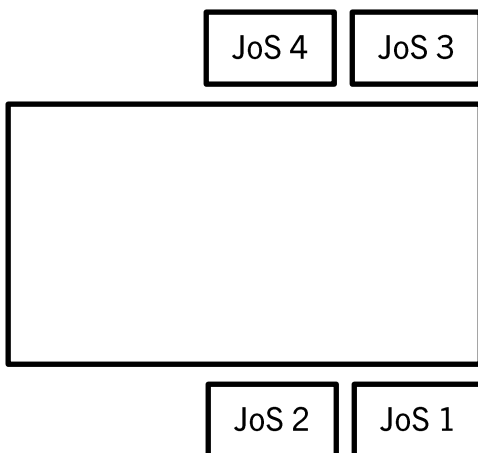
The responsibilities as a JoS include:

- Observing the swimmers' stroke in the 4 or 5 lanes on your side of the pool, i.e. lanes 1 – 4 and 5 – 8 or lanes 0 – 4 and 5 - 9 and assisting the inspector of turns in observing the starts, turns and finishes;
- It is sometimes hard to see clearly into the middle lanes and it is important that this does not stop you from judging those inner lanes any less than the outer lanes. On most occasions the middle lanes are the faster ones and it is unfair that they would not receive equal attention.
- It is important that each JoS is directed by the Referee or organised amongst each other as to how they should best cover the observation of the race. All decisions must be made independently.
- When you have a DSQ, be discrete and refrain from using hand signals to describe the infraction, and advise the Referee of the violation as soon as possible.
- Complete the DSQ form in its entirety, sign and present to the Referee for their action.
- It may be necessary to check (normally by radio) with the classification team to ensure that the swimmer you have DSQ is capable of performing the required movement/s.
- The Referee oversees all other activities while the JoS's concentrate on their responsibilities.

The Position

To describe the positions covered let's give each JoS a number, starting from the Referee's side of the pool at the finish end:

- JoS 1 finish end on the side of the Referee
- JoS 2 false start rope on the side of the Referee
- JoS 3 finish end on the opposite side to the Referee
- JoS 4 false start rope on the opposite side to the Referee



JoS 1 and 3:

- Should be positioned around the 5 metre mark from the start to best observe the first stroke and then walk down the pool with the following group of swimmers, ideally slightly behind, to best view the whole of the body and stroke.
- Should check the applicable stroke rules for each stroke are complied with throughout the race.
- May be responsible for activating the False start rope, and this should be determined with the Referee prior to the start of competition.

JoS 2 and 4:

- Should be positioned at the 15 metre mark at the start; except for breaststroke where you should be positioned approximately 10 metres from the start and the turn end.
- Follow the first group of swimmers to the turn end and observe the turns.
- Follow the following group of swimmers to the 15 metre mark at the start end.
- Should check the applicable stroke rules for each stroke are complied with throughout the race.

Special Considerations:

- When doing lead/lag:-
 - JoS 2 & 4 remain at the 15m mark for all events except breaststroke to observe the 15m mark rule.
 - Once all have surfaced (or before in the case of breaststroke), JoS 2 & 4 follow the lead swimmer. JoS 1 & 3 follow the lag swimmer. The other swimmers between the lead and lag swimmers are the responsibility of both JoS on their respective side by visually observing or either falling back (if lead) or moving forward (if lag).
 - Try to watch each swimmer equally.
 - Once the swimmers reach the turn end and turn the other direction, JoS 1 & 3 take up the lead swimmer and JoS 2 & 4 follow the lag swimmer.
- In 50/150 m events, if JoS 1 or 3 are still making their way back to the start end after observing the swimmers from the previous race exit the pool, JoS 2 or 4 should observe the swimmers from the 15m mark (except breaststroke).

4.1 Duties of the Judge of Stroke

4.1.1 Before each session

- The Codes of Exception (Appendix 2) contains the exceptions to the World Para Swimming Rules and Regulations and should be on your start sheets;
- Each JoS has to make sure they have a whistle, rule book, pen and DSQ Forms.

4.1.2 During the Session

- Some events are conducted with multiple classes so it is important to judge everyone fairly, consistently and fully.

- JoS 1 could be called on by the Referee to take over that role while he/she attends to another matter.
- To ensure the competition flows without too much change and disruption it is advisable that when the 50 metre events are run, the Referee arranges for JoS 1 to finish each race and blow the whistle to clear the pool. This would be if the off duty Referee has not already been designated to do this. Discuss before the session!
- For S/ SB/ SM 11 events JoS 1 and 3 (JoS 2 and 4 for 50m events) will check the goggles of the relevant swimmers;
 - Wait at the finish end until the swimmers have exited the pool; ask the swimmer (not the SS) for their goggles.
 - Hold the goggles up to the light to ensure no light penetrates them.
 - Place the goggles back into the hand of the swimmer (the swimmer cannot see to take it from your hands) and thank them.
- If you observe an infraction, inform the referee over the radio, so that the Control Room Supervisor and others are aware. Make your calls independently (and not in consultation with other Judge of Stroke). When the race is over (or sooner if instructed to do so or a replacement steps in to cover your position), go to the referee and explain the infraction. If the referee accepts your explanation, write up your disqualification quickly and concisely and give to the referee. Wait for them to read it over and accept it, or give you further instructions.
- It is the responsibility of JoS 1 and JoS 3 to continue to observe all swimmers in their jurisdiction once the race is completed until they have safely exited the pool. The other JoS can assist or take over if asked. You don't need to stay at the finish end. You can walk back towards your chair and sit down as long as you have a clear view of the swimmers. It can be easier to watch the swimmers on the other side of the pool, depending on the pool set-up, if so arrange this with the other JoS to ensure all swimmers are covered.

4.1.3 During Ceremonies

- Protocol procedures are included to keep officials from being caught on TV in a compromising position;
- Sit in the chairs provided at the side of the pool, both feet on the floor.
- The chairs should be placed as follows: two at the 15m mark.
- Stand when judging and sit when finished judging. If you are standing when not judging the Referee may think you have a DSQ and hold up the competition.

4.2 Judge of Stroke Tips

- Remember, as a JoS, you are very visible on the pool deck;
- The fact that you are moving up and down with the swimmers progress draws attention to you.
- The spectators, managers, coaches, parents and other swimmers will notice inattention on your part so it is important that you be constantly aware of what you are doing, where you should be positioned and where you are watching.
- As in all roles of officiating, it is important to ensure that each swimmer has a fair and equal chance to perform and your judgment is made with confidence, fairness and without any doubt in what you have observed.
- Be careful where you sit to write a DSQ – TV cameras will pick up on your activity. Try and sit off deck wherever possible, in a quiet area. A location will usually be identified and communicated at the Officials Briefing by the Referee.
- Expect to work alongside TV and camera tracks / personnel – be tolerant of their needs, but you still need to be able to do your job.
- Judge by the rules, not the Codes of Exception.

5 Starter

At WPS competitions one or two starters will be appointed. If only one ITO is appointed as starter, the second starter will be an NTO. The Starter at any swimming competition is an important and critical position. The competition will give you an opportunity to test your skills and ability to a level that requires concentration, fine judgment and awareness of starting swimmers in all different positions.

A Starter should:

- Have good eyesight, good peripheral vision, quick reactions and be capable of making good decisive decisions;
- Be aware that they have a very brief time when the race is under their control and most incidents will happen quickly while everything else is going on at the start;
- Ensure that each swimmer has a fair and equal opportunity for a good start;
- Have a clear and calm voice, cadence or command;
 - There should be no emphasis on any specific word
 - Requests, commands or instructions should be at the same pace, the same level and given in the same manner at all times
 - Remember you are trying to keep the swimmers relaxed and ready, not to make them nervous, unsure or hesitant;
- Be firm and clear on their comments and recommendations to the Referee;

5.1 Duties of a Starter

Normally two Starters are appointed (i.e. one for men's events and one for women's events);

5.1.1 Before the competition

- Report to the Referee one hour and a half before the first session and at least one hour before for the subsequent sessions.
- Check to see where the Referee will be standing at the start of the race.
- Keep in mind that your success will largely depend on how well you work as a "team" with the Referee(s).
- Check all equipment involved in the start before each session;
 - Starting platforms should be firm and not slippery.
 - The starting sound system needs to be checked at both ends before each session to ensure the instructions can be heard at each starting platform.
 - Check the starting signal and the recall signal.
 - Check to see if starting lights (strobe) are available, how many, and that they will function throughout each session. They will be positioned so the Swimmer,

Starter, and Referee can see them. Ensure you know who will put them in place and that person has all the information necessary to place them in the right heat / lane).

- Ensure the False Start rope works and how it is released. Find out who will be responsible for activating it if necessary (Starter, the off duty Starter, the Referee, or the JoS). The false start rope should;
 - Cover all lanes across the pool when it is dropped.
 - It often happens that the rope holds up on the lanes nearest the poles because of lack of length or the rope is not weighted enough.
- Find out how the clearance to proceed after a false start from the Automatic Officiating Equipment (AOE) will operate;
 - It is usually through your headset, but may also be through the scoreboard.
- Timing systems vary from one manufacturer to another, e.g.:
 - The **Omega timing system** can use either “the E-gun”, which is hand held upward and the starter speaks through a headset, or “the box”, an awkward microphone with 2 buttons on the top. It’s difficult to hold with one hand, especially when the starter needs to do the hand signals.
 - The **Colorado system** utilizes a smaller hand held microphone which is easier to use when doing the signals.

5.2 Before each session

- Make sure you have a programme and know what events you are starting (i.e. men or women);
 - Be aware of the race you are about to start.
 - A Referee may rely on you to advise which event is next if they have been distracted to discuss some problem or incident.
- Ensure you understand the World Para Swimming ‘Codes of Exception’ at the start & during swimming;
 - You must be aware of how each swimmer in each race is permitted to start.
- Check your starting position and podium to ensure you can see all lanes clearly and fully without restrictions, on the side of the pool within approximately five (5) meters of the starting edge of the pool where the timekeepers can see and hear the starting signal and the athletes can hear the signal.
- Always have your World Para Swimming Rules and Regulations at hand.

- The rules of starting are fairly brief in World Para Swimming rules but you will need to be aware of any exceptions or allowances provided for starting swimmers elsewhere in the rules.

5.3 During the Session

Starting Protocol:

1. The Referee shall signal to the swimmers by a short series of whistles inviting them to remove all clothing except swimwear,
2. A long whistle indicating that they should take positions on the starting platform (or for backstroke swimming and medley relays to immediately enter the water).
3. A second long whistle shall bring the backstroke and medley relay swimmer immediately to the starting position.
4. The Referee shall gesture to the Starter with a stretched out arm, indicating that the swimmers are under the Starter's control
5. On the Starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platform
6. When all swimmers are stationary, the Starter shall give the starting signal.

General Duties:

- When you are in the role of starting it is at a time when nothing else is happening;
 - The noise level from the crowd should have subsided after the Referee's whistle and all the attention and eyes are concentrating on the swimmers, on you and the start procedure.
 - This can be a pressurised time for you but it must not affect your job to ensure that each swimmer has a fair and equal opportunity for a good start.
- Mark in your programme the races completed, and any relevant notes you wish to record of incidents, violations or decisions. This could be very useful in the case of a protest.
- Preparing for the start:
 - Swimmers starting in the water should be getting into position at the side of the pool and commence entering the pool before the second signal is given for the swimmers to take their positions on the starting platform.
 - Those who have difficulty getting onto the platform may also prepare by mounting the starting platform.
 - All others will be ready behind the starting platforms.
 - If backstroke ledge is used, check for the limbs "touching" the pad. The inspector of turns would be observing the limbs on the ledge as well, but they would step

- back before the command is given. It would be up to the starter to make sure that no swimmer “re-adjusted” before the signal was given.
- Observe that the hand(s) are on the starting place, if “E” exception – not in the gutter.
 - During feet starts (S/SB/SM1-3) the swimmer’s foot/feet are held to the wall. Support Staff may only hold the foot/feet. As a starter, you have to watch the position of the foot/feet/lower limb for in-water starts.
 - The Referee will only hand the swimmers over to you when they are relaxed and ready;
 - When this happens you must also decide if you feel they are ready and then give your command "Take Your Marks".
 - Only when all swimmers are stationary should the starting signal be given.
 - If the swimmers do not settle, the command "Relax Swimmers" should be given.
 - You then make the choice to ask them to "Hold Steady" or ask them to "Take Your Marks" again.
 - On the occasion that some of the swimmers step down from the starting platform you will then have to issue the "Stand down swimmers" command. Again this would depend on the impairment of the swimmers. “Relax” can also be used as the command.
 - This will return the swimmers back to the control of the Referee.
 - Those who are starting in the water, as well as those who have had trouble and need assistance to get onto the starting platform, are not required to clear the pool or step down.
 - Relaxing the field:
 - Be conversational – relax the swimmers, if necessary, do not step them down, unless directed by the Referee.
 - However, there might be situations where the field may be relaxed or the referee needs to talk with a swimmer; e.g., improper positioning of the feet on the block, not responding to the commands, hands not in proper position on the starting place.
 - If field is stepped down off the platform, make sure all swimmers get back up and are ready for the commands.
 - Support Staff
 - Some swimmers will be accompanied by a Support Staff. They are not allowed to “coach” their swimmers but may provide directional information only (to the swimmers with visual impairment) and to inform the swimmer of the position of the other teams swimmer/s and when they are to commence their leg of a relay event.

- Watch the swimmers march out – Will assistants be with them at the start or just help them get on the starting platform? The starter will need to be aware of any assistant that will be around the block when the starting signal is given. The starter may need to re-position themselves in order to have a clear line of sight for the entire field. Also, knowing about the assistant’s position at the start may help in case there are any extra movements by someone other than the swimmer.
- Sculling is not allowed after the command “Take Your Marks”. The swimmers must be stationary.
- The Referee will inform the swimmer of a starting infraction (a swimmer that has an incorrect position) – you remain at the starting system.
- **Strobe Lights:**
 - If there is no strobe light available or the swimmer is vision impaired and/or hearing impaired, SS will accompany the swimmer and indicate the start to the swimmer by a non-verbal instruction (holding the heel and releasing at the start is one way).
- **After the Start:**
 - Watch the swimmers past the flags to make sure everything is okay with the start.
 - Observe the field until they surface to ensure that all swimmers come up in their respective lanes with no “complications” (especially for VI swimmers).

6 Chief Inspector of Turns

There are two (2) Chief Inspectors of Turns (CloT) located at the start and turn end of the pool;

- CloT 1 is positioned at the start end on the opposite side from the Referee.
- CloT 2 is positioned at the turn end on the opposite side from the Referee.
- CloTs will be positioned at the side of the pool and will be responsible for all the IoTs

To officiate as a Chief Inspector of Turns (CloT) you need to have full knowledge of the rules for swimming which involve starts, turns and finishes

6.1 CloT Duties:

- To ensure that the inspectors of turns fulfil their duties during the competition

- Assist the IoTs by observing the starts, turns and finishes
- CloTs will inform the Referee as soon as possible regarding a possible infraction. This will be directed by something they personally observe or by seeing the IoT remaining standing at the end of the lane. (An IoT standing at the end of the turn or race indicates a possible infraction).
- The CloT will replace the IoT or send a reserve to cover their position, whilst the possible DSQ is being reported.

6.2 Inspector of Turns – IoT

6.2.1 Before each session

- To officiate as an Inspector of Turns (IoT) you need to have full knowledge of the rules for swimming which involve starts, turns and finishes;
- This includes the World Para Swimming rules and codes of exception for each of the swimming strokes. These exceptions will be listed on your start lists.
- Your appointment to this position will mean that you will be responsible for a lane(s) at either the turn end or the finish end of the pool;
- You should report to the Referee at least an hour before the start of a daily competition to find out to which lane and end you have been appointed
- The Referee will direct you in the procedure they wish to use to indicate a violation report.

6.2.2 During the session

- As an IoT you may be required to act as a Timekeeper as well;
- The IoT will record the finish with a stopwatch and/or one of the Semi-Automatic Equipment Timing buttons along with the other two timekeepers.
- The IoT will need to observe the finish to ensure the rules have been adhered to and take the time at the finish.
- Your position on the deck will be indicated to you by the Referee as to which side of the starting platform you are to position yourself;
- This is normally on the side of the platform that the CloT is closer to, however, a video backup system can dictate the position
- When observing the turns and finishes you must be in a position to see down the whole of the wall/touch pad surface
- This will ensure that the observation covers all areas of the finish

- Do not stand behind the starting platform to avoid getting wet. This position will not enable the whole of the turn/finish surface to be observed. The position of IoT will mean that at times you are likely to get wet from the swimmer's turn or finish
- It is important that you remain standing in position to ensure your observation is not interrupted or distracted.
- The IoT at the start end shall ensure that the swimmers comply with the relevant rules from the start and ending with completion of the first arm stroke.
- The Referee will blow a series of short whistles to indicate to all to be ready for the start;
- Any swimmers who are water starting, may proceed to their start position on the series of short whistles.
- On the long whistle from the Referee the swimmers will mount the starting platform and take up the ready position in the water or beside the starting platform. The IoTs will stand and take up a position behind the starting platform, so as not to interfere with the swimmer and/or the SS.
- The IoT may be asked by the swimmer for assistance to mount the starting platform. This is acceptable.
- When the start signal has been given the IoT shall move forward to observe the swimmer until the end of the first arm stroke.
- If all is satisfactory then return to your seat.
- If you have a DSQ, remain standing at the pool edge at the end of the race, look directly at and face the CloT responsible for your lane. This advises them that you have a possible DSQ.
- In the heat sessions when the Referee blows the whistle to clear the pool the finish end IoTs should indicate to the swimmers to exit to the side of the pool. This reduces time and ensures the swimmers do not attempt to exit over the touch pads.
- If you have a possible DSQ do not assist with clearing the pool.
- The turn end IoTs shall take up their positions as the swimmers pass through the 15 metre mark heading to the turn end;
- Observe from the beginning of the last stroke, the touch and then to the end of the first stroke out from the wall.
- If all is satisfactory then return to your seat.
- The IoTs observing the finish should take up their position when the swimmers pass through the 15 metre mark;
- There are many exceptions to stroke finish rules.
- Each IoT will need to be conversant with these rules as many will apply in the IoT's jurisdiction.

- Any rule violations shall be reported to the Referee. The World Para Swimming Technical Disqualification form (Appendix 1) shall be completed fully accurately and handed to the Referee.
- In the 800 and 1500 m freestyle events the start end IoTs will indicate, by blowing a whistle or ringing a bell, when a swimmer has two lengths and five metres to go;
- The turn end IoTs will indicate with lap counters the remaining number of laps to be completed.
- These should be turned as the swimmer is going through the 15 metre mark after the turn.
- The lap counters should be placed on the same side of the starting platform as the IoT.
- In the relay events, the IoTs will be required to observe the relay take-offs;
- It is important to observe the take-off swimmer leaving the wall or starting platform first before observing if the incoming swimmer has touched.
- With S11, SB11 and SM11 events it is the responsibility of the IoT's to observe that the Tappers make contact with the swimmer to warn them of the pool end both at the turn end and finish
- Tappers are only allowed to communicate with the swimmer during the race to indicate that they are in the wrong lane by voicing the swimmers name and indicating which lane to move to. In relays the SS may inform their swimmer of the relay position as well as when to take off.
- When the event is completed SS may need to get to their swimmers quickly and therefore the IoT's must be observant and not obstruct those assisting the swimmers.
- The jurisdiction of the IoT is being assisted by the CIoT and JoS

6.3 Inspector of Turns Tips

- Always, if in doubt do not rule, but do not hesitate to ask for confirmation from any of these officials.
- As an official there should be no physical contact with the swimmers. No assistance should be given to enter or exit the pool. However, you are able to help, if requested, to assist the swimmers mounting or adjusting the starting platform.

7 Clerk of Course

The Clerk of Course (CoC) is in control of the marshalling area, and will assemble the swimmers in readiness for their race.

- This position is normally undertaken with the assistance of two or more marshals.
- Usually, there is a rotation of roles among ITOs during the competition and most of the ITOs at some point of the competition will work in the call room. Moreover, all ITOs will help with the activities before the competition.
- It is preferable to have a supporting NTO in this position for the whole duration of the competition so that the swimmers get to know and feel comfortable with the procedure and the officials.
- The CoC and Marshals will need to be present from the beginning of the warm up session to ensure the swimmers, coaches, managers, and support staff know where and who you are.

7.1 Call Room Setup and Equipment

Setup

- Accessible for wheelchairs – athletes using wheelchairs have to be able to: get to the call room entrance from the spectator area (elevators in case of different levels), enter the call room and move around it (no high doorsteps), and exit from the call room to the field of play behind the starting end of the pool (ramps from the level of call room floor to the level of starting platform). There should be sufficient room to allow for up to a minimum of sixteen wheelchairs at a time (two heats)
- Chairs – enough for few (5-6) heats of athletes (8 or 10 athletes per heat), support staff, and technical officials working in the call room. Chairs for the athletes shall be arranged in a U-shape, which makes it easy for athletes with limited mobility to move around.
- Registration table – space for start lists and the competition clock.
- Digital competition clock (synchronised with the timing system and other clocks in the venue) – preferable visible for persons entering the call room and the technical official registering athletes.
- One or two call rooms? – if the starts of 50 and 150 meter events are done from the other end of the pool usually there is a second call room for these events. This call room is also used by two team members of 4x50 meter relay events (the 2nd and 4th swimmer).

- Toilets (inside or outside the call rooms) – since athletes have to spend at least 15 minutes before their races in the call room, there should be (accessible) toilets inside the call room or in close proximity.

Equipment

- A ruler or measurement tape to check the sizes of advertisements (logos of manufacturers and sponsors) or other identifications (flags, country codes, swimmer name).
- A water-proof marker to cover tattoos (or elastic elements of equipment, e.g., goggle's strap) with symbols or logos violating the rules or regulations
- An adhesive tape to cover symbols or logos displayed on the equipment that violates the rules or regulations.
- A box for storing support staffs' equipment, e.g., stopwatches, clipboards, etc.
- Advertising regulations specific for a particular competition – according to the introduction to World Para Swimming Regulations (Section 2) any regulations published specifically for a particular competition shall take precedence over the default World Para Swimming regulations. Therefore, ITOs shall know if any specific regulations apply to the competition, and if that is a case, be familiar with them. The specific regulations most often apply to the caps (logo of WPS or the official sponsor of the competition).

7.2 Duties in the Call Room

The duties of technical officials working in the call room can be divided into four phases: before the competition (1-2 days before the first competition day), before each session (approximately from one and a half hour to half an hour before the start of first event of a session), during the session (from half an hour before the first event in the call room to the athletes' march out for the last heat of the session), and after each session (after the athletes' march out for the last heat of the session).

7.2.1 Before the competition

There are few activities taken by ITOs before the start of the competition that have an influence on the call room operations.

- **Pre-approved visual identities** – for some major international competition (e.g., Paralympic Games) design of the visual identity used on the swimwear and other equipment may be pre-approved by the WPS/IPC. In such a case ITOs check only if the

actual visual identity printed on the swimwear and equipment matches the pre-approved one and has a proper size.

- **Approval of modified swimsuits** – according to rule 10.15.2 “Modification of a swimsuit and deviations to the body coverage requirements in 10.15.6 to accommodate a swimmers’ impairment, are permissible.” The ITOs check the modified swimsuits 1–2 days before the competition starts (during the training days for teams). The approved modifications should be registered noting the athletes name, country, sport class, swimsuit manufacturer, model and colour, as well as, the description of the modification (e.g., “left leg shortened and closed”, “tightened in the waist”).
- **Checking if swimwear and other equipment follows advertising regulations** – during the training days, teams can ask for a check of their swimwear and other equipment, so they can be sure if the items can be used during the competition. It is very important that the information about the regulations given to teams and the application of the regulations is consistent (the same among all the ITOs and over all days of the competition).
- **Checking/arranging the setup of the call room and its equipment** – ITOs may be involved in arranging the setup of the call room including placement of chairs, registration table, competition clock, etc.

7.2.2 Before each session

- It is beneficial for athletes when the operation of the call room is consistent throughout the competition. Therefore, all the procedures shall be introduced already from the first day of the competition. Moreover, ITOs that have worked in the call room on the previous day should brief the ITOs working in the call room the next day about the call room configuration, procedures, potential issues and solutions, etc.
- Check in advance (preferably before the TOs’ briefing) if all the competition clocks are synchronised. When you wear a watch, synchronise it with the competition clock
- Collect the box with the call room equipment from the storage (usually the WPS office)
- Prepare start lists
 - ensure that you have the official start lists (up to date, signed, with all the events of the session listed)
 - a number of copies - preferably a copy per each technical official working in the call room
 - collect information about Medical Withdrawals from TD or CRS – update all the copies of start lists used in the call room

- mark 15 minutes before each event – the deadline for the registration in the call room
- Check the setup of chairs, remove trash (empty bottles, etc.)
- Briefing with NTOs
 - registration – when to inform you about no-shows (e.g., one minute before the deadline), do you want to be informed when all swimmers are registered for the event
 - checking swimwear and equipment (preferably done by ITOs, in exceptional cases NTOs can assist)
 - Look out for coaching, massage, presence of coaches that are not support staff and report to CoC
 - stress that reserves need to stay in the call room even if all finalists are registered
- Call room starts operation 30 minutes before the first event (if two call rooms are used – each call room starts operation 30 minutes before the event that uses that particular call room)

7.2.3 During the session

Athletes' flow within a call room:

1. athlete registers in the call room
2. TO checks athlete's equipment
3. athlete waits in the call room
4. athletes are put in order of their lanes for the march out
5. athletes march out to the pool deck

Officials' roles in a call room: registering athletes (1 person), checking athletes' equipment (1-2 persons), supervising athletes and Support Staff waiting in the call room (1-2 person), ordering athletes (1 person).

- **Athlete's registration**
 - Usually done by a designated NTO or a volunteer by noting the time of the athlete's arrival (with minute precision) on a designated start list
 - Inform the swimmer of the lane they are to swim in and direct them to the seat/place alongside the other swimmers in the heat/final.
 - Support staff is only allowed for athletes with codes of exceptions A, T or Y.
 - Missing accreditation – what to do? Note the name of the athlete and time he showed up, call TD on the radio. Usually a team member will bring the

accreditation (if forgotten by the athlete) or a new accreditation will be issued (if the previous one was lost).

- Queue for the registration – Usually caused by the athletes registering early for the events scheduled later in the session or wheelchairs in the narrow corridors. What to do? Give priority for the athletes competing in the next event. Check the queue regularly, especially if the deadline is approaching and there are still athletes missing for the event.
- Registering in the wrong call room – what to do? Note the athlete's name and the arrival time. Send the athlete to the other call room. If the deadline is close, inform the other call room on the radio that the athlete showed up at the wrong call room and was sent to the proper one.
- Team not complete for relays – all four members need to show up on time.
- Support staff should not carry clipboards, stopwatches or backpacks while in the call room or on the field of play. If they report to the call room with such equipment visible they should leave it in the box at the registration and pick it up after the race.
- **Checking athlete's equipment**
 - **Swimsuit:** FINA label – ask about the label, athlete shall show the label. We do not force athletes to show the label if they say they have it and for whatever reason don't want to show it.
 - **Caps:** just one manufacturer logo (20cm²) in the front
 - **Goggles:** Check the number of logos, no logos on the front of lenses. E.g., there are Arena goggles with one logo on the adjustable nose bridge and two more on the sides (part of a band made of a harder plastic), which is not allowed.
 - **Towels:** max one logo (6cm²)
 - **Headphones:** manufacturer logos not allowed, if present tape them
 - **Wheelchairs:** no regulations about manufacturer logos or country identification. However, should not bear other advertisements, e.g., Olympic rings.
 - **Tattoos:** tattoos in general are allowed except trademarks/advertisement. Olympic rings as a registered trade mark of the International Olympic Committee are not allowed. Ask if the athlete has tattoos that need to be covered, they do not need to be presented. If presented, check if they are covered properly. If not covered properly, the athlete or his support staff shall cover the tattoo (TOs should not assist with that).
 - **Taping:** only medical taping approved by the Referee is allowed. If a swimmer has a taping that was not approved he/she should remove it or obtain an approval from the Referee (other ITOs do not have the right to approve it).

- What to do if the swimwear or other equipment violates the regulations?
 - It happens that swimmers report to the call room with their “favourite, lucky swim cap” that they want to use under the official one. They may ask you if they can use it. How to answer that? TOs should not tell the swimmer that flipping the cap to the other side or wearing it under the other cap is a solution. They should inform the swimmer about the items that violate the regulations and advise the swimmer that if the item is visible on the field of play the swimmer may be disqualified.
- **Athletes waiting in the call room**
 - All TOs working in the call room shall observe swimmers and support staff entering and waiting in the call room. Swimmers should not be coached by the support staff while in the call room (for example giving a massage to a swimmer is not allowed).
 - Sometimes coaches are helping with putting on the straps of the top of a swimsuit. A swimmer that is not allowed to have a support staff in the call room has to go back to the entrance of a call room for this.
 - Using phones in the call room – athletes can carry their phones and use them to for example listen to music, browse internet, etc., However, they should not take pictures in the call room and should not disturb other swimmers by for example making voice calls while in the call room
 - Toilets – When the toilet is located inside the call room, swimmers are free to use it at any time. If the toilet is outside the call room an athlete that has already registered for an event should ask for permission to leave the call room from the Clerk of Course and preferably should be escorted to the toilet by a Technical Official or a volunteer. This should be registered by the Clerk of Course (noting the athlete name, the time when the athlete left the call room and when he/she returned).
- **Marching out**
 - In the final call room keep athletes from a single heat together
 - Order according to the presentation order, usually 0-9 in the heats and 8,1,7,2,6,3,5,4 in the finals
 - The support staff will join their swimmer prior to the march on in the correct position as directed by the CoC; and should not get in the way of the spectators viewing of the swimmers or the media being able to gain shots of the swimmer.
 - In the heats the swimmers will need to be in this position before the previous race is finished;

- For the finals, the signal to lead the swimmers out will be given to you by the person designated to control this function (sport presentation)
- This will be determined by such things as protocol, medal ceremonies, VIP visits/arrivals, readiness of the race officials and automatic timing system/scoreboard.
- When you march out with the swimmers you will need to position yourself alongside lane eight or lane one following the parade.
- Remain in position to assist with any problems, until all swimmers have been introduced.

7.2.4 After each session

- Clean the call room – throw away empty bottles, etc.
- Check if the box for support staffs' equipment is empty
- Put the box with the call room materials back to the storage (usually the WPS office)
- Check with CRS if all no-shows were noted – compare against the start list with registration times. Inform WPS staff about no shows, as NPCs will be fined.

7.3 Additional remarks

- **Operating two call rooms**
 - Some technical officials (usually NTOs) can move between the call rooms to help in the one that is busier at the moment
 - There should be at least one radio in each call room
- **Reserves for finals**
 - Reserve athletes need to register in the call room in time even if all finalists are present
 - Checking the swimwear – often the reserve athletes do not put the swimwear on
 - The reserve athletes should stay in the call room until the finalists go out to the field of play (reserve athletes can be asked to replace any swimmer that become ill in the call room)
 - Reserves often ask “can I leave now?” we should not stop them from leaving, but we cannot tell them that they can leave before their heat marched out of the call room for the race
- **Communication over the radio with the other call room, CRS, Referee and TD**
 - **Other call room:** athlete reporting to the wrong call room
 - **CRS:** no-shows (also reserves for finals), putting in reserves for finals

- **Referee:** a need for checking athlete's medical taping (rule 6.6.2.1), reporting an athlete feeling ill and willing to compete (rule 6.2.5)
- **TD:** problems with coaches, team leaders, or other individuals interfering with the call room operation (eg. coaches, team managers, or individuals who have no right to be in the call room needs to be reported to the TD and/or the Referee)
- If possible, try to avoid talking on the radio during the starting procedure, it is very disturbing for the Referee

7.4 Clerk of Course Tips

- Keep the call room a peaceful and calm place that helps athletes to focus before their race and try to avoid causing stressful situations
- Athletes have various ways of preparing for their race, allow them to prepare in any manner, as long as, it does not violate the rules and regulations, or affect the operation of the call room or the well-being of other athletes
- Have in mind that not all athletes or support staff know English, use simple formulations when talking to them (e.g., when checking athlete's equipment or giving them directions)
- As a leader, the image conveyed by the Clerk of Course should be one of pride, pleasure, authority, and control.
- As the first in line you are the first image to appear on the pool deck and leading a very special group of individuals who the audience and officials are waiting to welcome.

8 Victory Ceremonies

Victory Ceremonies (VC's) are held throughout the finals session. All Technical Officials (TO) are expected to show no favouritism during VC's. TO's stand for the victory ceremonies and during the anthems turn towards the flag.

Please do not sing along with the anthem or make any gestures of patriotism unless you can do so for all anthems.

9 Two-Way Radio Procedures

Background

Two-way radios are considered essential tools at World Para Swimming competitions for the effective communication between technical officials on the deck and Classifiers. Essentially they are used to clarify certain aspects of a swimmers' classification with a Classifier or communicate with each other around the pool deck.

Improper use of radios by the any member of the officials' team will only serve to discredit the officials using them. This document introduces the way to use two-way radios and the accepted etiquette/protocol that should be maintained at all times.

The basics

A two-way radio is not a telephone. In essence, only one person can speak at a time, thus the idea of being brief and only talking when absolutely necessary.

Two-way radios have several channels that may be used; however, to communicate with another two-way radio/s they must be using the same channel. All two-way radios should be set to the same channel identified before the competition commences by testing in the area to be used. Testing identifies the most favourable channel to use and if there are other two-way radio users in the vicinity that may interfere with the communications and identifies areas that may not be accessible/ in range for receiving.

Push to Talk Button (PTT)

The PTT button can normally be found on the side of your radio or can sometimes be extended into a headset lead. Remember that you must wait a second before you begin to speak after "keying" the PTT transmit button. Only use it when you want to transmit and don't forget that it is also the "Release to Listen" button, so release it afterwards to receive a response.

Some two-way radios have a voice-activated feature (VOX) or switch that when "on" will transmit any audible activity and can cause embarrassing situations. Therefore, it is critical that you are aware of how these two-way radios are set up and only use them in the "manual" mode or deactivate this feature before use.

It is worth noting that all communications are NOT private and can be heard by anyone with a two-way radio tuned to the same channel.

General usage process

Proper two-way radio technique simply translates into being better understood. Spend less time "on-the-air", leave the channel open for potentially more important messages.

Understand that voice communication is never reproduced with studio quality or clarity. Remember that a simple message such "Go" may be heard as "No" and try to use unambiguous phrases that will reproduce without ambiguity.

The most important factor in your outgoing transmission quality is the relative position of your mouth to the two-way radio microphone. Know where it is and speak directly into it at a distance of about 2-3cm. Speak at a moderate pace, neither too slow nor too fast, avoid slurring your words and never shout - increasing your voice level will only cause distortion of your voice by the microphone.

- When you wish to make a transmission follow these steps:
- Listen to ensure the channel is free
- Form a concise, brief and compact thought
- Push the PTT button
- Pause briefly, allowing other radios to receive your signal and open their speakers
- Say who is calling and to who.
- Articulate your message clearly
- Release the PTT button
- Wait for a response

If there are several users with two-way radios, it may be necessary to establish contact with the desired recipient first by using an introductory "Mickey calling Peter". If Peter is available they respond with "Peter here, Mickey". This protocol ensures the message is not lost if the recipients attention is elsewhere.

- Some suggested useful words and their meaning are:
- Negative = No
- That is correct = Yes
- Affirmative = Yes
- Say again = Repeat last message
- Go ahead = Proceed with your message
- Correction = Mistake made
- Do you read = Reply please
- Stand by = Pause a moment
- Out = Message complete no reply expected
- Over = Message complete reply expected

9.1 Prior to and during competition

One person is designated responsibility for the radios for the duration of the competition.

Responsibilities are as follows:

- Ensure you understand the workings of the radios – read the instructions.
- Check to see if there is sufficient number of batteries for the duration of the competition. If not then report this to the Technical Delegate (TD).
- Check all radios and ear pieces are in working order.
- Test the radios at the venue and identify and report possible areas that are out of range or poor reception areas.
- Responsible to allocate the radios to the designated people per session.
- Responsible to ensure all radios are returned after each session.
- Ensure that at the end of each session the radios are turned off, put on charge or stored away satisfactorily, ready for the next session.
- At the completion of the competition ensure that all batteries are removed from the radios and reusable batteries and radios are stored correctly for travel.
- Ensure that all old batteries are thrown out.
- You are responsible for any queries or difficulties that anyone has with their designated radio for the duration of the competition.

9.2 Radio Tips

- Agree in advance on key phrases
- Be brief and to the point
- Speak directly and clearly with an even tone into the microphone
- Acknowledge the receipt of all messages directed to you
- Only one person talks at a time
- Listen before you begin your transmission and always wait a split-second before you speak after keying the push to talk button
- Conversations are public - avoid discussing sensitive issues on open channels
- Don't shout into the radio

10 WPS Point Score System

In 2017 WPS introduced a points scoring system to address the need for a standardised system for results – it can be easily used to determine places in multi class events.

The development of the World Para Swimming points system follows a number of discussions with NPC and NF for the need for a standardised system. The model is derived from a work from Kevin Pei using the points system.

The basic procedure was as follows:

- Data from IPC World Rankings from 2009 and onwards has been used as the basic platform.
- Each event and class had their own specific trend.
- A common statistical model was used to map each event's trend
- This statistical model was applied to all classes and converted into a reference performance of 1000 points for each combine class.
- Every year, there will be a review and analysis of results and the point score table will be updated.
- Compared to previous models for the point score table that only took into account World Record Performances, this model also includes ranking data, which means new World Records and single outstanding performances will have very little impact (if any) to adjustments of the point score table.

Most management systems are able to integrate the point score formula and convert performances directly into point scores. Additionally, WPS provides a Point Score Calculator Excel File that will be updated yearly after review and analysis of results and can be found in the download section of the WPS website.

Gender	Event	Class	Points to Time Converter		Distance to Time Converter	
			Points	=> Time	Time	=> Points
Men	50 m Freestyle	S1	1000	1:04.50	1:08.73	893
Men	50 m Freestyle	S2	1000	0:58.28	0:50.00	1141
Men	50 m Freestyle	S3	1000	0:43.36	0:50.00	716

Gender	Event	Class	Points to Time Converter		Distance to Time Converter	
			Points	=> Time	Time	=> Points
Men	50 m Freestyle	S1	1000	1:04.50	1:04.50	1000
Men	50 m Freestyle	S2	1000	0:58.28	0:50.00	1141
Men	50 m Freestyle	S3	1000	0:43.36	0:50.00	716

Appendix 1



Technical Disqualification Form

Event No.	<input type="checkbox"/> Final <input type="checkbox"/> Heat – No:	Lane No.
Stroke (tick all that apply)		
<input type="checkbox"/> Freestyle	<input type="checkbox"/> Backstroke	<input type="checkbox"/> Breaststroke
<input type="checkbox"/> Ind. Medley	<input type="checkbox"/> Freestyle Relay	<input type="checkbox"/> Medley Relay
		<input type="checkbox"/> Butterfly

Swimmer did not comply with World Para Swimming Rule Number: _____

Additional relevant information: _____

Printed Name of Official:	Signature:
Officials Position:	<input type="checkbox"/> Turn/CloT <input type="checkbox"/> Stroke <input type="checkbox"/> Starter <input type="checkbox"/> Referee <input type="checkbox"/> Other

Printed Name of Referee:	Signature:
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Time the Disqualification is posted:

Appendix 2



Codes of Exception

The Codes of Exception are assigned to an athlete by the classifiers and are only to guide the technical officials. The technical official shall officiate by the World Para Swimming Rules and Regulations and NOT by the Codes of Exception. The Codes of Exception are referred to within the WPS Rules and Regulations within Part A – General, Definitions.

Code	Exception	WPS Rule/Reg	Interpretation and Guidance
H	Hearing Impaired – Light or Signal Required	11.1.7 11.1.8 11.1.9 13.3.4.3	Swimmer with hearing impairment and requires a light, signal or touch start. A strobe light may be placed by the starter or beside the relevant swimmers blocks. Other signals can be used such as an arm gesture. Support Staff may be used to perform a touch start.
Y	Starting Device	11.1.3.8 11.3.1.3	Swimmer uses a device when starting. A starting device is any assistive device that enables the swimmer to perform an effective start. Typical devices include straps, cords or towels which enable swimmers to grip effectively for backstroke or forward starts. Starting devices must be approved by WPS prior to use.
E	Unable to Grip for Backstroke Start	11.3.1.2	Swimmer is unable to hold the backstroke grips due to missing or weak hands and/or wrist. This code means a swimmer is permitted to start in backstroke without using the backstroke grips, holding the top of the starting/timing pad instead.
A	Assistance Required	11.1.3.2 11.1.3.8 11.1.8 11.1.9 11.3.1.3	Swimmer requires assistance at the start or finish. Swimmers are entitled to a Support Staff who provides assistance at the start, to enter the pool or access the starting blocks prior to commencing the race and/or to assist exiting the pool at the end of the race.
T	Tappers	10.7.3 10.7.3.1 10.7.3.2 11.7.12	Swimmer with visual impairment who require a tapper. A tapper will use a tapping device to notify the swimmer when they are approaching the turn, by a single or double tap onto the swimmer. A tapping device is typically homemade consisting of a rod or pole long enough to reach out into the lane with a soft end piece. Tappers are compulsory for S/SB/SM11 swimmers. If a tapper is required at both ends, a separate tapper must be used. Tapping devices must be approved by WPS prior to use.
B	Blackened Goggles	11.8.8	For S/SB/SM11 swimmers it is compulsory to wear blackened goggles unless they have two (2) prosthetic eyes. The goggles should be checked at the end of the race by a technical official. If the swimmer has no eyes they are not required to wear blackened goggles.
0	Nil	N/A	No exceptions apply to the swimmer.
1	One Hand Start	11.3.1.1	The swimmer cannot grip the start with 2 hands. They will place one hand/arm on the start, but the other arm may sit next to the gripping arm, be in the water, or be non-existent.
2	Breaststroke – One Handed Touch	11.4.6.3	The swimmer uses one arm to perform the swim stroke, so must touch at the turn and finish with the one hand or arm.
3	Breaststroke – Simultaneous Intent to Touch	11.4.6.1 11.4.6.4	The swimmer uses both arms to perform the swim stroke. The swimmer must attempt to touch the wall with both hands simultaneously. This exception means only the longer arm may touch the wall, but both arms must be stretched forward simultaneously.
4	Butterfly – One Handed Touch	11.5.4.3	The swimmer uses one arm to perform the swim stroke, so must touch at the turn and finish with the one hand or arm.
5	Butterfly – Simultaneous Intent to Touch	11.5.4.1 11.5.4.4	The swimmer uses both arms to perform the swim stroke. The swimmer must attempt to touch the wall with both arms/hands stretched forward. This exception means only the longer arm may touch the wall, but both arms must be stretched forward simultaneously.
7	Part of Upper Body Must Touch	11.4.6.2 11.5.4.2	Allows for any part of the swimmers upper body to touch the wall at the turn or finish. Athletes will typically touch with their head or shoulders or their shortened arm(s).
8	Right Foot Must Turn Out	11.4.5.1	The swimmer must turn out their right foot when performing the propulsive part of the breaststroke kick.
9	Left Foot Must Turn Out	11.4.5.1	The swimmer must turn out their left foot when performing the propulsive part of the breaststroke kick.
12	Leg Drag OR Show Intent To Kick	11.4.4.1	The swimmer may choose to either drag both legs or show intent to kick. The swimmer must maintain the leg drag or the intent to kick throughout the race and may not change. E.g. a swimmer cannot drag legs for first 50m then begin kicking in the last 50m.
+	Butterfly Kick Is Able To Be Performed	11.4.1 11.4.5	The '+' code is not so much a rule exception but rather informs officials the swimmer is physically capable of performing a butterfly kick. If this action is observed during the normal breaststroke cycle, it is a violation of WPS Rule 3.4.5. Remember: Any swimmer is permitted to take a single butterfly kick at any time prior to the first breaststroke kick after the start or turn as detailed in WPS Rule 3.4.1
Freestyle		No Exceptions (Nil)	
Backstroke		Only Exception '1' may apply	
Butterfly		Exceptions '4, 5, 7' may apply	
Breaststroke		Exceptions Upper Body '2, 3, 7' may apply Lower Body '8, 9 or 12, +' may apply	