



**NORTH  
CAROLINA  
SWIMMING**

# Stroke & Turn Judge Clinic Handbook

Clinician (Referee): \_\_\_\_\_

Email/Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_



**NORTH  
CAROLINA  
SWIMMING**

# **Stroke & Turn Judge Clinic Agenda**

## **Session One**

### **I. Welcome**

Overview

- Introduction to officiating in USA-S/NCS
- Keys to Success

### **II. USA Swimming's Organizational structure**

- FINA, National Governing Body
- (LSC) Local Swimming Committee, Zones
- North Carolina Swimming

### **III. Apprenticeship-Stroke & Turn Judge Official**

- NCS Requirements
- Off-Deck Training
- Expectations with the Stroke & Turn Judge Program
- Judge On-Deck Apprenticeship Record
- Training Categories
  1. Off Deck Training
  2. On Deck Training
  3. Certification

## **Session Two**

### **I. USA Swimming Rules**

- Officiating Strokes
  - a. Breaststroke
  - b. Butterfly
  - c. Backstroke
  - d. Freestyle
  - e. Individual Medley
  - f. Relays
  - g. Judging swimmers with Physical Disabilities

### **II. At The Meet**

- What to do when you get there
- On-Deck Guidelines
- Authority, Jurisdiction & Protocol
- Reporting Violations
  - The DQ Slip
  - DQ Protocol – Relays

### **III. General Information**

- Mental Taps

### **IV. Conclusion**

- NCS Stroke & Turn Judge Policy

## Introduction to officiating in USA-S/NCS

There are as many reasons, as individuals, why people step-up and officiate swimming for USA Swimming/North Carolina Swimming. Some examples are:

- Much rather get involved, then just seat in the stands and be a spectator
- Obligations or requirements to a swim team
- Gain a better understanding for competitive swimming, etc., etc.
- Or, like many volunteer parents, it's an opportunity to get involved in their child's activity and spend quality time with their young athlete while they make strives in sport of swimming and their young adulthood.

Whatever your reason, "Welcome" to the North Carolina Swimming's Stroke and Turn Judge Apprenticeship program. The NCS Officials Committee developed this curriculum to allow our training and evaluation practices to be flexible and achieve a common standard for all Stroke and Turn Judge apprentices. The Officials Committee hopes you find that the stroke & turn judge clinic, the apprentice materials and mentored training are meaningful and beneficial.

Keys to maximizing your training experiences:

- Maintain a positive attitude.
- Have a good sense of humor.
- Ask questions. Remember this is a learning experience.

Your apprenticeship really starts once you complete NCS' Stroke and Turn Judge certification process and you're confronted with a new situation that will test your knowledge and judgment. Officiating can be an enjoyable experience. It is not designed to win popularity contests; however, the self-satisfaction of having participated and having done a good job is very rewarding. New or inexperienced officials often ask, "How long will it take me to become a good Stroke and Turn Judge?" Obviously, it depends upon the individual; but rest assured, it won't happen overnight or without effort. Knowing the rules and attending training sessions are very important, but experience gained by working at meets is the only real teacher. Only experience can build the confidence the Stroke and Turn Judge requires before his or her performance becomes "automatic." Even then, it is essential that the judge continuously reviews the rules and regularly attends retraining sessions. At the completion of the your Stroke & Turn Judge Certification, the Officials Committee looks forward to your feedback to help enhance the Stroke & Turn Judge Apprentice training program.

# USA SWIMMING'S ORGANIZATIONAL STRUCTURE

## USA Swimming

- Headquartered in Colorado Springs, it is the national governing body for competitive swimming and an extension of the US Olympic Committee.
- As the national governing body for the United States, it's responsible for nearly all aspects of USA Swimming and setting rules guided by the international governing body of aquatic sports (FINA).
- Within USA Swimming there are 4 zones and 59 Local Swimming Committees (LSCs). An LSC is typically responsible for an entire state; however, several bigger states have multiple LSCs within their boundaries.
- Each LSC is a separate entity, with each being an individual member of USA Swimming, although all act on behalf of USA Swimming.
- An LSC gives USA Swimming sanctions for swim meets within its LSC and the LSC is responsible for enforcing the rules at the meet. The LSC does this by training officials for the meet.
- The technical swimming rules for USA Swimming are the same for all LSCs as mandated by USA Swimming. This allows an official in one LSC to officiate in another LSC without having to learn a new set of rules.

## North Carolina Swimming

- North Carolina Swimming makes up one of the 59 LSCs and is a member of the Southern zone.
- North Carolina Swimming's LSC is made up of athletes, swim clubs and individual members requesting membership and abiding by rules, regulations and the Code of Conduct of USA Swimming.
- NCS is governed by its own by-laws, policies, procedures and guidelines mandated by USA Swimming.
- Coaches, Athletes, Officials and other non-athlete members are elected or appointed each year at the fall House of Delegates (HOD) and make up the governing body for the LSC.
- House of Delegates meeting is held twice a year (April and September). It's consists of a series of meeting highlighting officials training, new rule interpretations or changes, finance, technical planning of swim meets, and adopting new policy and procedurces.

## Sanctioning Meets

- During each competitive swim season, swim teams or clubs within each LSC host or attend swim meets to promote competition, determine all their athlete's abilities and generate revenues for their club.
- Clubs host different types of swim meets: Open, Closed, Intra-squad, Dual, Tri, Quad, Timed Final, Prelim/Final, Age Group, Senior, Invitational, Championship, etc., for different experience level of athletes.
- Clubs will submit a request to sanction a swimming competition for approval with NCS and include event and entry information commonly known as a "Meet Announcement." Clubs agree to abide by and govern the event under the rules and regulations of USA-S and NCS.
- Once sanctioned, a meet announcement is similar to business contract, the Host Team agrees to adhere to all events, entries, deadlines and procedures outlined in the meet announcement for all participants that have agreed to attend.
- All competitive swimming events held under a USA-S sanction shall be conducted in accordance with USA-S/NCS rules, which are designed to provide fair and equitable conditions and promote uniformity in the sport.
- USA-S and NCS authorize certified officials to enforce the rules at a sanctioned meet with honesty, fairness, integrity, responsible behavior and an understanding of the rules and their application.
- NOTE: There are both a minimum number of officials required for each session of meet, and a correct complement of officials acting in capacity of a required position(s) that they are certified, for that session/meet to be considered official, and athlete's results entered into SWIMS.

## Minimum Officials Capacities

- **Meet Referee**- has the overall authority and responsibility for the meet and ensures compliance with all rules, before, during and after the competition.
- **Deck Referee\*** (May also be the Meet Referee) shall have full authority over all officials and has the responsibility for the pool (wet-side), actual conduct of the meet, ensures compliance with all rules and shall decide the final settlement of a rule interpretation.
- **Starter** has the responsibility to ensure all swimmers receive a fair and equitable start.
- **Stroke & Turn Judges** shall ensure that the rules relating to the style of swimming designated for that event are observed and ensures that, when turning or finishing, the swimmer complies with the turning and finishing rules applicable to the stroke used. Maybe assigned as a Relay Take-off Judge and ensures that a relay swimmer does not leave the platform before the preceding swimmer has touched the end of the pool.
- **Administrative Referee or Administrative Official\*** supervises the logistical part of the meet. Ensures compliance with administrative rules and duties covering a number of different dry side responsibilities: regarding entries, performing timing adjustments, etc., and coordinating the accuracy of information trail in a timely matter.

(\*The Referee and Administrative Official may not act in more than one capacity.)

### Uniform Requirement: North Carolina Swimming Official's uniform:

- **Men:** Navy blue slacks (no jeans) or shorts, white polo (collared) shirt and rubber-soled white shoes. (Crocs not recommended)
- **Women:** Navy blue skirt, slacks (no jeans) or shorts with white polo shirt (collared) and rubber-soled white shoes. (Crocs not recommended)
- **Shirts\***. White polo (collared) shirts should be tucked in anytime while working on deck. They should not contain any team logo.
- **Note:** Occasionally some competitions may request officials adopt a different uniform. Information can normally be found on the respective meet announcement.
- **\*Breast Cancer Awareness Month:** October is Breast Cancer Awareness month; **all** officials are encouraged to wear **"PINK"** (shirts, shoes, etc.).

## **APPRENTICESHIP-STROKE & TURN JUDGE OFFICIAL**

- The course curriculum for NCS Stroke and Turn Judge program is divided into two categories:
  1. Off-Deck Training
  2. On-Deck Training
- The program is designed to make the transition from a new apprentice with little or no previous experience about competitive swimming, to becoming certified official with USA-S/NCS, as simple and quickly as possible.
- There are some required deadlines associated with a Stroke and Turn Judge apprenticeship; we recommend that you complete them first, early on in your apprenticeship and making them a non-issue.
- Completing the requirements for the Off-Deck Training portion as soon as possible, will give you a better understanding for the procedures related to the On-Deck Training portion of your apprenticeship.

### **NCS Requirements:**

#### Off-Deck Training

- Must be at least 18 years of age
- Create an account on the USA-S website.
- Attend an approved USA-S/NCS Stroke & Turn Judge Clinic
- Within 60 days of an apprentice's Stroke & Turn Judge Clinic
  1. Register as a Non-Athlete membership with USA-S/NCS
  2. Obtain a Level 2 Background Check
  3. Complete online Athlete Protection Training at USA-S
- Satisfactorily complete an open book, Stroke & Turn Judge Certification test online at USA-S, with a score of 80% or better.

#### On-Deck Training

- Apprentice a minimum of six (6) sessions at a USA-S/NCS sanctioned or approved swim meet.



## Off-Deck Training Category-In detail

### 1. Create Your USA Swimming Account.

- Creating an online account with USA Swimming is essential, free, a great first step and takes only five (5) minutes to complete.
- You will see later that it links all your registration records (USA-S/NCS registration, Level Two Background Check, Athlete Protection Training) to your apprenticeship.
- Your USA-S account will help you and the NCS Officials Committee track swim meets that you have officiated, your USA-S online test, evaluations you have completed and other activities.
- USA Swimming's website is found at: [www.usaswimming.org](http://www.usaswimming.org); then check the top right-hand corner; click "sign-in"; click "need to create an account".
- **Note:** Be careful, create your own username and password that's exclusively your own, **do not** use another family member's; doing so may not correctly link your information, records or tests.

### 2. Attend an USA-S/NCS approved Stroke & Turn Judge Clinic.

- If you are currently attending a clinic, you may move on to the next requirement.
- Clinics can be found outline at: [www.ncswim.org](http://www.ncswim.org); click under the "officials" tab; for a list of clinics.

### 3. Non-Athlete Membership with USA Swimming and North Carolina Swimming

- Membership in USA Swimming is a requirement to officiate on deck at a USA-S/NCS sanctioned swim meet.
- You can do this on the North Carolina Swimming website: [www.ncswim.org](http://www.ncswim.org); look under Registration and click on registration forms and documents.
- Complete the NCS Non-Athlete Registration form and either mail it to the NCS Registrar (address is located on the form) or bring it with you to the Stroke and Turn Judge clinic. There is a power-point presentation to help guide you through the process.
- Some teams may reimburse their officials for the cost of their USA-S/NCS Non-Athlete registration. Please check with your team.
- The current cost for the 2014-2015 Non-Athlete membership is sixty-two(\$62.00) dollars, cost change annually.

- Registrations begin on September 1<sup>st</sup> of the current year and will expire on 12-31-XX of next year.
- **NOTE:** (Every apprentice must be registered as a non-athlete member with USA Swimming/North Carolina Swimming, within 60 days after their stroke and turn judge clinic.)

#### 4. Obtain a Level 2 Background Check

- In the interest of protecting all athletes, USA Swimming’s governing body ruled that all individuals who come in contact with any USA-S athletes must pass a Level 2 Background Check.
- The background check is done with an Agency approved by USA Swimming and all information is held **confidentially** between the applicant and that Agency. You will receive a confirmation email of your application and the results when they are available. USA Swimming and NCS receive only a green light or a yellow light notification, normally within (72) hours from the completed check.
- The current cost is \$39.00 and is good for (24) twenty-four months. Current renewal cost twenty-four months after initial background check is \$19.00.
- Some teams may reimburse their officials for the cost of the Level 2 Background check, please check with your team.
- This is all completed on the USA Swimming website. After creating an account, sign in and click member resources under the “Officials” tab (currently on the right side — halfway down the page) or **Online:** [www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck)
- **Note:** (Every apprentice must obtain a Level 2 Background Check within 60 days after their stroke and turn judge clinic.)

#### 5. Complete Athlete Protection Training

- Along with the required USA-S background check, USA Swimming’s governing body created Athlete Protection Training.
- This is a required course, every (2) two years, for all individuals who come in contact with any USA-S athlete.
- This is a 45-minute to an hour tutorial course and is available online [www.usaswimming.org/protect](http://www.usaswimming.org/protect). It’s located directly below the Background Check link.
- It details behavior that is inappropriate within USA-S and methods on how to report misconduct.
- **NOTE:** (You must be registered with USA-S/NCS and have set up an account in USA Swimming’s database to access Athlete Protection Training. And every

apprentice must complete Athlete Protection Training within 60 days after their stroke and turn judge clinic.)

**6. Complete an open book Stroke & Turn Judge test online at USA-S.**

- You will need to complete an online, open-book test at USA Swimming.
- It is recommended that this Stroke and Turn Judge test first be downloaded, printed out and worked offline. You can resume your saved test at later time.
- Use the Rulebook for the year associated with the test.
- A large portion of the test will be reviewed during your clinic and your Clinician can help you with any questions you don't understand. The remainder of the test is to be completed by the apprentice.
- The test must be completed with a satisfactory score of 80% or better.
- Recommend that it be complete prior to apprenticing your 3rd on-deck session.
- To download the test, go to the USA Swimming website, go under Officials tab, click the Testing and Certification and just follow the directions.
- **NOTE:** Be careful, "**DO NOT**" take the Re-certification test for Stroke & Turn Judge. This test is for an individual who already is a certified official for a number of years.
- Once you have passed the test, the NCS Training Coordinator will receive notification.

## Expectations with the Stroke & Turn Judge Program

- Complete all the steps of the Off-Deck Training portion. This will link the USA-S account you created with your registration, background check, athlete protection training and online test in OTS (Officials Tracking System). Officials and NCS Officials Committee use OTS to keep track of sessions/meets officiated, online tests, activities, evaluations and advancements.
- Plan to inform the Meet Referee, ahead of time, that you plan on apprenticing at their upcoming swim meet. This will help the Meet Referee assign you to an experience mentor that you will shadow during the session/meet. There are two good methods to use:
  1. Look-up the Meet Announcement on North Carolina Swimming's website (ncswim.org), under Meets; (Short Course Schedule or Long Course Schedule), find and open the meet announcement. The Meet Referee's email and/or phone number is located on the top of the first page.
  2. Report to the pool an hour to an hour-fifteen (1:00- 1:15) before the session starts. Normally in hospitality, a sign-up sheet for officials should be available. Sign-in as an "apprentice" and find the Meet Referee, have your Judge On-Deck Apprentice Record available.
- Important to bring your Judge On-Deck Apprentice Record to every session during your apprenticeship and present it to the Meet Referee. Each session must be documented on the Apprenticeship Record and signed by both the mentor(s) and Meet Referee.
- Expect to shadow a mentor(s) for at least five (5) sessions. During the sixth (6<sup>th</sup>) session the mentor will shadow the apprentice, seeing that you have an understanding of a Stroke and Turn Judge.
- Plan to apprentice the entire session with one or more mentor(s), at different locations on the pool deck.
- Follow the Special Purpose On-Deck Training (SPOTs) program.
- Officials are "quietly observing," try to dress as an official, so nothing seems out of place.
- Ask questions; remember there are no bad questions. This should be a learning experience.
- An apprenticeship can be completed in a little as just a few weeks, but on average 60-90 days, it's completed at your own pace.
- Note: Six (6) sessions are a minimum number for NCS certification. Additional sessions may be required for an apprentice to finish and obtain a clear understanding and be

proficient as Stroke & Turn Judge-Official.

## **The On-Deck Training Category-In detail**

### **1. Training-Pool Side**

- When you walk on-deck, you will work with a number of different officials that will help mentor you through the policies and procedures of a swim official.
- Apprentice a minimum of six (6) sessions at a minimum of two(2) USA-S/NCS sanctioned or approved swim meets.
- During the first (5) apprentice sessions, you will not be asked to make calls or recommend disqualifications. Your role will be to observe, ask questions, and get a good feel for the position.
- The mentor will guide you into the correct position for your jurisdiction and describe how to professionally observe a swimmer(s) during the start, swim, turns, and finish, while always giving the benefit of doubt to the swimmer(s).
- The mentor will also discuss the proper way to report a possible disqualification and which rule that may be in question.
- During the sixth (6th) or greater session, the mentor will step back and let you apply all your training skills to give you greater confidence in your ability to become a certified Stroke & Turn Judge.
- With a satisfactory final evaluation and completing all the requirements of your apprenticeship, the Training Coordinator will certify you as a Stroke and Turn Judge-Official with both USA Swimming and NCS.
- After a few weeks, the Training Coordinator will mail you a NCS official name badge.

### **Evaluation Recommendations/Suggestions**

- Positive attitude, common sense, exercise good judgment
- Be professional, fairness to all competitors, dress properly
- Attending and being on time for the Officials meeting
- Good understanding and proficient with:
  1. USA-S Rules and their responsibilities in applying them
  2. Proper position and Jurisdiction

### 3. Benefit of Doubt to the Swimmer

- Reporting Disqualifications, Referee's final decision
- Full understanding of NCS' Stroke and Turn Judge certification policy

## Certification

- Once **all** NCS Stroke and Turn Judge Certification requirements are complete; email, fax or mail your Judge On-Deck Apprentice Record to the NCS Training Coordinator at ([trainingcoordinator@ncswim.org](mailto:trainingcoordinator@ncswim.org)).
- If **all** requirements are complete; the NCS Training Coordinator will update your records in OTS (Officials Tracking System) as a certified USA-S/NCS Stroke and Turn Judge Official.
- The NCS Training Coordinator will mail you an NCS Official name badge, 4-6 weeks after receiving your Judge On-Deck Apprentice Record.
- All certifications must be complete within one year (12 months) from the date of the Stroke and Turn Judge clinic.

## Annual Certification Requirements:

- Officiate at a minimum of **10 sessions** at USA sanctioned, approved, or observed meets
  - No more than 3 sessions may be at a pre-approved observed meet. Pre-approved meets will appear in OTS and will include the high school regional and state championship, specified college conferences and college champs, Master meets, and Special Olympic meets.
  - If you are also an Administrative Official, 2 of your 10 sessions must be at the Administrative Official level.
  - For certifications obtained within the current year, the six (6) -apprentice sessions will be credited towards the 10 sessions.
- Renew your USA Swimming registration as a non-athlete member.
- Maintain a current Level II background check
- Maintain current athlete protection education requirements

## North Carolina Swimming is on a tri-annually (3 year) cycle for re-testing:

- Current LSC cycle expires 12-31-2016
- Along with the annual requirements, satisfactorily complete the USA Swimming Stroke & Turn/Timer re-certification test with a score of 80% or better.

- Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.

## Session Two

### V. USA Swimming Rules

- Officiating Strokes
  - h. Breaststroke
  - i. Butterfly
  - j. Backstroke
  - k. Freestyle
  - l. Individual Medley
  - m. Relays
  - n. Judging swimmers with Physical Disabilities

## USA Swimming Rules\*

\*Note: (Partial listing of USA-S technical rules, refer to a complete current USA-S rulebook).

### 101.2 BREASTSTROKE

**101.2.1 Start-**The forward shall be used.

**101.2.2 Stroke-**After the start and after each turn when the swimmer leaves the wall, the body shall be kept on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order.

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

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

## **101.2.2 BREASTSTROKE-Stroke (continued)**

### **101.2.2 Stroke (continued)**

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

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

The feet must be turned outward during the propulsive part of the kick. Scissors, alternating movements or downward butterfly kicks are not permitted except as provided herein. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

**101.2.4 Turns and Finish-** At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously at, above, or below the water level (effective September 23, 2013). At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. The head may be submerged after the last arm pull prior to touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.



## **101.3 BUTTERFLY**

**101.3.1 Start-**The forward start shall be used.

**101.3.2 Stroke-**After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under the water, which must bring the swimmer to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) after the start and after the turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish. From the beginning of the first arm pull, the body shall be kept on the breast except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. Both arms must be brought forward simultaneously under the water throughout the race.

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

**101.3.4 Turns-**At each turn the body shall be on the breast. The touch shall be made with both hands separated and simultaneously at, above, or below the water surface (effective September 23, 2013). Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past vertical toward the breast when the swimmer leaves the wall.

**101.3.5 Finish-** At the finish, the body shall be on the breast and the touch shall be made with both hands separated and simultaneously at, above, or below the water surface (effective September 23, 2013).

## **101.4 BACKSTROKE**

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

**101.4.2 Stroke-** The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it is permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface of the water.

**101.4.3 Turns-** Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may be turned past vertical toward the breast after which an immediate continuous single arm pull or immediate continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to a position on the back upon leaving the wall.

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

## **101.5 FREESTYLE**

**101.5.1 Start-** The forward start shall be used.

**101.5.2 Stroke-** In an event designated freestyle, the swimmer may swim any style, except that in a medley relay or an individual medley event, freestyle means any style other than butterfly, breaststroke or backstroke. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point the head must have broken the surface.

**101.5.3 Turns-** Upon completion of each length the swimmer must touch the wall.

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

## 101.6 INDIVIDUAL MEDLEY

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

**101.6.1 Start-** The forward start shall be used.

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

**101.6.3 Turns-**

- A. Intermediate turns with each stroke shall conform to the turn rules for that stroke.
- B. The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:

(1) **Butterfly to Backstroke-** The swimmer must touch as described in 101.3.5. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be past vertical toward the back when the swimmer leaves the wall.

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

(3) **Breaststroke to Freestyle-** The swimmer must touch as described in 101.2.4. Once a legal touch has been made, the swimmer may touch in any manner.

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

\*NOTE: FYI- (A swimmer sometimes may transition from backstroke to breaststroke utilizing a “crossover” or “bucket” turn).

## **101.7 RELAYS**

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

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

### **101.7.3 Rules Pertaining to Relay Races**

- A. No swimmer shall swim more than one leg in any relay event.
- B. When automatic relay take-off judging is used, each swimmer must touch the touch plate or pad in his/her lane at the end of the course to have finished his/her leg of the relay race.
- C. In relay races a swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her leg.
- D. Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before all swimmers of all teams have finished the race. Exception: When an in-the-water start is required or such start is approved by the Referee.
- E. Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
- F. In relay races the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.
- G. In relay races involving in-the-water starts, the team of a swimmer who has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall.

## Judging Swimmers with Physical Disabilities

### Guidelines:

- ▶ **Authority**-The USA Swimming Rules and Regulations grant the Referee the authority modify the rules for the swimmer with a disability.
- ▶ Disability is defined as a permanent physical or cognitive disability that substantially limits one or more major life activities.
- ▶ In accordance with USA Swimming Rules, judge any part of the body that is used.
- ▶ Do not judge a part of the body that cannot be used.
- ▶ Base your judgment on the rule...not the swimmer's technique.

## **AT THE MEET**

### **What to do when you get there:**

- Be prepared to officiate at each session. Your help is needed.
- Arrive early and familiarize yourself with the facility, locate the official's hospitality room and know where the meeting will be held.
- Introduce yourself to the Meet Referee, let them know you are an apprentice, and sign in.
- Feel free to let the Meet Referee know if you need more exposure to a certain aspect of the pool (i.e. start end) to fulfill your apprenticeship training.
- During the pre-session Official's meeting, you will be assigned a position. You will need to listen for:
  - Which lanes you are officiating
  - Which part of the pool: start, turn end, or side
  - Your jurisdiction (i.e. flags in to heads up, half the pool or wall to wall).

### **General Guidelines:**

- Be in your assigned place at least 5 minutes before the start of the session.
- At the start of a race, stand behind the blocks to give the Starter clear views of all blocks
- Remain motionless so as to not distract Starter or cause a swimmer to False Start
- Step up to edge while swimmers in jurisdiction- hands behind back, one foot in front of the other for balance. Be relaxed. Step back when they're out of jurisdiction.
- May move in order to see better; coordinate with your mirror official.
- Balanced Officiating -- to give each swimmer similar officiating, always look at all assigned lanes, even if there is no swimmer competing in that lane.
- You cannot make calls outside of your jurisdiction.
- We observe the swims – we do not inspect.

- No outward manifestations during a race regarding illegality of competitor except a raised hand.
- Do not cheer or coach; control your emotions.
- Perform your assigned role to the best of your ability and stay in your box.
- Never leave your position until relieved.

		<b>Authority</b>	<b>Jurisdiction</b>	<b>Position (where to be)</b>	<b>Protocol (how to look)</b>
<b>Long Course</b>	<b>Stroke Judge (1 per side)</b>	Observes that stroke rules relating to the style of swimming for designated event are being adhered to.	As assigned by the Referee.	Walks along the side of the pool abreast of the swimmers during butterfly and breaststroke. Judges should walk at a pace that is sufficient to stay with the swimmers. If the field spreads out, the stroke judge should maintain a position slightly ahead of the trailing swimmers while maintaining contact with the lead swimmer(s).	For Freestyle and Backstroke, watch the 15-meter mark, and then step back after all swimmers have passed. For Butterfly and breaststroke, walk the sides keeping your eyes on your jurisdiction throughout the race.
	<b>Stroke Judge (2 per side using Lead/Lag)</b>	Observes that stroke rules relating to the style of swimming for designated event are being adhered to.	As assigned by the Referee.	Lead Judge watches the 15-meter mark while the Lag Judge stands by the flags to watch the stroke at the start. Each judge walks along the side of the pool abreast of the swimmers during butterfly and breaststroke. Lead judge walks to flags while Lag Judge stops at 15-meter mark.	The lead stroke judge takes jurisdiction over the faster swimmer(s) while the lag stroke judge takes jurisdiction over the slower swimmer(s). After each turn, the stroke judges switch jurisdictions as they begin to walk in the opposite direction.
	<b>Turn Judge</b>	Ensures that swimmer complies with turning and finishing rules applicable to the stroke used.	As assigned by the Referee.	Over the lane in the center of your jurisdiction with a clear (unobstructed) view of your jurisdiction. For Freestyle, you will most likely be asked to go to the corner to observe.	Step up to edge while swimmers in jurisdiction-hands behind back, one foot in front of the other for balance. Be relaxed. Step back when they're out of jurisdiction.



<b>Short Course</b>	<b>Stroke &amp; Turn Judge</b>	Observes that stroke, turn and finish rules relating to the style of swimming for designated event are being adhered to.	As assigned by the Referee.	Over the lane in the center of your jurisdiction with a clear (unobstructed) view of your jurisdiction. For Freestyle, you will most likely be asked to go to the corner to observe.	Step up to edge while swimmers in jurisdiction- hands behind back, one foot in front of the other for balance. Be relaxed. Step back when they're out of jurisdiction.
	<b>15-Meter</b>	Observes that some part of the swimmer's head breaks the surface not more than 15 meters (16.4 yards) after the start and after each turn.	As assigned by the Referee.	This is for all strokes except breaststroke. The lane lines will have a different color lane line marking for the 15-meter mark. To give all swimmers the benefit of the doubt, use the lane line marking that is farthest from the start end -- even if that lane is outside of your jurisdiction and past any designated 15-meter mark on the pool wall. This marking should be used for all swimmers in all heats of that event.	Step up to edge while swimmers in jurisdiction- hands behind back, one foot in front of the other for balance. Be relaxed. Step back when they're out of jurisdiction.
<b>Relay</b>	<b>Relay Take-Off Judge</b>	Ensures that a relay swimmer does not leave the starting platform before the preceding swimmer has touched the end of the pool.	As assigned by the Referee.	<u>Lane judge</u> : beside the starting block ("Looking out" to the side of the pool) <u>Side judge</u> : at side of pool ("Looking in" towards the blocks)	Observe the feet of the starting swimmer leave the blocks then looking down to see the hand of the incoming swimmer touch the automatic timing pad

## Reporting Violations -- Disqualifications (DQ)

1. Benefit of Doubt ALWAYS goes to the Swimmer!
2. Call what you SEE, not what you don't see. The call must be based on personal observation.
3. Upon observing an infraction in their jurisdiction, the S&T Judge shall immediately raise one hand overhead with open palm. Keep hand raised until Deck Referee or CJ acknowledges you. Do not wave.
4. If the official does not raise their hand, then there is NO infraction.
5. Write notes of your call on your heat sheet. This will help you organize your thoughts, and can be a memory-jogger if you are questioned later about the call.
6. For any potential disqualification, you should be able to answer the following questions in a clear and concise manner:
  - a. **What is your jurisdiction?**
  - b. **What did you observe?**
  - c. **What rule was violated?**
  - d. The Deck Referee or Chief Judge will ask these questions so that he/she fully understands your observation prior to accepting the call, and to prepare to explain the call to the swimmer's coach.
7. Take a breath and think carefully before answering – try to visualize the swim in your mind, remembering that when you watched the swimmer approach you that their right arm was on your left, etc.
8. If there is a CJ, state: Event – Heat – Lane – Infraction – What you saw
9. Articulate violation with proper language. Knowing the rule book and listening to the Stroke Briefing helps you learn the proper language. Be able to speak to the rules when questioned on a call without the use of hand gestures.
10. Do not take it as a personal offense if your DQ call is not accepted or overturned – you did your job and the Referee must be able to do their job, too.
11. Officials should never give advice or talk to swimmers or coaches except to explain a disqualification actually cited. A “close” call is perfectly legal!!
12. If a coach approaches you about a call you made, simply tell them “See the Deck Referee.” If a swimmer or parent approaches you about a call you made, simply tell them “See your coach.”
13. Calls can be made only by the official within whose jurisdiction the infraction has been committed.
14. Be sure the violation occurred, understand clearly what it is and be prepared to explain it.

## The DQ Slip

2- Part Form: (Must be filled out correctly, or it is invalid)

- Event # \_\_\_\_\_ Heat # \_\_\_\_\_ Lane # \_\_\_\_\_
- Swimmer Name
- Team Initials (under the swimmer's name)
- By Stroke: During Start \_\_\_ Swim \_\_\_ Turn \_\_\_ Finish \_\_\_
- Infraction -- Proceeding sections describe standard DQ's, check all that apply.
- Judge: (official making the call), & Deck Referee – PRINT your name so that if the Referee needs to question you on the call, they can read your name.
- Turn-into Admin: White copy to file, yellow to coach or swimmer (Chief Judge, Referee, or Admin will deliver).

## Relay Take-offs

**USA Swimming**  
**Relay Take Off Judge**  
 EVENT# \_\_\_\_\_ HEAT# \_\_\_\_\_  
 (Circle one: SIDE or LANE)  
 Swimmer Number

Lane 1	2	3	4
Lane 2	2	3	4
Lane 3	2	3	4
Lane 4	2	3	4
Lane 5	2	3	4
Lane 6	2	3	4
Lane 7	2	3	4
Lane 8	2	3	4
Lane 9	2	3	4
Lane 10	2	3	4

- 2 officials watching each take-off independently of each other
- DQ requires Dual Confirmation.
- Use Relay Take-off Form: X = Bad, O = Good, sign it
- Watch Toes to Nose
- Do not raise hand for DQ
- After last take-off, signal w/ partner for possible DQ's: thumb up/down
- Alert Deck referee to "Possible Call"
- Meet & Compare Relay Take Off Forms (no talk)
- Both must match for dual confirmation.
- Bring to Deck Referee

Signature

## GENERAL INFORMATION

### Mental Traps

1. A disqualification should be viewed as:
    - a. "Protecting" the other athletes in the competition.
    - b. "Educating" the athlete who commits the infraction so he/she learns from the experience.
  2. Advantage vs Disadvantage Myth – the rule book does not state the swimmer must gain an advantage. If you see an infraction, it should be called.
  3. The "Twice" Myth – if you see an infraction, it should be called. You do not need to witness it twice.
  4. "We don't DQ 8 & Unders." DQs are a tool coaches use to teach their swimmers. If you see an infraction, it should be called. This myth assumes that everyone in the identified age group is a "beginner" while those in the older age groups are "experienced" and, therefore, should be held to a stricter standard. *People who take this position often rationalize it by saying they don't want to cause "mental trauma" to a youngster. They usually go on to say they have no problems "DQing someone 13 & Older."*
  5. "Don't ask me to judge my child." The Referee must know that the judge treats everyone in the field the same - "fairly and equitably" - all the time. This is probably the ultimate test of the judge's impartiality. The Referee must be confident that a judge will identify an infraction regardless of the effect upon their child, their team (club), their LSC, etc. To the judge, this is the time when he/she must separate himself/herself from their parental role and accept the responsibility of being a USA Swimming Judge.
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