



2014 OPEN WATER SWIMMING HANDBOOK



TABLE OF CONTENTS

OFFICIALS: ROLES

CHIEF REFEREE	3
REFEREE	4
STARTER	5
CHIEF TIMEKEEPER	5
TIMEKEEPER	6
CHIEF JUDGE	6
FINISH JUDGE	7
CHIEF RACE JUDGE-RACE JUDGE	7
TURN JUDGE	8
SAFETY OFFICER	8
MEDICAL OFFICER	9
COURSE OFFICER	10
CLERK OF THE COURSE	11
RECORDER	11
ANNOUNCER	12
MARKER	13
PROTOCOL OFFICER	14
ANTI-DOPING AGENT	15
ESCORT/CHAPERONE	15
KAYAK AND LEAD BOAT	15
BOAT DRIVER	16
EVENT DIRECTOR	16
RADIO	17

OFFICIALS: TECHNICAL INFORMATION

START TIMELINE	18
TECHNICAL MEETING/REFEREE'S BRIEFING TO SWIMMERS	19
RESULTS	19
MATERIAL	20
REFEREE SIGNALS	21

Introduction

The purpose of this document is to provide the host and ‘local organizing committee’ of an Open Water race in Canada an understanding of the roles, responsibilities, placement and procedures for personnel required for an Open Water competition

CHIEF REFEREE

RULES

The role of the Chief Referee is defined in the following articles FINA Open Water Swimming Rules:

The Chief Referee shall:

- OWS 3.1** Have full control and authority over all officials and shall approve their assignments and instruct them regarding all special features or regulations related to the competition. The Referee shall enforce all the Rules and decisions of FINA and shall decide all questions relating to the actual conduct of the competition, the final settlement of which is not otherwise covered by these Rules.
- OWS 3.2** Have authority to intervene in the competition at any stage to ensure that FINA Rules are observed.
- OWS 3.2.1** In case of hazardous conditions that jeopardize the safety of the swimmers and the officials, in conjunction with the Safety Officer he can stop the race.
- OWS 3.3** Adjudicate on all protests related to the competition in progress.
- OWS 3.4** Give a decision in cases where the judges' decision and times recorded do not agree.
- OWS 3.5** Signal to swimmers, by raised flag and short blasts on a whistle, that the start is imminent and when satisfied indicate by pointing the flag at the starter that the competition may commence.
- OWS 3.6** Disqualify any swimmer for any violation of the Rules that he personally observes or which is reported to him by other authorised officials.
- OWS 3.7** Ensure that all necessary officials for the conduct of the competition are at their respective posts. He may appoint substitutes for any who are absent, incapable of acting or found to be inefficient. He may appoint additional officials if considered necessary.
- OWS 3.8** Receive all reports prior to the start of the race from the Clerk of the Course, Recorder, Course Officer and Safety Officer.

RESPONSIBILITIES

Before the start of the event

- Is present at the technical meeting (For some competitions, the technical meeting takes place the day before, a briefing before the race is organised for competition day)
- 2 hours before the race, with a member of the organizing committee and a coach designated at the technical meeting, verify the water temperature at the center of the course at a depth of 40cm (the minimum permitted is 16°C). (OWS 5.5)
- In agreement with the Organizing Committee, validate the official's assignments.
- 15 minutes prior to the start, receive from the Clerk of Course, Recorder, Safety Officer and Course Officer, their reports.
- Verify the course with the Course Officer and Safety Officer and the FINA delegate, if he is present.
- Receive the course plan from the Organizing Committee.
- Receive the start lists from the Recorder.

During the event

The **Chief Referee** follows the event from a boat.

- Signal to the swimmers, with brief whistles, the imminent start of the race and transfers the responsibility of the start to the Starter. (OWS 3.4)
- See to the application of the rules.
 - Warn swimmers in the case of slight errors: whistles
 - Advise swimmers in the case of a first infraction: Yellow Card + Swimmer's Number.
 - Disqualify swimmers in the case of a serious fault or a second infraction: Red Card + Swimmer's Number. The swimmer must leave the water immediately.
- Record the withdrawals during the race and advises the Chief Finish Judge and the Recorder

After the end of the event

- Assure there are no swimmers left in the water and declares the race finished.
- Receive from the Chief Finish Judge the results and the rankings, verifies and signs them.
- Judge all eventual protests.

MINIMUM MATERIAL REQUIREMENTS

- Thermometer
- GPS (supplied by the organizing committee)
- FINA rule book
- Megaphone
- Whistle
- Stopwatch
- Numbers + Red and Yellow Cards
- Paper and Pencils
- Radio links
- Flag (if possible a different colour than the one used by the Starter)

MISCELLANEOUS

- Plastic envelope for start lists and course plan.
- Important telephone numbers

REFEREE

RULES

The role of the Referee is defined in the following articles FINA Open Water Swimming Rules.

The Referee shall:

OWS 3.9 Have authority to intervene in competition at any stage to ensure that FINA Rules are observed.

OWS 3.10 Disqualify any swimmer for any violation of the Rules that he personally observes.

RESPONSIBILITIES

Before the start of the event

- Assure that all the officials are in their positions
- Receive from the Clerk of Course, Recorder, Safety Officer and Course Officer, their reports.
- Receive the course plan from the Organizing Committee.
- Receive the start lists from the Recorder.

During the event

The **Referee** follows the event from a boat

- See to the application of the rules.
 - Warn swimmers in the case of slight errors: whistles
 - Advise swimmers in the case of a first infraction: Yellow Card + Swimmer's Number.
 - Disqualify swimmers in the case of a serious fault or a second infraction: Red Card + Swimmer's Number. The swimmer must leave the water immediately.
- Record the withdrawals during the race and advises Chief Referee, the Chief Finish Judge and the Recorder

After the end of the event

- Wait until the Chief Referee has declared the event finished to leave the water.

MINIMUM MATERIAL REQUIREMENTS

- FINA rule book
- Whistle
- Stopwatch
- Numbers + Red and Yellow Cards
- Paper and Pencils
- Radio links
- Flag (if possible a different colour than the one used by the Starter)

MISCELLANEOUS

- Plastic envelope for start lists and course plan.
- Important telephone numbers

STARTER

RULES

The role of the Starter is defined in the following articles FINA Open Water Swimming Rules:

The Starter shall:

OWS 3.11 Start the race in accordance to OWS 4 following the signal by the Chief Referee.

RESPONSIBILITIES

Before the start of the event

- Verify that the starting system is functioning properly.
- **Is present at the technical meeting**

During the starts

The Starter shall be positioned so as to be clearly visible to all competitors, facing the Chief Referee.

- The start shall be given by lowering the flag with the arm extended while emitting simultaneously an audible signal once he judges that the swimmers are ready.

Note: When the start is a dive start from a platform (swimmers lined up randomly by a draw) the start signal shall be preceded by the command « **take your marks** » (swimmers must be positioned with at least one foot at the front of the platform).

The Starter may occupy other compatible functions such as Finish Judge.

MINIMUM MATERIAL REQUIREMENTS

- Flag (if possible a different colour from that of the Chief Referee).
- Sound transmitter (whistle, horn, fog horn etc.)

CHIEF TIMEKEEPER

RULES

The role of the Chief Timekeeper is defined in the following articles FINA Open Water Swimming Rules:

OWS 3.12 Assign at least two Timekeepers to their positions for the start and finish.

OWS 3.13 Ensure that a time check is made to allow all persons to synchronise their watches with the official running clocks 15 minutes before start time.

OWS 3.14 Collect from each Timekeeper a card showing the time recorded for each swimmer, and, if necessary, inspect their watches.

OWS 3.15 Record or examine the official time on the card for each swimmer.*

***Note: As a rule we do not use cards as we have stopwatches with printers.**

RESPONSIBILITIES

Before the start of the event

- Verify the stopwatches.
- Synchronise the stopwatches with the clock giving the official time 15 minutes prior to the start.
- Receive the start list from the Recorder.

During the event

The Chief Timekeeper aligns himself beside or above the arrival pad.

- Receive time cards from the Timekeepers *. (See Note above).
- Record the official times and transmits them to the Chief Finish Judge.

After the event

- Give the order to stop all the stopwatches once the Chief Referee has declared the race finished.

MINIMUM MATERIAL REQUIREMENTS

- Stopwatch with recording and printing capability rolls of paper, stopwatches and batteries.
- Clip boards
- List of the swimmers
- Pencils

TIMEKEEPER

RULES

The role of the Timekeeper is defined in the following articles FINA Open Water Swimming Rules:

OWS 3.16 take the time of each swimmer assigned. The watches must have memory and print out capability and shall be certified correct to the satisfaction of the Management Committee.

OWS 3.17 start their watches at the starting signal, and only stop their watches when instructed by the Chief Timekeeper.

OWS 3.18 promptly after each finish record the time and swimmers' number on the timecard and turn it over to the Chief Timekeeper.

Note: When Automatic Officiating Equipment is used, the same complement of hand timers is to be used

RESPONSIBILITIES

Before the start of the event

- Verify that his stopwatch is in good working order.
- Synchronise the stopwatch with the clock giving the official time 15 minutes prior to the start.
- Receive the start list from the Recorder.

During the event

The Timekeeper aligns himself beside or above the arrival pad.

- Record the swimmer's number and arrival time and transmits the information to the **Chief Timekeeper**.

After the end of the event

- Stop his stopwatch only upon the order of the Chief Timekeeper.

MINIMUM MATERIAL REQUIREMENTS

- Stopwatch with recording and printing capacity, rolls of paper, stopwatches and batteries.
- Clip boards
- List of the swimmers
- Lead pencils

NOTES

The finish may be a vertical plate, a line suspended above the water or a virtual line between two points/ buoys. Timekeepers time all the swimmers in the race, using the lap/split timing function of their stopwatch. The button should be pushed for every swimmer in the field, even when they arrive as a group, so the count of times matches the number and relative order of finish. Where printing stopwatches are used it is useful to write the number of a swimmer next to their corresponding time every so often to assist in matching the correct times with the correct swimmer's number.

CHIEF FINISH JUDGE

RULES

The role of the Chief Finish Judge is defined in the following articles FINA Open Water Swimming Rules:

OWS 3.19 assign each Finish Judge to a position.

OWS 3.20 record and communicate any decision received from the Referees during the competition.

OWS 3.21 collect, after the race, signed results sheets from each Finish Judge and establish the result and placing which shall be sent directly to the Chief Referee.

RESPONSIBILITIES

Before the start of the event

- Receive arrival forms from the Organising Committee.
- Receive from the Recorder the start list.

During the event

The Chief Finish Judge aligns himself beside or above the arrival pad.

- At each arrival record the swimmer's number on the arrival forms.
- Establish the order of arrivals at the end of the event and submits it to the Chief Referee.

MINIMUM MATERIAL REQUIREMENTS

- Pencils
- Arrival Forms

FINISH JUDGE

RULES

The role of the Finish Judge is defined in the following articles FINA Open Water Swimming Rules:

OWS 3.22 be positioned in line with the finish where they shall have at all times a clear view of the finish.

OWS 3.23 record after each finish the placing of the swimmers according to the assignment given.

Note: Finish Judges shall not act as Timekeepers in the same event.

RESPONSIBILITIES

Before the start of the event

- Receive, in sufficient number, arrival forms from the Organizing Committee.

During the event

The **Finish Judge** aligns himself beside or above the arrival pad.

- At each arrival, record the swimmer's number on the arrival forms and submits them to the Chief Finish Judge.

MINIMUM MATERIAL REQUIREMENTS

- Pencils
- Arrival Forms

NOTES

If there is a discrepancy between the judges' order of finish and the time recorded by the timekeepers, the matter is referred to the Referee for his/her determination. Video replay can be extremely helpful in resolving discrepancies

CHIEF RACE JUDGE – RACE JUDGE (Marathon only – 10km and more)

RULES

The role of the Chief Race Judge is defined in the following articles FINA Open Water Swimming Rules:

OWS 3.24 confirm to each race judge their escort boat and instruct them in their duties.

OWS 3.25 record and communicate any decision received from the Referees during the competition.

OWS 3.26 collect after the race, signed sheets from each Race Judge of their observations during the race which shall be sent directly to the Chief Referee.

The role of the Race Judge is defined in the following articles FINA Open Water Swimming Rules:

OWS 3.27 be positioned in an escort safety craft (where applicable), assigned by random draw prior to the start, so as to be able to observe, at all times, his appointed swimmer.

OWS 3.28 ensure at all times that the Rules of competition are complied with, violations being recorded in writing and reported to a Referee at the earliest opportunity.

OWS 3.29 have the power to order a swimmer from the water upon expiry of any time limit so ordered by the Referee.

OWS 3.30 ensure that his appointed swimmer does not take unfair advantage or commit unsporting impediment on another swimmer and if the situation requires instruct a swimmer to maintain clearance from any other swimmer.

RESPONSIBILITIES

Before the start of the event

- Race Judge receives the race plan from the Chief Race Judge.
- Has a briefing with the Chief Referee

During the event

The Starter shall be positioned so as to be clearly visible to all competitors, facing the Chief Referee.

- See to the application of the rules and good sportsmanship.
 - Warn the swimmers in the case of slight infractions: whistles
- Take notes during the course.
- Inform the **Referee** of all infractions as soon as possible.
- Remove swimmers from the water after the time-limit, fixed by the Chief Referee, has passed or upon disqualification by the **Referee** or upon decision to interrupt the race (in this case, note the swimmer's position relative to the swimmer leading and following them and if possible their location on the course).
- Does not enter the finish chute.

- Chief Race Judge collects after the race, signed sheets from each Race Judge of their observations during the race which shall be sent directly to the Chief Referee.

After the event

- Race Judge leaves the water once the swimmer they are responsible for has arrived

MINIMUM MATERIAL REQUIREMENTS

- Whistle
- Paper – pencil
- Course plan

TURN JUDGE

RULES

The role of the Turn Judge is defined in the following articles FINA Open Water Swimming Rules:

OWS 3.31 Be positioned so as to ensure all swimmers execute the alterations in course as indicated in the competition information documents and as given at the pre-race briefing.

OWS 3.32 Record any infringement of the turn procedures on the record sheets provided and indicate the infringement at the time by blasts on a whistle, then immediately communicate the infringement to the Chief Referee.

OWS 3.33 Promptly upon completion of the event deliver the signed record sheet to the Chief Race Judge.

RESPONSIBILITIES

Before the start of the event

- Receive the race plan from the Organizing Committee
- Receive the pre-numbered start lists from the Recorder

During the event

The **Turn Judge** is positioned near the buoy that he is responsible for.

- See to the proper turning around the buoy.
 - Warn swimmers in case of infraction: whistle
- Inform a Referee of all rule infractions as quickly as possible.
- Complete the pre-numbered Turn Forms for each lap and submits them signed, at the end of the event to the Chief Referee.

After the event

- Leave his position only with the authorization of the Chief-Referee

MINIMUM MATERIAL REQUIREMENTS

- Whistle
- Paper – pencil
- Pre-numbered Turn Forms

MISCELLANEOUS

- Plastic envelope for start lists and course plan
- Important telephone numbers
- Radio contact is desirable

SAFETY OFFICER

RULES

The role of the Safety officer is defined in the following articles FINA Open Water Swimming Rules:

OWS 3.34 be responsible to the Referee for all aspects of safety related to the conduct of the competition.

OWS 3.35 check that the entire course, with special regard to the start and finish areas, is safe, suitable, and free of any obstruction.

OWS 3.36 be responsible for ensuring that sufficient powered safety craft are available during the competition so as to provide full safety backup to the escort safety craft.

OWS 3.37 provide prior to the competitions to all swimmers a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides or current on a swimmer's progress along the course.

OWS 3.38 in conjunction with the Medical Officer advise the Referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conducted.

RESPONSIBILITIES

Before the start of the event

- Verify the start and arrival zones
- Verify the course with the Chief Referee, Course Officer and the FINA Delegate
- Verify the safety protocol.
- Clarify the roles of rescuers
- Hold a safety meeting with all those involved with the event safety (Physician, land and water safety officials, kayakers, etc.) at least one hour before the start.
- If necessary, distribute to the participants, information signalling particular dangers (tide, currents, obstacles, etc)
- Receive the start lists from the **Recorder**.
- Submit his report, to the **Chief Referee**, at the least 15 minutes prior to the start of the race.
- Identify safety boats with a number.

During the event

The **Safety Officer** follows the event from land.

- Co-ordinate safety
- Verify, with the withdrawal official, the return to land of all contestants who abandon the race.
- Inform safety personnel of all incidents.

MINIMUM MATERIAL REQUIREMENTS

- Paper - pencil
- Radio contact

MISCELLANEOUS

- Plastic envelope for start lists and course plan
- Important telephone numbers

MEDICAL OFFICER

RULES

The role of the Medical Officer is defined in the following articles FINA Open Water Swimming Rules:

OWS 3.39 be responsible to the Referee for all medical aspects related to the competition and competitors.

OWS 3.40 inform the local medical facilities of the nature of the competition and ensure that any casualties can be evacuated to medical facilities at the earliest opportunity.

OWS 3.41 in conjunction with the Safety Officer, advise the Referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conducted.

RESPONSIBILITIES

Before the start of the event

- Participate in the safety meeting with other safety personnel.
- Establish an intervention protocol with land and water safety

During the event

The Medical Officer follows the event on land or water.

- Co-ordinate intervention materials

At the end of the event

- Verify that a member of the medical team is present at the exit zone at the end of the event to assure the good health of participants

After the end of the event

- Assure that all swimmers in distress have received the appropriate care and are able to proceed to the locker room or showers without incident

MINIMUM MATERIAL REQUIREMENTS

- Paper – pencil
- Radio contact with safety teams on water and land
- Cell phones

MISCELLANEOUS

- Plastic envelope for start lists and course plan
- Important telephone numbers
- Course plan

COURSE OFFICER

RULES

The role of the Course Officer is defined in the following articles FINA Open Water Swimming Rules:

OWS 3.42 be responsible to the Management Committee for the correct survey of the course.

OWS 3.43 ensure the start and finish areas are correctly marked and all equipment has been correctly installed and, where applicable, is in working order.

OWS 3.44 ensure all course alteration points are correctly marked, and installed prior to the commencement of the competition.

OWS 3.45 with the Referee and Safety Officer inspect the course and markings prior to the commencement of competition.

OWS 3.46 ensure that Turn Judges are in position prior to the start of the competition and report this to the Referees.

RESPONSIBILITIES

Before the start of the event

- Verify the course with the Chief Referee, Safety Officer and the FINA Delegate
- Verify the implementation of a safety protocol and safety materials.
- Hold a safety meeting with all those involved with the event safety (Physician, land and water safety officials, kayakers, etc) at least one hour before the start.
- If necessary, distribute to the participants of the safety meeting, information signalling particular dangers (tide, currents, obstacles, etc.).
- Receive the start lists from the Recorder.

During the event

The Course Officer follows the event from land.

- Make available replacement equipment.
- Verify before the swimmers arrival that the arrivals equipment has not undergone any modifications.

After the event

- Collect material used to mark course if necessary

MINIMUM MATERIAL REQUIREMENTS

- Paper - pencils
- Radio contact
- Course plan

MISCELLANEOUS

- Plastic envelope for start lists and course plan
- Important telephone numbers
- Course plan

CLERK OF THE COURSE

RULES

The role of the Clerk of the Course is defined in the following articles FINA Open Water Swimming Rules:

- OWS 3.47** assemble and prepare competitors prior to each event and ensure proper reception facilities at the finish are available for all competitors.
- OWS 3.48** ensure each competitor is identified correctly with their race number and that all swimmers have trimmed fingernails and toenails and are not wearing any jewellery, including watches.
- OWS 3.49** be certain all swimmers are present, in the assembly area, at the required time prior to the start.
- OWS 3.50** keep swimmers and officials informed of the time remaining before the start at suitable intervals until the last five minutes, during which one-minute warnings shall be given.
- OWS 3.51** be responsible for ensuring that all clothing and equipment left in the start area is transported to the finish area and kept in safekeeping.
- OWS 3.52** ensure that all competitors leaving the water at the finish have the basic equipment required for their well-being should their own attendants not be present at that time.

RESPONSIBILITIES

Before the start of the event

- Insure the participant's reception area is ready.
- Receive from the Recorder the start lists.
- Receive the swimmers.
- Assure that the swimmers are not wearing any jewellery including piercings and that their finger and toe nails are clipped short.
- Verify the swimmer's markings and their chip bracelets if they are being used.
- Gather the participants in the designated zone prior to the start.
- Keep swimmers informed of the time remaining prior to the start (30min., 15min., 5min., 4min., ...1min.).
- Count the number of swimmers entering the water and relays the information to the Safety Officer.
- Make sure that all swimmers are back (counting swimmers)
- Submit his report to the Chief Referee.

Note: Feeding Poles have to be checked by the Feeding Station official at the marking (Flag and Country: 32 cm)

During the event

- Assure the transfer of the swimmers belongings from the start zone to finish zone if necessary.
- Assure that all of the swimmer's requirements are available for the end of the race (snacks, blankets, etc...).

After the end of the event

- **Continue to** assure that the swimmer's requirements are available for the end of the race (snacks, blankets, etc.)
- Accreditation cards to be returned depending of the meet

MANDATORY MINIMUM EQUIPMENT

- Plan of the course
- Official list of the swimmers
- Large format felt marking pens or stamps (supplied to the persons in charge of marking).
- Coloured markers for swimmers with darker complexions
- Nail clippers or scissors and a liquid disinfectant.
- Stopwatch
- Megaphone or microphone to announce the time remaining to the start.

Feeding Platform

- Have to be less than 5 m from the course OR must install a buoy closed to the pontoon
- Officials at the feeding have to re-check the poles (Flag and Country: 32cm)

RECORDER

RULES

The role of the Recorder is defined in the following articles FINA Open Water Swimming Rules:

- OWS 3.53** record withdrawals from the competition, enter results on official forms, and maintain record for team awards as appropriate.

OWS 3.54 report any violation to the Chief Referee on a signed card detailing the event, and the rule infringement.

RESPONSIBILITIES

Before the start of the event

- Record the scratches.
- Finalize the start lists.
- Distribute the start lists to all officials and the announcer

During the event

The Starter shall be positioned so as to be clearly visible to all competitors, facing the Chief Referee.

- Receive and register all information from the referees.
- Is in communication with all judges in the water, especially Referees
- Advise every time there is an infringement
- Advise if a swimmer is withdrawn
- Keep all the reports

After the event

- Establish the results, submit them to the Chief Referee for his signature and transmit them to the awards chair.

MANDATORY MINIMUM EQUIPMENT (ACCORDING TO THE COMPETITION TYPE)

- Computer
- Printer and copying capabilities
- Radio or communication system

MISCELLANEOUS

- The function of **the Chief Recorder is generally done** by the IT Manager, except for International events where a person will be assigned at this position.

ANNOUNCER

RULES

The role of the Announcer is not defined in the FINA Open Water Swimming Rules

RESPONSIBILITIES

Before the start of the event

- Receive from the Recorder the start list.
- Announce regularly the times limits for registrations (when required).
- Announce the time remaining before the start in conjunction with the Clerk of Course.
- Call for the technical, safety and all other organizational meetings.
- Provide all the information necessary for the smooth functioning of the event.
- Has a radio to communicate with the Media boat / Different frequency
- Announce 20 min- 10 min- 5 minutes before the start
- Present the swimmers 5 minutes from the start

During the event

- Provide commentary of the race

After the end of the event

- Announce the results.

MANDATORY MINIMUM EQUIPMENT (ACCORDING TO THE COMPETITION TYPE)

- Microphone and communication system
- List of start times and swimmers
- Press kit
- List of partners and announcers
- Music

MARKER

RULES

The role of the Marker is not defined in the FINA Open Water Swimming Rules, but is under the responsibility of the Clerk of course: however they are a key element in the smooth functioning of the event.

RESPONSIBILITIES

Before the start of the event

- Control the swimmer identification process (Passport, ID card).
- Request swimmer put their suits on completely (**one only**) depending of the information given
- Verify that the swimmer is not greased.
- Verify finger and toe nails, jewellery, earrings etc.
- Mark the swimmers with the number assigned to them.
- Ideally, all of the following should be marked:
 - Hands (must be easily visible by video)
 - Upper arm, and
 - Scapula (shoulder blade)

BE CAREFUL THAT THE MARKINGS ARE NOT TOO CLOSE TO ONE ANOTHER AS THEY BECOME ILLEGIBLE.
- Respect the marketing model.
- Assure that the marking is not done by the swimmers or coaches (respect of marking models).
- In certain competitions, install a microchip transponder according to provided instructions.



During the event

- Prepare clothes to be returned to the athletes and snacks etc.

At the end of the event

- If microchip transponders have been distributed, retrieve them
- Return Accreditation cards depending of the meet

MANDATORY MINIMUM EQUIPMENT

- List of swimmers
- Inedible large black felt pens (20mm) or stamps
- Plan for coloured markers for swimmers with darker complexions
- Chip bracelets if they are being used
- Nail clippers or scissors with a liquid disinfectant



PROTOCOL OFFICER

RULES

The role of the Protocol Officer is not defined in the FINA Open Water Swimming Rules

RESPONSIBILITIES

The week before the event

- For international events, assure that the flags and national anthems of all countries present are available for the awards ceremonies, for certain countries several flags may be necessary.
- Assure that they are in possession of the medals and provide all material necessary for the medal ceremonies.

Before the start of the event

- Prepare the medal lists
- Prepare the awards
- Gather the dignitaries

During the event

- Prepare the flowers
- Prepare the flags and national anthems, the flag and cushion bearers
- Verify flag pole function
- Verify the podium and its background image

After the end of the event

- Receive the results from the Recorder
- Organize the awards ceremony

MANDATORY MINIMUM EQUIPMENT (ACCORDING TO THE COMPETITION TYPE)

Provide for each award ceremony:

- A form with:
 - The winners position, the age group, the sex and the distance
 - The sponsor or partner
 - Family and first name and club or country of the recipient
 - The names and titles of those remitting the awards
- 3 cushions
- Medals, flowers or gifts

ANTI-DOPING AGENT

RULES

The role of the Anti-Doping Agent is not defined in the FINA Open Water Swimming Rules, but is imposed by anti-doping legislation according to the level of the competition.

The Anti-Doping Agent guarantees the proper Anti-Doping control protocol and must assist the Physician or medical personnel in their control operations with the exception of the interview with the swimmer and sample collection.

RESPONSIBILITIES

Before the start of the event

- Inspect the rooms and materials with the Physician or medical personnel to assure that all is in proper order. (Sufficient number of toilets, waiting room, sample collection room, tables, chairs, etc.).
- Verify the availability of sufficient quantities of water and assures that the bottles are well sealed.

During the event

- Inform the Physician or medical personnel of the swimmers selected for testing
- Inform the Escorts of the name of the swimmer assigned to them.

After the end of the event

- Remain available to the Physician or medical personnel until the end of the sample collection period.

ESCORT/CHAPERONE

RULES

The role of the Escort/chaperone is not defined in the FINA Open Water Swimming Rules, but is imposed by anti-doping legislation according to the level of the competition.

Plan on a sufficient number of escorts for men and women. (The escort MUST be of the same sex as the controlled swimmer).

To be an Escort, a person has to be 18 years old in Quebec

RESPONSIBILITIES

Before the start of the event

- Remain available to the anti-doping agent and inquire as to specific instructions to apply.

During the event

- Must be informed of the name of the swimmer they will be escorting or await the information.

After the end of the event

- Take charge of the designated swimmer of anti-doping control as soon as they have signed their control form.
- Make certain the swimmer has a piece of identification with them.
- Direct them within the prescribed time limits to the anti-doping control room.
- Never lose sight of them.
- Offer the swimmer water and inform them of the anti-doping regulations.
- Prohibit access to toilets unless under the authority of the anti-doping agency personnel.
- Only permit the swimmer to leave upon instructions from the anti-doping personnel in charge of the control.

KAYAK AND LEAD BOAT

RULES

The role of the **Kayak and lead boat** is not defined in the FINA Open Water Swimming Rules, however they are an important element for the smooth running of the event.

RESPONSIBILITIES

Before the start of the event

- Participate in the Safety meeting.
- Obtain a plasticized course plan for the Safety Officer.
- Obtain a distinctive sign to indicate belonging to the safety operations (flag, arm band etc.) from the Safety Officer.

During the event

- Display clearly a distinctive sign to indicate belonging to the safety operations (flag, arm band..)
- Follow scrupulously the safety rules provided during the preliminary meeting with the Safety Officer.
- Lead kayaks should be positioned approximately 20m ahead of the lead swimmers and paddle directly towards the turn buoys. Look behind regularly to assure the swimmers are following.

- Escort kayaks should be positioned between potential dangers and the ideal trajectory (swimmers will move away from the kayak).
- If significant gap occurs between two groups of swimmers, one escort kayak will assume the role of lead kayak.
- When a kayak nears in the arrival zone they return to the course to accompany remaining swimmers.
- Kayaks **NEVER** leave the water without the explicit authorization of the Chief Referee or Safety Officer.
- Kayaks are part of the safety team. In the case of a swimmer incident the closest kayak assists the swimmer by providing floatation (do not attempt to pull the swimmer from the water) and raises his paddle to indicated the need for assistance from the safety boats.

After the event

- The kayaks leave the water when the Chief Referee has declared the race finished.

MANDATORY MINIMUM EQUIPMENT

- A distinctive sign to indicate belonging to the safety operations.

MISCELLANEOUS

- A whistle may be useful to signal an accident.

BOAT DRIVER

RULES

The role of the Boat driver is not defined in the FINA Open Water Swimming Rules; however they are an important element for safety.

RESPONSIBILITIES

Before the start of the event

- Participate in the Safety meeting.
- Obtain a plasticized course plan for the Safety Officer.
- Obtain a distinctive sign to indicate belonging to the safety operations (flag, arm band..) from the Safety Officer.

During the event

- Follow the instructions for the Official with him or those received during the Safety meeting when no official is on board.
- Is careful not to interfere with a competitor.
 - Avoid creating important waves near swimmers.
 - Always approach a swimmer from the side or behind.
 - Navigate at a moderate and regular speed near the swimmers.
 - Never cut off a swimmer.
- Is careful not to favour a swimmer by creating suction in front of them.
- **Boat Drivers** are part of the safety team. In the case of the absence of kayaks when a swimmer incident occurs the boat driver joins the swimmer to provide floatation (do not attempt to pull the swimmer from the water) and alerts the Safety boat.
- In the case of the order to stop the race by the Chief Referee, (eg. due to storms) Boat Drivers must participate in the evacuation of the water and recover the swimmers near their boat (survival blanket necessity).
- In the case of a swimmer withdrawal, boats with radios must immediately inform the Safety Officer and return the competitor to land.

After the event

- The boat drivers return their passengers and avail themselves to the Organization to return the Turn Judges.

MANDATORY MINIMUM EQUIPMENT

- A distinctive sign to indicate belonging to the safety operations.
- Survival blanket (wool or other material)

Note: In Canada, since September 15, 2009, proof of competency is required for all craft Operators regardless of length of the boat. Boats must contain all the material required by the Regulations on boats.

EVENT DIRECTOR

RULES

The role of the Event director (Meet manager) is not defined in the FINA Open Water Swimming Rules.

RESPONSIBILITIES

The Event director is responsible for the co-ordination of the competition organization. He centralises and assures the resolution of organizational problems.

Before the start of the event

- Receive from the Recorder the Start lists for distribution.
- Distribute the Start lists.
- Assure the holding of Officials, Technical and Safety Meetings.
- See to the respect of the timelines.
- Assure the liaison of the different groups present on the site.
- Distribute blankets or other clothing to warm swimmers (robes, coats etc..) to boat drivers and medical personnel.

During the event

- Centralise information
- Assure the smooth running of the competition.
- Anticipate needs primarily vis-à-vis security (eg. advises land safety to the imminent arrival of a swimmer in difficulty).

After the event

- Co-ordinate the site breakdown
- Assure that everything is finalized.

MANDATORY MINIMUM EQUIPMENT

- Radio contact

RADIO**RULES**

Radio use is not defined in the FINA Open Water Swimming Rules: There should be a person in charge of the radios who could be under the responsibility of the Safety Officer

RESPONSIBILITIES**Before the start of the event**

- Receive a radio during specific meeting.
- Turn on radio and verify it functions.
- Verify the proper channel and make a short radio test (10 sec. Max.)

During the event

- Keep the radio on at all times during the race.
- Remain attentive to radio.
- Respect the following basic radio use rules for good communication.

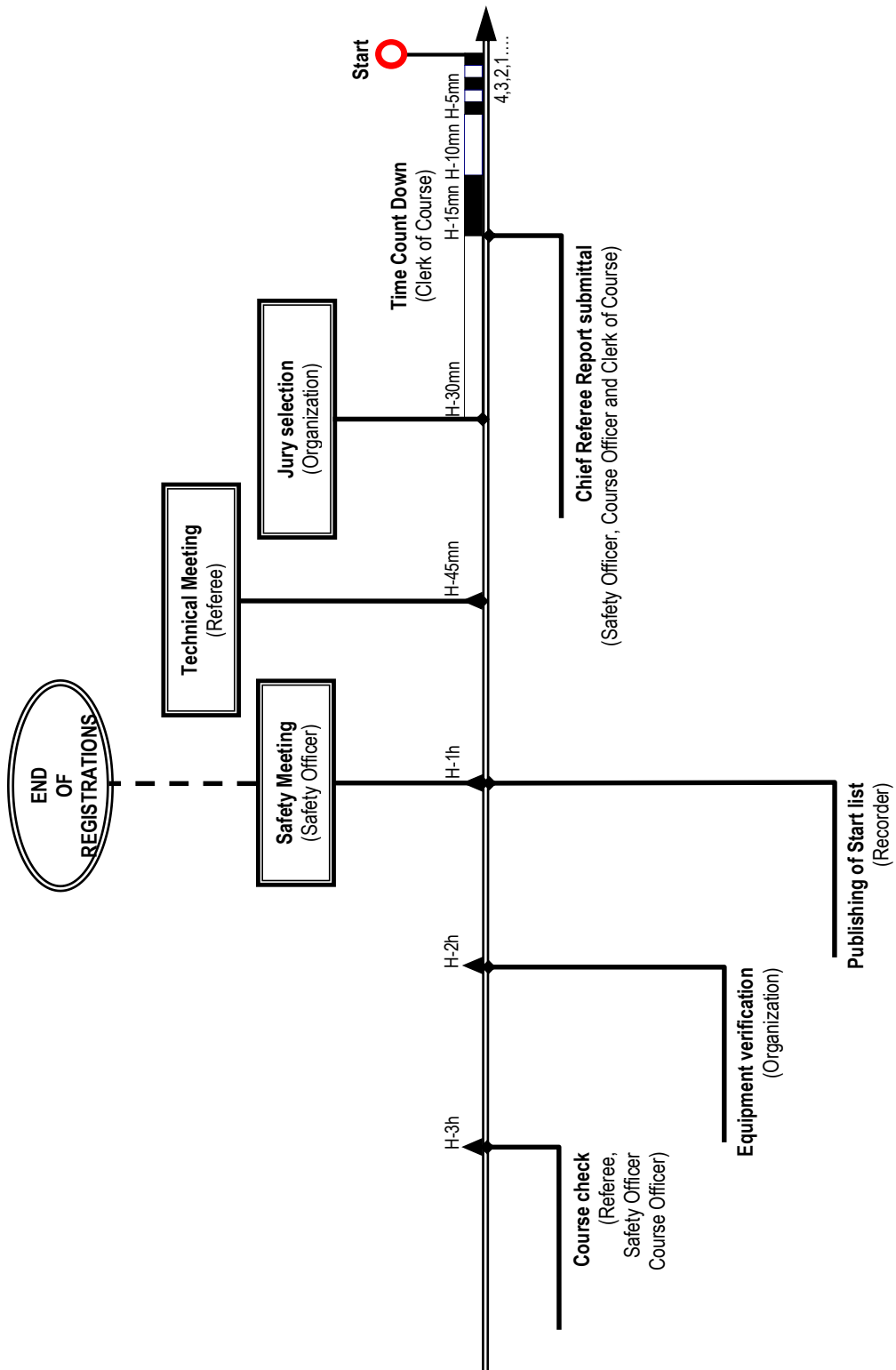
After the event

- Return the radio to the appropriate person

BASIC RADIO USE RULES

- Before beginning to transmit, assure the frequency is free.
- Depress the transmitting button before talking.
- Use short sentences while speaking slowly and clearly.
- Do not depress the transmitting button for longer than necessary.
- To communicate:
 1. Indicate the name of the person you wish to contact **“Pierre”**
 2. **“from”** or **“for”** your name **“Paul”**
 3. Short text

START TIMELINE



TECHNICAL MEETING/REFEREE'S BRIEFING TO SWIMMERS

1. Welcome
2. Present officials
3. Present course plan
 - Indicate important schedule times
 - Marking (nails cut, watches and jewellery removed) **(OWS 3.48)**
 - Swimsuit check
 - Gathering of swimmers
 - Start, microchip transponder rule **(OWS 7.2.2)**
 - Indicate where swimmers will gather
 - Indicate on the General Site plan
 - Indicate the number of starts (Men/ Women)
 - Specific information: order- schedule distance
 - Location
 - Rope or not, Dive start or not
 - Audible signal
 - Flag colour
 - Laps time between men's and women's starts.
 - Indicate the buoys (colour) and the direction to go around them
 - Indicate the number of turns/laps
 - Describe the arrival
 - Funnel
 - Touch pad (compulsory touch)
4. Remind swimmers of time limits of the event's rules.
5. Inform swimmers of disqualification procedures:
 - Yellow and red flags
 - Feeding stations + rule application **(OWS 6.12)**
6. Describe safety measures in place:
 - On the water
 - On land
7. Provide weather update and forecast.
8. Indicate evacuation procedures.
9. Indicate water temperature
10. Indicate the presence or absence of a lead boat.
11. Regulations in case of swimmer distress (a raised hand)
12. Inform swimmer of possible doping control.
13. Indicate time of awards ceremony
14. Remind them of rules of fair-play and wish them good luck.

RESULTS

The results must include the following:

- Position
- Family and first name of the swimmer
- Year of birth (eventually the age group)
- The club and/or country
- The time or the following mentions:
 - **DNS** (Did Not Start)
 - **DNF** (Did Not Finish)
 - **OOT** (Out Of Time)
 - **DISQ** = Disqualified
- The points (eventually)
- The signature of the referee

They must be posted as quickly as possible even if they are incomplete.

MATERIAL

MATERIAL

ORGANIZATION

- Computer
- Printer
- Photocopy machine
- Sound system
- Video system with slow motion and recall facilities including timing equipment (with different angles)
- TV monitor if necessary
- Sport and anti-doping rules

TECHNICAL MEETING

- White board
- Projector
- Felt markers
- Large plan of the course
- Megaphone / Microphone

RACE ORGANIZATION

- GPS (to verify course)
- Stopwatch with memory and printer
- Video system with slow motion and recall facilities including timing equipment (OWS 7.2)
- Whistles for turn judges.
- Thermometer.
- Horn or fog horn (for start).
- Yellow and Red flags + 2 distinctive flags for the start. (Chief Referee and Starter).
- Binoculars.
- Blankets or other clothing to warm swimmers (robes, coats etc.) for boat drivers and medical personnel.
- Arrival forms.
- Infraction report forms.
- Large Black felt pens for marking (Plan for coloured markers for swimmers with darker complexions)
- Microchip transponder if being used.
- Start lists in a plastic pouch.

MATERIAL ON THE WATER AND ON THE BOATS

SECURITY

- Sufficient number of boats (Referee, Safety, media, VIPs, etc.).
- Survival blanket (on each boat).
- Plasticized course plan (on each boat).
- Identification flags on each boat.
- Kayaks (to follow the race).
- Anchored pontoons (or boats) for Turn Judges.
- Tally sheets for turns.
- Radios
- Megaphone (Referee's boats).

COURSE

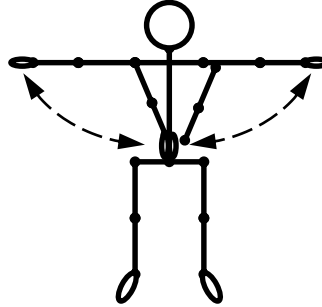
- As many buoys as there are turns. (Red or Yellow (120cm) round directional buoys or large Red or Yellow triangular buoys and smaller (45 or 60cm) of different colours).
- Buoys and anchors
- Arrival touch pad.
- Arrivals funnel with markers of a distinctive colour.
- Start line.
- Supply pontoon (if required).

The list serves as a guideline only; it must be adapted for different competition conditions.

REFEREE SIGNALS

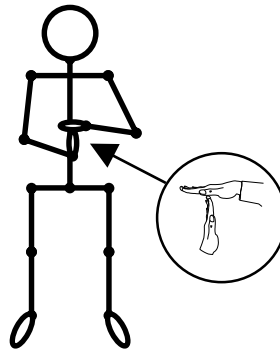
FINA defines three (3) regulation signs for Referees.

INTERFERENCE



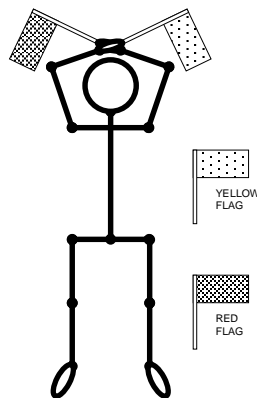
This sign indicates to the swimmers that they must separate from one another.

END OF RACE



This sign indicates to the swimmers that the race has ended (time limit has elapsed).

STOPPING OF RACE



This sign indicates to the swimmers that the race has been stopped because of safety concerns.