

# IPC Swimming

## Technical Officials' Operating Manual



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## **Message from IPC Swimming**

IPC Swimming has pleasure in presenting the IPC 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 IPC Swimming to provide an instructional packet that will support a consistent official in training programme throughout the world.

This manual describes the procedures and responsibilities when working at an IPC Swimming recognized competitions. National and local meets may require different procedures and responsibilities to cover the lack of expertise and number of qualified officials.

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

It is important to thank the following volunteers for developing this material in conjunction with the IPC Swimming office:

Bob Outtram  
Lockie Lister  
Ross Bragg

IPC Swimming

## SECTION 1

### Introduction

This manual is to help Technical Officials into the way how IPC Swimming officiating is conducted when athletes with disabilities are competing. It is to be read in conjunction with the IPC Swimming Rules and Regulations.

- IPC Swimming has used FINA rules as a basis for the development of stroke rules and then has added exceptions in accordance with the athletes' abilities.
- IPC Swimming has its own Rules and Regulations. The IPC Swimming Rules and Regulations should be at hand when officiating at competitions where athletes with disabilities are participating.
- The rulebook is available on [www.ipc-swimming.org](http://www.ipc-swimming.org) or from the IPC Swimming office: [ipcswimming@paralympic.org](mailto:ipcswimming@paralympic.org)

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- It is important that the IPC Swimming Rulebook and Regulations be read, studied and referred to for all rulings.
- The knowledge you have from officiating at competitions swum under FINA rules, will assist you greatly in looking for and understanding the IPC Swimming Rules and Regulations.
- IPC Swimming compiled a list of exceptions to FINA rules which shall be used when officiating athletes with disabilities (Appendix 2).
  - Rule violation decisions made as an official must ensure any applicable exceptions have been considered
  - The disqualification should be reported on the IPC Swimming Disqualification Form (Appendix 1) and referred to the Referee
  - The Disqualification Form should be clearly completed, filling in all the sections required, with wording that relates to the rule violation and quoting the relevant rule number.
- All swimmers are to be judged fairly, without exception and treated equally within the rules and regulations of IPC 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.
- As an official you are to refrain from giving assistance to the swimmer into or out of the pool
  - All assistance must be the responsibility of the authorised volunteers or team support staff (SS)
  - Swim officials may, if asked, 'give a helping hand' to a swimmer getting up onto the starting platform.

**Philosophy of officiating:**

- To officiate should be an honour.
- To have the knowledge required to carry out an efficient job.
- Be proactive, plan ahead.
- An official should not be obvious.
- Be honest and fair to all.
- Be consistent. All competitions should be ruled the same.
- Give maximum effort. Be rested and ready.
- Do not anticipate.
- Do not target a swimmer.
- Look professional and conduct yourself well.
- Practice common sense.
- Remember you are part of a team.
- Self evaluate. Reflect on how you performed.

**Technical officials in training:**

- All officials in training are required to sign a Code of Ethics and Conduct (Appendix 5) prior to attendance at an IPC Swimming training course.
- Trainees are evaluated on their performance at the competition.
- Your role and the experience gained with IPC Swimming will be a challenging one.
- It will be a job that will give you immense satisfaction, admiration for the athletes and personal accomplishment.

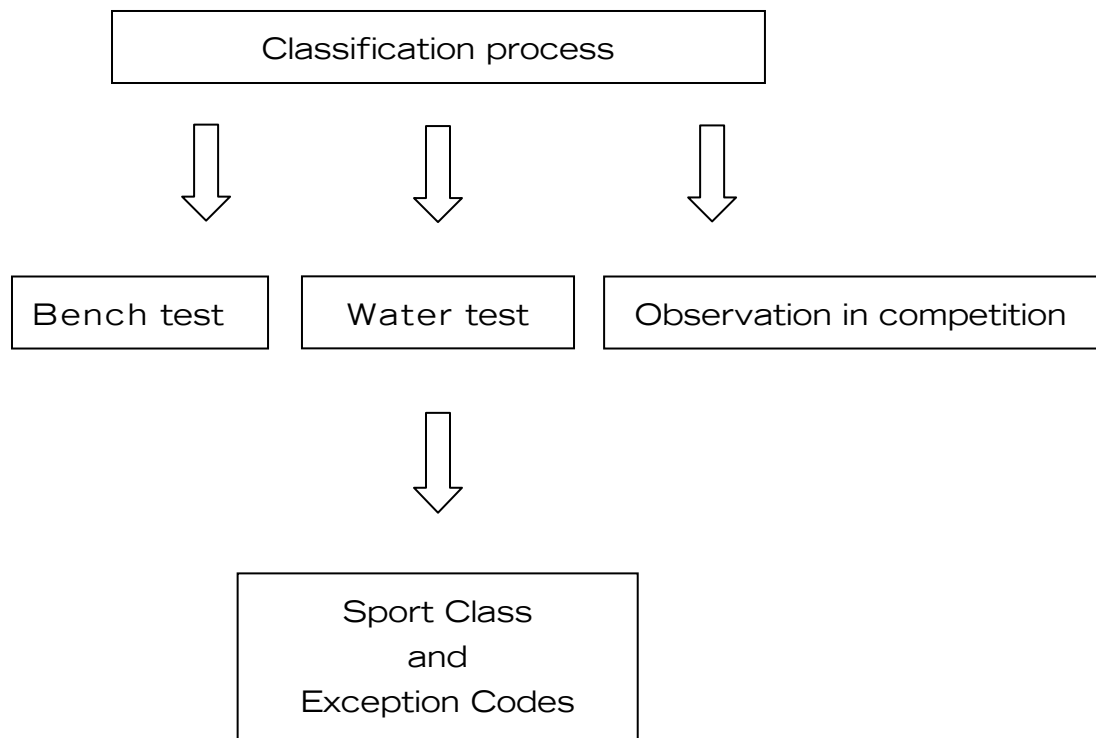
## Basic Information about Classification and Sport Classes

Sport classes are allocated to the athletes to ensure fair-play between the athletes with different level of disabilities.

- To ensure that a competition runs according to IPC Swimming Rules and Regulations, it is essential that the technical officials have a basic understanding of classification.
- Technical officials and classifiers work as a team to ensure that a competition runs efficiently and according to the defined rules.

### Classification of the athletes

Before a swimmer with a disability is able to compete at international level they must be classified by IPC Swimming classifiers. Classifications are conducted by a team of at least one medical and one technical classifier and consist of a bench test, water test and observation during competition.



- During the water test classifiers are identifying the rule exceptions.
- During the competition classifiers are located at a suitable viewing position in the stands to observe the athletes and confirm their sport class.
- Appropriate testing for the swimmer is conducted to identify:
  - How the swimmer starts
  - How the swimmer turns and finishes
  - Type of breaststroke kick or absence of ability.

- Usually the potential for any disqualification due to stroke rule violation is noticed during classification and the swimmer is informed of this.
- Based on abilities assessed during classification, the exceptions are coded using the Code for Exceptions (Appendix 2)
  - Coding indicates requirements and exceptions that may apply to individual swimmers
  - This is made up of capital letters for the start and numbers for the swimming strokes
  - It is a quick and simple system
  - Knowledge and understanding of these codes will assist you in the overall officiating and ruling throughout the competition
  - This coding should be included on your start lists alongside the applicable swimmer
  - The coding is referred to if a rule violation has occurred – do not use this on its own to officiate. It is a guide.
- Some tips to the code:
  - Even numbers generally refer to the right side
  - Odd numbers generally refer to the left side
  - Numbers 1- 7 apply to the upper limb(s)
  - Numbers 8 –12 apply to the lower limb(s) - breaststroke only.
- These 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 rule exceptions coding for swimmers who have an international classification and are licensed may be found on the IPC Swimming website.
- Some countries have an identification card with the swimmers classification and rule exceptions included on the card.

## **During Competition**

- The assigned Chief Classifier for the relevant competition 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
  - 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.

## SECTION 2

### Referee

- The Referee has to have a working knowledge of:
  - Codes for Exceptions (Appendix 2)
  - Protocol for Starting Swimmers with Disabilities (Appendix 3).
- Referees are required to attend the Team Managers' Technical Meeting
  - This meeting is to explain to Coaches, Team Managers and Referee's where offices are located and the protocols to be followed for doping, medals, protests, etc. and to check starting and tapping devices.
- 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.

#### **Before the Competition**

- 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.

#### **During the Competition**

- As a Referee for a competition you will need to be aware of the IPC Swimming Rules and Regulations, and the Codes for Exceptions.
- You will need to take note from your program which swimmer/s will be starting in the water and if swimmers will be using an assistant or starting device for support (Appendix 4)
  - 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.
- The Referee's whistle is important; it should be loud, clear and definite
  - When all is ready to start the race, a series of short blasts on the whistle will indicate to swimmers that they should prepare for the start
  - Swimmers starting in the water should be 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 at this point

- The next whistle is the long, loud signal indicating to swimmers to take their positions, on the starting platform or against the wall.
- 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 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.
- 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.
- 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 violation is and does it relate to the rule?
  - Do you understand exactly what the violation is and what the official observed?
  - Has a rule number been correctly quoted?
  - Have all areas on the Disqualification Form been completed accurately?
  - If you are satisfied with all this, sign the form and give to the Recorder in the control room.
- 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.
- 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.

### **After the Competition Session**

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

### **Conclusion:**

- 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 IPC 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.

## SECTION 3

### Control-Room Supervisor

**The supervisor:**

- Is responsible for the accuracy of the start and result lists (including medical withdrawals, disqualification, outcomes of protests, classification class changes)
- Shall supervise the automatic timing operation including the review of backup timing cameras
- Is responsible for checking the results from computer printouts
- Is responsible for checking early takeoffs in relay events and report potential rule violations to the referee.

## SECTION 4

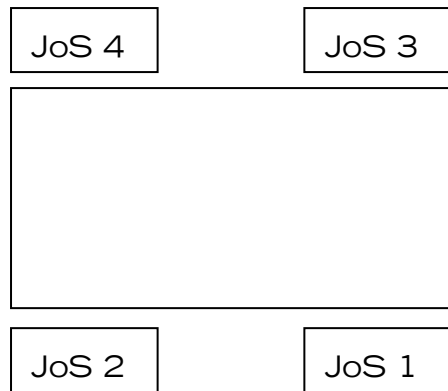
### Judges of Stroke (JoS)

- A Judges of Stroke has to be knowledgeable in all of the strokes, turns, touches, and finish rules.
- 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, demeanour and their carriage or walk.
- The responsibilities as a JoS include observing the swimmers' stroke in the 4 lanes on your side of the pool, i.e. lanes 1 – 4 or 8 – 5 and assisting the inspector of turns in observing the turns and finishes.
- It is sometimes hard to see clearly into the middle lanes
  - It is important that this does not deter 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.
- When you have a DSQ, be as discrete as possible 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 that the applicable stroke rules for each stroke are complied with throughout the race

#### JoS 2 and 4:

- should be positioned at the 15 metre mark, at the start 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 that the applicable stroke rules for each stroke are complied with throughout the race.

### During the Competition

- Some events are conducted with multiple classes so it is important to judge everyone fully.
- Each JoS should have a whistle, rule book, pen and DSQ Forms. 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.

- For S11, SB11 and SM11 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.

- The Codes for Exceptions (Appendix 2) contains the exceptions to the IPC Swimming Rules and Regulations and should be on your start sheets
  - Confirmation of the swimmers capability may be required, before writing up a DSQ.
- Remember, as a JoS, you are very obvious 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 and where you should be positioned.

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.

- 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.

## SECTION 5

### Starter

- A Starter should have good eyesight, good peripheral vision, quick reactions and be capable of making good decisive decisions
  - You only have a very brief time when the race is under your control and most incidents will happen quickly while everything else is going on at the start.
- 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.
- The duties of a Starter are to ensure that each swimmer has a fair and equal opportunity for a good start.
- Starting looks, to most people, simple, straight forward and easy, BUT it can also include several difficult situations and the need for split second decision making
  - It is very easy to find yourself in a situation of not knowing whether to start the race or stand the swimmers up, to ask them to relax or stand them down. This may also depend on the disability (i.e. those who have had difficulty getting up onto the starting platform would not be asked to stand down but rather relax swimmers)
  - Because IPC Swimming swimmers can, in some instances, take some time to become stationary, it may be difficult to decide how long they should be held.
- Your voice, cadence or command must be clear and calm
  - 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.
- 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 disability 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.
- Be firm and clear on your comments and recommendations to the Referee.
  - Although the Referee can make a DSQ decision they will expect it to come from the Starter
  - The Referee will then agree to a DSQ but could ask you, the Starter, to complete the DSQ form.
- It can be a very satisfying job when you know the start was fair, equal, and a good one.

### **Duties of a Starter**

- Normally 2 Starters are appointed (i.e. one for men's events and one for women's events).
  - Report to the Referee one hour and a half before the first session and at least one hour before for the subsequent sessions
  - Discuss the procedures and requirements you or the Referee may wish to follow
  - Check to see where the Referee will be standing at the start of the race
  - 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.
- Find out how the clearance to proceed from the Automatic Officiating Equipment (AOE) will operate
  - It is usually through your handset, but may also be through the scoreboard
  - Timing systems vary from one manufacturer to another.
- Ensure the False Start rope works and how it is released. 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.

- You will also need to find out who will be responsible for activating it if necessary.
  - This could range from being the Starter, the off duty Starter, the Referee, or the JoS
  - This shall be determined BEFORE THE COMPETITION STARTS.
- 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 IPC Swimming 'Protocol for Starting Swimmers with Disabilities' (Appendix 3) and the 'Codes for Exceptions' at the start & during swimming, as shown in Appendix 2.
  - 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.
- Always have your IPC Swimming Rules and Regulation at hand.
- The rules of starting are fairly brief in IPC Swimming rules but you will need to be aware of any exceptions or allowances provided for starting swimmers elsewhere in the rules.

## **During the Session**

- As with all swimming officials, a high standard of expertise, attitude, and personal appearance is expected in order to convey to the swimmers and public that you are proud and confident with yourself, your position and the sport.
- You must set an example of fairness, consistency, and decisiveness.
- 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.
- 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.
- When all swimmers are ready to start the race, a series of short blasts on the whistle from the Referee will indicate to the swimmers that they should prepare 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.
- Some swimmers will be accompanied by a SS. 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.
- During feet starts (S1, S2 & S3’s) the swimmer’s foot/feet are held to the wall. SS may only hold the foot/feet.
- Sculling is not allowed after the command “Take Your Marks”. The swimmers must be stationary.
- If there is no strobe light available or the swimmer is blind and deaf, 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).

Good Starting!!

## SECTION 6

### Chief Inspector of Turns – CloT

There are two (2) Chief Inspectors of Turns (CloT) located at the start and turn end of the pool, CloT 1 at the start end on the opposite side from the Referee. CloT 2 located at the turn end on the opposite side from the Referee.

CloTs will be located at the side of the pool and will be responsible for the IoTs in the four lanes closest to them.

#### CloT Duties:

- To organise rotation of IoTs for each lane and end, from session to session and day to day
- To ensure that the inspectors of turns fulfill their duties during the competition
- To confirm the DSQ from an IoT and assist in completing the DSQ reports. An IoT standing at the end of the race indicates a possible DSQ
- Indicate to the Referee that a DSQ is in process.

### Inspector of Turns – IoT

#### Before the Daily Competition

- 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 IPC Swimming rules and codes for exceptions for each of the swimming strokes. These exceptions will be listed on your start lists (Appendix 2).
- 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 Chief Inspector of Turns (CloT) or 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 CloT will direct you in the procedure they wish to use to indicate a violation report.

#### During the Daily Competition

- 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 CloT 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
  - S1, S2, and S3 swimmers or 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 though 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 CloT. The IPC Swimming Disqualification form (Appendix 1) shall be completed fully accurately and handed to the CloT who will pass it onto the Referee.
- In the 800 and 1500 metre 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 (Appendix 4) make contact with the swimmer to warn them of the pool end both at the turn end and finish. If no contact is made it should be reported as a DSQ.
- IoT's must not get in the way of the tappers.
- 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 CloT and JoS.
  - 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.

## SECTION 7

### Clerk of Course – CoC

- 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.
- It is preferable to have the same people for this position for the 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 SS know where and who you are.

### **Marshalling Area/Call-up Room**

The marshalling area can be a lonely, stressful place for a swimmer and it is important to ensure they are comfortable and as relaxed as you can make them.

- The marshalling area or room is usually away from the competition pool to ensure there are no distractions, outside influences or interference
  - There should be sufficient room to allow for wheelchairs, up to a minimum of sixteen at a time (two heats)
  - The configuration of the room is preferably to be a U shape, therefore allowing sufficient space for SS and wheelchair users. Chairs would be placed against the walls with swimmers facing the centre of the room
  - The SS will assist the swimmer into the room and then leave, picking up the swimmer just before the march out for their race.
- SS should not talk to the swimmers but the swimmers may talk to them.
- This area is off limits to coaches and managers.
- It is the responsibility of the individual swimmer to ensure they report to the CoC at the required time and number of heats/races ahead of their event.
- When the swimmer reports:
  - The CoC will check the swimmers accreditation and record that the swimmer is present. 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
  - From then on the swimmers will remain in that area until directed to leave
  - Swimmers may not leave the marshalling area for any reason, without first obtaining permission from the CoC.
- Leaving without permission, or any incident that is not respecting of the CoC position or of other swimmers, is not acceptable and may result in the swimmer missing their event/race. Any problems with 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.

- These are all serious problems, and must be reported immediately for their resolution.
- While the swimmers are in the marshalling area/room the CoC or Marshal will check the swimmers goggles, caps, warm-up jacket/pants, towels, tattoos, bags or any other apparel/equipment for advertising that may exceed the measurements as set out in the advertising rules.
- Swimsuits should be checked to ensure only those on the IPC Swimming Approved List are worn.
- Any swimmer who has not reported by the required time or due to a medical withdrawal shall be reported to the Referee.
- There will be several heats or finals lined up in your area so it is important to keep that area organized, orderly and tidy.

### **March on for the Start**

- The SS will join their swimmer prior to the march on in the correct position as directed by the CoC
  - The SS should not get in the way of the spectators viewing of the swimmers or the media being able to gain shots of the swimmer
  - The SS is not permitted to talk to the swimmer unless providing directional information (i.e. to a blind athlete)
  - SS can then tell the swimmer the change of surface (i.e. step) or any other information that is relevant to the safety of the swimmer
  - SS are not allowed to be carrying bags, clipboards or have stopwatches.
- At the appropriate time the CoC or a representative will lead the swimmers, in order of their lane numbers, out of the marshalling area, onto the pool deck to the area behind the starting platforms and ensure the swimmers are in their lanes
  - As a leader, the image conveyed 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.
- In the heats the swimmers will need to be in this position before the previous race is finished
  - This allows the Referee to keep the meet flowing and avoid drawn out sessions.
- For the finals, the signal to lead the swimmers out will be given to you by the person designated to control this function
  - 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
  - The Announcer will introduce the swimmers one by one starting with lane one

- Remain in position to assist with any problems, until all swimmers have been introduced.
- The role of CoC and marshal can be a very rewarding one
  - The swimmers tend to treat you as a friend and recognize your position to be one to assist them and prepare them for their race.

## SECTION 8

### Two-Way Radio Procedures

#### Background

Two-way radios are considered essential tools at IPC 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. This testing should identify the most favourable channel to use and if there are other two-way radio users in the vicinity that may interfere with the communications. Also the testing of the two-way radios identifies areas that may not be accessible/ in range for receiving.

#### Push to Talk Button (PTT):

Normally can 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 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's 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 are:

- Negative: No
- That is correct: Yes
- Affirmative: Yes
- Roger: 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
- Wilco: Message understood
- Out: Message complete no reply expected
- Over: Message complete reply expected

## **Prior to and During Competition**

One person is designated responsible 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.

## **Summary**

- 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
- One 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.

## SECTION 9

### Appendix 1

#### Technical Disqualification Sheet

Event No.	Heat No	Lane No.	<input type="checkbox"/> Men <input type="checkbox"/> Women	Classification
Swimmers Name:				
Codes for Exceptions:				
Date:		Time:		
Stroke (Check all that apply)				
<input type="checkbox"/> Freestyle	<input type="checkbox"/> Backstroke	<input type="checkbox"/> Breaststroke	<input type="checkbox"/> Butterfly	
<input type="checkbox"/> Medley	<input type="checkbox"/> Freestyle Relay	<input type="checkbox"/> Medley Relay		
Violation occurred				
<input type="checkbox"/> Start of Race	<input type="checkbox"/> Start of Stroke	<input type="checkbox"/> During Swim		
<input type="checkbox"/> At Turn	<input type="checkbox"/> Finish of Stroke			

Reason for Disqualification: _____ _____ _____ _____
IPC Swimming Rule Number:

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

Printed Name of Referee:	Signature:
Printed Name of TD:	Signature:

Time Posted/Announced:
------------------------

## Appendix 2

### Codes for Exceptions

#### Starts

W	-	WATER START		3.1.3.5
F	-	FEET START		3.1.3.6
H	-	HEARING IMPAIRED LIGHT OR SIGNAL REQUIRED		5.4.4.3
Y	-	STARTING DEVICE	3.1.3.7	3.3.1.3
E	-	UNABLE TO GRIP FOR BACKSTROKE START		3.3.1.3
A	-	ASSISTANCE REQUIRED	3.1.3.7	3.1.3.2
T	-	TAPPERS		2.18.3
B	-	BLACKENED GOGGLES		3.8.8
G	-	PROTHESIS/GLASS EYES		3.8.8
P	-	CLASSIFICATION PROTESTED		

#### During the Swim

0	-	NIL		
1	-	ONE HAND START		3.3.1.1
2	-	RIGHT HAND TOUCH	3.4.6.3	3.5.4.3
3	-	LEFT HAND TOUCH	3.4.6.3	3.5.4.3
4	-	RIGHT HAND TOUCH WITH SIMULTANEOUS INTENT TO TOUCH WITH OTHER	3.4.6.1	3.5.4.1
5	-	LEFT HAND TOUCH WITH SIMULTANEOUS INTENT TO TOUCH WITH OTHER	3.4.6.1	3.5.4.1
6	-	SIMULTANEOUS INTENT TO TOUCH	3.4.6.4	3.5.4.4
7	-	PART OF UPPER BODY MUST TOUCH	3.4.6.2	3.5.4.2
8	-	RIGHT FOOT MUST TURN OUT		3.4.5.1
9	-	LEFT FOOT MUST TURN OUT		3.4.5.1
12	-	LEG DRAG OR SHOW INTENT TO KICK		3.4.4.1
+	-	BUTTERFLY KICK IS ABLE TO BE PERFORMED [ILLEGAL BREASTSTROKE]		

## Appendix 3

### Protocol for Starting Swimmers with a Disability

As the Starter, voice commands must be clear and calm with a consistent cadence. There should be no emphasis on any single command or word. Your requests, commands, or instructions should be at the same pace, the same level and given in the same manner at all times.

#### Forward Starts

Platform Starts:

- The positions will vary: standing, standing while supported by an artificial device held by a SS, and standing while supported by a SS, or sitting with the feet on the backstroke grip bar
- Feet may just hang freely
- Regardless of position, all should become stationary after the “Take-Your-Marks” command.

Deck starts

- The swimmer may have the legs over the end of the pool but cannot rest the feet on the gutter
- The feet must hang as if the swimmer has a full wall touch pad under them
- A standing start at the edge of the pool is also permitted.

#### Water Starts

Without assistance

- One hand must be in contact with end of the pool or grips and the foot/feet, if functional, on the pool wall
- The other hand is to remain motionless.

With assistance

- The SS can keep the hand/hands of the swimmer on the wall, releasing at the starting signal
- The SS cannot provide any forward momentum.

Feet start for classes S1-S3, SB1-SB2 and SM1-SM3

- The SS can hold the feet/foot of the swimmer on the wall, releasing at the starting signal
- The SS cannot provide any forward momentum. They must only release their hold on the swimmer’s feet.

## **Backstroke Starts**

### Without assistance

- Hand/hands on the backstroke grips or end of the pool with foot/feet, if functional, on the pool wall
- Hands must hold the starting grip unless this is not possible due to hand disability and then they can hold the end of the pool – rule exception E
- The swimmer faces the end of the pool
- The swimmer releases the grips or pool wall at the starting signal using hands/feet, whichever is functional.

### With assistance

- The SS can keep the hand/hands of the swimmer on the backstroke starting grips, releasing at the starting signal
- The SS cannot provide any forward momentum
- Swimmers may use a device placed around the starting grips, or held by the SS. This device may not provide an unfair advantage to the swimmer and it is required to be approved prior to the start.

### Feet start for classes S1, SM1, S2, SM2 and S3, SM3

- The SS must hold the feet/foot of the swimmer in contact with the wall, releasing at the start signal. The SS must not hold the swimmer under the knees
- The SS cannot provide any forward momentum. They must only release their hold on the swimmer's feet.

## **Starts – For Swimmer with Hearing Impairment**

- May use a strobe or the SS may give a touch to the swimmer if no moveable light is available from the Starter.

## **Starts – For Swimmer with Visually Impairment**

- The SS may assist the swimmer onto the platform.

## **General Comments**

- The Starter should do everything possible to start the race the first time. A stand-up or recall can create extreme hardship for the affected swimmers
- The Starter needs to check equipment in advance – strobe(s), starting platforms, microphone, speakers, starting signal, false start signal and required false start rope. Ensure this is done for both ends if 50 metre events are in the program
- The Starter needs to know if assistance is required prior to calling the swimmer/s to the starting platforms
- A single layer of towel may be used to help prevent injury from the rough surface of the starting platform or deck.

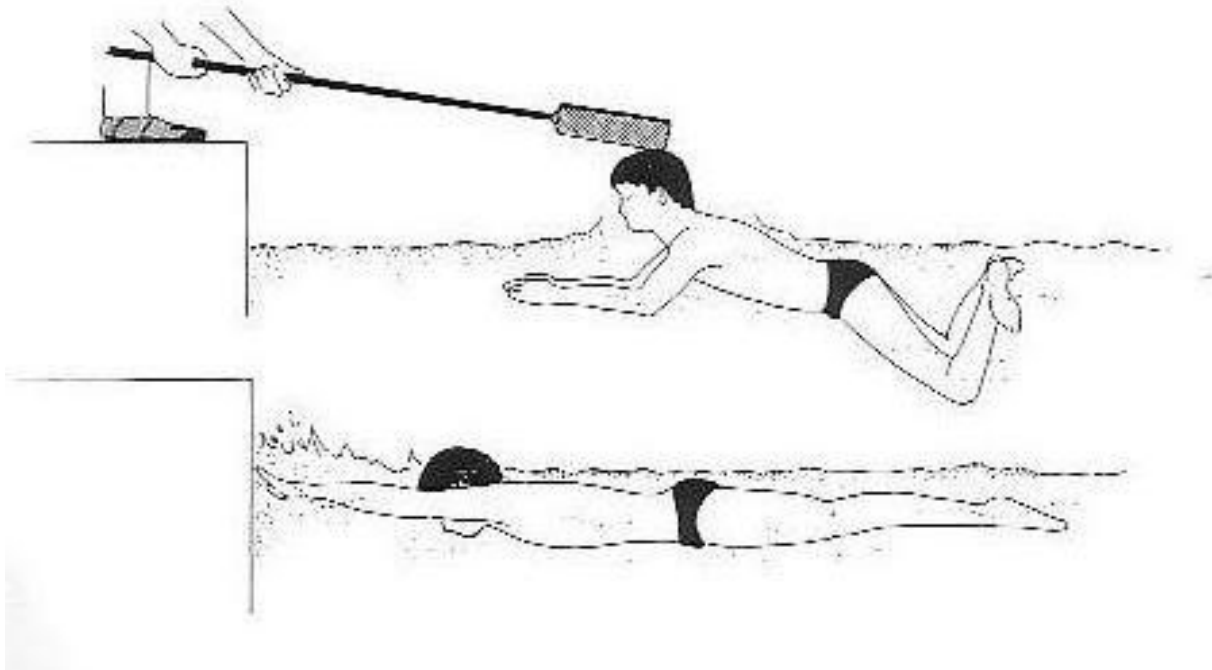
## Appendix 4

### Tapping Devices

A tapping device is an adapted 'pole' used to indicate to the swimmer when they are approaching the wall at the turn or finish. A tapping device shall be deemed to be safe after it has been checked and approved prior to the race.

The length of the 'pole' is required to be sufficient in length for the person tapping to be able to tap the swimmer and to be a satisfactory length for the distance from the wall that the swimmer wishes to be tapped.

At the end of the 'pole' a soft implement is required to be fixed. The soft implement can be a tennis ball or a piece of high density foam. The implement must be firmly fixed to the 'pole'.



## Appendix 5

### IPC Code of Ethics

The following is an extract of the IPC Code of Ethics at the time of publishing. For the current version you should consult the IPC Handbook section of the IPC website.

#### Preamble

The International Paralympic Committee (IPC), its Members, partners, officials, sportsmen and sportswomen affirm their commitment to the Paralympic ethos, which is rooted in the history of the Paralympics and the tradition of fair and honourable sports competition. Paralympic history and tradition are based on the principles of excellence in sport, opportunity to participate in fair competition, and enhancement of the dignity of athletes and sport. This necessitates acceptance of the fundamental values of honesty, human rights, fairness, justice, non-discrimination and personal integrity.

Members of the Paralympic Family shall endorse the Vision, Mission and values of the IPC and shall respect all IPC Codes, Policies and Rules.

The IPC is an athletes centred organization. The athletes' interests, priorities, and opportunity to participate in fair competition and excel in sport are the main objectives of the IPC.

#### Scope

The IPC Code of Ethics shall apply to the Paralympic Games, all IPC organized or sanctioned competitions, and any other IPC event or activity, and it shall overrule any local or national practices, traditions, or customs.

Any Member of the Paralympic Family, i.e., a person who accepts and assumes a function in the IPC, or in association with the IPC, regardless whether it is a voluntary or paid position, elected or appointed, an athlete or team official, shall be subject to the provisions as laid down in this IPC Code of Ethics.

#### Dignity, Integrity and Equality

Members of the Paralympic Family shall abide by and respect the IPC Code of Ethics at all times and, in particular, adhere to the following ethical standards:

- Safeguard the dignity of the individual and of the sport.
- Fight against any discrimination on the basis of race, gender, nationality, ethnic origin, religion, philosophical or political opinion, marital status or sexual orientation. In particular, discrimination on the basis of impairment or disability is forbidden by the Paralympic ideals. Athletic classification, which promotes sport participation of athletes with disabilities, is not discrimination but empowerment.

- Work for the benefit of the entire Paralympic movement and all its athletes and not just for a particular constituent such as an NPC, IOSD, Sport or Region.
- Safeguard the athletes' interests, priorities and opportunity to participate in fair competition and excel in sport.
- Safeguard the athletes' physical and mental health and equilibrium.
- Contribute to the creation of a drug free sport environment for all Paralympic athletes in conjunction with the World Anti-Doping Agency (WADA).
- Not tolerate any practice constituting any form of physical or mental injury. All forms of harassment including physical, mental, professional, or sexual, are prohibited. Behaviours that are humiliating, intimidating, or insulting will not be tolerated.
- Conduct business with integrity, maintain a high standard of personal conduct and avoid any behaviour or action that would tarnish or give the impression of tarnishing the reputation of the Paralympic movement.
- Refrain from being involved with any firms, organizations or persons whose activity is inconsistent with the IPC Constitution, Bylaws, Codes and Policies.
- Abstain from participating in, supporting, or promoting betting related to Paralympic Games or any other IPC sanctioned event.
- Refrain from using the Paralympic Games and the Paralympic Movement to promote any political agenda, other than the advancement of sport for persons with a disability and democracy, empowerment, equality, and the protection of human rights.

## **Conflict of Interest**

Members of the Paralympic Family shall have no undisclosed direct or indirect interest in or any relationship with any outside organization or person that might affect, or be reasonably misunderstood by others to be affecting his/her objectivity, judgement, or conduct in carrying out the duties and responsibilities that he or she has in conjunction with the Paralympic activities. This also applies to spouses, family members, businesses, or organizations to which Members of the Paralympic Family may belong.

In the following non-exhaustive list of examples, the circumstances in which a conflict of interest could arise and which persons should avoid being involved in or create the appearance of, are:

- personal and/or material involvement (salary, shareholding, services, loans or any other benefit) with sponsors, suppliers, vendors, contractors;
- using association with the IPC for private gain or preferential treatment;

- impeding the IPC's efficiency, or economy, or service loss of independence, or impartiality;
- adversely affecting public confidence in the integrity or reputation of IPC;
- endangering life, health or safety.

It is the personal responsibility of each Member of the Paralympic Family to avoid any case of conflict of interest. Faced with a situation of a potential conflict of interest, the person concerned must refrain from expressing an opinion, from making, or participating in making, a decision or accepting any form of benefit whatsoever. However, if the person wishes to continue to act or if the person is uncertain as to the steps to take, the person must inform the IPC Legal and Ethics Committee of the situation; the Legal and Ethics Committee is responsible for advising persons, at their request, in a situation of a potential conflict of interest.

### **Improper use of Assets**

Members of the Paralympic Family shall do all in its power to avoid any loss, damage, misuse or theft of property, records, funds or other assets belonging to the IPC that may be in their possessions. All IPC assets must be used exclusively for conducting IPC activities.

Proper use of funds is a fiduciary responsibility. No Member of the Paralympic Family shall make any illegal or unethical payments including, without limitation, bribes, kickbacks, grafts, unauthorized commissions or finder fees from the assets or resources of the IPC or otherwise.

### **Improper use of Information**

Members of the Paralympic Family shall safeguard confidentiality. No person shall use for her/his personal gain or disclosure outside the IPC any confidential information obtained through her/his association with the IPC. This includes spoken, written and computer generated data relating to IPC business. It includes not only material marked as "confidential" but all IPC material and information that a member should reasonably understand to be subject to a duty of confidentiality.

Members of the Paralympic Family shall respect and protect from any inappropriate disclosure, by oral, written or electronic means, the confidentiality of any private and personal information concerning athletes and other Members of the Paralympic Family that is shared within the scope of their function.

Members of the Paralympic Family shall accept and respect that any intellectual property (including copyrights, trademarks and other material subject to protection) that is created and used by the IPC is the property of the IPC.

### **Gifts, Gratuities and Prizes**

Members of the Paralympic Family shall not seek or accept gifts or gratuities for him/herself, his/her family or friends from any outside organization or person having or seeking to have an involvement with the IPC. Only gifts of nominal value that shall be determined by the IPC Governing Board in accordance with

prevailing local customs may be given or accepted by the IPC representatives in the spirit of respect or friendship. Any other gift must be immediately turned over to the IPC. This includes entertainment, non-business travel or other favours such as loans, services or non-approved compensation.

The IPC, recognizing that the honour of winning competitions lies in sporting performance and excellence, will award only prizes of nominal value such as medals to the athletes. Prizes including money prizes given by others, such as sponsors and organizing committees, are not promoted by the IPC, but are acceptable if given in accordance with the spirit of sportspersonship and fair competition.

### **Code of Conduct for Sports Technical Officials**

In addition to the principles mentioned above:

- Sports technical officials shall apply the respective rules consistently for all athletes and ensure fair play at all times.
- Sports technical officials must make all decisions with absolute impartiality and objectivity.
- Sports technical officials must declare any potential conflict of interest that would prevent them from being impartial.



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