



Swimming Technical Officials

## Examination Briefing Notes

# RECORDER

Issue 2017 - 2020

### 1. INTRODUCTION

- 1.1 A Technical Official wishing to become a Recorder must be a member of and registered with ASA,SASA,WASA and must be a Timekeeper having completed 4 Timekeeping duties & 1 Chief timekeeping duty.
- 1.2 To qualify for a Recorders certificate it is required to sit a written examination, which is conducted in May and November each year and then undertake a period of Probationary Service.
- 1.3 The examination is in two parts and an applicant must obtain a pass in both parts. Part A covers rules and procedures and Part B covers application. The pass mark and duration of the Recorders examination are 75% and 2 hours respectively.
- 1.4 Having successfully passed the written examination applicants will receive a Record of Pond-side Duties Form, which specifies the probationary service to be undertaken.
- 1.5 When the required probationary service has been completed the Record of Pond-side Duties Form shall be sent to the District/Region STO Convenor.

### PREPARING FOR THE EXAMINATION

The examination will be set from the Recorder Examination Briefing Notes.

All candidates are recommended to attend a training workshops, which will be arranged by their respective District/Region Convenor/Area organiser.

## 2. REPORTING FOR GALA DUTY

2.1 All Technical Officials should, when attending at any competitive swimming event held in Britain wear the poolside uniform for men or women as set out below.

**STO10.1** Poolside uniform for all competitive swimming events:

White top.

White trousers, dress or skirt and must be below the knee.

White poolside shoes, white socks and white accessories.

**STO10.2** Uniform requested by Gala Organisers, is appropriate where a modified form of uniform is supplied directly by the Gala Convenor, Promoter, Organising Committee or by an Event Sponsor. Such dress will be adopted as directed by the Meet Organisers and will replace (both in style and colour) the recommended uniform in full or part, provided such dress complies with advertising regulations specified by FINA.

2.2 You should ensure you have at least four pens two pens with black or blue ink and two pens with red ink with you when you report at the gala.

2.3 If you have been appointed as Chief Recorder you report to the Gala Convenor at least one hour before the start of the gala (unless you have been informed otherwise). When Meet Management is in place at an event it may be necessary for Recorders to be in place prior to the start of the warm up and remain at least 30 minutes after the end of the last session of the day depending on the meets method of controlling withdrawals. This will be detailed in the meet entry information and will be the responsibility of the Chief Recorder.

2.4 If you have been appointed as a Recorder you report to the Chief Recorder at least 30 minutes prior to the start of the gala (unless you have been informed otherwise).

2.5 It is the responsibility of the Chief Recorder to report to the Referee.

2.6 The number of Recorders present will vary according to the type of gala but there should be sufficient to ensure that the recording is carried out in an efficient manner.

2.7 All Recorders are responsible to the Referee and shall work under his/her delegated authority. Any problems should in the first instance be reported to the Referee.

### 3. FINA RULES

The rules governing swimming competitions are set by the Federation International De Natation (FINA) and available at: [www.fina.org/rules](http://www.fina.org/rules). The rules relevant to RECORDERS are:

#### **SW 2.2 CONTROL-ROOM SUPERVISOR** (*Olympic & World Championships only*)

- SW 2.2.1 The Supervisor shall supervise the automatic timing operation including the review of video timing
- SW 2.2.2 The Supervisor is responsible for checking the results from computer printouts.
- SW 2.2.3 The Supervisor is responsible for checking the relay exchange printout and reporting any early take-offs to the referee.
- SW 2.2.4 The Supervisor may review the video timing to confirm early take-offs.
- SW 2.2.5 The Supervisor shall control withdrawals after the heats or finals, enter results on official forms, list all new records established, and maintain scores where appropriate.

#### **SW 2.12 DESK CONTROL** (*other than for Olympic Games and World Championships*)

- SW 2.12.1 The Chief Recorder is responsible for checking results from computer printouts or from results of times and placings in each event received from the Referee. The Chief Recorder shall witness the Referee's signing the results.
- SW 2.12.2 The Recorders shall control withdrawals, after the heats, semi-finals or finals, enter results on official forms, list all new records established, and maintain scores where appropriate.

### 4. ALLOCATION OF DUTIES

The Chief Recorder is responsible for allocating the following duties to the Recorders:

- 1) Recording of any withdrawals from heats, semi-finals or finals. This may be by withdrawal form or verbally by coaches/team managers or swimmers to the Recorders. If forms are used it is necessary to record the time of submission of withdrawal on the form. Late withdrawals must be brought to the attention of the Referee. It may be necessary to record a list a swimmer who did not compete.

- 2) Checking the computer result sheet against the electronic timing printouts and/or manual times. Using ARES21/Quantum/Colorado & Daktronics printouts check each swimmers time has been correctly handled by the meet management system in use. Check back up time corresponds to the primary time. If recording is manual, enter results on the official result sheets. If AOE is in use with manual recording, enter the AOE time on the time cards in the appropriate place using a red pen.
- 3) Check that heats results sheets have correct semi-final or final competitors and reserves. Advise the Referee and Computer Team of any discrepancies noted. If recording manually seed swimmers for finals and reissue cards.
- 4) Advise the Referee of any swim off requirement, who will alert Announcer and Meet Management if required.
- 5) Confirm medal order for presentations.
- 6) Ensure that relay team lines are copied and distributed to Chief Timekeeper/ Announcer. If entries are computerised these may be included on start sheet for distribution to Officials and Announcer.
- 7) Recording disqualifications and checking inclusion on results sheets.
- 8) Checking for National/District records and preparing necessary forms.
- 9) Collecting/collating any necessary forms required for the meet.
- 10) Maintaining points scores for individual swims (male/female) using points system approved by the meet organising committee. If Meet Management is in place this may automatically provide a point's score.
- 11) Where cards are not being used, the Recorder will receive the start sheets for each lane, collected by the Chief Timekeeper, at the end of each session.
- 12) The records should be retained with heats/semi/final results, disqualifications and withdrawal details for the meet archive.

## 5. EQUIPMENT

- 5.1 The CHIEF RECORDER is required to check that all equipment and forms are available. These shall include:
  - a) Copies of the gala programme.
  - b) Printed copy of Original entry documentation. If using Meet Management will also be held on the computer.
  - c) Recording forms. If using Meet Management this will be computerised
  - d) Scrap paper and writing equipment.
  - e) Fasteners for forms and cards, e.g. staplers and staples, rubber bands, bulldog clips, paper spikes and paperweights.
  - f) Records.

- 5.2 Where photocopying, Printers and results transmission machines are used the CHIEF RECORDER should check the availability and operational state of the equipment prior to the start of the gala.
- 5.3 At National events all necessary equipment shall be supplied by the National Organising Body. At all other galas the supply of equipment will be the responsibility of the Gala Convenor/Promoter.

## **6 FINA RULES**

### **SW 3 SEEDING OF HEATS SEMI-FINALS AND FINALS**

#### **SW 3.1 HEATS**

SW 3.1.1 The best competitive times of all entrants for the preceding announced qualifying period prior to the entry deadline of the competition, shall be submitted on entry forms or on-line and listed in order of time by the Management Committee. Swimmers who do not submit times shall be considered the slowest and shall be placed at the end of the list with a no time. Placement of swimmers with identical times or of more than one swimmer without times shall be determined by draw. Swimmers shall be placed in lanes according to the procedures set forth in SW 3.1.2 below. Swimmers shall be placed in trial heats according to submitted times in the following manner:

SW 3.1.1.1 If one heat, it shall be seeded as a final and swum only during the final session.

SW 3.1.1.2 If two heats, the fastest swimmer shall be seeded in the second heat, next fastest in the first heat, next fastest in the second heat, next in the first heat, etc.

SW 3.1.1.3 If three heats, except 400m,800m and 1500 events, the fastest swimmer should be placed in the third heat, next fastest in the second, next fastest in the first. The fourth fastest swimmer shall be placed in the third heat, the fifth in the second heat, and the sixth fastest in the first heat, the seventh fastest in the third heat, etc.

SW 3.1.1.4 If four or more heats, except 400m,800m and 1500 events, the last three heats of the event shall be seeded in accordance with SW 3.1.1.3 above. The heat preceding the last three heats shall consist of the next fastest swimmers; the heat preceding the last four heats shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined in SW 3.1.2 below

SW 3.1.1.5 For 400m,800m and 1500 events, the last two heats of the event shall be seeded in accordance with SW 3.1.1.2

SW 3.1.1.6 Exception: When there are two or more heats in an event, there shall be a minimum of three swimmers seeded into any one

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preliminary heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three.

SW 3.1.1.7 Where a 10-lane pool is available and equal times are established for the 8th place in the heats of 800m and 1500m Freestyle events, lane 9 will be used with a draw for lane 8 and lane 9. In case of three (3) equal times for 8<sup>th</sup> place, lane 9 and 0 will be used with a draw for lane 8,9 and 0.

SW 3.1.1.8 Where a 10-lane pool is not available SW 3.2.3 will apply

SW 3.1.2 Except for 50 metre events in 50m pools, assignment of lanes shall be (number 1 lane being on the right-hand side of the pool (0 when using pools with 10 lanes) when facing the course from the starting end) by placing the fastest swimmer or team in the centre lane in pools with an odd number of lanes, or in lane 3 or 4 respectively in pools having 6 or 8 lanes. In pools using 10 lanes, the fastest swimmer shall be placed in lane 4 The swimmer having the next fastest time is to be placed on his left, then alternating the others to right and left in accordance with the submitted times. Swimmers with identical times shall be assigned their lane positions by draw within the aforesaid pattern.

SW 3.1.3 When 50 metre events are contested in 50m pools, the races may be swum, at the discretion of the Management Committee, either from the regular starting end to the turning end or from the turning end to the starting end, depending upon such factors as existence of adequate Automatic Equipment, Starter's position, etc. The Management Committee should advise swimmers of their determination well before the start of the competition. Regardless of which way the race is swum, the swimmers shall be seeded in the same lanes in which they would be seeded if they were both starting and finishing at the starting end.

## **SW 3.2 SEMI-FINALS AND FINALS**

SW 3.2.1 In the semi-finals heats shall be assigned as in SW 3.1.1.2

SW 3.2.2 Where no preliminary heats are necessary, lanes shall be assigned in accordance with SW 3.1.2 above. Where preliminary heats or semi-finals have been held, lanes shall be assigned as in SW 3.1.2 based, however, on times established in such heats.

SW 3.2.3 In the event that swimmers from the same or different heats have equal times registered to 1/100 second for either the eighth/tenth place or sixteenth/twentieth place depending on the use of 8 or 10 lanes, there shall be a swim-off to determine which swimmer shall advance to the appropriate finals. Such swim-off shall take place after all involved swimmers have completed their heats at a time agreed between the event management and the parties involved. Another swim-off shall take place if equal times are registered again. If required, a swim off will take place to determine 1st and 2nd reserve if equal times are recorded.

- SW 3.2.4 Where one or more swimmers scratch from a semi-final or final, substitutes will be called in order of classifications in heats or semi-finals. The event or events must be reseeded, and supplementary sheets must be issued detailing the changes or substitutions, as prescribed in SW 3.1.2.
- SW3.2.5 For heats, semi-finals and finals, swimmers shall report to the first call room at a time determined by the event management. After inspection, swimmers proceed to the final call-room
- SW 3.3 In other competitions, the draw system may be used for assigning lane positions.

**EXAMPLE Deck Seeding**

Assign the following list of swimmers to preliminary heats in a DECLARED WINNER EVENT.  
(Section 6.3 Notes).

	1. 09.41.05	11. 10.13.00	21. 11.21.31
LISTED	2. 09.44.16	12. 10.20.00	22. 11.22.26
	3. 09.50.40	13. 10.21.31	23. 11.27.00
FASTEST	4. 09.51.00	14. 10.27.50	
	5. 09.54.00	15. 10.40.10 W/D	
TO	6. 10.00.00	16. 10.44.64	
	7. 10.02.99 W/D	17. 10.45.77	
SLOWEST	8. 10.05.00	18. 10.48.00	
	9. 10.07.63	19. 10.53.40	
	10. 10.08.40	20. 11.05.62 W/D	

W/D = SWIMMERS WITHDRAWN

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HEAT 1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HEAT 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HEAT 3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HEAT 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HEAT 5
6 LANE	5 LANE	4 LANE	3 LANE	2 LANE	1 LANE	



**EXAMPLE FINA Seeding**

Assign the following list of swimmers to preliminary heats in an event which has FINALS.  
(Section 6.3 Notes).

	1. 00.30.05	12. 00.33.92	23. 00.36.60
LISTED	2. 00.32.24	13. 00.34.02	24. 00.37.21
	3. 00.32.29	14. 00.34.37 W/D	25. 00.37.78
FASTEST	4. 00.32.59 W/D	15. 00.35.37	26. 00.37.90
	5. 00.32.70	16. 00.35.42	27. 00.38.83
TO	6. 00.32.70	17. 00.35.80	28. 00.38.84
	7. 00.33.00 W/D	18. 00.35.93	29. 00.39.60
SLOWEST	8. 00.33.10	19. 00.36.02	30. 00.39.78
	9. 00.33.26	20. 00.36.37	31. 00.40.00
	10. 00.33.60 W/D	21. 00.36.40	32. 00.40.20
	11. 00.33.91	22. 00.36.50	33. 00.47.50

W/D = SWIMMERS WITHDRAWN

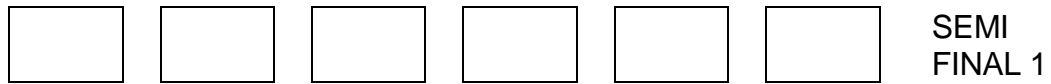
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HEAT 1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HEAT 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HEAT 3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HEAT 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HEAT 5
6 LANE	5 LANE	4 LANE	3 LANE	2 LANE	1 LANE	

**EXAMPLE Allocation of Swimmers to Semi Finals**

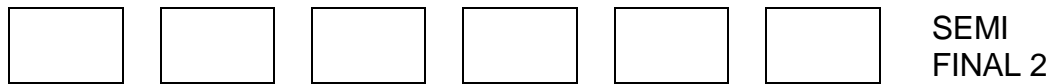
From the following information obtained from preliminary heats, assign the swimmers to the Semi-Final 1 & 2 of the event, and identify two reserves. (RULE SW 3.2 SEMI-FINALS & FINALS & SW 13.3.5 NOTES).

		<b>OFFICIAL TIME</b>			<b>OFFICIAL TIME</b>
SWIMMER 1		02.35.30	SWIMMERS 1		02.33.30
H 2		02.35.60	H 2		02.40.75
E 3		02.40.10	E 3		02.39.56
A 4		02.38.88	A 4		02.25.00
T 5		02.35.30	T 5		02.29.30
1 6		02.41.50	3 6		02.40.60

		<b>OFFICIAL TIME</b>			<b>OFFICIAL TIME</b>
SWIMMER 1		02.39.90	SWIMMERS 1		02.33.80
H 2		02.33.70	H 2		02.28.40
E 3		02.24.70	E 3		02.31.60
A 4		02.27.50	A 4		02.30.50
T 5		02.31.70	T 5		02.24.60
2 6		02.38.85	4 6		02.34.00



6	5	4	3	2	1
LANE	LANE	LANE	LANE	LANE	LANE



6	5	4	3	2	1
LANE	LANE	LANE	LANE	LANE	LANE



**EXAMPLE Allocation of Swimmers to Heats for 400/800/1500 Events Fina Seeding**

The following entries for a 400m Freestyle event have been listed in time order.  
Withdraw swimmers 9 and 15.  
From the list of those remaining, assign swimmers to the heats.

Swimmer	Time	Swimmer	Time	Swimmer	Time
1	04:13.50	7	04:22.90	13	04:26.70
2	04:14.53	8	04:23.50	14	04:26.70
3	04:15.25	9	04:23.51	15	04:26.83
4	04:20.65	10	04:25.76	16	04:28.20
5	04:20.95	11	04:25.90	17	No time
6	04:21.49	12	04:25.91	18	No Time

INSERT SWIMMERS NUMBER IN BOX

	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
HEAT 1						
HEAT 2						
HEAT 3						

## **7 FINA RULES**

### **GR7 DISQUALIFICATION AND WITHDRAWAL**

- GR 7.1 Any entered competitor may be substituted by another entered competitor at the Technical Meeting.
- GR 7.2 In all competitions except Water Polo, a competitor or team not wishing to take part in a semi-final or final in which qualification was earned shall withdraw within thirty (30) minutes following the preliminaries or the semi-finals of the event in which the qualification took place. The Member Federation of any competitor who withdraws from the heats /preliminary rounds after the Team Leaders Meeting or from a semi-final or final more than thirty (30) minutes after the preliminaries or semi-finals of the event in which qualification was earned, shall pay without excuse to the Honorary Treasurer the sum of one-hundred (100) Swiss Francs; in case of a relay, duet or team, the sum shall be two-hundred (200) Swiss Francs.
- GR 7.4 In Swimming, Diving and Synchronised Swimming, where a competitor who competed in the finals is disqualified for any reason, including medical control, the position he would have held shall be awarded to the competitor who finished next and all the lower placing competitors in the semi-finals or finals shall be advanced one place. If the disqualification occurs after the presentation of awards, the awards shall be returned and given to the appropriate competitors applying the foregoing provisions.
- GR 7.5 If an error by an official follows a fault by a competitor, the fault by the competitor may be expunged.

## **8 FINA RULES**

### **SW 10 THE RACE**

SW 10.13 The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

## 9 FINA RULES

### SW 11 TIMING

- SW 11.1 The operation of Automatic Officiating Equipment shall be under the supervision of appointed officials. Times recorded by Automatic Equipment shall be used to determine the winner, all placing and the time applicable to each lane. The placing and times so determined shall have precedence over the decisions of timekeepers. In the event that a breakdown of the Automatic Equipment occurs, or that it is clearly indicated that there has been a failure of the Equipment, or that a swimmer has failed to activate the Equipment, the recordings of the timekeepers shall be official (see SW 13.3).
- SW 11.2 When Automatic Equipment is used, the results shall be recorded only to 1/100 of second. In the event of equal times, all swimmers who have recorded the same time at 1/100 of a second shall be accorded the same placing. Times displayed on the electronic scoreboard should show 1/100 of a second.
- SW 11.3 Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three timekeepers appointed or approved by the member in the country concerned. All watches shall be certified as accurate to the satisfaction of the governing body concerned. Manual timing shall be registered to 1/100 of a second. Where no Automatic Equipment is used, official manual times shall be determined as follows:
- SW 11.3.1 If two (2) of the three (3) watches record the same time and the third disagrees, the two identical times shall be the official time.
- SW 11.3.2 If all three (3) watches disagree, the watch recording the intermediate time shall be the official time.
- SW 11.3.3 With only two (2) out of three (3) watches working the average time shall be the official time.
- SW 11.4 Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.
- SW 11.5 In the case of a relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.
- SW 11.6 All 50 metre and 100 metre splits shall be recorded for lead-off swimmers during relays and published in the official results.

## EXAMPLE

The following are the entries for a 100m freestyle event:

Swimmer	Time	Swimmer	Time	Swimmer	Time	Swimmer	Time
A	01:11.49	E	01:08.40	I	01:20.05	M	01:30.41
B	01:18.04	F	01:01.81	J	01:07.63	N	01:13.01
C	01:31.60	G	01:35.89	K	01:02.99	O	01:15.55
D	01:21.42	H	No time	L	01:23.07	P	No Time

List the entries in time order FASTEST to SLOWEST in accordance with FINA rules.

Ranking	Swimmer	Time	Ranking	Swimmer	Time
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8			16		

## 10 FINA RULES

### SW 12 WORLD RECORDS

- SW 12.1 For World Records in 50 metre courses, the following distances and styles for both sexes shall be recognised:
- |                    |                                      |
|--------------------|--------------------------------------|
| Freestyle:         | 50, 100, 200, 400, 800 & 1500 metres |
| Backstroke:        | 50, 100 & 200 metres                 |
| Breaststroke:      | 50, 100 & 200 metres                 |
| Butterfly:         | 50, 100 & 200 metres                 |
| Individual Medley: | 200 & 400 metres                     |
| Freestyle Relays:  | 4 x 100 & 4 x 200 metres             |
| Medley Relay:      | 4 x 100 metres                       |
| Mixed Relays:      | 4X100 meters Freestyle               |
| Mixed Relays:      | 4X100 meters Medley                  |
- SW 12.2 For World Records in 25 metre courses, the following distances and styles for both sexes shall be recognised:
- |                    |   |
|--------------------|---|
| Freestyle:         | 50, 100, 200, 400, 800 & 1500 metres    |
| Backstroke:        | 50, 100 & 200 metres                    |
| Breaststroke:      | 50, 100 & 200 metres                    |
| Butterfly:         | 50, 100 & 200 metres                    |
| Individual Medley: | 100, 200 & 400 metres                   |
| Freestyle Relays:  | 4 X 50, 4 x 100 & 4 x 200 metres        |
| Medley Relay:      | 4 X 50, 4 x 100 metres                  |
| Mixed Relays:      | 4 x 50 Metres Freestyle & 4 x 50 Medley |
- SW 12.4 Members of relay teams must be of the same nationality.
- SW 12.5 All records must be made in scratch competition or an individual race against time, held in public and announced publicly by advertisement at least three (3) days before the attempt is to be made. In the event of an individual race against time being sanctioned by a Member, as a time trial during a competition, then an advertisement at least three (3) days before the attempt is to be made shall not be necessary.
- SW 12.6 The length of each lane of the course must be certified by a surveyor or other qualified official appointed or approved by the Member in the country in which it is situated.
- SW 12.7 Where a moveable bulkhead is used, course measurement of each lane must be confirmed at the conclusion of the session during which the time was achieved.
- SW 12.8 World Records and World Junior records will be accepted only when times are recorded by Automatic Officiating Equipment, or Semi-Automatic Officiating Equipment in the case of Automatic Officiating Equipment system malfunction.

- SW 12.9 World records and World Junior Records can be established only by swimmers wearing FINA approved swimsuits
- SW 12.10 Times which are equal to 1/100 of a second will be recognised as equal records and swimmers achieving these equal times will be called “Joint Holders”. Only the time of the winner of a race may be submitted for a World Record. In the event of a tie in a record-setting race, each swimmer who tied shall be considered a winner.
- SW 12.11 Worlds Records and World Junior Records can be established only In water with less than 3 gr/litre of salt. No world records will be recognized in any kind of sea or ocean water
- SW 12.12 The first swimmer in a relay, except in mixed relays may apply for a World Record. Should the first swimmer in a relay team complete his distance in record time in accordance with the provisions of this subsection, his performance shall not be nullified by any subsequent disqualification of his relay team for violations occurring after his distance has been completed.
- SW 12.13 A swimmer in an individual event may apply for a World Record or a World Junior Records at an intermediate distance if he/she or his/her coach or manager specifically requests the referee that his performance be especially timed or if the time at the intermediate distance is recorded by Automatic Officiating Equipment. Such swimmer must complete the scheduled distance of the event to apply for a record at the intermediate distance.

## **SW 13 AUTOMATIC OFFICIATING PROCEDURE**

- SW 13.1 When Automatic Officiating Equipment is used in any competition, the placing and times so determined, and relay take-offs judged by such Equipment shall have precedence over the timekeepers and inspectors of turns.
- SW 13.2 When the Automatic Equipment fails to record the place and/or time of one or more swimmers in a given race:
- SW 13.2.1 Record all available Automatic Equipment times and places.
- SW 13.2.2 Record all human times and places.
- SW 13.2.3 The official place will be determined as follows:
- SW 13.2.3.1 A swimmer with an Automatic Equipment time and place must retain his relative order when compared with the other swimmers having an Automatic Equipment time and place within that race.
- SW 13.2.3.2 A swimmer not having an Automatic Equipment place but having an Automatic Equipment time will establish his relative order by comparing



his Automatic Equipment time with the Automatic Equipment times of the other swimmers.

SW 13.2.3.3 A swimmer having neither an Automatic Equipment place nor an Automatic Equipment time shall establish his relative order by the time recorded by the Semi- Automatic Equipment or by three digital watches.

SW 13.3 The official time will be determined as follows:

SW 13.3.1 The official time for all swimmers having an Automatic Equipment time will be that time.

SW 13.3.2 The official time for all swimmers not having an Automatic Equipment time will be the three digital watches or the Semi-Automatic Equipment time.

SW 13.4 To determine the relative order of finish for the combined heats of an event, proceed as follows:

SW 13.4.1 The relative order of all swimmers will be established by comparing their official times.

SW 13.4.2 If a swimmer has an official time which is tied with the official time(s) of one or more swimmers, all swimmers having that time shall be tied in their relative order of finish in that event.

## GUIDANCE

- They start ***automatically*** when the starting signal is given (acoustic start)
- They stop ***automatically*** when the swimmer exerts sufficient pressure to activate the pad.
- They work out the time elapsed between start and finish.
- They place by elapsed time.
- As a 'back-up' there is often the facility for human operators to operate a secondary system when the swimmer finishes a race. This operation is carried out ***manually*** as the name implies, by the lane timekeepers pressing back-up buttons.

Please note the highlighted elements of the points – **if a human had a hand in the time it is MANUAL.**

### Order of Times

**Primary ===== Backup ===== Hand Held Watch**

In the event of the timing system on a lane apparently not functioning correctly and the backup time and manual time contradicts the order of placing then the Referee will adjust the backup time to fit the placings and write at the side the letters RD (Referee's Decision) as described later. This time cannot be used for British/English/Scottish/Welsh record purposes.

When you have an AOE back-up time which is inconsistent with the placings consider the manual time. If the manual time is consistent with the placings it should be inserted before considering a RD based on the Semi AOE time.

In the event that there are three manual times available for a lane then the accepted time for that lane shall be used for the purpose of placing the swimmer.

## EXAMPLE

SW 13.2.3.3 A swimmer having neither an Automatic Equipment place nor an Automatic Equipment time shall establish his relative order by the time recorded by the Semi-Automatic Equipment or by Three digital watches.

<u>LANE</u>	OFFICIAL MANUAL TIME
1	02:04:88
2	02:07:72
3	02:06:21
4	01:57:32
5	01:58:25
6	02:07:75
7	02:05:53
8	02:07:72

To declare the official race result place lanes in time order: -

<u>OFFICIAL RACE PLACING</u>	<u>LANE</u>	<u>OFFICIAL RACE TIME</u>
1 <sup>st</sup>	4	01:57:32
2 <sup>nd</sup>	5	01:58:25
3 <sup>rd</sup>	1	02:04:88
4 <sup>th</sup>	7	02:05:53
5 <sup>th</sup>	3	02:06:21
6 <sup>th</sup> Equal	8	02:07:72
6 <sup>th</sup> Equal	2	02:07:72
8 <sup>th</sup>	6	02:07:75

Swimmers with equal times recorded to 1/100th of a second are given the same placing.

**EXAMPLE**

Complete the result table below. AOE is in operation, there are three Timekeepers per lane throughout, and the semi-automatic AOE time is with one button

<b>JUDGES PLACINGS &amp; TIMES RECORDED</b>				
<b>Lane Number</b>	<b>Judges Placings</b>	<b>AOE Time</b>	<b>Semi-Automatic AOE Time</b>	<b>Official Manual Time</b>
1	6	Nil	Nil	02:12:99
2	7	02:12:97	02:13:05	02:13:20
3	4	02:12:34	02:12:41	02:12:58
4	1	02:11:68	02:11:75	02:11:91
5	2	02:12:02	02:12:10	02:12:29
6	5	02:12:66	01:12:70	02:12:96
7	3	Nil	02:12:25	02:12:33
8	8	02:13:13	Nil	02:13:22

Complete Result Grid

Place	Lane No.	Official Time

AOE Time is official time for Lanes 2, 3, 4, 5, 6 & 8  
 Any swimmer not having an AOE and Semi AOE time shall take their time from manual watches – Lane 1



## National Age Groups

### 35 Final Boys 50m Freestyle

Started at 16:15:24.86M<-----Manual Start

Dist	Lane1	Lane2	Lane3	Lane4	Lane5	Lane6	Lane7	Lane8
50m	32.48	34.25	33.45E	35.62	38.34	36.75B	39.41	40.23

Rank	Lane	Time	Backup time	
1	1	32.48	-----	No backup time recorded
2	3	33.45E	34.10	E denotes edited time manually in-putted
3	2	34.25	34.30	
4	4	35.62	35.71	
5	6	36.75B	36.75	B backup time inserted as a primary time
6	5	38.34	38.45	
7	7	39.41	39.53	
8	8	40.23	-----	

## EXAMPLE COLORADO PRINTOUT

### Sample results sheet

==== >RACE HISTORY< =====>Race 0013<====

Saturday 07-13-XX 11:15.34

|-----< Lane Number

| |-----< Lengths

| | |-----< Time

3) 02 29.13 4) 02 30.02 2) 02 30.07 1) 02 30.17 6) 02 30.38 5) 02 31.35  
3) 04 59.55 5) 04 1:00.91 2) 04 1:01.10 4) 04 1:01.17 1) 04 1:01.61 6) 04 1:02.41

Lane 1 Lane 2 Lane 3 Lane 4 Lane 5 Lane 6

BACKUP 1:01.25 1:01.09 59.52 1:01.45 1:00.62 1:02.40

=====  
=>RACE SUMMARY(byplace)<=====Race 0013<====

Saturday 07-13-XX 11:15.34

Colorado Time Systems

100 Meters Place Lane Time

1 3 59.55

EVENT: 10 Heat: 6 2 5 1:00.91

3 2 1:01.10

4 4 1:01.17

[0013] Saturday 07-13- XX 11:13.45 5 1 1:01.61 <1:01.25>

6 6 1:02.41

## General Information

Times can be recorded to either 1/1000<sup>th</sup> second or in the normal case 1/100<sup>th</sup> second. This is done during the set-up procedure prior to the gala.

**1:26.547**

**1:35.60**

Like the Omega system the Colorado can be started manually this will be denoted on the print out by:

**Start Used : keyboard**

Located on the printout in the top right hand corner under the Race, Date and Time.

If there is a difference of +/-0.3 seconds between primary and back up time this will automatically be displayed on the printout alongside the lane number on the result sheet. This value is a preset value

### Place Lane Time

1 4 1:18.33

2 3 1:18.40

3 5 1:20.22

4 6 1:21.28 < 1:20.91 >

The above printout illustrates the layout of the Colorado system of how the results are recorded of a race.

In the Race History you have all the information of what occurred during the race, even the lap times for each lane. This is dependent upon whether the swimmer activates the pad at the turn and finish. In the race above there were no problems.

The backup times for each lane are recorded and displayed in the race history section thus giving the referee all the information that is required from the system. However, any disqualifications will be made by the referee and any changes to the result.

The race is summarised as shown above, the result being displayed in place order

```
====>RACEHISTORY<=====>(Race 0013 )
=====
      Sunday 07-14-XX 12:45.56
```

```
|-----<Lane Number
|      |-----Lengths
|      |      |-----Time

3) 02    30.00   4) 02    30.02   2) 02    30.09   1) 02    30.21   6) 02    30.50
5) 02          3) 04    58.99   5) 04    1:00.91  2) 04    1:01.08  4) 04    1:01.15
1) 04    1:02.13  6) 04    1:02.57
```

```
      Lane 1      Lane 2      Lane 3      Lane 4      Lane 5      Lane 6
Backup 1:01.72   1:01.01   58.78      1:01.05          1:02.50
```

```
=====
```

```
====>RACESUMMARY(by
place)<======(Race0013)=====
      Sunday 07-14-XX      12:45.56
```

### Colorado Time Systems

100 Meters	Place	Lane	Time
	1	3	58.99
Event 20 Heat 1	2	5	1:00.91
	3	2	1:01.08
	4	4	1:01.15
(0013) Sunday 07-14-XX 12:45.46	5	1	1:02.13 <1:01.72>
	6	6	1:02.57

```
=====
```

When the operator inserts a touch there is no time recorded as indicated above but the swimmer is placed second due to the primary time being recorded at the finish

### Modification of Primary Times

The operator can modify the primary time by inserting the backup time in its place. The time will have an (\*) asterisk at the side of it, this an edited time.

## Automatic Judging of Relays

This piece of equipment judges the takeoff in relay events. It records the time difference from when the incoming swimmer touches and the outgoing swimmer leaves the starting platform

An AOE tolerance of -.03 is legal. Any team recording a takeoff time more negative than -0.03 seconds (e.g. -0.04 seconds) shall be judged to have carried out an early takeoff and shall be disqualified.

In this case Lane 5, being the only lane with a minus greater than -0.03, was disqualified.

==>RACE HISTORY<=====Race0004<=====

Sunday 07-14-XX 10:10.34

### 200 METERS BOYS MEDLEY RELAY

Event: 4 Heat: 3

|-----<Lane Number

| |-----<Lengths

| | |-----<Time

1) 02 31.54 1) LATE .09 2) 02 33.94 2) LATE .02 3) 02 36.46  
 3) RELAY OK 5) 02 39.23 5) LATE .03 4) 02 40.90 4) LATE .01  
 6) 02 43.53 6) LATE .01 1) 04 1:14.82 1) LATE .01 2) 04 1:20.07  
 2) LATE .01 3) 04 1:24.36 3) LATE .03 5) 04 1:30.14 5) LATE .10  
 4) 04 1:35.88 4) EARLY .03 6) 04 1:42.18 6) EARLY .02 1) 06 2:10.64  
 1) LATE .03 2) 06 2:20.12 2) EARLY .03 3) 06 2:26.08 3) LATE .09  
 5) 06 2:31.98 **5) EARLY .04** 4) 06 2:36.81 4) EARLY .02 6) 06 2:35.80  
 6) RELAY OK 1) 08 2:49.34 2) 08 2:52.80 4) 08 2:53.01 3) 08 2:56.37  
 5) 08 2:57.04 6) 08 3:00.02

	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
Backup	2: 49.15	2: 52.65	2:56.20	2:52.83	2:56.90	2:59.91

Sunday 07-14-XX 10:10.34

### 200 METERS BOYS MEDLEY RELAY

Event: 4 Heat: 3

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
OK	EARLY	OK	EARLY	EARLY	EARLY

Sunday 07-14- XX 10:10.34

### 200 METERS BOYS MEDLEY RELAY

Event: 4 Heat: 3

	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
50m	+ .09	+ .02	+ .00	+ .01	+ .03	+ .01
100m	+ .01	+ .01	+ .03	- .03	+ .10	- .02
150m	+ .03	- .03	+ .09	- .02	<b>- .04</b>	+ .00

Place	<1>	<2>	<4>	<3 >	<5>	<6>
Finish	2:49.34	2:52.80	2:56.37	2:53.01	2:57.04	3:00.02
Xchange	OK	EARLY	OK	EARLY	EARLY	EARLY

=====



**Example of a Daktronics print out**

```

=====> RACE LOG <===== Number: 106 <=====
                                           03/14/2009 17:41:31.323

Event: 9      Heat: 3      Round:

LANE LENGTH  RUN TIME  TYPE
-----
 2) 2      41.18  TP      4) 2      41.99  TP      7) 2      43.51  TP
 3) 2      43.80  TP      6) 2      43.94  TP      1) 2      44.17  TP
 5) 0      WARNING
 8) 0      WARNING
 5) 2      45.03  TP      8) 2      45.82  TP      4) 4      1:28.66 TP
 7) 4      1:29.16 TP      6) 4      1:31.46 TP      1) 4      1:31.61 TP
 2) 4      1:32.04 TP      3) 4      1:32.14 TP      8) 4      1:33.02 TP
 5) 4      1:33.18 TP      4) 6      2:23.42 TP      1) 6      2:26.73 TP
 7) 6      2:27.71 TP      5) 6      2:27.80 TP      6) 6      2:28.36 TP
 3) 6      2:28.79 TP      2) 6      2:29.17 TP      8) 6      2:31.67 TP
 7) 8      3:07.00 TP      2) 8      3:07.44 TP      3) 8      3:07.87 TP
 6) 8      3:07.96 TP      5) 8      3:08.57 TP      1) 8      3:08.80 TP
 4) 8      3:08.85 TP      8) 8      3:12.67 TP

          Lane 1   Lane 2   Lane 3   Lane 4   Lane 5   Lane 6   Lane 7   Lane 8
BACKUP  3:08.96  3:07.64  3:07.92  3:05.64  3:08.63  3:07.89  3:07.74  3:12.80
BTN 1   3:08.96  3:07.64  3:07.92  3:05.64  3:08.63  3:07.89  3:07.74  3:12.80
BTN 2   0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00
BTN 3   0.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00

=====> Daktronics, Inc. - OmniSport 2000 Pro

====> RACE RESULTS <===== Number: 106 <=====
                                           03/14/2009 17:41:31.323

          Event: 9      Heat: 3      Round:
          Girls Open 200M Individual Medley

-----By Lane-----
Lane Place  Time      Backup Lengths
 1 6 3:08.80  3:08.96 8
 2 2 3:07.44  3:07.64 8
 3 3 3:07.87  3:07.92 8
 4 7 3:08.85 * 3:05.64 8
 5 5 3:08.57  3:08.63 8
 6 4 3:07.96  3:07.89 8
 7 1 3:07.00 * 3:07.74 8
 8 8 3:12.67  3:12.80 8

-----By Place-----
Place Lane  Time      Backup Lengths
 1 7 3:07.00 * 3:07.74 8
 2 2 3:07.44  3:07.64 8
 3 3 3:07.87  3:07.92 8
 4 6 3:07.96  3:07.89 8
 5 5 3:08.57  3:08.63 8
 6 1 3:08.80  3:08.96 8
 7 4 3:08.85 * 3:05.64 8
 8 8 3:12.67  3:12.80 8

=====> Daktronics, Inc. - OmniSport 2000 Pro

```

## 11. GENERAL ADVICE/COMMENTS

- 6.1 The official race result must always be endorsed by the Referee.
- 6.2 Only the Referee can disqualify a swimmer or relay team. The Recorders should ensure that the disqualification slip(s) presented at the Recorders table are duly signed or endorsed by the Referee. (The Recorders may be requested by the Referee to transcribe the information on the disqualification slip on to the appropriate time card or sheet).
- 6.3 The gala rules should decide the method of seeding. However, if not explicitly stated "Fina Seeding" shall be used for events with heats and finals and "Deck Seeding" for declared winner events. "FINA Seeding" is explained in FINA Rule SW 3.1.1.1 to SW 3.1.1.4. "Deck Seeding" is where the fastest swimmers are placed in the last heat and the next fastest swimmers in the second last heat, etc.
- 6.4 When assigning swimmers to lanes you need to remember that lane 1 is always on the far right facing the pool from the starting end and that the fastest swimmer is allocated the centre lane or lane 3 in a six-lane pool or lane 4 in an eight-lane pool. The next fastest swimmers are placed left and right in accordance with times.
- 6.5 Where withdrawals result in a reduction in numbers in heats and it would be sensible and appropriate to amalgamate heats the Recorders shall notify the Referee who will instruct the Chief Recorder to reduce the number of heats accordingly and reseed the heats.
- 6.6 When amalgamation of heats is carried out and only the slowest heat is eliminated, the other heats will retain their original number.
- 6.7 When amalgamation of heats results in the whole event being reseeded and swimmers/relay teams reallocated to the remaining heats, ALL the heats are renumbered.
- 6.8 For relay events Team Lines must be submitted to the Recorders table prior to the start of the session in which the event takes place. Team Lines record the names, in swimming order, of team members and reserves.
- 6.9 After the Recorders have checked the Team Lines they should be photocopied, where possible, and handed to the Chief Timekeeper for distribution to respective lanes to enable the Judges/Timekeepers to check swimming order of swimmers. Copies are also passed to the Announcer for use during the event and then returned to the Recorders table.
- 6.10 The Recorders may receive queries regarding omission of entrants from the programme. If when the original entries documentation is checked and the omission is due to an oversight, in agreement with the Gala Convenor, the name(s) should be added and the programme alteration announced.

- 6.11 If a query cannot be resolved a formal Protest may result. The protest must be made in accordance with the rules according to the FINA/ ASA/ SASA/ WASA Protest policy and must be referred to the Referee.
- 6.12 When a result(s) is queried the Chief Recorder shall take all the details from the inquirer and check them. All the information pertaining to the query is then passed to the Referee.
- 6.13 When an error in the results compilation is found the Referee will instruct the Chief Recorder to make the necessary correction(s) and have the correction(s) announced.
- 6.14 Only the Referee and the Recorders should have access to result documents (i.e. timecards, timekeepers and judges results or Automatic Officiating Equipment printout).
- 6.15 Medals are normally awarded for finals as follows:
- |           |   |        |
|-----------|---|--------|
| 1st Place | - | GOLD   |
| 2nd Place | - | SILVER |
| 3rd Place | - | BRONZE |
- Swimmers/relay teams with equal times to 1/100th of a second are awarded the same style of medal. When this happens the next place in order is not recorded for awards.
- 6.16 The Referee is responsible for the final results of an event. The Chief Recorder shall witness the Referee signing the results.
- 6.17 The Chief Recorder must not assume that any action taken by him/her would have been the decision taken by the Referee. Any matter requiring a decision outside the normal scope of the Recorders duties should be referred to the Referee.
- 6.18 When Automatic Officiating Equipment (AOE) is being used the Chief Recorder should advise the Referee when there is a clear variation between the information from the manual timekeepers and Judges and the AOE printout. It is possible that the AOE has malfunctioned and the Referee needs to decide if it has.
- 6.19** The CHIEF RECORDER must ensure that the area around the Recorder's table is kept clear of any unauthorised persons. Any difficulties should be reported to the REFEREE for his/her action.

## REVIEW QUESTIONS

1. From an original entry of 14 swimmers for preliminary heats in an eight-lane pool you are advised that there are 6 withdrawals. Explain how this would be seeded and when it would be swum.
2. After an event has been seeded withdrawals could reduce the number of heats by combining the first two heats.  
Who would make the decision to amalgamate the heats?  
  
How would the heats be numbered?
3. A team manager approaches you prior to the start of a session and advises you that one of his swimmers has been omitted from the programme. How would you resolve this situation?
4. In a 4 x 200 Medley Relay event, the third swimmer has been disqualified for starting before the preceding swimmer touches. What should appear against this team on the result sheet?
5. The split time for swimmer 2 breaks the District 50m Record. May this swimmer apply for the Record? Give a reason for your answer.
6. How are the lanes decided when seeding heats/semi-finals/finals for swimmers with equal times?
7. When one or more swimmers scratch from a final what action would you take?
8. When seeding swimmers to two or more heats state:  
the minimum number of swimmers that should be assigned to a heat.  
  
the circumstances that would allow this number to be reduced.
9. What information must be included on team lines for relay events?
10. When should team lines be submitted?

11. Under what circumstances would you notify the Referee of the need for a 'Swim off'

and when should this swim off take place?

14. When do withdrawals from Finals require to be submitted?

15. Who is allowed access to results documents (i.e. time-cards, judges results, AOE printout etc.)?

16. In the event of a swimmer being disqualified, what should be recorded in the result sheet?