

FINA SYNCHRONISED SWIMMING OPERATING MANUAL

According to FINA Handbook 2013 - 2017



MESSAGE FROM THE FINA PRESIDENT



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It is my great pleasure to present you the ***FINA Synchronised Swimming Manual for Judges, Coaches and Referees***, a precious tool for all those in charge of developing and promoting this artistic discipline in the five continents.

Synchronised Swimming has steadily progressed over the last years. In 2003, the launch of the Combination event in our World Championships brought another dimension to this sport; in 2005, the approval of the new programme for the FINA World Championships, "separating" the technical and free routines, led to new challenges; in 2006, the creation of a FINA Synchronised Swimming World Trophy added an additional impact on the promotion of synchronised swimming; in 2007, the launch of the FINA Judges School was also an important milestone in the history of this discipline; finally, in recent years, the arrival of new countries to the podium of our main competitions is a very positive and encouraging outcome.

The 2013 FINA Technical Congress in Barcelona (ESP), with the occasion of the 15th FINA World Championships, approved important changes that need to be correctly assimilated by the Synchro family. This Manual provides the keys for a homogenous and clear understanding of these new rules.

Synchronised Swimming is in constant evolution. More events are organised on a local, national and international level, attracting an increasing number of young athletes to this discipline. The preparation of our coaches, the quality of judges and obviously the devotion of our competitors are strong assets of this winning strategy. Providing them with this manual will enhance the assimilation and transmission of technical knowledge, basic tools in such a challenging and spectacular discipline.

I would like to express my gratitude to the FINA Technical Synchronised Swimming Committee (TSSC) for putting together this manual. I warmly thank all the members of the TSSC for their support and enthusiasm.

For the judges, coaches and referees, I am sure that this ***FINA Synchronised Swimming Manual*** will be essential in the accomplishment of your activities. Together with the athletes and the support they receive from their respective National Federation, you are the pillars of the future development of this discipline on a global scale!



Dr. Julio C. Maglione
FINA President

FOREWARD

The purpose of this Operating Manual is to give all FINA affiliated Federations, a reference for the different facets of organising Synchronised Swimming competitions.

The first version was coordinated by former TSSC Member Diane Lachapelle. We now present you the updated manual in accordance with the current FINA Synchronised Swimming Rules. I would like to thank the TSSC members for their help in the revision of this Manual and especially Maria José Bilbao.

Stefania Tudini
TSSC Chairman

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BUREAU LIAISON

Qiuping Zhang (CHN)

SECTION I

SYNCHRONISED SWIMMING RULES

A. RULES

Part II	Sections:	General Rules By-Laws
Part VII	Section:	Synchronised Swimming Rules
Part VIII	Section:	Masters Rules
Part IX	Section:	Facilities Rules
Part X	Section:	Medical Rules
Part XI	Section:	Doping Control Rules

The rules and regulations may be revised after every FINA Congress.

1. GENERAL RULES

- GR1 Eligibility
- GR2 International Relations
- GR3 Tours in Foreign Countries
- GR4 Unauthorised Relations and Misbehaviour
- GR5 Costumes
- GR6 Advertising
- GR7 Substitution, Disqualification and Withdrawal
- GR8 Smoking Ban
- GR9 Olympic Games, World Championships, World Swimming Championships (25m) and General Rules for FINA Competitions
- GR10 World Junior Championships

2. BY-LAWS

- BL4 Rules of Order for Bureau and Committees
- BL6 Technical Officials
- BL7 Advertising at FINA World Championships and FINA Competitions
- BL8 Olympic Games, World Championships and World Swimming Championships (25m)
- BL9 World Cups
- BL10 World Calendar
- BL11 Requirements with regard to order, safety and security at World Championships and FINA Competitions (and Continental and Regional Championships/Games)

3. SYNCHRONISED SWIMMING RULES

- SS1 General
- SS2 Competitions
- SS3 Eligibility
- SS4 Sessions
- SS5 Programmes
- SS6 Entries
- SS7 Preliminaries and Finals
- SS8 Figure Sessions
- SS9 Figure Panels
- SS10 Judgment of Figures
- SS11 Penalties in Figure Sessions
- SS12 Calculation of the Figure Result
- SS13 Routine Session
- SS14 Time limits for Routines
- SS15 Music Accompaniments
- SS16 Routine Panels
- SS17 Judgment of Routines
- SS18 Deductions and Penalties in Routines
- SS19 Calculation of the Routine Results
- SS20 Final Result
- SS21 Officials and Duties
- SS22 Referee
- SS23 Other Official
- SS24 Duties of the Organiser
- SSAG Age Group Rules
- Appendix I International Figure Categories
- Appendix II Basic Positions
- Appendix III Basic Movements
- Appendix IV Figure Descriptions
- Appendix V FINA Figure Groups
- Appendix VI FINA Required Elements for Technical Routines
- Appendix VII FINA Required Elements for Highlight Routine
- Appendix VIII Forms for Synchronised Swimming

4. MASTERS RULES

- General (MGR)
- Masters Synchronised Swimming Rules (MSS)

5. FACILITY RULES

- FR1 General
- FR2 Swimming Rules
- FR3 Swimming Pools for Olympic Games and World Championships
- FR4 Automatic Officiating Equipment
- FR10 Pools for Synchronised Swimming
- FR11 Pools for Synchronised Swimming in Olympic Games & World Championships
- FR12 Automatic Officiating Equipment
- FR13 Sound Equipment and Presentation Standards

6. MEDICAL RULES

- Medical Requirements for FINA Competitions
- Appendix Sports Medicine Ethic Rules

7. DOPING RULES

- DC1 Definition of Doping
- DC2 Anti-Doping Rule Violation
- DC3 Proof of Doping
- DC4 The Prohibited List
- DC5 Testing
- DC6 Analysis of samples
- DC7 Results Management
- DC8 Right to a fair hearing
- DC9 Automatic disqualification of individual results
- DC10 Sanctions on individuals
- DC11 Consequences to teams
- DC12 Sanctions and costs assessed against Member Federations
- DC13 Appeals
- DC14 Member Federations: incorporation of FINA Rules, reporting and recognition
- DC15 Recognition of decisions by other organisations
- DC16 Statute of limitations
- DC17 Interpretation of Anti-Doping rules
- Appendix 1

SECTION II

HOSTING FINA EVENTS

A. INFORMATION NEEDED IN APPLYING FOR A BID

1. GENERAL

- Indicate the possible dates and venue of the competition with a pool diagram.

2. PRESENTATION OF TOWN/AREA HOSTING THE EVENT

- Present the town/area by map, pictures and/or video
- Give the information about the competition pool with adjacent: areas, space for the Technical Synchronised Swimming Committee (TSSC) meetings, secretariat, officials, swimmers, etc. by drawings, pictures and/or videos

3. ACCOMMODATION

- List accommodations available in different price ranges, this may include: Hotels, guest houses, game village, etc. Mark them on a map.
- Give information concerning restaurants, etc.

4. TRANSPORTATION

- Give information concerning the travel to and from the town by air, train, car, etc.
- Give information concerning the organisation of local transportation in connexion with the competition

5. INFORMATION

- Prepare an information booklet for participants including practice times, competition schedule, information about the hotel, distribution of results, instructions about departures
- Prepare an Information Booklet for the Media including the location of the Press centre, space for interviews (mixed zone) and space for photographers and Television.

6. MEDICAL SERVICES

- Give information about the medical and emergency services available for the delegations.

7. DOPING CONTROL

- Give information on Doping Control procedures

8. AWARDS AND CEREMONIES

- Describe the awards (drawing or pictures, to be sent to the FINA Office)
- Give information about the Opening Ceremonies, the Award Ceremonies, the Closing Ceremonies and the parade of athletes.

9. BANQUETS AND SOCIAL EVENTS

- Give information about the host, date, time and place of the banquet (Athlete's Party) and other social events.

10. CONCESSIONS

- Describe items that will be sold in the area of the competition:
 - Souvenirs
 - Posters
 - T-Shirts
 - Food and beverages

11. BUDGET

- Give information about the budget. In the budget the following items should be considered:
 - The costs of the FINA officials
 - The costs of the equipment, pool rental
 - The part of the income derived from Television
 - Other economic factors

B. INFORMATION PACKAGE

1. INFORMATION FORM

- The information form for all Synchronised Swimming competitions must include the information as per FINA rule SS24.2.
- The Organiser must send out the information at least six months before the competition.

For an example of the Information form, refer to FINA FORM SS1 and SS2.

2. POOL INFORMATION

- The most important information for team managers, coaches and swimmers before the competition is the information about the pool and adjacent areas. Often the routines will be worked out based on this information:
 - Dimensions of the pool including depth
 - Placement of the stands
 - Location of the judges' platform
- The pool information must include all information as per FINA Rule SS24.1.1.

For an example of a pool diagram, see section C *Competition facilities*, 1.1 and 2.1.

3. REGISTRATION FORM

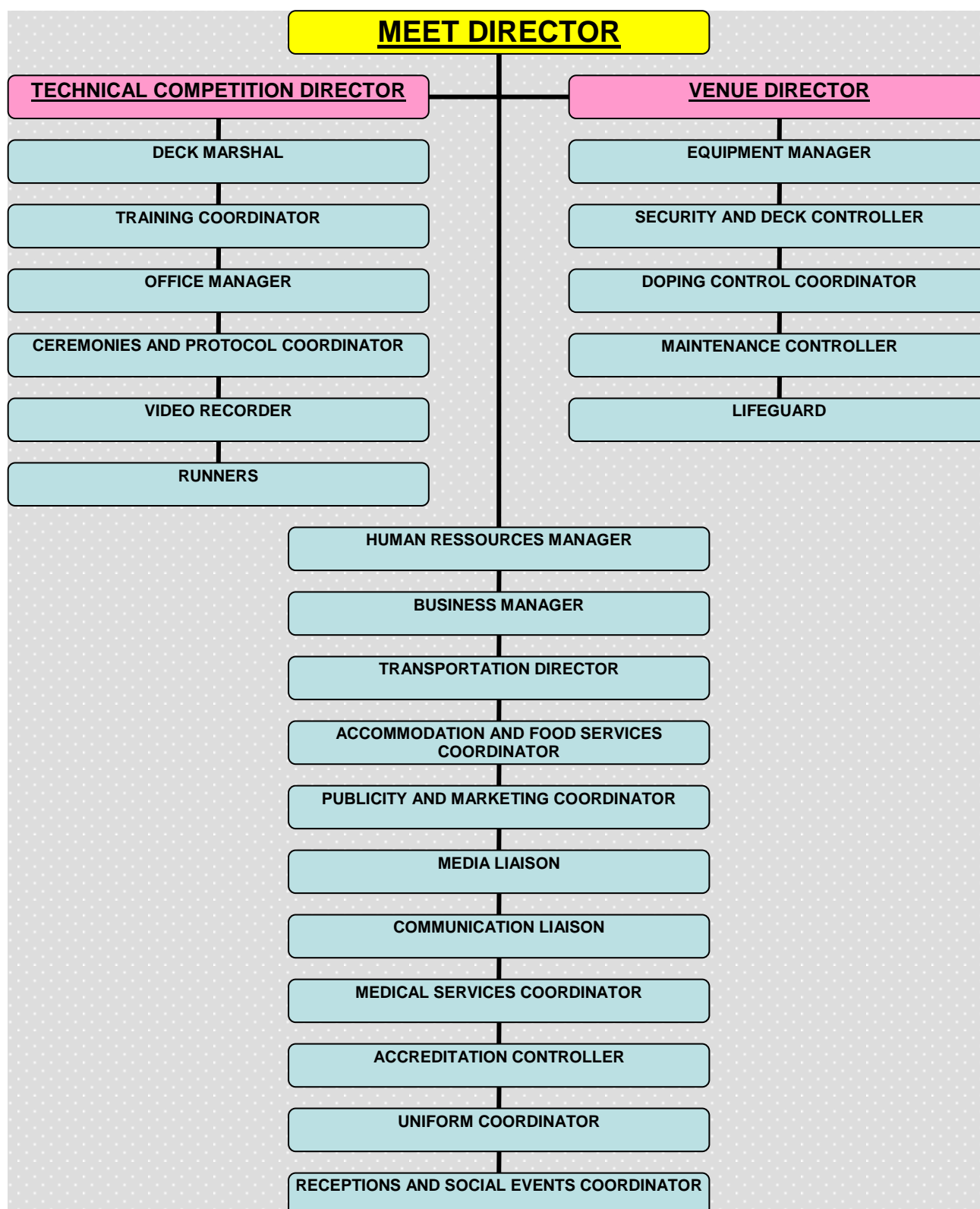
- Each national Federation must fill out a Delegation Entry Form and a Participants' Entry form. These forms must be returned to the Host Country before the designated deadline.

For an example of the Delegation Entry form and Participant Entry forms, refer to FINA form SS3, SS4.

SECTION III

ORGANISING COMMITTEE

A. ORGANISATION CHART



B. TASK DESCRIPTIONS OF THE ORGANISING COMMITTEE

The Federation hosting a competition may use the following personnel or may reorganise their tasks as needed.

1. MEET DIRECTOR

Responsible for the organisation prior to and during the meet, working in cooperation and under the direction of FINA Bureau Liaison/Delegates and TSSC Commission, the Meet Director will work closely with the Technical Competition Director and the Venue Director.

The following personnel will be directly under his/her responsibility:

1.1. HUMAN RESOURCES MANAGER

Responsible for recruiting the necessary volunteers for the organisation of the competition. He/she prepares a master list of tasks to be done, gives specific times and job descriptions for the areas needing attention. Finds volunteers for sub-committees. Organises with sub-committees the schedule of the volunteers. Ensures the registration of the volunteers.

1.2. BUSINESS MANAGER

Responsible for all financial aspects of the competition. This should include the following:

- Budget
- Any legal contracts involving sponsors or Television
- Receipt of donations
- Ticket sales and gate receipts
- Site signage
- Concessions and sales

He/she would work with the sub-committee for ticket sales and concessions sales. These sub-committees would determine the price of the spectator tickets, ticket design, printing, pre-sale of the tickets, etc. They would also select the promotional material, suppliers, etc.

1.3. TRANSPORTATION COORDINATOR

Responsible to arrange local transportation of all competitors, officials, FINA Bureau and Technical Committee Members. This would include transportation:

- To and from the airport
- To and from training sessions

- To and from the actual competition
- To and from official meetings and functions

Communicate to the transportation sector all training or competition schedule changes that might affect the transportation schedule. Ensure that the judges' transportation runs on time. Work in collaboration with the person responsible for the TSSC and the Commission transportation in order to always ensure that transportation is available. Confirm transportation for the following day 24 hours in advance.

1.4. ACCOMMODATION AND FOOD SERVICES COORDINATOR

Serves as a liaison between the hotels and the delegations, officials, FINA Bureau and Technical Committee Members. This person would handle all problems involving accommodations.

Also responsible for coordinating the food services with the training and competition schedule. The various liaisons would contact him/her for any special food service needs, such as changes in the menu, eating times, boxed lunches, etc.

He/she ensures that water and snacks can be found during practices and competitions for the athletes and volunteers and that a hospitality room is available for the officials and the TSSC at the competition site.

1.5. PUBLICITY/MARKETING COORDINATOR

This person, along with a team of volunteers would be responsible to develop all aspects of promotion and marketing the event. The main tasks would be to find sponsorship and solicit large donations. He/she would also be responsible to:

- Arrange the pre-competition advertisement via Television, Radio, news papers, posters, displays, etc.
- Prepare promotional kits
- Coordinate media advertising with fundraisers
- Coordinate banners, posters, etc.
- Ensure Sponsor servicing:
 - Social events
 - VIP seating
 - VIP lounge
 - Sponsor hosting
 - Sponsor gifts

1.6. COMMUNICATION LIAISON

Responsible for providing support personnel who will greet the competitors, officials, FINA Bureau and Technical Committee Members. It may be necessary to have a staff of bilingual people to serve where translation and interpretation is

necessary. Makes sure that all teams, officials and organisers are informed in time with all the necessary details. Ensures that a registration/information desk is centrally located at the main hotel or at the pool and that a proper communication system is in place at the pool (pigeon-holes). Ensures that proper signage is used around the pool and adjacent areas (refer to point 3.2.5 for an example of signage for the competition). This person would also be responsible to prepare a Guide for Team Managers (refer to point 3.2.4 for an example of the table of contents of the Guide for Teams Managers).

1.7. MEDIA LIAISON

Before the competition, responsible to:

- Provide advance press releases for publicising the competition (print, radio and television)
- Inform the Media of the date, site and rules of the competition
- Decide in collaboration with the Television representative, on the location of the cameras, lighting conditions, etc.
- Arrange a Press Centre and places for the Mass Media with telephones, internet access, etc.
- Provide information to the Press and TV commentators about teams and swimmers taking part in the competition.
 - Prepare a website for the competition
 - Coordinate all interviews with the media
 - Prepare a memorandum for the Press Service to be sent to the Mass Media (refer to FINA Form SS5).
 - Ensure that the delegations fill out the provided forms with the information on the routines, titles of music, composer, etc. (refer to FINA Form SS6 and FINA Form SS7).

During the competition, responsible to:

- Keep the Media representative informed
- Keep the website updated
- Ensure that the photographers have a designated place to take pictures without disturbing the competitors
- Inform the media of the start list for finals
- Collect Press clippings

After each session, responsible to:

- Send the results of each session by the fastest means to the news agencies
- Arrange for the newspapers and magazines to get the results and photos
- Organise a session with the medalists and the Media
- Send the final results by email and update the website.

1.8. MEDICAL SERVICES COORDINATOR

Responsible for providing support personnel and facilities for all medical requirements, e.g.: doctors and first aid.

1.9. RECEPTIONS AND SOCIAL EVENTS COORDINATOR

Responsible to arrange for and supervise appropriate sightseeing, receptions and functions including the closing banquet.

1.10. ACCREDITATION CONTROLLER

Responsible for contacting the participating Federations well in advance of the competition in order to receive the accreditation applications for early preparation. As the delegations arrive, this person's staff would be responsible for checking, preparing and distributing the appropriate credentials.

1.11. UNIFORM COORDINATOR

Responsible for ordering and distributing appropriate uniforms for the officials, volunteers, FINA Bureau and Technical Committee members.

2. TECHNICAL COMPETITION DIRECTOR

Responsible to:

- Ensure that the physical aspects of the pool meet FINA specifications
- Provide the necessary personnel for timing, scoring, judging and announcing
- Schedule the volunteers needed for the smooth running of the training sessions and the competition.
- Organise a staff who could generally aid in disseminating information between and among the various Committees, the working officials, the FINA Bureau and Technical Committee members.
- FINA answers to questions and solutions to minor personnel problems encountered by the visiting officials, coaches, FINA Bureau and Technical Committee members.

This person should generally be familiar with the overall operations and the general location area. His/her staff would serve as general trouble shooters, information sources and utility aides. The following would serve under his supervision:

2.1. DECK MARSHALL

Responsible for the coordination of the pool deck during training sessions and competitions. He/she must ensure that the training sites and the competition site (including material and equipment) are ready for the training sessions and the competitions. Plan the pool layout for the training sessions and for the competitions.

2.2. TRAINING COORDINATOR

Responsible for coordinating the practice sessions in the pre-competition period. Establish daily training schedules in accordance with the arrival times of the countries (refer to FINA Form SS10, SS11 and SS12). This person would cooperate with the other personnel involved to give the competitors a proper training environment. Ensure that the schedules are delivered to all concerned (Team Managers, Sound Centre Manager, etc.)

2.3. OFFICE MANAGER

Responsible for carrying the load of details involved with general organisation of the competition. This person would be in charge of secretarial help, which would be used as needed. He/she would arrange for meeting rooms for the technical meetings, the possible clinic facilities. He/she would be in charge of photocopying all the competition results and ensures that all Federations, TSSC, officials receive a copy. Ensures that the compilation equipment is in place (computer, printer, etc.) including FINA's compilation program.

2.4. CEREMONIES AND PROTOCOL COORDINATOR

Works to provide appropriate Opening ceremonies, Award ceremonies and Closing ceremonies. This person would be responsible for obtaining and keeping safe the awards (the sufficient amount of medals including reserves and the possibility of ties) and possibly certificates of participation and for providing the appropriate national flags and anthems. He/she would coordinate the Award ceremonies with the Referee. Has to obtain official results, and confirm the correct interpretation of the competition rules in case of ties. Has to follow Fina's instructions regarding the reserves athletes (allowed or not in podium)

Example of task for the Opening/Closing ceremonies/Award ceremonies:

- Information procedures
- Layout (design) of deck and paths
- Dress code
- Schedules, personnel, equipment (podium, flags, flag stands)
- Medals, certificates, flowers, etc.
- Music, announcer's information, etc.
- Greeting and guiding the presenters

2.5. VIDEO RECORDER

As per rule SS24.1.9 of the FINA Handbook, the video recorder is responsible for producing video records of all Technical routines. He/she ensures that all video taping equipment is available and that a back up system is in place.

2.6. RUNNERS

Responsible for picking up the judges' slips during the competition and bringing them to the Chief Recorder. Ensures a fast and efficient way of picking up the judges' slips. Works discreetly and responsibly in order not to be in the way of the television cameras. Works with the deck marshal and the meet manager to ensure that the meet runs smoothly.

3. VENUE DIRECTOR

Responsible to provide the support personnel outside the actual running of the competition. Works in cooperation and under the direction of FINA Bureau Liaison and the TSSC Commission.

The following would serve under his/her supervision:

3.1. EQUIPMENT MANAGER

Responsible to obtain, organise, distribute and secure the equipment for practice and competition. Ensures that all the equipment is in good working order. Ensures that the installations and the equipment are ready for the training and the competition sessions.

3.2. SECURITY AND DECK CONTROLLER

This person along with a team of volunteers would be responsible to ensure that the facility is in good condition. They would also be charged with the general security of the facility, the competitors, officials, FINA Bureau, Technical Committee members and any guests. They would ensure that the athletes flow through the mixed zone in an orderly manner. They would also be responsible for crowds control in the pool area during training and competition as well as access to the deck.

3.3. DOPING CONTROL COORDINATOR

Responsible for arranging facilities and providing support for the Doping Control Commission. FINA Doping Control requirements can be found in Appendix 1.

3.4. MAINTENANCE CONTROLLER

Responsible to ensure the proper condition of both the water in the pool and the cleanliness all of the surroundings. Ensures that the pool temperature is maintained as per FINA Rule FR10.7.

3.5. LIFEGUARD

Responsible to ensure safety of participants and safety use of the pool deck and basin. Must be placed in an elevated position.



4. EXAMPLE OF A GUIDE FOR THE TEAM MANAGERS

GUIDE FOR TEAM MANAGERS	
1	Welcome statement
2	General information
	• FINA Bureau
	• TSSC
	• Key Synchro Organising committee personnel
	• General telephone numbers
	• Emergency telephone numbers
3	Hotel information
	• Information centre at the hotel
	• Hospitality lounges
	• Meeting rooms
	• Dietary requests
	• Meal schedules
	• Boxed lunches
4	Transportation
	• Shuttle service from the Airport and/or Railway Station to the Official Hotel
	• Airport to the city hotels
	• Arrival & departure information
	• Baggage, equipment and special request
	• Operations
	• Travel time
	• Departure time
	• Shuttles between the hotel and the venue
	• Transportation system in the city
	• Other important information
5	Competition information
	• Competition schedule
	• Competition pool diagram
	• List of participating countries
	• Team Leaders meetings
	• Judges & officials meetings
	• TSSC meetings
	• Passport and swimwear check
	• Draws
	• Music
	• Pronunciation of athletes' names
	• Videotaping
	• Athlete seating
	• Results and start lists
	• Rules of competition:
	1. Changes to entry list
	2. Protests and appeal
	3. Doping control
	4. Bibs

6	Competition procedures <ul style="list-style-type: none"> • Pre Competition: <ol style="list-style-type: none"> 1. Team arrival 2. Warm up 3. Preparation room 4. Last call room 5. Deck entry 6. Viewing position for coaches • Post Competition: <ol style="list-style-type: none"> 1. Deck exit 2. Mixed zone 3. Media
7	Accreditation <ul style="list-style-type: none"> • General principles • Accreditation zones • Access codes
8	Venue <ul style="list-style-type: none"> • Competition pool and training site
9	Athletes' services <ul style="list-style-type: none"> • Medical services • Massage and physiotherapy • Food and water • Security
10	Training <ul style="list-style-type: none"> • Schedule • Transportation
11	Ceremonies <ul style="list-style-type: none"> • Opening Ceremonies • Closing Ceremonies • Award Ceremonies
12	General Visitors' information



5. EXAMPLE OF SIGNAGE FOR THE COMPETITION

Commission Room	TSSC Room	Officials Room	Organising Committee Room
Medical Services	Mixed Zone	Last Call Room	Volunteers Lounge
Pick-Up Zone	Athletes Section	Video Control	Press Room
Doping Control Area	Compilation Room	Make-Up Room	Swiss Timing Room
Protocol/Ceremonies Room			

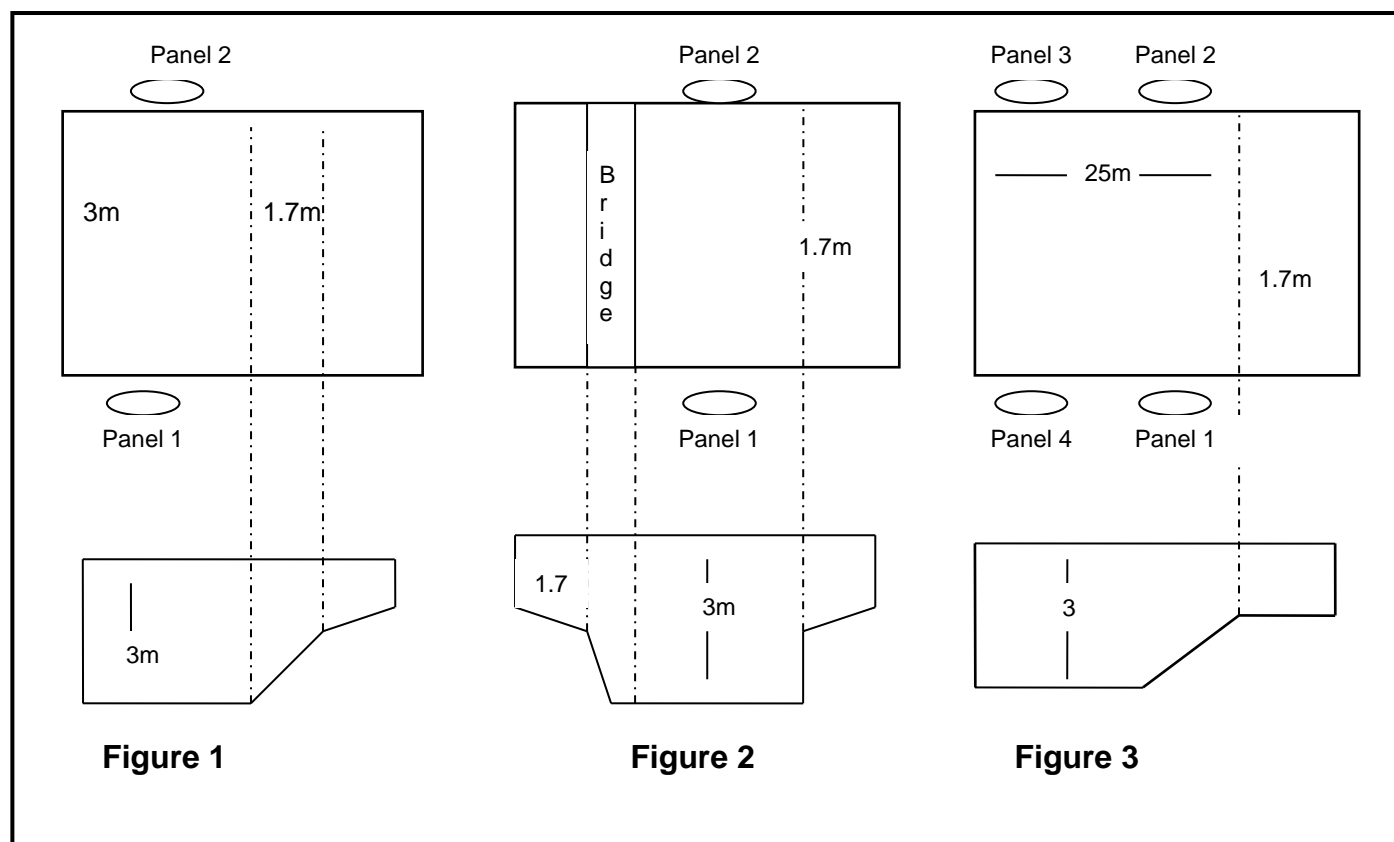
C. COMPETITION FACILITIES

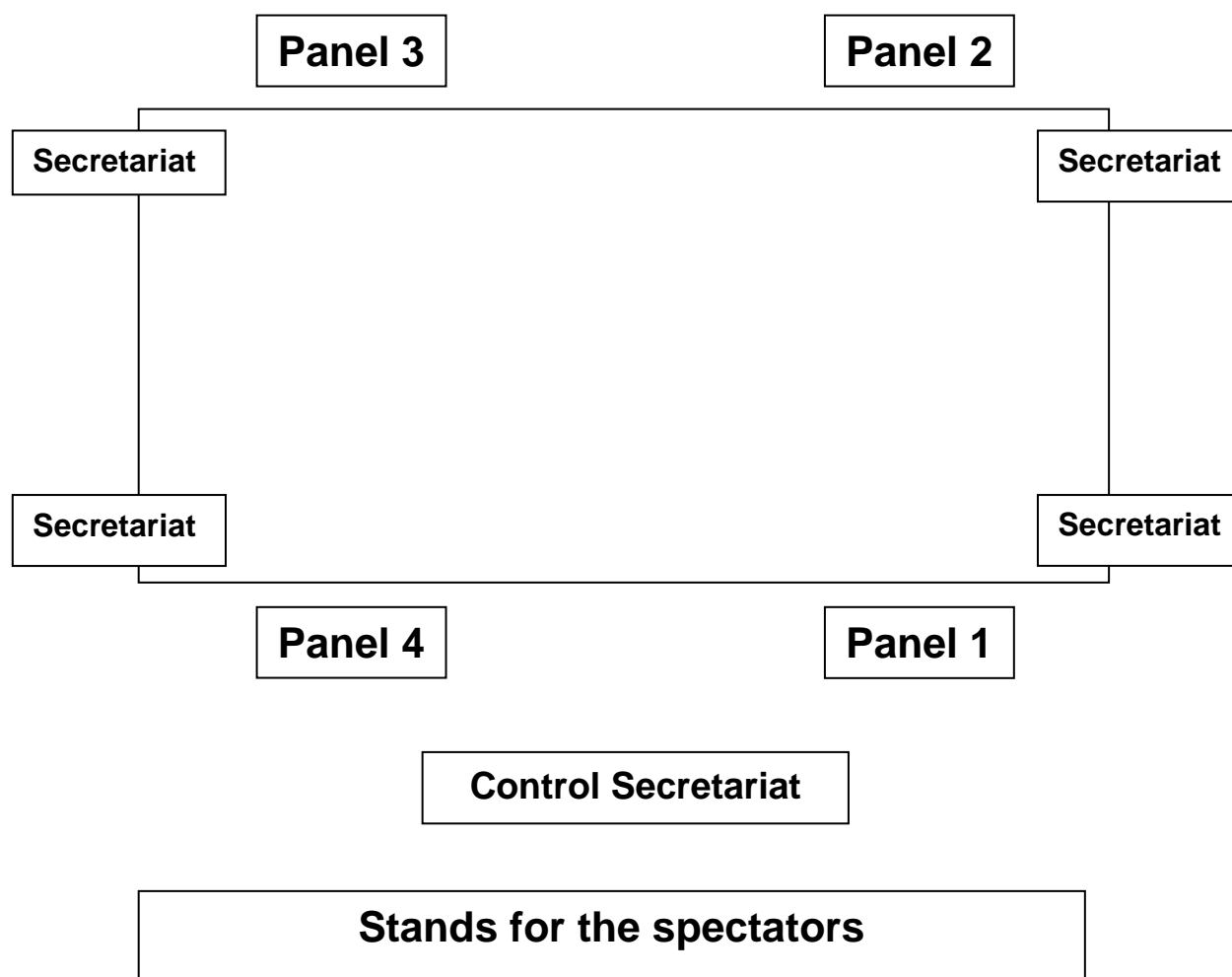
1. FACILITIES FOR FIGURES COMPETITION

1.1. POOL (the illustration below is an example)

As per FINA rule FR10.1, for the figure section of competition two areas each 10.0 metres long by 3.0 metres wide are to be provided. Each area is to be close to a wall of the pool with the 10.0 metres long side parallel to and not greater than 1.5 metres from the pool wall. One of these areas is to be of 3.0 metres minimum depth and the other area is to be of 2.5 metres minimum depth.

For the figure part of the competition, the deep part of the pool is used. If the deep part of the pool is situated at the end of the pool, the panels of judges will be placed with one panel at each long side of the pool (figure 1). In a pool with the deep part in the middle of the pool a bridge, at least 3.5 metres wide must be placed over the pool parallel to the short sides and far enough from one of the short sides so that the depth on front of the bridge is at least 3 metres (figure 2). If the deep part is a minimum 25 metres in length, it is possible to place two panels on both of the long sides (figure 3).



1.2. EXAMPLE OF FIGURE COMPETITION SET-UP

1.3. DESCRIPTION OF EQUIPMENT FOR FIGURE COMPETITION

1.3.1. CHAIRS

The chairs for the judges will have a backrest and tablets or a table in front.

1.3.2. FLAGS

Each Assistant Referee shall be provided with a flag.

1.3.3. ELECTRONIC SCORE RECORDER

Each judge will be provided with:

- 1 electronic score recorder
- 1 flashcard (as reserve in case the electronic system breaks down)

1.3.4. COMPUTER + CONTROL UNIT + SCOREBOARD

Each panel secretariat will be provided with one computer with display on which the computer operator can check the judges' marks when they are dictated by the Assistant Referee and one cable for connection with control unit.

Common to all panel secretariats:

- 1 control unit with one monitor
- 1 scoreboard

The control unit must be capable of storing and aggregating results, by the panel computed for each competitor. At the monitors in the computer room it must be possible to check every result by the Referee or Assistant Referee before displaying it on the scoreboard.

1.3.5. FIGURE MARKERS

At each panel there will be 2 figure markers (plumb lines about 1m X 10cms in a colour different from that of the walls). They will be used to indicate the competitors' place in front of the panel. Figure marker 1 will be placed vertically on the wall in the middle of the panel. Figure marker 2 will be placed on the wall at right angle to the first one to indicate how far from the panel the competitor will begin her performance. The final placing of this marker will be decided by the Assistant Referee just before the beginning of the competition after checking where the judges can see the competitors most clearly.

1.3.6. BASKETS

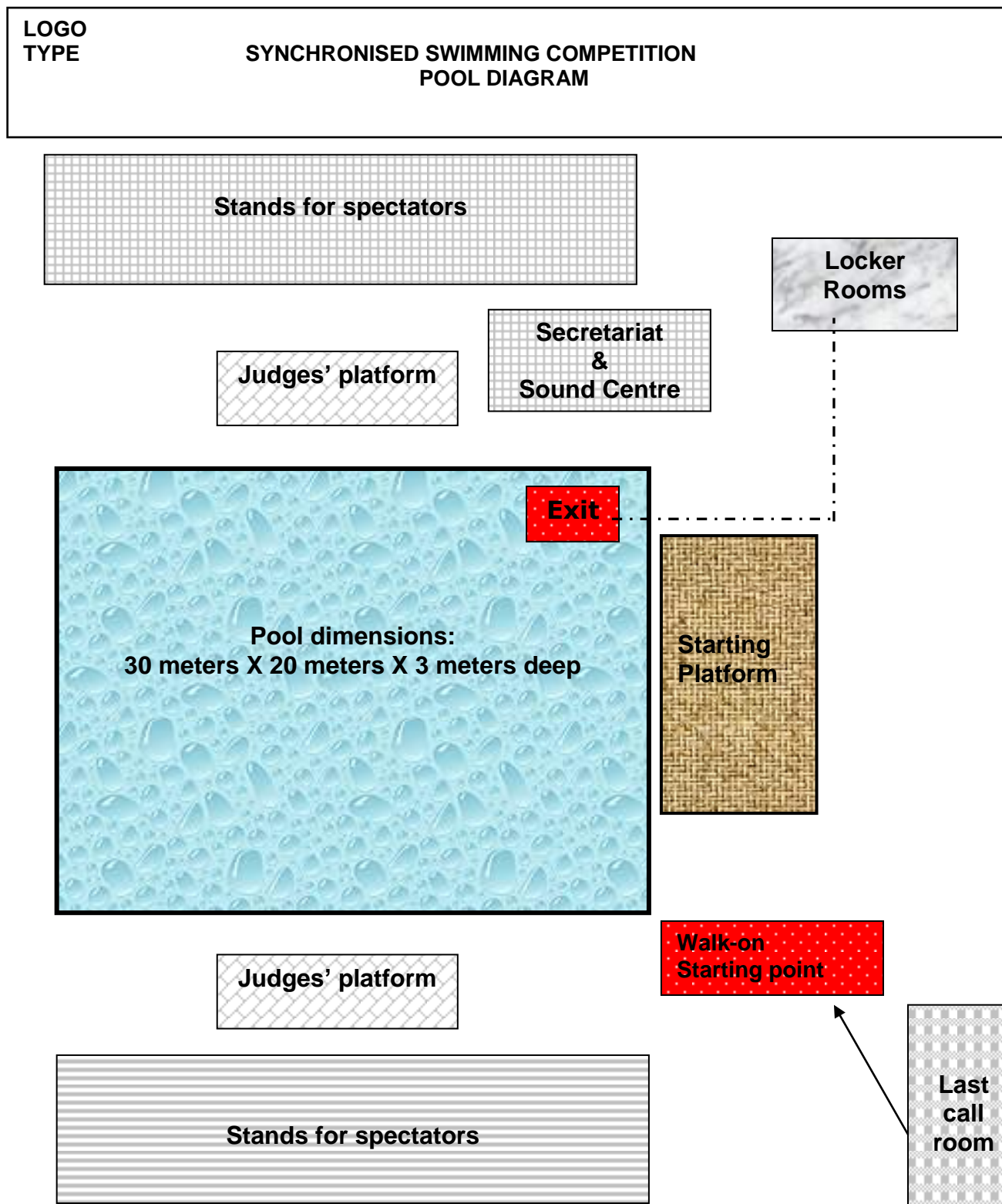
The runners from each panel put the set of score sheets in the basket "IN PANEL 1" and take from the basket "OUT PANEL 1" the score sheets and return them to the panel.

1.4. SUMMARY OF EQUIPMENT FOR FIGURE COMPETITION

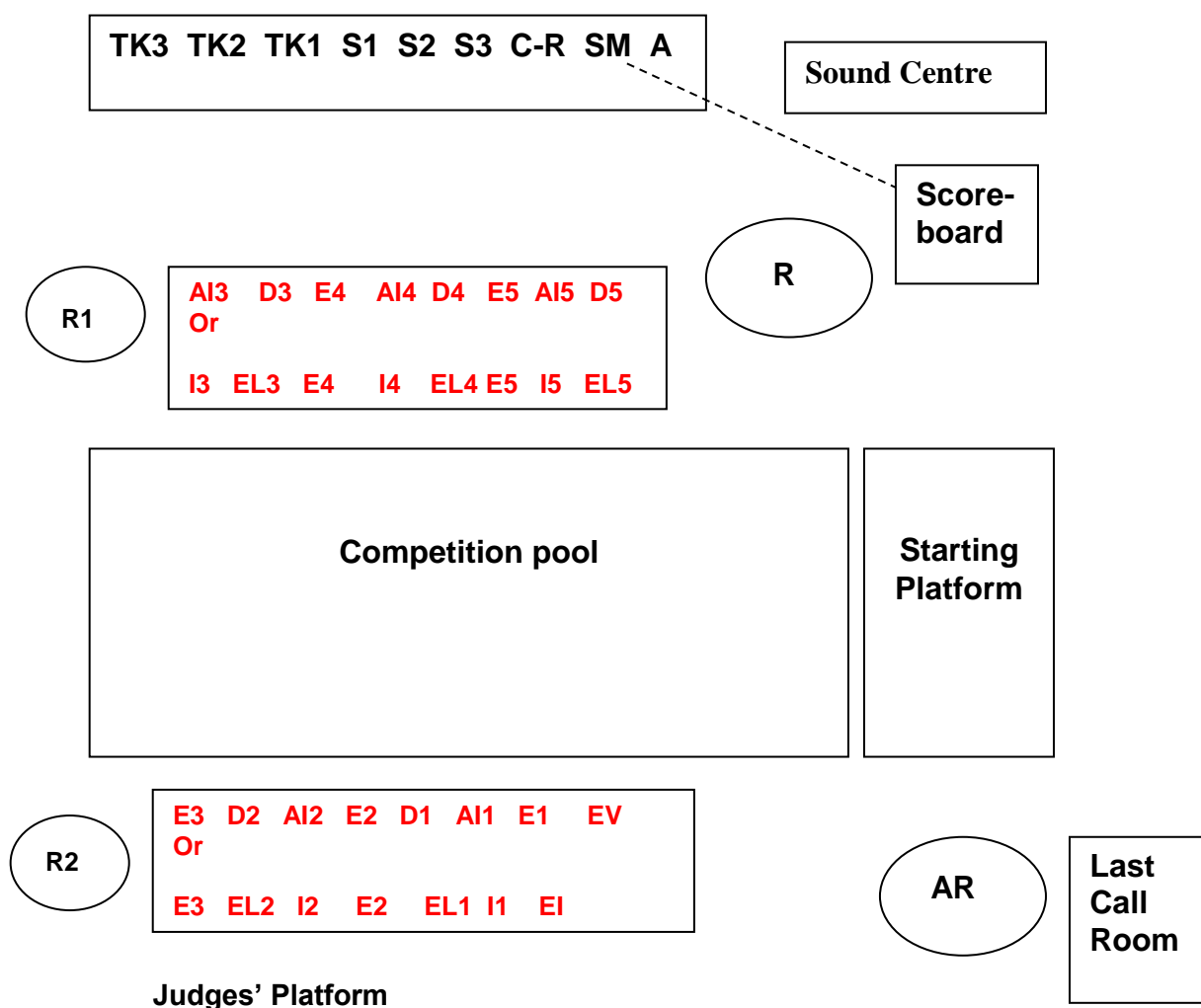
EQUIPMENT		Referee	Assistant Referee	Judges & Observer	Secretariat of panel	Control Secretariat	Control of Centre	Clerk of Course	Announcer	Scoreboard	Information Board	In Reserve	TOTAL
1	Chair	1	4	28	20	5	4	20	1			3	86
2	Judges' platform			1-4									1-4
3	Table, 1 X 1 M	1					1	4	1				7
4	Table, 2 X 1M				4	2	2					2	10
5	Flag		4									1	5
6	Clipboard	1	4					4	1			2	12
7	Electronic score recorder (<i>for judges</i>)			28								2	30
8	Computer				4							1	5
9	Printer												1
10	Photocopier												1
11	Control unit						1						1
12	Scoreboard												1
13	Flashcard			28								2	30
14	Start list (<i>current</i>)	1	4		4	1	1	4	1		1	6	23
15	Start order at panels	1	4		4	1	1	4	1		1	6	23
16	Set of Score Sheets					1							1
17	Pencil/Pen	2	8		20	10	2	8	2			6	58
18	Eraser	1	4		12	4	1	4	1			2	29
19	Figure Marker			8								2	10
20	Clip, elastic, etc.					Box							Box
21	Microphone								1			1	2
22	Whistle	1										1	2
23	Information board										1		1
25	Basket					8						2	10
26	Stapler/Staples					2						1	3
27	Set of calculators and computation tables for Figures		4							5		1	10
28	Flip Chart				4							1	5

2. FACILITIES FOR ROUTINE COMPETITION

2.1. POOL (the illustration below is an example)



2.2. LOCATION OF OFFICIALS AND FACILITIES AT ROUTINE COMPETITIONS



Notes:

- R: Referee
 AR: Assistant Referee
 A: Announcer
 SM: Scoreboard Manager with control equipment
 C-R: Chief Recorder
 S1-2-3: Scorers
 TK1-2-3: Timekeepers
 R1-2: Runners
 EV: Evaluator
 AI: Artistic Impression judge in Free Routine, FRC and Highlight
 D: Difficulty judge in Free Routine, FRC and Highlight
 E: Execution judge (Technical and all Free routines)
 I: Impression in Technical Routine
 EL: Elements judge in Technical Routine

2.3. DESCRIPTION OF FACILITIES FOR ROUTINE COMPETITIONS

2.3.1. JUDGES PLATFORMS

75 - 100cm width X 100-150cm front-back per person. If less than 150 cm a kind of safety element has to be allocated at the rear.

Height 50-75cm (plus 45 cm seat= eye line judges 1 m above the water surface minimum). Steps according to height.

2.3.2. ELECTRONIC SCORE RECORDER

Each judge will be provided with:

- 1 electronic score recorder
- 1 flashcard (in reserve in case the electronic system breaks down)

2.3.3. COMPUTER + CONTROL UNIT + SCOREBOARD

The secretariat will be provided with one computer with display on which the computer operator can check the judges' marks when they are dictated from the judges' slips and one cable for connection with control unit.

- 1 control unit
- 1 scoreboard and cables

2.3.4. SOUND SYSTEM

This equipment consists of the following:

- 2 decks – CD player ,USB for Mp3/4 with pitch control
- 1 mixer
- 1 distribution amplifier
- 1 compressor
- 2 amplifiers, one for sound above ground and one for the underwater speakers
- One or several underwater speakers which will conform to safety rules of the governmental jurisdiction of the Host Country.
- Headphones
- Power bar
- 1 Pa system
- 1 sound level (decibel) meter
- Microphones
- 1 underwater microphone
- A system for monitoring underwater sound continuously.
- UW speakers
- Fusing systems as needed to protect speakers and other equipment

- Grounding lines to ensure safe grounding of all equipments
- Tools and meters as needed for initial special hook-ups and emergency repairs
- Systems for communication between officials and sound desk

2.3.5. EQUIPMENT FOR DRYING THE STARTING POSITION

This equipment ought to consist of one “squeegee” (wooden or metal bar with a rubber piece on one of the ends).

2.3.6. REGULAR AND UNDERWATER CAMERA

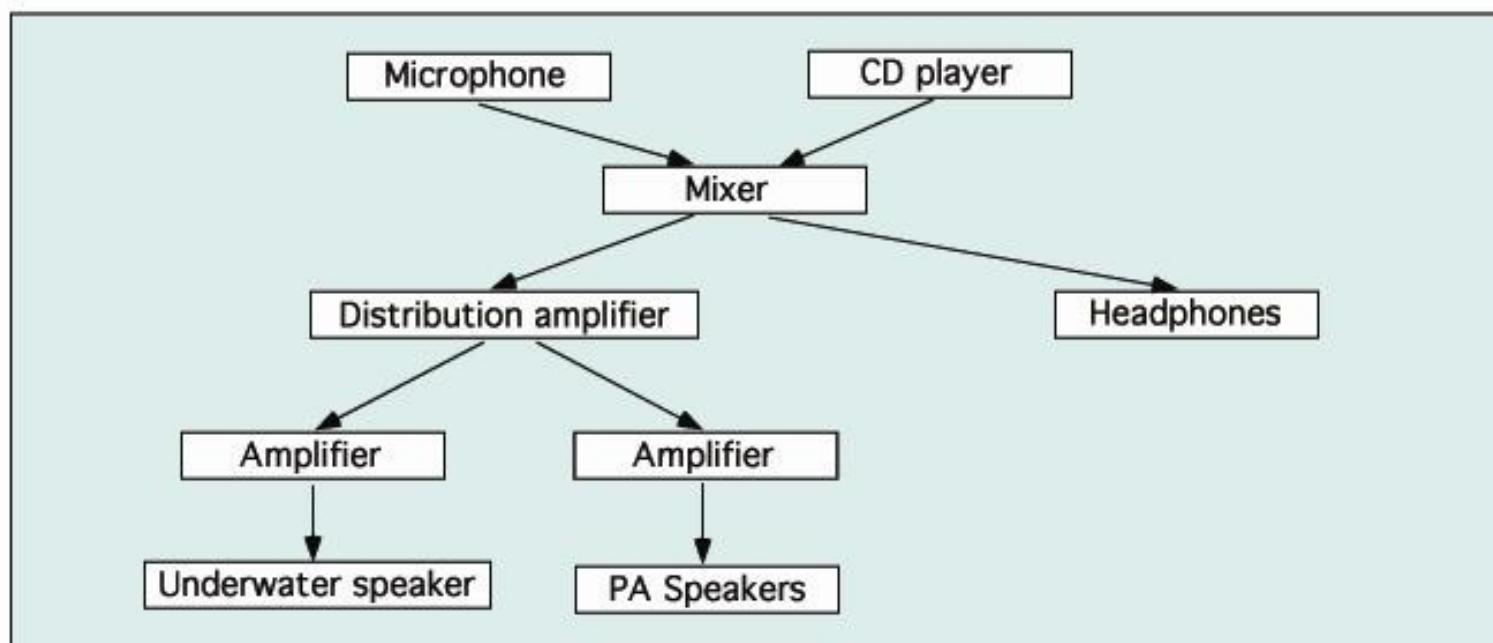
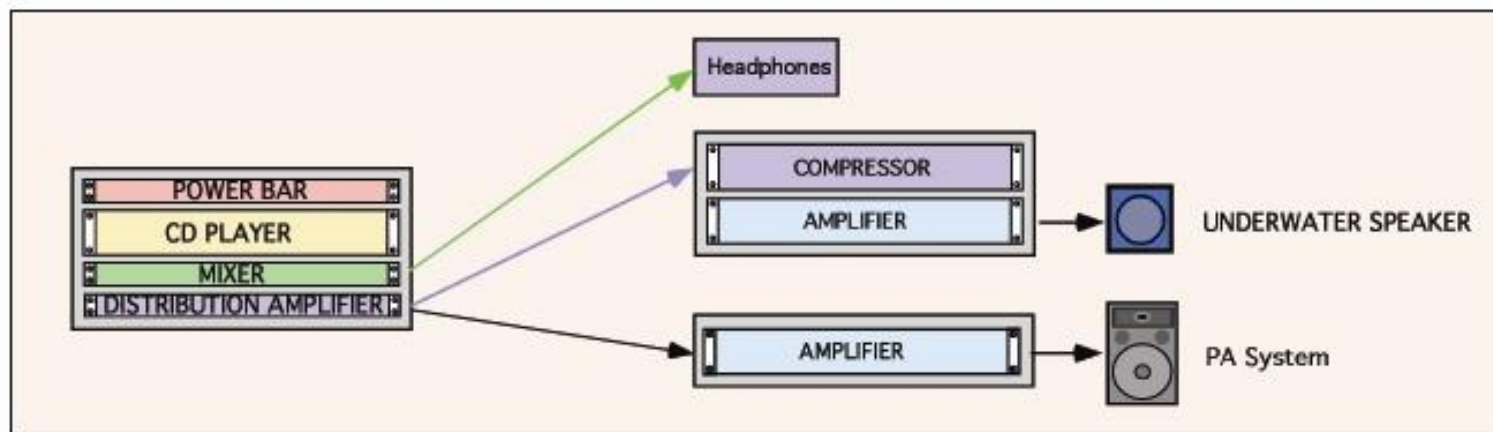
To produce video records of all the routines (FINA Rule SS 24.1.9)

2.4. SUMMARY OF EQUIPMENT FOR ROUTINE COMPETITION

EQUIPMENT		Referee & Assistant Referee	Judges	Observer	Secretariat & Runners	Control Centre & Scoreboard	Timers	Clerk of Course	Announcer	Sound Centre	Starting Position	In Reserve	TOTAL
1	Chair	2	15	1-2	12	4	3	1	1	2	1	4	36
2	Judges' platform		2										2
3	Table, 1 X 1 M						1	1	1			1	4
4	Table, 2 X 1M				2	2				2		1	7
5	Clipboard <i>with blank sheets</i>	2	15	1-2			1	1	1	1		1	24
6	Electronic score recorder <i>for judge</i>		15									6	18
7	Computer				2							1	3
8	Printer				1								1
9	Photocopier				1								1
10	Control unit				1							1	2
11	<i>Scoreboard</i>					1							1
12	(Flashcard)		(15)									(3)	(15)
13	Start list (<i>current</i>)	2		1-2	2		1	1	1	1		4	13
14	Set of Score Sheets				1								1
15	Pencil/Pen	2	15	1-2	10	5	3	2	2	3		7	51
16	Eraser	2			4	2	1	1	1	1		4	16
17	Set of judge papers		15									4	15
18	Clip, elastic, etc.				Box								Box
19	Microphone								1	1		1	3
20	Sound system									2		1	3
21	Underwater speaker									4		2	6
22	Equipment for checking (<i>underwater-speakers</i>)									1			1
23	TV monitor												1
24	Video recorder + Underwater camera												1
25	Whistle	2										1	3
26	Information board												1
27	Stop watch						3			1		1	5
28	Equipment for drying the starting position										2		2
29	Stapler/Staples				1							1	2
30	Set of calculators and computation table for routines*				3							1	4

Judges' platform can also be used.

2.5. EQUIPMENT FOR PRODUCTION OF SOUND ACCOMPANIMENT





2.6. ADJACENT AREAS

The following adjacent areas are recommended for the Figures and Routines competitions:

- Commission Room
- Compilation Room
- Doping Control Station
- Last Call Room
- Lavatories (female and male)
- Locker Rooms (female and male)
- Lounge for the Officials
- Lounge for the VIP
- Lounge for the Volunteers
- Make-up Room (must include mirrors and baskets for the gelatine)
- Media Room
- Medical Services Room
- Meeting room for the Officials
- Meeting room for the Team Managers
- Mixed Zone Area
- Organising Committee Room
- Pick-up Zone
- Press Conference Room
- Result Room
- Secretariat
- Stretching Room for the Athletes
- Storage Room
- TSSC Room
- Video Control Room (must include TV monitor)
- Ceremony Room

3. WORK OF THE SECRETARIAT DURING COMPETITION

It is possible to use electronic transmission of judges' marks in figure competitions as well as in routine competitions that will go directly to the computer and give the result of each figure and each routine respectively on the scoreboard. However competent this system is, a secretariat is needed to collect the score sheets, calculate the results with a backup system or manually to control the official results. The Chief Recorder is always responsible for a correct and speedy presentation of the results.

There are 3 different methods to establish the results:

1. A computer result system and a computer control system is available
2. A computer result system is available and NO control system is available
3. No computer system is available.

3.1. METHOD 1: COMPUTER RESULT SYSTEM AND CONTROL SYSTEM ARE AVAILABLE

The result system and the control system **MUST** be different programs on different computers!

YOU NEED NO RESULTS CALCULATED BY HAND. YOU ONLY NEED TO RECORD THE SCORES BY HAND.

IF ANY DIFFERENCE IS FOUND BETWEEN THE RESULT SYSTEM AND THE CONTROL SYSTEM YOU ONLY NEED TO CONTROL THESE RESULTS AGAIN.

3.1.1. FIGURE COMPETITION

Secretariat at the panels:

The Assistant Referee controls each panel of judges and has a panel secretariat with the following composition:

- One Recorder who is responsible for the work of the secretariat
- One Scorer
- One Computer Manager
- One Runner

All are placed round a table which is equipped with:

- One control equipment connected by cables with six (6) or seven (7) electronic recorders for judges (one for each judge) and the computer
- Score sheets for all competitors
- Pencils and erasers
- One correct start list with the Information on which order the swimmers will perform the figures at the panel.

The work at a panel secretariat is as follows:

- The Recorder checks the start number by looking at the flip chart at the Clerk of Course's table.
- On the signal by the Assistant Referee the judges' marks will be transferred from the electronic recorders for judges to the control equipment.
- The Computer Manager dictates the marks from the display and the Scorer writes them down on the correct line on the score sheet. If they do not understand, they ask for a repeat of the scores.
- The Recorder checks that the marks are written down correctly.
- The Assistant Referee orders the Computer Manager to send the marks to the result system which calculates the result and then the marks as well as the result will be flashed on the scoreboard.
- The Recorder checks the scores and gives the score sheet to the Runner.
- The Runner runs to the Control Secretariat and puts the score sheets into the basket marked "IN" for that panel and takes the score sheets which are in the basket marked "OUT" back to the Recorder.
- Repeat the points above for the next swimmer, etc.

Control Secretariat:

In the Control Secretariat the Chief Recorder works with one Scorer. The following equipment should be on the table:

- One basket labeled "IN" and one "OUT" for each panel and marked with the panel number
- The Control computer
- Pencils, pencil sharpeners, erasers
- Notepads
- Copies of the current start list with the information on the start order at the different panel for each round.

In this secretariat the Chief Recorder sits with one Scorer. The secretariat works as follows:

- The Scorer reads the scores and the Chief Recorder enters the scores in the control system.
- After checking the scores the Chief Recorder places the score sheet in the correct basket labeled "OUT" except when all results are calculated.
- During the breaks, the Chief Recorder checks that all score sheets are in start order and divides them according to the starting order in next session.

- After the competition, the Chief Recorder checks in cooperation with the Referee the results of the control system.
- The Chief Recorder gives a signal to the Referee when the results are ok, that he/she can allow them to be announced on the scoreboard.
- The Chief Recorder must be ready, to give the announcer the results if the scoreboard should be out of operation.
- If the preliminaries in routines have been performed before the figure competition, check together with the Referee who qualifies for the finals.

3.1.2. ROUTINE COMPETITION

The Chief Recorder and one Scorer work at the secretariat. The table should be equipped as follows:

- One control unit connected by cables with fifteen (15) electronic units for judges (one for each judge) and with the result system
- 1 computer as control system
- Pencils, pencil sharpeners and erasers
- Note pads
- Copies of the correct start list

The secretariat works as follows:

- The Chief Recorder writes the information from the Time Keepers' sheet on the score sheet and notifies the Referee in the case of a penalty.
- Notes the penalties given by the Referee.
- Writes in the scores in the control system from the judges papers.
- Gives a signal to the Referee when the results are ready, that he/she can allow them to be announced on the scoreboard.
- Repeat the sequence above for all routines.
- After the competition, the Chief Recorder checks in cooperation with the Referee the results in the control system.
- Gives a signal to the Referee when the results are ok, that he/she can allow them to be announced on the scoreboard.
- Be ready, to give the announcer the results if the scoreboard should be out of operation.
- After the preliminaries inform the announcer of who will be the finalists (places 1 – 12) and who will be the reserve finalist (competitor(s) in place number 13).

3.2. METHOD 2: COMPUTER RESULT SYSTEM IS AVAILABLE BUT NO COMPUTER CONTROL SYSTEM IS AVAILABLE

YOU NEED ONLY ONE SET OF RESULT SHEETS CALCULATED BY HAND. IF ANY DIFFERENCE IS FOUND BETWEEN THE COMPUTER RESULTS AND THE HAND WRITTEN RESULTS YOU ONLY NEED TO CONTROL THESE RESULTS AGAIN.

3.2.1. FIGURE COMPETITION

Secretariat at the panels:

The Assistant Referee controls each panel of judges and has a panel secretariat with the following composition:

- One Recorder who is responsible for the work of the secretariat
- Two Scorers
- One Computer Manager
- One Runner

All are placed round a table which is equipped with:

- One control equipment connected by cables with six (6) or seven (7) electronic recorders for judges (one for each judge) and the computer
- Score sheets for each of the next ten competitors
- Pencils and erasers
- One correct start list with the information on which order the swimmers will perform the figures at the panel.

The work at a panel secretariat is as follows:

- The Recorder checks the start number by looking at the flip chart at the Clerk of Course's table.
- On the signal by the Assistant Referee the judges' marks will be transferred from the electronic recorders for judges to the control equipment.
- The Computer Manager dictates the marks from the display and the Scorers writes them down on the correct line on the score sheets. If they do not understand, they ask for a repeat of the scores.
- The Recorder checks that the marks are written down correctly.
- The Assistant Referee orders the Computer Manager to send the marks to the computer which calculates the result and then the marks as well as the result will be flashed on the scoreboard.

- The Recorder checks the scores and gives the set of score sheets to the Runner.
- The Runner goes to the Control Secretariat and puts the score sheets into the basket marked "IN" for that panel and takes the score sheets which are in the basket marked "OUT" back to the Recorder.
- Repeat the points above for the next swimmer, etc.

Control Secretariat:

In the Control Secretariat the Chief Recorder works with one (1) team of three (3) Scorers. The following equipment should be on the table:

- One basket labelled "IN" and one "OUT" for each panel and marked with the panel number.
- Three calculators
- Pencils, pencil sharpeners, erasers
- Note pads
- Copies of the current start list with the information on the start order at the different panel for each round.

In this secretariat the Chief Recorder sits in the middle with two Scorers on one side and one on the other side. The secretariat works as follows:

- The Chief Recorder takes one set of score sheets and gives one sheet to each of the three Scorers who work independent of each other.
- Checks that the highest and lowest marks are cancelled and that the addition is correct.
- Multiplies the score by the degree of difficulty by calculator.
- Writes the results on the score sheet before giving the sheet to the Chief Recorder.
- After checking the results the Chief Recorder places the set of score sheets in the correct basket labelled "OUT" except when all result are calculated.
- Checks during breaks that all score sheets are in start order and divide them according to the starting order in next session and give them to the Recorders.
- During the last part of the last round the two teams of Scorers work together in order to calculate the total score before giving the score sheets to the Chief Recorder.
- As soon as the total results for more than one competitor are calculated, puts them in result order.
- Checks, in cooperation with the Referee the results.
- Gives a signal to the Referee so that he/she can allow them to be announced on the scoreboard.

- The Chief Recorder must be ready, if the scoreboard should be out of operation, to give the announcer the score sheets in place order for competitors whose results cannot be shown on the scoreboard.
- If the preliminaries in routines have been performed before the figure competition check together with the Referee who are the finalists.
- Then give the announcer information so that he can read out when the finalists are flashed on the scoreboard.

3.2.2. ROUTINE COMPETITION

The Chief Recorder, 3 Scorers and 1 Computer Manager work in the secretariat, the table should be equipped as follows:

- One control unit connected by cables with fifteen (15) electronic units for judges (one for each judge) and with the computer
- 3 calculators
- Pencils, pencil sharpeners and erasers
- Note pads
- Copies of the correct start list

In this secretariat the Chief Recorder works sitting in the middle. The secretariat works as follows:

- The Chief Recorder takes the set of score sheets and gives one sheet to the Scorer.
- The Chief Recorder writes the information from the Time Keepers' sheet on the score sheet and notifies the Referee in the case of a penalty.
- Checks when the Computer Manager reads the judges marks that they are the same as on the judging papers.
- Gives a signal to the Referee who orders the marks (or final calculation) to be shown on the scoreboard when the Scorers have noted the marks.
- The Scorer cancels the highest and lowest marks and calculates the percentages, the three scores for the Routine and the total score.
- Give the score sheet to the Chief Recorder who checks the three score sheets and the scoreboard.
- The Chief Recorder is ready to give the announcer a score sheets if this cannot be read from the scoreboard.
- Then put the score sheets in order of scores with the highest score on top.
- Checks if there are any ties; in case of a tie act in accordance with FINA Rules.
- Repeat the sequence above for the next routine.
- Checks the results with the Referee.

- After preliminaries tell the announcer who will be the finalists (places 1 – 12) and that place number 13 will be the reserve finalist.

3.3. METHOD 3: NO COMPUTER RESULT SYSTEM IS AVAILABLE

YOU NEED TO CALCULATE THREE INDEPENDENT SETS OF RESULTS TO BE SURE TO HAVE NO MISTAKES IN THE RESULTS.

3.3.1. FIGURE COMPETITION

Secretariat at the figure panels:

- The Assistant Referee controls each panel of judges and has a panel secretariat with the following composition:
- One Recorder who is responsible for the work of the secretariat
- Two Scorers
- One Runner

All are placed round a table which is equipped with:

- Score sheets for each of the next ten competitors
- Pencils and erasers
- One correct start list with the information on which order the swimmers will perform the figures at the panel

The work at a panel secretariat is as follows:

- The Recorder checks the start number by looking at the flip chart at the Clerk of Course's table, distributes the set of three score sheets, gives one to each Scorer and keeps one for him/herself.
- On the signal by the Assistant Referee the judges' marks will be announced.
- The Recorder checks that the marks are written down correctly.
- The Recorder and the Scorers cancel the highest and lowest marks and add the remaining marks.
- The Recorder checks the results of the additions and gives the set of score sheets to the Runner.
- The Runner goes to the Control Secretariat and puts the score sheets into the basket marked "IN" for that panel and takes the score sheets which are in the basket marked "OUT" back to the Recorder.
- Repeat the points above for the next swimmer, etc.

Control Secretariat:

In the Control Secretariat the Chief Recorder works with two (2) teams of three (3) Scorers.

The following equipment should be on the table:

- One basket labelled “IN” and one “OUT” for each panel and marked with the panel number.
- Three calculators
- Pencils, pencil sharpeners, erasers
- Note pads
- Copies of the current start list with the information on the start order at the different panel for each round.

In this secretariat the Chief Recorder sits in the middle with two Scorers on one side and one on the other side. The secretariat works as follows:

- The Chief Recorder takes one set of score sheets and gives one sheet to each of the three Scorers who work independent of each other.
- Checks that the highest and lowest marks are cancelled and that the addition is correct.
- Multiplies the score by the degree of difficulty by calculator.
- Notes the results on the score sheet before giving the sheet to the Chief Recorder.
- After checking the results the Chief Recorder places the set of score sheets in the correct basket labelled “OUT” except when all result are calculated.
- Checks during breaks that all score sheets are in start order and divide them according to the starting order in next session and give them to the Recorders.
- During the last part of the last round the two teams of Scorers work together in order to calculate the total score before giving the score sheets to the Chief Recorder.
- If the preliminaries in routines have been performed before the figure competition checks together with the Referee who are the finalists.
- Then gives the announcer information so that he can read out when the finalists are flashed on the scoreboard.
- Writes the positions of the competitors on the score sheets that are in result order.
- Gives the score sheets in order of total results (positions) to the announcer.
- Gives the set of score sheets which are in result order to be typed.

3.3.2. ROUTINE COMPETITION

The Chief Recorder, 3 Scorers work in the secretariat, the table should be equipped as follows:

- 3 calculators
- Pencils, pencil sharpeners and erasers
- Note pads
- Copies of the correct start list

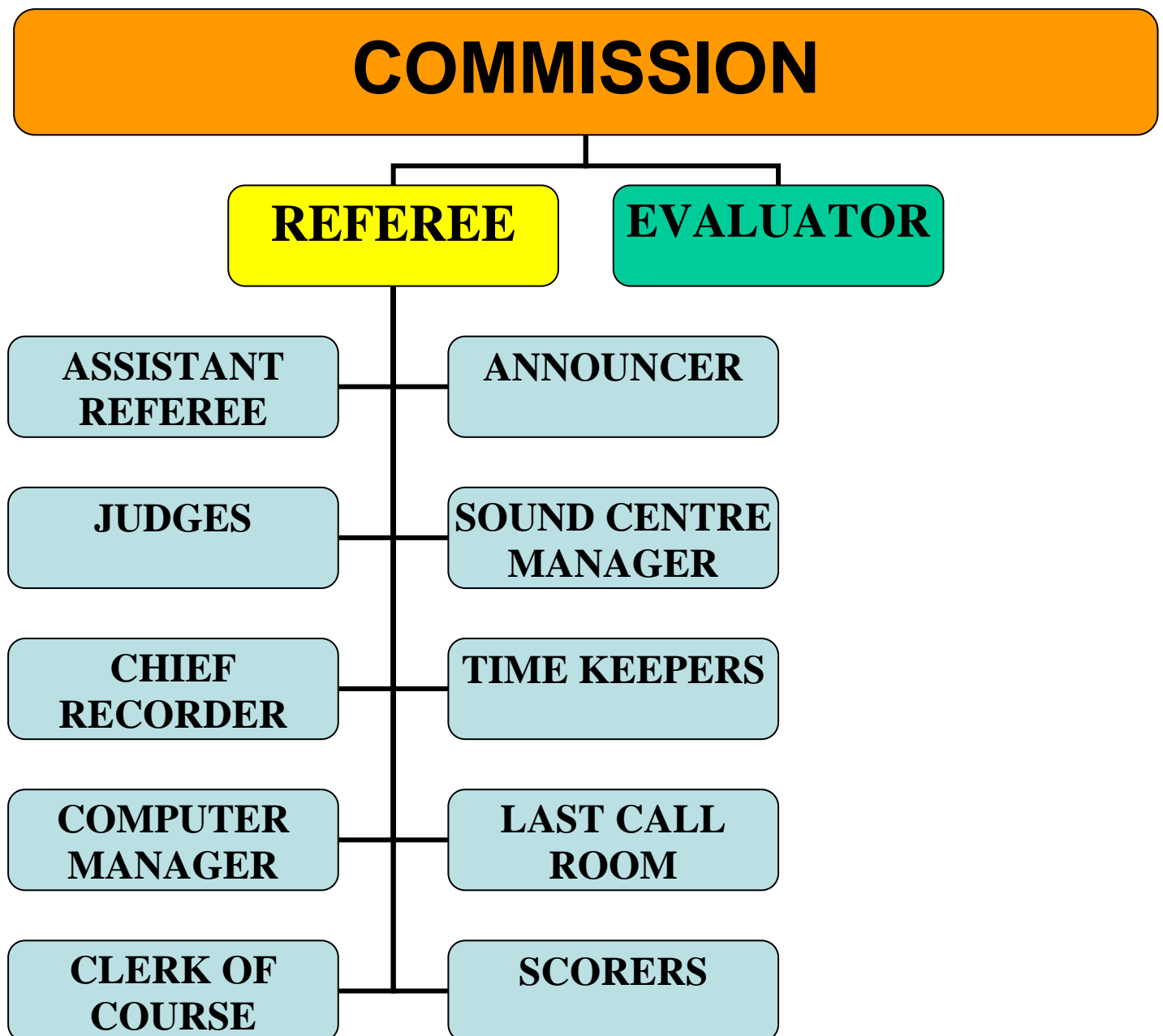
In this secretariat the Chief Recorder works sitting in the middle. The secretariat works as follows:

- The Chief Recorder takes the set of score sheets and gives one sheet to the Scorer.
- The Chief Recorder writes the information from the Time Keepers' sheet on the score sheet and notifies the Referee in the case of a penalty.
- The Scorer cancels the highest and lowest marks and calculates the percentages, the three scores for the Routine and the total score.
- Gives a signal to the Referee who orders the marks (final calculation) to be shown on the scoreboard and announced when the Scorers have noted the marks
- Give the score sheet to the Chief Recorder who checks the three score sheets and the scoreboard.
- The Chief Recorder is ready to give the announcer a score sheets if this cannot be read from the scoreboard.
- Then put the score sheets in order of scores with the highest score on top.
- Checks if there are any ties; in case of a tie act in accordance with FINA Rules.
- Repeat the sequence above for the next routine.
- Checks the results with the Referee.
- After preliminaries tell the announcer who will be the finalists (places 1 – 12) and that place number 13 will be the reserve finalist.

SECTION IV

TECHNICAL OFFICIALS AND DUTIES

A. ORGANISATION CHART



B. TECHNICAL OFFICIALS AND DUTIES

1. COMMISSION

As per rule GR9.5.1 of the FINA Handbook: for each discipline in the Olympic Games and World Championships a Commission shall be appointed consisting of the respective Technical Delegate (Bureau Liaison), the Chairman, the Vice Chairman and Honorary Secretary of each respective Technical Committee.

As per rule GR9.5.2 of the FINA Handbook: Subject to the supervision of the FINA Bureau, the Commission shall be responsible for:

- The conduct of the competition in the respective discipline
- The control of all technical equipment and installations prior to and during the event
- Making rosters for officials
- Investigating cases of protest in preparation for the Jury of Appeal.

The Commission and the Referee are responsible of the conduct of the Team Managers' and Officials' meeting. Refer to point 4.3 for an example of the table of contents of the Team Managers and Officials' meetings.

Refer to FINA FORM SS 18-19-20 for an example of other forms (Judges' Assignment, Technical Officials at Routine competition and Technical Officials at Figure competition) used by the Commission or in their absence by the Referee.

2. EVALUATOR

Responsible of analysing the work of the judges during the events. Makes recommendations to the Referee and the Commission as needed.

3. REFEREE

The FINA rule SS22 defines the duties and responsibilities of the Referee at a competition. At Olympic Games, World Championships and other FINA events, some of the Referee's responsibilities are handled by the Commission per GR9.5 Commissions.

Prior to the start of the competition, the Referee must ensure that a procedure is in place to confirm the eligibility of each athlete entered in the event. Depending on the event, that could include some proof of identity, age, affiliation and/or nationality. Refer to FINA FORM SS 17 for an example of Passport Check Sheet.

If swimwear does not conform to GR5 and/or SS13.5, the Referee has the authority to not allow swimmers to compete until they change into something appropriate. Prior to the start of the competition, the Referee or a designated person is responsible for

the Swimwear Check; refer to FINA FORM SS 16 for an example of Swimwear check sheet.

As per rules SS22 of the FINA Handbook:

- FINA rule SS22.1: The Referee shall have full control of the event. He/she shall instruct all officials.
- FINA rule SS22.2: He/she shall enforce all the rules and decisions of FINA and shall decide all questions relating to the actual conduct of the event and be responsible for the final settlement of any matter not otherwise covered by the rules.
- FINA rule SS22.3: The Referee shall ensure that all the necessary officials are in their respective positions to conduct the session. She/he may appoint substitutes for any persons who are absent, incapable of acting or found to be inefficient. He/she may appoint additional officials if considered necessary.
- FINA rule SS22.4: In emergencies the referee is authorized to assign a substitute judge.
- FINA rule SS22.5: He/she shall ensure that the competitors are ready and signal for the start of the accompaniment. He/she shall instruct the scorers to penalize the competitors in a session of any infraction to the rules. He/she shall approve the results before announcements.
- FINA rule SS22.6: The Referee may intervene in the event at any stage to ensure that the FINA regulations are observed, and shall adjudicate all protests related to the session in progress.
- FINA rule SS22.7: The referee shall disqualify any competitor for any violation of the rules that he/she personally observes or which is reported to her/him by other authorized officials.

Refer to 4.4.1 for the job description CHECKLIST 1.

4. ASSISTANT REFEREE

As per rule SS23.1 of the FINA Handbook, the assistant referee(s) shall carry out duties assigned by the referee. One assistant referee for routines and one assistant referee for each panel of judges in figures.

Refer to 4.4.2 for the job description CHECKLIST 2.

5. JUDGES

Responsible for the evaluation of the performances of the athletes in the competition. They must be available to meet prior to each event for which they are on duty, to review all pertinent material in preparation for the event. They must be also available to attend the officials meeting held prior to the beginning of the competition.

6. CHIEF RECORDER

The Chief Recorder must use a compilation system approved by FINA.

As per rule SS23.2 of the FINA Handbook, the Chief Recorder is responsible for:

- Draw for order of appearance in all sessions.
- Distribution of start and result lists to all concerned, including those responsible for informing press and public.
- Recording changes of competitors prior each session.
- Checking the electronic scoring system.
- Ensuring the accuracy of recording the scores.
- Checking the computer results.
- Overseeing preparation of result lists for distribution.
- Preparing the judges' slips and papers.

Refer to the FINA FORM SS 14-15 for an example of the Draw recording Sheets.

Refer to the FINA FORM SS 46-47-48-49-50-51 for an example of the different Start List and Result Sheets.

Refer to the FINA FORM SS 21-22 for an example of the Synchronised Swimming Duet and Team Reserves Sheets.

Refer to FINA FORM SS 38-39-40-41 for an example of the judges' slip and to FINA FORM SS 42-43-44-45 for an example of the Judges' paper.

On approval of the Referee, the Chief Recorder will prepare the division at panels in the Figure Competition; refer to FINA FORM SS 13 for an example.

Refer to 4.4.3 for the job description CHECKLIST 3.

7. CLERK OF COURSE

As per rule SS23.4 of the FINA Handbook, the Clerks shall perform duties as assigned by the Referee. A clerk shall obtain the order of the draw for each event and ascertain that all competitors are ready at the required time.

Refer to 4.4.4 for the job description CHECKLIST 4.

8. SCORERS

As per rule SS23.3 of the FINA Handbook, the Scorers, individually, shall record the marks and make the necessary computations. The recorder on each panel shall immediately inform the Referee or the designated official in case of technical problems. Refer to the FINA FORM SS 29-30-31 for an example of Score sheet for Free Routine and Total Score, Score sheet for Technical Routine and Score sheet for Figures Competition.

Refer to 4.4.5 for the job description CHECKLIST 5.

9. SOUND CENTRE MANAGER

As per rule SS15 of the FINA Handbook, the Sound Centre Manager shall be responsible for the securing and properly presenting the accompaniment for each routine. He/she will use a decibel meter to monitor the sound level and ensure that no person is exposed to average sound levels exceeding 90 decibels or momentary peak sound levels exceeding 100 decibels. In case the digital recording or CDs are sent before the competition at the final entry date to the Management Committee, the Sound Centre Manager will be responsible for correct execution of the music.

Refer to 4.4.6 for the job description CHECKLIST 6.

10. TIME KEEPERS

As per rule SS14.4 of the FINA Handbook, the timers shall check the overall time of the routine as well as that of the walk-on and deck movements. The times shall be recorded on the score sheet. If the time limit is exceeded for the deck work or there is a deviation from the routine time limit allowance (see SS14.1) the timer shall advise the Referee or the appointed official designated by the referee. Refer to the FINA FORM SS 32-33-34-35-36 for an example of the Timers slip.

Refer to 4.4.7 for the job description CHECKLIST 7.

11. ANNOUNCER

As per rule SS23.5 of the FINA Handbook, the Announcer shall make only such announcements as are authorized by the Referee. He/she will follow the competition script and the timing sheet for the competition (refer to the example of competition scripts, FINA FORM SS 8 and Timing of the competition, FINA FORM SS 9).

Refer to 4.4.8 for the job description CHECKLIST 8.

12. LAST CALL ROOM MANAGER

Responsible to check the identity of all competitors before each start, using identity cards and a valid start list.



13. COMPUTER MANAGER

Responsible for the automatic officiating of the competition. This person is responsible to display during the Technical Routines the required elements. Refer to the FINA FORM SS 27 for an example of the Required Elements Abbreviations for the Scoreboard.

C. EXAMPLES OF AGENDA

1. TEAM MANAGER'S MEETING

1. Opening of the meeting and roll call
2. Introduction of the Technical Committee and the Organising Committee
3. Welcome speeches, word from the Organisers
4. Procedure for passport checking
5. Procedure for the changes of alternates, SS13.2.1
6. Procedure for draws
7. Procedure for the check of entry list and correction of spelling of competitors names
8. Procedure for Doping Control
9. Draws for Figure group, Technical Routines, Preliminaries Free Routines, etc.
10. Where to get information (boxes)
11. Training schedule and competition schedule
12. Instruction and information re:
 - General information: key contacts, emergency numbers, etc.
 - Figure competition: Pre-swimmers, breaks, lunch period, etc.
 - Routine competition procedures: Pre-swimmers, Warm-up, Last Call Room, Entry to the pool, Competition protocol
 - Post-competition procedures: Warm Down, Results, Conclusion of the Competition, Medal Ceremonies
 - Stands for coaches and athletes during figures/routines
 - Swimwear check
 - Timing of the competition/run sheet
 - Video section
 - Press, mixed zone
13. Instructions for:
 - Opening ceremonies
 - Parade of athletes
 - Award Ceremony
 - Closing Ceremonies
14. Next meetings (Team Managers/Judges)
15. Other business.

2. OFFICIALS' MEETING

1. Opening of the meeting and roll call
2. Introduction of the Technical Committee and the Organising Committee
3. Word from the Organisers
4. Where to get information (pigeon holes) and results

5. Instruction and information re:
 - Figure competition (breaks, lunch period, etc.)
 - Routine competitions
 - Pre-swimmers
 - Seats for the non active officials during figures/routines
 - Seats
6. Instructions for:
 - Opening ceremonies
 - Parades
 - Closing ceremony
7. Judges uniforms/clothing
8. General judging matters
9. Discussions as per panels
10. Observers/Evaluation/Reserves
11. Next meeting (prior to each competition)
12. Other business

D. EXAMPLES OF CHECKLIST FOR TECHNICAL OFFICIALS

Written instructions for each principal position should be prepared so that the officiating is consistent and fair, with special notes for each officiating position. Examples of such written instructions, which can be used at other important competitions, are given in the following checklists:

1. Referee
2. Assistant Referee
3. Chief Recorder
4. Clerk of course
5. Scorer
6. Timekeepers
7. Sound Centre Manager
8. Announcer

Every checklist begins on a new page so it is easy to duplicate the lists and distribute them before or during a meeting with the officials.

These checklists are ONLY examples. Local circumstances can make it necessary to add some tasks.

1. CHECKLIST 1: REFEREE

(The duties of the referee are described in the FINA Handbook: rules SS22)

PREPARATION: (6 months before the event until arrival)	
1	Begin planning the competition
2	Verify facilities including equipment
3	Inquire about the progress of the preparations from the Technical Competition Director and Venue Director
4	Read Rules of the Competition
5	Prepare the schedule including training days
6	Check the invitations
7	Check the entry forms
8	Prepare task list and assignments of tasks
9	Prepare provisional version of judges assignments
10	Check program booklet before printing
PRE-COMPETITION: (From arrival until last day before the first session)	
1	Prepare meetings with Assistant Referee, Judges and Team managers
2	Check with Sound Centre Manager and the Announcer
3	Check that judges dress in proper attire
4	Ensure that you have a whistle and at routine competition a stopwatch
5	Choose a seat from which you can have full view and control of the competition
6	Check with the Video Recorder that the equipment is ready for the routine sessions
7	Check meeting rooms and times
8	Check judges assignment
9	Check composition of the jury (Assistant Referee, Observer, etc)
10	Check training organisation
11	Check final schedule
12	Prepare the running of the sessions
13	Check advertising
14	Train volunteers
15	Check transportation system
16	Meet with the Chief Recorder
MEETING WITH THE ORGANISING COMMITTEE:	
1	Introduction of key personal and their responsibilities
2	Discuss information on above pre-competition points
3	Review details of facilities
4	Prepare parades, Award Ceremonies
5	Discuss doping procedures
6	Review protocol for Television, Press, photographers
FIRST MEETING WITH JURY:	
1	Instruct the Technical officials: Assistant Referees, Announcers, Sound Centre Manager, Chief recorder and other persons according to task list

FIRST MEETING WITH TEAM MANAGERS:

1	Introduction
2	Word from Organising Committee
3	Check entry lists
4	In collaboration with the Chief Recorder, proceed to do the draw for order of appearance
5	Give other instructions and information (alternates, Award Ceremonies, athlete seating, parade of athletes, swimwear check, Doping Control procedures, etc.)

AFTER FIRST MEETING:

1	Adjust the schedule
2	Adjust the judges assignments

FIRST MEETING WITH JUDGES:

1	Introductions
2	Word from Organising Committee
3	Announce the Judges assignments
4	Give instructions about the competition (pre-swimmers, seats, parades, dress code, roll call prior to the sessions)
5	Give instructions for Observer, Reserves

PRE-SESSION: (2 hours before the session until just before the first start)**MEETING WITH TEAM LEADERS:** (about 1 hour before the start of the session)

1	Distribute latest start list
2	Give information on next session (pre-swimmer, parades, ceremonies , etc)
3	Answer questions regarding training
4	Give information about athletes seating, coaches seating, etc.
5	Give out the session schedule

MEETING WITH JUDGES AND JURY: (About 30 minutes before the session)

1	Do the roll call
2	Make decisions about replacements, if necessary
3	Inform about when to be where (ready for session)
4	Inform about pre-swimmers

ASSEMBLING OF THE JURY: (About 5 to 10 minutes before the start of the session)

1	Control if all the judges and jury members are ready and in their places. Provide judges entrance order.
2	Control the deck

DURING THE FIGURES COMPETITION:

1	Check that the Assistant Referees conduct their panels according to given instructions
2	Check that the judges do not look at each other and if flashcards are used that they flash their score simultaneously and in the right direction(s)
3	Check that the scorers write down the judges scores in the right place on the score sheets
4	Instruct the runners to deliver the score sheets to the right places
5	Check that the Control Secretariat works and delivers the score sheets to the correct panels
6	Check that the Clerks of Course shows the starting number of the competitor who is performing a figure in front of the panel
7	Check that the breaks are not longer than announced
8	Check that one set of the score sheets be put in order of results with the highest points at the top

DURING THE ROUTINES COMPETITION:

1	Bring with you a copy of the FINA Handbook, this Manual and a current start list.
2	Control all aspects of the competition
Be prepared to:	
1	Make corrections, if necessary
2	Make decisions, if necessary
3	Interpret rules, if necessary
4	Accept protests, if necessary
5	Give a signal for flashing the scores
6	Check that these scores match with the scores given on the judging slips when the Announcer reads the scores. Otherwise, correct according to the scores and the judging slips
7	Check the timing of the session
8	Assign penalties as necessary
9	Announce Doping Control after the performance

AFTER EACH SESSION OF THE COMPETITION:

1	Handle protests and make decisions as per GR9.2
2	Forward decision to Chief Recorder (if it affects the results)
3	Confirm and sign the result list
4	Give feed back to the judges
5	Give feed back to the Organising Committee
6	Make necessary corrections
7	Record all reports as necessary.

DRAW FOR THE FINALS: (Approximately 30 minutes after the last start in the prelims)

1	Opening of the meeting and roll call
2	Procedure for draw of Free Routine Finals
3	Draw for order of appearance for Free Routine Finals
4	Tie breaking rules (same place twice), if necessary
5	Judges assignments (if not known before)
6	Other business (pre-swimmers, etc)

AFTER THE EVENT:

1	Attend the Award Ceremonies (it is the Referee's responsibility that the correct athletes receive the medals)
---	---------------------------------------------------------------------------------------------------------------

AFTER THE COMPETITION:

1	Attend the Award Ceremony for the cup/trophy
2	Report to legal body (National Federation, FINA, etc.)
3	Debrief officials and Organising Committee
4	Ensure that the evaluations do go to the person responsible at the National Federation, FINA, etc.
5	Report all fines to the legal body
6	Issue diplomas

2. CHECKLIST 2: ASSISTANT REFEREE

The Assistant Referee(s) shall carry out duties assigned by the Referee.

IN FIGURE COMPETITION:	
BEFORE THE COMPETITION:	
1	Prepare for a meeting with the judges on your panel by reading the description of the figures that will be performed in front of your panel, checking the definition in each figure and preparing answers to possible questions
2	Check during the rehearsal with the officials: <ul style="list-style-type: none"> • That the judges know how to operate the electronic score recording unit • The scorers working methods • The places for the judges; that they have a clear view of the competitors and if any adjustments are necessary (e.g. to screen off glare from the sun or lights).
DURING THE COMPETITION:	
1	Check that your panel is on time at the place indicated by the Referee (as per order given by the Referee)
2	Check that your start list is current so that you know in which order the competitors will perform the figures in front of your panel
3	Check that the Clerk of Course announces the start number for the competitor who is performing her figure in front of the panel
4	Before the first competitor performs her figure, check that she is in the right place in front of the panel and move the markers on the walls of the pool if necessary
5	During the whole competition, ensure that all competitors begin at this place
6	Periodically, check that the number of the competitor is the same number as is on the score sheets
7	Check that the judges work independently
8	Signal the competitor to start the figure
9	Ask the judges to flash their scores
10	Check that the scores are read the proper way
IN ROUTINE COMPETITION:	
BEFORE THE COMPETITION:	
1	Check that your start list is correct
2	Check that you have a whistle
3	Check with the Referee which other tasks you have during the session
DURING THE COMPETITION:	
1	Perform all tasks assigned by the Referee
2	Be ready to replace the Referee if necessary.



3. CHECKLIST 3: CHIEF RECORDER

(All his/her duties are described in the FINA Handbook: Rules SS23.2)

PREPARATION: (3 to 4 months before the event until arrival)		
1		Check result system and score boards
2		Read rules for qualification and draw procedures
3		Verify photocopying system
4		Verify entry forms
PRE COMPETITION:		
1		Check result equipment
2		Check entries
3		Prepare and copy entry list
4		Prepare draw procedure
5		Meet with the Referee
MEETING WITH SCORERS AND RESULTS PERSONNEL:		
1		Introductions
2		Discuss procedure and coordination with results company
3		Give instructions for Recorders, Timers, Runners etc
4		Give instructions to the photocopying crew (Secretariat) about numbers of copies, etc. Give him/her the distribution list and his/her CHECKLIST
FIRST MEETING WITH JURY:		
1		Instruct the key personnel: Clerk of Course, Announcer
2		Brief the judges and other officials who will use the computer system during the competition
3		The runners
FIRST MEETING WITH TEAM MANAGERS:		
1		Enter scratches and changes to entry list
2		Do first draw (Figures, Technical Routines, Preliminaries)
AFTER FIRST MEETING:		
1		Prepare, copy and distribute start lists
2		Prepare routine sheets and or required elements sheets
3		Prepare judges papers
PRE SESSION: (2 hours before the session until just before the first start)		
1		Empty changes box
2		Prepare final start list for next session
3		Photocopy and distribute
MEETING WITH JUDGES AND JURY: (About 30 minutes before the session)		
1		Distribute judges papers to Judges
2		Distribute score sheets to Recorders
3		Ensure that everyone has the LATEST start list (Especially the Clerk of Course)
4		Ensure that all the result equipment is ready
5		Control that all the officials have the sheets they need for their respective tasks

BEFORE THE DRAW FOR FIGURES:	
1	Enter all scratches
2	Put the hall in order with all equipment according to the outline
3	Make out papers with figure groups 1 to 4
4	Put in order two sets overhead projector slides with the figure groups 1-4 one for each group
5	Do the figure group draw manually
6	In case of no computer programme available make out one set of slips of paper labelled from 1 to the number of competitors and one set with the programme number or/and name and nation/club
7	Put each set in an envelope labelled FIGURE COMPETITION DRAW
DURING THE DRAW:	
1	In case of draws by hand:
2	Hand over the envelopes to the person conducting the draw, cooperate in checking
3	Staple together the drawn starting number and number of the drawn participant
4	Arrange the stapled slips of paper in starting order
5	In case of draws by computer: produce 4 computer sorted start list. Check difference. Choose one (blind)
6	Follow the same rules used for figures, in any case follow the same order (point X)
7	The order of draw shall be Teams, Free Combination, Highlight Routine Duet, Solo Preliminaries (See SS13.6.1). When a Federation draws start number one (1) in a Technical Routine or Free Routines preliminary, Free Combination preliminary or Highlight preliminary this Federation will be exempted from start number one in other Technical Routines, Free routines Preliminary, Free Combination preliminary or Highlight Routine preliminary.
AFTER THE DRAW BEFORE THE COMPETITION STARTS:	
1	Check together with the Referee the printed start list and the stapled slips
2	Hand over the approved start list for duplicating and distribute
3	Correct start lists are available two hours prior to each competition
4	Check that the SCORERS have prepared the score sheets
5	Check that FINA computation tables for figures and Free Routine are used
1	The Scorers (e.g. how to prepare the score sheets and the judging papers) and give them their Checklist
2	Brief the Runners
3	Check that the scoring equipment is ready
4	Check that the current computation tables for figures/routines are used
5	Enter all scratches (withdrawals) before the figure competition, each preliminary and final in Technical Routines and preliminary and finals in Free Routines, Free Combination, and Highlight Routine all to be countersigned by the Referee and also given to the announcer.
6	Follow the same rules used for figures, in any case follow the same order (point X)
DURING THE COMPETITION:	
1	Control the Recorders
2	Inform the Referee about possible penalties situations and record all decisions
3	Control each result
4	Collect all sheets

PARTICULAR DUTIES DURING THE FIGURE COMPETITION:

1	Supervise the secretariat at the panels
2	Conduct the work at the control secretariat
3	Responsible for the rotation of the score sheets among the panel secretariats and the control secretariat.
4	Responsible for having two sets of scores sheets after the competition in order of results calculated by hand in order to check them with the results from the computer. The checking is done by comparing results from 2 or more computer system when more than one is used in this case scoring sheets are not required.
5	Responsible for counting the average points for duet and team competitions

PARTICULAR DUTIES DURING THE ROUTINE COMPETITION:

1	Conduct the work at the secretariat
2	Check the results calculated by hand with the results from the computer
3	Be ready to give the score sheet to the Announcer if it is impossible to read the result from scoreboard
4	Responsible for having two sets of the score sheets calculated by hand continuously in order of result in order to check them with the results from the computer.

AFTER THE SESSION:

1	Establish the results from each session
2	Control the results with a backup system
3	Ensure that the Referee has signed the results
4	Collect evaluations
5	Forward signed results to the photocopying crew (Secretariat)
6	Establish evaluation
7	Prepare next start list and be responsible for draw list

DRAW FOR FINALS: (Approximately 30 minutes after the last start in Prelims)

1	Explain the procedure for the draw of Finals
2	Draw for the order of appearance for Free Routine Finals
3	Tie breaking rules (same place twice), if necessary

AFTER THE EVENT: (Solo, Duet, Team , Free Combination and Highlight Routine)

1	Establish total results of event
2	Control the total result
3	Ensure that the Referee has signed the results
4	Forward the signed results to the photocopying crew so that they are delivered the results as per the Distribution list, refer to FINA FORM SS 52, Distribution List

AFTER COMPETITION:

1	Establish cup/trophy results, if necessary
2	Control result book
3	Give OK for photocopying and distribution

4. CHECKLIST 4: CLERK OF COURSE

FIGURE COMPETITION:		
One CLERK OF COURSE works as controller of the starting order at each panel to ensure that all competitors are ready at the required time.		
BEFORE EACH SESSION:		
Check that you have the following:		
1		A current starting list
2		A list with the start order at the panels
3		Information about rest periods during the competition.
Find out where the competitors will:		
1		Enter the pool
2		Wait for their turn to perform the figure
3		Get out of the pool.
DURING EACH SESSION:		
1		Check that the first 7 competitors at your panel are ready
2		Check the identity cards of each competitor
3		Ask the first to swim to the starting position in front of the panel, the second to swim to the STOP sign, the third to be at the ladder and the next four to sit down on the chairs or benches
4		Show by allotted equipment which starting number is performing the figure in front of the panel
5		Continue with the tasks above until the end of the session
6		Observe Assistant Referee for signals for "stretch" breaks, speed up/down.
ROUTINE COMPETITION:		
1		Check that you have a current start list
2		Check that the competitor(s) is(are) at the designated place before the start
3		Check that only the allowed persons enter the pool deck
4		If the competitor(s) does (do) not appear on time, the Clerk of Course must get her (them) from the Last Call Room.

5. CHECKLIST 5: SCORERS

FIGURE COMPETITION:		
BEFORE THE COMPETITION:		
1		Read FINA rules SS 23.3
2		Familiarise yourself with the score sheet
3		Practice the computations of the results with some examples you yourself choose using calculator or computation tables.
IN THE SECRETARIAT OF THE PANEL YOU SHALL:		
1		Check that you have pencils and eraser or erasable pen.
2		Check that the following information on the score sheets is correctly listed for the figures that will be judged at your panel
3		The number of the figure(s).
4		The degree of difficulty of the figure(s).
DURING THE COMPETITION:		
1		Check that the start number on the set of score sheets is the same as on the flip chart
2		Note on the CORRECT LINE the scores, which will be announced. If you do not hear a score, request repetition. VERY IMPORTANT
3		Check that all 3 score sheets have the same 'Sum SCORES'
4		Cancel the highest and lowest scores, calculate the remaining scores
5		Give the set of score sheets to the Runner
DURING ROUTINE COMPETITION:		
BEFORE THE COMPETITION:		
1		Read FINA rules SS 23.3
2		Familiarize yourself with the score sheet
3		Practice the computation of results, if the automatic officiating equipment is not being used.
4		Check that you have pencils and eraser or erasable pen with you when you begin your work.
DURING THE COMPETITION WITH OR WITHOUT AUTOMATIC OFFICIATING EQUIPMENT:		
1		Note the scores which will be announced; if you do not hear a score, request repetition. VERY IMPORTANT
2		Cancel the highest and the lowest scores
3		Calculate the remaining scores as in SS19.1, SS19.2; SS19.3; SS20
4		Note the penalties assigned by the Referee
5		Calculate the results of the routine
6		Calculate the total score
7		Have the score sheet ready for the Referee to check.

6. CHECKLIST 6: TIMEKEEPERS

BEFORE THE COMPETITION:		
1		Check your number (1–3) as Timekeeper
2		Check that you have a stopwatch that records the interval time and total time.
3		Check that you have the appropriate forms.
4		Practice together with the other timekeepers in recording and reading times (if two of the three stopwatches record the same time and the third disagrees, the two identical shall be the official time. If all three stopwatches disagree, the watch recording the intermediate time will be the official one).
5		Ensure that you can see the competitor(s) starting point for the walk-on.
6		Ensure that you can see the competitor(s) performing the deck movements.
DURING THE COMPETITION:		
1		Start your stopwatch when the competitor(s) passes the starting point of the walk-on and stop your stopwatch when the competitor(s) becomes stationary. Read and note recorded time.
2		Start your stopwatch again when the music begins.
3		Stop your stopwatch (with the interval/lap button) when the last competitor leaves the deck. Read and note recorded time.
4		Stop your stopwatch when the music stops, read and note recorded time.
5		If the times are not correct according to the rules, inform the Referee immediately.
AFTER THE COMPETITION:		
1		Return all the equipment.

7. CHECKLIST 7: SOUND CENTRE MANAGER

BEFORE THE COMPETITION:	
1	Check that the sound equipment (as per FINA rule FR13) is according to the information given to Federations about types of sound equipment available (see SS24.2.5) for CD or digital music devices.
2	Find out how the spare equipment works
3	Check that the underwater speakers conform to the safety rules of the governmental jurisdiction of the host country (see FINA rule SS24.1.3)
4	Check the special channel for the ANNOUNCER (this is a spare if the public address system, separate from the music system, breaks down)
5	Check the sound: above the water, measure sound levels to ensure no excessive levels and under the water
6	Check that the CDs are labelled with name, country, event and duration
7	Check the practice schedule and plan when you and your assistant will be on duty
8	During the practices note the time and the speed (settings/adjustment of the dial) for each routine
9	In the event that a Coach/Manager request a speed change, note the change on the appropriate form and ensure that the Coach/Manager signs the form
10	Use the decibel level to monitor the sound level and to ensure that no person is exposed to average sound level exceeding 90 decibels or momentary peak sound level exceeding 100 decibels
11	Determine which CD's or tracks have excessively long lead in (more than 10 seconds and make arrangement with competitor/coach for reducing the lead-in)
12	Agree of a signal with the REFEREE about when you are ready to begin
DURING THE COMPETITION/PRACTICES:	
Before each working period:	
1	Connect the equipment
2	Test the equipment and the underwater speakers. Monitors underwater sound with hydrophone microphone. Informs referee about incidences.
3	Check that you have all CDs for the routines that will be performed during the session
4	Arrange all CDs in start order
5	Conduct a music test (silent or on order from the announcer)
6	Start the music on the whistle. If the equipment lacks a timer, start the stopwatch, (to check the time of the routine to ensure that you do not stop the music too early)
7	Stop the CD when the music is ended
8	Change to next CD. Adjust the settings
9	Go on as above
10	After the event, ensure a new list of the "right settings/adjustments of the dial" is prepared before next event or final.
AFTER THE COMPETITION/PRACTICES:	
1	Return the CDs to the Team Managers/Coaches
2	After each training session/competition: disconnect the equipment and store it in the designated area.
FOR THE AWARD CEREMONIES:	
1	Ensure that you have received for the Organising Committee the marching music and National anthems.

8. CHECKLIST 8: ANNOUNCER

IMPORTANT: The announcer shall make only such announcements as are authorised by the REFEREE.

GOALS:		
1		To be impartial in regards to national representation
2		To be informative
3		To generate enthusiasm for the swimmers
4		To assume a guidance role in the event of a disaster
5		To allow time for bursts of cheering and applause
6		To never allow your voice to display displeasure with any aspect of the competition.
BEFORE THE COMPETITION:		
1		Obtain the Federations names and managers names before the competition begins in the event that you must call for the Team Manager
2		Use correct Federation names. Check with Protocol
3		Ask about and verify questionable pronunciations of athletes, coaches and judges.
4		Obtain the full event lists, the current start lists and approved scripts
DURING THE COMPETITION:		
Inform the audience:		
1		Event about to be competed
2		The names of the FINA COMMISSION, REFEREE, ASSISTANT REFEREE(S) and panel of JUDGES
3		At FIGURE competition: start number beginning at each panel and which figure that will be performed in front of each panel
4		At ROUTINE competition: competitor(s), the judges' scores to decide, result of Technical routine, Free routine and total results
5		Competitors in the finals and start order in the final
6		The results on the scoreboard are unofficial until verified by the Referee and placed in score and finish order.
Do not talk:		
1		<ul style="list-style-type: none"> At FIGURE competition during the time the competitors perform their figures* At ROUTINE competition between the time the starting signal is given and the music ends* *Except when necessary as requested by the Referee
Routine competition:		
1		For each competitor, announce the name of the Federation prior to the performance and announce the names of the athletes and the name of the Federation after the performance.
2		Announce the marks from the flash cards or from the computer screen (if electronic system is in use) and not from the judges' slips.
3		Announce the results as requested by the Referee
4		Keep the microphone turned off except when making announcements
5		Be careful to follow the approved script
6		Signal the Referee if there is a problem.
For the Award Ceremony:		
1		Announce the presenters and follow the script prepared by the Ceremonies Committee
In case of a disaster:		
1		Calm the crowd.
2		Instruct the audience as to what to do.

E. EXAMPLES OF COMPETITION SCRIPTS

1. WELCOME

Good morning, ladies and gentlemen. The International Olympic Committee and the International Swimming Federation join your host, the Olympic Organising Committee, in welcoming you to the World Championships.

2. SESSIONS

This afternoon's event is the Technical routines and Free Routines Preliminaries in Duet/Solo/Team.

- There will be _____ entries in the preliminaries.
- There will be a 10 minute break between the start number _____ and start number _____
- The following start number have been withdrawn and will not start: 10 xxxxx

3. OFFICIALS

Now we have the pleasure to introduce you to the FINA Commission:

- the Bureau Liaison: Mr/Ms _____
- the Chairman of the TSSC: Mr/Ms _____
- the Vice Chairman of the TSSC: Mr/Ms _____
- the Honorary Secretary of THE TSSC: Mr/Ms _____

We will now introduce:

- the Referee
- the Assistant Referee;
- the Judges (in technical routines sessions: for execution and overall impression in free routines: for Technical Merit and Artistic Impression)
- The Judges' Observer

4. SWIMMERS INTRODUCTION

Start No 1 is/are xx/ww, yyy

After the routine swimmers name and represented country while they thank the audience. Follow precise Referee instructions regarding scores announcements.

Start No 2etc.

5. RESULTS

Ladies and gentleman, the results on the scoreboard are unofficial until verified by the Referee (after the first competitor only!)

- All the results will be indicated on the scoreboard
- AT the end of the Preliminaries: the finalists will be (list 1st through to 12th place qualifiers)

6. CLOSING

Ladies and gentlemen, we hope that you have enjoyed this morning's competition. We would like to remind you that this afternoon/evening final will begin at (schedule time)

- We ask your cooperation in leaving the stands in an orderly manner
- Thank you for your support

7. AWARD CEREMONY

(The script for the Award Ceremony should be prepared by the Ceremonies Committee and approved by the FINA TSSC.)

8. GENERAL INFORMATION

General information may be given in between official announcements. The following are examples:

- Scoreboard: On the scoreboard will be indicated before each routine, the competitor(s)' start number, name(s) and Federation. After the routine, you will also find the 12 or 14 judges' scores, the technical routine score or the figure score and (pending) the total score.
- Time Limits:

1.	Solo Technical Routine:	2.00 minutes
2.	Solo Free Routine:	2.30 minutes
3.	Duet Technical Routine:	2.20 minutes
4.	Duet Free Routine:	3.00 minutes
5.	Team Technical Routine:	2.50 minutes
6.	Team Free Routine:	4.00 minutes
7.	Combination:	4.30 minutes
8.	For all +/- 15 seconds.	
9.	Deck Movements, 10 seconds	
10.	Walk-on time limit, 30 seconds	

SECTION V

FINA FORMS IN SYNCHRONISED SWIMMING

A. FORMS FOR HOSTING FINA EVENTS

The following forms are to be used by the National Federation in regards with the process of bidding and hosting an international competition:

FINA FORM SS 1	Initial information for a Synchronised Swimming Competition
FINA FORM SS 2	Final information for a Synchronised Swimming Competition
FINA FORM SS 3	Delegation Entry for Synchronised Swimming
FINA FORM SS 4	Participant Entry for Synchronised Swimming

B. FORMS FOR THE ORGANISING COMMITTEE

The following forms are to be used by the Organizing Committee in preparation for the competition.

FINA FORM SS 5	General information for the Media
FINA FORM SS 6	Routine information for Media (Solo, Duet, Team, and Highlight)
FINA FORM SS 7	Routine information for Media (Combination)
FINA FORM SS 8	Competition Script
FINA FORM SS 9	Timing of the Competition
FINA FORM SS 10	Calculation of the total practice time per nation
FINA FORM SS 11	Synchronised Swimming Training Schedule (include excel sheet if possible)
FINA FORM SS 12	Synchronised Swimming Competition Schedule
FINA FORM SS 13	Division at panels in Figures Competition

C. FORMS FOR THE TECHNICAL OFFICIALS

The following forms are to be used by the Technical Officials of the competition.

FINA FORM SS 14	Synchronised Swimming Draw
FINA FORM SS 15	Synchronised Swimming Draw for Finals
FINA FORM SS 16	Swimwear check
FINA FORM SS 17	Passport check
FINA FORM SS 18	Judges' assignment
FINA FORM SS 19	Technical Officials at Routine competition
FINA FORM SS 20	Technical Officials at Figure competition
OR	
FINA FORM SS 20B	Technical Officials at Figure competition
FINA FORM SS 21	Synchronised Swimming Duet and Solo Reserves
FINA FORM SS 22	Synchronised Swimming Team, FRC and Highlight Reserves

FINA FORM SS 23	FINA Figures Penalties
FINA FORM SS 24	Technical Routine Solo required elements: sheet for judges
FINA FORM SS 25	Technical Routine Duet required elements: sheet for judges
FINA FORM SS 26	Technical Routine Team required elements: sheet for judges
FINA FORM SS 27	Required Elements Abbreviations for the Scoreboard
FINA FORM SS 28	FRC and Highlights Routine Requirements
FINA FORM SS 29	Score sheet for Free Routine and Total Score
FINA FORM SS 30	Score sheet for Technical Routine
FINA FORM SS 31	Score sheet for Figures Competition
FINA FORM SS 32	Solo Timers slip
FINA FORM SS 33	Duet Timers slip
FINA FORM SS 34	Team Timers slip
FINA FORM SS 35	Combination Timers slip
FINA FORM SS 36	Highlight Routine Timers slip
FINA FORM SS 37	Execution Free Routines judge's slip
FINA FORM SS 38	Artistic Impression judges' slip
FINA FORM SS 39	Difficulty judges' slip
FINA FORM SS 40	Execution Tech Routines judges' slip
FINA FORM SS 41	Impression judges' slip
FINA FORM SS 42	Elements judge's slip
FINA FORM SS 43	Distribution List
FINA FORM SS 52	Distribution List