

Swimming Officials

Why it is important for people to join in

In order for any competition whether Club Championships (unlicensed) or a County Championship, to take place it needs a set of officials to run it. Without these the event can't take place. These people are volunteers and do this so the sport can go ahead. It is essential for the sustainability of the sport that clubs have people being trained as Officials, not just for themselves but for the sport to continue.

To give you a view of what is needed to run a licensed event, with 8 lanes, here are the minimum requirements from Swim England:

Meet type	Referee	Starter	Stroke	Chief Timekeeper/Turns	Start End Timekeeper/Turns	Turn End - Turns
Level 4	J2S - 1	J2 - 1	J1 - 2	J1T-1	T - 8	T - 4
Level 3	R - 1	J2S - 1	J1 - 2	J1T-1	J1T - 8	J1T - 4
Level 2/1	R - 2	J2S - 1	J2 - 2	J1 - 2	J1 - 8	J1 - 4

[Meet licensing - ASA South East Region website \(southeastswimming.org\)](http://southeastswimming.org)

[Swim-England-Open-Meet-Licensing-Criteria-15.pdf \(southeastswimming.org\)](#)

Which means the meet needs the following qualifications:

Meet type	Timekeeper	J1T	JL1	J2T	JL2	J2ST	J2S	R
Level 4	12	1	2		1		1	
Level 3		13	2				1	1
Level 2/1			14		2		1	2

For a 6 lane pools (Spiceball Leisure Centre) we would need a minimum of 2 people to do Finish, 9 people with Timekeeper Assessments, a Judge 1 Trainee, two Judge 1, a Judge 2 and a Judge 2S, to be able to license an event like our Club Championships.

For a swimmer's times to be registered on Swim England they must have been attained at a Licensed Meet. Our Club Championships could be licensed, if we have sufficient officials, at Level 4.

So, it is essential that we have volunteers to keep the sport alive.

What are the Qualifications

Swim England qualifications allow for Officiating at a national level.

<https://www.britishswimming.org/browse-sport/swimming/officials/officials-qualifications-training/>

<https://www.britishswimming.org/browse-sport/swimming/officials/general-resources/>

<https://www.britishswimming.org/browse-sport/swimming/officials/competition-information/>



Swimming Officials
Training Pathway.pc

Training Pathway:

Timekeeper

This qualification confirms that you know how to take times and calculate the time to be used. It requires you to do a short Online training (about 30min) and attend a meet session where you do a practical alongside a qualified timekeeper, the referee signs you off for time keeping at the end.

You have to be at least 14 years old.

Judge Level 1

This qualification can be combined with timekeeper or done separately, the combined online training takes about 1 hour and comprises interesting videos and quizzes. After you have done your Theory, you are a Judge 1 in Training (J1T) and can officiate Level 3 and 4 Meets whilst you build up your poolside hours and get signed off for each of your competencies, this is estimated to take about 15 hours of poolside time (the average meet session is 2-3 hours so this is not that many meets). You have 11 months to become signed off in all competencies. Below is an extract from the Judge 1 Training Record book you receive, note that number 11 is an optional set of competencies, you will most likely get Backup button, Ledges and Radios from this and the others if you do longer events.

Record of Poolside Duties Competency Sign-Off Form

	Competency	Date Achieved	BS Licensed Referee's Signature	BS Licensed Referee's Name	Referee's Reg. No.
1	Timekeeper				
2	Chief Timekeeper				
Inspector of Turns:					
3	Backstroke				
4	Breaststroke				
5	Butterfly				
6	Freestyle				
7	Individual Medley				
8	Relay Take-offs				
9	Chief Inspector of Turns				
10	DQ Reporting				
11	Splits				
	Backup Button				
	Lap Cards				
	Whistles				
	Backstroke Ledges				
	Use of Radios				

The use of and competency with splits, backup buttons, lap cards, whistles and radios are all viewed as some worthwhile basic skills that will be needed in the performance of other roles. However, it is recognised that not every official has access to radios at meets or can work at distance events during their training and all these competencies are therefore optional. Their lack of attainment should not prevent a Candidate from being passed as a Judge Level 1.

	Date Completed	Verified by	Verification Date
Contemporary Issues			
Timekeeper Practical			
Poolside Experience			
J1 Completed			

At each session you get a qualified judge (your mentor for the session or the referee) to sign off what you did in that session and then you discuss with the referee what can be signed off that day. Below is the form you complete, and you circle the competencies that you covered.

Date						Event					
Level						Number of hours					
Competency Areas Covered											
1	2	3	4	5	6	7	8	9	10	11	
Candidate Comments											
Mentor Comments											
Name											
Reg no.											

Once all the competencies are signed off you scan/photograph the sign off form and upload that to Swim England who process it and send you your license, you are now a Judge Level 1 (J1 or JL1). You then have to complete 20 more hours poolside before you can do any further levels for officiating. At this point you can officiate Level 1 and 2 meets as well. Your license is valid for 4 years.

Judge Level 2

This is the next level of judging and allows you to act as Stroke Judge at an event. The county runs a course for this and following that you have a period of poolside training and a Training Record to complete followed by a practical assessment. You must have your Judge Level 1 and 20 hours poolside before you can apply for this. Whilst you are gaining your Poolside hours you are a J2T and once you have completed the necessary experience you are a J2 or JL2.

The minimum age for this is 16 years old.

Judge Level 2 Starter

Once you have completed your Judge Level 2 and a further 15 hours of poolside experience you can apply to become a Starter, this is again a further set of practical experience and an assessment followed by 10 hours consolidation.

Referee

Once you have completed your Judge 2S and 50+ hours poolside across all roles, you can apply to become a Referee, this follows a similar path with training, practical experience, and a written exam.

https://www.britishswimming.org/documents/2845/British_Swimming_Referee_Training_V5_December_2021.pdf

Once you are a referee you can sign off other judges practical training.

You need to be 19 or over to apply.

International Official

[World Aquatics Publishes List of International-Level Officials Through 2024 - Swimming World News \(swimmingworldmagazine.com\)](https://www.swimmingworldmagazine.com/world-aquatics-publishes-list-of-international-level-officials-through-2024/)

Only Referees and Starters who have served in these positions at a minimum of two (2) National Championships (Seniors, Juniors or Age Group) during the last four (4) years can be accepted.

Age limit: not older than 65 years by 31 December in the year when application is made for the respective FINA List.

Each Federation can have three (3) Referees and two (2) Starters on the list

Federations organizing the above-mentioned competitions can have up to eight (8) Referees combined on Lists N° 20 and N° 21.

The Swimming Official has to be citizen, whether by birth or naturalization, of the nation he/she represents.

What you need to know

Timekeeper

You need to be able to start, stop and clear a stopwatch and write the time down legibly. You may also have to average times where several timekeepers are on a lane, you need to know the rules for which time to record. Often that will actually be done by one of the referees and you just record the time on the sheet provided. In the practical you may also get to use the Backup Button but most likely that will be done by the qualified judge. The attached link to the Swim England workbook:

https://www.britishswimming.org/documents/366/Timekeeper_workbook.pdf

Note. If automated timing pads are in use avoid standing on the top of them as this can trigger the pad and record an incorrect time.

Judge 1

For Judge 1 you are being tested on your knowledge of the strokes against the FINA rules. These rules whilst initially daunting are quickly understood though spotting a possible infraction takes some time.

The World Aquatics rules can be found here:

[Swimming Rules \(www.worldaquatics.com\)](http://www.worldaquatics.com) pages 49-100

<http://www.paralympic.org/swimming/rules-and-regulations>

The new rules came into effect on the 10th March 2023 for Swim England, if you have not done it you will need to do the relevant CPD for the changes if you completed your Theory training against the old rules.

However, World Aquatics have done a set of videos for officials that shows of both good and bad with respect to the strokes, medleys, and relays. These are up on YouTube

[Old FINA videos on USA Swimming](#) - World Aquatics have hidden theirs (presume they are updating them for the rule changes).

[US Swimming Starter Training Video](#)

This helps a lot when you are getting started as a trainee. Though for Meets you request a mentor, and they are there to answer questions, share their knowledge, and most likely quiz you on yours. If in any doubt you can ask a referee either when you see something (and you report it to the referee) or afterwards if it is more general, or you were not sure of what you saw. Remember the swimmer always gets the benefit of the doubt but you should check with your mentor or the referee if you are unsure what you should do or if something is an infraction. Never ask your mentor (or anyone else) before reporting to the referee if you believe it is something that needs reporting, that can be discussed when you get back.

A recent Swim England review for Judge 1 has removed the mandatory requirement to officiate for 3 hours at level 2 or 1 meets, it is allowed just not required.

Following a review of the training process for Judge 1, it's been decided the requirement to officiate for a minimum of 3 hours at a Level 1 or 2 meet will no longer be mandatory. However, officials are free to carry out some of their training at this level if they wish. It is mandatory for officials wishing to train as a J2 to have completed a session of 3 hours at a Level 1 or 2 meet, either as part of their Judge 1 training, or as part of the requisite 20 hours post-qualification work in the Judge 1 role.

Judge 2

First register for the J2 workshops - J2 Training Course Waitlist: <https://forms.gle/nfLtRjCdryq12SsD6>

The workbook for Judge 2 can be found here however you are not able to use this for the training (must be the physical workbook issued by the County Officials Coordinators):

[https://www.britishswimming.org/documents/1302/Judge_2_J2S_Workbook_v5 - Candidates_Copy.pdf](https://www.britishswimming.org/documents/1302/Judge_2_J2S_Workbook_v5_-_Candidates_Copy.pdf)

How to Get Started

So, the first decision is whether to do the Timekeeper course on its own or as a combined course for both Judge 1 and Time Keeping.

1. You need to be registered with Swim England as a Club Support member if you are not already a Club Train or Club Compete member.
2. You also need an account on the Institute of Swimming website
Online Training and Courses - Online course history under your profile (make sure you have the correct email address)
<https://www.swimming.org/ios/dashboard/>
3. Ask Jess (Club Chairperson) if you could get a voucher for the course. For this should then appear in your list of vouchers on the institute's website. You can find these under Profile.
[My Vouchers \(swimming.org\)](#)

These are all tied to your email address so be careful which one you give to Jess as it will be fixed to your training record.

The County can issue the voucher directly as well via this link:

J1 Training Voucher Requests: <https://forms.gle/tivHcwEYMju9Jisp9>

4. Go onto the Institute of Swimming and find the course and then pay for it with the voucher.
For Timekeeper and Judge 1 these links should help:
<https://www.swimming.org/ios/courses-officials-volunteers/>
<https://www.swimming.org/ios/course/3143>
<https://www.swimming.org/ios/course/3847>
5. Make sure you screenshot your certificate and upload it.
 - a. Go to [Results & Rankings | Swim England \(swimmingresults.org\)](https://www.swimmingresults.org)
 - b. Under the members tab select Members Options
[Swim England Member Options | Swim England \(swimmingresults.org\)](https://www.swimmingresults.org/member_options/register.php)
Register for Members Options – different login to swim England
https://www.swimmingresults.org/member_options/register.php
 - c. Once into Members options select to view or upload a certificate
https://www.swimmingresults.org/member_options/cert.php
This is where you upload the screen shot of your timekeeper or Judge 1 theory and later your Contemporary Issues CPD or your Judge 1 sign off sheet.
6. Once uploaded you should get your Training Record for Judge 1 sent to you in the post within a few weeks. If you don't receive it, then contact them swimmingofficials@swimming.org to find out what has happened. You should get the attached Logbook in a nice A5 binder. If you are stuck and have a meet already lined up, then print out a Mentoring record sheet or 2 to capture what you have done (this is allowed).

Judge 1 Log book
TEMP.pdf

(Note. You should not use a photocopied competencies sheet unless that is agreed with Helen Akers (Swim England) in advance and if so be prepared to produce the emails to the Referee.)
7. Whites, until recently a Judge has to wear whites, the club usually provides a polo shirt with the club logo, however, consider having a top pocket as this can stop your stopwatch accidentally hitting something and stopping particularly if backstroke ledges are being used. The trousers can be obtained cheaply on Amazon or on Workwear sites (painters trousers have extra pockets), shorts are generally not permitted. White CROCs are great footwear and white socks. Remember to have a water bottle. The latest from SwimEngland allows the dress code for level 4 and 3 to be set by the organiser.
<https://www.swimming.org/sport/technical-officials-training-uniform-update/#>
8. Now you need to sign up for a meet, this is dependent on the meet organisers and details for officials signing up will usually be in the meet information pack but a usual one for clubs in our area is Swim-Meet, this is used by Maxwell, Oxford, Milton Keynes and others in the area.
<https://swim-meet.com/availability/?t=1>
<https://swim-meet.com/>
You may need to email the organisers to check their preferred approach, as an example Coventry use Microsoft Teams Forms to capture volunteer and official's details.

If you don't already have it the you need your Timekeeper Assessment as the first thing you get. The first meet you sign up for you need to ask for your Timekeeper assessment. You can't act as a J1T until this is assessed and signed off. (<https://www.eastswimming.org/wp-content/uploads/2022/03/SE-Licensed-Meet-Officials-Requirements-March-2022-onwards.pdf>)

After that you will need to ask for mentoring in order to get your competencies approved. You and your Mentor will complete the mentoring form and once you feel confident with a particular competency both you and your mentor for the meet should see the referee to get it approved.

I would also look for a meet that has Relays and try and get this as soon as possible, often these are only run at galas or at the County Championships and so you should take the earliest parctical opportunity offered.

9. The club puts up on TeamUnify the events they are going to and have a Coach/Team Manager present at: [Banbury Swimming Club Home \(teamunify.com\)](https://www.teamunify.com/Banbury-Swimming-Club-Home)

However, on Swim England there is a list of all licensed events:

[Licensed Meets Calendar | Swim England \(swimmingresults.org\)](https://www.swimmingresults.org/Licensed-Meets-Calendar-Swim-England)

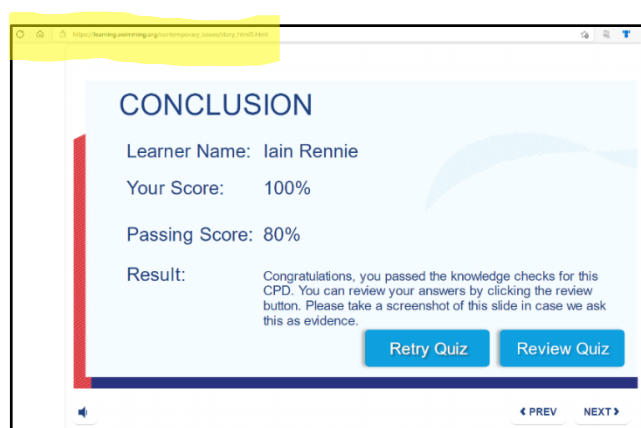
And you can use Swim-Meet as well to see what is coming up.

10. In addition to your poolside hours and competencies you need to complete the Contemporary Issues CPD course.

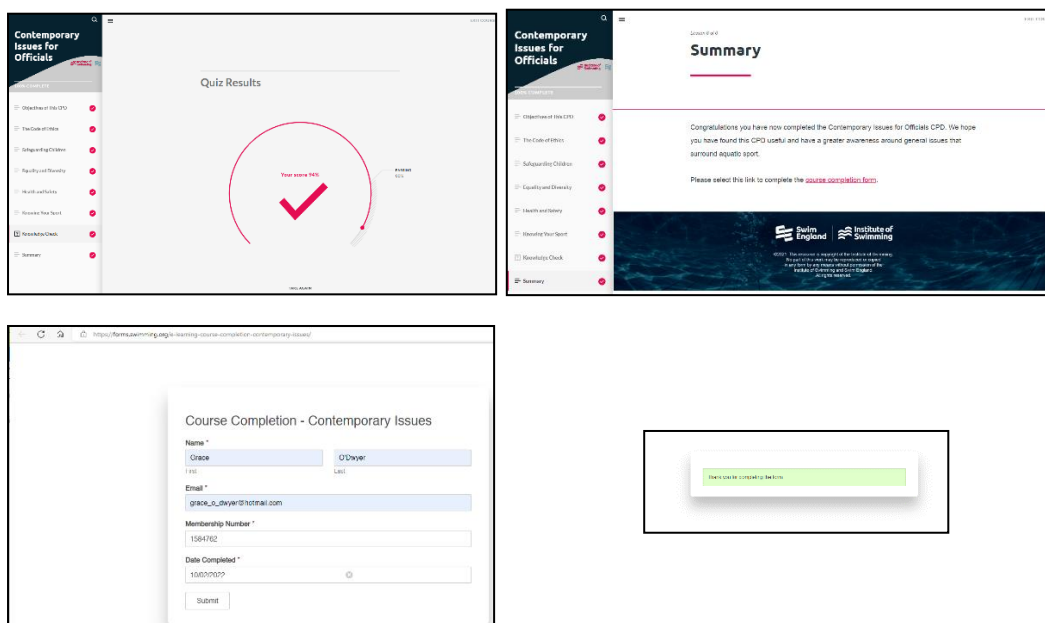
https://learning.swimming.org/Contemporary_issues_for_officials/#/

This is free and worth signing up for quickly and takes up to an hour but usually less. At the end is a short quiz (16 questions) for which you need to get 80%.

It may have changed now but if you get a certificate displayed then you need to screen capture as there is no export. Make sure you also get the URL at the top of the page as this is the only place the certificate shows the course.



Alternatively, you may get a link to a completion form to fill in. In which case I suggest capturing the following screens.



It may be that now the completion certificates are not shown, in which case the completion of the training should be on your training record which can be viewed and printed from the membership check:

[Swim England Membership Check | Swim England \(swimmingresults.org\)](#)

Officiating Qualifications				
Type	Qualification	Valid From	Valid To	
BS & SE Swimming Official	British Swimming Judge Level 1	26-11-2022		
BS & SE Swimming Official	Contemporary Issues	23-07-2022		
BS & SE Swimming Official	J1 Theory Complete	21-01-2022		
BS & SE Swimming Official	Timekeeper Theory	09-10-2021		
Licence cards	Swimming Official	01-12-2022	30-11-2026	

The certificate, chain of completion screens, or your training history, needs to be shown to a Referee to get the Contemporary Issues training signed off in your training log book. You should also upload it to Members Options so it is on record.

The training once complete should show on your members options online membership scheme.

1. Go to swimming results [Results & Rankings | Swim England \(swimmingresults.org\)](#)
2. Under the members tab select Swim England Members Options
[Swim England Member Options | Swim England \(swimmingresults.org\)](#)
And log in.
3. Select the link to the “Online membership System” at the end of the first paragraph.
[Welcome to our new look Online Membership System. - SE Online Membership System \(swimmingmembers.org\)](#)
4. Select Edit Details beside the “MyDetails” heading
[Welcome to our new look Online Membership System. - SE Online Membership System \(swimmingmembers.org\)](#)
5. Select the “Club Information” tab
you should see it under the list of qualifications.

If for some reason it doesn't appear then you can send your screen shots and a polite email to swimmingofficials@swimming.org and ask them to add it onto your record for you. **Also check under members options preferences that you have allowed your details to be shown, the wrong choices there can stop them from being displayed.**

11. When you get your Timekeeping practical completed the Referee may give you a certificate, particularly if you are not doing Judge 1 or have not yet received your Training Log Book yet. This looks something like this:

TIMEKEEPER PRACTICAL COMPETENCE	
Candidate's Name	JAIR KENNIE
Club	BANBURY SC
Membership Number	1584771
I confirm that I have observed the above named individual acting competently in the role of timekeeper and am happy for them to be awarded the appropriate qualification.	
Observer's Name & Signature	M CONNOR NICK
Membership Number	1172400
Officiating Qualification	REFEREE
Level of Event	3
Role at Event	REFEREE
Date	4/12/21



Make sure to upload this to members options, also if you are doing judge 1 or later decide to, you can show it to the Referee to get the competency signed off in your Training Log.

12. Make sure you have uploaded a current head shot of yourself to Members Options and your other Swim England profiles. This will be printed on your License when it is issued.
13. Once you have all your competencies signed off upload a photo or scan of the Competency Sign-Off form to Members Options and in a few weeks, you get your license.

Here is the County guidance on how to upload it:



J1 Online training
July 2021.pdf

Continuous Professional Development and Next Steps

Officials CPD

<https://www.swimming.org/ios/free-resources-cpds/>

<https://www.swimming.org/ios/courses-officials-volunteers/>

<https://www.britishswimming.org/browse-sport/swimming/officials/cpd-officials/>

Mandatory CPDs:

- Contemporary Issues [Contemporary Issues \(swimming.org\)](https://www.swimming.org/ios/free-resources-cpds/)
- WORLD AQUATICS Rules Update - There is an update CPD for the 2023-2025 Rules, you should sign up for this as soon as possible <https://forms.gle/9BYbJeZC6itb1CQY6> (If an official cannot make any of the sessions please email onbofficials@gmail.com.)

Optional CPDs:

- Disability Official - "British Swimming Disability Course for Officials"
[Para-Swimming competitions - Swim England East Region \(eastswimming.org\)](https://www.britishswimming.org/browse-sport/swimming/officials/cpd-officials/)

- Mentoring workshop – currently unavailable

Other CPD:

[Swimming Technical Officials - Swim England East Region \(eastswimming.org\)](https://www.britishswimming.org/documents/2940/BSOfficialsTrainingapplicationform-Issue39_April_2022.pdf)

[A Beginner's Guide to Refereeing Swimming](https://www.britishswimming.org/documents/1302/Judge_2_J2S_Workbook_v5_-_Candidates_Copy.pdf)

[Swim England Safeguarding \(swimming.org\)](https://www.britishswimming.org/documents/1302/Judge_2_J2S_Workbook_v5_-_Candidates_Copy.pdf)

Judge 2 Application Form and workbook

https://www.britishswimming.org/documents/2940/BSOfficialsTrainingapplicationform-Issue39_April_2022.pdf

[https://www.britishswimming.org/documents/1302/Judge_2_J2S_Workbook_v5 - Candidates Copy.pdf](https://www.britishswimming.org/documents/1302/Judge_2_J2S_Workbook_v5_-_Candidates_Copy.pdf)

ONB has a J2 Training Course Waitlist: <https://forms.gle/nfLtRjCdryq12SsD6>

Contacts

On the swim England Site, they have a number of contact details published:

1. swimmingofficials@swimming.org email address
2. Officials Licensing officialslicensing@swimming.org, Lauren Hibberd
3. They give for general Officials enquiries email helen.akers@swimming.org
4. [IoS Membership: iosmembership@swimming.org](mailto:iosmembership@swimming.org)
5. Licensing renewals: renewals@swimming.org
6. In the Judge 2 application document for Oxfordshire and North Bucks (ONB) they list Mrs Karen Underwood onbofficials@gmail.com as well as a telephone number
7. There is also the Club which doesn't have an Officials Coordinator but there are a few Licensed Judges that can answer questions. If in doubt the squad rep can ask the committee for you.

Renewals

[Licence applications and renewals | British Swimming](https://www.britishswimming.org/documents/1302/Judge_2_J2S_Workbook_v5_-_Candidates_Copy.pdf)

For those applying for new or renewal licences – please send forms and photos via email wherever possible, to officialslicensing@swimming.org

Chief Timekeeper Briefing

1. **Check all the timekeepers are present and hand out the lane sheets/cards**
2. **Ensure all timekeepers know how to use their stopwatch**
3. **Start a watch check “3..2..1..go” (let everyone know when to start the stopwatch eg on “go” and how you will complete it)**

While the watches are running go through the applicable points below:

- a. On arrival at lane, ask the swimmer to tell you their full name – never say a name and ask them to confirm or assume they are wearing a hat with the correct name on it.
Also, you can ask them to confirm the event, younger swimmers in particular can get it wrong.
If backstroke ledges are being used check if the swimmer wants it or not.
 - b. Before the start of each heat the Referee blows a series of short whistle blasts. This is your signal to clear your stopwatch (Split/Reset button). Check the watch is zeroed.
 - c. Stand up on the long whistle (if not already standing).
 - d. If backstroke ledges are being used on the second whistle check the swimmers’ toes (tips on each foot at least) are in contact with the pad. When they are step back.
 - e. Watch for the light on the start box – start watch with flash; Not when you hear the sound.
 - f. Move forward and step onto the wall to watch the swimmer depart and the underwater phase, then check the watch has started. If it hasn’t, remain standing forwards so the Chief Timekeeper can see you have a problem. If no issue, step back from poolside so it is clear all is OK.
Care should be taken to avoid standing on any part of the Automatic Timing equipment that overlaps the wall as this can trigger the pad.
 - g. If backstroke ledges are being used before stepping back carefully lift the ledge out of the water so as not to bang against the pad as that can trigger it.
 - h. Observe the Start and every turn by stepping on the wall. If you suspect an infraction remain standing forwards so the Chief Timekeeper can see you have an issue. Otherwise step back from poolside so it is clear all is OK.
 - i. If you are forwards the Chief Timekeeper will check with you what is wrong:
 - i. Stopwatch issue, they will take over the timing for the lane and give you the time to record.
 - ii. Something to report, if Radios are being used the Chief Timekeeper will inform the Referee that a report is coming in for the lane and then on confirmation will take over timing and IoT for the lane whilst the Report is being made.
 - iii. Other reason like a Nature Break being needed, the Chief Timekeeper will take over timing and IoT for the lane whilst the Official takes a break.
 - j. Report infractions as soon as you see them, remember not to discuss it with each other (including Mentors for trainees) or the Chief Timekeeper/Chief Inspector of Turns until it has been reported to the Referee and they have made their judgement. Just tell the Chief that you need to report.
 - k. Always count the number of lengths. When a swimmer is about 15m from the finish get up and move forwards to the Chief Timekeeper knows you are aware. Stand up on the wall so you can observe the final 5m (from flags to wall). Stand over the end of the lane where you can see the wall (on the final length pick up the AOB backup button as you step up).
 - l. When the swimmer has about 1.5m to go switch your eyes to the wall and watch for the swimmers’ hands to contact the wall, don’t anticipate it. Stop the stopwatch, and the backup button, when you see the touch in. The backup button should be in your dominant hand and the stopwatch in your other hand.
 - m. Return to your seat and record the time on the lane sheet/card.
If backstroke ledges are being used and the swimmer wants it, return the ledge to the pool ready for the swimmer.
4. **Complete the watch check “3..2..1..stop” and check how close everyone is, replace any stopwatches which are far out.**
 5. **If Backstroke ledges are being used, ensure all timekeepers know how to use them, when to put them in and how and when to take them out of the water and off the start blocks.**

The British Swimming Disqualification Report

The British Swimming Disqualification Report is a one page form upon which all officials detail observed infractions of FINA Rules. Once completed the form is handed to the Referee for approval.

Completing a Disqualification Report



DISQUALIFICATION REPORT

EVENT NUMBER	HEAT NUMBER	LANE NUMBER
REPORT (PLEASE COMPLETE CLEARLY AND LEGIBLY)		
SW 4.4 (SW 2.1.6 – Referee and Starter both observed and confirmed infringement)	Referee Initials	Starter Initials
TURN NUMBER	LENGTH NUMBER	
FINA SWIMMING RULE NUMBER:		
PRINTED NAME OF OFFICIAL:		
SIGNATURE:		
OFFICIAL'S POSITION: ☐ TURN ☐ STROKE ☐ STARTER ☐ REFEREE		
PRINTED NAME OF REFEREE:		
SIGNATURE:		

1. Enter the Event No., Heat No. And Lane No.

2. Write in plain English what exactly that it was that you observed the swimmer doing.

3. **Do Not** quote FINA rules only. The Referee needs to have a clear understanding of what you saw and what infraction has occurred and why.

4. Enter the turn no and length no. (if relevant) and the appropriate FINA Rule Number.

5. Print your name and sign.

6. Place a cross in your position box.

7. Pass to the Referee and check that you can return to your position.

8. The Referee then checks the form, prints and signs their name and then passes the form to the AOE Referee or Chief recorder as appropriate.

NB: The reverse of the form is normally printed or backed with an official's aide memoire of the FINA Rule Numbers. A Disqualification Report does not have to have the aide memoire on its reverse side and as such its absence is not a subject for protest regarding swimmer reinstatement.