



**Electronic Infraction Reporting Guidelines  
(SOPAC ONLY)**

## **INTRODUCTION**

The Board of Swimming NSW have approved the use of electronic infraction reporting at Swimming NSW events, this system is to be used at all SNSW events.

The rules that related to infraction reporting are in the WA, SA and SNSW rules as follows:

- Inspectors of Turns (SNSW SW2.7.9) and Judge of Strokes (SNSW SW2.8.3) (SNSW SW2.1.13) “shall report to the Referee any violation on signed cards detailing the event, lane number, and the infraction.”
- The Referee shall “cause the Chief recorder to be advised of any disqualification of a swimmer.” (SNSW SW2.1.13)
- The Control Room Supervisor, shall “receive, from the Referee, notification of any disqualifications, and shall cause these to be recorded in the official results.” (SNSW SW2.12.4)

At Swimming NSW meets conducted at the Sydney Olympic Park Aquatic Centre (SOPAC) an online form is utilised to record swimming infractions. This notice is completed by the Technical Official reporting the infraction, approved by the Referee, and endorsed by the Control Room Supervisor. This online infraction is then forwarded to the Announcer. The Announcer announces the infraction and records the time of announcement.

### **Entering the Infraction**

The Technical Official initially reports to the Referee as normal to report the infraction. Once the Referee has accepted the report, they will instruct the Official that the infraction is to be created using the electronic form that is available on either of the two tablet devices located in the Recording Room, near the Recorders. The Referee will then advise the CRS of the disqualification. The CRS will advise the Chief Recorder.

If the screen of the tablet is off, the Official will need to ‘wake’ the tablet. To do this, press the button at the bottom. Then press the button a second time to login to the tablet. A blank form will appear.

If the form already has data, this means that it is for a previous infraction, which the Referee has not yet been able to action. DO NOT overwrite this data. Choose another, blank, tab or the plus sign on the menu bar to add another tab.

The blank form looks like this –



The image shows a web form titled "Swimming NSW Infractions" set against a blue background. At the top left is the logo for "swimming new south wales", featuring a stylized swimmer in blue and orange. The form itself is light blue and contains the following fields:

- Event No. \* (text input)
- Heat No. \* (text input)
- Lane No. \* (dropdown menu with "Please Select" and a downward arrow)
- Gender \* (dropdown menu with "Please Select" and a downward arrow)
- Distance \* (dropdown menu with "Please Select" and a downward arrow)
- Stroke \* (dropdown menu with "Please Select" and a downward arrow)
- Infraction \* (text area with "Type here..." placeholder)
- Official's Name \* (text input)

At the bottom left of the form is a button labeled "Review Answers".

The Official enters the details of the infraction into the form. There are drop down menus available for Lane No, Gender, Distance and Stroke. The infraction wording will need to be entered manually.

The official should enter their name and press Review Answers. An error message will appear, requiring the name of the Referee, the Official should ignore this message and check that the details they have entered are correct.

The Official should then review their entries. If satisfied, they should return to their position on pool deck, advising the Referee that the report is ready for their check.

Note that the reporting Official does not include the name of the Referee, nor do they press Submit.

## Swimming NSW Infractions

Event No. *	<input type="text" value="1"/>
Heat No. *	<input type="text" value="1"/>
Lane No. *	<input type="text" value="1"/>
Gender *	Male
Distance *	200m
Stroke *	<div style="border: 1px solid black; padding: 2px;"> Please Select  25m  50m  100m  200m  <b>400m</b>  800m  1500m  4×50m  4×100m  4×200m  10×50m </div>
Infraction *	<div style="border: 1px solid black; padding: 2px;"> Official 2 </div>
Official's Name *	<input type="text" value="test"/>
Referee *	<input type="text" value="test"/>
Control Room Supervisor	<input type="text" value="test"/>
Announcement Time	<input type="text" value="9:48am"/>
Comments	<input type="text" value="Type here..."/>

Example of the dropdown list for Distance shown above.

### Referee Check

When the Referee has finished their current event they need to review the infraction(s) that have been entered and if happy with them they enter their name in the Referee box and Submit the form then inform the CRS that the infraction(s) have been checked.

The report is now available for approval by the CRS on one of the Meet Manager computers in the Control Room.

The Control Room Supervisor and Announcer will both see the same database view of all infraction reports.

The new infraction will appear on the database as depicted below -

Jotform Tables **Swimming NSW Infractions** 1 last updated at 11 May 2014 7:35 PM UTC Share Help

Submissions + Add Tab

Search Filter

	Ge...	Control R...		As Infraction	Announcement...	Dis...	Stroke	Official's N...	Referee's Name		
1	Female	John Williams	32	5	6		Initiated a start before the signal.				
2	Male	John Williams	31	7	8	2.21pm	Did not touch the wall with both hands simultaneously at the 25 metre turn	100m	Breaststroke	Connor Burke	Ann Pilkie
3	Male	John Williams	31	2	6	2.21pm	Initiated a start before the signal.	100m	Breaststroke	Laissa Bychenkova	Shawn Simpson
4	Female	John Williams	30	5	7	2.07pm	Initiated a start before the signal.	100m	Breaststroke	Connor Burke	Shawn Simpson
5	Female	John Williams	30	6	0	2.05pm	Alternating movement of the feet throughout the race	100m	Butterfly	Connor Burke	Ann Pilkie
6	Male	John Williams	29	1	1	1.49	Head did not break the surface of the water at or before the 15 metre mark after the start	100m	Butterfly	Belinda Burke	Ann Pilkie
7	Male	John Williams	27	7	4	1.25pm	Initiated a start before the signal!	50m	Breaststroke	Alan Lowther	Shawn Simpson
8	Male	John Williams	27	11	1	1.23pm	Head did not break the surface of the water before the hands turned inward at the widest part of the sec...	50m	Breaststroke	Connor Burke	Shawn Simpson
9	Male	John Williams	27	8	0	1.22pm	Head did not break the surface of the water before the hands turned inward at the widest part of the seco...	50m	Breaststroke	Alan Lowther	Shawn Simpson
10	Male	John Williams	27	8	1	1.21pm	Did not touch the wall with both hands simultaneously at the 25m turn	50m	Breaststroke	Belinda burke	Shawn Simpson
11	Female	John Williams	22	1	8	10.42am	Turn not executed at the completion of the arm pull after turning onto the breast at the 25m turn of the ba...	200m	Individual Mec	Shawn Simpson	Suzanne Bergersen
12	Male	John Williams	21	6	9	10.25am	Turn not executed at the completion of the arm pull after turning onto the breast at the 25m turn of the ba...	200m	Individual Mec	Shawn Simpson	Jerome Lagonilla
13	Male	John Williams	21	7	6	10.25am	Not on the back upon leaving the wall after the 25m turn in the backstroke section	200m	Individual Mec	Ann Pilkie	Jerome Lagonilla
14	Male	John Williams	19	10	8	9.49am	Did not start executing the turn immediately after turning onto the breast at 25 m turn	50m	Backstroke	Ann Pilkie	Jerome Lagonilla
15	Male	John Williams	39	1	3	11.38	Arms not brought forward simultaneously over the water at the end of the butterfly section	200m	Individual Mec	Shawn Simpson	Ann Pilkie
16	Male	John Williams	39	1	7	11.35	Turn not initiated immediately after turning onto the breast at the turn in the backstroke section of the race	200m	Individual Mec	Ticehurst	Ann pilkie

You will notice on this screen that the latest infraction (the topmost one) shows no name in the CRS column. The CRS will enter their name manually in that field once they have confirmed the infraction details.

The Announcer will see the infractions on the laptop computer positioned at the Announcers' station.

Once the CRS has endorsed the infraction their name will appear on the infraction notice. The infraction is **NOW READY** for announcement. All that is missing is **the announcement time**.

Jotform Tables **Swimming NSW Infractions** 1 last updated at 11 May 2014 7:35 PM UTC Share Help

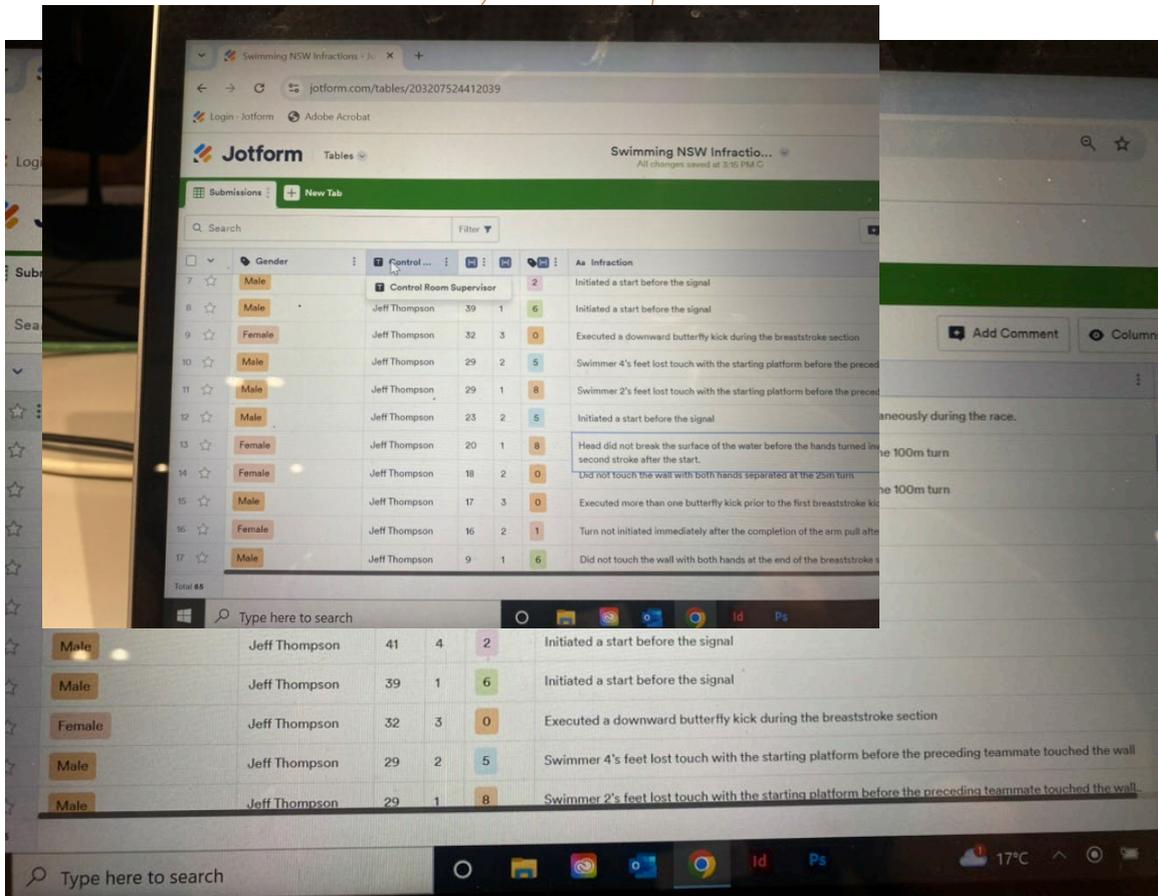
Submissions + Add Tab

Search Filter

	Ge...	Control R...		As Infraction	Announcement...	Dis...	Stroke	Official's N...	Referee's Name		
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10	Male	John Williams	27	8	1	1.21pm	Did not touch the wall with both hands simultaneously at the 25m turn	50m	Breaststroke	Belinda burke	Shawn Simpson
11	Female	John Williams	22	1	8	10.43am	Turn not executed at the completion of the arm pull after turning onto the breast at the 25m turn of the ba...	200m	Individual Mec	Shawn Simpson	Suzanne Bergersen
12	Male	John Williams	21	6	9	10.25am	Turn not executed at the completion of the arm pull after turning onto the breast at the 25m turn of the ba...	200m	Individual Mec	Shawn Simpson	Jerome Lagonilla
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Total 16

In the following example the Announcer hovers the cursor over one of the fields in the required entry and a blue View button appears it will change to **VIEW**, click **VIEW** and **the following screen will appear on the right**.



It is best to attempt this from below, as coming from above can activate drop-down headings.

When the announcer clicks click VIEW and the following screen will appear on the right

Once the infraction has been announced the announcer must endorse the infraction with the time the announcement was made.

The screenshot displays the Jotform interface for 'Swimming NSW Infractions'. The main table lists 16 entries with columns for gender, name, event number, lane number, and infraction description. The first entry is selected, and its details are shown in a right-hand panel. The details include the name '1. John Williams', gender 'Female', control room supervisor 'John Williams', event number '32', heat number '5', lane number '6', and the infraction description 'Initiated a start before the signal.' The announcement time is listed as '2.38pm' and the distance as '100m'.

Ge...	Control R...	Event No.	Lane No.	Infraction	Time	
Female	John Williams	32	5	6	Initiated a start before the signal.	2.38
Male	John Williams	31	7	8	Did not touch the wall with both hands simultaneously at the 25 metre turn	2.2
Male	John Williams	31	2	6	Initiated a start before the signal.	2.2
Female	John Williams	30	5	7	Initiated a start before the signal	2.0
Female	John Williams	30	6	0	Alternating movement of the feet throughout the race	2.0
Male	John Williams	29	1	1	Head did not break the surface of the water at or before the 15 metre mark after the start	1.45
Male	John Williams	27	7	4	Initiated a start before the signal	1.25
Male	John Williams	27	11	1	Head did not break the surface of the water before the hands turned inwards at the widest part of the sec...	1.23
Male	John Williams	27	8	0	Head did not break the surface of the water before the hands turned inward at the widest part of the seco...	1.22
Male	John Williams	27	8	1	Did not touch the wall with both hands simultaneously at the 25m turn	1.21
Female	John Williams	22	1	8	Turn not executed at the completion of the arm pull after turning onto the breast at the 25m turn of the ba...	10.4
Male	John Williams	21	6	9	Turn not executed at the completion of the arm pull after turning onto the breast at the 25m turn of the ba...	10.2
Male	John Williams	21	7	6	Not on the back upon leaving the wall after the 25m turn in the backstroke section	10.1
Male	John Williams	19	10	8	Did not start executing the turn immediately after turning onto the breast at 25 m turn	9.4
Male	John Williams	39	1	3	Arms not brought forward simultaneously over the water at the end of the butterfly section	11.3
Male	John Williams	39	1	7	Turn not initiated immediately after turning onto the breast at the turn in the backstroke section of the race	11.3

**1. John Williams**  
Updated at May 19, 2024

Gender: Female

Control Room Supervisor: John Williams

Event No.: 32

Heat No.: 5

Lane No.: 6

Infraction: Initiated a start before the signal.

Announcement Time: 2.38pm

Distance: 100m