



REFEREE

CANDIDATE NOTES & WORKSHEETS

After attending this course you must complete all of the requirements listed in the Log sheets for Meet Referee & Event Referee

KNOWLEDGE OF BOTH THE GENERAL RULES AND SWIMMING RULES ARE REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES OF MEET REFEREE & EVENT REFEREE

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Introduction

Referees have two roles:

Meet Referees have overriding control of the conduct of the competition during the meet.

Event Referees have control of the conduct of the event in progress.

Pre-Reading for this course

You should printout and study each of the following before attending the formal course.

- These Candidate Notes
- MSA Swimming Rules
- MSA General Rules
- Swimmers Needing Assistance
- Infraction Reporting and DQ procedures
- Infraction Reporting Forms
- DQ Codes
- Certificate of Medical Disability with MD Codes
- GPO4 Managing the Competition Environment
- Checklist for Meet Directors and Meet Referees
- Hints for doing a Roster
- Officials' sign on sheet
- Protest Form
- Protest Procedures
- Meet Referee Report
- National Safety Policy
- Risk Management Policy
- FINA Rules and the FINA Rules for Masters Swimming

You should also have watched the FINA DVD Officiating Swimming (available from your Branch Office) several times after having first read the "Updates to FINA DVD (including 2013 rule changes)".

Pre-requisites

The candidates must have the following accreditations to be eligible for accreditation as a Referee

- Timekeeper
- Chief Timekeeper
- Marshal / Check Starter / Clerk of Course
- Inspector of Turns
- Judge of Stroke
- Starter

The Referee must be familiar with the current:

- MSA General Rules and MSA Swimming Rules as they are the authority on judgment calls and must have mastered the application and use of the starting, stroke, turn and finish rules, their fair enforcement and appropriate judging,
- Marshalling and seeding procedures,
- Check starting,
- Timing procedures, timing equipment, and the specific rules that apply to each type of equipment that

may be used,

- Starting procedures so they understand the complexities of giving all swimmers a fair start,
- Rostering procedures for Technical Officials (see Appendix 1 to these notes),
- Procedures for Infringement Reporting and Disqualifications,
- Protest Procedures,
- Relevant sections of the MSA National Safety Policy and the MSA Risk Management Policy (see General Principles of Officiating, module 4 Managing the Competition Environment), &
- Meet Report form (see example at Appendix 3).

Attitude and Behaviour

The Referee's understanding of the swimming rules, their respect for the other Technical Officials at the meet and their handling of all others involved in the sport, contribute to a positive swimming environment. The Referee needs to project calm, confident control.

A Referee should always be:

- **Approachable:** They need to be polite to officials, swimmers, coaches and the public, but not allow themselves to be distracted from performing their duties.
- **Assertive:** They need to command respect without being aggressive.
- **Consistent:** They need to be consistent in applying the rules.
- **Certain:** They must never disqualify a swimmer for an action they thought they saw. If they are not 100% convinced they or one of their officials saw it, they must act as though it did not happen.
- **Calm:** They must maintain a calm disposition when dealing with coaches, swimmers and officials.
- **Focussed:** They must not be distracted by individuals or the crowd.
- **In control:** They must ensure that all other officials are applying the rules.
- **Flexible:** They must be prepared to adapt to the needs of disadvantaged swimmers.
- **Exemplary:** They must set the standard for the behaviour and dress of all other officials.
- **Professional:** They must not allow their personal feelings to affect their approach to both swimmers and other officials.
- **Punctual:** They must be on time. **Without the Referee the meet cannot start.**

Referees should politely answer all questions to the best of their ability. Protests and appeals are sometimes the most difficult situations to resolve because emotions run high. Referees must always display a calm, cool disposition. Becoming visibly angry with an upset competitor or coach is improper for any official and will worsen the situation.

Event Referee

Role

The Event Referee has control of the conduct of the event in progress.

Checklist of Duties for Event Referee

On the day of the Meet:

- Arrive at the pool at least 60 minutes before the scheduled starting time of the meet, dressed in official's uniform
- Bring a clipboard, pens, whistle, and copies of each of the documents dot pointed in Pre-Reading above.
- Report to the Meet Referee and obtain a copy of the program.
- Attend the officials' pre-meet briefing.
- Arrange with the Chief Timekeeper and Starter for a check of the starting procedures.
- Complete and sign log sheets for Trainees who you have directly supervised.
- Attend any post meet debriefing.
- Do a post-meet self-evaluation, reflecting on what you did well and what you could improve.

During the Meet:

- Have a list of Medical Disability Notifications for each event you are officiating.
- Ensure all Officials are at their respective posts before starting the first heat.
- Do not stand where you obstruct the timekeepers' view of the starting signal (light).
- Be in a good position to observe the swimmers.
- Be in a good position for the Starter to see your arm signals.
- Before the start of each heat check that the number of competitors in each race is correct before handing the swimmers over to the Starter.
- Mark through the names of all scratching's / did not starts (DNS) on the programme or heat sheet at the start of each race.
- Give full attention to every start, including close observation and concurrence with the Starter regarding false starts and disqualifications.
- At the end of the race signal to the swimmers with two short blasts of your whistle when you are ready for them to leave the water (or delegate a Judge of Stroke at the other end of the pool to do this).
- If the next heat is to start before the previous heat leaves the water, signal those who have just swum to move off the end wall and to hold onto the lane line.
- Ensure that other technical officials on pool deck are alert during each race and are performing their duties.
- Disqualify any swimmer for any violation observed by you or reported to you by another Technical Official.
- Support your Technical Officials. Accept their recommendations for disqualification providing you agree with their explanation as to why the swimmer should be disqualified.
- If you are not in 100% agreement with a Technical Officials recommendation for disqualification, either through your observation of the incident or your interpretation of the Rules, you must overrule their recommendation for disqualification.
- When disqualifying a swimmer, ensure that the Infraction Card gets to the Recorder as soon as possible, preferably with their race card.
- The Infraction Card information must be written next to the swimmer's name in your copy of the programme, plus the heat and lane numbers if the event is deck seeded.

- When possible ask the swimmer who has been disqualified to come and see you so you can advise them of the details. Do not let this interrupt your officiating duties. Note that it is not always possible to notify the swimmer as they exit the pool.
- It is the Event Referee's responsibility to review or answer questions about disqualifications.
- Ideally, the Event Referee should approve all event results prior to there being posted or announced.

In Your Own Time:

- Maintain your knowledge of the current rules and their application by attending workshops, reading bulletins, and studying any new or changed rules.
- Discuss any areas of uncertainty with your peers or your Branch Technical Director.
- Referees should strive to increase the expertise of all officials through supervising trainees on the pool deck, mentoring other officials, discussing complex issues with their peers, and conducting workshops for both new and experienced officials

Event Referee Worksheet

At your course you will be asked to complete the following questions. You can refer to these notes plus other documents you have. Write your answers in the space below each question. The answers will then be discussed. Question 1 has been completed as a guide.

1. Which official has control of the event in progress
<i>The Event Referee has control of the event in progress</i>
2. On the pool diagrams what number is allocated to the position of Event Referee?
3. What six things must you do before signalling the first heat to start?
a.
b.
c.
d.
e.
f.
4. Which of the above must you do before every heat? You may answer just with the letter e.g. a and b.
5. Once the race has started what should you do on your program or heat sheet?
6. During a race as the swimmers near the end wall you see an Inspector of Turns with their back to the pool chatting to a spectator. What do you do?
7. If you wish the swimmers to leave the pool at the end of a race. What do you do?
8. If you are starting the next heat before the previous heat leaves the water (i.e. "starting over the top"). What do you do?
9. You see a swimmer start just before the starting signal and the Starter did not see them, what do you do?
10. The Starter reports that a swimmer has started before the starting signal, what do you do?

11. You see that the second swimmer in the team in lane 2 in the Mixed Medley Relay dives in and swims butterfly. What do you do and why?
12. A swimmer swims Breaststroke in a 400m Freestyle event, and didn't declare they intended to do so. You and the Inspector of Turns are the only referees on deck, what do you do?
13. You see a swimmer who has had their left arm amputated at the elbow and touch with one hand at the finish in the Breaststroke. This swimmer does not have an MD, what do you do and why?
14. You see a Breaststroke swimmer at the end of their race complete a kick then take a stroke, but they are short of the wall so they take a quick short stroke to touch. What do you do and why?
15. A Butterfly swimmer dives in, do a simultaneous underwater stroke and butterfly kick, then a breaststroke kick and breaks the surface before their hands are halfway through second stroke. What do you do and why?
16. The last swimmer in a relay team leaves the pool before all teams have finished. What do you do and why?
17. A Freestyle swimmer touches for a turn and then pushes off the bottom of the pool to start the next lap. What do you do and why?
18. A swimmer in the Freestyle Relay event dives in before their preceding swimmer touches the wall. However the swimmer stops, returns and touches the wall then proceeds in the race. What do you do and why?
19. One of the Judges of Stroke comes to you with an infraction card on which they have written all the required details. a) What should you do and why? b) What must you do?
a)
b)

20. In a Breaststroke event an Inspector of Turns at the turning end brings you a completed infraction card and says he thinks the swimmer's feet broke the water when they were doing an underwater butterfly kick at their turn. What do you do and why?

21. A swimmer comes to you and asks why they were disqualified. What do you do?

Meet Referee

Role

The Meet Referee has overriding control of the conduct of the Meet and is responsible for certifying that the conditions of the sanction to conduct the meet have been met.

Checklist of Duties for Meet Referee

The following duties, that are in addition to those duties performed by the Event Referee, are the responsibility of the Meet Referee.

Before the Meet:

- Confer with the Meet Director and co-ordinate all requirements for the meet at least the day before the competition.
- Obtain a list of the Technical Officials attending the meet and prepare a roster of duties for the Event Referees, Judges of Stroke, Chief Inspectors of Turns and Inspectors of Turns (plus Starters, Marshals etc. where appropriate). The roster should show on one axis, the event name and number, and on the other axis the names of the Technical Officials (see **Appendix 1 Rosters and Pool Positions for Technical Officials**). Find out which Technical Officials are swimming in each event so you do not roster them to work during that event. Do not include yourself in the roster where there are sufficient event referees available. This will leave you free to:
 - Observe the performance of all the Technical Officials at the meet.
 - Step in to any position if needed.
- Check the website to ensure that you have copies of the current Rules, Procedures and Forms.

On the day of the Meet:

- Arrive at the pool at least 90 minutes before the scheduled starting time of the meet to have time to adequately perform all your pre-meet responsibilities.
- Liaise with the Meet Director, Pool Manager, Announcer and Recorder and:
 - Be familiar with the emergency procedures at the pool
 - Inspect the pool surrounds and equipment (refer to **GPoO Module 4; Managing the Competition Environment**, Part 1)
 - Check there are:
 - programs for all of the Technical Officials including one per lane (or heat sheets) for timekeepers,
 - a list of the swimmers with Medical Disabilities for each of the Event Referees,
 - lap counter, bells or whistles for distance events,
 - protest forms, and
 - whether the events are heat seeded or deck seeded.
- At least 30 minutes before the scheduled start of the meet conduct a pre-meet briefing of the Technical Officials and:
 - review their appearance, ensure that they all similarly dressed in officials' uniforms,
 - ensure they have a copy of the program,

- distribute a copy of the roster to all relevant Technical Officials stating their positions and event numbers,
- advise of any special procedures for starts, infringement reporting, and unusual situations (e.g. events to be swum 2 to a lane),
- tell officials what you expect from each of them.
- Ensure all Technical Officials are at their respective posts 15 minutes before the scheduled start time of the meet.
- Ensure the meet commences on time.
- Direct races to be started “Over the Top” when necessary to save time or give older swimmers more rest at the end of their race.
- In long distance events where there are to be two (2) swimmers to a lane (freestyle events only) ensure that the event is split into two sections by gender so there is no chance of swimmers of both genders swimming in the same roped lane together (see SW 3.6M).
- Monitor the performance of the other Technical Officials, ensure that they are alert during each race and are performing their duties as described in the relevant rules.
- Support your Technical Officials. Accept their recommendations providing you do not disagree with their interpretation of the rule.
- Check with the Meet Director that the “time of posting” is written prominently on the Results Sheets for each event.
- Ask them to ensure there is an explanation for DQ’s in or next to the results.
- Adjudicate on all protests relating to the competition in progress unless you have a vested interest in the outcome. If this is an issue appoint a neutral Event Referee to act as your substitute.
- Follow the Protest Procedures as listed in the official document.
- Check and sign any Record Application Forms presented to you by the Recorder.
- When necessary, conduct a post-meet debriefing of Technical Officials to discuss what changes need to be made to improve the conduct of the meet.
- Thank Technical Officials personally before they leave the meet.
- Do a post-meet self-evaluation, reflecting on what you did well and what you could improve.
- Prepare a Meet Report as per the example at Appendix 3.

In Your Own Time:

- Maintain your knowledge of the current rules and their application by attending workshops, reading bulletins, and studying any new or changed rules.
- Discuss any areas of uncertainty with your peers or your Branch Technical Director.
- Meet Referees should strive to increase the expertise of all officials through supervising trainees on the pool deck, mentoring other officials, discussing complex issues with their peers, and conducting workshops for both new and experienced officials

Responsibilities

Technical Officials

Meet Referees must monitor and help all Technical Officials at the meet in performing their duties to ensure they give the swimmers a safe and quality competition. The Meet Referee is responsible for controlling over enthusiastic Technical Officials who are acting outside or beyond their area of responsibility. If a Technical Official misinterprets a rule, the Meet Referee should correct their misunderstanding. Technical Officials who are not performing their duties correctly or are abusive should be taken aside and spoken to in private. If they do not change their behaviour they should be replaced.

The Meet Referee clarifies rules and jurisdictions, suggests appropriate judging techniques, assigns, and may re-assign Technical Officials. He or she also answers questions, protests and appeals while maintaining a sense of humour and keeping a positive attitude.

Competitor / Coaches

If a swimmer or coach complains about some aspect of the meet, the Meet Referee should listen to them, ensure they understand exactly what the complaint is and then resolve the situation if possible. If it is a misunderstanding or a situation that cannot be corrected then explain calmly why things are the way they are and cannot be changed.

Offensive conduct

The Meet Referee can ask any competitor, coach, official or other individuals to leave a swim meet if they use offensive language or act in an unsportsmanlike way. If they refuse to leave then the Meet Referee should call on Pool Security or the Police to remove them.

Meet Referee Worksheet

At your course you will be asked to complete the following questions. You may refer to these notes and any other documents. Write your answers in the space below each question. The answers will then be discussed. Question 1 has been completed as a guide.

1. Who has overriding control of the conduct of a Meet?
<i>The Meet Referee</i>
2. What is the most important role of the Meet Referee?
3. What three things must the Meet Referee do before a meet?
a)
b)
c)
4. What documents must the Meet Referee bring to a meet?
5. Who is the Meet Referee most reliant on to ensure that all necessary steps have been taken to ensure a safe, enjoyable and smoothly conducted meet?
6. What pool procedures should the Meet Referee be familiar with?
7. Why does the Meet Referee need to conduct a pre-meet briefing of officials?
a)
b)
c)
d)
e)
8. What must the Meet Referee ensure happens when the 400m Freestyle is to be swum "two to a lane"?

9. If not officiating or swimming in an event what should the Meet Referee do?
10. You see a Marshal abusing a competitor. What do you do?
11. You see that the Check Starters are not ensuring that swimmers are behind the right block before the finish of the previous race. What do you do?
12. Why does the Meet Referee need to inspect the posted results?
a)
b)
13. If a protest form is submitted by a member of your own club what should you do?
14. If you are hearing a protest yourself what should you do?
15. If you dismiss a protest and the swimmer says they want to take the matter further what must you do?
16. A spectator is being abusive and using offensive language during the meet. What steps should you take?
a)
b)
17. At the end of the meet (or other suitable time) what three things must you do?
a)
b)
c)
18. What must you complete after the meet and forward to the sanctioning body?

After the Course

You will be required to attend at least 6 swim meets (3 as trainee Event Referee and 3 as trainee Meet Referee) and demonstrate, under supervision, your understanding of what you have read, seen and heard. To keep track of your progress you will be given

- **Event and Meet Referee Log sheets** to record your supervised practical sessions on. You must write the Course number the Course Coordinator will give you on these log sheets. All practical sessions must be supervised by an accredited referee. They must be filled in and signed by each referee who supervises you for an activity (competency).
- **Event and Meet Referee Competencies Cards**, for you to keep track of which activities (competencies) you have demonstrated and which you still need to do.

When you have completed all of the competencies give all your signed log sheets to your Course Coordinator. They will forward them to your Branch Office(r) for checking. They will then advise the National Office which will complete your accreditation as a Referee.

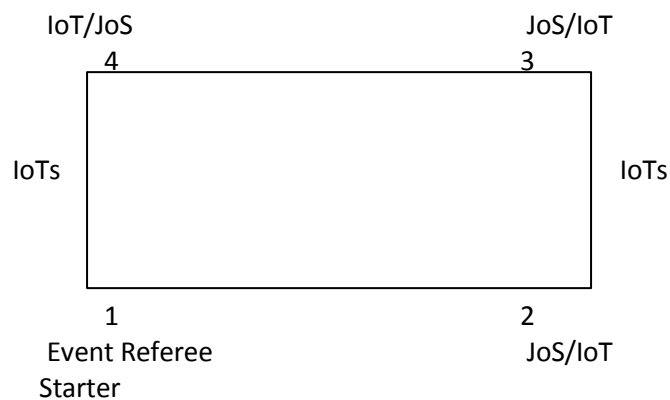
Appendix 1: Rosters & Pool Positions for Technical Officials

The Roster

The Meet Referee

- Shall obtain a list of the Technical Officials attending the meet and prepare a roster of duties taking into consideration which events each Technical Officials has entered so they are not rostered on while they are swimming.
- If a Technical Official is swimming in one of the last heats of an event someone else will need to cover for them until they are dressed to go on duty.
- Do not include yourself in the roster where there are sufficient Event Referees available.

Pool Positions



Example Rosters are shown on the next two pages.

Where extra Event Referees are available they should be rostered on as extra IOTs at both ends of the pool.

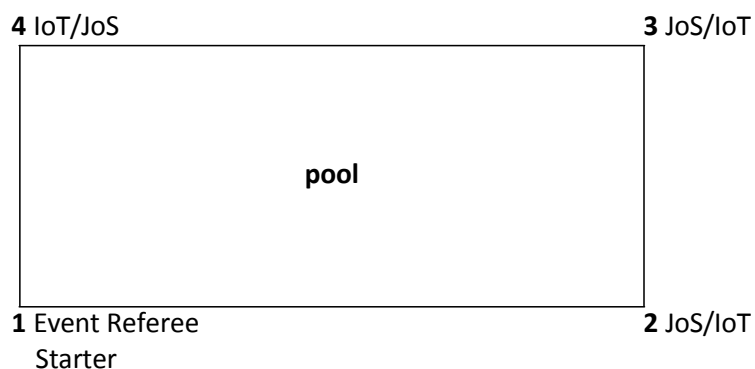
Footnotes: IoT = Inspector of Turns JoS = Judge of Stroke

INTERCLUB MEET ROSTER

Where there are 4 referees - Meet Referee filling in where needed Positions 1 and 3 only

may be used for Individual Freestyle events provided no swimmer has nominated to be referred for another stroke.

	Event	Candice	Anna	Mervyn	Ned	Grant Meet Ref
1A	200 Fly	1	2	4	rest	3
1B	200 Back	4	3	swim	2	1
1C	200 Breast	3	4	2	1	-
1D	200 Free	4	2	1	3	-
1E	200 I/M	1	3	2	4	-
2	50 Fly	3	2	4	1	swim
3	50 Back	4	1	3	swim	2
4A	100 I/M	2	1	swim	3	4
4B	100 Free	2	4	1	3	-
5	50 Breast	1	2	3	swim	4
6	50 Free	3	4	swim	1	swim
7A	Mixed	2	4	1	swim	3
7B	Men's	4	1	2	3	swim
7C	Women's	4	swim	3	2	1



Appendix 2: Mentoring and Supervising Trainee Referees

Mentors for Trainee Referees Roles: Duties and Responsibilities

Mentors are experienced and trusted advisers. They need not be directly involved in poolside supervision of trainees. Rather their role is to offer guidance and advice and to help trainees through the complete process of becoming accredited Referees.

Mentors must review the Trainee Referee's answers to the Trainee Referee Worksheet with them and discuss any incorrect answers to ensure the Trainee understands the correct response.

When mentoring a trainee you should be aware of the following points:

- Do not compare the trainee you are mentoring to anyone else. Treat each person as an individual and adjust your style to theirs to enhance understanding.
- When mentoring a trainee relate your real life experiences. Use "I" not "we", "you" or "they" when relating your experiences as this will add credibility to your example.
- Lead by example. Make sure you are a role model. Do not expect trainees to do something that you do not do in your own officiating.
- When speaking to a trainee avoid negative phrases such as "you shouldn't. They put the other person on the defensive and make them less receptive to change. Use more encouraging phrases like "maybe you could try..."
- If you do not know the answer to a question, say so. Then offer to find the answer as soon as possible.
- When describing a task explain why it is important. Outline the steps involved, the reasons for taking them, and what the expected objective or outcome will be.
- Invite the trainee to think back on their experiences and to discuss the lessons they have learned.
- Provide encouragement and support at each step in the learning process.
- Review log sheets to identify any points needing further discussion.

End each session by asking the trainee to relate two or three of the most important things they have learned. This will reinforce learning and help to build and strengthen their experience.

Supervisors for Trainee Referees Roles: Duties and Responsibilities

The role of the Supervisor is to observe and direct the trainee in the execution of the duties of a position. They must also assess the ability of the trainee to perform set tasks and then accurately report their performance both to the trainee and on their log sheets.

When supervising a trainee you should be aware of the following points:

- Do not compare the trainee you are supervising to anyone else. Treat each person as an individual and adjust your style to theirs to enhance their understanding of what you say.
- When supervising a trainee relate your real life experiences. Use "I" not "we", "you" or "they" when relating your experiences as this will add credibility to your example.
- Lead by example. Make sure you are a role model. Do not expect trainees to do something that you do not do in your own officiating.
- If you do not know the answer to a question, say so. Then offer to find the answer as soon as possible.

- When describing a task explain why it is important. Outline the steps involved, the reasons for taking them, and what the expected objective or outcome will be.
- Supervising is not just giving directions or stating rules. Encourage the trainee to ask you questions, especially when they see something unusually or different being done.
- Get the trainee to perform a task then give them feedback on their performance.
- When speaking to a trainee avoid negative phrases such as “you shouldn’t. They put the other person on the defensive and make them less receptive to change. Use more encouraging phrases like “maybe you could try...”.
- Provide encouragement and support at each step in the learning process.
- Assess and tick only those competencies that have been demonstrated. If no Infraction Reporting Forms were completed write in N/A. The same applies to false starts and protests. Only mark what you saw. Then record the hours (to the nearest quarter hour) and sign the log sheet.
- Assess a trainee’s performance from what you see yourself. Do not sign off on a trainee’s ability or competence to do a task based on what you have been told by another official.

End each session by asking the trainee to relate two or three of the most important things they have learned. This will reinforce learning and help to build and strengthen their experience.

Appendix 3: Example of Completed Meet Report

Example – all names are fictitious

Meet Referees Report

Meet: *Swim City Masters Meet*

Date *30/June/2013*

~~Outdoor~~/ Indoor

~~25m~~/ 50m pool

(Strike out as applicable)

1. Conduct of the Competition

(Covering the conduct of the meet which will be copied to the club(s) that conducted the meet.)

- The club was well prepared
- The meet started and finished on time
- Marshalling was outstanding
- All timekeepers were non-swimmers

2. Competitor Problems/Disqualifications

(Covering technical difficulties that must be brought to the notice of swimmers, coaches and clubs, probably through the Branch Newsletter or by direct contact with clubs)

- Some swimmers had not been prepared for competition as they did not take up a starting position at the Referee's whistle
- Likewise some did not enter the water when the first whistle was blown for Backstroke
- 5 swimmers started before the signal
- 3 relay teams were disqualified for a swimmer starting before the preceding swimmer touched

3. Incidents and/or Accidents (note an MSA Incident Form must also be completed)

(Covering: a) any accidents including falls that resulted in injury or hospital admission and b) any incidents that could have resulted in an accident)

- One swimmer slipped when climbing onto starting platform but did not appear to be hurt

4. Lessons to be learnt

(Covering lessons and changes that need to be looked at by the Technical or Events Committee and, if needed, the Branch.)

- The starting device seemed to cause difficulties for timekeepers in the 50 metre events due to the glare of the late afternoon Sun.

5. Officials in attendance

(Please complete the table below with the names of attending officials and the position they fulfilled as well as any trainees that gained time towards their accreditation.)

Position	Officials' Names	Trainees' Names
Referees	Meet Referee Joe Blow Others Can Dotoo Meo Mio Alf Wedersien Ans Pans	Lisa Pizza Anne Metoo
Starters	Hopalong Cassidy Roy Rogers	Annie Oakley
Inspectors of Turns	Bill Wexford Guiseppe Brunetti Tom Lynley River Banks	Jess Learning New Le Trained Ann Uffer
Check Starters/Clerks of Course	Are Uready Iam Ifurnot Clerk Gable	Ann Margaret
Marshals	Matt Dillon Butch Cassidy	Meekin Mild
Chief Timekeepers	Sweep Secondhand Mal Function	

I certify that the CONDITIONS of SANCTION were met at this Meet

Meet Referee **JOE BLOW**
(name)

Joe Blow
(signature)

On completion please email or post to:

Branch Technical Director and/or Branch Office as stipulated

