

Referee

Clinic

Updated October 2015

Outline

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- Goals & Responsibilities
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- On Arrival at the Pool
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- Before the Start of Session
 - Meet with Senior Officials
- Briefing of Officials
- During the Session
- End of Session
- Situation for Discussion
- The Competition Coordinator
- Questionnaire

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Tools & Vocabulary

All prospective Referees shall purchase a CURRENT Rule Book and a whistle.

- Reference to make fair, consistent decisions.
- Keep up-to-date with changes to the rules
- Recommend Acme Thunderer Whistle

Vocabulary used in the rule book:

- "Shall" = No option; a command
- "Should" = Preferred course of action
- "May" = Optional

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Overall Job Description

- General Manager of the session
- The most senior official on deck for the session
 - Not in **badge level** but in **authority**
 - Must be at least Level 3 and have taken the Referee clinic
- Mentor and supporter for all officials on deck
- There to ensure the competition is run fairly and smoothly
 - Responsible for ensuring consistency in officiating throughout the meet
- Don't be afraid to ask for help but ultimately all decisions are yours

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Skills & Competencies

- Positive attitude
- Listening and observation
- Decision making
- Communication
- Organization
- Experience
- Ability to keep discipline
 - With dignity, authority but without arrogance
- Flexibility
 - Don't assume all meets run the same
- Common sense

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Goal & Responsibilities

The goal of a Referee is to provide the best possible environment for maximum swimmer performance.

To accomplish this, the referee accepts the following responsibilities

- Physical set-up of the meet
 - Conditions are correct, safe and beneficial to fast swimming
- Officials
 - Assign, instruct, assist, approve and support

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Goal & Responsibilities

- Rules and Decisions
 - Rules, programs and procedures are followed without unexpected or unusual changes or delays and with fairness and consistency
- Meet Flow
 - Anticipate and prevent problems
 - Settle issues as fairly as possible within the rules
 - Must be knowledgeable, organized and prepared
- Human Relations
 - Ensure that swimmers, coaches, and officials are treated with consideration and respect
 - Consistent with fair competitive environment

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The Session Referee

• Role

SW 2.1.1 - The Referee shall have full control and authority over all officials, approve their assignments, and instruct them regarding all special features or regulations related to the competitions. He shall enforce all rules and decisions of FINA and shall decide all questions relating to the actual conduct of the meet, and event or the competition, the final settlement of which is not otherwise covered by the rules.

- The referee is the "general manager" of the session
- Final on-deck authority of all actions taking place
- Leadership is key to successful running of the competition by the team of officials.

SW 2.1.2 - The Referee may intervene in the competition at any stage to ensure that the FINA regulations are observed, and shall adjudicate all protests related to the competition in progress.

- Ensure that the competition runs smoothly without undue delays
- Through his/her guidance, fair, consistent and accurate officiating can be achieved.

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The Session Referee

- Role

CSW 2.1.2.1 - *The Referee shall have the authority to call off or postpone (to a future time and date) all or any portion of a meet or event, even though it has actually started, providing the meet or event cannot be conducted or completed in a satisfactory manner or in fairness to the swimmers. If an event is stopped or postponed after having started, it shall be conducted at a future time with only the swimmers who were entered in the first instance. If a meet is postponed to another day, the program should be continued except for those heats which were completed.*

- Thunder/lightning at outdoor meets
- Fire alarm
- Any unsafe conditions

- Position on the deck

The Referee is located on the side *beside the Starter* of the pool at the start end in a position they can observe the start.

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Before the Meet

- Before arrival at pool, obtain meet information package and review carefully to enable you to apply the rules correctly.
- Arrive 1½ hours prior to start or when requested by Meet Management
 - Dressed according to SNC rules (or meet rules if different)
 - Ensure you have whistle and rule book
- Do a physical check of pools before warm-ups are to begin.
 - Ensure current Warm-up Safety Procedures are posted on walls
- Ensure Safety Marshals are in place before warm-ups
 - Brief them of their duties
 - When are sprint and/or pace lanes opening
 - Remind them to report any infractions directly to you

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CHECKING PHYSICAL SETUP OF POOL

Date:	Time:
Lane Numbering	<input type="checkbox"/> Lane 1 on right side when facing course
Start Blocks	<input type="checkbox"/> Correct, backstroke given in pool
Touch Pads	<input type="checkbox"/> In place, clean, secure, functioning
False Start Rope	<input type="checkbox"/> In place 15 M from start end
	<input type="checkbox"/> Release mechanism functioning
Backstroke Flags	<input type="checkbox"/> Rope adequate length
	<input type="checkbox"/> In place 5 M from walls
	<input type="checkbox"/> Tight enough (1.3 - 1.8 M above water)
	<input type="checkbox"/> Are they visible (backstroke and IM's)
	<input type="checkbox"/> Flaps over each lane
Lane Ropes	<input type="checkbox"/> In place, tight, no sharp edges at end or joining points
	<input type="checkbox"/> Frayed not damaged
Aluminum System	<input type="checkbox"/> On or OFF
Workshop Check	<input type="checkbox"/> Clear of debris? <input type="checkbox"/> Condensed off?
Back Heat	<input type="checkbox"/> Properly secured in correct place?
Free Checks	<input type="checkbox"/> Unobstructed
Warm-Up - Safety	<input type="checkbox"/> Running smoothly?
Manual	<input type="checkbox"/> Set up and functioning?
Electronics	<input type="checkbox"/> Cords secured and taped to deck?
	<input type="checkbox"/> Speakers under start blocks functioning?
Start Equipment	<input type="checkbox"/> Functioning?
	<input type="checkbox"/> Adequate ammunition?
	<input type="checkbox"/> Megaphone or microphone available?
Air Temp.	<input type="checkbox"/> Recorded?
Water Chemistry	<input type="checkbox"/> Temperature recorded? <input type="checkbox"/> pH correct?
	<input type="checkbox"/> Chemically recorded?
	<input type="checkbox"/> Chlorine level safe?
Hand Balls	<input type="checkbox"/> On hand for distance events?
Marshaling Area	<input type="checkbox"/> Setup with table and chairs?
	<input type="checkbox"/> Is area adequate?
Chief Finish Judge	<input type="checkbox"/> Area setup with table and chairs?
Lines	<input type="checkbox"/> Labeled with name, lanes?
Office	<input type="checkbox"/> Setup with adequate supplies
Announcer	<input type="checkbox"/> Setup with microphone
Starter Position	<input type="checkbox"/> Setup in correct location

Referee Clinic (Revised)

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Nov 08 - Bill Higgs

Checking the Pool Deck

This form will assist when you are checking the pool deck.

Found on the Swim Canada website, Clinics, Referee pdf file.

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Before the Meet

- Checking physical setup of the pool deck
 - If more than one session referee then should do their checkup together.
 - Consider doing the check with your starter
 - Can have your briefing as well as opportunity for mentoring
 - Have checklist handy (especially in an unfamiliar pool)
- Air Temperature & Water chemistry
 - Obtain this information from the lifeguards
 - Water temperature: 25 – 28°C (77 – 82.4°F)
 - Chlorine level: between 1 – 5 around 3
 - PH level: 7.2 – 7.6
 - Air temperature: Minimum 2° warmer than water

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Before the Meet

- Obtain Referee's heat sheet
 - Is the meet pre-seeded? Can heats be combined or re-seeded?
 - Do a time-line for the session or check the computer timing.
 - A meet may be timed electronically by meet management programs, or you may have to do it manually using the following method:
 - Take the time of the slowest swimmer in each event and add between 30 to 45 sec. to each heat.
 - A rough estimate is good.
- A session can be **NO LONGER** than 4 ½ hours
- Find Meet Manager/ Meet Referee

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Referee Checklist

The Referee Checklist is a great tool to use when doing the briefings and debriefings with your key officials

Found on the Swim Canada website, Clinics, Referee pdf file.

The image shows a 'REFeree CHECKLIST' form from Swim Canada. It is a detailed checklist for referees, organized into sections: 1. Facilities Check (with Meet Manager), 2. Disabled Swimmers, Meet Manager, Clerk of Course, Chief Timekeeper, Chief Finish Judge, Judge of Stroke and Inspector of Races, and 3. Post Meet Duties. Each section contains multiple items with checkboxes for completion. The form is titled 'REFeree CHECKLIST' and includes the Swim Canada logo at the top left.

Meet with Meet Manager & Competition Coordinator

- Clarify any questions, reference the meet information package
- Determine if there are any special rules:
 - Deck Entries, Prelims/ Finals, Para-swimming?
 - Double ended?
- Any single-length events requiring change of start or timekeeper end?
- Problems from previous sessions?
- Preferences for running session and any timing considerations?
- Start procedure
- Procedure for disqualification
- Handling Protest

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Meet with Meet Manager & Competition Coordinator

- Review and approve officials roster
 - Briefing of officials – special instructions to be given
 - Positioning and rotation of officials
- Are people assigned to be:
 - Runners, false start rope operator, Safety Marshals, announcer
- Discuss any anticipated problems
- Are there to be any breaks during the session?
- Discuss any changes in the program
- Scratch rules and penalty
- Timing of the meet – does timing of session fit time pool is booked?
- For prelims and finals events discuss SW 3.1.1.1

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Meet with Senior Officials

- Clerk of Course ... Do first
- Office (Recorder/ Scorer) ... Do second
- Starter
- Chief Finish Judge / Chief Judge Electronics
- Chief Timekeeper
- Electronics
- Objective of the discussions:
 - Are they able to do the job?
 - Agreement on their responsibilities specific to this session

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Senior Officials Briefings

- The Competition Coordinator will conduct the meeting
- Generally last 20 minutes
- Before the General Briefing of Officials
- Should include the following officials
 - Session Referee(s)
 - Starter(s)
 - Chief Finish Judge / Chief Judge Electronics
 - Chief Timer
 - Chief Inspector of Turns
 - Judges of Strokes
 - Meet manager (briefly if available)
- Senior Officials Briefing document available

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Meet with Clerk of Course

- Agree on the time to marshal the first event
- Do they have enough help – marshals?
- Number of heats behind blocks
- Marshalling announcements
- Procedures for:
 - Scratch rules as per Meet Package, deck entries, relay cards, ...
 - Combining/ re-seeding heats and events
 - Events with 1 heat (6-8 swimmers) go straight to Finals?
 - Special procedures for Finals
- What and who to inform of changes to program
 - # swimmers/ heat, # heats/ event, combined events
 - Referee, electronics, Chief Timekeeper, Chief Finish Judge, and Starter

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Meet with Office

- Do they have any concerns or problems?
 - Equipment, people, etc.
- Have they talked to Chief Finish Judge?
- Have they talked to electronics?
- Procedure for posting results

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Meet with Starter

- Starting over top?
- Discuss watch check / timing system check
- Discuss signals
- Discuss false start DQs
- Any other functions you want from Starter
 - Relay take-overs, Turn Judge, sweeps
- Has the equipment been checked?
- Discuss announcements to be made by Starter

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Meet with Chief Finish Judge

- Re-confirm method of calculating official times
 - Manual vs. electronic
- Confirm process flow for:
 - Heat sheets to Clerk of Course table
 - Official times to Recorder/ Scorer
 - Make sure they communicate with the office
 - Verification of Posted Results
- Notify Referee of swim-offs for Finals
- Communicate with Chief Timekeeper if problems with times
- Inform Referee of any other problems
 - Lost times, getting behind...

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Meet with Chief Timekeeper

- Checkout watches to Timekeepers
- Review experience level & matching of Timekeepers
- Identify Head Lane Timekeepers
- Recruit Timekeepers if necessary
- Arrange a watch check
- Take each heat winners time
- Do briefing for Timekeepers if asked by Referee
- Single-length/ distance events, official splits
- Monitor recorded times to catch glaring errors

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Meet with Electronics

- Do they have any concerns or problems?
 - Equipment, people etc.
- Have they arranged for a pad check?
- How much “change” can they handle?
- Do you need to wait until the board goes to zero?
- Signals

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Briefing of Officials

(Referee may delegate some of this to other officials)

- Decide whether to separate officials for briefings
- At the briefing:
 - Welcome officials and thank them for volunteering
 - Introduce key officials including yourself
 - Give officials an estimated completion time
 - Tell officials what time they should be on deck
 - Identify all Strokes & Turns Officials
 - Enough? Qualified? In the room?
 - Conduct briefings for Timekeepers, Strokes and Turns

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General Briefing Notes

This PDF document

will assist you in your Referee briefing.

- Do not read this word for word
- Use as guide
- Briefing of Strokes
 - Follow the course of a race with start, stroke, turn and finish rules.

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Briefing - Strokes & Turns

- Review areas of jurisdiction for Strokes vs. Turns
- Identify number of lanes per judge
 - Pair novices with experienced officials
 - Judges can rotate during session
- Reinforce guidelines for observing a turn
- It's OK to seek a second opinion
- Review all strokes for session
 - Not a clinic – cover the salient points
 - Para-swimming – cover any differences for clarification
 - Relay take-overs – do not indicate infraction until race has ended

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Briefing - Strokes & Turns

- Inform the officials of the Infraction procedures
 - Only call it if you're sure
 - Wait until last lap, ensure station covered, try to inform swimmer, fill out infraction slip/ card, bring card to Referee
 - Referee can overturn an infraction. Judge should not take offence
- Remind the officials of procedures for disputes
 - Refer swimmers to their coach
 - **Refer coaches to the Referee**
- When in doubt “ the benefit of the doubt goes to the swimmer”!

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Briefing - Timers

(May be done by Chief Timekeeper)

- Verify watches and/ or plungers
- Check that everyone has timed before
 - If not, ask Chief Timekeeper to conduct Timer 101 after briefing
- Ask Head Lane Timekeepers to identify themselves
 - Decide roles for each Timekeeper in a lane
- Cover procedures for:
 - Swimmer verification
 - Go by the flash not the sound
 - Where to stand to take times, official splits
 - Place to record times on cards/ paperwork, light touches
 - When to clear watches
 - Bell or single length events
 - Place to record time on cards/ lane sheet, light touches

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Starting the Session

- Session can begin when:
 - The pool has been cleared
 - Swimmers are ready to swim
 - Officials are in place
 - Watch check has been completed

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During the Session

- Be visible to officials and swimmers
- Observe that officials are performing their duties
- Mentor if necessary
 - Rearrange officials if experience is lacking
- Keep the session moving at a steady pace
 - Use a “Gopher” if necessary
- Watch for the “unexpected”
- When making a decision
 - Deal with the facts
 - Use all available evidence e.g. time cards, sweeps
 - Hear all sides of the story
 - Feel free to consult fellow officials

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During the Session

SW 2.1.3 When using finish judges without three digital watches, the referee shall determine placing where necessary. Automatic Officiating Equipment, if available and operating, shall be consulted as stated in SW13.

- Mark time on your heat sheet at end of each event
- Do a sweep at finish of each heat
 - Not mandatory but comes highly recommended
- Communicate, Communicate, Communicate
 - Officials, Coaches, Swimmers

SW 2.1.4 The referee shall ensure all the necessary officials are in their respective posts for the conduct of the competition. He/She may appoint substitutes for any that are absent, incapable of acting or found to be inefficient. He/She may appoint additional officials if considered necessary.

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During the Session

SW 2.1.4 The referee shall ensure all the necessary officials are in their respective posts for the conduct of the competition. He/She may appoint substitutes for any that are absent, incapable of acting or found to be inefficient. He/She may appoint additional officials if considered necessary.

- Before the competition begins, the Referee shall determine the respective zones of stroke and turn responsibility and shall so inform all the Judges.
- The Referee shall ensure the swimmers in all lanes have fair and equal judging and that all zones are equitably judged.

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During the Session - Starts

*SW 2.1.5 – At the commencement of each event, the Referee shall signal to the swimmers by a series of short whistles inviting them to remove all clothing except for swim-wear, followed by a **long whistle** indicating that they should take their positions on the starting platform (or for backstroke swimming and medley relays to immediately enter the water). A second long whistle shall bring the backstroke and medley relay swimmer immediately to the starting position. When the swimmers and officials are prepared for the start, the referee shall gesture to the starter with a stretched out arm, indicating that the swimmers are under the starter's control. The stretched out arm shall stay in that position until the start is given.*

- Mark heat sheet with missing lanes & No-Shows
- Do long whistle for swimmers to get on blocks or in water
 - Use 2nd whistle for backstroke
- When swimmers are settled, hand over to Starter by raising arm
 - Maintain raised arm until start is complete
 - You can stop the start at any time
- After the start, watch that all swimmers have re-surfaced

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During the Session - DQs

SW 2.1.6 – The Referee shall disqualify any swimmer for any violation of the rules that he personally observes. The referee may also disqualify any swimmer for any violation reported to him by other authorized officials. All disqualifications are subject to the decision of the referee.

CSW 2.1.6.1 – A disqualification shall only be made by an official who personally observes a rule infraction within his/her assigned sphere of responsibility.

*CSW 2.1.6.2 – Infractions shall be reported immediately through channels established by the meet manager and **approved by the referee**. The reason for and the time of, the infraction shall be recorded on the disqualification form which shall be signed by the official.*

CSW 2.1.6.3 – The swimmer, or the club coach, shall be informed of the full particulars of the disqualification within fifteen (15) minutes after the swimmer's race. However, the disqualification shall stand, even through the swimmer or coach is not informed within the fifteen (15) minute period, providing all reasonable efforts have been made to do so. When disqualifications are announced through a public address system, this shall satisfy the requirements of this rule.

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During the Session - DQs

- Provide handout of DQ wording (“cheat sheet”)
- Ensure all details are completed, discuss with official
 - Were they in correct position
 - Extra details of infraction (i.e. which hand touched first)
- Ensure the following are notified of a DQ:
 - Swimmer or Coach
 - Chief Finish Judge
- Note all DQs on your heat sheet
- Remember the Referee may disqualify any swimmer from their own observations

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Infraction Report



DISQUALIFICATION FORM
FORMULAIRE DE DISQUALIFICATION

Name
Nom _____

Club
Équipe _____

Event
Épreuve # _____ Heat
Série # _____ Lane
Coulée # _____

Infraction :

Swimmer or Coach Told
Nageur ou l'entraîneur informé _____

Time Told
Temps annoncé _____

Judge
Juge _____

Chief Turn Judge
Juge en chef de virage _____

Referee
Arbitre _____

Here are "Infraction Form"
that can be used for DQs.

These can be found on the
Swimming Canada website
Officiating/Meet Forms .

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During the Session - Protests

GR 9.2.1 – Protests are possible:

- a. If the rules and regulations for the conduct of the competition are not observed.
- b. If other conditions endanger the competitions and/or competitors, or
- c. Against decisions of the referee; however, **no protest shall be allowed against decisions of fact.**

GR 9.2.2 - Protests must be submitted:

- a. To the Referee
- b. In writing
- c. By the responsible team leader only.
- d. Within **30 minutes** following the conclusion of the respective **event**.

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During the Session - Protests

GR 9.2.3 – All protests shall be considered by the Referee. If he rejects the protest, he must state the reasons for his decision. The team leader may appeal the rejection to the Jury of Appeal whose decision shall be final.

A referee should receive, listen, and read all protests whether they be verbal or written protests. Verbal protests should be heard by the referee prior to his/her receiving written protests. Once the protests are "considered", the referee decides whether to accept or reject the protest.

In GR 9.2.1 it states that no protest shall be "allowed" against decisions of fact. This means that no referee can agree with, or uphold, a protest which s/he determines is a "decision of fact". However, it must be remembered that most infractions are "judgment" calls by qualified officials, and such judgment calls can lead to protests.

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During the Session - Protests

- **STAY CALM**
- Verbal
 - Within 15 minutes of the end of the event
 - Try to settle verbally or advise protestor to submit a written protest
- Written
 - Within 30 minutes of end of the **event**
 - Record time of receipt
 - The referee decides whether to accept or reject the protest
 - Next step could be a request for Jury of Appeal decision if protest rejected
 - Arranged by Meet Manager
 - Odd number of people 3 or 5

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During the Session – Protest

“DECISION OF FACT”

The following need to be present to have a “ Decision of Fact”:

- The official has been assigned to that position.
- An infraction factually occurred; it actually happened. (not a judgment call), e.g.:
 - a relay team member jumps in the pool before all swimmers have finished.
 - a swimmer leaves the pool after 14 laps in a 16-lap 400m event in a 25m pool.
- The official responsible is in the **correct position** and is **qualified**;
- The DQ form is filled in and **recorded correctly**.

The Referee has satisfied themselves that ALL of the above is correct.

Record of Official Protest

RECORD OF OFFICIAL PROTEST

Date: _____ Time of DQ: _____
 Time Swimmer Coach Informed: _____
 Time of Protest: _____ Time of Protest: _____
 Event No. _____ Heat No. _____ Finish _____
 Swimmer's Name: _____ Club: _____
 Description of Incident: _____

 Referee for Protest: _____

 Signature of Protester: _____

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This form can be used for a Protest.

Found in the Swim Canada Website, Clinics in the Referee PDF folder.

Jury of Appeal Form

During the Session - “Swim-Offs”

- Referee arranges for “swim-offs”:
 - Such swim-off shall take place at a time agreed between the event management and all the parties involved
 - Use Meet Management to assist

During the Session - Official Splits

- Coach requests it by completing a time card/ official split form and giving to Meet Manager
- Meet Manager notifies Referee and Chief Timekeeper
- Referee/ Chief Timekeeper ensures 3 Timekeepers for swim
- Completed paperwork goes to office
 - New event is created if the official split has been validated for original race making the qualifying time

End of Session

- Walk around the pool (during the last few heats) and thank all officials
- Check with the office for any problems
- Be available for de-briefing session
- Leave your heat sheet with Meet Management
- Proof all DQs
- Check results

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Know the Rules

Swimsuit Policy September 2009

Effective September 1, 2009, all swimwear worn in swimming competitions sanctioned under the authority of Swimming Canada must conform to the January 1, 2010 FINA swimwear approval guidelines as listed below.

MATERIAL – The material of swimwear will definitively be constituted only by textile fabric(s). The FINA definition of "textile" currently is: "Material consisting of, natural and/or synthetic, individual and non-consolidated yarns used to constitute a fabric by weaving, knitting, and/or braiding."

SHAPE – MEN: swimwear shall not extend above the navel or below the knee. WOMEN: swimwear shall not cover the neck, extend past the shoulder, nor extend below knee. No zippers or other fastening system is allowed.

USE – Swimmers shall wear only one swimsuit, taping is not permitted.

CONSISTENCY – Swimwear effectively manufactured and used shall correspond to and be fully consistent with FINA approved samples. Any modification before use (including impregnation) is prohibited. Moreover, there shall be no variation/modification for individual swimmers.

- **GR 5.4**
The Referee of a competition has the authority to exclude any competitor whose swimsuit or body symbols do not comply with this rule.

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Links to Para-Swimming

- Para-swimming (Swimmers with a Disability) Websites:
 - <https://www.swimming.ca/en/resources/para-swimming/para-swimming-classification/>
 - www.paralympic.org
 - swimsask.ca/programs_swad.htm -> Para Points Calculator -> Male & Female

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Useful WEB sites



- www.swimontario.com
- www.swimming.ca
- www.fina.org
- www.swimming.ca/Paraswimming

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Situations for Discussion

1. **At a Dual Meet**, The Referee finds that there are only 12 Timekeepers, 0 Marshals, 1 Inspector of Turns/Judge of Stroke, 1 Starter, 1 Chief Timekeeper, 1 Chief Finish Judge. What should he do?

Answer:

A dual meet can be run with a minimum number of officials.

- Clerk of Course and Marshall not needed as coaches handle the cards.
- Can utilize 6 lanes, each team will be assigned 3 lanes (*i.e.* Team A gets lanes 1, 3, & 5, and Team B gets lanes 2, 4, & 6).
- Starter and Referee can also do stroke and turn.
- Final times and placings can be done after the meet.

NOTE: In some meets, the officials may perform in several capacities where the duties of each position are not in conflict with on another.

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Situations for Discussion

2. **At a "B" meet, where "A" swimmers are excluded**, a coach protests that a swimmer from another club has "A" times. Who should he see about this protest and how should it be settled and by whom?

Answer:

GR 9.2.1 – Protests are possible:

- If the rules and regulations for the conduct of the competition are not observed
- If other conditions endanger the competition and/or competitors, or
- Against decisions of the Referee; however, no protest shall be allowed against decisions of fact.

GR 9.2.2 – Protests must be submitted:

- *To the referee,*
- *In writing,*
- *By the responsible team leader only,*
- *Within 30 minutes following the conclusion of the respective event.*

If conditions causing a potential protest are noted prior to the competition, a protest must be lodged before the signal to start is given.

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Situations for Discussion

3. **After turning the race over to the Starter**, you notice someone in the water in lane 7 halfway down the pool. What should you do?

Answer:

- Have the Starter tell the swimmers to relax and step down;
- Restart when the swimmer is out of water.

SW 2.1.2 – *The Referee may intervene in the competition at any stage to ensure that the FINA regulations are observed and shall adjudicate all protests related to the competition in progress.*

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Situations for Discussion

4. **A swimmer in lane 4 is disqualified** for a non-simultaneous touch in breaststroke. The coach verbally protests this. After discussing this with the Inspector of Turns you feel he was not in the best position to call this – over on the side of pool.

Answer:

SW 2.1.2 – *The Referee may intervene in the competition at any stage to ensure that the FINA regulations are observed and shall adjudicate all protests related to the competition in progress.*

- Inspector of Turns was not in the correct position to make this call; therefore, there is some doubt.
- If any doubt, rule in favour of swimmer.
- Referee should overturn the disqualification and discuss positioning with Inspector of Turn.

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Situations for Discussion

5. Two Inspectors of Turns disagree regarding legality of a turn.

Answer:

CSW 2.1.6.1 – *A disqualification shall only be made by an official who personally observes a rule infraction within his/her assigned sphere of responsibility.*

Points to consider:

- Who is assigned to this lane?
- Was the assigned judge in the correct position to see the infraction?
- Does he know the correct interpretation of the rule?
- Is he a qualified Turn Judge?
- If any doubt exists, rule in favour of the swimmer.
- Support the judge who has been assigned to the lane if he is in the correct position, has interpreted the rule correctly, and is qualified.

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Situations for Discussion

5. Two Inspectors of Turns disagree regarding legality of a turn.

Answer:

CSW 2.1.6.1 – *A disqualification shall only be made by an official who personally observes a rule infraction within his/her assigned sphere of responsibility.*

Points to consider:

- Who is assigned to this lane?
- Was the assigned judge in the correct position to see the infraction?
- Does he know the correct interpretation of the rule?
- Is he a qualified Turn Judge?
- If any doubt exists, rule in favour of the swimmer.
- Support the judge who has been assigned to the lane if he is in the correct position, has interpreted the rule correctly, and is qualified.

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Situations for Discussion

6. What do you do during a Start:

- if the marshaling area is noisy?
- if the crowd is noisy?
- if a club is in the middle of a cheer?
- if a PA announcement occurs, etc?

Answers:

- Tell swimmers to step down.
- Speak to Clerk of Course re: need to control marshaling area.
- Speak to swimmers re: need for quiet.
- If the crowd is noisy ask swimmers to step down and request Announcer or Starter to ask for quiet during start.
- If club is in the middle of a cheer, ask swimmers to step down and request Announcer or Starter to request clubs to not cheer during starts.
- If the PA system comes on, ask swimmers to step down and relax. Recall after announcements are made.

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Situations for Discussion

7. What do you do if a coach argues a point with use of sarcasm, and puts you down?

Answer:

Stay calm.

1. Acknowledge coach is upset.
2. Ask the coach come back when he has calmed down and discuss the problem then.

If none of the above work:

CSW 2.1.6.6 - *The physical or verbal assaulting of an official, or causing willful damage in the pool area by a swimmer, coach, or anyone else associated with a team or club is a major offense. The offender(s) shall be excluded from the meet, ordered from the pool area and/or building at the discretion of the Referee, and barred from re-entry for the remainder of the meet. The offense shall be reported to the sanctioning PS if a provincial meet, or to Swimming Canada, if a Swimming Canada meet.*

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Situations for Discussion

8. What do you do if you see a coach querying an official?

Answer:

1. Remind the coach that all concerns are to be discussed with the Referee.
2. Request that he does not question any official except the Referee.

9. What do you do if your Stroke and Turn Judges are socializing?

Answer:

1. Remind them not to, and review correct positioning and zone/lane assignment.
2. Be tactful and positive.
3. Watch a few turns with them.
4. Comment on turns.
5. Ask how swimmers are doing – clean touches? sloppy touches? etc.

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Situations for Discussion

10. What do you do if you see a parent querying an official?

Answer:

1. Advise parent he/she must not do this.
2. Refer parent to his/her child's coach.
3. Advise parent that only assigned officials are allowed on the working deck and request that parent leave the swim deck.

11. What do you do if you see a parent/official on deck cheering loudly for his son swimming in Lane 6 while timing in Lane 3?

Answer:

1. Advise parent that he/she may cheer when in the stands, not as an official on deck.
2. Remind that this is unfair to the swimmer in his lane as he/she is not concentrating on the job of getting the best time for the swimmer in his/her lane.
3. Be pleasant. Acknowledge that this is hard to do when your own child is in the water.

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Situations for Discussion

12. What do you do during prelims if, after you blow your long whistle, seven (7) swimmers mount the blocks, then, just as you raise your arm to turn the race over to the starter, the 8th swimmer runs up and mounts the block?

Answer: (Rationale)

This was never a Fina rule, but used only in Canada. **SW 2.3.2** addresses "delay of meet" where the referee decides on "willful" delays of meet. The referee/starter always have the option to tell the swimmers to "step down" if a swimmer shows up after the race has been turned over to the starter.

Is he late because of an official's error? If this is the case, he should be allowed to swim. (GR 7.5). If he young and inexperienced? In this case, use your judgment.

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Situations for Discussion

13. If the swimmers mount the blocks ready to go and the Chief Finish Judge wants your sweep, an Inspector of Turns wants to discuss a DQ, or a coach has a question?

Answer:

Tell officials and coach to wait until you have started this heat.

- You are disadvantaging swimmers if you delay the start when they are ready to go.
- Swim meets are for the swimmers!

14. A swimmer who was a "no show" for one final shows up for later final?

Answer:

Inform him/her that he/she is out of all remaining events for that day.

CSW 3.6.3 – Failure by a swimmer to scratch from a Final in accordance with this rule (CSW 3.6) constitutes a late scratch, and shall result in the offending swimmer being scratched from all remaining events, including relays, for that day.

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Situations for Discussion

15. A 12 year old wants to swim one event as a 13 year old at an age group meet?

Answer:

A swimmer cannot swim up an age group, except for relays or if senior or open events are offered.

CSWAG 1.1.5 – A swimmer may only compete in that swimmer's own age group. If an event is not offered in that swimmer's age group, the swimmer may enter that same event in the senior category, should it be offered in the meet program.

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The Competition Coordinator

- A Competition Coordinator (meet referee) is required for all sanctioned competitions in Ontario
- Level IV or V
- Brings knowledge to the event management committee and can help with technical problems related to the competition.
- The Competition Coordinators is not included in the Swimming Canada rule book
- Does not have authority over other officials
- It is an advisory position
- They are present to guide, support and assist as requested.
- Competition Coordinator should be present throughout all sessions during the competition.
- The role is to help ensure consistency, fairness, and quality in officiating each day throughout the competition.

A Quality Control Officer

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The Competition Coordinator

Discussion with Session Referee

- Start procedure
- Timing of session
- Problems from previous sessions
- Anticipated problems and solutions
- Handling of infraction reports and disqualifications
- Announcer
- Briefing of officials
- Protests
- Debriefing of Senior Officials
- Can be covered during the Senior Officials Briefing and De-briefing

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The Competition Coordinator

Duties and Responsibilities – Before the Meet Begins

- Assist in putting the meet package together prior to the sanction application
- Obtain the sanctioned meet information package well in advance of the competition and read thoroughly
- Discuss the following with meet management
 1. Location and date
 2. Events to be included
 3. Number of entries - solutions if sessions run longer than 4 1/2 hours
 4. Awards ceremonies
 5. Assignment of Senior Officials
- The competition coordinator is responsible for ensuring consistency in officiating throughout the meet.
- The competition coordinator shall approve all senior officials, in conjunction with the Meet Officials Chairperson or Meet Manager.
- Ensure that all officials are briefed thoroughly before each session.
- Brief the coaches on changes to the meet package (often done by Meet Manager).
- Ensure fairness and consistency throughout the whole meet.
- Provide consistency by briefing the Referee and other officials for their session.
- Brief the Safety Marshals and coordinate the warm-up sessions.
- Ensure Safety Marshals are strategically located around the deck.

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The Competition Coordinator

Duties and Responsibilities – During the Meet

- Conduct the Senior Officials briefing
- Assist the Session Referee (when requested) in dealing with protests and/or any other problems that arise.
- The competition coordinator may relieve the Session Referee so s/he may discuss verbal protests.
- Ensure consistency in application of the Rules throughout each session.

Duties and Responsibilities – After the session

- Conduct de-briefing with Senior Officials
- Identify things to correct for the next session
 1. Timelines
 2. No-shows and Disqualifications
 3. Protest
 4. Problems and how to avoid in future sessions

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The Competition Coordinator

Duties and Responsibilities – De-briefing with Meet Manager after the meet

- Number of entries for events
- Timing of sessions
- Number of Meet entries
- Number of disqualifications and reasons
- Number of protests and results
- Other problems and resolutions
- Recommendations for future meets
- Write a report and file with the swim club if requested.

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