



# REFEREE

August 29, 2018

# WELCOME



- The goal of any competition volunteer or official is to contribute to a fair, safe and positive competitive environment.
- The goal of the Referee is to provide the best possible environment in order to maximize swimmer performance while ensuring the session is run fairly, consistently and smoothly.

# PREFERRED PREREQUISITES



- An interest in the sport of swimming
- An interest in the fair conduct of sport
- A Level III certified official who has completed all Level II clinics and is certified in all required Level II positions
- Positive attitude, with ability to take control and act decisively
- Calm and patient
- A good understanding of all the rules and ability to apply those rules in a fair and consistent manner
- Common sense

# THE PROFICIENT SWIMMING OFFICIAL



The proficient swimming official is a judge of the competition, not the rules.

- The swimming rules must be followed. The official who has standards that differ from those set down in the rulebook may leave themselves open to having their decisions challenged by coaches and the Referee.
- Following the rules puts a stake in the ground that tells everyone concerned with the competition that the decisions will be made in a fair and equitable manner against a known standard.
- The official's job is to uphold the rules by applying them equitably and communicating their interpretation effectively.

# THE PROFICIENT SWIMMING OFFICIAL

(cont'd)



- As an official, an individual must operate from a strong base. That base is made up of two factors – one is the authority of the rulebook and the other is the basic philosophy that the officials conduct the competition in accordance with the rules.
- Each time a rule and the purpose of that rule are explained, the rule becomes easier to accept. Rather than hiding behind the statement "It's the rule", an official should explain why there was a violation so the official does not appear to be arbitrary.
- While the rules of swimming are clear, their application may differ slightly based on the level of competition.



# KEY TERMS

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**Shall** – no option, a command

**Should** – preferred course of action

**May** – optional

**Competition Coordinator**– the senior official who acts in an advisory role during the meet for all officials on deck ensuring consistency, fairness and quality in officiating throughout the meet. Experience as a Session Referee should occur prior to assuming this role

**Session Referee** – official who will have the full control and authority over the working deck

**Heat Sheet** – the meet program for the session, the Session Referee will use throughout the session to track the session

# KEY TERMS



**Senior Briefing** – a meeting of key senior officials (Session Referee, Starter, Chief Timer, Clerk, Stroke Judges, CFJ/CJE, Competition Coordinator) prior to the start of a session

**General Briefing** – a meeting of all officials, Timers and Turn Judges prior to the start of the session conducted by the Session Referee

**Sweeps** – the recording of swimmer placement at the end of every heat, to be recorded by the Referee on their heat sheet

**Referee Assessment** – an assessment provided by a Level V official to a Referee working towards Level IV or V certification

**Referee Evaluation** – the formal evaluation of a Referee for Level IV or V certification in their province



# RULES FOR THE REFEREE

# RULES DESCRIBING THE DUTIES OF THE REFEREE



**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.*

# SW 2.1.1 IN ACTION



- Through the Referee's instructions prior to the start of the session, all other officials will have a clear understanding of their roles and responsibilities during the session
- The Referee will make all final decisions on disqualifications
- Any questions related to the competition will come to the Referee for a decision
- Regardless of the level of certification of the Referee, they will have full authority over all other officials during the session
- The Referee shall have authority to modify the officials roster, if necessary, in order to ensure the successful running of the meet

# RULES DESCRIBING THE DUTIES OF THE REFEREE



**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.*

**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 an event even though it has actually started, provided 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. The Referee shall determine if any events are to be re-swum.*

# SW 2.1.2.1 IN ACTION



Examples of when a Referee may intervene in the competition to call off or postpone may include:

- Thunder and lightening at an outdoor meet
- Fire alarm
- Power Outage
- Water conditions
- Any unsafe condition that arises

# RULES DESCRIBING THE DUTIES OF THE REFEREE



**SW 2.1.3** *When using finish judges without three (3) digital watches, the Referee shall determine placing where necessary. Automatic Officiating Equipment, if available and operating, shall be consulted as stated in SW 13.*

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

# SW 2.1.3 & SW 2.1.4 IN ACTION



## **SW 2.1.3**

- During the session, the Referee should record sweeps for all heats, noting on their heat sheet the order of finish of the swimmers by lane

## **SW 2.1.4**

- Prior to the session, the Referee should be aware of the officials assigned to all positions, if the Referee has any concerns they have the authority to make necessary changes
- Monitoring position and actions of officials during the session
- Example, CJE or Electronics Operator not familiar or experienced with Automatic Officiating Equipment replaced by another more experienced official, or experienced official added to position to mentor

# RULES DESCRIBING THE DUTIES OF THE REFEREE



**SW 2.1.5** *At the commencement of each event, the Referee shall signal to the swimmers by a short series of whistles inviting them to remove all clothing except for swimwear, 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.*

# SW 2.1.5 IN ACTION



- The series of short whistles, also known as the “FINA tweets”, are generally only used at National meets and some Provincial Championships, although some provinces use them for all sanctioned competitions.
- The two whistles in use for backstroke shall sound the same
- The second whistle in backstroke is given when the last swimmer’s head surfaces the water
- The Referee’s outstretched arm should be positioned for the Starter to see, it does not need to be in the direction of the race
- As a best practice, the Referee’s whistle should remain in the Referees mouth until the start has occurred and the swimmers have surfaced, this will allow the Referee to react as necessary to call back a race once started

# RULES DESCRIBING THE START



**SW 2.1.6** *A disqualification for starting prior to the starting signal must be observed and confirmed by both, the Starter and the Referee.*



# SW 2.1.6 IN ACTION



- Both the Referee and Starter **MUST** have observed and confirmed a swimmer starting prior to the starting signal
  - If the Starter and Referee do not agree, there is **NO** disqualification
  - Based on the Canadian interpretation provided through the Officials Bulletin in April 2017, there may be cases where a disqualification is accepted by the Referee when the Starter and Referee did not both observe the infraction.
  - This may occur when either the Referee or Starter are new to role, either were distracted at the start of the race and so unable to observe.
  - If there is any doubt, then a disqualification would not be called.

# RULES DESCRIBING THE DUTIES OF THE REFEREE



**SW 2.1.7** *The Referee shall disqualify any swimmer for any other 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.*

# SW 2.1.7 IN ACTION



- The Referee may call a stroke or turn infraction they observe during any event regardless of whether a Stroke and Turn judge brings it forward
- When an official brings forward an infraction, the Referee should ask questions to ensure they completely understand the call that is being brought forward, including the position of the official – this will ensure if they are challenged by a coach, they can clearly articulate the disqualification
- If there is any doubt in the Referee or judges mind of the infraction, the benefit of the doubt will go to the swimmer and no disqualification will be called

# RULES DESCRIBING DISQUALIFICATIONS - CANADA



**SW 2.1.7.1** *A disqualification shall only be made by an official who personally observes a rule infraction within his/her assigned sphere of responsibility.*

**SW 2.1.7.2** *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.*

# SW 2.1.7.1 & 2.1.7.2 IN ACTION



- A turn judge can only call an infraction in a lane they have been assigned to, so if assigned to lane 3 & 4 and they observe an infraction in lane 2, they may not call that infraction
- The official observing the infraction will complete the DQ/infraction slip and provide it to the Referee. Once the Referee is confident with the call, the disqualification can be called
- The official and Referee will sign the DQ slip, ensuring the time of the infraction is also included
- It is a best practice to have the coach informed of the disqualification after the Referee has accepted it. If the swimmer is advised of the disqualification by an official other than the Referee, it should be informed as a “potential” disqualification only. The time the coach is informed of the disqualification or the DQ is announced shall be recorded on the DQ slip

# SW 2.1.7.1 & 2.1.7.2 IN ACTION



 **DISQUALIFICATION FORM**  
**FORMULAIRE DE DISQUALIFICATION**

Name  
*Nom* \_\_\_\_\_

Club  
*Équipe* \_\_\_\_\_

Event  
*Épreuve #* \_\_\_\_\_ Heat  
*Série #* \_\_\_\_\_ Lane  
*Couloir #* \_\_\_\_\_

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* \_\_\_\_\_

# RULES DESCRIBING DISQUALIFICATIONS - CANADA



**SW 2.1.7.3** *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 though 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.*

**SW 2.1.7.4** *In the event of a problem with a heat during Finals, the Referee shall resolve the problem immediately, or be satisfied that the problem is being resolved, without unnecessary delay of the meet.*

# SW 2.1.7.3-2.1.7.4 IN ACTION



- If there is no public announcement system, a process to inform the coach of disqualifications needs to be established if the swimmer was not advised.
- Typically, the Referee will continue with the session and another senior official or designated official, should be tasked with informing the coach. The time the coach is informed shall be recorded on the DQ slip
- If the coach cannot be found, an announcement can be made to satisfy the time requirement, the time of the announcement shall be recorded on the DQ slip
- If during a Finals session the scoreboard is being declared official, all disqualifications must be resolved prior to moving on to the next event with the disqualification reflected on the scoreboard

# RULES DESCRIBING DISQUALIFICATIONS - CANADA



**SW 2.1.7.5** *Interfering with an official on duty, using obscene or abusive language in the pool area, or exhibiting other irresponsible behaviour may cause a swimmer to be scratched from the rest of the meet.*

**SW 2.1.7.6** *The physical or verbal assaulting of an official, or causing wilful damage in the pool area by a swimmer, coach, or anyone else associated with a team or club is a major offence. 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 offence shall be reported to the sanctioning PS if a provincial meet, or to Swimming Canada if a Swimming Canada Designated Meet.*

# SW 2.1.7.5-2.1.7.6 IN ACTION



- This applies to swimmers, coaches or parents
- Officials should expect to work in a positive environment, free from any behaviour that would cause the official to feel threatened, either physically or verbally

# RULES DESCRIBING PROTESTS



## **GR 9.2.1** *Protests are possible*

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

# RULES DESCRIBING PROTESTS



## **GR 9.2.2** *Protests must be submitted*

- a) *to the Referee,*
- b) *in writing on FINA forms,*
- c) *by the responsible team leader*
- d) *together with a deposit of 500 Swiss Francs or its equivalent, and*
- e) *within 30 minutes following the conclusion of the respective event or match*

**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. In Olympic Games and World Championships the Commission in each discipline shall consider the protest and give recommendations to the Jury of Appeal.*

# RULES DESCRIBING PROTESTS



**CGR 9.2.3.1** *All meets shall follow FINA rules for submitting a protest.  
(GR 9.2.2 (d) excluded)*

**CGR 9.2.3.2** *The results of an event conducted “under protest” shall be withheld  
(not announced or published) and prizes, point scores, and awards shall not be  
awarded until the protest is resolved.*

# GR 9.2 IN ACTION



- In Canada, rule CGR 9.2.3.1 states the 500 Swiss Franc deposit is not required
- In Canada, rule CGR 9.2.3.2 states that any event under protest shall have the results withheld and not published until the protest has been resolved
- Referees should also record the heat finish time of every heat in their meet program in order to ensure the 30 minute timeline has been met
- Referees should ensure they have a clear understanding of the disqualification called in order to speak to a coach or team leader about the infraction called
- No protest may be allowed against a statement of fact – for example – DQ called for a one hand touch at 50m in 100 butterfly event – a protest may not be allowed by a coach or team leader to say the swimmer did touch with 2 hands, the protest must be for another reason other than the statement of fact

# GR 9.2 IN ACTION



- A protest may come from a coach or team leader verbally first. It is important to stay calm and professional and try to resolve the disagreement. If the coach or team leader is not satisfied with the outcome of the conversation then the Referee can advise them to submit a written protest
- The written protest must be received within 30 minutes following the conclusion of the respective event
- The Referee will record the time the protest was received on the protest form
- The Referee will then make a decision on whether to accept or reject the protest and provide written rationale for their decision on the protest form





# SWIMSUIT RULES

# RULES DESCRIBING SWIMSUITS



**GR 5.2** *All swimsuits shall be non-transparent. It is permissible to wear two (2) caps.*

**CGR 5.2.1** *A swimmer shall wear only one swimsuit in competition, and shall observe all FINA regulations related to swimwear as stated in the FINA By-Laws and Rules.*

# RULES DESCRIBING SWIMSUITS



**CGR 5.2.2** *In competitions that are not National Level, Trials, or Selection meets, the Referee shall exempt swimwear from compliance with the GR 5 Swimwear rule for a participating swimmer, where an exemption is requested for medical or religious reasons, and the fabric of the swimwear is a permeable open mesh textile and would not reasonably be seen to be creating a technical advantage. Such an exemption would only be granted for the swimsuit coverage requirements. Such an exemption may be granted for a) a swimsuit that covers more of the body, such as modesty swimwear, or b) the use of a separate garment worn underneath a regular swimsuit.*

# RULES DESCRIBING SWIMSUITS



**CGR 5.2.3** *Swimwear not listed on the FINA website is permissible at all Club/Provincial meets, (see FINA BL 8.6). However, the swimwear fabric must be of a permeable open mesh textile material. Such swimwear includes training or 'drag' suits, modesty swimwear, as well as religious cover-ups.*

# RULES DESCRIBING SWIMSUITS



**CGR 5.2.4** *A swimsuit that covers more of the body than stated in FINA BL 8.3 such as modesty swimwear or religious cover-ups, or the use of a separate garment worn underneath a regular swimsuit, is also permitted providing the fabric is permeable open mesh textile material and does not give the swimmer an advantage in terms of speed, buoyancy, or endurance. Swimwear for National level, Swimming Canada Team Selection meets or Swimming Canada National Competitions, must adhere to the FINA Rule. (ex: Trials competitions or events deemed to be National Team Selection competitions based on the meet handbook). Provincial Sections may also enforce FINA level suits only for certain level Provincial meets as specified by the Provincial Section.*

# CGR 5.2.1-5.2.4 IN ACTION



- Permeable training suits are permitted at local and provincial competitions, this would include men's drag suits and women's tie-back training suits.
- Common sense on suits used at competition is encouraged as the Referee applies CGR 5.2.2, 5.2.3 and 5.2.4



# REFEREE'S DUTIES

# REFEREE'S DUTIES



- The Referee shall ensure the meet is run fairly, consistently and smoothly
- The Referee shall keep notes of everything related to the session on their heat sheet including; the meet start time, all heat end times, all delays of the meet with reasons, all DQs, all no shows/empty lanes, sweeps, and session finish time.
- The Referees notes should tell the entire story of the session
- The Referee should support and provide guidance and mentoring to all officials on the deck
- The Referee should delegate effectively and ask for help as needed
- The Referee shall maintain control of the session
- The Referee's eyes should always be on the pool and the swimmers

# BEFORE THE SESSION



- Prior to the meet, obtain the meet information package and review it carefully to enable you to apply the rules correctly
- Arrive at least 1/2 hour prior to the beginning of the warm-ups
- Ensure you are dressed according to the direction of the Meet Manager or Competition Coordinator.
- Use the Referee Assessment form from your PSO as a checklist for all that should be done prior to the session – each province may have their own tool that can be used

# BEFORE THE SESSION



## CHECKING PHYSICAL SET UP OF POOL

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Item	Check
Lane Numbering	<input type="checkbox"/> Lane 1 on right side when facing course
Start Blocks	<input type="checkbox"/> Secure, backstroke grips in place
Touch Pads	<input type="checkbox"/> In place, clean, secure, functioning
False Start Rope	<input type="checkbox"/> In place 15m from start end <input type="checkbox"/> Release mechanism functioning <input type="checkbox"/> Rope adequate length
Backstroke Flags	<input type="checkbox"/> In place 5m from walls <input type="checkbox"/> Tight enough (1.3-1.8m above water) <input type="checkbox"/> Are they needed (backstroke and IM's)
Lane Ropes	<input type="checkbox"/> In place, tight, no sharp edges at end or joining points <input type="checkbox"/> Floats not damaged
Filtration System	<input type="checkbox"/> On or Off?
Working Deck	<input type="checkbox"/> Clear of debris? <input type="checkbox"/> Cordoned off?
Bulk Head	<input type="checkbox"/> Properly secured in correct place?
Pace Clocks	<input type="checkbox"/> Unplugged?
Warm-Up – Safety Marshal	<input type="checkbox"/> Running smoothly? <input type="checkbox"/> Use of sprint lanes?
Electronics	<input type="checkbox"/> Set up and functioning? <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? <input type="checkbox"/> Back-up equipment? <input type="checkbox"/> Batteries/Flash?
Air Temperature	<input type="checkbox"/> Recorded?
Water Chemistry	<input type="checkbox"/> Temperature recorded? <input type="checkbox"/> Chemistry recorded? <input type="checkbox"/> pH Correct? <input type="checkbox"/> Chlorine level safe?
Hand Bells	<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?
Timers	<input type="checkbox"/> Adequate chairs, tables?
Office	<input type="checkbox"/> Setup with adequate supplies
Announcer	<input type="checkbox"/> Setup with microphone
Starter Podium	<input type="checkbox"/> Setup in correct location

- Do a physical check of the pool(s) before warm-ups are to begin.
- If more than one session Referee deck check should be completed together. You are a team.
- If there are any issues with the pool set-up, advise the Meet Manager and/or Competition Coordinator.

# BEFORE THE SESSION



- Obtain Referee's heat sheet, calculate an approximate session time-line and validate with Meet Manager for hy-tek or splash timing; this manual calculation can help validate if there is an issue with entry times not previously caught by Meet Manager
- Find Meet Manager and Competition Coordinator for briefing to gather any new information and to clarify any questions that may have arisen from review of the meet information package.
- Attend Senior Briefing, if applicable
- Review officials roster
- Brief Safety Marshalls prior to warm-up – this is a very important step to ensure safety of swimmers during the warm-up period

# BEFORE THE SESSION



## Questions for Meet Manager and Competition Coordinator

- Any special rules (deck entries, para-swimming, double ended) or decisions made at technical meeting you should be aware of
- Single length events, who moves, swimmers or officials
- Problems from previous sessions
- Procedures for handling DQs and protests
- Officials roster, any concerns
- Scratch penalty and rules, swim-offs, missed swims, timing procedures
- Any anticipated problems or concerns

# BEFORE THE SESSION



Meet with Senior Officials to ensure they have their instructions for the handling of the session, and determine if they have any questions or concerns, utilize the PSO checklists to assist you in your preparation for these meetings and customize to the type of meet you are working

- Clerk of Course – should do this one first so the Clerk can get down on deck to position
- Office – Recorder/Scorer and Meet Manager
- Starter
- Chief Finish Judge/Chief Judge Electronics
- Chief Timekeeper
- Electronics Operator

# BEFORE THE SESSION



<p>PRE-MEET BRIEFINGS</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Senior officials briefings with Competition Coordinator</li> <li><input type="checkbox"/> Meeting with Mentor/Evaluator</li> <li><input type="checkbox"/> Second Referee</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting with Competition Coordinator</li> <li><input type="checkbox"/> Review infraction reporting and DQ procedure with Competition Coordinator</li> <li><input type="checkbox"/> Review evacuation procedures with Competition Coordinator or Meet Manager</li> </ul>			
<p><b>Meet Manager:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Facilities check</li> <li><input type="checkbox"/> Officials experience</li> <li><input type="checkbox"/> Start end 50m events</li> <li><input type="checkbox"/> Deck entries</li> <li><input type="checkbox"/> Program length</li> <li><input type="checkbox"/> Seeding</li> <li><input type="checkbox"/> Officials' relief</li> <li><input type="checkbox"/> Para-swimmers</li> <li><input type="checkbox"/> Backstroke ledges</li> <li><input type="checkbox"/> Swim offs</li> <li><input type="checkbox"/> Distance events</li> <li><input type="checkbox"/> Jury of appeal</li> <li><input type="checkbox"/> Prior problems/solutions</li> <li><input type="checkbox"/> Anticipated solutions</li> </ul>	<p><b>Clerk of Course:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Combining heats</li> <li><input type="checkbox"/> Scratches</li> <li><input type="checkbox"/> Deck entries</li> <li><input type="checkbox"/> Distance events</li> <li><input type="checkbox"/> Number of heats</li> <li><input type="checkbox"/> Seeding alternates in finals</li> <li><input type="checkbox"/> Relay cards</li> </ul> <p><b>Control room supervisor (CJE):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Special procedures/protocols</li> <li><input type="checkbox"/> Testing equipment</li> <li><input type="checkbox"/> Equipment functioning</li> </ul>	<p><b>Safety Marshals:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Warm-up procedures</li> <li><input type="checkbox"/> Sprint/pace lanes</li> <li><input type="checkbox"/> Club designations</li> <li><input type="checkbox"/> Violations procedure</li> </ul> <p><b>Chief Finish Judge/Recorder Scorer :</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Handling of discrepancies</li> <li><input type="checkbox"/> Procedures with referee</li> <li><input type="checkbox"/> Swim offs</li> </ul>	<p><b>Chief Timekeeper:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Watch check</li> <li><input type="checkbox"/> Swimmer verification</li> <li><input type="checkbox"/> One record keeper</li> <li><input type="checkbox"/> Split times</li> <li><input type="checkbox"/> Quality of touch</li> <li><input type="checkbox"/> Relay takeovers</li> <li><input type="checkbox"/> Watch clearing</li> <li><input type="checkbox"/> Start end 50m events</li> <li><input type="checkbox"/> Bell lap</li> </ul>	<p><b>Starter:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> False start rope</li> <li><input type="checkbox"/> Equipment check</li> <li><input type="checkbox"/> Speakers</li> <li><input type="checkbox"/> Strobe light</li> <li><input type="checkbox"/> Deaf swimmer starts</li> <li><input type="checkbox"/> Watch check</li> <li><input type="checkbox"/> Signals with referee</li> <li><input type="checkbox"/> False starts</li> <li><input type="checkbox"/> DQ procedure</li> <li><input type="checkbox"/> Announcements</li> </ul>	

**Sample Pre-meet Briefing checklist for Senior officials briefing**

# GENERAL BRIEFING



The Competition Coordinator will advise on whether the General Briefing will be conducted as a large group with Timers and Stroke and Turn Judges together, all briefed by the Referee or whether the Timers will split off to be briefed by the Chief Timer

At the briefing with all officials you will:

- Welcome all officials and thank them for volunteering their time
- Introduce key officials including yourself
- Provide an estimated finish time
- Tell officials when they are expected on deck
- Housekeeping issues – cell phones on deck and avoiding touching swimmers

# STROKE AND TURN BRIEFING



- Review areas of jurisdiction for Stroke Judges vs Turn Judges
- Identify the number of lanes per judge
- Reinforce guidelines for observing a turn – select one lane, don't try to watch both at same time if you are observing more than one lane. Positioning must be maintained by the officials.
- Reinforce guidelines for stroke judges observing the swimmers throughout the race, explain difference when 2 stroke judges per side are in use and how both 15m marks are identified
- Inform officials of the infraction procedures in place for the meet
- Remind officials – the benefit of the doubt goes to the swimmer

# STROKE AND TURN BRIEFING



- Review all strokes/events for the session. This is not a clinic, you will cover the main points of each stroke and the turns for each.
- Brief officials on what they should see not what to watch for
- Best practice to avoid use of words such as “nitpicking”, “look for”, “watch for”
- Identify any Para-swimming events/swimmers and how to judge those events
- Discuss relay take-overs, if applicable
- Discuss the distance event protocol and the use of lap counters and bells

# TIMERS BRIEFING



May be completed by the Chief Timer. Key items to cover include:

- Verify if watches and/or plungers
- Determine if Head Lane Timekeepers are in place and their role
- Discuss procedures for:
  - Swimmer verification
  - Start watch with flash not the sound of the starting mechanism
  - Where to stand to take times, when to clear watches
  - Bell laps and single length events
  - How and where to record finish times

# STARTING THE SESSION



The session can begin when:

- The pool has been cleared
- Swimmers are assembled behind the blocks and ready to swim
- Officials are in place
- A watch check, if applicable, has been completed
- It is important to start the session on time and avoid any unnecessary delays in starting the session

# DURING THE SESSION



- Be visible to officials and swimmers
- Observe that officials are in position and performing the duties they were assigned
- Keep the session moving at a steady pace, use the resources available as needed to ensure you meet the timeline of the session
- Keep your eyes on the pool and the swimmers at all times
- When making a decision, deal with the facts, use all available information, consult other officials as needed. Be consistent and fair.
- Manage swim-offs and official split requests with the support of the Meet Manager or designate

# END OF THE SESSION



- Ensure you thank all officials for their help at the end of the session
- Sign-off successful deck evaluations for on-deck officials, as appropriate
- Check with the office for any problems
- Review DQ report to ensure your tally matches
- Be available for de-briefing if required
- Check all results
- Leave your heat sheet with Meet Management



# PARA-SWIMMING AND ROLE OF REFEREE

# PARA-SWIMMING OFFICIATING



- An official may work at a meet with Para swimmers participating
- The rules are exactly the same as able bodied; however, exceptions are allowed with some of the rules for the Para swimmers who are identified with their sport class (e.g., S8, SB7, SM8), due to a specific impairment. Their sport class is found between their first and last name in a heat sheet.
- The Referee shall provide additional instructions and protocol to be used for these swimmers

# PARA-SWIMMING OFFICIATING



Technical Advisor – will be appointed for Swimming Canada Designated meets and International competitions which include Para-swimmers. When a Technical Advisor is not present at a competition, the Referee is responsible to ensure the Code of Exceptions for all Canadian Par-swimmers competing in the competition are available.

A quick reference guide for Para-swimming rules can be found here:

<https://swimming.ca/content/uploads/2015/06/para-swimming-quick-reference.pdf>

# PARA-SWIMMING OFFICIATING



- Appendix C of the Swimming Canada Rulebook outlines all Para-Swimming – WPS Rules  
<https://www.swimming.ca/en/swimmingcanadarules/>
- Also included on the Swimming Canada website are a number of resources and tools for Para-swimming officiating  
<https://swimming.ca/en/para-swimming-forms/>
- PARA rules also located at  
<https://www.paralympic.org/swimming/about/rules-and-regulations>



# KEYS TO SUCCESS/ SCENARIOS

# KEYS TO SUCCESS



- Know the rules and have the Rulebook handy at every meet
- Be open to feedback – you should learn something new every time you step on deck
- The Referee sets the tone of the meet on deck, be calm and welcoming, providing a strong positive authority and control over the deck
- Communication with swimmers, coaches and other officials will ensure a positive session
- When a problem arises, be calm, draw on others to assist and act consistently and fairly
- Referees should work in a variety of facilities and pool configurations. Become experienced in 25m, 50m pools, double ended meets both SC and LC chase

# DISCUSSION SCENARIO 1



You are working as Referee during session where backstroke ledges are being used.

- The Inspectors of Turns were instructed to move forward to judge if the toes were in contact with the touchpad and raise their hand if the toes were not in contact.
- The lane 5 IT raises their hand, what will you do?

In a subsequent heat, the backstroke ledge has been placed in the pool but you see the straps are twisted.

- What will you do?

# DISCUSSION SCENARIO 2



One of your experienced turn judges brings forward a turn infraction in the 200 breaststroke for a swimmer in one of their lanes who touched the wall with only one hand

- You have been observing your officials, and are confident that the official has been in the correct position to see the turn
- During your questions regarding the infraction, your turn judge explains that the turn judge beside them saw the infraction when asked to watch on the 125m turn
- You accept the infraction as a disqualification and have it announced
- The coach approaches and is insistent the swimmer has never done that in practice and has video of the swim to show you
- What information do you provide the coach?
- What do you tell the coach their options are if they are still insistent that their swimmer would not do what was seen?

# DISCUSSION SCENARIO 3



You are the Referee for a timed finals meet.

- The timing system that is being used is pads with two back-up plungers
- This is the third session of the meet, and up to this point there have been no issues with any of the timing equipment
- During one of the heats in lane 3, the swimmer finishes 2<sup>nd</sup> according to your sweep, but has a light touch and is registered on the board as coming up in 8<sup>th</sup>
- For some reason during this heat, there is only one plunger time for lane 3
- What do you do? What would you do if both timers missed the final plunge on this heat in lane 3?

# DISCUSSION SCENARIO 4



You are Referee at a finals session

- The session has the 200 IM, 100 Free, 50 Back and 200 Breast
- During the girls final for the 200 IM, you blow the swimmers up on the block but lane 6 does not step up
- You step the swimmers down and look for the alternate and have them step into lane 6
- What information needs to be provided and to whom about the alternate and the original swimmer?
- Immediately after the race, the original swimmer appears and informs you they were in the washroom. What do you do?

# DISCUSSION SCENARIO 5



You are working as Referee for the second time since taking the clinic and your Starter, who is a very experienced Level V official, has informed you that there was a false start in lane 3. You didn't see it as you were distracted by another official bringing forward a disqualification.

- What does the rulebook say about calling this as a disqualification?
- What is the direction from the Swimming Canada OCRC committee on a situation like this?



# RESOURCES

# RESOURCES



There are many valuable resources and tools provided by Swimming Canada and your local PSO.

Rulebook – the most important resource for a Referee. A must have on hand at every meet - <https://www.swimming.ca/en/swimmingcanadarules/>

[www.swimming.ca](http://www.swimming.ca) – > Resources > Officiating – information can be found on clinics, event resources, rules and interpretations, certification and the Officials, Competition and Rules Committee (OCRC)

Find the officiating resources including Referee tools and support through your Provincial office or by visiting their websites.

# CONGRATULATIONS



You have now completed the Level III Referee Clinic.

Your next task is to obtain deck experience as a Referee working at various meets, pools and pool configurations. You must work at a minimum of 2 different pools.

Prior to requesting Level IV evaluation, you must Referee a minimum of 5 sessions and receive satisfactory deck assessments based on the requirements in your province. It is recommended that these 5 sessions take place at different competitions in different pools and pool configurations.

The Competition Coordinator must be informed prior to the session that you are requesting a Referee Assessment. At the end of the session, the Competition Coordinator or designate will provide a debrief and sign your officials card if the assessment was successful.

# CONGRATULATIONS



Prior to your Level IV evaluation you must also:

- Conduct a minimum of two different (2) Level 2 Clinics under the supervision of a level V official, within the year of application
- Complete one year of active service as a Level III official working a variety of positions, which shall include a minimum of two sessions as a Stroke Judge and/or Inspector of Turns.

Once you have completed all of the above tasks you must follow your PSOs procedures for requesting Level IV Evaluation. Evaluation will include 2 Referee Evaluations by a Level V official as defined by your PSO.

# CONGRATULATIONS



Level V Evaluation may be requested when the following items have been completed:

- One year active service as a Level IV official
- Organize, conduct and/or supervise two (2) different Level 2 clinics within the year of application
- Obtain additional deck experience and Referee assessments as required by your PSO
- Work a minimum of 2 sessions at a Swimming Canada designated (National) meet in any position

Once the above has been completed follow your PSOs procedures to request Level V evaluation and certification



[SWIMMING.CA](http://SWIMMING.CA) | [NATATION.CA](http://NATATION.CA)