

# THE REFEREE

*With apologies to....*

Richard Hayes

Pacific Zone 4 Referee Clinic

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Pacific Zone 4 Referee/Starter Clinic

November/December 2009

Judy Maynor

Pacific Zone 4 Admin Official Clinic

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What exactly is a “Referee”?

## SIMILARITY TO OTHER POSITIONS:

- ü Primary focus and attention always on the **athletes** in your **jurisdiction**.
- ü **Rules** (USA, LSC, Meet Sheet) are framework for all actions.
- ü Rules must be applied **fairly and equitably** for ALL athletes in your jurisdiction.
- ü ALWAYS call what you see (=fairness to all competitors, regardless of age/experience)
- ü ONLY call what you see (=benefit of the doubt, in every instance, to the swimmer)
- ü **Personal qualities:** Professional, Calm, Confident, Communicator, Team Player, Knowledgeable, Experienced, Skilled, Proactive, Fair.
- ü **ATTITUDE IS CONTAGIOUS:** greatly influences the tone of the meet.
- ü **Knowledge:** most learning is “on-the-job”, plus clinics, tests, online reading.
- ü **Skills come from Experience: Practice, Practice, Practice.**
- ü **Knowledge + Skills + Experience = Confidence, optimal service to the athletes.**
- ü **An athlete is NEVER penalized for errors by officials or meet management.**

# QUALITIES OF A "GOOD" REFEREE

- } Calm
  - } Confident
  - } Alert
  - } Team player
  - } Delegator
  - } Professional
  - } Knowledgeable
  - } To develop these qualities in my best judgment requires working all sections of a meet and working any time you get a chance. The more you work the better you get.
- 

## DIFFERENCES FROM OTHER POSITIONS

- Ü **Jurisdiction:** entire competition, including coaches, officials, volunteers, spectators, facility, venue.
- Ü **Rules:** ALL. (Try searching USA Rule Book for the word "referee").
- Ü **Room for compassion:** exceptions to some **administrative** rules for “circumstances beyond the control of the swimmer.” This can be age and experience dependent. (Look for reasons to let kids swim!)
- Ü **Unexpected consequences** when applying some administrative rules, avoided by proactive communication. (Example: combining heats or events).
- Ü **Experienced in ALL positions**, able to train other officials in any position.

# USA Swimming

- Referee
- Administrative Referee

(Online Testing & National Certification)

# Pacific Swimming

- Meet Referee
- Administrative Referee
- Referee/Deck Referee

(LSC Certification)

“Referee” refers to a *level of training and experience*.

Everything else is a *job description*

- Head or Meet Referee: official in charge of the meet – Team Lead
- Deck Referee: in charge of the deck at any given time
- Administrative Referee: in charge of the “dry side”

# MINIMUM STANDARDS

## } Previous certification

- Stroke and Turn
- Starter
- When you become a referee you must know how to do the previous jobs. People working for you need your knowledge

## } Be familiar with

- Clerk of Course
  - Announcer
  - Computer
  - Timing equipment
  - These are some of the things that a referee needs to know.
- 

## The DRY Side

Meet Referee

Meet Director

Admin Referee

Clerk of Course

Timing  
(Colorado)

Computer  
(Hy-Tek)

Deck Referee

Head Starter

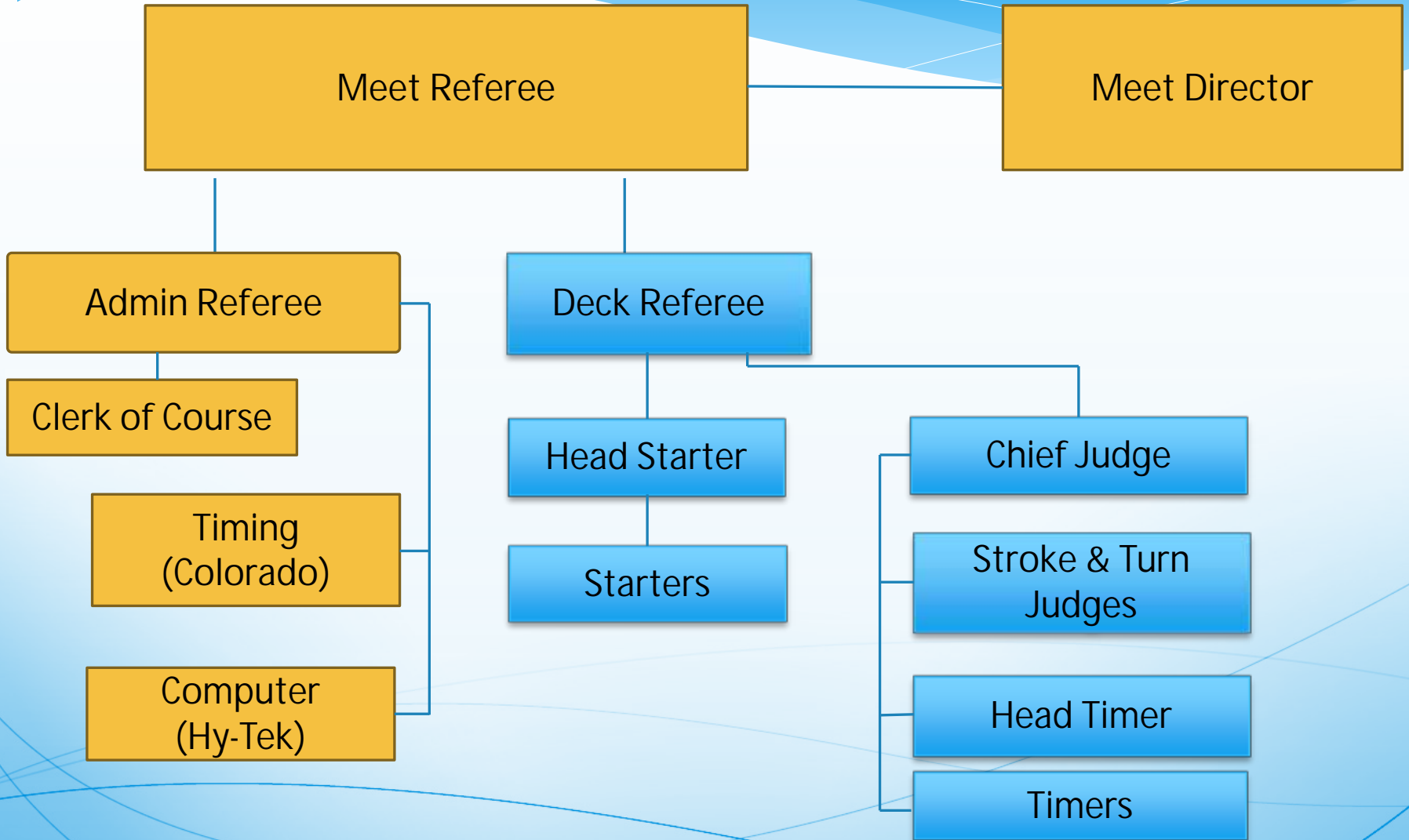
Starters

Chief Judge

Stroke & Turn  
Judges

Head Timer

Timers



## The WET Side

Meet Referee

Meet Director

Admin Referee

Clerk of Course

Timing  
(Colorado)

Computer  
(Hy-Tek)

Deck Referee

Head Starter

Starters

Chief Judge

Stroke & Turn  
Judges

Head Timer

Timers

**Decisions must be coordinated**  
between referees to ensure they are  
fair and uniform for the entire meet.

# Deck Referee

- Conductor- set an appropriate tempo & demeanor
- Supervise- Starter, S&T, timers
- Process DQ's- preliminary
- Initial decision regarding interpretation of rules

# Monitor Officials

- } Appearance
- } Deck position
- } As the referee you should look at the deck and make sure your people look alert and are ready to do their job

## DECK REFEREE:

- Ü In charge of the **active competition (wet side)** – athletes, coaches, officials, timers, pool and deck, equipment. Deals with late/missing athletes.
- Ü Ensures compliance with all **technical rules**, benefit of the doubt always to the athlete.
- Ü Helps maintain **pace and consistent “flow”** of meet, so athletes can focus on their races.
- Ü **Blows whistles** to prepare the next heat to race – consider timing based on meet needs.
- Ü Decides and **signals Starter** when each heat is ready – timing considerations.
- Ü Works with Starter to achieve the fairest possible start for each competitor. May recall a race for a bad (unfair) start, but not merely for a false start.
- Ü Carefully observes each start for compliance with the rules, independently marks any false starts. Does not initiate false start call unless egregious.
- Ü Gives full attention to the competition and ensures that any issues are resolved. If distracted by another issue, FIRST clearly delegates this responsibility to Starter or other qualified official.
- Ü Records order of finish for each heat, and for each lap (2 lengths) of distance events (sometimes done by Starter instead or in addition).
- Ü Receives, reviews, and records all DQ slips. “It’s not a DQ until the Referee signs it.”

# ADDING A SWIMMER TO A FULL HEAT – OR – SPLITTING A HEAT FOUR WAYS

(Based on an 8-lane course. For other configurations, adjust lane numbers below so that **Lane in red is fastest-seeded lane.**)

| METHOD:   | <u>1. LOW SEED</u> |         | <u>2. LANE SPLIT</u> |         | <u>3. TOP SEED</u> |         | <u>4. TOP RE-SEED</u> |         |
|-----------|--------------------|---------|----------------------|---------|--------------------|---------|-----------------------|---------|
| Seed Lane | Heat 7A            | Heat 7B | Heat 7A              | Heat 7B | Heat 7A            | Heat 7B | Heat 7A               | Heat 7B |
| Lane 1    |                    |         | Lane 1               |         |                    |         |                       |         |
| Lane 2    |                    | Lane 2  | Lane 2               |         | Lane 1             |         |                       | Lane 6  |
| Lane 3    | Lane 1             | Lane 3  | Lane 3               |         | Lane 2             | Lane 4  | Lane 1                | Lane 5  |
| Lane 4    | ADDED              | Lane 4  | ADDED                | Lane 4  | Lane 3             | ADDED   | Lane 7                | ADDED   |
| Lane 5    | Lane 8             | Lane 5  |                      | Lane 5  | Lane 6             | Lane 5  | Lane 8                | Lane 4  |
| Lane 6    |                    | Lane 6  |                      | Lane 6  | Lane 7             |         |                       | Lane 3  |
| Lane 7    |                    | Lane 7  |                      | Lane 7  | Lane 8             |         |                       | Lane 2  |
| Lane 8    |                    |         |                      | Lane 8  |                    |         |                       |         |

REFEREE PROCEDURES: choose your heat and method first, based on swimmer time.

ASAP inform **Added Swimmer** of their new **heat** and **lane**. Reassure them they will be swimming in that heat, even if someone else shows up in their lane first.

ASAP map out the two new heats on your ref sheet CLEARLY, so anyone can figure out what you did. (or use a copy of this sheet if it works)

ASAP inform Announcer, Colorado, Computer, let them copy your map. (Timers find out when swimmers do.) Announcer only says “Heat 7” at short whistles.

When the split heat is next, blow the short whistles (Announcer just says “Heat 7”). Make sure all swimmers are present first.

Ask Starter to excuse the previous heat.

METHODS 1 & 2: if there is a no-show, your job is done. Referee put extra swimmer in empty lane, inform timers. Starter inform Announcer, Colorado, Computer.

o If missing swimmer shows up, and you decide is allowed to swim, go back to original plan. Get all ORIGINAL Heat 7 swimmers behind their blocks first.

METHOD 3 or 4: move swimmers to their new heat/lane yourself and inform timers.

STARTER PROCEDURES (METHODS 1 & 2 ONLY):

When requested by Referee, get the attention of ALL the Heat 7 Swimmers AND Timers. Speak clearly and slowly so everyone understands.

“Swimmers & timers, we are splitting Heat 7 to make room for an extra swimmer. Please listen carefully.”

“Swimmers in lanes [ 2 through 7, 4 through 8, or whatever 7B will be], please step back behind the timers and be ready. You will be swimming in the next heat.” Be patient, this may be new to them.

“New swimmer in Lane 4, please give your name to the timers.”

METHOD 1 ONLY: “Lane 1, please move to Lane 3 and give your name to the timers. Lane 8, please move to Lane 5 and give your name to the timers. Timers, please mark this as Heat 7A on your sheet.”

START HEAT 7A, making sure the Announcer calls it 7A once in the water. At the short whistles, the next heat is announced as “Heat 7B”.

# Admin Referee

- Supervises- Colorado & Hy-Tek Operators, Timers
- Decides- Check-in procedures, scratch / no-show
- Reseed- Hy-Tek, Deck Referee, Announcer, Colorado, Runners & Meet Referee
- Preempt problems- review heat sheets, results & relays
- Process DQ's- final
- Coordinate Swim-offs

# **ADMINISTRATIVE OFFICIAL**

## **Pacific Swimming**

### **Zone 4**



# WHAT IS AN ADMINISTRATIVE OFFICIAL?

- Assistant to Meet Referee
- Not required when there is an Admin Referee
- Is involved with all “dry” side details of a meet, as opposed to “wet side” officials who serve as Stroke and Turn Judges, Starters, and the various classifications of Referees.
- Works closely with/oversees host team’s administrative staff

# RESPONSIBILITIES

- Works closely with/oversees host team's administrative staff
  - Meet Director
  - Entry Personnel
  - Registration Personnel
  - Clerk of Course
  - Timing Console Operator
  - Computer Operator (Hy-Tek, Touch Pad)
  - Facility Equipment Person

# **RESPONSIBILITIES, continued**

- May serve in one (or more) of the supervised positions
- Assures the accuracy of
  - Processing of entries and scratches
  - Seeding of heats (prelim, semi-final, final)
  - Determination of official time
  - Publication and posting of results and scores
- Other duties as assigned by the Meet Referee

# Meet Referee

- “Top Dog” - overall responsibility
- Works with Meet Director in preplanning
- Conducts meetings- Coaches' & Officials'
- Supervises Teams- Wet & Dry side
- Final Decision- interpretation of rules

# The Head Referee

## } BACKGROUND & OVERVIEW

- Help the meet director to set up the meet sheet
- The rules come from the meet sheet and they must be followed.

Shall have full authority over all officials

- assign and instruct
- decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules.

Ü **Before the Meet:** at least 80% of job is pre-meet preparation.


Careful review and adjustment of meet announcement in coordination with Meet Director. You are stuck with whatever gets sanctioned – make sure it is right and will work in practice!

Anticipate and address potential issues prior to the meet.

Be clear about expectations with other officials and meet personnel.

With good preparation, the meet will usually “run itself.”

# Coaches' Meeting

- } Introduce key officials
  - } You might want to introduce the deck referees and starters
  - } This is where you tell the coaches how you are going to run the meet.
  - } Review conduct of the meet
  - } The number of calls for missing swimmers, relay entry deadlines and the person you want them to go to, how the D.Q. slips will be given out and anything else you might need to tell them.
  - } Entertain questions
  - } Then you ask the coaches if they have any question or concerns.
- 

# Coaches' Meeting

- Introduce- Key Officials, Meet Director & others
- "Chain of Command"
- Review- Timeline, conduct of the meet, issues not completely covered in the meet sheet, etc.
- Seek input- combining heats, warm-up, etc.
- Procedures- sign-in, relay entry & payment, scratches, finals, etc.
- Closing- Thanks...here's where to find me.

# Tend to your business

- } Delegate
- } Do not insert yourself into areas where you are not needed
  - Builds confidence of newer or less senior officials
  - A good friend of mine told me a good head referee should be able to make him/her self not needed at the end of the first day of a meet. That is something I try to do. I am there to support my team not be in their back pocket!!!

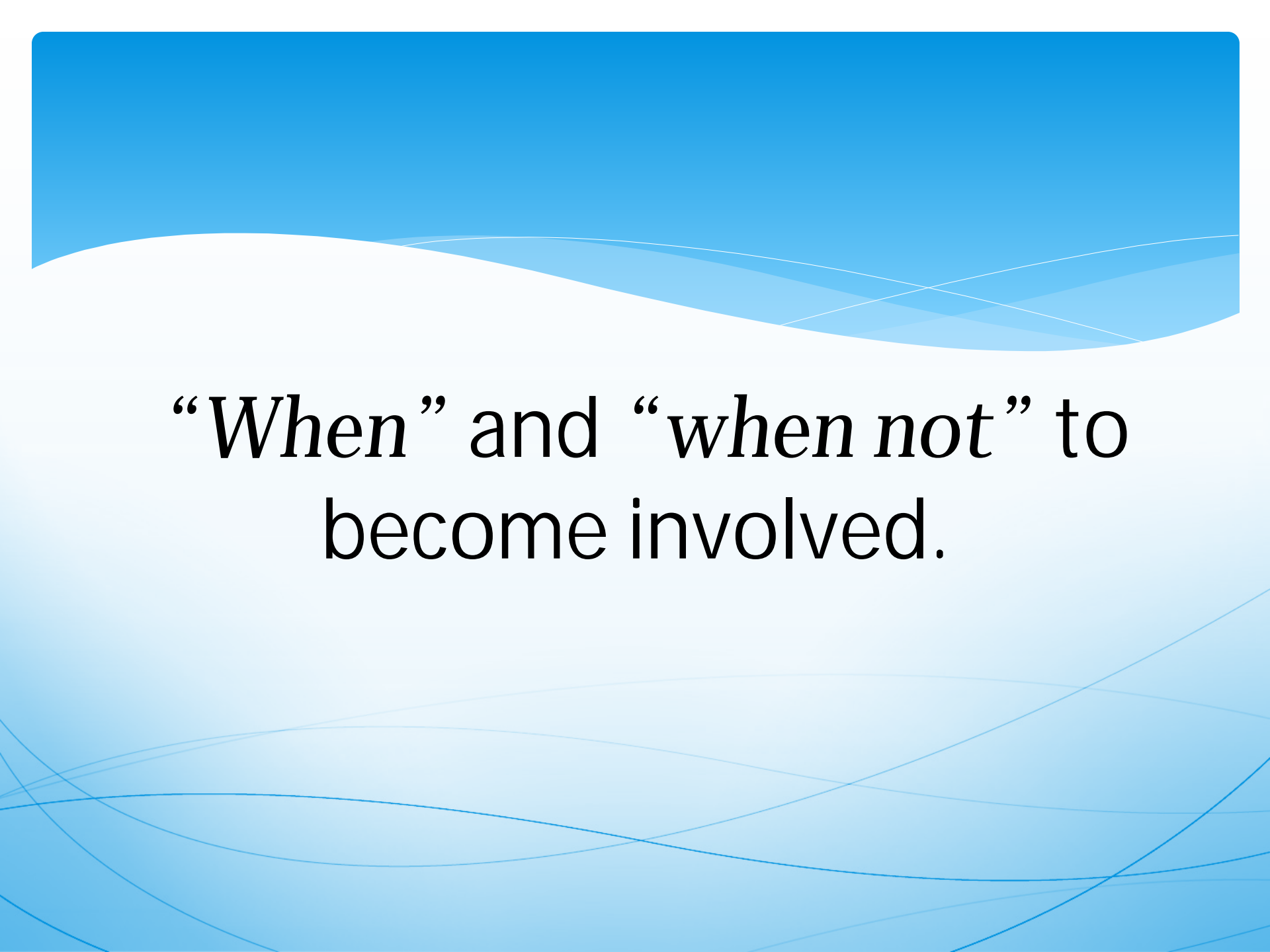
# Delegator

- Meet Director- “Rallies the Troops”
  - Marshals, Head Timer, Computer/Colorado Operators & Hospitality
- Clerk of Course
  - Check-in, scratches, no shows
- Chief Judge
  - Manages S&T, Rotations, Relay set-up
- Head Starter
  - Manages “The Corner” - starting equipment, assignments
- Admin Referee
  - Coordinate Computer & Colorado Operators, reseed events, late shows, timing corrections “adjustments”, Championship Finals

# How to Manage Authority

- Hire the best people you can find,
- Provide them adequate instruction to do their job, and
- Let them do their job.

...and support them as necessary.

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“*When*” and “*when not*” to  
become involved.

# When it goes sideways...

## Best Approach: "How can I help?"

-Adam Schmitz

## King of the Hill Challenge, Sanction #: 13-170

October 18-20, 2013

Results - Saturday Morning 13-18

## Event 101 Girls 13-18 50 Yard King of Hill 64/32

|        | Name                  | Age | Team                              | Prelim Time | Finals Time |
|--------|-----------------------|-----|-----------------------------------|-------------|-------------|
| Finals |                       |     |                                   |             |             |
| 1      | Meyer, McKenna M      | 1/4 | 15 Reno Aquatic Club-PC           | 27.59       | 24.88       |
| 2      | Morefield, Shaelin A  | 2/4 | 17 Douglas Dolphins Swim Team-PC  | 27.55       | 26.25       |
| 3      | Christeson, Rose L    | 1/5 | 16 Foothill Aqua Sharks Swim Team | 26.74       | 26.28       |
| 4      | Koontz, Shelby L      | 2/5 | 15 Douglas Dolphins Swim Team-PC  | 26.27       | 26.47       |
| 5      | Grimes, Maddy E       | 1/3 | 14 Sparks Piranhas Swim Team-SN   | 27.98       | 26.53       |
| 6      | Tang, Kirsten         | 2/3 | 16 Tahoe Swim Club-PC             | 27.17       | 26.60       |
| 7      | Hurst, Madi R         | 1/6 | 16 Reno Aquatic Club-PC           | 27.74       | 26.68       |
| 8      | Gray, Emma K          | 2/6 | 15 Douglas Dolphins Swim Team-PC  | 26.90       | 26.77       |
| 9      | Larson, Gracie E E    | 1/2 | 15 San Benito Aquatics-PC         | 27.92       | 27.23       |
| 10     | Henley, Megan D       | 2/2 | 16 Reno Aquatic Club-PC           | 27.25       | 27.39       |
| 11     | Song, Mailii          | 1/7 | 16 Sparks Piranhas Swim Team-SN   | 28.32       | 27.48       |
| 12     | Christeson, Anna J    | 2/7 | 15 Foothill Aqua Sharks Swim Team | 28.03       | 27.53       |
| 13     | Murphy, Makenzie      | 1/8 | 17 Reno Aquatic Club-PC           | 27.98       | 27.77       |
| 14     | Simpkins, Sierra L    | 2/1 | 17 Reno Aquatic Club-PC           | 28.14       | 27.94       |
| 15     | Duffy, Kaila M        | 1/8 | 13 Douglas Dolphins Swim Team-PC  | 28.70       | 28.16       |
| 16     | Knowles, Jordan N     | 2/8 | 16 Douglas Dolphins Swim Team-PC  | 28.93       | 28.34       |
| 17     | Scott, Alexandra G    |     | 15 Reno Aquatic Club-PC           | 28.32       | 28.41       |
| 18     | Schatmeier, Sara L    |     | 17 San Benito Aquatics-PC         | 29.01       | 28.56       |
| 19     | Krahn, Christy R      |     | 14 Carson Tigersharks-PC          | 28.72       | 28.57       |
| 20     | Giles, Sarah E        |     | 16 Sparks Piranhas Swim Team-SN   | 28.82       | 28.64       |
| 21     | Larson, Haley L       |     | 17 San Benito Aquatics-PC         | 28.82       | 28.67       |
| 22     | Morehouse, Lydia L    |     | 16 Reno Aquatic Club-PC           | 28.61       | 28.74       |
| 23     | Cronk, Sarah L        |     | 14 Reno Aquatic Club-PC           | 29.00       | 28.79       |
| 24     | Chappell, Erica D     |     | 17 Douglas Dolphins Swim Team-PC  | 29.36       | 28.91       |
| 25     | Nelson, Morgan L      |     | 13 Carson Tigersharks-PC          | 29.22       | 28.92       |
| 26     | Forvilly, Kaela C     |     | 13 Douglas Dolphins Swim Team-PC  | 29.12       | 28.98       |
| 27     | Sullivan, Taylor S    |     | 13 Douglas Dolphins Swim Team-PC  | 29.25       | 29.18       |
| 28     | Chen, Rachel          |     | 17 Douglas Dolphins Swim Team-PC  | 29.59       | 29.77       |
| 29     | Lyda, Emma            |     | 16 Reno Aquatic Club-PC           | 29.35       | 29.80       |
| 30     | Kulikowski, Allison M |     | 14 Reno Aquatic Club-PC           | 29.76       | 29.98       |
| 31     | Ruffo, Kayla R        |     | 14 Douglas Dolphins Swim Team-PC  | 30.11       | 30.06       |
| 32     | Burrill, Kyla N       |     | 15 Truckee-Tahoe Swim Team-SN     | 30.03       | 30.27       |

## Ü **During the Meet:**

**Delegate**, monitor, intercede only when necessary to ensure correct procedures.

**Anticipate** and address issues before they become problems.

Monitor and fix **safety issues** throughout venue, from parking lot on in.

**Communicate** with coaches and officials through meetings and during competition, and with athletes when necessary. Be **available** and **accessible**.

Handle **protests** according to the rules, other questions or issues as needed.

# Referee

*“Shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules; can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed.”*

USA-S 2012 Rulebook 102.11.1

# Protests

*“Protests against the judgment decisions of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and the Referee’s decision shall be final.”*

USA-S 2012 Rulebook 102.23.1

# Protests

- } decisions of starters
- } Stroke and turn
- } place and relay take-off judges
- } Referee's decision shall be final.
- } These decisions will be the head referee's job unless he/she gives this job to the deck referee. But remember the head referee may override you because they are still in charge. The Head Referee is the one on the hook for the meet, there is no getting out of the hot seat

# Conflict

- } Calm

Always!

- } Listen

Listen do not guess here

- } Take conflicts *off* deck

This is something that you must do if it is going to be loud or needs to be handled in a non public place

# Meet Jury

*“For consideration of all other protests lodged at the meet, the Referee may appoint a meet jury. The jury shall consist of not fewer than three (3) and not more than five (5) persons, at least one of whom shall be a coach and one an athlete.”*

USA-S 2012 Rulebook 102.23.2

# Eligibility

*“Protests made prior to the race contesting the eligibility of a swimmer to compete or to represent an organization shall be made to the Referee in writing. If a protest is not resolved, the Referee or the meet jury shall allow the swimmer to compete under protest and it shall be so announced before the race.”*

USA-S 2012 Rulebook 102.23.3

*“All other competition-related protests, including protests concerning eligibility and representation, must be made to the Referee and submitted in writing within 30 minutes after the race in which the alleged infraction occurred.”*

USA-S 2012 Rulebook 102.23.4

## **THE REFEREE MAY NOT:**

Change the rules or arrangement of events stated in the Meet Announcement, except to combine events or heats.

The Referee may modify the rules for the swimmer with a disability, in accordance with Section 105.

Any other changes should be made with reluctance and caution, only for compelling reasons benefiting safety or conditions of competition for ALL participants, and only with the concurrence of ALL affected parties (usually Coaches, sometimes individual swimmers, meet personnel, etc.), including those not directly participating in the change.