



REFEREE

September 1, 2023

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

KEY TERMS



Shall – no option, a command.

Should – preferred course of action.

May – optional.

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

Session Referee – the 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, Admin Desk Clerk, Judges of Strokes, CFJ/CJE, Competition Coordinator/Meet Referee) prior to the start of a session.

General Briefing – a meeting of all deck officials prior to the start of the session conducted by the Session Referee.

Sweeps – the recording of order of finish 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



II.2.1 Referee

II.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. She/He shall enforce all rules and decisions of World Aquatics 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.

II.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



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

II.C2.1.2.1 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 any 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.

II.2.1.2.1 IN ACTION



Examples of when a Referee may intervene in the competition to cancel 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



II.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 II.13.

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

II.2.1.3 & II.2.1.4 IN ACTION



II.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.

II.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.
- During the session the Referee should be observing the positioning and actions of officials and providing mentoring as needed.

RULES DESCRIBING THE DUTIES OF THE REFEREE



II.2.1.5 Once all swimmers have removed their clothing, except for swimwear, the Referee shall signal the commencement of an event by a series of short whistles inviting them to get ready at the starting end, 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.

II.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.
- As a best practice, the Referee’s whistle should remain in the Referee’s mouth until the start has occurred and the swimmers have surfaced.



STARTS

RULES DESCRIBING THE START



II.2.1.6 A disqualification for initiating the start before the starting signal must be observed and confirmed by both the Starter and the Referee. When Automatic Officiating Equipment is available, it may be used to verify the disqualification.



II.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.
- However, 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.

STARTS FOR d/DEAF OR HARD OF HEARING SWIMMERS



Coaches who enter d/Deaf or Hard of hearing swimmers into a sanctioned meet are responsible for notifying the Meet Manager or Competition Coordinator/Referee to request any required start adaptations.

Start adaptations may include:

1. A portable strobe placed at the lane.
2. A non-verbal instruction conveyed via support staff.
3. Starter's arm signals.

STARTS FOR d/DEAF OR HARD OF HEARING SWIMMERS

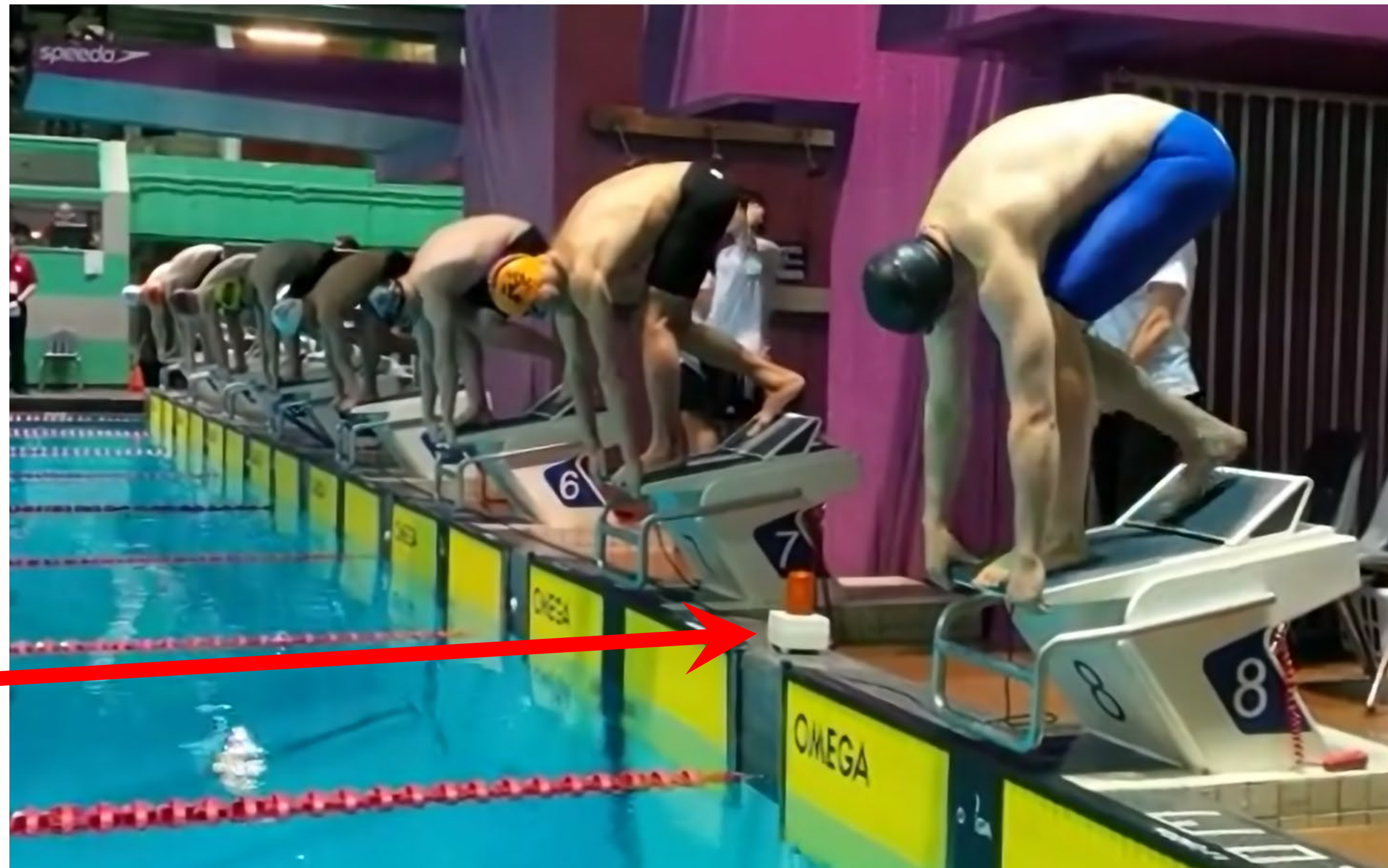


1. Using a portable strobe:
 - Testing of the strobe at the lane should be done prior to the session. The strobe should be placed beside the block a few heats in advance to ensure it is functioning properly.
 - If the swimmer has indicated a preference of strobe placement, ensure the strobe is placed accordingly.
 - A designated official should move the strobe to the lane before the race and remove it again afterwards.
 - Ensure the strobe is placed at the lane for all of the swimmer's races in the session.

STARTS FOR d/DEAF OR HARD OF HEARING SWIMMERS



1. Using a portable strobe:



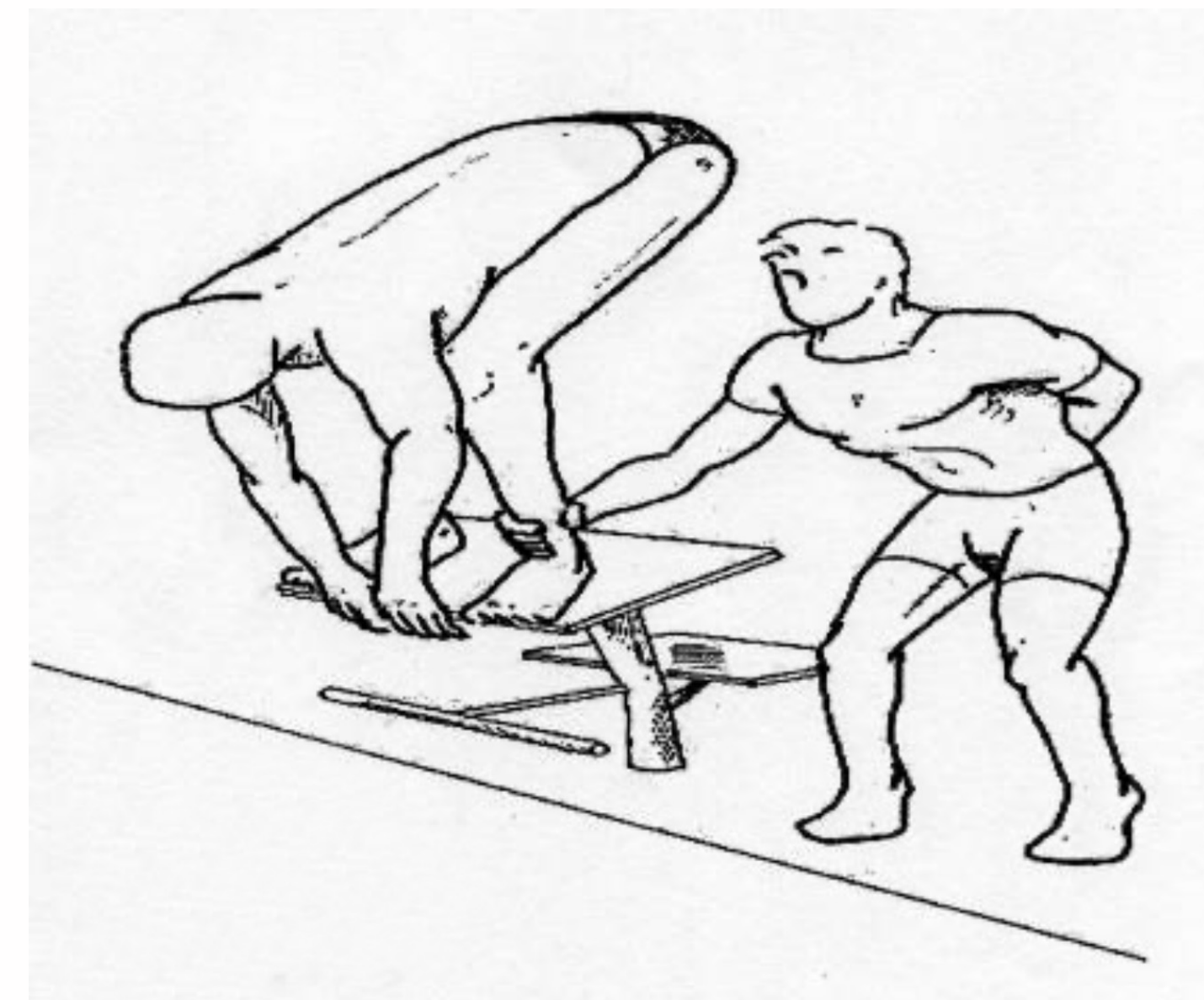
STARTS FOR d/DEAF OR HARD OF HEARING SWIMMERS



2. A non-verbal instruction conveyed via support staff:
 - If requested by the swimmer/coach, swimmers may have a support staff holding/touching their ankle until the starting signal is given. For backstroke starts, the support staff may hold/touch the arm or hand.

Guidelines:

- Cannot give momentum to the swimmer on the start;
- Isn't a balancing aid;
- Doesn't interfere with other swimmers (undue sound, movement, etc.)

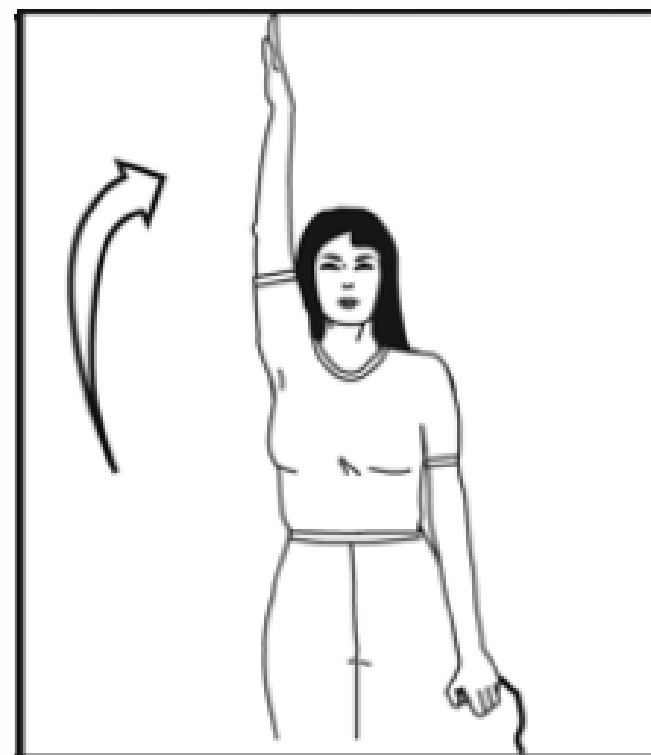


STARTS FOR d/DEAF OR HARD OF HEARING SWIMMERS

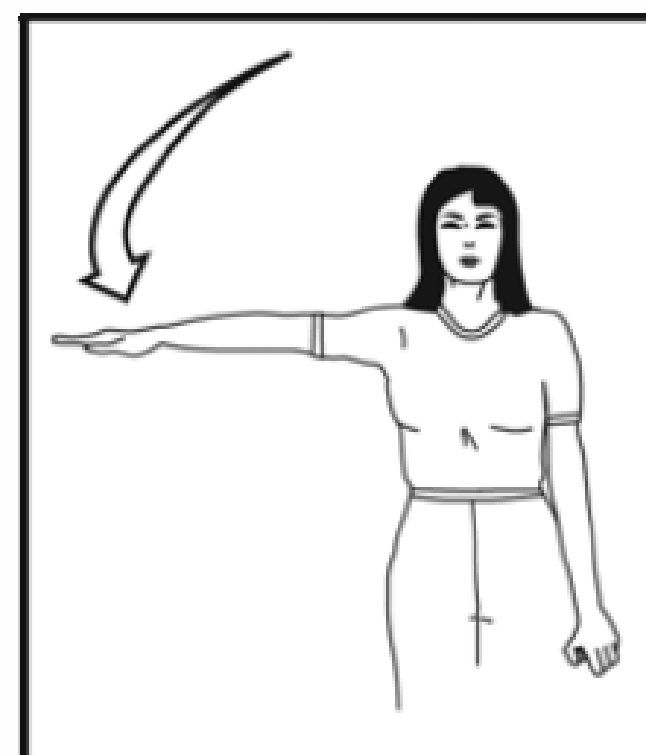


3. Starter's arm signals:

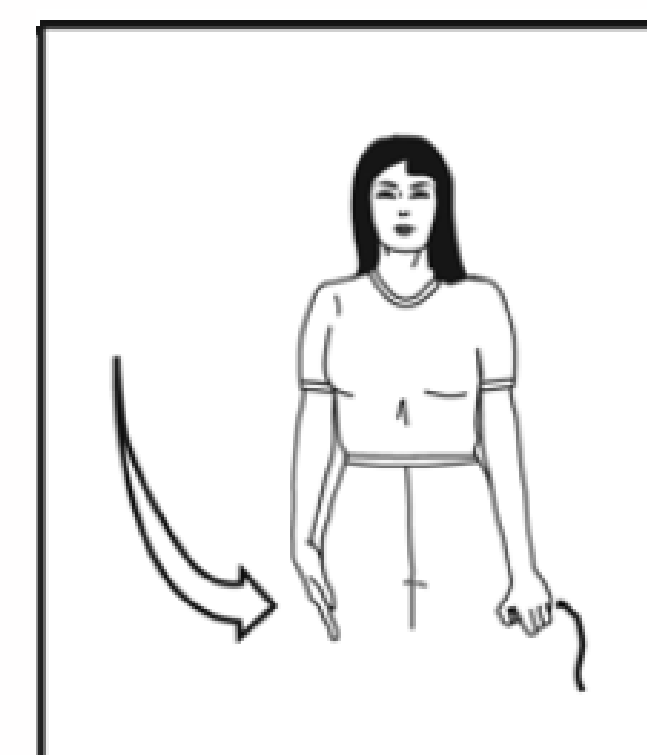
- If requested by the athlete, arm signals may be provided by the referee/starter.
- The Starter should stand where the swimmer can see them.



1. Arm overhead
(long whistle):
swimmer steps
onto starting block



2. Arm moves to
shoulder level:
Starter command
“Take your marks”



3. Arm moves to
side of body:
Starting signal is
given

STARTS FOR d/DEAF OR HARD OF HEARING SWIMMERS



Session/Meet Referee responsibilities relating to supporting d/Deaf or Hard of hearing swimmers:

1. If a strobe has been requested, ensure that a strobe with cables of sufficient length to reach all lanes is available and tested before the session.
2. Ensure the consistency of the accommodation for the entirety of the session.
3. Verify that you have officials trained in the use of strobes if required.
4. Athletes should be accommodated without moving from their seeded lane whenever possible.
5. Officials should be briefed as required so that accommodation can be provided while respecting the privacy of the athlete.

Refer to the Supporting d/Deaf and Hard of hearing swimmers document on the Swimming Canada website for more information.



DISQUALIFICATIONS

RULES DESCRIBING DISQUALIFICATIONS



II.2.1.7 The Referee shall disqualify any swimmer for any other violation of the rules that they personally observe. The Referee may also disqualify any swimmer for any violation reported to them by other authorized officials. All disqualifications are subject to the decision of the Referee.

II.2.1.7 IN ACTION



- The Referee shall call a stroke or turn infraction they observe during any event regardless of whether a Stroke or Turn judge brings it forward.
- When an official brings forward an infraction, the Referee should ask questions to ensure they completely understand the details including the position of the official. This will ensure they can clearly articulate the disqualification if they are questioned by a coach.
- If the Referee has any doubt regarding the infraction, the benefit of the doubt will go to the swimmer and no disqualification will be called.

RULES DESCRIBING DISQUALIFICATIONS - CANADA



II.C2.1.8.1 A potential infraction shall only be reported by an official who personally observes a rule infraction within their assigned sphere of responsibility.

II.C2.1.8.2 Infractions shall be reported immediately through channels established by the meet manager and approved by the Referee. The infraction shall be recorded on the approved disqualification form which shall be signed by the official. When the disqualification is accepted, it shall be signed by the Referee on disqualification form.

II.C2.1.7.1 & II.C2.1.7.2 IN ACTION



- An official can only report an infraction within their jurisdiction.
- The official observing the infraction will discuss the infraction with the Referee. If the Referee is confident with the call, the official will complete the disqualification (DQ) slip and provide it to the Referee.
- When the Referee is satisfied with the wording on the DQ slip, the official and Referee will sign the 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.
- The time the coach is informed of the disqualification or the DQ is announced shall be recorded on the DQ slip.

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RULES DESCRIBING DISQUALIFICATIONS - CANADA



II.C2.1.8.3 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.

II.C2.1.8.4 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.

II.C2.1.7.3 & II.C2.1.7.4 IN ACTION



During the session, a process to inform the coach of disqualifications needs to be established. Coaches must be informed of DQs within 15 minutes after the race.

- Typically, the Referee will continue with the session and another senior or designated official will inform the coach. If the coach cannot be found, an announcement can be made to satisfy the time requirement.
- If a public address system is available, DQs can be announced.
- The time the coach is informed 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



II.C2.1.8.5 Interfering with an official on duty, using obscene or abusive language in the pool area, or exhibiting other irresponsible behavior may cause a swimmer to be scratched from the rest of the meet.

II.C2.1.8.6 The physical or verbal assaulting of an official, or causing willful damage in the pool area by a swimmer, coach, official, or anyone else associated with a team or club is a major offence. The offender(s) may 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, or to Swimming Canada if a Swimming Canada national competition.

II.C2.1.7.5 & II.C2.1.7.6 IN ACTION



Everyone in the sport has the right to enjoy the sport at whatever level or position they participate. Athletes, coaches, officials and volunteers have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment or discrimination.

- 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.
- Anyone displaying threatening or irresponsible behaviour may be subject to removal from the meet. This applies to swimmers, coaches or parents.

For more information, refer to the Safe Sport information on the Swimming Canada website: <https://www.swimming.ca/en/safe-sport/>



PROTESTS

RULES DESCRIBING PROTESTS



I.13.1 Protests

I.13.1.1 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.

RULES DESCRIBING PROTESTS



I.13.1.2 Protest must be submitted

- (a) to the Referee,
- (b) in writing on World Aquatics 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.

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

RULES DESCRIBING PROTESTS



II.13.1.3 All protests shall be considered by the Referee. If the Referee rejects the protest, Referee must state the reasons for her/his decision. The team leader may appeal the rejection to the Jury of Appeal whose decision shall be final. In Olympic Games and World Aquatics Championships, the Commission in each discipline shall consider the protest and give recommendations to the Jury of Appeal.

II.13.1.4 If the protest is rejected, the deposit will be forfeited to the management body of the competition. If the protest is upheld, the deposit will be returned.

RULES DESCRIBING PROTESTS



C13.1.6 Protests - Canada

C13.1.6.1 All meets shall follow World Aquatics rules for submitting a protest.
(I.13.1.2 (d) excluded).

C13.1.6.2 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.

I.13.1.2 IN ACTION



- A protest may come from a coach verbally first. It is important to stay calm and professional and try to resolve the situation. If the coach is not satisfied with the outcome of the conversation, then the Referee can advise them of the option to submit a written protest.
- The written protest must be received within 30 minutes following the conclusion of the respective event. Referees should record the finish time of every heat in their meet program to verify timelines for DQs and protests.
- The Referee will record the time the protest was received on the protest form

I.13.1.2 IN ACTION (cont'd)



- 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
- In Canada, the 500 Swiss Franc deposit for a protest is not required.
- In Canada, any event under protest shall have the results withheld and not published until the protest has been resolved.
- No protest may be allowed against a statement of fact.
 - Eg. A DQ is called for a one hand touch at 50m in 100 butterfly event – a protest submitted by a coach cannot say the swimmer did touch with 2 hands, the protest must be for a reason other than the statement of fact.

<u>Decision of the Jury of Appeal / <i>Décision du jury d'appel</i></u>	Accepted / Accepté <input type="checkbox"/> Denied / Rejeté <input type="checkbox"/>
Reason(s) / Raison(s):	
Date and Time / <i>Date et heure</i> :	
Name of witnesses (printed) / <i>Nom des témoins (lettres moulées)</i>	
Name of Jurors (printed) / <i>Nom des jurés (lettres moulées)</i>	
Signature of Jurors / <i>Signature des jurés</i>	



SWIMSUIT RULES

RULES DESCRIBING SWIMSUITS



II.15.1 Competitors must wear only one swimsuit in one or two pieces. No additional items, like arm bands or leg bands shall be regarded as parts of a swimsuit. All swimsuits shall comply with the requirements set forth in these Competition Regulations.

II.15.2 For swimming competitions, Swimsuits for men shall not extend above the navel nor below the knee. For women, the swimsuit shall not cover the neck, nor extend past the shoulder, nor below knee. The Swimsuits shall be made from textile materials.

RULES DESCRIBING SWIMSUITS



II.C15.2.1 A swimmer shall wear only one swimsuit at a Swimming Canada National Competition, and shall observe all World Aquatics regulations related to swimwear as stated in the World Aquatics By-Laws and Competition Regulations.

II.C15.2.2 In all other sanctioned age group swimming events, swimwear is exempt from compliance with the II.15 Swimwear and Wearables rules if the fabric of the swimwear is a permeable open mesh textile and would not reasonably be seen to create a technical advantage. Such swimwear includes a) a swimsuit that covers more of the body, or b) the use of a separate garment worn over or under a regular swimsuit.



II.C15.2.1 & II.C15.2.2 IN ACTION

All swimmers are permitted to race with the swimwear of their choosing at all levels of competition except Swimming Canada national competitions.

- Swimmers are not required to provide a reason for their choice of swimwear if the fabric of the swimwear would not reasonably be seen to create a technical advantage in terms of speed, buoyancy, or endurance.
- It is not required to declare the use of such swimwear to the Referee.
- No official should question a swimmer's choice of swimwear if it would not reasonably be seen to create an advantage.

For more information consult the swimwear policy on the Swimming Canada website: [Swimwear-at-competitions-policy](#)



TAPING RULES

RULES DESCRIBING TAPING



II.15.3 No swimmer shall be permitted to use or wear any device or swimsuit that may aid his/her speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, power bands, or adhesive substances, etc.). The use of technology and automated data collection devices is permissible for the sole purpose of collecting data. Automated devices shall not be utilised to transmit data, sounds, or signals to the swimmer and may not be used to aid their speed. Goggles may be worn. As a consequence of injury, it is permissible to tape not more than one or two fingers or toes. Any other kind of tape on the body is not permitted unless approved by the Referee or other designated person.

RULES DESCRIBING TAPING



II.C15.3.1 In all sanctioned age group swimming events, taping is permitted. Approval may be required for taping at championship events, and the process for this approval shall be stated in the Meet Information Package.

II.C15.3.2 At a Swimming Canada National Competition, a committee shall be created to review and approve taping requests.

II.C15.3.1 & II.C15.3.2 IN ACTION



Taping is permitted at sanctioned age group swimming events.

- The permission granted by II.C15.3.1 does not override the principles within II.C15.3.
- For example, the use of tape to form a paddle by binding multiple digits would still constitute a violation.
- At national competitions, a committee will review taping requests.

For more information consult the Taping at Swimming Canada National Events policy on the Swimming Canada website.



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 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.
- Ensure you have the meet package, tech bulletin, session report, rule interpretations, para exceptions, distance count sheets etc.
- 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/Meet Referee.
- Use the Swimming Canada Referee Assessment form as a checklist for all that should be done prior to the session.

BEFORE THE SESSION



- 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/Meet Referee.
- Pool Chemistry:
 - Water temperature: 25 – 28°C (77 – 82.4°F) as per II.16.1.13.1.
 - Chlorine & pH level: consult with facility operator to determine if measurements are within standard ranges for your specific pool

**SWIMMING
CANADA
NATATION**



CHECKING PHYSICAL SET UP OF POOL

Name of Competition: _____ Date: _____ Time: _____

Item	Check
Lane Numbering	<input type="checkbox"/> Lane 1 ideally on right side when facing course
Start Blocks	<input type="checkbox"/> Secure, backstroke grips in place, no sharp edges <input type="checkbox"/> Backstroke ledges: available, calibrated
Touch Pads	<input type="checkbox"/> In place, clean, secure, functioning, tight to wall
False Start Rope	<input type="checkbox"/> In place 15m from start end <input type="checkbox"/> Release mechanism functioning <input type="checkbox"/> Rope adequate length to cover all lanes and at an appropriate height
Backstroke Flags	<input type="checkbox"/> In place 5m from walls <input type="checkbox"/> Tight enough (1.3-1.8m above water) <input type="checkbox"/> Flags over each lane
Lane Ropes	<input type="checkbox"/> In place, tight, no sharp edges at the end or joining points <input type="checkbox"/> Floats not damaged
15 metre markers	<input type="checkbox"/> At both ends of the pool – marked on deck
Water Chemistry, Temperature & Filtration System	<input type="checkbox"/> Water chemistry levels are within acceptable standards, consult facility management <input type="checkbox"/> Is information readily available? <input type="checkbox"/> Water temperature (acceptable range 25-28°C): _____ Other: _____
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"/> # of Safety Marshals: _____ <input type="checkbox"/> Briefed by referee <input type="checkbox"/> Facility set up – lane ropes, backstroke flags <input type="checkbox"/> Posted Swimming Canada Warm Up Procedures - 4 sides of pool <input type="checkbox"/> Times and lanes set for Dive/Sprint and Pace/Para/Backstroke ledges <input type="checkbox"/> Emergency exits identified <input type="checkbox"/> Any incidents? (List on reverse)
Electronics	<input type="checkbox"/> Set up and functioning including relay takeover <input type="checkbox"/> Cords secured and taped to deck. No tripping hazards.
Start Equipment	<input type="checkbox"/> Back-up equipment available (watches, starter boxes, cable, megaphone or microphone and, adequate supplies, etc.) <input type="checkbox"/> Speakers under/over start blocks functioning <input type="checkbox"/> Tested for opposite end starts. (Audible and results)
Hand Bells and Lap Counters	<input type="checkbox"/> On hand for distance events (800/1500)
Marshaling Area	<input type="checkbox"/> Set up 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, unobstructed view?
Office	<input type="checkbox"/> Setup with adequate supplies
Announcer	<input type="checkbox"/> Setup with microphone, heat sheets, and DQ process
Starter Area	<input type="checkbox"/> Setup in correct location allowing unobstructed view of start
Any issues/concerns with the facility/competition	List items on reverse

BEFORE THE SESSION



- Obtain Referee's heat sheet, review and validate with the session report timing. Note any questions or clarifications required.
- Find Meet Manager and Competition Coordinator/Meet Referee for briefing to gather any new information and to clarify any questions that may have arisen from review of the Meet Information Package or heat sheet.
- 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/Meet Referee:

- Any special rules (deck entries, para-swimming, double ended) or decisions made at technical meeting
- 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.

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

BEFORE THE SESSION



Sample checklist for pre-session briefings:

Pre-Session Briefings			
<input type="checkbox"/> <u>Safety Marshals</u> <input type="checkbox"/> Warm-up procedures <input type="checkbox"/> Sprint / pace lanes <input type="checkbox"/> Club designations <input type="checkbox"/> Violations procedure	<input type="checkbox"/> <u>Chief Finish Judge / Recorder Scorer</u> <input type="checkbox"/> Handling of discrepancies <input type="checkbox"/> Procedures with Referee <input type="checkbox"/> Swim offs	<input type="checkbox"/> <u>Chief Timekeeper</u> <input type="checkbox"/> Watch check <input type="checkbox"/> Swimmer verification <input type="checkbox"/> One record keeper <input type="checkbox"/> Split times <input type="checkbox"/> Quality of touch <input type="checkbox"/> Relay takeovers <input type="checkbox"/> Watch clearing <input type="checkbox"/> Start end 50m events <input type="checkbox"/> Bell lap	<input type="checkbox"/> <u>Starter</u> <input type="checkbox"/> False start rope <input type="checkbox"/> Equipment check <input type="checkbox"/> Speakers <input type="checkbox"/> Strobe light <input type="checkbox"/> Deaf swimmer starts <input type="checkbox"/> Watch check <input type="checkbox"/> Signals with Referee <input type="checkbox"/> Positioning with referee <input type="checkbox"/> False starts <input type="checkbox"/> DQ procedure <input type="checkbox"/> Announcements
<input type="checkbox"/> <u>Chief Judge Electronics</u> <input type="checkbox"/> Special procedures / protocols <input type="checkbox"/> Testing equipment <input type="checkbox"/> Equipment functioning	<input type="checkbox"/> <u>Clerk of Course</u> <input type="checkbox"/> Combining heats <input type="checkbox"/> Scratches <input type="checkbox"/> Deck entries <input type="checkbox"/> Distance events <input type="checkbox"/> Number of heats <input type="checkbox"/> Alternates in finals <input type="checkbox"/> Relay cards		

GENERAL BRIEFING



The Competition Coordinator/Meet Referee 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 judges of stroke 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.

STROKE AND TURN BRIEFING



- Review all strokes/events for the session.
- 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.

Remind officials – **the benefit of the doubt goes to the swimmer.**

TIMER BRIEFING



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

- How many watches and/or plungers in each lane.
- If Inspectors of Turns will have any timing duties in the lane.
- Discuss procedures:
 - 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 and the area behind the starting blocks is clear of equipment.
- 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.
- If required, sign off on results as the session continues.
- 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 numbers 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



With more and more integrated swimming competitions, it is likely that you will work or referee at a meet with Para swimmers.

- The rules are exactly the same as for Olympic program swimmers; however, Paralympic swimmers (who are identified with their sport class, e.g., S8, SB7, SM8) may be permitted exceptions to the rules based on their specific impairment.
- The Referee shall provide additional instructions and protocol to be used for Para swimmers.
- For officials interested in officiating at the Provincial and/or National level, certification as a Para Swimming Official is recommended. Certification requires completion of the daylong Domestic Para Swimming Officials clinic. Upcoming clinics are listed in the LMS (Learning Management System).

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 Exception for all Canadian Para swimmers competing in the competition are available.
- Codes of Exceptions can be found on this page of the Swimming Canada website: <https://www.swimming.ca/en/resources/para-swimming/para-swimming-classification/>

For more information, refer to Appendix B of the Swimming Canada Rulebook.



KEYS TO SUCCESS/ DISCUSSION SCENARIOS

KEYS TO SUCCESS



- Know the rules and have the Rulebook, rule interpretations, and Meet Information Package available 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.

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 at least one toe from each foot is in contact with the touchpad and raise their hand if they were not.
- The lane 5 IT raises their hand, what will you do?

In a subsequent heat, the backstroke ledge has been placed in the pool in lane 3 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 2nd according to your sweep, but has a light touch and is registered on the board as coming up in 8th. 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 – > 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.



DISCUSSION QUESTIONS

QUESTION 1



After you arrive at the pool to work as a Referee, you should (choose all that are correct):

- a) meet with the Meet Manager to discuss details of the session
- b) check with the electronics operator to ensure the automatic placing and timing system is working properly
- c) check pool equipment (lane markers, starting blocks, etc.)
- d) ensure that the pool temperature is within limits
- e) ensure that pool chemistry is within limits
- f) ensure teams are in assigned areas on the deck
- g) check officials' assignments
- h) meet with the major officials as well as the Meet Manager to discuss pertinent information

QUESTION 2



Final authority to approve the assignments of all officials and to ensure that they are adequately briefed prior to a session lies with the:

- a) Chief Timekeeper
- b) Chief Finish Judge
- c) Meet Manager
- d) Referee

QUESTION 3



The following officials shall be responsible for assigning duties to officials within their jurisdiction (choose all that are correct):

- a) Chief Timekeeper
- b) Chief Finish Judge
- c) Meet Manager
- d) Referee
- e) Judge of Strokes, Inspector of Turns
- f) Administration Desk Clerk

QUESTION 4



The Swimming Canada rulebook prescribes the minimum number of qualified officials that are necessary for the proper running of a sanctioned meet. When there are insufficient volunteer officials available, the Referee may (choose all that are correct):

- a) double-up the duties of some officials, when such duties are not in conflict
- b) direct the Meet Manager to fill all vacancies with unqualified people
- c) request the Meet Manager to fill junior vacancies (Timekeeper, Marshal) with unqualified but capable people. They should receive a very short Intro clinic and be mentored. This makes them qualified.
- d) delay the start of the meet until sufficient officials are available

QUESTION 5



Disputes arising from the format and timing of the meet, the eligibility of swimmers, etc. shall be settled by the:

- a) Referee
- b) Meet Manager
- c) Head Coach of the host club

QUESTION 6



Responsibility to ensure that the session starts on time lies with the:

- a) Starter
- b) Referee
- c) Meet Manager
- d) Announcer

QUESTION 7



On the Referee's single whistle for a dive start, the swimmers shall:

- a) step on to the surface of the starting platform
- b) step on to the starting platform with both feet the same distance from the front

QUESTION 8



When the Referee has determined that the swimmers are ready on the starting platform, he/she shall:

- a) blow a short whistle and stretch an arm horizontally down the pool until a fair start has been completed
- b) blow a short whistle and stretch an arm horizontally across the pool until a fair start has been completed
- c) stretch an arm horizontally down the pool and drop that arm after the command “take your marks”
- d) stretch an arm horizontally and maintain that position until a fair start has been completed

QUESTION 9



On the Starter's command, swimmers shall:

- a) take a starting position with at least 1 foot at the front of the starting platform
- b) have at least one hand and one foot in contact with the wall when using in-water start
- c) assume their starting position and remain stationary until the starting signal is given
- d) all of the above

QUESTION 10



On the Referee's first long whistle for a backstroke start, the swimmers are required to:

- a) enter the pool in an acceptable manner
- b) return to the wall immediately and assume a starting position after the 2nd whistle
- c) enter the pool feet first
- d) all of the above

QUESTION 11



In backstroke, the Referee shall blow a second long whistle when:

- a) all swimmers have surfaced
- b) all swimmers have reached the wall
- c) all swimmers are 5m from the wall

QUESTION 12



On the Referee's second long whistle in a backstroke start, the swimmers:

- a) will assume their starting position after a trial touch and turn
- b) shall return to the wall without delay and assume their starting position

QUESTION 13



After they have turned the race over to the Starter and before a legal start has been achieved, the Referee:

- a) may interfere with the Start and re-assume control of the race
- b) must leave control with the starter until the race has begun
- c) none of the above

QUESTION 14



A disqualification for “delay of start” must be determined by:

- a) Referee
- b) Starter
- c) Meet Manager

QUESTION 15



Disqualifications related to the start of a race shall be made by:

- a) the Referee only
- b) the Starter only
- c) the Referee after consultation with the Starter

QUESTION 16



The following officials are authorized to disqualify or report an infraction for rule violations after a legal start is achieved (choose all that are correct):

- a) Starter
- b) Chief Timekeeper
- c) Referee
- d) Chief Finish Judge
- e) Judge of Strokes, Inspector of Turns
- f) Relay Take-over Judge

QUESTION 17



The Referee may:

- a) overrule a recommendation to disqualify made by another official, even if he/she did not personally observe the alleged infraction
- b) disqualify a swimmer for a violation which the Referee did not personally observe but which was reported to them by the assigned official
- c) a & b

QUESTION 18



The following may disqualify a swimmer for a violation observed outside their assigned zone or jurisdiction:

- a) Starter
- b) Judge of Strokes
- c) Inspector of Turns
- d) all of the above officials
- e) none of the above officials

QUESTION 19



If two Judges of Strokes disagree about a potential rule violation, the dispute shall be resolved by the:

- a) Meet Manager
- b) Official with the higher level badge
- c) Referee

QUESTION 20



When Judges of Strokes or Inspectors of Turns observe an infraction by a swimmer, they shall inform the following (verbally):

- a) Referee
- b) Announcer
- c) Chief Finish Judge
- d) Swimmer or Coach
- e) Chief Recorder

QUESTION 21



The legality of any touch shall be determined by the (choose all that are correct):

- a) Referee
- b) Inspector of Turns
- c) Judge of Strokes
- d) Chief Inspector of Turns

QUESTION 22



The Referee may:

- a) overrule the results of a Swimming Canada approved automatic placing and timing system if the system is believed to be in error
- b) direct the Chief Finish Judge to ignore automatic results and use manual backup times
- c) a & b

QUESTION 23



In a heat when both the primary timing system and the backup timing system malfunction, the Referee shall:

- a) stop the race and swim it again later
- b) permit the race to proceed but award no official times

QUESTION 24



“Swim-offs” are used to (choose all that are correct):

- a) break all ties
- b) resolve ties for the last qualifying place in Finals (A) or Consolation (B) Finals
- c) resolve ties for first or second alternate positions in Finals (A) or Consolation (B) Finals

QUESTION 25



“Swim-off” participants for qualifying places in finals/consolation finals/alternate positions shall be:

- a) all the swimmers in the heat where the tie occurred
- b) the entire heat except disqualified swimmers
- c) only those swimmers who were declared tied

QUESTION 26



When a swimmer is disadvantaged by an equipment failure or official's error in a Final (other than a Time-Final), the following swimmers shall compete in a re-swim:

- a) all swimmers in the heat, including those disqualified for any reason
- b) all swimmers in the heat, excluding those disqualified for any reason
- c) only the swimmers who were disadvantaged
- d) only swimmers who want to improve their time

QUESTION 27



In the event of an assault (verbal or physical) of an official by a swimmer or by a team officer, the Referee has the authority to:

- a) order the offending party from the pool area for the duration of the meet
- b) impose a fine on the offending party
- c) do nothing except pacify the situation

QUESTION 28



Disputes or verbal protests relating to the race or competition itself shall be received and settled by the:

- a) Referee
- b) Meet Manager
- c) Office Manager
- d) Chief Finish Judge
- e) Official with the highest level badge

QUESTION 29



Written protests of decisions related to the race or competition itself shall be presented to the:

- a) Administration Desk
- b) Referee
- c) Chief Finish Judge
- d) Meet Manager

QUESTION 30



Written protests of decisions related to the race or competition itself shall be received by the appropriate official within:

- a) 15 minutes from the final non-resolution of the disputed decision (verbal protest) by the Referee
- b) within 30 minutes following the conclusion of the respective event all swimmers have surfaced
- c) 30 minutes from the end of the session in which the dispute took place

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.

Refer to the Officials Certification Pathway document on the Swimming Canada website under [Certification and Clinics](#) for more details on the progression from Level III to Level V .

Mentoring and assessment are an important aspect of officials development, but especially in the role of Referee. If you would like a Referee Assessment, the Competition Coordinator/Meet Referee must be informed prior to the session so that a mentor can be assigned. At the end of the session, the Competition Coordinator/Meet Referee or designate will provide a debrief and sign your officials card if the assessment was successful.

LEVEL IV EVALUATION



Level IV requirements:

- A. Successful completion of the following (in addition to completion of this clinic):
 - i. Any outstanding certifications for remaining Level II positions;
 - ii. Experience as a Referee at a minimum of five sessions;
 - iii. Conduct a minimum of two different Level II officials clinics within the year of application under the supervision of a Level V.
- B. Complete one year of active service as a Level III official working a variety of positions.

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.

LEVEL V EVALUATION



Level V requirements:

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

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



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