



3 Roles for Referees

Meet Referee	Deck Referee	Administrative Referee
<p>Serves as Team Leader.</p> <p>Has overall responsibility for the conduct of the meet.</p> <p>May assist host team's Officials chair in recruiting and assigning officials for the meet.</p> <p>Reviews entries and timelines with the Admin. Referee.</p> <p>Recommends solutions if there are any problems.</p> <p>Supervises the entire Officials Team.</p> <p>Ensures consistency from session to session.</p> <p>Monitors marshals to aide in ensuring safety.</p> <p>Conducts coaches meeting to enforce procedure and decorum.</p> <p>Handles meet issues.</p> <p>Provides break for deck referee, starter, if needed.</p> <p>Explains disqualifications to coaches.</p> <p>Helps resolve timing issues when needed.</p> <p>Inputs staffing information to the Officials Tracking System if assigned. <i>Meet Directors or assigned host meet personnel may do the tracking system.</i></p>	<p>Manages the actual competition</p> <p>Controls the pace and flow of the meet</p> <p>Supervises the "wet-deck" officials.</p> <p>Resolves disqualifications.</p> <p>Handles disputed calls.</p> <p>Sets up swim-offs.</p> <p>Handles empty lanes in finals in accordance with meet procedures.</p> <p>Completes the "pass down" report.</p> <p>Explains disqualifications to coaches when asked.</p> <p>Organizes the pre-meet clinic.</p> <p>Assigns invigilators during warm up for LSC (National invigilators are assigned by the head starter)</p>	<p>Manages the behind-the-scenes administrative activity and paper work.</p> <p>Supervises the 'dry-deck' officials.</p> <p>Makes the decision regarding fair application of:</p> <ul style="list-style-type: none"> - Entry Procedures - Eligibility Requirements - Check-in Procedures - Scratch/No-Show Procedures - <p>Reviews seeding and heat sheet preparation.</p> <p>Develops the timeline – With the Meet Referee.</p> <p>Approves timing adjustments.</p> <p>Informs deck referee when swim-offs are required.</p> <p>Processes disqualifications.</p> <p>Seeds time-trial events.</p> <p>Reviews and publishes the results.</p>

Marshal's Guidelines

• Arrive 15 to 30 minutes prior to warm-up

(or another designated time) to:

- ☐ meet with the Meet Referee, ☐ get identifying attire,
- ☐ get your assignment.

• Locate the first aid station including:

- ☐ First Aid kit, spinal backboard, rescue implements, AED (Automated External Defibrillator) and the Emergency Action Plan (EAP).
- EAP should list important phone numbers, protocol for getting help, name or position of the person on deck who is responsible for activating the EAP.
- If there isn't one, discuss with the Meet Referee.
- ☐ Determine where YOU fit into the EAP.

• To help provide a safe environment:

- ☐ Enforce the warm-up and warm-down rules -
 - No diving - feet first entry - except in one way sprint lanes (controlled warm-up only).
 - No Backstroke starts except in a controlled one way sprint lane. (They are dives.)
 - No socializing in warm-up/warm-down lanes. Swimming only.
- ☐ Remind swimmers that running, horse play, whipping towels, etc. are dangerous and must be stopped.
- ☐ Remind all that glass is not allowed on deck or in the locker rooms. (continued over)



09 09

Marshal's Guidelines (continued)

• Report any unsafe areas on the deck to the Meet Referee including:

- ☐ loose wires, ☐ slippery areas, ☐ loose blocks,
- ☐ too many swimmers in a lane, and
- ☐ any other things you consider dangerous.

• Periodically walk through hallways, seeding area, etc., and, with another adult of your gender, your gender locker rooms. Arrange for "two adult" walk-throughs of the other gender locker rooms. Stop any shaving - Inform Meet Referee and Meet Management.

• Blood on the deck or a bleeding swimmer?

- ☐ Immediately notify the Referee and first aid staff.
- ☐ Help cordon off the bloody area until it is properly cleaned.

• Monitor the warm down area throughout the meet.

• Unauthorized people on Deck? In the venue? Watch for inappropriate camera use in locker rooms & in or around the venue.

Immediately Inform the Meet Manager or Meet Referee.

• Pay attention to the meet.

- ☐ Do not leave the area without the approval of the meet referee.

• Remember: Safety is the Primary Concern. Be firm! But not a Tyrant.



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USA SWIMMING DECK REFEREE & STARTER GUIDELINES

STARTER:

- A. Takes deck position which affords an optimal view of the starting field.**
- B. Assists in checking starting field for correct number of athletes in proper lanes.**
- C. Raises microphone upon hearing long whistle and awaits deck referee's outstretched arm**
- D. When the starting field is ready says "Take Your Mark" in a calm, conversational tone.**
- E. Completes the start only after all swimmers have assumed an observable stationary position.**
- F. Notes all empty lanes and time of start on starter's record.**
- G. Takes across the board finishes on starter's record.**

DECK REFEREE:

- A. Signals "prepare to swim" with the series of short whistles.**
- B. Checks starting field for correct number of athletes in proper lanes.**
- C. Sounds long whistle indicating swimmers should take a position on the blocks, deck, or in the pool.**
 - A second long whistle is required on backstroke starts indicating swimmers should take their starting position.**
- D. Closes field and turns control of the swimmers over to the starter with an outstretched arm.**
- E. Carefully observes the start, noting the lane(s) of any swimmers who were not stationary on the deck referee's record, and then focuses attention on the athletes during their swim.**

FALSE START PROCEDURE:

- A. If the starter observes that a swimmer was not stationary at the starting signal, the race shall continue without recall, and the lane(s) of the offending athlete(s) circled by the starter on the starter's record.**
- B. When appropriate, the starter should advise the deck referee of a "possible false start".**
- C. If the deck referee agrees that there was a false start, the starter should show the circled lane number(s) to the deck referee without further discussion.**
- D. When there is agreement on the noted lane(s) by the deck referee and the starter, the deck referee shall confirm the false start initiated by the starter and implement the meet protocol for handling disqualifications.**

REMEMBER,

A. NEVER:

- a. Force a start by commencing a starting sequence before the athletes are ready**
- b. Keep athlete(s) on the blocks or in the water for an extended time prior to the start.**
- c. Congregate in the starting area when not working an event.**

B. ALWAYS:

- a. Practice PATIENCE, PATIENCE, PATIENCE.**
- b. Use the word PLEASE when giving any command.**
- c. Be alert for requests from the deck referee**
 - Especially notice to recall a heat.**
- d. Be conscious of any outside interference that might affect the start.**
- e. As the first starter / deck referee of the session, check starting blocks and operation / volume of starting system.**
- f. Be ready to step in for any official when requested.**



GUIDELINES FOR MARSHALS

USA Swimming rulebook:

102.18 MARSHALS- Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

Responsibilities of Marshals include:

Marshals should arrive at the swim venue at least fifteen (15) minutes prior to the beginning of warm-ups. They should check in with the referee to receive instructions, i.e. where they will be positioned, special safety concerns for the meet, etc.

The head marshal should have a whistle. Marshals should be easily identifiable by a distinctive article of attire. (Hat, jacket, vest, etc.)

Warm-down areas must be marshaled throughout the meet.

Marshals must not leave the area until coverage is provided or until excused by the referee.

Marshals duties include:

Making sure that swimmers behave in a safe manner. (No running, abusive behavior, etc.)

During general warm-ups, make sure that swimmers enter the water feet first from the starting end only and ease into the water. Swimmers should **NOT** be entering from the opposite end or sides of the pool during warm-ups. **ABSOLUTELY NO DIVING!!!!**

Be alert to dangerously overcrowded warm-ups and alert the meet referee or manager.

Notify the coach of any swimmer who is behaving/acting in an unsafe manner.

Use appropriate language. **NO POWER TRIPS, PLEASE.**

Make sure lanes are cleared before sprint lanes begin.

Your role is to help maintain a safe environment. **Please, Pay Attention!**

Referees Safety Checklist



- **Note, Locate, Resolve**
 - ☐ Locate nearest exits
 - ☐ Locate and meet facility Manager and Safety Staff leader
 - ☐ Check Emergency Action Plan
 - ☐ Locate first aid equipment, ☐ check contents
 - ☐ Is the pool chemical balance and temperature OK?
 - ☐ Locate emergency call phone and **numbers**
 - ☐ Locate: ☐ backboard, ☐ blood spill equipment and ☐ AED
 - ☐ Ambulance - on campus or external? ☐ Directions to the pool available?
 - ☐ Note dangerous areas including loose cords or electric wires - resolve
 - ☐ **Forms** - Are Report of Occurrence forms available?
- **911 and Lightning Protocols** ☐ Learn - Convey to coaches, officials
☐ Who monitors lightning? ☐ Are there "Safe" areas?

- **Marshals**
 - ☐ How many? ☐ Is coverage adequate? ☐ Distinctively dressed?
 - ☐ Do they understand their function?

- **Are medically trained personnel at the meet?**
☐ Ask, ☐ Introduce yourself

Referees Safety Checklist (Cont'd)

- **Pool and Equipment**
 - ☐ Blocks: ☐ stable? ☐ not slippery?
☐ handgrips safe? ☐ sharp edges?
 - ☐ Is pool deep enough to use starting platforms?
 - ☐ Is diving board blocked off, and not hazardous?
 - ☐ Are the lane lines safe? ☐ loose wires, ☐ stable anchors.
 - ☐ Are ladders safe?
 - ☐ Is training equipment out of the way?
 - ☐ Is the deck too slippery?
 - ☐ Are there any open pole or starting block holes?
 - ☐ Touch Pad and Anchors: ☐ sharp edges, ☐ projections
 - ☐ Consider accommodations for swimmers with disabilities
 - ☐ Is there sufficient gathering area behind the blocks?
 - ☐ Are Spectators separated from Meet Operation areas?
 - ☐ Can Officials operate safely and without interference?
 - ☐ Shade, Hydration and Chairs for Officials and Timers.
 - ☐ Warmup Pool - don't forget all of above that's applicable.

- **Don't hesitate to stop the meet and resolve any safety issues anywhere in the venue!**

07 11 14

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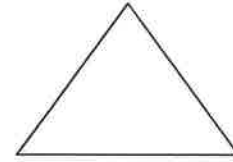
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REFEREE: Definition – Athletes – Coaches – Rules

TRIANGLE:



Athletes are the bases of this triangle. Athletes are what this sport is about. Competition and competitive events must be athlete centered and we must find the best ways of making sure this happens at each event.

Coaches are one side of the triangle. If athletes are the base or foundation, then no one helps build that foundation more than the coaches who work with the athletes each and every day of practice and competition.

Rules (**Officials**) form the third side of the triangle and are the guidelines designed to help assure that the athletes can have a fair and equitable competition.

UNDERSTANDING YOUR ROLE AS A REFEREE:

RESPECT:

The role of the Referee is to be a facilitator and make sure that the athletes, coaches and the rules (Officials) are allowed to do their job. Key to this is to place the Referee in the center [®]. This [®] stands for RESPECT! Respect for the three is the first step toward having a positive attitude toward the three sides of the triangle. The Referee must respect the role of the others.

While growing up, George Washington wrote down the “110 rules of civility and decent behavior in company and conversation”. Rule number one states “Every action done in company ought to be with some sign of respect to those who are present”. One sign of a good leader is demonstrating respect for those he or she is dealing with!

ATTITUDE:

Respect is an attitude that the Referee must have to become the good referee we all want to be and this will lead to a positive attitude that promotes the sport.

KNOWLEDGE:

Knowing the rules and the reasons for the rules is imperative. When to apply the rules to protect the swimmers and to make sure that there is always a fair and equitable condition of competition. Leave your ego at home. This is not about you, the official it is about the athlete and the competition. Flexibility and common Sense are hand and hand. Flexibility of the rules is also the responsibility of the referee. A referee must respect the rules as written. He or She should not be an on-deck rule maker, but must also understand the flexibility in the Rulebook. Having common sense is to know that when a rule does not apply that you use common sense to allow the benefit of doubt to the swimmer's advantage. Most normal problems will take care of themselves through the established rules. It is when the unusual problem occurs that the Referee must remain calm and handle it in an effective manner using common sense.

GUIDE TO OFFICIATING

CHAPTER 1 - THE REFEREE

During the meet - The referee's full attention must be given to every start to observe and concur with the starter's false start disqualifications. (The rules require that the starter and referee agree for disqualification of a swimmer for a false start). Between the starts, the referee oversees the competition and evaluates the performance of the other meet officials. If a rule is misunderstood, the referee must correct the misunderstanding. If the referee personally observes an infraction, he/she may disqualify the swimmer and then determine why the assigned official(s) did not. The referee clarifies rules and jurisdictions, suggests appropriate judging techniques, assigns and may reassign officials. He/She also answers questions, protests and appeals, maintaining his/her sense of humor and keeping a positive attitude. All questions should be politely answered to the best of his/her ability. Protests and appeals are sometimes difficult because they tend to be emotionally charged. The referee must always display a moderate temperament. It is inexcusable for the referee to become visibly angry at a distraught swimmer, coach or parent.

The following communication guidelines for dealing with a concern arising during the competition are recommended:

1. The referee listens to the person who has a complaint or concern. The referee must avoid becoming defensive.
2. The referee indicates that he/she understands the person's perspective, and that he/she wants to resolve the conflict. He/She repeats his/her understanding of the protest or appeal to the person who has the complaint.
3. The referee then confers with all parties involved to ensure proper interpretation and understanding.
4. The referee then communicates his/her understanding of the problem and his/her decision to all affected parties.

The Meet Referee

The meet referee has responsibilities before, during and after the competition.

Before the meet - The referee should contact the meet director and coordinate any special requirements for the meet before the day of competition. On the day of competition the referee should arrive at least one hour prior to the meet to adequately perform pre-meet responsibilities. He/She should confer with the meet director; obtain a list of meet officials; inspect the facilities, with specific attention to any safety issues in the meet venue; review seeding and administrative procedures; conduct a coaches' briefing (if needed), and assign and instruct the other officials. The referee's attitude during the pre-meet briefing can establish a tone for the meet. He/She should assume complete control, but do so in a pleasant, confident manner. A sample referee's check list can be found in the officials section of the USA Swimming web site.

- May prohibit the use of any device that disrupts or interferes with the meet, such as a laser pointing device or artificial noisemaker.
- When the meet sanction allows conducting the events by starting them for the alternate ends of a 50-meter course, the Referee shall establish the necessary administrative and officiating procedures to conform to the USA Swimming Rules and local conditions.



GUIDE TO OFFICIATING

CHAPTER 1 - THE REFEREE

After the meet - The referee must remain at the pool long enough after the last race to ensure that final results have been announced in case there is a problem or a protest. This time can be used to evaluate the meet with the meet director and to sign any referee forms pertinent to the meet. As soon as possible after the meet, the referee should write an evaluation of the meet officials. This will be filed with the Official's Chair and/or with the Meet Director according to the regulations of the local swimming committee sanctioning the competition.

In summary, a referee must attend to many responsibilities during a swimming competition. The referee's knowledge, honesty and fairness will create a climate for an equitable and rewarding competition. The referee's service is a source of building the entire swim community for the betterment of all those who participate in USA Swimming. It is a challenge worth accepting, and doing well.

