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Referee

**YMCA of Greater
Richmond**

Training Guide



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Agenda

- Referee Description
- Training
- Recertification
- Main Duties of the Referee
- Prior to the Meet
- During the Meet
- After the Meet



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Referee Description

- Referee: See USS Handbook for duties. The YMCA recommends that the Referee be fully cognizant of the job responsibilities and rules governing the performance of the Clerk of Course, Starter, Strokes & Turns Judges, Table Workers, and Computer Rep.. The Referee shall be aware of any concerns that arise during the conduct of the meet in any of these areas and be prepared to intervene to resolve those concerns.



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Trainings

- The Referee must review the YMCA training guide for Referee, Clerk of Course, Strokes and Turns, and Starter.
- They must pass the written test during the first year of service, than every other year thereafter for each position.
- New Referee's shall walk three full meets in order to complete the training.
 - 1 full meet as a Referee
 - 1 full meet as a Strokes and Turns
 - ½ meet as Starter and ½ meet as Clerk of Course
 - Unless he/she is already worked in either of these positions.



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Recertification

- Work a minimum of 1 meet during the previous year as a Referee.
- Review training guide as needed.
- Pass YMCA written test every year.



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When walking a Position...

- Model
 - Watch the experienced worker in the position. Ask questions when you can.
- Practice
 - In your mind, go over the calls that you would make.
- Feedback
 - Ask lots of questions and feel free to discuss calls with the experienced worker.
- The working Referee is in charge, and only s/he can make decisions affecting the meet.



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Main Duties of the Referee

- The Referee's primary role is to ensure that the meet is contested fairly.
- The Referee should be familiar with both the YMCA rules and the USA Swimming Rules and ensure that the meet is being conducted following both sets.
- The Referee must remain on deck through the course of the meet, be in communication with the Starter before each heat, and observe each start.



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The Referee Shall...

- Have full authority over all officials and shall assign and instruct them.
- Enforce all applicable rules.
- Decide all questions related to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules.
- Overrule any meet official on a point of rule interpretation or on a judgement decision pertaining to an action which the Referee has personally observed.
- **Have final say in all disputes. Therefore, the Referee shall remain until the last event has been scored.**



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The Professional Referee

- Required Uniform for Referees and Strokes and Turns Judges.
 - White shirts and dark shorts, pants or skirt, preferable dark blue. No team identifying logos or labels.
 - This uniform adds to your credibility and professionalism.
- When a Strokes and Turns Judge is wearing this uniform, it makes it easier for you to notice him/her when s/he is officiating.



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Pre-Meet Meetings

- Introduce yourself and/or check in with the Table Workers, Computer Rep., Clerk of Course, and Head Timer.
- Meet with Runners for both halves to explain their duties- assign one to run timesheets and the other to run DQ cards. Show them where they deliver the paperwork to the Table Workers.
- Meet the Starter
 - Discuss procedure for signaling start of each heat (whistle, hand signal, look, discretion, etc.)



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Pre-Meet Meetings with Away Teams

- Develop positive rapport.
- Discuss layout of the pool facility and any safety concerns.
- Remind them of the weather policy.
- Ask about any special needs swimmers.
- Discuss protest procedure
- See if there are any questions.



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Pre-Meet Meetings with Stokes and Turns Judges for both halves

- Thank the volunteers for their commitment.
- Introduce yourself.
- Introduce Starter.
- Discuss special needs swimmers and procedure.
- Review pool layout, jurisdictions, rotation schedule, and assign starting position.
- Talk about where judges should stand.
- Identify 15 meter mark.
- Discuss relay takeoff procedure.
- Conduct a technical review of USA Swimming Rules, DQ card, and common DQs and answer any questions.
- Remind Strokes and Turns Judges to immediately raise one hand all the way up, with authority, but without enthusiasm upon observing a rule infraction.



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Running a Meet

- Signal the starter to begin every heat as discussed.
- The Referee generally stands next to the Starter unless he needs to move around to talk to other officials and address issues.



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Running a Meet

- Discuss any protests with Coaches and only Coaches.
 - Send any other persons to their team's Coach or Parent Rep if they happen to come to you first.
- Discuss any meet issues with the home team Aquatics Director.
 - Disrupting devices like laser pointers, noisemakers, and flash photography.
 - Alcohol policy.
 - Other issues regarding personnel or facility.
- Handle any misconduct by swimmers with their teams Aquatics Director or Coach.



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DQ Cards

- Review and approve with signature or initials all disqualifications from the Strokes & Turns Judges prior to the DQ cards going to the Table Workers.
- You can mark infractions that you observe on your meet program and check them with cards that come in.
- If the Strokes and Turns Judge did not raise his/her hand for the DQ, that is grounds for overturning the DQ.



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DQ Cards

- Check that the event number, heat number, and lane number all make sense.
 - If a judge makes a mistake on an event number and the heat and lane doesn't exist, you can send it back or you can overrule the DQ.
- Send back any cards that aren't signed or filled out completely.
- Go to the judge and discuss any calls that are questionable or that you need more information about.
- Do not over-officiate by writing cards for infractions that you saw but weren't called by a Strokes and turns Judge.
 - **If you do make a disqualification, you must raise your hand.**



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False Starts

- The Referee shall confirm any false start calls with the Starter.
- The second false start in the same event is a disqualification.
- The Referee writes the card.



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Combining Events

- When combining events, the Referee has the final say. The clerk should have a good reason for why it is worth the headache.
- In all cases, the Clerk is instructed to inform the Referee, Starter, and all affected Timers. It is up to the Referee to inform the Strokes and Turns Judges.



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Rules of Combining Individual Events

- FIRST ASK THE SWIMMERS IF IT'S OKAY!
- Must have the SAME stroke and length.
- Can NOT create extra heat- combining of events must result in only one heat.
- If mixed gender, an empty lane MAY remain between them, but this is not a requirement.
- Swimmers in the same event must swim together.



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Weather Delays

- At the first observation of lightning or thunder, the lifeguard should blow his/her whistle and the pool should be cleared.
 - If the lifeguard does not do this, the Referee should prompt him/her.
- The meet can resume after 30 mins of absence of lightning or thunder. It is the responsibility of the Aquatics Director and the Parent Reps to enforce the weather delay.
- The Parent Reps of both teams and the Aquatics Directors will make the call as to postpone or continue the meet.
- Note that the Referee is NOT involved in the decision to postpone or not.



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After the Meet

- Thank the volunteers and coaches.
- Check in with the coaches to make sure there aren't any outstanding protests for which you may need to detain a Strokes and Turns Judge.