# Referee Clinic Outline

## General Comments

* The Referee is the highest ranking official on the pool deck
  + People will look to you for guidance and leadership
* Be professional
* Don’t let power go to your head
* Remember the Golden Rule (Do unto others…)
* Always appear to be calm and confident even if you aren’t
  + This will help keep everyone else calm and confident

## Before Meet Day

* Make sure starting unit is charging
* Work with Team Rep
  + Any disabled swimmers
  + If you only have a single starting unit it may be advantageous to ask visiting team to bring their starting unit
  + Make sure you will have proper number of officials from each team
    - Home Team
      * Referee
      * Starter
      * 2 Stroke and Turn
      * 4 RTO
      * 1 Head Timer
      * 9 Timers
      * 2 Runners
      * 1 HyTek
      * 1 Clerk of Course
    - Away Team
      * 2 Stroke and Turn
      * 4 RTO
      * 1 Assistant Head Timer (Optional but recommended)
      * 9 Timers
      * 1 Assistant HyTek
      * 1 Clerk of Course
  + Provide briefing times so you can make sure all officials arrive in time for their briefing
* Prepare paperwork
  + Make sure you have DQ slips
  + Get RTO slips packs together
  + Make sure you have pencils

## Pre-Meet

* Get to the pool early, I like to get there at least an hour early
* There are a number of briefings you will need to conduct. Give yourself enough time to get through them all without having to take short cuts
* Pool setup
  + Lane lines in and tightened
  + 15 Meter mark clearly identified
  + Lanes numbered left to right as you stand at the start end facing the pool
    - On the turn end, where we typically start 25’s, the lanes are numbered right to left
  + Backstroke flags up and in correct position
    - 5 meters from end of pool
    - At least 3 pennants per lane
    - They should be taught with no dip in them
  + Skimmer covers in to protect swimmers
  + Ladders removed if they interfere with the competition pool
  + Make sure that spectator area(s) will not interfere with officials, timers and swimmers
  + Both teams should be able to get to and from Clerk of Course without having to walk through the other teams team area
  + Starting unit is properly positioned
    - Should be no further than the backstroke flags from the end of the pool from which the swimmers are starting
    - Starting unit should be USA swimming compliant
    - Test unit, to include recall
  + No chairs for any of the officials
    - We need to have a professional appearance
* Pool safety during warm-ups
  + Warm-up times
    - 20 minutes per team,
      * If you provide extra warmup time for one team you must provide it to both
    - Home
      * Saturday – 0715
      * Wednesday – 1715
    - Away
      * Saturday – 0735
      * Wednesday – 1735
  + Starter should invigilate
  + Swimmers should only enter the water from the ends of the pool, not the sides
  + Swimmers should not jump on other swimmers or lane lines
  + No hanging on lane lines
  + Unless doing sprint starts swimmers should enter the water feet first
  + During sprint starts
    - Swimmers enter the water at one end and exit at the other end of the pool
    - Swimmers should be spaced out so that they won’t overtake each other
* Briefings
  + Pool management
    - Meet the “manager”
    - Make sure you are on the same page when it comes to the weather and the procedure for handling thunder and lightning
    - If you require having a lifeguard on duty then make sure you know where they will be located
  + Team Reps
    - Any missing officials
    - Review scratch and substation rules
    - Ask about swimmers with disabilities and any accommodations they may require
    - Review the process for protesting calls
  + Marshalls
    - Monitoring for safety
      * Another set of eyes on the pool during warmups
    - Keeping quiet for the start
    - Helping with flow of swimmers around the pool
    - If people are not listening to them come to the referee
  + Relay Take Off Judges
    - Make sure each RTO has slips and a pencil
    - Recommended to have 4 per team
      * Must have at least 2 per team
    - Cannot be Stroke and Turn judges
    - Read from briefing card
    - Early take-offs must be dually confirmed
    - Positioning
      * 2 per team
        + 2 on each end of pool, in corners
        + They will watch all 6/8 lanes
      * 4 per team
        + 4 on each end of pool
        + Each watching 3 or 4 lanes, based on size of pool
        + 6 lanes

Outside

Lanes 1 looking in to lane 3

Lanes 6 looking in to lane 4

Inside

Land 3 looking out to lane 1

Lanes 4 looking out to lane 6

* + - * + 8 lanes

Outside

Lanes 1 looking in to lane 4

Lanes 8 looking in to lane 5

Inside

Lanes 4 looking out to lane 1

Lanes 5 looking out to lane 8

* + - What are the watching for
      * Watching feet of swimmer leaving the deck
      * Once toes leave deck look down to see if there was a touch.
        + If so then circle
        + If not the X
      * Benefit of the doubt goes to the swimmer
    - Try to work it out so that on turn end the outside RTO, on the same side of the pool as you, will check and give you a thumbs up if there are no matching early takeoffs and thumbs down if there are
  + Stroke and Turn
    - Make sure each Stroke and Turn has DQ slips, a pencil and a meet program
    - All Stroke and Turn officials need to attend briefing regardless of amount of experience
    - Don’t be afraid to read from briefing card, this will insure that everyone gets the same briefing every time
    - Benefit of the doubt always goes to the swimmer
    - Be fair and impartial
    - As officials we are representing ODSL and not our individual teams. Do not outwardly cheer for swimmers.
      * If it is announced that a record was broken it is okay to applaud that effort
    - Assignments
      * Break pool into 4 quadrants
        + 1 – Start end lanes 1 to 3 / 4
        + 2 – Start end lanes 4/5 to 6/8
        + 3 – Turn end lanes 4/5 to 6/8
        + 4 – Turn end lanes 1 to 3 / 4
      * If possible, should not have Stroke and Turn judges from same team covering the same lanes
      * Rotation clockwise after each stroke
      * Positioning
        + 6 lane pool – Stroke and Turn officials **SHALL** stand between lanes 2 / 3 and lanes 4 / 5
        + 8 lane pool – Stroke and Turn officials **SHALL** between lane 2 / 3 and lanes 5 / 6
        + Officials do not wrap around to the side of the pool

It is not fair to the swimmers

* + - Jurisdiction
      * In your lanes from the wall to the center of the pool
    - Deck Protocol
      * Pay attention to the swimmers in the water at all times
        + Avoid being distracted by others
      * Do not bounce between lanes
      * Step back when out of Jurisdiction, step up to edge of pool
        + This is a swim meet you will get wet
      * Start end officials take a step back at the start then step to the pool edge after the start
      * Watch all lanes equally, even they are empty
      * Observe do not scrutinize
        + No calibrated eyeballs
      * For turns and finish make sure you can see down the entire wall so you are sure to see both hands or feet hit/miss the wall
      * If you observe a disqualification
        + Raise your hand confidently for 3 to 5 seconds

Do not stare at the swimmer

* + - * + If necessary make notes on meet program
        + Be prepared to say what you saw, where you saw it and why it is a disqualification
        + When describing DQ no “deck aerobics”

Everyone is watching and will try to be an armchair quarterback

* + - * + Fill out DQ slip clearly

Do not write on a stack of DQ slips as they use NCR paper so things will bleed through

Event/Heat/Lane

Name and team

For the appropriate event select where infraction occurred

Start/swim/turn/finish

Select appropriate checkbox for infraction

* + - * + Sign the bottom
        + Do not get upset if further detail is requested for DQ or if referee decides not to accept a DQ

As referee you are responsible for making sure that what was observed was a valid DQ and that you can explain it in case of protest

* + - * If anyone, other than Referee, CJ or Runner comes to you about a call referee them to the referee
    - Special Instructions
      * Any disabled swimmers
        + If so, any accommodations
      * Do not leave without first confirming with referee that there are no protests
    - Strokes
      * Breaststroke
      * Butterfly
      * Backstroke
      * Butterfly
      * Individual Medley
        + Fly, back, breast, free
      * Relays
        + Medley – Back, breast, fly, free
  + Runners
    - Ask Stroke and Turn
      * Where call was made and where swimmer was when call was made (jurisdiction)
      * What the actual infraction was
      * Why it was a DQ
    - Provide details to referee
    - If referee accepts call deliver signed DQ slip to table for processing
      * May also be delivering yellow copy to Team Rep
    - Don’t be upset if asked for further clarification
      * As referee you are responsible for making sure that what was observed was a valid DQ and that you can explain it in case of protest
    - May be asked to deliver messages to Stroke and Turn officials
      * For example, make sure you are stepping up to edge of the pool and paying attention
  + Clerk of Course
    - Keeping control/order in CoC
      * If swimmers are not listening to you then go to the referee
    - Make sure swimmers are properly organized and to the starting area prior to their heat so as to prevent delays
      * Usually good to have the next heat or two, in addition to the current heat, in the starting area
    - No heat shall be delayed pending the late arrival of a competitor
    - Consolidating heats
      * Is acceptable in order to expedite the meet
      * Changes should be reported to Referee, Starter and HyTek ASAP
  + Starter
    - Make sure the Starter has DQ slips, a pencil and a meet program
    - Starters job is to insure a fair and equitable start
      * Do not start a heat until you feel like they are ready
      * You have no time line, do not let the Referee rush you
    - Invigilate during warmups
    - Attend timers briefing
      * Give briefing if Head Timer is not able to
      * Perform timer check
    - Review whistle protocol
      * 4 chirps
      * Announce Event/Heat
      * Long whistle
      * Wait for arm to be extended
      * For backstroke starts
        + First long whistle is for swimmers to step in
        + Watch for extended arm after second long whistle
    - For starts, where will they be standing
      * They get priority position the referee will adjust to them
      * Make sure they will be able to see extended arm
      * Will they be in the same place for backstroke starts
    - Review false start protocol
      * False starts initiated by Starter
      * They circle lane number on meet program and show it to referee without saying anything
      * Pay attention to surroundings for external influences that may cause a false start (clapping, camera flash, loud noise, etc)
    - After swimmers are in the water
      * Check to make sure swimmers for next heat are behind the blocks
      * Be an extra set of eyes
        + Are Stroke and Turn officials coming to edge of pool
        + Did Stroke and Turn raise their hand
        + Are Timers coming to edge of pool
      * Assist the referee as requested
  + Timers
    - If Head Timer not giving briefing then Starter should
    - Read from the script
    - Confirm swimmers name
    - Step back at the start
    - Start on strobe not sound
    - After start look at watch and make sure it is running
      * If not raise your hand to get attention of Head Timer
    - At finish step to the edge of the pool so you can see the entire wall
    - Stop when any portion of the swimmer touches the wall
    - Record times to the hundredths
      * Drop/truncate anything beyond that, do not round
    - For 25’s will swimmers start from the other end of the pool or will timers be moving?

## During the Meet

* Always pay attention to the pool and what is going on in and around it
  + This is no time to be catching up with friends and family
* Note any empty lanes on your meet program
* Positioning of Referee and Starter
  + Shall be at the same end of the pool in which the swimmers are starting from
  + Shall be between the backstroke flags and the end of the pool
  + The starting unit should not be between the Referee and Starter as they will make it harder for swimmers and timers to see the strobe
* Do not start the next heat until all officials are in position and swimmers are at the starting area
* Getting the heat in the water
  + 4+ chirps
  + Starter announces event/heat
  + Long whistle
  + Swimmers step up
  + Once swimmers are in position and ready to go extend arm out turning course over to Starter
  + Starter issues “Take Your Mark” command and sends swimmer
  + Backstroke starts
    - Swimmer are allowed to have “legs”
      * Must be another swimmer
      * Not allowed to have anchor
      * Heels are not allowed to extend over the edge of the pool
    - First long whistle tells swimmers to step in
    - Once swimmers are in water blow second long whistle
    - Once swimmers are in position and ready to go extend arm out turning course over to Starter
  + Taking back heat
    - There will be times something happens (a late swimmer arrives, external noises, etc.)
    - When this happens lower your arm thus taking the course back
      * When this happens the Starter should stand the heat
  + False Starts
    - Stationary vs motionless
    - Initiated by Starter
    - Must be dually confirmed
    - False starts prior to the start of the race then the swimmer is not allowed to swim that race
    - What is a false start
* What do you do once the swimmers are in the water
  + Can a Referee make a call
    - Yes
    - Should they, no
    - We can see more from the side then the end
    - We can’t see the entire pool equally
    - It is not fair to the swimmers
  + Observe your officials (Stroke and Turn, RTO and Timers)
    - Make sure they are properly positioning themselves and paying attention
    - Stroke and Turn officials should be stepping up to the edge of the pool for turns and finishes
      * This is a swim meet you will get wet
    - If a Stoke and Turn raises their hand either you go take the DQ or have a runner get it
    - Timers should step to the edge of the pool to observer the finish
      * Timers staying back from the edge will not get an accurate time, this is not fair to the swimmers
  + During relays observe relay swimmers as they enter the water
    - No running starts
      * Starting blocks are no longer than 36 inches.
      * Swimmers can take a step but anything more than that is most likely a running start
    - No outside assistance
      * Even a hand on the back to tell them to go is considered outside assistance
  + Resolving DQs
    - You do not have to have observed the infraction you just need to make sure that what is described to you is a DQ
    - Make sure you understand and agree that what the Stroke and Turn Observed is a DQ
    - If you need more information either go to the official yourself or send a runner
    - Make sure the DQ is properly filled out and signed
      * Event, heat and lane
      * Swimmer/team, especially if different from heat sheet
        + Especially if heats were combined
      * Make sure that there is actually an infraction identified
        + For appropriate stroke, did they indicate where the infraction occurred (start, swim, turn or finish)
        + Did they either check a box or manually enter the infraction under other
        + Did the Stroke and Turn sign the slip
      * Neatness counts
        + A couple extraneous marks is ok if too many then re-write the slip
        + A copy of the slip goes to the team rep and the coaches should be using these to help correct the swimmers
    - Sign the DQ yourself
    - DQs for an early relay take-off should be signed by both RTO judges and accompanied by the signed RTO slips
  + Keep an eye out for any safety concerns
    - Loose skimmer cover
    - People playing in areas in which the lifeguards are not monitoring
    - Weather
* Re-swimming a heat
  + Sometimes you may need to re-swim a heat; maybe there was an unfair start (noise or flash) maybe was some form of outside interference that impacted the heat
  + When this happens you do have the option of offering a re-swim
  + If you offer a re-swim to 1 swimmer in a heat must offer it to all of them
  + You can wait a heat or two to re-swim
  + Any swimmer that re-swims must take the new time, they do not get to chose
* Delivering DQ slips
  + Per ODSL policy DQ slips should be delivered to Team Reps throughout the meet
    - If you do not do this and hold them all until the end of the meet then you need to make sure the all your officials stick around until you are 100% positive that there are not going to be any questions/protests
* Handling protests
  + Protests related to technical rules are resolved by the referee on the pool deck
  + Protests should be made within 1 hour of the DQ or prior to the completion of the last event
  + Per ODSL rules protest are made by the Team Rep unless it is a new team and then the coach is allowed to protest
  + Expect it to happen
  + As a parent you should want it to happen
    - You are paying $$$ for your kids to compete and for their coaches and Team Reps to advocate for them as much as they can
  + All officials should remain at the meet until all protest periods have expired
    - If there is a protest and the official that made the call is no longer available for consultation and you are not 1000% confident in the call then you should rescind the DQ
  + Be nice
  + Be understanding
  + Be confident
  + Do not take it personally
    - This is in no way a personal attack on you or your character
    - It is someone advocating for their swimmer
  + Listen to what they are protesting and why
    - A Stroke and Turn that is continuously out of position or not paying attention could be a reason to rescind
  + Stick to the rules
    - Do not create new interpretations to the existing rules
    - Always have a copy of the rule book with you and don’t be afraid to pull it out if necessary
  + If you have you have to go back to the Stroke and Turn that is fine, just let the Team Rep/Coach know that you will get back to them
    - Get back to them before everyone leaves

## After the Meet

* Make sure to thank all the officials
* Do not dismiss officials until you are sure there are no DQs
  + If you did not deliver DQs to team reps during the meet then you need to give them time to review them once you have delivered them
* Sign the official copy of the results