

# Referee's Clinic

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## Referee's Clinic

The purpose of this clinic is to assist new Referees to prepare for the challenges they will face on the swim deck. The Referee is the “general manager” of the session. It is his/her job to ensure that the session is run in a manner which provides the conditions for optimum swimmer performances. To accomplish this, he/she must run the session in a manner which shows respect for the rights of the individual, but also considers what is fair for the majority.

All prospective Referees shall purchase a current Rule Book. When under pressure in difficult situations it is critical that every Referee has a current Rule Book to refer to in order to make fair, consistent decisions. When the answer to the situation is not spelled out in the Rule Book, the Referee must decide what is the fairest for the majority.

### A. GOAL OF A REFEREE

The goal of a Referee is to provide the best possible environment for maximum swimmer performance.

To accomplish this, he/she shall, to the best of his/her ability, accept the following responsibilities:

1. **Physical set-up of the meet** – He/she shall arrange pool conditions to be correct, safe, and beneficial to fast swimming.
2. **Officials** – He/she shall assign, instruct, assist, approve, and support the available officials.
3. **Rules and Decisions** – He/she shall ensure that the rules, programs and procedures are followed without unexpected or unusual changes or delays and with fairness and consistency.
4. **Meet Flow** – He/she shall anticipate and prevent problems from occurring, but settle those that do occur as fairly as possible, in accordance with the rules. To accomplish this, the Referee must be knowledgeable, organized, and prepared.
5. **Human Relations** – The Referee shall ensure that swimmers, coaches, and officials are treated with consideration and respect, and with as much freedom as is consistent with a fair competitive environment.

Definition of Key Words:

1. "Shall" = no option = command
2. "Should" = indicating preferred course of action
3. "May" = optional

**B. EQUIPMENT & SUPPLIES**

- A. Rule Book
- B. Whistle

**C. SENIOR REFEREE** (when used)

When holding meets of two days or longer, it is advisable to have an experienced Referee (Master Official) as a member of the meet organizing committee. The Senior Referee will bring knowledge to the committee that will help to anticipate, avoid, and solve problems related to the operation of the sessions. This position is not included in the Rule Book and **is strictly an advisory position**. He/she does not have authority over other officials. He/she is present to guide, support and assist as requested. It is not a required position at swim meets.

The Senior Referee should be present throughout all sessions during the competition. His/her role is to help ensure consistency, fairness, and quality in officiating throughout the competition. He/she is the "Quality Control Officer" during the competition.

**Discussion with Session Referee**

The following areas should be discussed with the session referee prior to each session:

- Start procedure to be used
- Timing of session
- Pace and rhythm
- Problems from previous sessions and possible solutions
- Anticipated problems and solutions
- Handling of disqualifications
- Use of announcer
- Briefing of officials
- Handling of protests
- Debriefing meetings

## **PERFORMANCE OF THE POSITION**

### **1. Before the Meet Begins**

- a) Assist in putting the meet package together.
- b) Obtain meet information package well in advance of the competition and read thoroughly.
- c) Discuss the following with meet management:
  1. Location, Date
  2. Time schedule for swimming
  3. Events to be included
  4. Number of entries
  5. Anticipated problems and solutions
  6. Start procedure to be used
  7. Office management
  8. Handling of protests
  9. Use of announcers
  10. Awards ceremonies
  11. Assignment of Senior Officials
- d) Ensure consistency in officiating throughout the meet.
- e) Approve all senior officials, in conjunction with the Meet Officials Chairperson or Meet Manager.
- f) See that all officials are briefed thoroughly before each session.
- g) May brief the coaches on changes to the meet package (often this is done by the Meet Manager).
- h) Ensure fairness and consistency throughout the whole meet.
- i) Provide consistency by briefing the Referee and other officials for their session.
- j) Brief the Safety Marshals and coordinate the warm-up sessions. Ensure Safety Marshals are strategically located around the deck.

## 2. During the Meet

- a) The Senior Referee will only interfere with the running of the session if invited by the Session Referee (or to replace him/her for incompetence).
- b) He/she shall arrive at least one hour before the competition commences.
- c) He/she shall brief the Safety Marshals on their duties, responsibilities, their positions on the deck and the reporting of any violations of the warm-up Procedures to the Session Referee.
- d) Duties before the session begins:
  1. Check with Meet Manager for:
    - A. Anticipated problems
    - B. Solutions
    - C. Timing of Session
  2. Check Officials Sheets:
    - A. Any positions vacant?
    - B. Identify Chief Officials
  3. Check physical set up of pool deck (use checklist included) and see that any deficiencies are corrected.
  4. Briefing of Officials shall be done before each session to ensure that consistency in officiating is maintained.
    - A. May delegate this responsibility to the Session Referee.
    - B. Specific instructions to be given for each position shall be discussed with the Session Referee.
- e) Coaches Meeting:
  1. Introduce yourself
  2. Discuss any anticipated problems
    - A. Start procedures
    - B. Changes in schedules
    - C. Procedure for scratches
    - D. Any special procedures (good time to request coaches assistance in having swimmers enter the water feet first for backstroke events. It will save a lot of time and allow the swimmers and coaches more time between heats and finals.)

### **3. During Each Session**

- a) Assist Session Referee (when requested) in dealing with protests and/or any other problems that arise.
- b) The Senior Referee may relieve Session Referee so he may discuss verbal protests.
- c) Ensure consistency in application of the Rules throughout each session.

### **4. After the Session**

- a) De-briefing with Meet Manager and Session Referee
- b) Identify things to correct for next session
  1. Did session run as scheduled?
  2. What problems arose?
  3. How were they resolved?
  4. How can they be avoided in future sessions?
  5. Numbers of disqualification's and reasons
  6. Numbers of protests, reasons and resolutions

### **5. De-Briefing with Meet Manager after the Meet**

- a) Number of entries for events
- b) Timing of sessions
- c) Event subscription
- d) Number of disqualification's and reasons
- e) Number of protests and results
- f) Other problems and resolutions
- g) Recommendations for future meets
- h) Write a report and file with the swim club if requested.

## **D. THE SESSION REFEREE**

### **1. Role**

*SW 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. He shall enforce all rules and decisions of FINA and shall decide all questions relating to the actual conduct of the meet, event, or the competition, the final settlement of which is not otherwise covered by the rules.*

- The Referee is the “general manager” of the session that he is working. He/she is the final on-deck authority of all actions that take place during his session. His/her leadership is key to the successful running of the competition by the team of officials.

*SW 2.1.2 – The Referee may intervene in the competition at any stage to ensure that the FINA regulations are observed, and shall adjudicate all protests related to the competition in progress.*

- It is his job to ensure that the competition runs smoothly without undue delays.
- Through his/her guidance, fair, consistent and accurate officiating can be achieved.

*SNC 1.4.2 - 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 event, even though it has actually started, providing the meet or event cannot be conducted or completed in a satisfactory manner or in fairness to the swimmers.*

- Thunder/lightening at outdoor meets
- Fire alarm etc.

### **2. Location of the Position**

- a) The Referee is located on the side of the pool at the start end in a position where he/she can observe the start.

### **3. Performance of the Position**

#### **A. Before the Meet**

- a) Arrive at the meet one hour before session commences.
- b) Do a physical check of pool
- c) Obtain copy of meet information package if you do not have one. Read carefully so you may apply the rules correctly.
- d) Obtain copy of heat sheets and check events scheduled and number of entries in each event.
- e) Is meet pre-seeded?
- f) Can heats be combined or re-seeded?
- g) Do a time-line for the session or check the computer timing
  1. A meet may be timed electronically by meet management programs, or you may have to do it manually using the following method:
    - a) Take the time of slowest swimmer in each event and add between 30-60 sec. to allow time between each heat. (depending the type of meet)
- h) Briefing with Senior Referee to ensure consistency from one session to another.
  1. Start procedure
  2. Procedure for disqualification
  3. Handling of protests
  4. Meet flow and timing
  5. Use of an announcer
  6. Communication with office and Electronics Operator
  7. Briefing of officials – special instructions to be given
  8. Positioning and rotation of officials
  9. Problems in previous sessions and resolutions



- i) Briefing with Meet Manager (and/or Senior Referee)
  - 1. Clarify any questions, reference the meet information package
  - 2. Discuss any anticipated problems
  - 3. Timing of meet – does timing of session fit time pool is booked?
  - 4. Are events with eight or less swimmers to be swum at night?
  - 5. When are relays to be swum?
  - 6. Are there to be any breaks during the session?
  - 7. Discuss any changes in the program
  - 8. Scratch rules and penalty
  - 9. Are there any swim-offs and when will they be?
  
- j) Coaches Meeting
  - 1. Run by the Meet Manager
  - 2. Discuss any special procedures ie: one start or two start
  - 3. Discuss anticipated problems
  - 4. Discuss changes in schedule
  - 5. Discuss scratch procedures
  
- k) Briefing of Officials
  - 1. Done by Session Referee
  - 2. Follow guide included
  - 3. Discuss with Senior Referee before proceeding to ensure consistency from one session to another.
  
- l) Identify apprentice officials.
  - 1. You are responsible for evaluating and providing guidance.
  - 2. This may be delegated to other senior officials (ie: Chief Timekeeper, Chief Inspector of Turns, Chief Finish Judge).

## **B. During the Meet**

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

- ▶ Before the competition begins, the Referee shall determine the respective zones of stroke and turn responsibility and shall so inform all the Judges.
  
- ▶ The Referee shall ensure the swimmers in all lanes have fair and equal judging and that all zones are equitably judged.

**SW 2.1.5** – *At the commencement of each event, the Referee shall signal to the swimmers by a series of short whistles inviting them to remove all clothing except for swim-wear, 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.*

**SW 2.1.6** – *The Referee shall disqualify any swimmer for any violation of the rules that he personally observes or which is reported to him by other authorized officials.*

**CSW 2.1.6.1** – *A disqualification shall only be made by an official who personally observes a rule infraction within his/her assigned sphere of responsibility.*

**CSW 2.1.6.2** – *Infractions shall be reported immediately through channels established by the Meet Manager and approved by the Referee. The reason for and the time of, the infraction shall be recorded on the disqualification form and the time card, both of which shall be signed by the official.*

**CSW 2.1.6.3** – *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 through the swimmer or coach is not informed within the fifteen (15) minute period, providing all reasonable efforts have been made to do so.*

**CSW 2.1.6.4** – *Interfering with an official on duty or exhibiting other irresponsible behaviour, or using obscene or abusive language in the pool area, may cause a swimmer to be scratched from the rest of the meet.*

**CSW 2.1.6.5** – *The physical or verbal assaulting of an official, or causing willful damage in the pool area by a swimmer, coach, or anyone else associated with a team or club is a major offense. The offender(s) shall 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 offense shall be reported to the sanctioning PS if a provincial meet, or the SNC if an SNC meet.*

**CSW 2.1.6.6** – *Mounting the blocks after the Referee has turned the race over to the Starter shall be treated as a **late scratch**, and the offending swimmer shall be disqualified.*

- ▶ This means once the Referee has the **arm outstretched** and has turned the race over to the Starter, any swimmer mounting the blocks shall be disqualified.

#### **SW 4 The Start**

**SW 4.1** – *The organizer can decide whether the event shall be with:*

- a) *The one start rule, or*
- b) *The two start rule.*

*This must be declared in the invitation*

- ▶ There is an option to use a “One-start” or “Two-start” rule.
- ▶ All SNC designated **National Meets** use the **One-Start** rule

**SW 4.2** - *The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle (SW 2.1.5) from the Referee the swimmers shall step onto the starting platform and remain there. On the Starter's command “take your marks”, they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the Starter shall give the starting signal.*

- ▶ ‘Stationary’ does not mean standing rigid; some swimmers will fidget until the referee turns the race over to the starter;
- ▶ The position of the feet is not defined in rule SW 4.2, so swimmers may stand wherever they wish on the starting platform prior to the starter's command “take your marks”;
- ▶ Swimmers may also take the starting position with both hands gripping the starting platform prior to the command.
- ▶ It is the Referee's responsibility to ensure the swimmers are ready to swim before he turns the race over to the Starter.

**SW 4.3** – *The start in Backstroke and Medley Relay races shall be from the water. At the Referee's first long whistle (SW 2.1.5), the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position (SW 6.1). When all swimmers have assumed their starting positions, the Starter shall give the command “take your marks”. When all swimmers are stationary, the Starter shall give the starting signal.*

Even when the swimmers have entered feet first and are all in position on the wall, a second whistle is still required for the purpose of consistency for the swimmers. (It may distract or confuse swimmers to hear the command “take your marks” after the first whistle sometimes, and after the second whistle at other times)

**SW 4.5** – *When using the **one-start rule**, any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back, be reminded by the Starter of the penalties, and start again.*

1. If the race is recalled, it should only be done due to an official's error, outside interference at the start, or if a fair start was not achieved. If there are to be DQ's, they must be done after the race. (Also, if a one-start race is incorrectly recalled for the purpose of a DQ, it then becomes an official's error, nullifying the potential DQ). [GR 8.3]
2. Control of the swimmers will revert back to the Referee, and a fair start shall be attempted again.
3. The “rule-of-thumb” for the one-start rule is: “If the gun goes; the race goes” (This, of course, applies only if a fair start was achieved, and there was no official's error or outside interference)

**SW 4.6** – *When using the **two-start rule**, the Starter shall call back the swimmers at the first false start and remind them of not starting before the starting signal. After the first false start any swimmer starting before the starting signal has been given shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back, be reminded by the Starter of the penalties, and start again.*

1. Upon the swimmers' return to their positions behind the starting blocks and before the Referee sounds his whistle again to call them up on the blocks, the Starter shall announce, “This is your Second Start”.

2. If the disqualification by the Referee is for “delay of meet”, it is not counted as a false start, since there was no start. (SW 2.2.2) In this case, the Starter shall announce “This is still your First Start”.
3. At this point, control of the swimmers reverts back to the Referee.

*SW 4.7 – The signal for a **false start** shall be the same as the starting signal, but repeated, along with dropping of the false start rope. Alternately, if the Referee decides that the start is false he shall blow his whistle, which shall be followed by the Starter's signal (repeated) and dropping of the false start rope.*

*CSW 4.7.1 – A false start is defined as being any action, or lack of action, on the part of the swimmer(s), while under the Starter's command to take your marks which affects the achieving of a fair start.*

The types of false starts are:

*CSW 4.7.2 – Undue delay in obeying the command “take your marks” – a swimmer is unnecessarily slow in responding to the command and assuming the appropriate starting stance.*

*CSW 4.7.3 – Re-introduction of movement after taking their marks: a swimmer re-introduces movement after having achieved a motionless stance.*

*CSW 4.7.4 – Leaving their marks when the starting signal has not been given.*

**When swimmer(s) are disqualified for a false start under this rule, the swimmer(s) shall not be allowed to swim under protest.** If a protest is made and upheld by a Jury of Appeal, the swimmer(s) concerned shall swim on their own at a time determined by the Referee and the coach(es).

**C. The Referee -**

- Shall ensure that all swimmers are ready to swim before the race is handed over to the Starter.
- Shall ensure that a fair start is achieved, and shall have the authority to call a False Start when appropriate.
- Shall make his own tabulation of the order of finish of each race (heat or final).
- Shall have the authority to use any SNC approved timing and/or judging system or equipment and shall have the authority to overrule the findings of such devices when said findings appear to be in error.
- Shall have the authority to expel from the pool building or area any persons, including spectators, responsible for creating a disturbance which interferes with the meet.
- Shall interpret the Rules and shall apply good judgement in situations not adequately covered by the Rules.

**D. After the Meet**

- a) Check with Chief Finish Judge – any problems with resolving ties
- b) Check with Office – help solve problems with results, swim-offs
- c) Evaluation of apprentice officials – discuss with officials and sign cards
- d) De-briefing with Senior Referee and Meet Manager
  1. Problems encountered and solution
  2. Number of disqualification's and reasons
  3. Number of protests and reasons
  4. Officiating
  5. Suggestions for changes

## E. PROTESTS

### 1. General

- Protests are the right of the coach and are one way he has of ensuring his swimmers are treated fairly under the rules.
- It will take all the tact and diplomacy that you have in dealing with a coach on the deck during the running of a meet.
- If you have a Senior Referee you could let him run your meet while you deal with the coach.
- If there is no Senior Referee or someone else to assist, then while you run the meet, you will have to deal with the coach:
  - **Listen very carefully to the position of the coach;** he/she may have a point you did not consider.
  - Explain the **reason** for your decision.
  - Decide if it is a **statement of fact or not.**
  - Advise the coach of your decision.
  - Advise the coach of the **30 minute rule** for filing his protest, and give the coach a protest form if he requires.
  - Write down the **time the event ends.**

### GR 10.3 Protests

**GR 10.3.1** – *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.***

**The following are required for a “Decision of Fact”:**

- The Inspector of Turns responsible for that lane, is in the **correct position** and is **qualified** as an Inspector of Turns.
- The DQ form is filled in and **recorded correctly.**
- The Referee has satisfied himself that all of the above is correct.
- The official has been assigned to that lane and position.
  - \* Remember, if there is any doubt, rule in favour of the swimmer.

**GR 10.3.2 - Protests must be submitted:**

- a) *To the Referee*
- b) *In writing*
- c) *By the responsible team leader only.*
- d) *Within 30 minutes following the conclusion of the respective event.*

**GR 10.3.3** – *All protests shall be considered by the Referee. If he rejects the protest, he must state the reasons for his decision. The team leader may appeal the rejection to the Jury of Appeal whose decision shall be final.*

**CGR 10.3.4 Protests-Canada**

**CGR 10.3.4.1** – *All meets shall follow FINA rules for submitting a protest.*

**CGR 10.3.4.2** – *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.*

**2. Protests About “Eligibility”:**

*If conditions causing a potential protest are noted prior to the competition a protest must be lodged before the signal to start is given. (GR 10.3.2)  
[ex: “eligibility”]*

**A. When to Protest:** Before the race is held

**B. How to Protest:** In writing

**C. To Whom:** The Meet Manager or the Referee who shall bring it to the attention of the Meet Manager for his resolution.



**F. SITUATIONS FOR DISCUSSION**

**A. Role of Referee vs. Meet Manager**

<b>Referee</b>	<b>Meet Manager</b>
<ul style="list-style-type: none"> <li>• Interpret rules</li> <li>• Running of Meet</li> <li>• General Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Organizes Meet (architect)</li> <li>• Sets Standards &amp; Qualifying Times</li> <li>• Events</li> <li>• Rules (meet format)</li> <li>• Chooses officials (key officials)</li> </ul>

**B. Role of Senior Referee vs. Session Referee**

<b>Senior Referee</b>	<b>Session Referee</b>
<ul style="list-style-type: none"> <li>• <b>Instructs</b></li> <li>• <b>Ensures Consistency</b></li> <li>• <b>Referee</b></li> <li>• <b>Assist referee if requested</b></li> <li>• <b>Quality Control</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Interprets rules</b></li> <li>• <b>Running of session</b></li> <li>• <b>General Manager</b></li> </ul>

**C. At a Dual Meet**

**The Referee finds that there are only 12 Timekeepers, 0 Marshals, 1 Inspector of Turns/Judge of Stroke, 1 Starter, 1 Chief Timekeeper, 1 Chief Finish Judge. What should he do?**

**Answer:**

- A dual meet can be run with a minimum number of officials.
- Clerk of Course and Marshall not needed as coaches handle the cards.
- Can utilize 6 lanes, each team will be assigned 3 lanes (ie: Team A gets lanes 1, 3, & 5, and Team B gets lanes 2, 4, & 6).
- Starter and Referee can also do stroke and turn.
- Final times and placings can be done after the meet.

*NOTE: In some meets, the officials may perform in several capacities where the duties of each position are not in conflict with on another. (SNC 1.4)*

**D. At a “B” meet, where “A” swimmers are excluded, a coach protests that a swimmer from another club has “A” times. Who should he see about this protest and how should it be settled and by whom?**

**Answer:**

**GR 10.3.1** – *Protests are possible:*

- a) *If the rules and regulations for the conduct of the competition are not observed*
- b) *If other conditions endanger the competition and/or competitors, or*
- c) *Against decisions of the Referee; however, no protest shall be allowed against decisions of fact.*

**GR 10.3.2** – *Protests must be submitted*

- a) *To the referee,*
- b) *In writing,*
- c) *By the responsible team leader only,*
- d) *Within 30 minutes following the conclusion of the respective event.*  
*If conditions causing a potential protest are noted prior to the competition, a protest must be lodged before the signal to start is given.*

**E. After turning the race over to the Starter, you notice someone in the water in lane 7 halfway down the pool. What should you do?**

**Answer:**

- Have the Starter tell the swimmers to relax and step down
- Restart when the swimmer is out of water

*SW 2.1.2 – The Referee may intervene in the competition at any stage to ensure that the FINA regulations are observed.....*

**F. You are using the 2 start rule, and you notice the swimmer in lane 3 leave the blocks marginally ahead of the starting gun. The starter does not stop the race. What should you do?**

- a) **On the first start**
- b) **On the second start**

**Answer:**

- a) Blow your whistle to stop the race.  
**SW 2.2.3** *The Starter shall have power to decide whether the start is fair, subject only to the decision of the Referee.*
- b) Let the race continue. Discuss infraction with Starter and make decision after conferring to either disqualify lane 3 or no disqualification if any doubt regarding lane 3.

**SW 4.6** – *When using the two start rule, the Starter shall call back the swimmers at the first false start and remind them of not starting before the starting signal. After the first false start any swimmer starting before the starting signal has been*

*given shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back, be reminded by the starter of the penalties, and start again.*

**G. A swimmer in lane 4 is disqualified for a non-simultaneous touch in breaststroke. The coach verbally protests this. After discussing this with the Inspector of Turns you feel he was not in the best position to call this – over on side of pool.**

**Answer:**

*SW 2.1.2 – The Referee may intervene in the competition at any stage to ensure that the FINA regulations are observed and shall adjudicate all protests related to the competition in progress.*

- Inspector of Turns was not in the correct position to make this call; therefore, there is some doubt.
- If any doubt, rule in favour of swimmer.
- Referee should overturn the disqualification and discuss positioning with Inspector of Turn

**H. Two Inspectors of Turns disagree regarding legality of a turn.**

**Answer:**

*CSW 2.1.6.1 – A disqualification shall only be made by an official who personally observes a rule infraction within his/her assigned sphere of responsibility.*

Points to consider:

1. Who is assigned to this lane?
2. Was the assigned judge in the correct position to see the infraction?
3. Does he know the correct interpretation of the rule?
4. Is he a qualified Turn Judge?
5. If any doubt exists, rule in favour of the swimmer.
6. Support the judge who has been assigned to the lane if he is in the correct position, has interpreted the rule correctly, and is qualified.

**I. What do you do, if during finals:**

1. **Seven swimmers show up for “B” finals? The “B” finals are being swum prior to “A” finals.**

**Answer:**

- Call for the alternate and place in empty lane.
- Offending swimmer is disqualified.

**2. Seven swimmers show up for “A” finals ? But the “B” finals were already swum prior to “A” finals .**

**Answer:**

- a) The fastest swimmer from the “B” final should have been moved up to “A”finals.
- b) Dilemma – The “B” final has already been swum.
- c) Alternatives:
  1. Offer lane 4 of the “B” final (who just swam) the open lane in the “A” final. (swim “A” final later in the session) This would cause the least disruption, yet offer the correct swimmer his/her opportunity to swim “A” finals.
  2. Re-swim consol with alternate and move fastest swimmer (lane 4) to the final. (Be prepared for protests from coaches who do not wish their swimmers to re-swim).
  3. Swim “A” final with one lane empty. (Be prepared to deal with a protest from the coach whose swimmer could have been in the final).

Check with Clerk of Course:

- a) Did the swimmer check in? (If “yes”, apply CSW 2.1.6.6 and DQ)
- b) If the swimmer did not check in:
  1. Clerk of Course is in error.
  2. Clerk should check in finals and consols at the same time so that empty lanes in finals can be filled before the consols swim.

**GR 8.3** – *If an error by an official follows a fault by a competitor, the fault by the competitor may be expunged.*

- This would apply to the swimmer in lane 4 of “B” finals who should be given the opportunity to swim in “A” finals)

**J. What do you do if, during HEATS, seven swimmers show up for a heat, and lane 4 is missing?**

**Answer:**

Proceed with meet. Do not hold up meet. Seven out of 8 swimmers are ready to go – rule in favour of the majority. The swimmer is a late scratch and is scratched from all remaining events that day CSW 3.7.3 (subject to rules in meet information package).

**CSW 3.7 – Scratches, Substitutions, and Deck Entries**

- ▶ This rule applies to all meets except National competitions
- ▶ For national meets see SNC 3.4

*CSW 3.7.1 – Once entered in an event in **non-designated meets**, a swimmer who is not an alternate for that event may only withdraw or “scratch” from that event without penalty according to rules set down by the PS or written in the meet information package.*

*CSW 3.7.2 **Finals:** Swimmers may scratch without penalty within thirty (30) minutes after the conclusion of the session immediately preceding the finals.*

***Heats:** The scratch deadline without penalty shall normally be thirty (30) minutes after the previous night's finals or the night before day 1 of the meet for scratches for the whole meet if so determined by the meet management according to SNC 3.4.2. (as is done at national meets)*

*CSW 3.7.3 – Failure by a swimmer to scratch in accordance with this rule (CSW 3.7) failure to swim in an individual event, or swim a leg of a relay, constitutes a late scratch, and shall result in the offending swimmer being automatically scratched from all remaining events, including relays, scheduled for that day. This applies also to step-downs, no-shows, and unexcused incomplete swims.*

- ▶ This rule applies to both heats and finals in non-designated meets.

*CSW 3.8 - Late or deck entries may be allowed at the discretion of the meet manager and shall be classed as exhibition swims.*

**K. What do you do if you are asked to have Timekeepers take an official split?**

**Answer:**

1. If the official split is to be taken at start end of pool, it is not a problem.
2. If the split is to be taken at the turns end, you need 3 more timers
  - a) query coach as to reason for request (record attempt or event not offered in meet).
  - b) if not for above reasons, request the coach to provide Timekeepers unless Timekeepers are readily available.

**L. What do you do if during starts:**

1. If the marshaling area is noisy?
2. if the crowd is noisy?
3. if a club is in the middle of a cheer?
4. if a PA announcement occurs, etc?

**Answers:**

1. Tell swimmers to step down.
2. Speak to Clerk of Course re: need to control marshalling area.
3. Speak to swimmers re: need for quiet.
4. If the crowd is noisy ask swimmer to step down and request Announcer or Starter to request quiet during start.
5. If club in cheer, ask swimmers to step down and request Announcer or Starter to request clubs to not cheer during starts.
6. If PA used, ask swimmers to step down and relax.
7. Recall after announcements are made.

**M. What do you do if a coach argues a point with use of sarcasm, and puts you down?**

**Answer:**

1. Stay calm.
2. Acknowledge coach is upset.
3. Ask the coach come back when he has calmed down and discuss the problem then.
4. If none of the above work:
  - a) *CSW 2.1.6.5 - The physical or verbal assaulting of an official, or causing willful damage in the pool area by a swimmer, coach, or anyone else associated with a team or club is a major offense. The offender(s) shall 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 offense shall be reported to the sanctioning PS if a provincial meet, or to SNC, if a SNC meet.*

**N. What do you do if you see a coach querying an official?**

**Answer:**

1. Remind the coach that all concerns are to be discussed with the Referee.
2. Request that he does not query any official except the Referee.

**O. What do you do if your Stroke and Turn Judges are socializing?**

**Answer:**

1. Remind them and review correct positioning and zone/lane assignment.
2. Be tactful and positive.
3. Watch a few turns with them.
4. Comment on turns.
5. Ask how swimmers are doing – clean touches?, sloppy touches?, etc.

**P. What do you do if you see a parent querying an official?**

**Answer:**

1. Advise parent he/she must not do this.
2. Refer parent to coach.
3. Advise parent that only assigned officials are allowed on the working deck and request that parent leave the swim deck.

**Q. What do you do if you see a parent/official on deck cheering loudly for his son swimming in Lane 6 while they are timing in Lane 3?**

**Answer:**

1. Advise parent that he/she may cheer when in the stands, not as an official on deck.
2. Remind that this is unfair to the swimmer in his lane as he/she is not concentrating on the job of getting the best time for the swimmer in his/her lane.
3. Be pleasant. Acknowledge that this is hard to do when your own child is in the water.

**R. What do you do if your Stroke and Turn Judges are not following your instructions re: movement and/or positioning on deck?**

**Answer:**

1. Repeat your instructions in a pleasant manner.
2. Reminder that swimmers are not getting their best concentration if Stroke and Turn Judges are not in correct positions.
3. Circulate often to reinforce instructions.

**S. What do you do during prelims if, after you blow your long whistle, seven (7) swimmers mount the blocks, then, just as you raise your arm to turn the race over to the starter, the 8<sup>th</sup> swimmer runs up and mounts the block?**

**Answer:**

*CSW 2.1.6.6 – Mounting the blocks after the Referee has turned the race over to the Starter shall be treated as a late scratch, and the offending swimmer shall be disqualified.*

1. Technically this swimmer is a late scratch and should be disqualified.
2. He is late and disadvantaging the other seven swimmers who are ready to swim.
3. Check with swimmer and Clerk of Course.
4. Is he late because of an official's error? If this is the case, he should be allowed to swim. (GR 8.3).
5. If he young and inexperienced? In this case, use your judgement.

**T. If the swimmers mount the blocks ready to go and the Chief Finish Judge wants your sweep, an Inspector of Turns wants to discuss a DQ, or a coach has a question?**

**Answer:**

1. Tell officials and coach to wait until you have started this heat.
  - a) You are disadvantaging swimmers if you delay the start when they are ready to go.
  - b) Swim meets are for the swimmers!

**U. If a Judge of Stroke says that he was unable to tell a swimmer of a DQ before the swimmer left:**

- A. The start area?
- B. The pool?

**Answer:**

1. Tell coach. If unable to locate, call over paging system, check pool area, locker, etc.
2. *CSW 2.1.6.3 – 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 with the fifteen (15) minute period, providing all reasonable efforts have been made to do so.*

**V. A swimmer who was a “no show” for one final shows up for later final?**

**Answer:**

Inform him/her that he/she is out of all remaining events for that day.



*CSW 3.7.3 – Failure by a swimmer to scratch in accordance with CSW 3.7 constitutes a late scratch, and shall result in the offending swimmer being automatically scratched from all remaining events, including relays, for that day. This also applies to step-downs, no-shows, and unexcused incomplete swims.*

**W. A 12 year old wants to swim one event as a 13 year old at an age group meet?**

**Answer:**

A swimmer cannot swim up an age group, except for relays or if senior or open events are offered.

*CSWAG 1.1.5 – A swimmer may only compete in that swimmer's own age group. If an event is not offered in that swimmer's age group, the swimmer may enter that same event in the senior category, should it be offered in the meet program.*

**X. There are three scratches from a final event:**

**Answer:**

**1. You are notified during preliminaries?**

- a) You can move 3 up to finals and notify swimmer and/or coaches involved.
- b) Reseed finals.

**2. You are notified during finals?**

- a) Fill 2 spots with alternates.
- b) Swim final with one empty lane.
- c) If consols are offered:
  1. Move 3 from consol to final.
  2. Fill consol with 2 alternates.

*SW 3.2.4 – Where one or more swimmers scratch from a semi-final or final event (A or B final), substitutes will be called in order of classification in heats. The events must be reseeded and supplementary sheets must be issued detailing the changes or substitutions, as prescribed in SW 3.1.2.*

- If you have the time, reseed the A and B finals.
- If the swimmers are ready to swim the B finals and the three swimmers for A final are No Shows, and therefore a DQ, do reseed but move the B final swimmers into the empty lanes in A. The alternates move into the B final and swim in the empty lanes. This will take less time and therefore less delay for the swimmers in the A and B finals.

- Electronics, Announcer, and press must also be advised of the reseed, and/or the change to A and B finals.

## **SWIM-OFFS**

### **Y. If the chief finish judge shows you a tie:**

#### **Answer:**

- 1. Tie between swimmer 7 and 8?**  
No swim-off.
- 2. Tie between swimmer 8 and 9?**  
Swim-off for 8<sup>th</sup> place and 1<sup>st</sup> in B.
- 3. Tie between swimmer 16 and 17?**  
Swim-off for 8<sup>th</sup> in B final and 1<sup>st</sup> alternate.
- 4. Tie between swimmer 17 and 18?**  
Swim-off for 1<sup>st</sup> and 2<sup>nd</sup> alternate if the coaches involved desire.
- 5. Tie between swimmer 18 and 19?**  
Swim-off for 2<sup>nd</sup> alternate if coaches involved desire.

*SW 3.2.3 – In the event that swimmers from the same or different heats have equal times registered to 1/100 second for either the eight place or sixteenth place, there shall be a swim-off to determine which swimmer shall advance to the appropriate finals. Such swim-off shall take place **not less than one hour** after all involved swimmers have completed their heat. Another swim-off shall take place if equal times are registered again.*

## **PURPOSE OF A SWIM-OFF**

- To determine who swims in A or B finals.
- To determine who moves into A final to fill a scratch.
- To determine who swims in B final and who is 1<sup>st</sup> alternate.
- To determine which of the two alternates will fill a scratch in B final.
- To determine who is the second alternate.

**BEST TIME TO SWIM?**

- At the end of prelims – at least 1 hour after involved swimmers have completed their heat.
- At the start of finals, as 1<sup>st</sup> event, providing this does not interfere with time schedule of Finals.
- Confer with coaches involved and try to set time agreeable to coaches and swimmers.

## DISQUALIFICATION REPORT

<b>Event</b>	<b>Heat</b>	<b>Lane</b>
<b>Name of Swimmer</b>	<b>Judge</b>	<b>Referee</b>

**1. Breaststroke**

- a. \_\_\_\_ Kick, Alternating, Turn # \_\_\_\_ Swim \_\_\_\_
- b. \_\_\_\_ Kick, Butterfly Type, Turn # \_\_\_\_ Swim \_\_\_\_
- c. \_\_\_\_ Head did not break surface during stroke cycle
- d. \_\_\_\_ Two or more strokes under water, Turn # \_\_\_\_ Finish \_\_\_\_
- e. \_\_\_\_ Touch, one hand, Turn # \_\_\_\_ Finish \_\_\_\_
- f. \_\_\_\_ Touch non-simultaneous, Turn # \_\_\_\_ Finish \_\_\_\_
- g. \_\_\_\_ Arms below hipline Turn # \_\_\_\_ Swim \_\_\_\_

**2. Butterfly**

- a. \_\_\_\_ Kick, Alternating, Turn # \_\_\_\_ Swim \_\_\_\_
- b. \_\_\_\_ Arms not brought forward simultaneously
- c. \_\_\_\_ Underwater recovery into Turn # \_\_\_\_
- d. \_\_\_\_ Shoulders not level, First Stroke \_\_\_\_ Finish \_\_\_\_
- e. \_\_\_\_ Touch, one hand, Turn # \_\_\_\_ Finish \_\_\_\_
- f. \_\_\_\_ Touch non-simultaneous, Turn # \_\_\_\_ Finish \_\_\_\_
- g. \_\_\_\_ Head did not break surface at 15M, Start \_\_\_\_ Turn \_\_\_\_

**3. Backstroke**

- a. \_\_\_\_ Not on back during swim
- b. \_\_\_\_ Not on back when feet leave wall at Turn # \_\_\_\_
- c. \_\_\_\_ Head did not break surface at 15M, Start \_\_\_\_ Turn # \_\_\_\_
- d. \_\_\_\_ Did not touch wall during Turn # \_\_\_\_
- e. \_\_\_\_ After passing vertical, non-continuous motion into turn:  
Kicking \_\_\_\_ Pulling \_\_\_\_ Gliding \_\_\_\_
- f. \_\_\_\_ Past vertical before touch at finish

**4. Individual Medley**

- a. \_\_\_\_ Stroke Infraction # \_\_\_\_
- b. \_\_\_\_ Stroke not swum in proper order

**5. Freestyle**

- a. \_\_\_\_ No touch Turn # \_\_\_\_
- b. \_\_\_\_ Head did not break surface at 15M, Start \_\_\_\_ Turn \_\_\_\_

**6. Relays**

- a. \_\_\_\_ Stroke Infraction # \_\_\_\_
- b. \_\_\_\_ Changed order of swimmers
- c. \_\_\_\_ Early start, swimmer exchange #2 \_\_\_\_ #3 \_\_\_\_ #4 \_\_\_\_

1. The preceding DQ report is one that you may wish to use, it surely is not the only one.
2. This one is easy to use when you are busy doing a number of things and the likelihood of forgetting something is high.
3. Find the event:
  1. Breaststroke
  2. Butterfly
  3. Backstroke
  4. Individual Medley
  5. Freestyle
  6. Relays
  7. Others
4. Find the problem with the swimmer in that event, for example:
  - In an IM event, a backstroke swimmer is coming into the wall for final touch, he rolls onto his stomach.
  - After talking to the Referee and ensuring he agrees, the official will fill in the form as outlined below. (If the Referee has set up a different procedure then that procedure should be followed).
  - Put an X in **4. Individual Medley** and **a.** \_\_\_\_\_
  - After stroke infraction, place the number of the Stroke that the problem is with. (**#3 and the alphabet letter f**).
  - Your sheet will look like the following:  
  
**4. Individual Medley**  
a. \_\_\_\_\_ Stroke Infraction # 3      f  
b. \_\_\_\_\_ Stroke not swum in proper order
- Complete the Event Number, Heat, Lane, Name of Swimmer and your initials which are at the top of the form. Take it to the referee.
- Some clubs photocopy this on coloured paper so it is visible when no cards are used.
- It is large enough so if no cards are used it does not get lost in the process.

**CHECKING PHYSICAL SETUP OF POOL**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Item	Check
Lane Numbering	! Lane 1 on right side when facing course
Start Blocks	! Secure, backstroke grips in place
Touch Pads	! In place, clean, secure, functioning
False Start Rope	! In place 15 M from start end ! Release mechanism functioning ! Rope adequate length
Backstroke Flags	! In place 5 M from walls ! Tight enough (1.3 – 1.8 M above water) ! Are they needed (backstroke and IM's) ! Flags over each lane
Lane Ropes	! In place, tight, no sharp edges at end or joining points ! Floats not damaged
Filtration System	! On or Off?
Working Deck	! Clear of debris? ! Cordoned off?
Bulk Head	! Properly secured in correct place?
Pace Clocks	! Unplugged?
Warm-Up – Safety Marshall	! Running smoothly? ! Use of sprint lanes?
Electronics	! Set up and functioning? ! Cords secured and taped to deck? ! Speakers under start blocks functioning?
Start Equipment	! Functioning? ! Adequate ammunition? ! Megaphone or microphone available? ! Back-up equipment? ! Batteries/Flash?
Air Temp.	! Recorded?
Water Chemistry	! Temperature recorded? ! Chemistry recorded? ! pH correct? ! Chlorine level safe?
Hand Bells	! On hand for distance events?
Marshaling Area	! Setup with table and chairs? ! Is area adequate?
Chief Finish Judge	! Area setup with table and chairs?
Timers	! Adequate chairs, tables?
Office	! Setup with adequate supplies
Announcer	! Setup with microphone
Starter Podium	! Setup in correct location

## REFEREE CHECKLIST

<b>1. Facilities Check (with Meet Manager)</b>			
!	Lane Ropes	!	Finish Judges/CFJ
!	Backstroke Grips	!	Hand Bells
!	Starter Equipment	!	Water Temperature
!	Working Deck	!	Team/Lane/Area Assignments
!	Timing Equipment	!	Starting Blocks
!	Filtration	!	Lane Numbering
!	Progress of Warm Up	!	Pace Clock
!	False Start Rope	!	Marshalling Area
!	Touch Pads	!	Water Chemistry
!	Electronics	!	Office Setup/Staff
<b>2. Pre-Meet Briefings</b>			
<b>Meet Manager</b>			
!	Facilities Check	!	Program Length
!	Officials/Experience	!	Officials' Relief
!	Start End 50m Events	!	Distance Events 2 Per
!	Deck Entries	!	Lane
!		!	Jury of Appeal
!		!	Prior Problems/Solutions
!		!	Anticipated Problems
!		!	Seeding
<b>Clerk of Course</b>			
!	Combining Heats	!	Deck Entries
!	Scratches	!	Distance Events
!		!	Number of Heats
!		!	Seeding
!		!	Alternates
<b>Chief Timekeeper</b>			
!	Swimmer Verification	!	Quality of Touch
!	Official Times	!	Watch Clearing
!	Relay Takeover	!	Bell Lap
!		!	Split Times
!		!	1 <sup>st</sup> Place Time
!		!	Start End 50m Events
<b>Safety Marshals</b>			
!	Warm Up Procedure	!	Concerns
<b>Starter</b>			
!	False Start Rope	!	Watch Check
!	False Starts	!	DQ Procedure
!		!	Signals With Referee
!		!	Equipment Check
<b>Chief Finish Judge</b>			
!	Problems to Referee	!	Swim Offs
<b>Judges of Stroke and Inspector of Turns</b>			
!	Stroke Briefing	!	DQ Procedures
!	Area Assignments	!	Rotation
<b>3. Post Meet Duties</b>			
!	Check with Chief Finish Judge for any problems	!	Check with Recorder Scorer
!		!	Final debriefing with Meet Manager

**RECORD OF OFFICIAL PROTEST**

Date: \_\_\_\_\_ Time of DQ:

Time Swimmer Coach Informed:

Time of Verbal: \_\_\_\_\_ Time of Written:

Event No: \_\_\_\_\_ Heat No: \_\_\_\_\_ Finals:

Swimmer's Name: \_\_\_\_\_ Club:

**Description of Incident:**

**Rationale for Protest:**

**Signature of Protester:**



## **BRIEFING OF OFFICIALS (SESSION REFEREE)**

Be positive and pleasant!

### **Who**

1. Meet Manager
2. Starter
3. Chief Timekeeper
4. Judges of Stroke/Inspector of Turns
5. Clerk of Course
6. Chief Finish Judge
7. Chief Judge Electronics
8. Safety Marshals
9. Office Manager
10. Announcer
11. Apprentice Officials
12. Runners

### **1. Briefing with Meet Manager**

- Time Line
- Deck Entries
- Concerns from previous sessions
- Anticipated Problems
- Start Procedure
- Relays
- Distance Events
- 25M SC or 50M LC Events
- Scratch procedure & penalty

### **2. Starter**

- Establish procedure for normal starts
- Procedure for false starts
- Disqualification procedures – importance of conferring re: any false starts
- Equipment functioning
- Review of rules re: false starts
- Operation of false starts rope
- Watch or plunger check - when and where

**3. Chief Timekeeper**

- Routine for checking out watches, plungers
- Routine for LC 50 metre races of SC 25 metre races
- Appointing relay takeover judge, reporting/recording DQ's position for watching takeovers, review rules re: takeovers
- Where to record times, splits
- Procedure for distance events
- Means of communication with referee
- Watch or plunger check – when and where

**4. Judges of Stroke / Inspector of Turns**

- Review of events to be swum
- False start rope operator
- Rule interpretation re: strokes and turns
- Experience of officials. Identify apprentice officials and give necessary guidance.
- Location, scope of duties, rotation
- Procedure for dealing with disqualifications

**5. Clerk of Course**

- Review meet rules re: number of entries per swimmer, qualifying times, deck entries
- Preseeded meets
- What is procedure for deck entries?
- Exhibition swims – indicate on time card, Allowed? Cost?
- Scratch rules and deadlines
- Penalties for late scratches
- Combining heats
- Procedures for distance events
- Seeding of preliminary heats verses time finals
- Preliminary heats with 8 or less swimmers – to be swum at finals?
- Relay cards – when to distribute and collect
- Distance events – 2 swimmers per lane?
- Finals – procedure re: no-shows, calling for alternates

- 6. Chief Finish Judge**
  - How to handle electronic/manual discrepancies
  - Decisions – to consult Referee
- 7. Chief Judge Electronics**
  - Special procedures
  - Testing of equipment
  - Equipment functioning
- 8. Safety Marshals**
  - Review warm-up procedure
  - Lane assignments of teams
  - Sprint and pace lanes – time of operation
- 9. Office Manager**
  - Introduce self and consult re: needs
  - Equipment functioning
  - Adequate supplies
- 10. Announcer**
  - Means of communication with Referee
  - Location
  - Equipment
  - Procedure to be followed for heats and/or A and B finals.
- 11. Apprentice Officials**
  - Identify apprentice officials. Ensure that they are given necessary guidance before, during, and after session.
- 12. Runners**
  - Give instructions
  - Have extra on hand – they tend to burn out fast
  - Give lots of positive encouragement

<b>Officials Badge System/Level</b>		
<b>Level</b>	<b>Procedure for Certification</b>	<b>Badge</b>
<b>I</b>	<b>1. Participate in a Section approved training program which includes successful completion of the Clinics for Timekeeper, Marshal, and Safety Marshal</b>	<b>Small Red</b>
<b>II</b>	<b>1. Be CERTIFIED in Level I - i.e., completed ONE (1) successful deck evaluation in each Level I position.</b> <b>2. Successful completion of the clinics and TWO (2) successful on-deck evaluations in any TWO (2) of the positions listed under Level II:</b> <ul style="list-style-type: none"> <li>▸ <b>Recorder/Scorer (Desk Control)</b></li> <li>▸ <b>Clerk of Course</b></li> <li>▸ <b>Judge of Stroke/Inspector of Turns (counts as 1 position)</b></li> <li>▸ <b>Chief Timekeeper</b></li> <li>▸ <b>Meet Manager</b></li> <li>▸ <b>Chief Finish Judge/Chief Judge Electronics (counts as 1 position)</b></li> <li>▸ <b>Starter</b></li> </ul>	<b>Large White</b>
<b>III</b>	<b>1. Be CERTIFIED in Level II</b> <b>2. Successful completion of ALL the clinic positions listed under Level II</b> <b>3. Have TWO (2) successful on-deck evaluations in FOUR (4) additional positions listed under Level II, one of which must be Stroke and Turn/Head Lane Timekeeper.</b> <b>4. Conduct one Level I clinic under the direction of a Level IV or V official</b>	<b>Orange</b>
<b>IV</b>	<b>To be completed in the order listed below:</b> <b>1. Be certified in ALL Level II &amp; III positions</b> <b>2. Successfully complete the REFEREE clinic</b> <b>3. Gain experience as a Referee at a minimum of two (2) meets</b> <b>4. Complete one (1) year of active service as a Level III official</b> <b>5. Have organized, conducted and/or supervised a minimum of two (2) Level II officials clinics within the year of application</b> <b>6. Notice of intent to be evaluated must be made prior to evaluation</b> <b>7. Complete a minimum of TWO on-deck evaluations in the position of Referee</b>	<b>Green Pin</b>

<b>V</b>	<ol style="list-style-type: none"> <li><b>1. Complete a minimum of one (1) year experience as a certified Senior Official</b></li> <li><b>2. Have organized, conducted and/or supervised a minimum of two (2) officials clinics at Level II within the year of application</b></li> <li><b>3. Work a minimum of TWO (2) sessions at a National Meet at any position</b></li> <li><b>4. Provide a photocopy of completed signed-off officials card to the provincial Officials' Chairperson for review and approval</b></li> <li><b>5. If the provincial Officials' Chairperson is satisfied that the candidate has met all requirements, the candidate's name will then be presented for National certification (Blue badge) to the National Officials' Committee (NOC) Chair.</b></li> <li><b>6. Once national certification is approved, a congratulatory letter and Master Official certification card will be sent to the candidate by the NOC Chair.</b></li> <li><b>7. In order to remain an ACTIVE MASTER OFFICIAL in Canada, a Level V BLUE BADGE official must work a minimum of FOUR (4) SESSIONS spread over a minimum of TWO (2) MEETS in any given swim year, and have participated in ONE (1) clinic.</b> <ul style="list-style-type: none"> <li><b>* Master Officials who do not comply with #7 may apply for reinstatement to their provincial chair of officials, who may require certain senior level clinics be re-done.</b></li> </ul> </li> </ol> <p><b>*** CERTIFIED means that the clinic card shall be signed and dated by the Referee after successfully working each of two sessions in that position at an SNC sanctioned competition.</b></p>	<b>Blue Pin</b>
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**Note:** These certification procedures represent the minimum national standard, however, the provincial section may adapt them to meet local requirements.

**Development of the Level IV Official (Referee)**

Following successful completion of the Referee clinic, the candidate must work under the guidance of a qualified Referee until he/she has successfully completed two (2) evaluations as arranged by the Provincial Officials Chairperson or his designate. It is preferable that one evaluation be done at a Preliminary Session or Time Finals Session and the second be done at a Heats and Finals Meet.