

TECHNICAL OFFICIALS  
TRAINING PROGRAM  
**UNIT 14**



# **REFEREE**

LEARNER GUIDE

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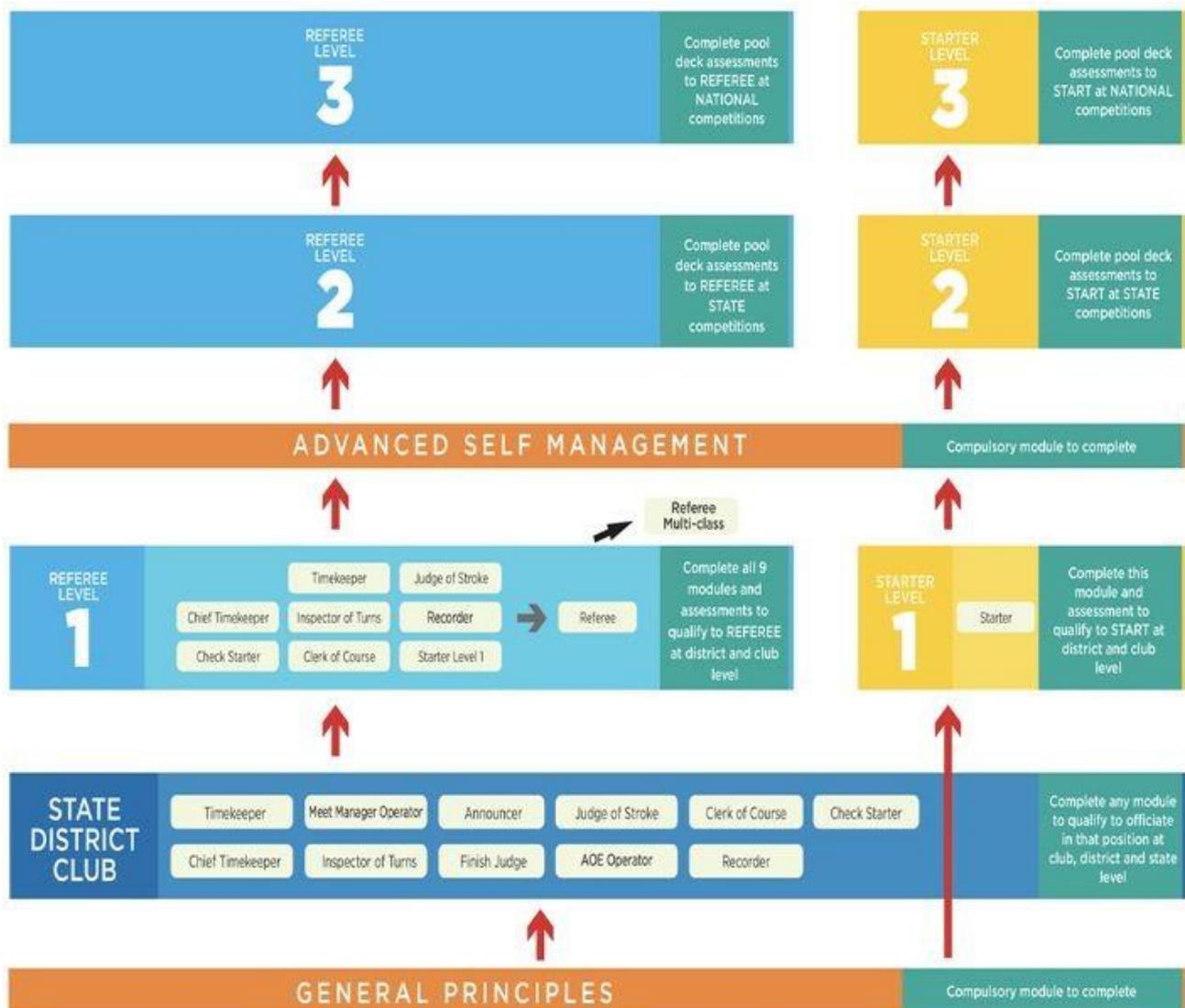
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# ABOUT THIS LEARNER GUIDE

This Learner Guide has been developed by Swimming Australia (SA) to support candidates undertaking **Unit 14 – Referee** within the SA **Technical Officiating Accreditation Program**. This Learner Guide is designed to be used in conjunction with face-to-face training and extensive workplace supervision.

## Officiating Pool Pathway



## **REFEREE ACCREDITATION (LEVELS 1, 2, & 3)**

For the Referee accreditation, there are three progressive levels of competency that candidates can achieve over time:

1. Referee Level 1 (Regional/District)
2. Referee Level 2 (State)
3. Referee Level 3 (National)

This module, Referee Level 1, allows candidates to officiate in this role at Club and Regional/District level meets.

## **WHAT IS A COMPETENCY?**

A competency can be defined as the application of skills and knowledge to an agreed standard.

Competency relates to what a person can do.

Competency standards specify the level of knowledge and skills required, and the application of that knowledge and skills for effective performance.

Australian Sports Commission Assessor Training Manual 2006

## **WHAT IS COMPETENCY BASED ASSESSMENT?**

Assessment is the process of collecting evidence and making judgements about whether competency has been achieved. Assessment needs to be based on established criteria. These criteria are reflected in the questions and activities set out in this Learner Guide.

## **HOW DO I USE THIS LEARNER GUIDE?**

This Learner Guide provides you with the information and activities that will enable you to achieve competencies related to this unit of work.

You can develop competency in this unit through a combination of tasks including:

- Reading the material in this Learner Guide.
- Asking questions about anything you don't understand.
- Observing other officials during events.
- Reinforcing the skills you are learning in practical situations.
- Satisfactorily completing the activities in this Learner Guide.
- Completing the assessment activities outlined in this Learner Guide.

## WHAT RESOURCES DO I REQUIRE?

The main resource you will require to complete the learning for this unit of work is this. You will also need a copy of the current [SA](#) and [WPS Swimming](#) Rules together with relevant State By-Laws and **access to swimming events** where you can be practically assessed as a Referee.

## WHAT IF I ALREADY HAVE THE SKILLS?

You may have already attained the skills required to complete this learning module. If so, you can request your State/Territory Swimming Association for an initial assessment of your **current competence**. This assessment will determine the level of your skills and whether you need additional training.

If you would like to undertake assessment for formal recognition of your existing skills, you will be required to complete a detailed Recognition of Prior Learning (RPL) application form that will allow an assessor to review your skills against the specific requirements for this unit of work. Discuss this process with your State/Territory Swimming Association.

## LEGISLATIVE REQUIREMENTS

All Swimming Officials, whether paid or unpaid, must meet the legislative requirements within each State/ Territory in dealing with children and vulnerable people. Please check with your State/Territory Swimming Association to complete any documentation required to meet this legislation.

## WHAT ABOUT ASSESSMENT?

To undertake the assessment for this unit of work, you will need to complete the following assessment task/s:

### Level 1: Regional / District Accreditation

- Completion of this Learner Guide
- Completion of the SAL Referee Level 1 Examination Paper (written) with a minimum pass rate of 85%
- Completion of practical tasks

You will be required to be assessed as competent by a Regional / District / State Assessor at two Regional / District / Club events to ensure the relevance of the assessment process.

**When you complete the assessment within this Learner Guide and are assessed as competent by your assessor, you will be eligible to receive Level 1 Referee accreditation from SAL.**

After you have attained your Referee Level 1 accreditation and have proven experience, you may wish to achieve Level 2 and 3 Referee accreditation.

You will also need to complete the Advanced Self-Management for Technical Officials' accreditation.

### **Level 2: State Accreditation**

- Practical Assessment

You will be assessed by a State Assessor at two designated State Championship meets, one of which includes Multi Class events.

### **Level 3: National Accreditation**

- Eligibility

Your readiness and competency to be appointed as a Referee at National level will be assessed by a SAL National Assessor at a State Championship meet. If assessed as competent, you will be eligible to be rostered as a Referee at a SAL Age & Multi-Class Championship or SAL Short Course Championship event.

- Practical Assessment

To be considered for Level 3 Accreditation as a Referee the Technical Official must be deemed competent on three separate occasions at either SAL Short Course Championships or SAL Age Championships together with one session at SAL Age Multi Class Championships. A Referee may be appointed for 2 consecutive days of SAL Age Championships and one session of SAL Age MC Championships within the one Championship event. At the completion of the assessment process, the assessments will be forwarded to the SAL TSC for consideration and where applicable ratification. If successful, the official and relevant State will be notified.

**The assessment activities are found in the final section within the Learner Guide and can be identified by the icon below.**



## **ASSESSMENT**

### **How Do I Start?**

Your trainer/mentor will discuss with you when the time is appropriate for you to be assessed.

You will undertake the Assessments under the supervision of your trainer / mentor.

# UNIT 14: REFEREE

This unit outlines a range of general skills that are required by a Referee. The elements within this unit are:

- **Preparation**
- **Role of the Referee**

## Introduction

The responsibilities of the Referee are many and varied. The over-riding function is to see that a meet is conducted in a fair and equitable manner for all competitors.

## Preparation

Prior to each meet:

1. Review all applicable swimming rules and by-laws
2. Read the meet information advertised in the official program (online / hardcopy)

On the day of each meet:

1. Arrive at venue at least 60 minutes prior to the commencement of the meet.
2. On arrival, meet with the Technical Manager / Meet Director to discuss procedures/protocols for the running of the meet and, if applicable, resolve any issues with entries, seeding and scoring of points.
3. Ensure all necessary equipment is in place and working.
4. Familiarise him/herself with the pool and pool-deck area, and conduct a safety check/risk analysis.
5. Brief officials and notify them of any special conditions regarding the conduct of the meet.
6. Provide each official with a program

## Duties of the Referee

The Referee shall:

- Ensure the meet is conducted in a fair and equitable manner for all swimmers
- Apply the rules and regulations of SAL/WPS and the relevant State Association
- Adjudicate all protests related to the competition in progress
- Oversee all Technical Officials in their respective roles
- Disqualify any swimmer for any violation of the rules that he/she personally observes or is reported to him/her by any other authorised officials

Note: only the Referee can disqualify a swimmer.

## Equipment needs

SAL and WPS swimming rules, relevant state by-laws, whistle, pen, infraction slips, protest form, program and Multi-Class classification and exemption list (where applicable).

## What the Swimming Rules say about the Role of the Referee

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/she shall enforce all rules and shall decide all questions relating to the actual conduct of the meet, and event or the competition, the final settlement of which is not otherwise covered by the rules.
2. The Referee may intervene in the competition at any stage to ensure that the rules and regulations are observed, and shall adjudicate all protests related to the competition in progress.
3. When using Finish Judges without three (3) digital watches, the Referee shall determine placing where necessary. Automatic Officiating Equipment, if available and operating shall take precedence over manually determined times.
4. The Referee shall ensure that all necessary officials are in their respective posts for the conduct of the competition. He/she may appoint substitutes for any who are absent, incapable of acting or found to be inefficient. He/she may appoint additional officials if considered necessary.
5. At the commencement of each event, the Referee shall signal to the swimmers by a short series of whistles inviting them to remove all clothing except for swimwear, 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 swimmers 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.
6. A disqualification for starting before the starting signal must be observed and confirmed by both the Starter and the Referee.
7. The Referee shall disqualify any swimmer for any other violation of the rules that he/she personally observes. The Referee may also disqualify any swimmer for any violation reported to him/her by other authorised officials. All disqualifications are subject to the decision of the Referee.

## Tips for Referees

The Referee must have a thorough and tested knowledge of the Swimming Rules and their application.

- There is no substitute for the Rule Book.
- You must ensure that there is a current copy readily available at every meet.

The Referee's decision making must be transparent, impartial and display good judgment.

- The Rules may not cover every circumstance that could occur.
- There are times where unusual conditions exist and some questions may arise that are not covered by the Rules. They should be answered according to your best judgment (always document these decisions).

The Referee should instruct the officials as to their duties for that meet.

- This can be done by ensuring the roster is displayed (with adjustments for last minute changes), and a briefing to officials prior to the commencement of the meet.

In situations where Referees are officiating without Judges of Stroke or Inspectors of Turns, then the Referee shall observe all swimmers by following the swimmers and adjusting his/her position as required to be as fair to all competitors as possible.

Before commencement of a session, you should review the pool environment and associated equipment to ensure these are adequate. For example:

- Are the lane ropes taut and properly secured?
- Are the starting blocks properly installed and numbered correctly?
- Has provision been made for the false start rope?
- Is lap-counter equipment available if required?

There should be no coaching of competitors from the time they report to the Marshalling Area.

- Coaches and managers must not be allowed to engage in, nor permit actions, which will interfere with the operation of a meet.
- Though there is no specific penalty in the Rules for this situation, the Referee should, under his/her general powers, ensure the Rules are adhered to. Therefore, you should:
  - Speak to the coach regarding meet protocols
  - Warn them that if it happens again, the swimmer may be disqualified and/or the coach removed from the deck (if necessary, from the pool).

In Relay events, the Referee and other relevant officials (eg Inspectors of Turns, Judges of Stroke) should watch the changeover to ensure that the feet of the swimmer about to enter the water are still in contact with the starting platform when the preceding swimmer touches the wall. However, in Relay events where electronic timing equipment is being used:

- Relay take-offs will be judged using this equipment. As such, this takes precedence over human reports.
- When using OMEGA (QUANTUM / ARES) electronic timing equipment, the change-over can be no greater than -0.03 seconds.
- If the Control Room Supervisor/Recorder reports that a change-over was greater than -0.03 seconds, then the team would be disqualified.
- (If equal to or less than -0.03, there would be no disqualification)

The Referee will not be able to observe each swimmer at all times throughout the race. He/she will therefore depend on other pool deck officials to report any violations of the rules. This means, then, that the Referee must determine the accuracy of reports being made to ensure that the rules have in fact been breached.

- Question the reporting official thoroughly to ensure they are confident in their report.
- Don't interrogate - 4 clear questions should be enough to determine whether an infraction has occurred. Don't gesticulate.
- Any hint of uncertainty - give the swimmer the benefit of the doubt.

The Referee assumes total responsibility for all disqualifications during the competition. If you accept a report from another official regarding an infringement of the Rules:

- Have the official complete and sign the infraction report.
- Inform the Control Room Supervisor/Recorder of the disqualification and provide the completed infraction report for recording.

Infractions Reports:

- Must be precise and in accordance with the rules.
- Must be printed clearly.
- There is no need to try to write it on one line; use the whole card if necessary.

*Note: if an error by an official follows a fault by a competitor, the fault by the competitor may be expunged.*

The Referee need not clear the water at the end of each race. Instead he/she may permit "OVER THE TOP" starts to be used. In this instance, competitors are to remain in their respective lanes until the next heat has commenced. The exception to this shall be for Multi Class Events in which case the Referee should:

- Clear swimmers from the pool in the last heat prior to the commencement of any Multi Class event, after each heat of Multi Class events and at the conclusion of all Multi Class events (ensuring the safety of all swimmers).

If any swimmers are observed with taping on the body, they must be taken to the Technical Manager or Referee for approval. However, common sense must prevail. For instance, a band-aid does not require approval.

At all times, Referees must make sure that they are aware of what is happening in the pool and on the deck.

- Ensure that there are no reports on the way before giving the “ALL CLEAR”.
- If you are approached during the running of the meet by a coach or other person with a query, be it over a disqualification, swim off or whatever, request that they wait until you have completed your event.
- At this time, hand over to another Referee and move away from the pool deck to have the discussion.
- Do not leave the pool deck whilst you are mid-race or mid-event; finish what you are doing and then take care of the query.

Remain calm and courteous in your dealings with everyone. Be consistent in your rulings. Remember the decisions you make set a precedent for the rest of the meet.



### ACTIVITY 14.1

**Explain how, as Referee, you might deal with the following situations:**

- a) Queries from coaches**
- b) Timing system malfunctions**
- c) Poorly written infraction slips**
- d) Extreme weather conditions**

## Protests

Protests are possible:

- If the rules and regulations for the conduct of the competition are not observed.
- If other conditions endanger the competition and/or swimmers.
- Against decisions of the Referee.
- However, no protest shall be allowed against decisions of fact.

Protests must be submitted:

- (a) to the Referee;
- (b) in writing;
- (c) by the responsible team leader;
- (d) with the determined deposit and
- (e) within 30 minutes following the conclusion of the respective event

If general requirements (form, deposit, time) are met, then the protest must be considered by the Referee.

If the Referee rejects the protest, then he/she will notify the applicant in writing of this decision.

The applicant may appeal the rejection of the protest – this is heard by the Jury of Appeal, whose decision is **final**.

- Jury members must be independent from the parties involved in the protest.
- The appeal is not a different protest. Therefore, payment of a further fee is not required.
- The Referee shall attend to all consequent matters that might flow from the Jury's decision.

If conditions causing a potential protest are noted prior to the competition, a protest must be lodged before the Starter's signal is given.



## ACTIVITY 14.2

A coach is unhappy that you disqualified his swimmer for starting before the starting signal. Outline how you would deal with this situation. What process would you advise him to follow?



## ASSESSMENT

### Task 14.1

Now that you have completed this Learner Guide, you should contact your Assessor to:

1. Undertake the Referee Level 1 Examination Paper (written).
2. Be assessed performing the duties of a Referee at two Club/Regional/District swim meets. This will give you the opportunity to provide evidence of your competence in a swimming specific environment.

## ASSESSMENT TOOL – UNIT 14 REFEREE

Element / Performance Criteria  <b>REFEREE LEVEL 1 (REGIONAL/DISTRICT)</b>  Pool deck Assessment	Displayed Competency			Comments  Must be completed if Competency has been marked <u>NO</u>
	NO	YES	N/A	
<b>1 Preparation</b>				
1.1 Arrived at venue at least 60 minutes prior to commencement of event.				
1.2 Allocated all officials to tasks appropriate to their skills, training and the needs of the competition where applicable.				
1.3 Undertook a risk analysis of the pool area.				
1.4 Explained all requirements to officials.				
1.5 Ensured that any official who was being trained was supported and assisted by an appropriate mentor where required.				
1.6 Ensured the safety of self and others throughout the event.				
<b>2 Performance of Task</b>				
2.1 Used effective communication strategies to officiate the meet.				
2.2 Used signals and whistles appropriate to the meet and in accordance with the rules of swimming.				
2.3 At the start of each event was positioned in a place where they could observe the start and be easily seen and heard by the Starter.				
2.4 Monitored the race through the entirety of each event to ensure they were aware of what was happening in the water.				
2.5 Moved up and down the pool deck during each race.				
2.6 Was seated when not involved in any race.				
2.7 Checked the pool throughout and at the end of every race to be aware of any possible infractions being reported.				
2.8 Checked and signed every change to the electronic times reported by the Control Room Supervisor/Recorder.				
2.9 Worked closely with the Technical Manager/Meet Director to ensure the smooth and efficient conduct of the meet.				
2.10 Worked closely with the Control Room Supervisor/Recorder to ensure the smooth and efficient running of the meet.				
2.11 Worked with the Announcer to ensure the smooth and efficient running of the meet.				
2.12 Analyzed the performance of all other officials and undertook appropriate action to ensure that all were performing their tasks where required.				
2.13 Provided constructive feedback to all officials in a concise, appropriate and timely manner.				
2.14 Used appropriate and positive communication strategies when dealing with competitors, officials, parents, and coaches.				

2.15 Focused entirely and exclusively on the task assigned without engaging in any distracting activities.				
2.16 Appeared to be in total control at all times.				
2.17 Displayed a composed temperament at all times.				
2.18 Set a good example for other officials.				
2.19 The arm was outstretched in a confident manner at the start.				
2.20 Was willing to hand over to another Referee when necessary.				
2.21 Was not easily distracted.				
2.22 Maintained the flow of the meet, including requirements to start "over the top".				
<b>3 Decision Making</b>				
3.1 All officials who made recommendations regarding possible rule infractions were questioned thoroughly and courteously to ensure that the recommendation was being made in accordance with the rules.				
3.2 All decisions made were consistent with every competitor being treated equally.				
3.3 All decisions were made quickly, clearly, concisely and in accordance with the rules.				
<b>4 Infraction Reports</b>				
4.1 All infraction reports were completed accurately and pursuant to the rules.				
4.2 Infraction reports were printed legibly.				
<b>5 Post Meet</b>				
5.1 Where required, provided a report on the meet to the appropriate body.				
5.2 Where required, provided appropriate feedback to officials regarding the performance of their duties.				
5.3 Remained at the finish of the meet after all results were posted in the event of any possible protest.				
5.4 Possesses State-specific accreditation in relation to child protection legislation.				

Name of Candidate: \_\_\_\_\_

Swimming Club: \_\_\_\_\_

National Technical Official Accreditation Number: \_\_\_\_\_

State Specific Working With Children Card No \_\_\_\_\_

State Specific Working With Children Card Expiry Date: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

Name of Assessor: \_\_\_\_\_

### **ASSESSMENT DECISION:**

Competent

Not Yet Competent

Assessor Signature: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_