



Referee's Clinic

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Referee 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:

“Shall”	= no option = command
“Should”	= indicating preferred course of action
“May”	= optional

B. EQUIPMENT & SUPPLIES

1. Rule Book
2. Whistle

C. AN EXPERIENCED MENTOR 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. S/he 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 rulebook and is **strictly an advisory position**. S/he does not have authority over other officials. S/he is present to guide, support and assist as requested. It is not a required position at swim meets.

If used, a mentor referee should be present throughout all sessions during the competition. His/her role is to help ensure consistency, fairness, and quality in officiating each day throughout the competition. He/she is the “Quality Control Officer” during the competition.

1. DISCUSSION WITH SESSION REFEREE

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

- Start procedure to be used (FINA 1-start, except for Masters which use the 2-start rule)
- 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

2. PERFORMANCE OF THE POSITION

I. Before the Meet Begins

- a. Assist in putting the meet package together prior to the sanction application.
- b. Obtain the sanctioned meet information package well in advance of the competition and read thoroughly.
- c. Discuss the following with meet management:
 - Location, Date
 - Time schedule for swimming
 - Events to be included
 - Number of entries
 - Anticipated problems and solutions
 - Start procedure used (FINA 1-start, except for Masters which use the 2-start rule)
 - Office management
 - Handling of protests
 - Use of announcers

- Awards ceremonies
 - Assignment of Senior Officials
- d. The mentor referee is responsible for ensuring consistency in officiating throughout the meet.
 - e. The mentor referee shall approve all senior officials, in conjunction with the Meet Officials Chairperson or Meet Manager.
 - f. Ensure that all officials are briefed thoroughly before each session.
 - g. Brief the coaches on changes to the meet package (often done by 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.

II. During the Meet

- a. The mentor referee will only get involved 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. Brief the Safety Marshals on their duties, responsibilities, their positions on the deck and reporting of any violations of the warm-up Procedures to the Session Referee.
- d. Duties before the session begins:
 - Check with Meet Manager
 - i Anticipated problems
 - ii Solutions
 - iii Timing of Session
 - Check Officials Sheets
 - i Any positions vacant?
 - ii Identify Chief Officials
 - Check physical set up of pool deck (use checklist included) and see that any deficiencies are corrected.
 - Briefing of Officials shall be done before each session to ensure that consistency in officiating is maintained.
 - i May delegate this responsibility to the Session Referee.
 - ii Specific instructions to be given for each position shall be discussed with the Session Referee.
 - Coaches Meeting:
 - i Introduce yourself
 - ii Discuss any anticipated problems
 - Start procedures
 - Changes in schedules

- Procedure for scratches
- 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.)

III. During Each Session

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

IV. After the Session

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

V. De-Briefing with Meet Manager after the Meet

- a. Number of entries for events
- b. Timing of sessions
- c. Number of Meet entries
- d. Number of disqualifications 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.*

- o 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.*

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

CSW 2.1.2.1 - *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. If an event is stopped or postponed after having started, it shall be conducted at a future time with only the swimmers who were entered in the first instance. If a meet is postponed to another day, the program should be continued except for those heats which were completed.*

- o Thunder/lightening at outdoor meets
- o Fire alarm etc.
- o Any unsafe conditions

2. LOCATION OF THE POSITION

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

3. PERFORMANCE OF THE POSITION

I. Before the Meet

- a. Arrive at the meet one hour before session commences.
- b. Do a physical check of pool before warm-ups.
- c. Ensure Safety Marshals are in place before warmups, and warmup rules posted.
- d. Obtain copy of meet information package if you do not have one. Read carefully so you may apply the rules correctly.

- e. Obtain copy of heat sheets and check events scheduled and number of entries in each event.
- f. Is meet pre-seeded? Can heats be combined or re-seeded?
- g. Do a time-line for the session or check the computer timing.
 - A meet may be timed electronically by meet management programs, or you may have to do it manually using the following method:
 - ◆ Take the time of the slowest swimmer in each event and add between 30-60 sec. to allow time between each heat. (depending on the type of meet)
- h. Briefing with Mentor Referee to ensure consistency from one session to another:
 - Start procedure
 - Procedure for disqualification
 - Handling of protests
 - Meet flow and timing
 - Use of an announcer
 - Communication with office and Electronics Operator
 - Briefing of officials – special instructions to be given
 - Positioning and rotation of officials
 - Problems in previous sessions and resolutions
- i. Briefing with Meet Manager (and/or mentor referee):
 - Clarify any questions, reference the meet information package
 - Discuss any anticipated problems
 - Timing of meet – does timing of session fit time pool is booked?
 - Events with eight or less swimmers to be swum at night. (SW 3.1.1.1)
 - When are relays to be swum?
 - Are there to be any breaks during the session?
 - Discuss any changes in the program
 - Scratch rules and penalty
 - Are there any swim-offs and when will they be?
- j. Coaches Meeting
 - Run by the Meet Manager
 - Discuss any special procedures *i.e.* one start or two start
 - Discuss anticipated problems
 - Discuss changes in schedule
 - Discuss scratch procedures
- k. Briefing of Officials
 - Done by Session Referee
 - Follow guide included
 - Discuss with Mentor Referee before proceeding to ensure consistency from one session to another.
- l. Identify apprentice officials.
 - He/she is responsible for evaluating and providing guidance.
 - This may be delegated to other senior officials (*i.e.* Chief Timekeeper, Chief Inspector of Turns, Chief Finish Judge).

II. 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.*

- o Before the competition begins, the Referee shall determine the respective zones of stroke and turn responsibility and shall so inform all the Judges.
- o 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. The referee may also disqualify any swimmer for any violation reported to him by other authorized officials. All disqualifications are subject to the decision of the referee.*

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 though the swimmer or coach is not informed within the fifteen (15) minute period, providing all reasonable efforts have been made to do so. When disqualifications are announced through a public address system, this shall satisfy the requirements of this rule.*

CSW 2.1.6.5 – *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 2.1.6.6 – *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.*

SW 4 The Start

- o All SNC Sanctioned Meets have the **One-Start** rule.
- o The exception is Masters meets, which have the 2-start rule.

SW 4.1 - *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.*

1. **All swimmers must be STATIONARY before the Starter gives the starting signal.** This is the only FINA statement on "false starts". If any swimmers are moving, the Starter must not give the starting signal. If swimmers are moving and the Starter gives the signal, causing a "ragged" start, the race is recalled with no disqualifications, due to the Starter's error in giving the signal while swimmers were not stationary. If all are stationary, and somebody "jumps the gun", that swimmer is disqualified after the race.
2. There is no definition in the rulebook which states what constitutes what we know as a "false start". The only thing stated is that starting before the signal is given results in a disqualification at the start.
3. The starter shall not start the race until **all swimmers are stationary**. The Starter shall allow swimmers to become stationary after their backwards movement in the track start before giving the starting signal.
 - Some swimmers will fidget until the referee turns the race over to the starter (this is OK);
 - The position of the feet is not defined in rule SW 4.1 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 4.2 – *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 4.4 *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 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, possibly nullifying the potential DQ). [GR 7.5]

2. If a race is recalled, the 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 if there was no official's error or outside interference)
4. If there is a disqualification by the referee for "delay of meet", it is not counted as a false start, since there was no start. (SW 2.3.2)

When a swimmer is disqualified for a false start under this rule, the swimmer shall not be allowed to swim under protest. If a protest is made and upheld by a Jury of Appeal, the swimmer concerned shall swim on his/her own, at a time determined by the Referee and the swimmer's Coach.

III. 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/her 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 judgment in situations not adequately covered by the Rules.

IV. 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 Mentor Referee and Meet Manager
 - Problems encountered and solution
 - Number of disqualifications and reasons
 - Number of protests and reasons
 - Officiating
 - Suggestions for changes

E. PROTESTS

1. General

- **Protests are the right of a coach** and are one way he/she has of ensuring his/her 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 mentor referee at the meet, you could let him/her run the meet while you deal with the coach.
- If there is no mentor 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/she requires.
 - Write down the **time the event ends**. (to calculate the 30-minute rule)

GR 9.2.1 – *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 need to be present to have a “ Decision of Fact”:

- The official has been assigned to that position.
- An infraction factually occurred; it actually happened. (not a judgment call), e.g.:
 - a relay team member jumps in the pool before all swimmers have finished.
 - a swimmer leaves the pool after 14 laps in a 16-lap 400m event in a 25m pool.
- The official responsible is in the **correct position** and is **qualified**;
- The DQ form is filled in and **recorded correctly**.
- The Referee has satisfied himself that all of the above is correct.

GR 9.2.2 - *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 9.2.3 – *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.*

A referee should receive, listen, and read all protests whether they be verbal or written protests. Verbal protests should be heard by the referee prior to his/her receiving written protests. Once the protests are “considered”, the referee decides whether to accept or reject the protest.



In GR 9.2.1 it states that no protest shall be “allowed” against decisions of fact. This means that no referee can agree with, or uphold, a protest which s/he determines is a “decision of fact”. However, it must be remembered that most infractions are “judgment” calls by qualified officials, and such judgment calls can lead to protests.

CGR 9.2.3.1 Protests-Canada

CGR 9.2.3.2 – *All meets shall follow FINA rules for submitting a protest. (GR 9.2.2.(d) excluded.)*

CGR 9.2.3.3 – *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.*

3. Protests About “Eligibility”:

If conditions causing a potential protest are noted prior to the event, a protest must be lodged before the signal to start is given. (GR 9.2.2) [e.g. “eligibility of a swimmer”]

- **When to Protest “Eligibility” claims:** Before the race is held
- **How to Protest:** In writing
- **To Whom:** The Meet Manager or the Referee who shall bring it to the attention of the **Meet Manager** for his/her resolution.

F. TIMING SYSTEM PROCEDURES:

Rule references: **SW 11.1 (FINA Rule Book)**
SW 13.3 (FINA Rule Book)

Definitions:

- **Automatic Timing System:** An automatic timing system is a system that is activated by the Starter to give the signal to the swimmer to start the race, and will be stopped by the swimmer when touching the touchpad at the finish of the race.
- **Semi-automatic Timing System:** A semi-automatic timing system is one that is activated by the Starter in the same way as the automatic timing system, but will be stopped by an Official using a plunger judging the arrival of the swimmer at the end of a relay leg or the end of a race.
- **Manual Time:** A manual time is one that is activated by an official using a stopwatch at the start of a race and stopped by that official when the swimmer touches the wall at the end of the race.

As stated in **SW 11.1** referenced above, having an automatic timing system will not ensure getting an official time for a swimmer if that swimmer fails to activate the system (ex: a light touch). Therefore, the need for a backup time from an Official.

A swimmer's official final time is determined as follows:

1. If the Automatic Timing System is used as the primary system, the time recorded on that console will be the official time.
2. If the console operator (and/or Chief Judge Electronics) determines that the system has been faulty, that no time has been recorded on the console, or that the running time doesn't stop as the swimmer touches the wall, then the backup time (plungers or watches) are recorded as the Official Time.

Relay Takeovers:

***SW13.1** When Automatic Officiating Equipment is used in any competition, the placing and times so determined and relay take-offs judged by such equipment shall have precedence over the timekeepers.*

When there is an automatic relay takeover timing system in place, the operator of the console will receive a sound signal as he watches the incoming swimmer touch the touchpad that will confirm that the touch was made before the outgoing swimmer left the block. If the outgoing swimmer leaves the block before the incoming swimmer touches the touchpad, the console will indicate a

negative reading greater than - .03 seconds (for Omega systems). This will be reason to consider a disqualification for "leaving early".

When there is no automatic relay takeover timing system in place at a competition, the most reliable judging method is the visual one done by turn judges over each lane. Such visual judging is deemed reliable and valid to determine legal exchanges as well as takeover infractions.

Light Touches:

If there is concern that the incoming swimmer in a relay made a "light touch" and thus did not activate the touchpad, it would be identified by the console operator and Chief Judge Electronics. If they determine that there was a light touch in a given lane, it would be considered a "failure of the automatic equipment system". In such cases, visual judging and the backup times recorded (by plungers or watches) may be used.

***SW11.1** In the event that a break-down of the Automatic Equipment occurs or that it is clearly indicated that there has been a failure of the Equipment, or that a swimmer has failed to activate the Equipment, the recordings of the timekeepers shall be official.*

Plungers or watches indicate when the incoming swimmer touched the touchpad, so they may be considered as a backup to determine when an incoming swimmer touched the wall. They do not, however, give any indication as to when an outgoing swimmer in a relay left the blocks. A block sensor does this. Therefore no comparison of an automatic time with a plunger or watch can truly state if the primary automatic relay takeover time was good or not during a relay. It would, however, be helpful to compare the block sensor time indicating the time the swimmer left the block with the backup time to clarify if there were any light touches.

Procedures:

When coaches request a review of the final times recorded in a race or a relay takeover, the referee should discuss the problem with the console operator and Chief Judge Electronics to determine if there was any indication of equipment failure. It may be helpful as well to compare the backup times of the plungers or watches with the primary automatic equipment time on the console printout to verify the validity of the incoming swimmer's time, though this would not in itself be able to confirm whether the outgoing swimmer left early or not. The report of the official who is judging turns in that particular lane may also be helpful in arriving at the correct decision. In any case, it is within the rights of any coach to review the tapes of his/her swimmer or relay team and to discuss any concerns relating to possible light touches or equipment failure. Such requests by a coach to a referee should be granted.

APPENDIX TO REFEREE CLINIC: SITUATIONS FOR DISCUSSION

1. Role of Referee vs. Meet Manager

Referee	Meet Manager
Interpret rules	Organizes Meet (architect)
Running of Meet	Sets Standards & Qualifying Times
General Manager	Events
	Set Meet Format
	Chooses officials (key officials)

2. **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 (*i.e.* 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.

3. **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 9.2.1 – 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 competitors, or
- Against decisions of the Referee; however, no protest shall be allowed against decisions of fact.

GR 9.2.2 – Protests must be submitted:

- *To the referee,*
- *In writing,*
- *By the responsible team leader only,*
- *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.

4. **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 and shall adjudicate all protests related to the competition in progress.*

5. **As Referee, you notice the swimmer in lane 3 leave the blocks** marginally ahead of the starting gun. What should you do?

Answer:

Let the race continue. Discuss infraction with Starter and make decision after conferring to either disqualify lane 3 or no disqualification if any doubt.

SW 4.4 – *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 and start again.*

6. **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 the 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.

7. **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:

- Who is assigned to this lane?
- Was the assigned judge in the correct position to see the infraction?
- Does he know the correct interpretation of the rule?
- Is he a qualified Turn Judge?
- If any doubt exists, rule in favour of the swimmer.
- 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.

8. What do you do, if during FINALS,

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

Answer:

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

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

Answer:

The fastest swimmer from the “B” final should have been moved up to “A”finals.

Dilemma: The “B” final has already been swum.

A rule of thumb: When “B” finals are swum before “A” finals, always call for and marshal all 16 swimmers before the “B” finals are swum.

Alternatives: Offer lane 4 swimmer of the “B” final (who just swam) the open lane in the “A” final. (and swim the “A” final later in the session) This would cause the least disruption, yet gives the correct swimmer his/her opportunity to swim in the “A” finals.

1. 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).
2. 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).

* It might also be helpful to check with Clerk of Course to find out whether or not the swimmer checked in.

GR 7.5 – *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)

9. 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 (subject to rules in meet information package).

CSW 3.6 – Scratches, Substitutions, and Deck Entries

This rule applies to all meets except National competitions. For national meets see SNC 3.

CSW 3.6.1 – *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 3.6.2 *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. Scratch Deadlines shall be clearly stated in the Meet Information package.*

Finals: The scratch deadline without penalty shall normally be thirty (30) minutes after the conclusion of preliminary heats of the session immediately preceding the finals that day. Scratch Deadlines and penalties intended (if any) shall be clearly stated in the meet Information Package.

CSW 3.6.3 – Failure by a swimmer to scratch from a Final in accordance with this rule (CSW 3.6) constitutes a late scratch, and shall result in the offending swimmer being scratched from all remaining events, including relays, scheduled for that day.

CSW 3.6.5 - *Late or deck entries may be allowed at the discretion of the meet manager and shall be classified as Exhibition swims.*

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

Answer: If the official split is to be taken at the start end of pool, it is not a problem.

1. If the split is to be taken at the turn end, you need 3 more timers:
 - ask coach the reason for request (record attempt or event not offered in meet).
 - if not for above reasons, request the coach to provide qualified Timekeepers unless Timekeepers are readily available.

11. What do you do during a Start:

- if the marshaling area is noisy?
- if the crowd is noisy?
- if a club is in the middle of a cheer?
- if a PA announcement occurs, etc?

Answers:

- Tell swimmers to step down.
- Speak to Clerk of Course re: need to control marshaling area.
- Speak to swimmers re: need for quiet.
- If the crowd is noisy ask swimmers to step down and request Announcer or Starter to ask for quiet during start.
- If club is in the middle of a cheer, ask swimmers to step down and request Announcer or Starter to request clubs to not cheer during starts.
- If the PA system comes on, ask swimmers to step down and relax. Recall after announcements are made.

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

Answer:

Stay calm.

1. Acknowledge coach is upset.
2. Ask the coach come back when he has calmed down and discuss the problem then.

If none of the above work:

CSW 2.1.6.6 - *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.*

13. 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 question any official except the Referee.

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

Answer:

1. Remind them not to, 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.

15. 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 his/her child's coach.
3. Advise parent that only assigned officials are allowed on the working deck and request that parent leave the swim deck.

16. What do you do if you see a parent/official on deck cheering loudly for his son swimming in Lane 6 while 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.

17. 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.

18. 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 8th swimmer runs up and mounts the block?

Answer: (Rationale)

This was never a Fina rule, but used only in Canada. **SW 2.3.2** addresses “delay of meet” where the referee decides on “willful” delays of meet. The referee/starter always have the option to tell the swimmers to “step down” if a swimmer shows up after the race has been turned over to the starter.

Is he late because of an official’s error? If this is the case, he should be allowed to swim. (GR 7.5). If he young and inexperienced? In this case, use your judgment.

19. 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:

Tell officials and coach to wait until you have started this heat.

- You are disadvantaging swimmers if you delay the start when they are ready to go.
- Swim meets are for the swimmers!

20. If a Referee says that s/he was unable to tell a swimmer of a DQ before the swimmer left the start area or the pool, what should be done, if anything?

Answer:

Tell the coach. If unable to locate, announce over public address system.

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. When disqualifications are announced through a public address system, this shall satisfy the requirements of this rule.*

21. 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 3.6.3 – *Failure by a swimmer to scratch from a Final in accordance with this rule (CSW 3.6) constitutes a late scratch, and shall result in the offending swimmer being scratched from all remaining events, including relays, for that day.*

22. 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.*

23. There are three scratches from a final event, and you are notified during finals:

Answer:

1. Fill 2 spots with alternates; swim final with one empty lane.
2. If consols are offered:
 - Move 3 from consol to final.
 - 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 or semi-final. The events must be reseeded and supplementary sheets must be issued detailing the changes or substitutions, as prescribed in SW 3.1.2.*

- If the swimmers are ready to swim the B finals and the three swimmers for A final are “No Shows”, and therefore disqualified, do not 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. .
- Electronics, Announcer, and media must also be advised of the reseed, and/or the change to A and B finals.

24. SWIM-OFFS If the chief finish judge shows you a tie:

Answer:

Tie between swimmer 7 and 8?	No swim-off.
Tie between swimmer 8 and 9?	Swim-off for 8 th place and 1 st in B.
Tie between swimmer 9 and 10?	Swimoff for 1 st and 2 nd alternate if the coaches involved desire.
Tie between swimmer 10 and 11?	Swim-off for 2 nd alternate if coaches involved desire.
Tie between swimmer 16 and 17?	Swim-off for 8 th in B final and 1 st alternate.
Tie between swimmer 17 and 18?	Swim-off for 1 st and 2 nd alternate if the coaches involved desire.
Tie between swimmer 18 and 19?	Swim-off for 2 nd 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 1st 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.
A “SWIM-OFF” IS PART OF THE PRELIMINARY SESSION, NOT A “FINALS” SESSION.
Like all other preliminary heats, the purpose of a “swim-off” is to establish the correct order and lane assignments for the evening finals. For that reason, the scheduling of all “swim-offs” should be done during the preliminary session. The scheduling of a “swim-off” is ultimately determined by the referee, not the coaches.
- Confer with coaches involved and try to set time agreeable to coaches and swimmers.



INFRACTION REPORT

Event	Heat	Lane
Name of Swimmer	Judge	Referee

1. Breaststroke

- a. _____ Kick, Alternating, Turn # _____ Swim _____
- b. _____ Multiple dolphin kicks off the wall. Turn # _____
- c. _____ Use of dolphin kick during the swim.
- d. _____ Head did not break surface during stroke cycle
- e. _____ Two or more strokes under water, Turn # _____ Finish _____
- f. _____ Touch, one hand, Turn # _____ Finish _____
- g. _____ Touch non-simultaneous, Turn # _____ Finish _____
- h. _____ Arms below hipline Turn # _____ Swim _____
- i. _____ Body did not return to position on breast when feet left the wall at Turn # _____.

2. Butterfly

- a. _____ Kick, Alternating, Turn # _____ Swim _____
- b. _____ Arms not brought forward simultaneously
- c. _____ Underwater recovery into Turn # _____
- d. _____ Touch, one hand, Turn # _____ Finish _____
- e. _____ Touch non-simultaneous, Turn # _____ Finish _____
- f. _____ Head did not break surface at 15m, Start _____ Turn _____

3. Backstroke

- a. _____ Not on back during swim
- b. _____ Not on back when feet left wall at Turn # _____
- c. _____ Head did not break surface at 15m Start _____ Turn # _____
- d. _____ Did not touch wall during Turn # _____
- e. _____ After passing vertical, failing to initiate the turn. Turn # _____
- 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 _____

CHECKING PHYSICAL SETUP OF POOL

Date: _____ Time: _____

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

REFEREE CHECKLIST

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



BRIEFING OF OFFICIALS (by the SESSION REFEREE)

Be positive and pleasant!

Who should attend:

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

Pre-seeded 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

Level	Procedure for Certification	Pins
I	1. Participate in a Section approved training program which includes successful completion of the Clinics for Timekeeper, Marshal, and Safety Marshal.	Red Pin
II	1. Be CERTIFIED in Level I - <i>i.e.</i> completed ONE (1) successful deck evaluation in each Level I position. 2. Successful completion of the clinics and TWO (2) successful on-deck evaluations in any TWO (2) of the positions listed under Level II: <ul style="list-style-type: none"> • Recorder/Scorer (Desk Control) • Clerk of Course • Judge of Stroke/Inspector of Turns (counts as 1 position) • Chief Timekeeper • Meet Manager • Chief Finish Judge/Chief Judge Electronics (counts as 1 position) • Starter 	White Pin
III	1. Be CERTIFIED in Level II 2. Successful completion of ALL the clinics listed under Level II. 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. 4. Conduct one Level I clinic under the direction of a Level IV or V official	Orange Pin
IV	To be completed in the order listed below: 1. Be certified in ALL Level II & III positions 2. Successfully complete the REFEREE clinic 3. Gain experience as a Referee at a minimum of two (2) meets 4. Complete one (1) year of active service as a Level III official. 5. Have organized, conducted and/or supervised a minimum of two (2) Level II officials clinics within the year of application. 6. Notice of intent to be evaluated must be made prior to evaluation. 7. Complete a minimum of TWO on-deck evaluations in the position of Referee	Green Pin
V	1. Complete a minimum of one (1) year experience as a certified Senior Official. 2. Have organized, conducted and/or supervised a minimum of two (2) officials clinics at Level II within the year of application. 3. Be evaluated two (2) times as a Referee or Starter. 4. Work a minimum of TWO (2) sessions at a National Meet at any position. 5. Provide a photocopy of completed signed-off officials card to the provincial Officials' Chairperson for review and approval 6. 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. 7. Once national certification is approved, a congratulatory letter and Master Official	Blue Pin

	<p>certification card will be sent to the candidate by the NOC Chair.</p> <p>8. 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.</p> <p>* Master Officials who do not comply with #8 above may apply for reinstatement to their provincial chair of officials, who may require certain senior level clinics be re-done (e.g. Stroke & Turn and Referee)</p> <p>*** 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.</p>	
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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/her 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.