

Referee's Clinic

General:

- Know your rules and how to apply them
- People are there to see the swimmers not the officials "You are not the show"
- Run the meet and apply the rules fairly
- Remember the most important part of the meet takes place in the pool; a slowly run meet or long delays do a disservice to the swimmers, the spectators and the sport. If you can't multi-task you should not be a referee. A standard high school dual meet without diving can easily be run in less than 2 hours. If it takes you longer than that on a regular basis then you have a problem. In meets with diving there are a number of variables that impact the amount of time needed for diving. These include the availability of a separate warm up area and the number of divers. A competition with 6 divers doing 6 dives should take no more than 36 minutes.
- Approach a meet with the assumption that everything the swimmer will do is legal.
- You need to be 100% sure, 99.9% is not good enough.
- The benefit of doubt always goes to the swimmer.
- Remember it is not a DQ unless the hand is raised, except as specifically described in the rules.
- If the meet is being delayed due to issues with electronic entries, Hy-Tek or the timing system then the home team has 15 minutes to resolve the problem(s) or the meet scoring/record shall be done by hand. The time is flexible to a point, if it is going to take an extra 2 or 3 minutes then wait. The ref needs to be reasonable and use common sense. Refs should have a copy of the manual/hand score sheets to use if needed.
- The home team needs to provide the equipment needed to run the meet, such as 500 counters, stop watches, paper to record times and pens/paper. The home team needs to provide competent personnel to operate the Hy-Tek and electronic timing systems and one timer for each lane being used in the meet and a backup timer.

Pre-Meet:

- Arrive at the meet 30 minutes prior to the start, if you are going to be late let people know (other officials/hosting team)
- Introduce yourself to both coaches, ask if they have questions or concerns, set up coaches' and captains' meeting

- Check pool equipment to see if it meets requirements, including blocks, lane lines, backstroke flags, lane numbers, 15m mark, etc.
- Talk with the table personnel; home team is required by the MPA to provide competent timing system and Hy-Tek operator(s); be sure they know what to do.
Review back up time protocol, this is done by Hy-Tek not the timing system, see 6-3-4 & 6-4-1
A meet exception report should be done after entries are received and prior to the start of the meet to check for improper entries. Hy-Tek will run an exceptions report. If there are no violations Hy-Tek will say “no report”.
- Meet with the other officials assigned to the meet and explain who’s doing what, review jurisdiction, explain your expectations, decide/review procedures for relay take offs and false starts. Who will initiate call for false start, starter or ref?
- Hold the coaches’ and captains meeting, some discussion items as follows:
 1. introduce yourself and other officials
 2. discuss the starting procedure, false start procedures, relay take off procedures
 3. questions should be brought to the referee not the other officials
 4. go over suit and attire rules have coaches certify
 5. exit pool quickly after completing a leg of a relay, due to touch pad reset, also do not step on pads during the race or block the view/access of officials and timers
 6. where swimmers are allowed to stand, so they do not interfere with officials and during the 500 freestyle
 7. other items you feel need to be discussed
- The event needs to be announced, if no announcer then either the ref or starter needs to do it. This should be discussed with starter to determine who will do it and when. In my meets I usually do it after the short whistles and before the long whistle. If there is an announcer, review what will be announced. This could include the event (required), name, school affiliation and lane assignment. Discuss when the announcement will be made. I instruct them to start as soon as the previous event ends (last swimmer touches the wall).

During the Meet

- Oversee the start - see rule book 4-3, 8-1-1 & 8-1-2
- Perform the duties of the referee, see rule book 4-2
- Record the order of finish for each heat (starter should also do this), compare your order with the order on the scoreboard/timing system. If there is a discrepancy the order/time may need to be adjusted.
 1. Are the times within hundredths of each other? If so the clock is most likely correct.
 2. Check with the starter, you might be “out-to-lunch”.

3. Is there an issue with the order/time? See rule 6.
 4. The automatic timing and judging system is the primary system, followed by the backup button and then the manual times.
 5. Only the referee may approve the use of a back up time, see rule 6-4-1. A back up time may only be used if there is a malfunction of the timing system and with the approval of the referee. If there is a malfunction then the procedures as outlined in rule 6 must be followed.
 6. The back up time integration must be done by Hy-Tek not with the timing system. The times are pulled by Hy-Tek and if a back up time is needed it is selected and then is integrated by Hy-Tek.
- The referee needs to insure that a meet is run fairly and if the circumstance arises (very rare) may set aside a rule, see rule 4-1-5.
 - The referee must certify the results of the meet, including the score. It is recommended that in normal dual meets that the referee keeps score (I also have the starter do it). In meets with more than 2 teams this becomes increasingly difficult. In these instances the referee needs to maintain order of finish and make sure that the scoring and meet is set up properly in Hy-Tek. Note: I keep score at HS State Meets.
 - If there is time during the meet, say at diving or during the 500 frees have another exceptions report run just as a check. If a coach has changed something and he/she makes an error then this may pick it up and possibly prevent a swimmer from being DQ'd.

Post Meet

- Discuss the meet with the other officials, you may cover DQ's called during the meet, answer questions the other officials have, review unusual issues that may have occurred, go over ways to do your job and the other officials' jobs better, other points the officials may want to discuss.
- Meet with the Hy-Tek operator and have an exception report run to check for entry issues, review the score and order of finish for the events (if necessary). Make corrections as necessary and then sign the official scoresheet(s), also date and record the time the meet ended.
- Assuming the coaches are still around, ask if they have questions or other things about the meet they would like to discuss.