



TECHNICAL OFFICIALS EDUCATION PROGRAM

SWMTOFF010
UNIT 10- REFEREE

LEARNER GUIDE

© Swimming Australia Ltd.



Australian Government
Australian Sports Commission



Contents

P3: About this Learner Guide

**P7: Section 1 –
Referee**

**P9: Section 2 –
Assessment Tasks and Tools**

About this Learner Guide

This Learner Guide has been developed by Swimming Australia Ltd (SAL) to support candidates undertaking **Unit 10 – Referee** within the SAL **Technical Officiating Accreditation Program**. This Learner Guide is designed to be used in conjunction with face-to-face training and extensive workplace supervision.

SAL would like to thank Swimming Queensland and McLaughlin Sports Consultancy for their work in the development of this resource.

This resource corresponds to the following Units of Competency within the Technical Officials Accreditation Program:

SWMTOFF010

What is a Competency?

A competency can be defined as “the application of specific knowledge and skill to a required standard of performance in a given situation” (ASC RIA Manual, 2000, p27).

A competency can include a number of aspects of performance, such as:

- Applied Skills (e.g. being able to demonstrate specific skills)
- Management Skills (i.e. being able to prepare, plan and organise)
- Contingency Management Skills (i.e. being able to fix problems as they arise)
- Inter-personal Skills (i.e. being able to deal effectively with others)

Usually all four of these areas are considered.

What is Competency Based Assessment?

- **Criterion Based**

Candidates are assessed against a set of specific performance criteria or benchmarks, NOT against each other.

- **Evidence Based**

Decisions, about whether a person is competent or not, are based upon evidence provided by the candidate.

- **Participatory Processes are used**

The candidate is involved in planning and arranging assessment processes wherever possible. They have some input to assist them to achieve competency.

How Do I Use this Learner Guide?

The Learner Guide provides you with the information and activities that will enable you to develop competency, within the aforementioned unit of competency.

You can develop competency in these units through a combination of methods, including:

- Reading the material in this Learner Guide.
- Asking questions about anything you don't understand.
- Observing others in a workplace.
- Practicing the skills you are learning in PRACTICAL SITUATIONS.
- Completing the activities in this Learner Guide.
- Completing the assessment activities to demonstrate your skills and knowledge.

Case studies and examples are used throughout this Learner Guide to clarify your understanding.

What Resources Do I Need?

The main resource you will need to complete the learning for this program is this Learner Guide. You will also need a copy of the current FINA / SAL Swimming Rules and access to swimming events where you can be practically assessed as a Referee.

What if I Already Have the Skills?

You may already have some or all of the skills or knowledge required for this unit of competency. If this is the case, you may not have to undertake additional training in these areas.

You can ask your State/Territory Swimming Association for an initial assessment of your **current competence** to determine what skills you have and whether you need additional training. If you would like to attempt to gain formal recognition of your existing skills, you will be required to complete a detailed Recognition of Current Competency (RCC) application form that will allow an assessor to review your skills against the specific requirements for this course. **Discuss this process with State/Territory Swimming Association.**

What about Assessment?

When you complete the assessment within this Learner Guide and are assessed as competent by your assessor in a PRACTICAL OFFICIATING ENVIRONMENT, you will be eligible to receive a certificate from SAL.

To undertake assessment for this program, you will need to complete the assessment tasks found at the end of the Learner Guide. Wherever possible, you will be assessed at a swim meet to ensure relevance of the process.

The assessment process is what is known as **integrated assessment**. This means that several elements / performance criteria are grouped together and assessed at the same time using one assessment task.

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



Official Assessment

How Do I Start?

You can undertake the activities in the Learner Guide at your own pace, or under the supervision of your trainer / mentor.

You are ready to start.

SWMTOFF10 (UNIT 10):

Referee

This unit outlines a range of general skills that are required by Referees.

Introduction

The responsibilities of the Referee are many and varied. The over-riding function is to see that a meet is properly conducted in regard to applying the rules, and, in all ways, assuring the swimmers of fair competitive conditions.

It is impossible to cover all the duties of the Referee in this Learner Guide and that is why the vast majority of learning and all assessment is to be undertaken in a real / practical swim meet environment.

Assessment

The key learning experience in this unit **must occur in a real, practical swim meet environment. This is also where assessment against all performance criteria must take place.**

General Roles and Responsibilities of the Referee

The Referee must have a thorough and tested knowledge of the rules of Swimming.

- There is no substitute for the Rule Book. You should ensure that there is a current copy readily available at every meet. It may be thought that what may be a good personal working knowledge of the rules is sufficient. Conversely it is surprising how easy it is to forget some of the finer points. Any deviation from them invites controversy.
- You must ensure that an adequate number of officials are available.
- The Referee should instruct the officials as to their duties, and any details of procedure they should be following.
- The Referee is, in a sense, the judge and jury, the arbiter of problems and protests. With that responsibility, it is essential that decisions are correct and completely impartial. If people have confidence in the Referee's knowledge, judgement and sense of justice, there will be little trouble in having decisions accepted without reservation.

- Rules are written to cover as wide a range of circumstances as their composers could conceive. But 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 judgement (**always document these decisions**).
- Any protests concerning the competition itself are made to the Referee by the swimmer's Team Manager or coach in writing, within thirty minutes of the announcement of disqualification or the cause for protest.
- Before commencement of a session, you should review the conditions of the meet.
- It is your responsibility that the competitive equipment is adequate. Are the lane ropes taut and properly secured? Are the starting blocks properly installed and numbered correctly? Are the backstroke turn indicators in the proper position and at the correct height? Has provision been made for the false start rope? Is lap-counter equipment available if required? These details should be attended to by **The Meet Director**. It continues as the responsibility of the Referee that proper conditions are in place.
- There should be no coaching of swimmers from the time they report to the marshalling area. That is best achieved by not permitting coaches on the deck at the starting end of the pool during competition. Coaches and managers must not be allowed to engage in, nor permit actions, which will interfere with the operation of a meet. You must stop promptly any prohibited behaviour if and when it occurs.
- Don't permit Coaches to walk along the side of the pool during a race with stopwatch in hand calling encouragement (but not necessarily coaching advice) to swimmers. And don't permit their assistants or team members to do it either.
- The Referee should notify all recommendations by Judges of Stroke and Inspectors of Turn as to the method of notification of infraction reports. Written infraction reports **MUST** be delivered promptly to the Referee and nobody else. Finish Judges and Timekeepers, must report their results without regard to any possible or definite disqualification.
- The Referee assumes total responsibility for all disqualifications during the competition.



ASSESSMENT

Task:

You are required to be assessed as a Referee in a real / practical situation, by your assessor. This will give you the opportunity to provide evidence of your competence in a swimming specific environment (on the job). E.g.

- Protests
- Situations
- Electronic malfunctions
- Poor infraction reports
- Finish judges differing from Timekeepers
- Collapsed swimmer in the pool
- Discrepancy between SAT time and AOE time
- Weather

ASSESSMENT TOOL – UNIT 10 (REFEREE)

Element / Performance Criteria STATE/REGIONAL REFEREE Pool deck assessment		Displayed Competency		Comments Must be completed if marked NO
		YES	NO	
1. Preparation				
1.1.	Arrived at venue at least 1 hour prior to commencement of event			
1.2.	Allocated all officials to tasks appropriate to their skills, training and the needs of the competition			
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			
1.6.	Ensured the safety of self and others throughout the event			
2. Performance of Task				
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 correctly 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.	Went and sat down 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 either the Chief Recorder or the AOE Supervisor.			
2.9.	Worked closely with the Meet Director to ensure the smooth and efficient conduct of the meet.			
2.10.	Worked closely with the Chief Recorder to ensure the smooth and efficient running of the meet.			
2.11.	When handling queries and information from Recorders questioned them appropriately displaying a positive attitude towards the recorder.			
2.12.	Worked with the Announcer to ensure the smooth and efficient running of the meet.			
2.13.	Analysed the performance of all other officials and undertook appropriate action to ensure that all were performing their tasks .			
2.14.	Provided constructive feedback to all officials in a concise, appropriate and timely manner.			
2.15.	Used appropriate and positive communication strategies when dealing with swimmers, officials, parents, supporters and coaches.			
2.16.	Focused entirely and exclusively on the task assigned without engaging in any distracting activities			
2.17.	Appeared to be in total control at all times .			
2.18.	Did the referee display a composed temperament at all times?			
2.19.	Set a good example for other officials.			
2.20.	The arm was outstretched in a confident manner at the start (or was it bent?) Was the fist clenched indicating a stressful situation?			
2.21.	Was willing to hand over to the co-Referee when necessary and didn't try to maintain control even when this impacted the running of the meet.			
2.22.	Was not easily distracted.			
2.23.	Was not too rigid and uncomfortable in the position.			
2.24.	Maintained the speed of the meet. It was not too fast nor too slow.			
2.25.	Maintained an awareness of the time factor including requirements to start "over the top".			

3. Decision Making			
3.1.	All officials who made recommendations regarding possible breaches of the rules were questioned thoroughly to ensure that recommendation was being made in accordance with the rules.		
3.2.	All officials who made recommendations regarding possible breaches of the rules are questioned politely and shown appropriate courtesy.		
3.3.	All decisions made were consistent with every competitor being treated equally		
3.4.	All decisions were made quickly, clearly, concisely, in accordance with the rules. With out any procrastination.		
4. Infraction Reports			
4.1.	All infraction reports were completed accurately and pursuant to the rules		
4.2.	All written reports by other officials were checked for accuracy and, if inaccurate, were corrected or discarded.		
4.3.	Infraction reports were printed legibly		
5. Post Meet			
5.1.	Where required, provided a report of the meet to the appropriate body		
5.2.	Where required, provided appropriate feedback to officials regarding the performance of their duties		
5.3.	Stayed available at the meet after the posting of the last results to hear any protests		
5.4.	Was there any evidence of discussing matters with other Referees or Starters? Did the Referee learn from the experience?		

Assessment Decision:

Competent

Not Yet Competent

Name of Candidate: _____

Candidate's Mobile: _____

Candidate's Email: _____

Candidate's Club name: _____

Date of Assessment: _____

Name of Assessor: _____

Assessor Signature: _____

Future Training / Assessment Recommendations: