

**ASA**

Swimming Officials Committee

Swimming Officials Examinations

Referees Workbook

This workbook is intended to give candidates a wide range of opportunity to address, by example, questions in a wide range of subject areas which cover the syllabus within the Referees examination.

To pass the referees examination a candidate requires not only a thorough knowledge of ASA Law and Technical Rules but also a level of experience which will permit the application of the rules with a solid base of 'common sense'. Not all circumstances have a ready made rule, that is why we need referees!

This workbook allows individual study together with group discussion to develop any areas which you, the candidate wishes to explore. It has been compiled with the assistance of various members of the ASA Swimming Officials Group, who would value your feedback on the style and content of the document. There is little point in further development if it does not meet the candidates, i.e. your, needs.

Please review the workbook and send any comments Neil Booth whose contact details are to be found on the back of the Extract of ASA Laws and Technical Rules Books.

This booklet is not intended to be a definitive guide to passing the examination. In conjunction with the ASA Technical Rules/Laws it will assist.

The examination will be a written paper of 75 minutes duration preceded by 10 minutes reading time. It will relate to all aspects of the role of referee.

In addition to the following questions will be asked about the interpretation of the ASA Laws and Technical Rules and situations arising at a competition where the referee is required to make a decision for which the answer may not be found within the ASA Laws/Technical Rules of the sport.

The syllabus:

### *Safety Laws*

*Safety requirements.*  
*Promoter responsibilities.*  
*Referee's duties.*  
*Appointed officials' responsibilities.*

### *General Competition Rules*

*The application of ASA Laws, Rules and FINA Rules to competitions in England.*

<i>Gala advertisements.</i>	<i>Advertising and Television</i>
<i>Promoters conditions.</i>	<i>First Claim</i>
<i>Rights of a competitor to participate</i>	<i>Registration of competitors.</i>
<i>Unregistered swimmers.</i>	<i>Competition by children</i>
<i>Open competitions.</i>	<i>Mixed competitions</i>
<i>Masters competitions</i>	<i>Prizes and Trophies</i>
<i>Doping Control</i>	<i>Costumes.</i>
<i>General duties and powers of referees</i>	

### *Judicial Laws*

*The Referee and Jury of Appeal.*  
*Protests and Appeals.*  
*Complaints – their definitions and submission.*  
*Suspensions.*

### *ASA Technical Rules of Racing*

<i>Officials.</i>	<i>Team Races.</i>
<i>Disqualification of competitors.</i>	<i>Medley swimming.</i>
<i>Team Races.</i>	<i>Racing by children.</i>
<i>Starting and false starts.</i>	<i>Heats and Finals</i>
<i>Duties and responsibilities common to all officials.</i>	
<i>The race; including fouling and illegal pool entry.</i>	
<i>Stroke conditions: freestyle, breaststroke, butterfly, backstroke.</i>	
<i>Conditions related to English records which apply to the swimmer, the pool, the event, the timing and the officials.</i>	
<i>An understanding of the ASA Disability Swimming Technical Rules as they affect a Referee</i>	

1	As a Referee you are told that the swimmer in Lane 4 in the next individual event is going to attempt an English Record :	
	1.1 What measures must you take to ensure that if the record attempt is successful it may be valid?	
2	What are the conditions for the timing of races in which World Records are established?	
3	State three infringements for which a freestyle swimmer can be disqualified in a Freestyle race, excluding the start?	

4	It is drawn to your attention that one of the Promoters conditions of an open competition at which you are a Referee is that swimmers who are members of more than one club are not permitted to compete :		
	4.1	Do you have to take any action?	
	4.2	If so, state what and why.	
5	In a relay team race a Inspector of Turns that the swimmer in Lane 3 had left his starting platform before the incoming swimmer had touched. You saw this take-over and are satisfied it was valid. The other Inspector of Turns did not see anything :		
	5.1	What should you do about the team in Lane 3?	
	5.2	Give reasons for your decision.	
6	An event consisted of three heats followed by a final. In the first two heats, all competitors are disqualified. As time is short the Promoter wishes to regard the third heat as a final :		
	6.1	Under ASA Law is this allowable?	
	6.2	Give reasons for your answer.	

7	A team manager advises you, the Referee at an Open Meet, that he is unable to complete his team with registered swimmers due to late withdrawals and has included within the team non-registered swimmers :	
7.1	Is this permissible?	
7.2	If so, what subsequent action(s) should be taken and by whom?	
8	What limit will be put on non-registered swimmers if they become involved in successive rounds of a competition?	
9	As a referee you observe a breaststroke swimmer in Lane 3 after the turn perform a breaststroke leg kick followed by a single dolphin kick followed by a breaststroke arm pull whilst wholly submerged, his head breaking the surface of the water before the hands turn inward at the widest part of the arm stroke. There was no report from made by the Inspector of turns on that lane or the judge of stroke. What action if any do you take and why?	

10	When can a Referee not change a decision on a question of fact?		
11	After the Clerk of the Course has placed the competitors in their correct lanes for a backstroke event, describe the actions you would take and those of the competitors until you hand over to the Starter.		
12	During a butterfly event the swimmer in Lane 3 crosses into Lane 2 and impedes the swimmer in that lane. You, as Referee, witness the incident but it is not seen by any other official :		
	12.1	What action do you take if this is in a Heat?	
	12.2	What action do you take if this is in a Final?	
	12.3	What further action may you be required to take?	

13	A timekeeper who is the only official on that lane is waiting for the swimmer in his lane to complete the course. The Finish Judges believe the swimmer has touched and meet to consider their verdict. The timekeeper still has his timer running :	
13.1	What does the timekeeper do?	
13.2	What do you as the Referee do?	
14	During a race, as Referee, you notice that a swimmer has an advert for a well known brand of whiskey on the back of his trunks that no-one had noticed prior to the swimmer diving in. What action do you take?	
15	A swimmer in Breaststroke has only one arm. At the end of the race a Finish Judge informs you that he has done a one-handed touch at the end of the race. The swimmer does not have an ASA Certificate of Disability, and the judge asks you to disqualify him. What do you do?	

16	<p>You are a Referee at an event without a JOA. During a 4 x 100m Freestyle Relay, the team in Lane 3 is disqualified by you as the second swimmer left the block before the incoming swimmer had touched. The Coach of the disqualified team informs you that the apparent offending swimmer was pushed into the water by a member of another team. Discuss the potential courses of action available to you.</p>	
17	<p>You are a Referee at an event where you are informed that a Jury of Appeal has been appointed. You know that one of the members is ineligible to sit on a JOA. What action should you take?</p>	
18	<p>In a 4 x 1 length Relay race the second swimmer in Lane 1 stays in the water after his leg cheering his team. As a result there are two swimmers in the water in the lane. As a Referee, what action do you take, and give an explanation for your decision.</p>	

19	<p>In a further Relay event, after the winning team has finished, a team member jumps back into the water in celebration of the victory before all the other teams in the race have completed the course. As a Referee, what action do you take, and give an explanation for your decision.</p>	
20	<p>In an inter-club competition between six clubs at which you are a Referee, only ten officials report to you. To what duties would you allocate them?</p>	
21	<p>The swimmer in Lane 4 was reported for disqualification by the Inspector of Turns whom you had allocated to Lanes 1 and 2. The Referee accepted the decision and disqualified the swimmer. On hearing the result announced, the Inspector of Turns allocated to Lane 4 informed the Referee that he had seen the swimmer complete all turns without rule infringement. What action should the Referee take?</p>	

22	In a Masters competition, during the 50m Butterfly event, a Judge of Stroke reports to the Referee that the swimmer in Lane 5 was swimming with a breaststroke leg action. What action should be taken and why?	
23	Immediately prior to the start of a race, a disqualification announcement causes a loud reaction from the spectator area which results in a period of booing and general disturbance. What action should the Referee take in these circumstances?	
24	Before competition starts, a Coach reports to you that a swimmer about to participate in the meet has been suspended by his club. What action should be taken by the Referee :	
	24.1	If a Jury of Appeal has been appointed?
	24.2	Where no Jury of Appeal has been appointed?

25	During the second session of a meet, as Referee, you see a swimmer about to start a race whom you suspect of refusing to take a drugs test during the first session. What actions should you take?	
26	During a Relay event, one of the officials at the take-over end was pushed into the pool, impeding the take-over of the swimmer in Lane 6. What actions should the Referee take?	
27	During a gala, the Promoter approaches you as the Referee and informs you that a pool attendant is placing bars across the emergency exits. He asks you for advice as to what he should do. What advice would you give, and what, if any, actions should you and/or the Promoter take?	
28	What are the duties of an Announcer?	

29	In a competition being run under ASA Technical Rules, the winner of the 800m Freestyle left the pool before all swimmers had completed the event. What action should be taken by the Referee and why?	
30	During a Backstroke race the swimmers in Lanes 4 and 5 each managed to turn and cross into the opposing lane. Both swimmers then continued the race, completing the course in the opposing lanes. What action should be taken by the Referee and why?	
31	A Inspector of Turns reported a swimmer for disqualification which was accepted and confirmed by the Referee. On hearing the disqualification announced, a parent of the disqualified swimmer came on to poolside and berated, in an abusive manner to the Inspector of Turns. What action should be taken, and by whom?	

32	<p>In the Girls 10 years and under 50m Freestyle, the Starter had just given the command “take your marks”, when the swimmer in Lane 4 fell head first into the water. The Starter indicated that the swimmer had lost her balance when taking her mark, what actions should be taken and why?</p>	
33	<p>During an 800m long course Freestyle race the swimmer in Lane 4 is approaching the 700m turn when the lane Timekeeper sounds the warning signal. The swimmer in Lane 5, who is approaching the 600m turn, following the turn, visibly increases his pace and stops swimming after 700m. Realising what he has done, the swimmer is so tired that he is only able to complete a further 50m of his swim. He is disqualified for failing to complete the course. The swimmer protests that the warning signal should not have been sounded when it was, and he was misled. As Referee, what action should you take?</p>	
34	<p>In a Backstroke event, a swimmer stands on the edge of a deck-level pool, facing the starting end, with his heels in the water. The Starter starts the race and the swimmer dives backwards from the edge into the pool, and wins the race. Is this a legal start? Explain your answer.</p>	

35	At the start of a 50m Freestyle race, the swimmers take their marks, and the swimmer in Lane 4 starts before the starting signal. The Starter recalls the heat, and the swimmers return to the starting position. Should the swimmer in Lane 4 be allowed to swim?	
36	During a 1500m race the Referee believes that a swimmer in Lane 5 has completed 2 fewer lengths than the lane counter is showing. What should be done, by whom, and whose responsibility is it to ensure that lap cards are showing the correct figure?	
37	During the 4 <sup>th</sup> heat of 5 in a 1500m event, the lighting in the pool hall fails. 2 swimmers have finished the race, 3 are on the last length, and the remaining swimmers all have more than 1 length to complete. As Referee, what action should you take?	

38	You observe a Breaststroke swimmer move his hands in a sculling or flipper movement at the end of the first arm stroke after the start and also after the turn. Would this constitute grounds for disqualification?	
39	In a Breaststroke event, a Inspector of Turns reports to you that the head of the swimmer in Lane 5 broke the surface of the water beyond the 15m mark. As Referee, what action do you take?	
40	In a Backstroke event, a swimmer broke both the 100m and 200m English Record. All conditions regarding eligibility and timing were met. The swimmer was only accredited with the 200m time. As there were no disqualifications, explain the reasons for this.	

41	<p>In a 4 x 100m Medley Relay, the lead swimmer broke the English Record for Backstroke. All conditions regarding the record were met. However, the second leg swimmer was disqualified for a faulty take-over. Is the lead swimmer's record claim valid? If so, why?</p>	
42	<p>At the end of a race two young swimmers, on hearing the command from an official to leave the water, do so. What action should the Referee take and why?</p>	
43	<p>During an open meet event a swimmer in a Butterfly race is disqualified for breaking the surface of the water beyond the 15m point from the turn end of the pool. The swimmer's Coach protests to the Referee that there is no clear mark identifying the 15m point. You examine the pool and see that, due to the condition of the lane ropes, the 15m indication rings are not level. What action, if any, should you as the Referee take?</p>	

44	A registered official who is spectating at a meet protests to you that an official, in recommending a swimmer for disqualification, had misinterpreted the Backstroke turn rule. What action do you take, and why?	
45	You have received a valid protest concerning an event which is due to start in a matter of minutes. There is no Jury of Appeal and you cannot resolve the protest :	
45.1	Detail the actions you would take before the heats.	
45.2	What action would you take if the protest is made just before the final?	
45.3	What are the specific matters over which a protest may not be made?	
46	The evening session of a meet is advertised to start at 6.30pm. As the afternoon session finished early, the Promoter decides to bring the evening session forward to 6.00pm. Is this in order or not? Please give reasons for your answer.	

47	At an open meet, some 25 minutes after the card boxes have closed, a tearful swimmer comes to you saying that his mother has forgotten to post his cards. He asks if he can swim in the events. Under what circumstances, if any, may the swimmer be allowed to participate in that session?	
48	What are the Referee's responsibilities in respect of the observed competence of officials once a competition has started?	
49	Just prior to the start of a race during which a swimmer has indicated that he is to attempt an English Record, the AOE develops a fault. What would you do?	
50	In competing in a 100m Freestyle event, a swimmer completes the distance legally swimming Butterfly. On completion of the race it is discovered that the swimmer has broken a County Record. What process needs to be undertaken in order to ratify this record?	

51	You are appointed Referee at a pool where you discover that all the starts are at the shallow end which is 850mm deep. The finishing end of the pool is fitted with touch pads and is 1.8m deep. As a Referee, what options are available to you?	
52	At the start of heat 4 in a fifteen heat event, a swimmer complains to you, the Referee, that he has been told by the Clerk of the Course that he has been deleted from the event as his card had not been posted. The swimmer insists that his card was posted in good time and in the correct box. What actions do you take?	
53	During a two swimmer swim off for the last place in a final, both swimmers are disqualified. The Promoters conditions state that all lanes shall be occupied in the final. Who should occupy the final place?	
54	At the start of a mixed team event, you notice that 4 teams have 1 female swimmer and the other 2 teams have 2 female swimmers. What action do you take as the Referee?	

55	As the Referee at a League competition, you view the Promoters conditions and find a condition which reads “only swimmers whose current longest continuous membership is with the competing club shall be eligible to swim”. Is this condition enforceable? Give reasons for your answer.		
56	ASA Laws give guidance regarding Juries of Appeal :		
	56.1	In which events is it recommended that a Jury of Appeal be appointed?	
	56.2	By whom and when should a JOA be appointed?	
	56.3	Within the Jury of Appeal what 2 positions need to be identified?	
	56.4	Where should the members of the JOA be during the competition?	

57	ASA Judicial Laws give advice regarding protests :		
	57.1	What is a protest and who can make it?	
	57.2	When and how should a protest be made?	
	57.3	What is it not possible to make a protest about?	
58	In relation to Lead Referees;		
	58.1	When should a Lead Referee be appointed? What are their specific duties before the competition?	
	58.2	Does the Lead Referee have a role on the day of competition? Explain your answer.	
59	What are the duties of a Referee with regard to health and safety matters prior to and during a competition?		

60	Under what circumstances may a non-registered swimmer compete in an open competition?	
	60.1	Who must be informed of the non-registered swimmer, and when?
	60.2	Who must ensure that the swimmer applies for registration and in what time period?
61	How old must a swimmer be to compete in the following levels of competition and what is the applicable date in relation to age?	
	61.1	A swimming event restricted to members of one club.
	61.2	A one-off inter-club event with 6 competing teams.
	61.3	Individual events in Regional competitions.
	61.4	Individual events in National competitions.

62	<p>In a 100m Freestyle event for which BAGCAT points are awarded, the swimmer in Lane 4 was placed third by both Finish Judges and the Referee. As a result of AOE failure and the Timekeeper on the lane not stopping his timer, the swimmer has no time. The swimmer's Coach approaches you as the Referee and offers the time that he had recorded for the swimmer in order that BAGCAT points may be allocated. How does the Referee resolve this situation?</p>	
63	<p>At the start of a Freestyle Relay race a swimmer in Lane 3 was disqualified and the remaining swimmers stood down. When the teams mount the starting platform for the re-start of the race, the Starter points out to you that the swimmer in Lane 5 is not the same swimmer who had lined up for the previous start. What action, if any, does the Referee take?</p>	
64	<p>Whilst refereeing at a meet licensed by the ASA at Level 3, a swimmer approaches you with his entry card explaining that he has achieved a National Qualifying Time and asks you to authenticate the time. AOE is in operation and the published finish results authenticate the time. What should you do?</p>	

65	As a Referee, what duties do you expect a Judges of Stroke to undertake?	
66	During a meet there are 3 competition sessions in a day with a warm up period prior to each session. When should the safety announcement be made?	
67	What are the Promoter's duties in relation to any warm up which takes place before a competition session?	

68	A swimmer, having been announced as the winner of an event, approaches you, the Referee, stating that he did not touch the wall at the 2 <sup>nd</sup> turn, and cannot accept the Trophy. As the Referee, what action do you take?	
69	Due to being distracted, the Referee misses the finish of a heat involving 6 competitors. The Finish Judges did not agree on the position of Lane 4. There is no AOE and the Lane Timekeeper did not stop his watch thinking that there were a further 2 lengths to swim. What courses of action are open to you as the Referee?	
70	During the Freestyle leg of an IM race a swimmer holds on to a lane rope for the purpose of having a rest. Having rested he releases his grip on the rope and continues to swim. This is reported to you by a Judge of Stroke. What action do you take as Referee, and why?	

71	As a Referee, list the offences which you would expect a Judge of Stroke to report to you by way of contravention of ASA Technical Rules. (Exclude fouling or any health & safety issues) :	
71.1	In a Butterfly race.	
71.2	In a Backstroke race.	
71.3	In a Freestyle race	
72	After the command “take your marks” the swimmer in Lane 2 starts before the signal. The Starter tells the remaining swimmers to stand down and immediately two other swimmers enter the water. The race is re-started without the swimmer in Lane 2. That swimmer’s Coach protests that all swimmers who entered the water should have been disqualified. As the Referee, what course of action do you take and why?	

73		When a competition is subject to doping control procedures, who is responsible for facilitating this, and what additional responsibilities fall to the Referee?	
74		Whilst in many instances the Recorder's duties are carried out electronically, under ASA Law what are the duties of the Recorder?	
75		A competition held in a 6 lane pool has 26 entries for an event with heats and a final :	
	75.1	What is the maximum number of full heats?	
	75.2	In 1 heat 2 competitors have the same entry time. How is the lane allocation determined?	
	75.3	How are the lanes allocated for the final?	