

Referee Pre-briefing Checklist

Event		ASA Licence No	
Promoter		Officials Org.	
Duty Manager		Time of Briefing	
How Many Fire Exits		Free Access and Unlocked	
Entrance/Café (If applicable)	Changing Area	Toilets	
Pool / Deck Area			
Depth of the water	Start End	m	Turning End m
Any obvious hazards, cables, broken tiles etc			
Lighting (600lux)			
Water Clarity			
Safe access for all using poolside			
Water temperature (25 to 28c)			
Humidity (no more than =1c above pool temp)			
Any external hazards, noise etc			
Spectator area			
Pool Equipment			
Starting Platforms Not loose, no sharp edges, correct heights (Max. 750mm from water surface) Numbered correctly			
Lane Ropes/ Markings Tight, no sharp edges, no damage, no exposed wire. 15m marked on lane ropes or side wall from each end wall			
Backstroke Flags Fitted from fixed standards, cover all pool, min 1.8m above water surface, 5m from each end wall, flags contrast colour with the ceiling			
Recall Rope Fixed standards not less than 1.2m above water, all lanes, 15 m from start (both if necessary) – how does it release?		L or R or both	
AOE / Manual Timing System			
Timing pads	Omega/Colorado/Daktronics/Alge		
Back up buttons	Yes/No		
Starting equipment	Omega/Colorado/Daktronics/Alge		
Provision for Volunteers			
Chairs			
Drinks			
Other refreshments			
Marching on time/ music			
Introductions			
Pre-brief with Promoter			
Any protests received			
Any meet issues			
Any special conditions of hire or issues raised by the pool operator			
Arrangements for presentations			
General Comments:			
Name of Referee:	ASA Number:		
Signature:	Date & Time:		

FINA Rule SW 2.1 Officials – Duties of the Referee:

- Has full control and authority over all officials
- Approve their assignments
- Instruct them regarding all special features or regulations related to the competition
- Enforce all rules and decisions of FINA
- Decide all questions relating to the actual conduct of the competition which is not otherwise covered by the rules
- May intervene in the competition at any stage to ensure that FINA regulations are observed
- Adjudicate all protests relating to the competition in progress
- When using finish judges without three digital watches, determine the placing where necessary
- Ensure all necessary officials are in their respective posts for the conduct of the competition
- Appoint substitutes for any officials who are absent, incapable of acting or found to be inefficient
- Appoint additional officials if considered necessary
- A disqualification for starting before the starting signal must be observed and confirmed by both the starter and the referee
- Disqualify any swimmer for any other violation of the rules that he personally observes
- May disqualify any swimmer for any violation reported to him by other authorised officials

The Duties of a Referee and Health and Safety shall include but not limited to the following:

- Be responsible for the safe conduct of all activities in those parts of the premises essential for the running of the competition
- Ensure the minimum safe water depths, other dimensions, current facilities and equipment comply with accepted requirements
- Ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters and evacuation procedures required by the pool operators
- Stop the competition proceeding at any stage if there is a breach of, or possible breach of, health and safety procedures
- Report all such matters to the promoter or deputy

Duties of all persons:

Guidance

Whilst the following information is extracted from the ASA Handbook it is relevant to all individuals, groups and organisations:

Any person participating in any activity organised by an affiliated club, body or organisation including, but not being limited to, any promoter, competitor, official or spectator at any competition in any swimming discipline held in England under ASA Laws, Regulations and Technical Rules or FINA Rules shall comply with the following:

- any relevant statutory Health and Safety requirements;
- any bye laws or other regulations relating to safety;
- the conditions of any hire agreement relating to safety;

Safety instructions or guidance issued by the ASA or any other body approved by the Board take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions within the area for which the promoter, hirer or organiser of the activity is responsible.