

# RESPONSIBILITIES OF TOURNAMENT OFFICIALS

These guidelines will assist with the organisation of refereeing officials for the efficient running of tournaments.

*Note: Rules governing World Championships are contained in the WSF World Championship Regulations where the Tournament Referee is termed the Championship Referee who works in conjunction with a WSF Technical Director. The Pre-Requisites and Competencies required of a Championship Referee are detailed at: [http://www.worldsquash.org/ws/?page\\_id=552](http://www.worldsquash.org/ws/?page_id=552).*

A Tournament Referee (TR) or Tournament Director (TD) should use these guidelines as a checklist, whether that event is international, regional, national, local or club level. *Note: Not all points are relevant to all tournaments.*

There will be occasions when the duties of the TD and TR overlap, so it is essential that they work together before and during the tournament.

The TD is responsible for the overall organisation of the tournament, including the scheduling of matches and courts, seating, accommodation, social activities, press facilities and media liaison.

The TR is responsible for the recruitment, selection, assignment and supervision of match officials.

## **PRIOR TO THE TOURNAMENT**

### **TOURNAMENT REFEREE**

Works with the TD to ensure that the tournament is conducted in accordance with WSF Rules and, where appropriate, specific PSA and WSA Tour Rules.

Is the final authority regarding the interpretation of the WSF Rules.

### **Selection**

Selects an appropriate number of suitably accredited officials.

*Note: Refer to the WSF's Tournament Promoters Agreement (TPA) for international events.*

### **General Referee Requirements**

Liaises with the TD regarding:

- Referees' room – for use both as a meeting room and to relax between matches;
- Referees' uniforms;
- Accommodation;
- Transport;
- Meal allowances;
- Identification for admittance to required areas; and
- Tickets for social functions.

### **Training**

Arranges training sessions with match officials to discuss current Rules, Conduct reports, scoring and refereeing systems, and protective eyewear requirements. These sessions should take place prior to and during the tournament when necessary.

## **TOURNAMENT DIRECTOR**

Is the final on-site authority regarding the interpretation of the Tournament and/or Tour Regulations, keeping copies available for consultation.

If necessary, briefs the players before the start of the tournament; either verbally (preferably) or in writing.

Players and officials are to be advised regarding:

- the refereeing system
- the use of video reviews
- method of scoring
- height of tin
- type of wall and floor surface
- brand of ball
- where white balls are used, remind players to only stencil their rackets well before play so that the ball is not marked by the stencil
- any other relevant matters

*Note: It is usually the role of the TD to advise the players of these requirements, but the TR should also ensure that this happens.*

## **Courts**

*Note: These are primarily the responsibility of the TD, but the TR should also check the court conditions.*

Ensures that the courts are appropriate for play by confirming that the following items have been checked:

- Floors – repaired and sanded in accordance with the relevant Player Association and WSF regulations. Ensures that, if paint has been applied to the floor, it absorbs sweat and does not mark the ball.
- Walls – in good repair and free from condensation.
- Ceilings – that sufficient height exists between the front wall, out line and the ceiling (5.64 metres from the floor to the ceiling), including any objects suspended from the ceiling (e.g. lighting fixtures, cameras and / or microphones).
- Lighting – that the lighting level is adequate and that all equipment is functioning correctly. Checks availability of spare equipment.
- Doors – that all doors, hinges and handles fit flush with the back wall.
- Markings – that all lines conform to the WSF specifications and that all taped lines are secured.
- Signage – that any signage around the court is of a suitable colour to prevent visible interference to the players.
- That all gaps between the floor and walls are within the acceptable tolerances in the WSF Court Specifications.
- Tin – that the line across the front wall marking the height of the tin, will deflect any ball hit on to it and that the surface below the line makes a different noise when a ball hits it, compared to a ball hit above it.
- With a transportable court ensure:
  - That netting is installed above the front wall to prevent balls being hit out of court.
  - That the surrounding lighting will not cause problems for the players through direct sunlight, shadows, glare or reflections.
  - The stability of all walls, and that there is no glass-to-glass contact between joints.
  - All backgrounds above and adjacent to the court should be checked to ensure that they do not affect the players' sight of the ball.

## **Balls**

Checks that an appropriate number of WSF approved balls are available for both practice and match play.

*Note: The TD will usually hand these to the TR at the commencement of the event.*

## **Refereeing position**

Ensures that seats are provided for all courts for the match officials, in a central position overlooking the back wall, giving the best possible view of the court. Seats next to and in front of match officials should be unoccupied.

Each seat is to be equipped with a writing platform or a clipboard. Microphones must have an "on-off" switch and should not be hand-held.

There should be a seat for a WSF Assessor, if appointed for the match, just behind the central match official.

## **Referee Equipment**

Ensures that an adequate supply of refereeing materials is available for the tournament, including decision cards, electronic scoring system, score sheets, clipboards, pens or pencils and microphones, as necessary. Two score sheets and two pens/pencils to be provided for each referee and marker/side referee.

# **DURING THE TOURNAMENT**

## **TOURNAMENT REFEREE**

Consults with the TD regarding the daily order of play and court allocations.

Liaises with the WSF Referee Assessor to plan the assignment of officials.

Schedules the match officials for each day of the tournament, with consideration to the following:

- Officials for the quarter-finals, semi-finals and finals should have officiated a minimum of 2 matches prior to the quarter-finals.
- A Central Referee should not referee the same player in consecutive rounds.
- The Central Referee for the final should have refereed both players previously in that event, but preferably not during the semi-finals; and should have refereed at least one previous match on the court to be used for the final.
- Match officials should not be required to officiate successive matches without a reasonable interval between matches.

Conducts a meeting prior to the first match of the tournament to cover administrative matters including advising where score sheets should be taken at the conclusion of each match. Ensure that the current ranking of players is available for referees and assessors to consult (note that it might change during the event).

Conducts regular meetings with officials prior to each day's play and at the end of a day's play, if necessary, to discuss situations that have occurred that day.

Is present at all times during matches, regularly observing officials on all courts.

Is available should a match official require assistance or substitution.

The TR should not referee matches unless the TD has been advised of an Assistant TR.

If there is more than one venue, there should be an Assistant TR appointed for each venue.

## **TOURNAMENT DIRECTOR**

Places an official bulletin board in a prominent position and notifies all players of its location. The daily order of play should be posted on this board as soon as issued, but at least 60 minutes before the start of the first match of each session. It is the responsibility of all players to check their match schedules with the TD, who should also use all available means to notify players of their schedules. Start times for all matches should be notified on the official draw sheet.

- Has available a copy of the WSF Rules.
- Displays the clothing regulations on the bulletin board.
- Notifies all players and officials of the location of an official tournament clock.
- Designates the area from which all players are to be called to the court.
- Provides a First Aid kit, close to the courts.
- Places players' chairs close to the courts.
- Provides towels, water and cups for players for each match.

Ensures the supply of towels, brooms and mops for wiping the court floors at the start of matches, between games and during games if required.

Ensures adequate trained courtside personnel to look after court sweeping and wiping and cleaning of white balls between games.

## **AFTER THE TOURNAMENT**

### **TOURNAMENT REFEREE**

Within 10 days of the completion of the tournament, the TR must forward the following reports to WSF and Player Associations, as appropriate:

- A list of all Referees who officiated during the tournament, and their accredited refereeing levels.
- A report on all Conduct penalties issued during the Tournament, with a copy to the appropriate Player Association.
- Details of each head injury, including facial cuts that result in a stoppage of play. *Note: This provides useful data on the occurrence of eye-threatening injuries in squash.*
- A general report of the Tournament, including recommendations for improvement.