



WORLD SQUASH
FEDERATION

INTERNATIONAL REFEREE PROGRAMME

POLICIES & PROCEDURES MANUAL

September 2007

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INDEX TO ABBREVIATIONS

CE	-	Chief Executive
IR	-	International Referee
IRC	-	International Referee Coordinator
ISRF	-	International Squash Rackets Federation
NR	-	National Referee
PSA	-	Professional Squash Association
RARP	-	Referee Appointments Review Panel
RR	-	Regional Referee
TR	-	Tournament Referee
WISPA	-	Women's International Squash Players Association
WR	-	World Referee
WSF	-	World Squash Federation

INTRODUCTION

This manual is intended to capture all of the policies and procedures related to the International Referee Programme administered by the World Squash Federation (WSF).

These policies and procedures have been developed over the past twenty years to address specific issues and concerns and to establish an orderly method of identifying, evaluating and appointing International Referees (IRs) and World Referees (WRs).

During that time, there have been many enhancements and modifications to the programme. This manual includes all aspects of the programme in a single place.

The current Director of the WSF Referees & Rules Committee, Graham Waters, and the former Executive Assistant of the WSF, Lorraine Harding, compiled the original document jointly. It will be the responsibility of the future incumbents in these positions to keep it current with all additions and modifications to the programme.

Any questions regarding this manual or any other aspect of the WSF International Refereeing Programme should be directed by e-mail to: wsf@worldsquash.org

ACKNOWLEDGEMENTS

The impetus for this manual came from a complete review of the WSF International Programme, completed by Dr. Anne Smith in October 2003, and the Report to implement its recommendations, completed by Jennifer Birch-Jones in December 2004.

Those documents spurred the creation of numerous Working Groups, each to work on one aspect of the revised programme. Working Group leaders included Ian Allanach, Jennifer Birch-Jones, Jack Flynn, Roy Gingell, Tony Parker, Chris Sinclair, John Small and Rod Symington. In addition, there were many others serving on one or more of these Groups including PSA and WISPA Players, Promoters, Coaches, Referees and Administrators.

The WSF is also indebted to Chris Sinclair, Chris Stahl, and Rod Symington for the time they spent proof-reading and editing this document.

Information for the various sections of this manual came either from existing WSF documents and forms, or from the reports produced by these Working Groups.

1. THE WORLD SQUASH FEDERATION

1.1 WSF Structure

The sport of Squash was first played over 100 years ago and is now enjoyed in over 154 nations, on 50,000 courts, with its popularity continuing to grow rapidly. To harness this growth and to promote and co-ordinate the sport the International Squash Rackets Federation (ISRF) was formed in 1967, its name being changed in 1992 to the WSF. The WSF is recognised by the International Olympic Committee (IOC) as the International Federation for Squash and is also in membership of the General Association of International Sports Federations (GAISF) and the Association of the IOC Recognised International Sports Federations (ARISF).

The WSF has 128 Members, all of which are National Associations of Squash, recognised by their National Olympic Association or Ministry of Sport as the sole and undisputed governing body for the sport in the country. Members receive a number of votes to be used at General Meetings depending on the number of Squash courts in their individual countries. Member Nations are required also to be in membership of one of the five Regional Squash Federations, which are an integral part of the world structure.

1.2 The Mandate of the WSF

As the International Federation for Squash the WSF's mission is to keep the sport growing and maintain its quality and reputation as one of the most exciting and enjoyable participant and spectator sports in the world.

1.3 Management of the WSF

The WSF is managed by a Management Committee, responsible for day-to-day control of the Federation and an Executive Committee which assists Management Committee in the strategy and policy making process. The Management Committee is elected by the Members at a General Meeting and consists of a President and three Vice-Presidents, at least one of each sex, who each serve two-year terms of office. The Executive Committee comprises the Management Committee plus one Regional Vice-President appointed by each of the five Regional Federations. The WSF employs a full time Chief Executive/Secretary General and other professional staff who are responsible for implementing the decisions of the committees.

1.4 Major Roles and Responsibilities

1.4.1 Rules of the Game

A Referees & Rules Committee continually monitors the Rules of the sport and makes recommendations for change approximately every four years. The Committee has responsibility for implementing and running a Referee Programme, which trains, accredits and assesses the top two grades of official, IR and WR.

1.4.2 International Referee Programme

The WSF sets and maintains standards for Referees, Markers, Assessors, Tournament Referees, Mentors and Presenters; recognising and certifying qualified individuals in each of these categories. It assigns WSF Referees and Markers to World Championships and other major professional tournaments; WSF Assessors to monitor the performance of those Referees and prospective IRs; Mentors to coach prospective Referees; and Presenters to conduct seminars and conferences in Member Nations.

1.4.3 Court and Equipment Specifications

The WSF sets standards for all technical aspects of Squash including court construction, rackets, balls, eye protection and clothing; and monitors their

implementation. Through its Technical Committee it inspects and accredits court components that meet the specifications and works with its partner companies to promote good practice in court construction worldwide. The number of courts in the world now stands at some 50,000, increasing at around 2000 courts per annum.

1.4.4 World Calendar of Events

The WSF works closely with the two player associations - the Professional Squash Association (PSA) and the Women's International Squash Players Association (WISPA) to control and co-ordinate the world calendar for Squash. Championships are held in all major Squash playing nations and are integrated with the World Championships and Major Games calendar to ensure that there are no clashes of dates.

1.4.5 World Championships

The WSF is responsible for the running and promotion of World Championships for men, women, boys, girls and masters at individual and team levels in both singles and doubles. World Championships for each are held every two years and are run by WSF Member Nations, who tender for the events at least four years in advance.

1.4.6 Coaching and Development

The WSF is responsible for responding to the needs of the Member Nations on all matters relating to Coaching and Development. One of the most important of all the functions undertaken by the WSF is the development of Squash, not only in countries where it is a new sport but also where it is already established. Advice on all development matters is given to members and implemented through a group of WSF accredited specialists. Regional Committee Directors identify the needs for development projects in their areas and recommend activity plans to the WSF for resources and funding.

1.4.7 Medical

The WSF, through its Medical and Sports Science Committee, controls a wide-ranging Doping Control Programme and also generates positive guidelines for all medical aspects of playing and training for Squash. The Committee identifies and gives medical advice on all topics such as eye protection, heart health, injury prevention and injury management.

1.4.8 Promotion and Publicity

The WSF delivers an information and publicity service to Squash players and the Sports Media worldwide. Press information is circulated regularly through the WSF's World Squash Media Director, who is also responsible for ensuring that up to date information on World Championships and other major Squash events appears on the World Squash website <www.worldsquash.org>

1.4.9 Major Games

The WSF is responsible for ensuring that Squash is represented in all major regional multi-sport Games. Squash is currently included in the World Games, Pan-American Games, Asian Games, Commonwealth Games, World Masters Games and the Pacific Games. Meanwhile it is conducting a high-profile campaign for Squash to be included as a full medal sport in the Olympic Games at the next opportunity.

2. THE WSF INTERNATIONAL REFEREE PROGRAMME

2.1 Description

The WSF International Referee Programme identifies, evaluates, appoints and monitors individuals who can referee matches at the top professional level in a competent and consistent manner.

2.2 Vision Statement

The vision of the IR Programme is to provide a competent and consistent Marker and Referee for every squash match played.

2.3 Goals

The goals of the IR Programme are:

- To develop and maintain clear standards and transparent, fair processes for the appointment and re-appointment of WRs, IRs and Assessors, based on competencies
- To provide training and professional development opportunities for WRs, IRs and Assessors
- To eliminate any barriers that may prevent individuals from becoming WSF Referees
- To establish a core of highly competent Referees with representation from every region of the WSF
- To assign WSF Referees to every major competition worldwide
- To maintain an up-to-date record of the performance of all active and potential WSF Referees.

2.4 History

The IR programme was developed in the mid 1980s in response to a concern, expressed by the professional players at that time, that there was no consistency in the refereeing from one tour event to the next. The ISRF convened the first ever International Referees Conference in Cairo in November 1985 during the Men's World Open and Team Championships. This Conference laid the groundwork for the IR Programme which was introduced and approved at the second Conference, held in Toulouse at the 1986 Men's World Open when the first five IRs were appointed. The WR designation was introduced in 1993.

3. THE WSF REFEREES AND RULES COMMITTEE

3.1 Committee Structure

The Referees and Rules Committee is one of several committees that report directly to ManCom. The Director is appointed by and serves at the pleasure of ManCom.

3.2 Regional Members

Each of the five WSF Regions nominates a Regional Referee Convenor to serve on the Referees & Rules Committee to represent regional interests and concerns.

3.3 Other Members

From time to time, ManCom may appoint other members to the Committee to address specific areas of concern or to provide certain areas of expertise.

3.4 Rules Sub-Committee

The Rules Sub-Committee comprises a Director and several members. The members are appointed by ManCom to provide expertise in monitoring and improving the Rules of Squash.

4. RESPONSIBILITIES FOR THE INTERNATIONAL REFEREE PROGRAMME

4.1 National Referees

Each Member Nation is responsible for developing Referees up to a “National” level in its own country. The WSF has resources available to assist Member Nations in developing programs to achieve this.

4.2 Regional Referees

Each WSF Regional Federation is responsible for appointing qualified National Referees (NR) from countries in its region as “Regional Referees” (RR).

4.3 International and World Referees

The WSF is responsible for appointing qualified individuals as “IRs” and “WRs” (see section 5).

4.4 Assessors

The WSF is responsible for appointing qualified individuals as “WSF Assessors” to evaluate and monitor the performance of all active and potential WSF Referees.

4.5 Mentors

The WSF is responsible for appointing qualified individuals as “WSF Mentors” to assist potential IRs in achieving that designation.

4.6 Presenters

The WSF is responsible for appointing qualified individuals as “WSF Presenters” to conduct refereeing clinics and seminars in Member Nations or Regional Federations.

5. THE WR/IR APPOINTMENT PROCESS

5.1 Nominations

Each year, the WSF invites Member Nations and Regional Federations to nominate and re-nominate qualified candidates for recognition as WSF IRs. These invitations are usually sent out in early May with a deadline for submission in late June.

The WSF will provide Member Nations and Regional Federations with a list of their Referees whose terms are about to expire.

5.2 Prerequisites

Only Full Member Nations and/or WSF Regional Federations may submit nominations for IRs. The candidate must be a permanent resident in, or citizen of, the nominating body.

WSF Full Member Nations and WSF Regional Federations may also re-nominate WRs and IRs whose terms have expired. Again, the candidate must be a permanent resident in, or citizen of, the nominating body.

Candidates must provide evidence of both natural or corrected 20/20 vision and normal hearing, verified by qualified medical professionals, with their submission.

5.2.1 Activity

Any new candidate must have refereed a minimum of 15 matches, at least 10 of which must be men's matches, at the required level of play during the past three years. All matches that the candidate has refereed during the past three years and that meet the requirements must be entered on an Activity Card and must be verified by an official of the candidate's nominating body. Applicants without this verification will be rejected. Correct level of play is defined as:

- Any tournament or recognised league match (but not exhibition) involving players, both of whom are PSA players ranked in the top 150 or WISPA players ranked in the top 75 at the time of the match. A candidate claiming a match under this sub-paragraph as a valid activity is required to state the PSA/WISPA ranking of the players at the time the match was played
- Senior International matches played between countries seeded in the top 24 for that event
- Any match in World Senior Team Championships, World Cup or Olympic Games
- Any quarter-final or subsequent match in the championship draw in either individual or team events in any of the following events: WSF World Junior Championships, Commonwealth Games, European Senior Championships, Asian Senior Championships, Pan American Games and African Games
- Any other match considered to be of an appropriate level by the WSF Assessor assessing the match.

5.2.2 Assessments

Any Referee that is nominated must have at least three successful Assessments on file at the WSF Office covering the period under review, two of which must be on Men's matches. Successful assessments must come from two or more Assessors, one of whom must be from outside the candidate's own country. The Referee Appointments Review Panel (RARP) will reject automatically any candidate that doesn't meet this requirement.

5.2.3 Demonstration of Referee Development in Home Country/Region

The Referee's nominating body must provide evidence of how the candidate actively contributes to the development of Referees in his/her Country, Region or within the WSF.

5.2.4 Endorsement of Home Country/Region

The Referee's nominating Member Nation or Regional Federation must endorse all nomination forms before submission.

Any Referee nomination or re-nomination received without any of the above will be rejected.

5.3 Competencies Required

See section 6

5.4 The Annual Review Process

The International Referee Coordinator (IRC) collates all nominations received, and eliminates any that do not satisfy the minimum requirements (see section 5.2 above). The candidate and the nominating body receive a letter explaining where the candidate has failed to meet the minimum requirements.

Those nominations that do meet the minimum requirements are forwarded to the RARP (see section 5.4.1 below) for consideration. The RARP also receives each nominee's Activity Card and copies of all assessments, for the period under review, on file at the WSF Office for those candidates.

All members of the RARP complete evaluations on all nominees and return them with comments and justifying one of the following recommendations:

- Appoint as a WR
- Appoint as an IR
- Do not appoint or
- Don't know this candidate.

The Chair of the RARP then collates all of the responses and makes a recommendation to WSF Management Committee (ManCom) for ratification and final approval. All nominees, successful or not, receive a letter indicating the final decision, the reasons for it, and some suggestions on any areas on which to concentrate, based on the comments received from members of the RARP.

5.4.1 The Referee Appointments Review Panel

Membership on the RARP fluctuates slightly, both in numbers and in makeup, from one year to another. It is comprised of the following people:

- All WSF Assessors
- The Executive Directors of PSA and WISPA
- Up to 10 active players, 5 appointed annually by each of PSA and WISPA
- Selected promoters and knowledgeable observers of the game, invited annually by the IRC in collaboration with the Director of the Referees and Rules Committee.

5.5 Terms of Appointments

When the RARP approves the appointment of WSF Referees, the terms of those appointments are as follows:

- The initial appointment is for one year. Nobody is appointed as a WR as an initial appointment. The Referee has to reapply the following year for re-appointment
- Successive terms are normally for three years, after which the Referee must reapply

- In certain circumstances, Referees will be reappointed for one year only, and will have to reapply the following year for reappointment. This will happen if the RARP has some specific concern (e.g. low activity) that in itself is not enough to reject a candidate.

The WSF recognises that age will be a contributing factor in the decline in the capabilities of its Referees and Assessors. However, it also recognises that this will happen at different times for different individuals. In order to ensure that its Referees and Assessors are maintaining the high standard expected of them, all WRs, IRs and Assessors reaching the age of 60 must re-apply annually to the WSF to retain their WR, IR or Assessor status.

5.6 Appeals Process

The International Referee Appointments and Re-Appointments Appeals Policy provides a mechanism to enable disputes about International Referee (WRs and IRs) and Assessor appointments or re-appointments to be resolved fairly and expeditiously.

Any Candidate for an IR and/or Assessor appointment or re-appointment who is affected by a decision of the RARP may appeal that decision, provided there are sufficient grounds as defined in paragraph 5.6.1 below.

Notice of an appeal must be provided to the Chief Executive (CE) within 14 days of the Candidate's receiving notice of the decision of the RARP. Such notice must describe the grounds for the appeal and contain a summary of the evidence that supports those grounds. For the purpose of this paragraph, date of notice will be the date on which the receipt of notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or e-mailed, in writing where the notice is delivered by commercial courier, or in the case of notice that is provided by mail, ten days after the date the mail is postmarked.

5.6.1 Appeals may only be heard on procedural grounds, where such grounds are that the RARP:

- Made a decision for which it did not have authority or jurisdiction
- Erred by failing to follow procedures as laid out in the policies and IR Programme Guidelines of the WSF as they pertain to IRs and Assessors
- Failed to exercise its discretion properly or
- Made a decision that was influenced by bias.

5.6.2 Within 14 days of receiving notice of an appeal, the CE will name a three person Appeal Panel (the "Appeals Panel") comprised of a member of ManCom who will act as Chairperson of the Appeals Panel, an Active Referee nominated by the Candidate and an Active Referee or Assessor nominated by the RARP. The ManCom member serving as Chair of the Appeals Panel may not be the ManCom member who served as the Chair of the RARP.

5.6.3 Within seven days of its appointment, the Appeals Panel will determine if the appeal is based on permissible grounds as defined in paragraph 4. If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified in writing, stating reasons. This decision is at the sole discretion of the Panel.

5.6.4 If the Appeals Panel decides that there are sufficient grounds for an appeal, it will follow these procedures in conducting the appeal:

- The parties to the appeal are the Candidate (the "Appellant") and the RARP Chair (the "Respondent")

- The Appeals Panel will have full authority for the administration of the appeal process, including specifying timelines to be met by the parties and determining how written submissions will be distributed
- The Appeals Panel will conduct the appeal in a timely manner and has the authority, where warranted, to abridge or extend any timelines in this policy
- Both parties will be invited to present their respective case in a written submission to the Panel
- Both parties will have an opportunity to review the submission of the other party and to prepare a short written rebuttal
- The Appeals Panel, at its sole discretion, may convene a telephone conference with the parties in order to seek clarification on any issue raised by their submissions
- Within 14 days of receiving all the documentation, or where applicable, within 14 days of convening a telephone conference, the Appeals Panel will issue its written decision, with reasons
- In making its decision, the Appeals Panel will have no greater authority than that of the RARP. The Appeals Panel may decide:
 - To reject the appeal and confirm the decision being appealed
 - To uphold the appeal and refer the matter back to the RARP for a new decision or
 - To uphold the appeal and vary the decision where it is found that an error occurred and such an error cannot be corrected by the RARP for reason of lack of clear procedure, lack of time, or lack of neutrality.
- In extraordinary circumstances, the Appeals Panel may issue a verbal decision or a summary written decision, with reasons to follow.

The decision of the Appeals Panel will be final and binding on the parties and on all parties and Member Nations of WSF.

Developed by the Centre for Sport and Law
July 2004.

6. COMPETENCY BASED TRAINING AND ASSESSMENT (CBTA)

In May 2007, the WSF adopted the first phase of a comprehensive methodology for the training and assessment of referees. The basis of this methodology is to define the required “competencies” for each level of referee, and then assess candidates against those competencies.

Additional phases of these programs will be released over time. They will define competencies required for Assessors, Markers, Tournament Referees, Presenters, and Mentors.

Please refer to the separate WSF document entitled “Competency Based Training & Assessment (CBTA) for full details, or view it on the WSF website at www.worldsquash.org

7. CODE OF CONDUCT FOR WSF REFEREES

The WSF expects and requires a high standard of professionalism and conduct from its Referees and Assessors. This Code of Conduct should be observed by all WSF Referees and Assessors, wherever they might be refereeing, whether or not they have been assigned to that event by the WSF. All WSF Referees must realise that their behaviour reflects not only on themselves, but also on the WSF, even when they are not on officially assigned duties.

7.1 General

- 7.1.1 WSF Referees must be in good physical condition.
- 7.1.2 WSF Referees must have natural or corrected 20-20 vision and normal hearing.
- 7.1.3 WSF Referees must have a full knowledge of the current Rules of Squash and their correct interpretation as laid down by the WSF.
- 7.1.4 WSF Referees must not gamble anything in any manner in connection with any squash event.
- 7.1.5 WSF Referees shall, at all times, conduct themselves in a professional and ethical manner and give due regard to the authority of any WSF representatives, to other Referees and to the tournament personnel.
- 7.1.6 WSF Referees shall, at all times, maintain complete impartiality with respect to all players and shall not enter into any relationship or take any action which casts doubt on their impartiality as Referees.
- 7.1.7 WSF Referees must maintain an up-to-date Activity Card, which will be reviewed by the RARP upon re-nomination by their Member Nation or Regional Federation.
- 7.1.8 If a WSF Referee or Assessor receives an invitation to officiate at an event directly from a promoter or host committee, that Referee must politely refuse the invitation and request that the promoter request the services of WSF Referees from the IR Coordinator at the WSF Office.

7.2 Dress Code

- 7.2.1 When on duty as a Referee at any event, a WSF Referee is expected to wear either:
 - If provided by the event, the shirt or sweater of that particular event with navy blue/black/grey trousers or skirt, or
 - A WSF World or International Referee white shirt with navy blue/black/grey trousers or skirt and black shoes. The grey WSF sweater is optional.
- 7.2.2 When travelling to an event, WSF Referees must wear the full uniform including a shirt and WSF tie. Obviously, if the weather is hot, the jacket can be carried rather than worn.
- 7.2.3 When attending a social event in connection with a championship, a WSF Referee is expected to conform to the dress code indicated by the tournament organisers. The Referee should be prepared, if required, to wear a jacket (with WSF World or International Referee badge), with shirt, WSF tie and co-ordinating trousers for men, and a skirt for women, if required.

7.2.4 The following are considered inappropriate attire when attending any match or event function: shorts, jeans, t-shirts, caps, running shoes etc.

- * If there is any doubt as to what dress is appropriate (or inappropriate) for any particular aspect of the event, WSF Referees are advised to discuss the matter with the Tournament Referee (TR) and/or Tournament Director.

7.3 When refereeing at an event

7.3.1 If invited to attend an event by the WSF, the WSF Referee must agree to be present for the entire event, including the Qualifying Event, if requested.

7.3.2 Referees shall attend all meetings required by the TR.

7.3.3 Referees must adjust their own schedules to the match schedule and the assignments they have been given.

7.3.4 Referees should arrive at least 30 minutes prior to the start of any session and must be prompt for all matches assigned to them.

7.3.5 Referees must not drink any alcoholic beverage on the day of an assignment until all of their duties for the day are complete and they have checked with the TR and are released from duty. Consumption of alcoholic drinks must be in moderation so that Referees' behaviour at the time and their decision-making early the next day remain consistent with their professional image and are not adversely affected in any way. Referees must not carry alcoholic beverages into countries where the public consumption of alcohol is forbidden.

7.3.6 Referees must not officiate in any match where their participation may cast doubt on their impartiality. Any real or perceived relationship, whether it is family, business, or other conflict of interest, will render an official unsuitable for such an assignment. Unless the TR decides otherwise in exceptional circumstances, in Team Events Referees should not expect to officiate in any match involving their own Country or Team. However, it should be noted that a player competing in an individual championship such as the Pakistan or British Open is not directly representing his/her country. It is still not advisable to have a Referee from the same country – and any wise TR will avoid this conflict.

7.3.7 Referees must not criticise or attempt to explain any calls or decisions by another Referee to anyone other than that Referee directly or to the TR privately. Where Referees agree to conduct assessments on each other, these should be done discreetly and should be co-ordinated through the TR.

7.3.8 Referees shall not participate in a media interview or meeting with a journalist, where any statement relating to squash refereeing can be printed or broadcast, without the approval of the TR.

7.3.9 Referees must attend all tournament functions, if invited. It is imperative that all members of the squash community support the game of squash, the event and the sponsors of that particular event.

7.3.10 Referees must at all times respect the players' right to privacy. On no account should any Match Referee attempt to talk to any player whilst the player is physically and mentally preparing for his/her match, nor immediately after the match. However, since the majority of players want Referees to perform well, they are usually willing to discuss any "difficult" match with the Match Referee

later. It is in the best interests of squash that players and Referees work together to improve the image of squash and ensure that Squash is presented in the best possible light to spectators, the media etc. It is most important that Referees do not intrude when players are otherwise occupied and wait for an appropriate opportunity to ask politely if they have a moment to discuss the match. Most will agree, but remember it is a time to listen to players' views. It is not a time for recrimination. Remember always to be polite and courteous and thank the players for giving up their time.

7.3.11 During a match Referees should not address players by either their first names or their nicknames.

7.3.12 If present at a session of an event where they have no appointed duties, Referees must be attired and behave as if they were on duty.

7.3.13 While WSF Referees present at any Team Championship (Country or Club) will be interested in the progress of their respective teams, they must not be seen to support those team in a partisan way. They may well socialise with their fellow countrymen during the event, but they must not be seen to be talking to the players, coaches or managers of their respective teams during any match in which their teams are competing.

7.3.14 All communication between Referees and Tournament Directors and Organisers must be routed through the TR. Tournament Directors find it very annoying, especially when approached directly by Referees with grievances over such issues as expenses or accommodation.

7.4 Expenses

7.4.1 When assigned by the WSF to referee or assess at an event, WSF Referees will be reimbursed for the following expenses:

- All reasonable travel expenses from home to the event, including airfare (or rail, bus); travel to and from airports at both ends and travel between the hotel and tournament venue; any required visa expenses; any required medical expenses, including any required injections/vaccinations and medical insurance; car parking where justified; accommodation based on twin occupancy; the current WSF per diem allowance, and all meals while in attendance
- WSF assigned Referees will receive a daily allowance for each day of the event, the sum to be pre-agreed with the promoter
- The tournament organisers, who are responsible for covering all of these expenses, may request receipts
- Normally, airfare will be reimbursed at time of booking and reimbursement for other expenses will be completed on the Referee's arrival at the event. However, Referees must be flexible and not demanding with tournament organisers, who always have many last minute details to attend to just before an event starts.

7.4.2 Any discrepancies or problems should be resolved through the WSF Office.

7.5 Breaches of the Code of Conduct

The TR should deal with any breaches of the Code of Conduct when they happen. The TR must send a report on the event to the WSF. This must include details of any transgressions and the steps taken at the time, together with a specific recommendation that the matter should be considered closed or whether the WSF is requested to take any further action.

8. TOURNAMENT REFEREE GUIDELINES (Revised May 2001)

INTRODUCTION

The WSF has prepared these guidelines to assist those responsible for the organisation of officials at major tournaments. A TR and/or Tournament Director of any tournament may use it as a checklist, whether that event is international, national, regional, local, or club level. While the document is intended to be relatively comprehensive, it should be noted that additional Rules governing World Championships are contained in the WSF World Championship Regulations.

The list of duties and responsibilities that follow is intended to be as comprehensive as possible, and other tournament personnel may perform many of them. However, they are included in this document to ensure that the Tournament Director and/or the TR include them in a checklist to ensure that they have been considered.

The duties outlined in 7.2.3, for example, do not have to be carried out directly by the TR, but it is important that the TR makes sure that these things have been checked and any necessary remedial action taken.

Some of the points covered in this document will not be relevant to a local tournament (e.g. transportable court considerations). However, it is important to include them all so that they may be considered and ignored consciously, rather than by omission.

The successful completion of any tournament depends on the organisation of the event, which is the responsibility of the Tournament Director assisted by the TR. Please note that, at World Championship and major professional events, these people are sometimes referred to as the Championship Director and the Championship Referee. It is important to understand the roles of each:

The Tournament Director is responsible for the overall organisation of the Tournament, including the scheduling of matches and courts, accommodation, social activities, press facilities, etc.

The TR is responsible for the selection, allocation and supervision of the match officials for the Tournament, and other duties as specified in sections 7.1 to 7.4 below.

There will be occasions when these duties overlap, so it is essential that the Tournament Director and TR work closely together before and during the Tournament.

8.1 The Role of the TR

8.1.1 Ensure that the Tournament is conducted fairly in accordance with the current WSF Rules of the Game, and, if appropriate, specified PSA and WISPA Tour Rules and Regulations.

8.1.2 Adjudicate on all Questions of Law, i.e. issues relating to the construction and application to specified facts of the WSF Rules of Squash (including Appendices) and the Tournament Regulations. The TR is the final onsite authority for the interpretation of the WSF Rules and shall keep available at all times a copy of the WSF Rules, together with the current approved Interpretations and a copy of the Tournament Regulations.

8.1.3 Act as the WSF's representative during the Tournament on rules and refereeing matters.

8.2 Prior to the Tournament

8.2.1 Select a sufficient number of suitably qualified officials for the Tournament. (See sections 9.2 and 9.3 below).

8.2.2 Arrange such training sessions as may be necessary to thoroughly familiarise all officials with all rules, current interpretations and code of conduct. These sessions should take place prior to, and may also take place during, the Tournament.

8.2.3 Ensure that the courts are suitable for play by confirming that the following items have been checked:

8.2.3.1 Floors - repaired and sanded in accordance with the relevant Player Association's and WSF regulations. Ensure that if paint has been applied to the floor, it absorbs sweat and does not mark the ball.

8.2.3.2 Walls - in good repair, clearly painted and free from condensation. Where a transportable court is in use, ascertain the stability of all walls and that there is no glass-to-glass contact between joints.

8.2.3.3 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).

8.2.3.4 Lighting - that the lighting level is adequate and that all equipment is functioning correctly. Ascertain the availability of spare equipment.

8.2.3.5 Doors - that all doors together with hinges and handles fit flush with the back wall.

8.2.3.6 Markings - that all lines conform to the WSF specifications and, where tape is used, that all lines are properly stuck down.

8.2.3.7 Where a transportable court is in use, it is preferable to have netting above the front wall to contain a ball that is hit out. The netting should be positioned so that it cannot deflect a ball, which has been correctly returned to the front wall.

8.2.3.8 Sponsorship signage - that any signage around the court is of suitable colour to prevent any visible interference of the ball during play. All backgrounds above and adjacent to transparent courts should be checked to ensure that they do not affect the visibility and sighting for players.

8.2.3.9 Nicks - that all gaps between the floor and walls are within the acceptable tolerances (see WSF Court Specifications).

8.2.3.10 Board and Tin - that the line across the front wall, marking the height of the tin, will deflect any ball hit on to it and that any ball hit below this line makes a different noise compared with a ball hit above this line.

- 8.2.3.11 Where a transportable court is in use, ensure that the surrounding lighting will not cause problems for the players on court through shadows, glare or reflections.
- 8.2.4 Ensure that seats are provided behind all courts for both the Match Referee and Marker in a central position overlooking the back wall and affording the best possible view of the court. For matches played on a transportable court the officials should be seated over the back wall, if possible.
- 8.2.5 Ensure that players and Referees are notified of the conditions of play, i.e. method of refereeing, method of scoring, height of tin, make of ball, type of wall and floor surface and other items of interest prior to the commencement of the Tournament and/or qualifying competition. (For World Team Championships, the make of ball to be used must be notified to competing countries six months prior to the Championships). It is usually the role of the Tournament Director to communicate with the competitors, but the TR should ensure that this happens.
- 8.2.6 Check that an adequate number of WSF approved balls, designated for the Tournament, are available for both practice and match play. The Tournament Director is responsible for the provision of a sufficient number of balls, and will usually hand these to the TR at the commencement of the event.
- 8.2.7 Ensure that an adequate supply of Referee supplies is available for the tournament. This shall include score sheets, clipboards, pens and/or pencils, and microphones, if necessary.
- 8.2.8 If necessary, brief the players before the start of the Tournament either verbally (preferred) or in writing.
- 8.2.9 Liaise with the Tournament Director before the tournament to ensure that all of the following items have been arranged and decided: a Referees' room, for use both as a meeting room and as an area to relax between assignments; the uniform to be worn by the Referees, provided either by the event or by the Referees themselves; any accommodation, meal allowances, match admission, and social tickets for the Referees.
- 8.3 During the Tournament
- 8.3.1 Provide a sign-in sheet in the TR's office for all officials.
- 8.3.2 Designate in a highly visible place in a general players' area an official Bulletin Board and notify all players of its designation and location. The daily order of play together with a list of the appointed officials should be posted on the Official Bulletin Board as soon as issued and at least 60 minutes before the start of the first matches. It is the responsibility of all players to ascertain their schedules from the TR for each day's play. However, the TR should also use all available means to notify all players of their schedule. Start times for all matches should be notified on the Official Draw Sheet.
- 8.3.3 Display on the Official Bulletin Board a copy of the current WSF Rules and Guidelines and the clothing regulations for the Championship, including logo specifications.
- 8.3.4 Ensure that a visible timepiece has been designated as the Official Clock of the Tournament and notify all players and officials of its location.

- 8.3.5 Designate a specific area from which all matches shall be called in accordance with the order of play using all available and reasonable means. Players must be ready to play when their matches are called.
- 8.3.6 In team events, ensure that all officials are aware of the order of play and check that the correct players are on court.
- 8.3.7 Ensure that each court is equipped as follows:
 - 8.3.7.1 Reserved seats for the Match Officials. Each seat shall be equipped with a writing platform or a clipboard. Microphones must have an “on-off” switch and should not be hand-held.
 - 8.3.7.2 A First Aid kit, located as close to the courts as possible, in case of emergency or accidents.
 - 8.3.7.3 Players’ chairs, towels and water supply should be located as close to the courts as possible.
 - 8.3.7.4 Towels, water and cups to be available for players throughout each match.
 - 8.3.7.5 Provide each Match Referee and Marker with two Score Sheets and two pens.
 - 8.3.7.6 Towels and mops to be available to wipe the court floors when a player falls on the court or when too much sweat accumulates on the court floor. Normally, floor cleaning should occur at the start of each session and between games.
 - 8.3.7.7 Appoint trained courtside personnel to look after court sweeping and wiping, drinking water and towels.
- 8.3.8 Consult with the Tournament Director in preparing the daily order of play, Referee appointments and court allocations and generally assist with the performing of the Tournament Director’s duties.
- 8.3.9 In conjunction with the Tournament Director, decide if a court is fit for play.
- 8.3.10 Liaise with the WSF Assessor, if appointed, and decide on the assignment of the officials.
- 8.3.11 Ensure that all officials have been provided with the appropriate identification in order to facilitate their freedom of movement at the Tournament.
- 8.3.12 Replace a Match Referee and/or Marker whenever necessary to improve the officiating of the match.
- 8.3.13 Be present at all times during the playing of matches in the Tournament. During play, the TR should circulate and check both officials on all courts and be available should a Match Referee require assistance or replacement.
- 8.3.14 The TR may not be a Match Referee, unless an Assistant TR has previously been notified to the players and is present at the Tournament.

- 8.3.15 Arrange a daily meeting with the Tournament Director and officials prior to each session of the Tournament. It is suggested that 30 minutes be allotted for such daily meetings. It may also be necessary to call a meeting at the end of play to discuss situations that have occurred during play that day.
- 8.3.16 Schedule the Match officials for each day of the Tournament. It is recommended that in arranging the schedule, the following points be considered:
- 8.3.16.1 That officials for the Quarter-Finals, Semi-Finals and Finals should have officiated a minimum of two matches prior to the Quarter-Finals.
- 8.3.16.2 Where possible, Match Referees should not officiate the same player in consecutive rounds.
- 8.3.16.3 Where possible, the Match Referee for the final should have refereed both players previously in that event, but not during the semi-finals. The Referee of the final should have also been given the opportunity to referee at least one previous match on the court to be used for the final.
- 8.3.16.4 Where possible, Match Officials should not be required to officiate two matches without a rest interval of at least 60 minutes.
- 8.3.16.5 For World Team Championship ties, it is recommended that a minimum of three officials should be allocated to each court.
- 8.3.16.6 Where possible, Referees for International Team events should be from countries other than those of the competing teams.
- 8.3.17 Where there is more than one venue, the organisation described above should be duplicated at each venue and an Assistant TR appointed for each site.

8.4 After the Tournament

- 8.4.1 Within ten days of the completion of the Tournament, the TR is responsible for completing and forwarding the following reports to the WSF International Referee Co-ordinator and where stated, the appropriate Player Associations:
- 8.4.1.1 Appendix D: a list of all Referees, which shall include the names, addresses and qualifications of all such officials used during the Tournament.
- 8.4.1.2 A separate Report of all Rule 17 - Conduct On Court violations occurring during the Tournament (see Appendices E1 – E3 and section 12.2).
- 8.4.1.3 Appendix G: that details a description of each head injury, including facial cuts that results in a stoppage of play. These reports will provide objective data on the occurrence of eye-threatening injuries in squash. This is now required by the WSF, following a motion adopted at the WSF AGM in October 2000 in Hong Kong. It reads as follows:

“Each WSF TR’s “General Report of the Tournament” should describe every head injury that results in a stoppage of play. This would

provide objective data on the occurrence of eye-threatening injuries in Squash”.

- 8.4.1.4 A general report of the Tournament, including any noteworthy events, and recommendations for improvement.

9. WHEN TO REQUEST WSF REFEREES

9.1 Why WSF Referees should be used

WSF World and International Referees are considered to be the best Squash Referees in the World. Nominated by their Member Nation or Regional Federation and approved by the RARP on a three yearly basis, their experience and knowledge is an asset to any event. Certainly those tournaments where WSF Referees are appointed incur significantly fewer refereeing problems.

WSF Referees do not attend events only to officiate - they can also give assistance and advice to the TR during the course of the event and many of them can conduct refereeing clinics and carry out assessments for the benefit of NRs.

9.2 World Championship Requirements

The Host Association is required to arrange for a minimum of four WSF WRs for the World Men's Open Championship and four WSF World/International Referees to officiate at all other World Championship events (where there are less than 16 teams in World Junior events, and at World Masters and World Doubles Championships, a lesser number may be negotiated with the WSF Technical Director).

At World Championship events (individual or team) employing the Three Referee System, six World/International Referees must be appointed.

9.3 PSA and WISPA tour event recommendations

PSA Super Series:		- 4 World/International Referees
PSA International Series:	> \$20,000	- 3 World/International Referees
	< \$20,000	- 2 World/International Referees
PSA Satellite Series:		- 2 World/International Referees
WISPA:	> \$15,000	- 3 World/International Referees
WISPA:	< \$15,000	- 2 World/International Referees

At major tour events employing the Three Referee System, it is recommended that, in addition to the numbers above 2 additional WSF Referees be appointed.

9.4 Responsibilities

When accepting an assignment to a tournament, WSF Referees and Assessors must:

- Commit to being on site for the entire event, including qualifying, if required
- Accept all assignments from the TR without question
- Cooperate fully with the event organisers at all times
- Observe all aspects of the Referees Code of Conduct (see section 7).

9.5 Expenses

When WSF Referees are invited to an event, the following minimum expenses must be covered:

- Return travel from Referee's home to the tournament venue (including travel to and from airport on outward and return journeys)
- Hotel bed and breakfast accommodation
- All additional meals
- All necessary travel between the hotel and tournament venue
- Personal travel/medical insurance
- Visa fees
- Cost of any injections/medication considered necessary for travel to the country where the event is taking place
- Additionally, WSF Referees are to be paid the current WSF per diem allowance, to cover out of pocket expenses, for the duration of their assignment.

10. ASSIGNMENT OF WSF REFEREES AND ASSESSORS TO EVENTS

10.1 Host Committee Requirements & Preferences

When requesting the services of WSF Referees, the promoter or host committee will often attach certain conditions to the assignments. For example, an event may want only Referees from within a certain distance (to minimise costs), or the Referees must fly on a designated airline (to satisfy a sponsorship arrangement). The WSF IR Coordinator will endeavour to satisfy those requests, while also following the WSF policy of assigning Referees to events.

10.2 Assignments

The WSF IR Coordinator will assign Referees to events based on the following:

- A fair rotation of assignments among the available WSF Referees, at the same time minimising costs, while attempting to satisfy any particular requests from the organisers
- Ensuring that at least one (and preferably two) WSF Assessors are assigned to every event.

10.3 Direct Approach from Promoter

If a WSF Referee or Assessor receives an invitation to officiate at an event directly from a promoter or host committee, that Referee must politely refuse the invitation and request that the promoter request the services of WSF Referees from the IR Coordinator at the WSF Office.

10.4 Tournament Promoter's Agreement (see Appendix C-1)

Before any assignments are finalised, the host committee or promoter must sign a Tournament Promoter's Agreement and submit it to the WSF Office. By signing this agreement, they commit to covering all costs associated with having WSF Referees assigned to their event. Specifically, those costs are listed in point 9.5 above.

10.5 Referee Feedback (see Appendix C-3)

After returning home from an event, all WSF Referees and Assessors must complete a feedback form. This will provide information on the event, the Referee's position, the accommodation and meal arrangements, transportation, and all other pertinent details.

11. QUALITY CONTROL PROCEDURES FOR REFEREES

The following process has been adopted by the WSF to minimise the possibility of an inferior performance by WSF Referees and as a procedure to follow if they do not perform to their expected level.

The objective is for the WSF to be able to deal swiftly, fairly and compassionately with a sub-standard performance by a WSF Referee.

11.1 Background

It is generally recognised that WSF Referees are the most qualified people to handle matches involving the game's best players. However, WSF Referees are volunteers – they are unpaid and, with rare exceptions, do not have the opportunity to Referee top-level squash on an ongoing basis. Each aspires to be the best that he/she can be. Morale is extremely important - no Referee seeks to have a “poor” match. However, there are occasions when WSF Referees do not perform to their expected level. The reflective Referee will accept constructive criticism provided it comes from a recognised credible source. Referees must never feel unsupported or openly criticised by colleagues.

11.2 Strategies to Minimise Poor Referee Performance

- The process for the initial approval of IR candidates will be robust, with stringent criteria for selection and approval
- WSF assessment is the accepted method for monitoring Referee performance. The ultimate objective is to have every match at every event assessed. That being unrealistic, the WSF will endeavour to ensure that WSF Assessors are assigned to as many events as possible and that as many matches as possible at every event will be assessed. The practical goal will be to assess the Referee of every match from the quarterfinal stage on
- The WSF will promote the use of the Referees' Statement at all tournaments. It has proven itself to be useful in bringing a consistency of interpretation among Referees and an increase in understanding among players (see Appendix F)
- The WSF will also encourage the scheduling of pre-tournament meetings, where the TR will identify and clarify the expectations with his/her team. Issues such as player behaviour, consistent interpretation of troublesome areas and considerations unique to the event should be discussed
- The role of the TR is vital. He/she must commence monitoring Referee performance as soon as the tournament starts; lead daily seminars where necessary, highlighting issues of concern; and adjust refereeing assignments as appropriate. The TR must not take risks in assigning Referees at the highest levels of the game. He/she has a responsibility to use his/her most experienced and consistent Referees in the potentially contentious games. This should minimise the possibility of negative reporting on the officiating in high profile matches.

11.3 Process for Addressing Poor Referee Performance

- The general assumption is that if a WSF Referee makes an incorrect decision, it will be marginally rather than disastrously incorrect. An isolated sub-standard performance is worrying, but of greater concern and requiring corrective action would be multiple reports of inferior performance. Two or more negative assessments would constitute a multiple report. The IRC must regularly monitor the information contained in assessments. They must not be allowed to accumulate, without action, until collated for the RARP in February of each year. In this respect, the assessment need not necessarily be a fail – it could contain an area of concern that did not necessarily result in a failed assessment

- Reports of sub-standard matches can be received from a number of sources: WSF assessments, comments in press publications, comments on videos of matches, and unsolicited reports sent to the WSF Office. Only the first is truly objective. However it must be accepted that many of those playing the game, reporting on the game, or commentating on the game (often with another “expert” alongside), have a fair knowledge of the game. They will have witnessed much high-level squash and much high-level refereeing. Their views should not be ignored. They may not be entirely objective, but taken together may indicate patterns in a Referee’s performance
- Poor decision-making is one aspect of poor performance. Lack of control, especially inappropriate handling of bad behaviour, is more obvious and quantifiable. By quantifiable we mean the number of instances where bad behaviour was not penalised or penalised inadequately
- The IRC will monitor all assessment forms. Where a Referee receives a “failed” assessment, or the Assessor identifies some area of concern, the Referee should be instructed to seek guidance from a WSF Assessor and undergo a reassessment within six months. If the reassessment does not happen or, if that subsequent assessment is also a failure, the Referee would be considered “inactive” and invited to reapply for IR recognition at the next opportunity. Referees listed as “inactive” would not be eligible for assignments to tournaments
- Where negative comment has been received, the WSF will attempt to use video to review matches. Video allows a retrospective assessment. The whole match is there, the play and the decisions. Where concern has been expressed about a Referee’s performance, an analysis of an available video permits another objective view. It would be the task of the IRC or a nominated Assessor to review the match and the performance
- In the search for additional information, feedback from other Referees will not be included. To accept such feedback would be highly damaging for morale. However, comments from TRs should be taken into consideration
- The Referee’s reaction to feedback is important. Many Referees are reflective practitioners, willing to self-evaluate and be self-critical. Many Referees indeed are their own worst critics and will, given the opportunity, inform the Assessor of areas where, on reflection, they could have performed better. This is an extremely important part of the learning and analysis process and it is essential that during the assessment debriefing, the candidate be initially given the opportunity to identify such areas. Difficulty for an Assessor comes when the candidate fails to identify a problem or, worse, argues with the Assessor once the problem has been highlighted. A willingness to accept criticism must be present.

12. CONDUCT ON COURT PROCEDURES

12.1 Guidelines for the application of Rule 17 Violations

Rule 17 mandates that in the event of unacceptable behaviour on court the Referee “shall penalise the player.” However, the severity of the offence and the nature of the penalty are left to the discretion of the Referee. This has led over the years frequently to the imposition of different penalties (or none at all) for similar offences, depending on who is refereeing. On the one hand, a harsh (inappropriate) penalty might be assessed for a single or mild offence; while on the other hand, a serious offence is penalised lightly, or not at all. The players do not know in advance what standards will be applied, and the Referees are left individually to set their own standards.

The development of these Guidelines is an attempt to bring some order to the existing chaos, and to offer both Referees and players some guidance on the application of Rule 17. If Referees follow these Guidelines fairly closely, then players will know in advance what the standards are in relation to Rule 17. This is, in effect, no different from the desirability of knowing what the standards are for the application of the rules concerning interference: a greater measure of consistency is the aim. The achievement of such consistency will greatly benefit the sport of squash.

Referees will apply the following Guidelines in the appropriate circumstances. While the Referee under Rule 17 retains discretion in deciding whether or not there has been an offence under that Rule, once the Referee has decided that an offence has occurred, the following actions must be taken:

Abuse of equipment (racket or ball or other equipment):

Minor offence (e.g. throwing the racket onto the floor after losing a game, hitting the ball hard after the rally is over): **Conduct Warning**

Major offence (e.g. deliberately breaking the racket; smashing the racket against the wall; hitting the ball or throwing the racket out of the court): **Conduct Stroke**

Audible or Visible Obscenity:

Minor offence (e.g. muttered expletive; blaspheming): **Conduct Warning**

Major offence (e.g. audible obscenity): **Conduct Stroke**

Time-wasting:

Minor offence (e.g. a few seconds late back on court; taking excessive time to serve): **Conduct Warning**

Major offence (e.g. very late back on court; prolonged discussion with Referee): **Conduct Stroke**

Dissent:

Minor offence (e.g. questioning a decision): **Conduct Warning**

Major offence (e.g. prolonged or repeated questioning of or disagreement with decisions): **Conduct Stroke**

Abuse of Official:

Minor offence (e.g. unflattering comments about official or decisions): **Conduct Warning**

Major offence (e.g. pejorative comments about official or decisions): **Conduct Stroke**

Severe offence (e.g. hitting ball at official or into spectators; throwing racket at official or into spectators): **Conduct Game or Match** (depending on the severity of the offence and the danger caused)

Excessive physical contact:

Minor offence (e.g. running into the opponent): **Conduct warning**

Major offence (e.g. physical abuse of the opponent): **Conduct Stroke**

Severe offence (e.g. deliberately injuring the opponent; dangerous play that injures the opponent): **Conduct Game or Match** (depending on the severity of the offence and the extent of the injury caused)

Unsporting conduct:

Minor offence (e.g. making negative comments to the opponent): **Conduct Warning**

Major offence (e.g. repeated negative or pejorative comments to the opponent; any attempt at intimidation of the opponent): **Conduct Stroke**

Severe offence (e.g. extreme behaviour that brings the game into disrepute): **Conduct Game or Match** (depending on the severity of the offence)

Coaching:

First occurrence: **Conduct Warning**

Second occurrence: **Conduct Stroke and expulsion of offending person**

Repeated and excessive bad conduct:

When, in the Referee's opinion, the player is guilty of repeated acts of unacceptable conduct on court following the imposition of the penalties outlined above, the Referee may impose for the next occurrence of the offence either the same penalty for the second offence or a more severe penalty than the one already imposed. However, if a Conduct Warning has been given for both the first and the second offences, for the third offence of a similar nature a Conduct Stroke must be applied. (Example: If a player has received a Conduct Warning for Dissent, on the next occurrence of this offence, either a Conduct Warning or a Conduct Stroke may be imposed. On the third occurrence, however, a Conduct Stroke is mandatory.)

12.2 Conduct on Court Violation Reporting Process

When a conduct penalty (other than a warning) is imposed against a player, the Match Referee and the TR must report the incident using the appropriate form to the appropriate governing body. The WSF, PSA and WISPA each have their own form (see Appendices E1 – E3) to report such incidents in events sanctioned by them.

- For WSF Events (World Championships and all Major Games)
All such Conduct Violations must be **reported to** the WSF on the WSF Conduct Report Form and the relevant Player Association within ten (10) days **of the incident** (24 hours for World Championships)
- For PSA Events
All reports must be completed on the PSA Conduct Report Form and **received at** the PSA Office within 7 days **of the completion of the event**
- For WISPA Events
All reports must be completed on the WISPA Conduct Report Form and **returned to** the WISPA Office within 7 days **of the completion of the event**
- Men's World Open
The WSF owns the Men's World Open but PSA is licensed to run it. Therefore, the PSA process must be followed (WSF must be copied)

- Women's World Open
WSF owns and runs the Women's World Open. Therefore, the WSF process must be followed (WISPA must be copied)
- Regional and National Events
The process demanded by the sanctioning body must be followed (WSF must be copied).

Should the TR have to take action against a player for any other (off-court) conduct violation, it is essential that a written report be sent to the WSF and the relevant Player Association within ten (10) days of the incident. The report should cover the following details:

- Name of Tournament, dates and venue
- Name of individual against whom the complaint is made
- The name(s) and status (e.g. Official, Referee, Marker, Social, Committee, Spectator, Press, Administration) of those involved
- A detailed report of the incident from the TR
- Action taken (if any).

The report may also cover incidents involving the organisation and administration of the event including:

- Late withdrawal:
 - Main draw: after the closing date for entries
 - Qualifying: 7 days after the closing date for entries
- Punctuality: any player not ready to play within ten (10) minutes after the match is called and where the TR or Tournament Director defaults the player
- Dress and Equipment: wearing of unacceptable attire, including sweatshirts, gym shorts, running shorts, T-shirts (i.e. shirts without collar for men) and failing to comply with an order from the TR to change
- Leaving Court: leaving the court area during a match without the permission of the Referee
- Best Efforts: failing to use best efforts to win a match
- Failure to complete a match unless reasonably unable to do so.

12.3 Process for Dealing with Conduct on Court Violation Reports

- The Director of the Disciplinary Committee, in consultation with his/her committee, should review each report in conjunction with any previous reports on the same player
- If the violation occurs at a WSF event, the Director should then determine whether the individual incident, or the pattern of behaviour, warrants any further action within 24 hours
- A charge of "bringing the game in to disrepute" or "unsporting" behaviour may be laid, banning the player from taking part in future WSF World Championships
- If a charge is not warranted, the report will be kept on file and may become relevant if there are further violations that warrant a charge because of the accumulation of violations, or may be relevant as part of the player's history if a penalty is being considered for another offence
- If no action is to be taken, a warning letter should be sent to the player advising him of point 4 above, copying both his Member Nation, Regional Federation and PSA or WISPA as appropriate
- Copies of the Rule 17 report form and a report of any action taken should be forwarded to the player's Member Nation, Regional Federation and PSA or WISPA, as appropriate

- The Referee who submitted the original report should receive a copy of the Disciplinary Committee's report, whether any further action is taken against the player or not.

13. COMMUNICATIONS

13.1 The Referees' Review

The Referees' Review is a newsletter publication intended to "instruct and amuse" to quote the current author of the publication. It contains news, anecdotes, reports from tournaments and opinions, all intended to give WSF Referees and Assessors the latest update on what's happening on the international refereeing front. Recently, the Review has been produced in electronic form only and distributed by e-mail to all WSF Referees and Assessors and to other interested parties who have made requests to receive it.

13.2 Bulletins

From time to time, as the need arises, the Director of the WSF Referees & Rules Committee will issue bulletins to inform all WSF Referees and Assessors of any pertinent news. Examples would be a change in policies or procedures, reminders about expectations of WSF Referees, or news about changes in rules that apply to PSA or WISPA events.

13.3 Tournament Referee's Reports

If WSF Referees or Assessors act as TRs for any PSA, WISPA, WSF, Regional or National tournaments, they are expected to file a report with the WSF Office within three weeks of the completion of the event. Details of the event, Referee position, Referees utilised, conduct penalties imposed and any pertinent comments, both positive and negative about the event should be included. Any recommendations for improvements would also be most helpful, particularly if they can be applied across all events.

14. CLINICS, SEMINARS AND CONFERENCES

14.1 WSF Refereeing Conferences

The WSF is committed to hosting Refereeing Conferences on a regular basis, usually once every two to three years. These are intended for WSF Referees and Assessors, but will also be appropriate for RRs and senior NRs interested in pursuing the WSF IR designation. In order to attract as many WSF IRs and WRs as possible, these conferences are usually held in conjunction with a World Team Championship. This also helps provide a large number of WSF Referees to officiate at the event.

14.2 Member Nation Requests

If any WSF Member Nation wishes to have a clinic held in its country, it should contact the WSF Office to make those arrangements. The WSF will assign one of the WSF Presenters to conduct a course at the level requested by the country. These clinics can be modified to suit the experience level of the audience, from Beginner to Intermediate to Advanced. The Member Nation would be responsible for the same costs as it would if a WSF Referee had been assigned to an event (see section 10.4). The Member Nation would also be responsible for supplying any audio-video equipment necessary for the Presenter to present the course.

14.3 WSF Presenters

The WSF maintains a list of qualified Presenters, who can be assigned to meet Member Nation's requests for clinics. These Presenters are not only experienced WSF Referees, but also have the teaching expertise necessary to assist Novice and Intermediate Referees in improving their skills.



**W O R L D S Q U A S H
F E D E R A T I O N**

Insert Name of Event Here

Insert Site and Dates of Event Here

REFEREES' STATEMENT

During this event the match referees will apply the following guidelines:

1. Under Rule 17 (Conduct on Court) the Referee is instructed to penalize behaviour that is “disruptive, intimidating, or offensive”. Thus any form of obscenity whether audible, mouthed or gestured, will not be tolerated and will be immediately penalized. This will also apply to any expression that the Referee considers to be blasphemy. There is no excuse for such behaviour, even in the heat of the moment.

It is important for you to realize that the Referee does not have to issue a warning first but may apply any level of penalty (Warning, Stroke, Game, Match) on the first occurrence, depending on how the Referee views the severity of the situation.

2. Referees will not award a let for minimal interference (Rule 12.7.1 and Guideline G6), nor will they award a stroke unless it is truly merited. We hope that this will promote matches that flow, with a minimum of stoppages.
3. Whilst referees will be doing their utmost to get all decisions correct there will inevitably be times when the players disagree with the Referee's decision.

In such circumstances, please refrain from any antagonistic comments. It would be appreciated if you could simply ask for an explanation, which will be given.

If a discussion is prolonged, the Referee will consider this to be an unnecessary delay of the game and will apply the provisions of Rule 17 (Conduct on Court).

This does not mean that an amusing quip or comment, even if mildly directed towards the Referee, will be regarded as an offence.

4. The position from where the Referee and Marker have to officiate is not always ideal. This often reduces their ability to determine whether pick-ups are good or not, particularly at the front of the court, or whether the ball may have clipped the top of the tin, or may have hit above the out-line on the back wall. The referees would greatly appreciate players' honesty in declaring promptly if their shots are "not up", "down", or "out", etc.

Referees look forward to continuing the dialogue between themselves, players, and players representatives at this event. Please feel free to contact any member of the WSF Referees & Rules Committee to make your views known.

Appendix B WSF IR Nomination and Re-nomination Forms

Appendix B1 WSF International Referee's Activity Card

NAME:
ADDRESS:
TEL. NO.:	(H)(O)
FAX NO.:E-MAIL:
COUNTRY:
PASSPORT NO:
SIGNED: (REFEREE)
SIGNED: (MEMBER NATION OR REGIONAL FEDERATION OFFICIAL)
NAME: (POSITION HELD)

Activity Card Regulations

1. The minimum requirements for a candidate to be considered for appointment as a WSF International Referee are:
 - 1.1 Any new candidate must have refereed a minimum of 15 matches, at least 10 of which must be men's matches, at the required level of play during the past three years (10 matches for Fast Track applicants). All matches that the candidate has refereed during the past three years and that meet the requirements must be entered on an Activity Card and must be verified by an official of the candidate's nominating body. Applicants without this verification will be rejected.
 - 1.2 The candidate must be nominated by his/her National or Regional Federation, which must be in membership of the WSF. The candidate must be a permanent resident in, or citizen of, the nominating body.
 - 1.3 The candidate must submit evidence of both natural or corrected 20/20 vision plus good hearing verified by qualified medical professionals.

*** Correct Level of Match for Activity Card**

Correct level applies to singles squash only and is defined as:

- a) Any tournament or recognised league match (but not exhibitions) involving players, both of whom are PSA players ranked in the top 150 or WISPA players ranked in the top 75 at the time of the match. A candidate claiming a match under this sub paragraph as a valid activity is required to state the PSA/WISPA ranking of the players at the time the match was played.
- b) Senior International matches played between countries seeded in the top 24 for that event.
- c) Any match in World Senior Team Championships, World Cup or Olympic Games.
- d) Any quarter-final or subsequent match in the championship draw in either individual or team events in any of the following events: WSF World Junior Championships, Commonwealth Games, European Senior Championships, Asian Senior Championships, Pan American Games and African Games.
- e) Any other match considered to be of an appropriate level by the WSF Assessor assessing the match.

N.B.: These are minimum requirements only. All candidates must be assessed while refereeing by WSF Assessors. Candidates who wish to be nominated for IR are advised that they must accept the responsibility of attending tournaments where WSF Assessors are present.

2. A candidate who meets the minimum requirements will be considered by the RARP, based on the candidate's Activity Card and the following:
 - a) Any Referee that is nominated must have at least three successful Assessments on file at the WSF Office covering the period under review, two of which must be on Men's matches Successful assessments must come from two or more Assessors, one of whom must be from outside the candidate's own country.
 - b) Feedback from PSA and WISPA, the players' associations;

N.B.: Candidates should list matches only in which they have acted as the Referee. Matches where standard officiating was used are valid for the Activity Card if the applicant acted as the Referee (not the Marker), where a 3-Judge system was used only if the applicant acted as Referee (not Appeals Judge, Marker or Judge) and where the 2-Referee system was used only if the applicant acted as the Referee (not the Appeals Referee).

3. For a Referee already on the World or International list, the Activity Card must be completed, giving details of all major events refereed since their last appointment The Referee must then submit the Activity Card, together with a re-nomination from his/her Member Nation and confirmation of eyesight/ hearing to the WSF for consideration by the RARP.

<p>WSF OFFICE USE ONLY RECEIVED ACKNOWLEDGED REJECTED ACCEPTED</p>

**WORLD SQUASH
 FEDERATION**

**PLEASE RETURN
 FORM TO WSF BY
 XX JUNE 20XX**

*INTERNATIONAL REFEREE RE-NOMINATION FORM 2005
 TO BE USED ONLY BY WORLD AND INTERNATIONAL REFEREES*

PERSONAL DETAILS	
<p>Please use BLOCK LETTERS</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Tel: (Home):..... (Work):.....</p> <p>Fax:..... Date of Birth:.....</p> <p>E-mail:..... Occupation:.....</p> <p>Passport No..... Date first nominated:.....</p> <p>Languages Spoken</p> <p>Sweater Size: SMALL MEDIUM LARGE EXTRA LARGE EXTRA, EXTRA LARGE</p> <p>Shirt Size: SMALL MEDIUM LARGE EXTRA LARGE EXTRA, EXTRA LARGE</p> <p>Are you aware of any physical or mental condition that may restrict or hamper your ability to referee matches at the top level? YES/NO</p> <p>Are you aware of any physical or mental condition that may be exacerbated by refereeing matches at the top level? YES/NO</p> <p>Signed: (Referee): Date:.....</p> <p>Name of Nominating Federation:</p> <p>Reason for Nominating this Candidate.....</p> <p>.....</p> <p>.....</p>	<p>PLEASE AFFIX PASSPORT SIZE PHOTOGRAPH</p> <p>OR</p> <p>E-MAIL AN ELECTRONIC PHOTOGRAPH TO admin@worldsquash.org</p>

WSF OFFICE USE ONLY
 RECEIVED
 ACKNOWLEDGED
 REJECTED
 ACCEPTED

**WORLD SQUASH
 FEDERATION**

PLEASE RETURN
 FORM TO WSF BY
 XX JUNE 20XX

INTERNATIONAL REFEREE NOMINATION FORM 2005

<u>PERSONAL DETAILS</u>	
<p>Please use BLOCK LETTERS</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Tel: (Home):..... (Work):.....</p> <p>Fax:..... Date of Birth:.....</p> <p>E-mail:..... Occupation:.....</p> <p>Passport No..... Date first nominated:.....</p> <p>Languages Spoken</p> <p>Sweater Size: SMALL MEDIUM LARGE EXTRA LARGE EXTRA, EXTRA LARGE</p> <p>Shirt Size: SMALL MEDIUM LARGE EXTRA LARGE EXTRA, EXTRA LARGE</p>	<p>PLEASE AFFIX PASSPORT SIZE PHOTOGRAPH</p> <p>OR</p> <p>E-MAIL AN ELECTRONIC PHOTOGRAPH TO admin@worldsquash.org</p>
<u>REFEREEING EXPERIENCE</u>	
<p>(Including date first qualified; current grade held in Member Nation and for how long; position(s) held in Member Nation; major tournaments refereed; any other relevant information).</p> <p>.....</p> <p>...</p> <p>..</p> <p>.....</p> <p>...</p> <p>.....</p> <p>...</p> <p>Are you aware of any physical or mental condition that may restrict or hamper your ability to referee matches at the top level? YES/NO</p> <p>Are you aware of any physical or mental condition that may be exacerbated by refereeing matches at the top level? YES/NO</p> <p>Reason for Nominating this Candidate.....</p>	

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How does the candidate actively contribute to the development of Referees in your Country, Region or within the WSF:

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Signed: (Referee): Date:.....

Name of Nominating Federation:

Signed: (Member Nation Official):
.....

Position held of signatory: Date:.....

Please ensure you enclose with this information form: (tick as appropriate)

Activity Card Eyesight & Hearing confirmation National Refereeing Structure & Grading Scheme

Appendix B4 Referee Appointments Review Panel Tick Sheet

Name of Referee Appointments Review Panel member:.....Signature:.....Date:.....

Please return this form to the WSF Office by post, fax (44) 1424 429250 or Email admin@worldsquash.org

Candidate	Current Status	Approve as World Referee	Approve as Internat. Referee	Don't know the Referee	Don't Approve	Comments
A.N. Other, Australia						
A.N. Other, Belgium						
A.N. Other, Canada						
A.N. Other, Denmark						
A.N. Other, England						
A.N. Other, France						
A.N. Other, Germany						
A.N. Other, Hong Kong						

**FEEDBACK ON WSF REFEREES / ASSESSORS
USED AT A PROMOTER'S TOURNAMENT**

Did the WSF Referees arrive in time to be well rested for your event? **YES** **NO**

Did the WSF Referees cooperate fully with you and other members of the organising committee? **YES** **NO**

Did the WSF Referees dress appropriately when on duty (event shirt, WSF shirt/sweater, or WSF blazer & tie)? **YES** **NO**

Did the WSF Referees participate in all event functions to which they were invited? **YES** **NO**

If you answered "No" to any of these questions, please elaborate (Use separate sheet if necessary).

Was there any disagreement over the reimbursement of expenses? **YES** **NO**

If you answered "Yes" to this question, please elaborate (Use separate sheet if necessary).

Did you find any of the actions / manners of the Referees particularly useful to you? If so, please elaborate (Use separate sheet if necessary).

Please complete this form, immediately after your event, and return it to:

**International Referee Coordinator
World Squash Federation
6 Havelock Road, Hastings
East Sussex, TN34 1BP England
Tel: (44) 1424 429245 Fax: (44) 1424 429250
Email: admin@worldsquash.org**

EVENT NAME & DATE:	
*** RATING 5 (EXCELLENT), 4 (GOOD), 3 (ACCEPTABLE), 2 (BELOW STANDARD), 1 (POOR)	
TOPIC	RATING
GENERAL	
Overall assessment of event	RATING: 1 2 3 4 5 ***
General scheduling of Referees	RATING: 1 2 3 4 5 ***
Management by TR	RATING: 1 2 3 4 5 ***
Assessment arrangements	RATING: 1 2 3 4 5 ***
Clothing quality / style (if provided)	RATING: 1 2 3 4 5 ***
HOTEL	
Overall quality & facilities	RATING: 1 2 3 4 5 ***
Rooms	RATING: 1 2 3 4 5 ***
Reception areas, bars etc.	RATING: 1 2 3 4 5 ***
Breakfast	RATING: 1 2 3 4 5 ***
Check in/out	RATING: 1 2 3 4 5 ***
SQUASH CENTRE	
Referee viewing positions	RATING: 1 2 3 4 5 ***
Referee room	RATING: 1 2 3 4 5 ***
Catering	RATING: 1 2 3 4 5 ***
TRANSPORT	
Between airport and hotel	RATING: 1 2 3 4 5 ***
Shuttle between hotel and club	RATING: 1 2 3 4 5 ***
INFORMATION	
Before the event	RATING: 1 2 3 4 5 ***
During the event	RATING: 1 2 3 4 5 ***
WSF Payment receipt	RATING: 1 2 3 4 5 ***
COMMENTS:	
Completed By:	

Appendix E Conduct on Court Report Forms

Appendix E1 WSF Rule 17 Conduct on Court Report Form

TOURNAMENT: VENUE:

PLAYERS: v

DATE: ROUND:

MATCH OFFICIALS: REFEREE: MARKER:
.....

APPEALS REFEREE: TOURNAMENT REFEREE:
.....

PLAYER'S NAME:
.....

PENALTY IMPOSED:

WARNING STROKE GAME MATCH

CODE SCORE AT THE TIME:

DESCRIPTION OF VIOLATION:
.....
.....
.....
.....

(If more space is necessary, continue on reverse side)

CODE REFERENCE

- | | | |
|-------------------|------------------------------|----------------------|
| A: Time Wasting | B: Audible Obscenity | C: Visible Obscenity |
| D: Abuse of Ball | E: Abuse of Racket/Equipment | F: Verbal Abuse |
| G: Physical Abuse | H: Unsportsmanlike Conduct | I: Dissent |

GENERAL COMMENTS

.....
.....
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.....

(If more space is necessary, continue on reverse side)

Signed:
(Tournament Referee)

.....
(Match Referee)



To be completed and received at the PSA Office within one week (7 working days) of the completion of the tournament. Action will only be taken on the submission of this official PSA form – no other forms accepted.

The purpose of this report is to quickly establish any problems with players’ behaviour both on and off court so that should any disciplinary action be necessary, it can be implemented without as much undue delay as possible.

As you will see the Report is two sections (a) On-site Offences (b) Off-court Offences. **With the On-site offences, this section to be completed by the Match Referee. The PSA will only accept this form as a report of an On-site offence – no other documentation accepted.** Please make sure that the forms are signed by the relevant personnel before submitting.



EVENT:

DATES:

TOURNAMENT REFEREE:

SECTION A.

**CODE REFERENCE (as per the PSA Tour Guide)
ARTICLE 4. PLAYER ON-SITE OFFENCES**

- A. NON-APPEARANCE
- B. PUNCTUALITY
- C. DRESS & EQUIPMENT
- D. LEAVING COURT
- E. BEST EFFORTS
- F. FAILURE TO COMPLETE MATCH
- G. MEDIA CONFERENCE
- H. CEREMONIES
- I. AUDIBLE OBSCENITY
- J. VISIBLE OBSCENITY
- K. ABUSE OF BALL
- L. ABUSE OF RACKET OR EQUIPMENT
- M. VERBAL ABUSE
- N. PHYSICAL ABUSE
- O. UNSPORTSMANLIKE CONDUCT
- P. DEFAULTS

Player Involved:	Opponent:
Date of Incident:	Event round:
Match Referee:	Match Marker:
Grade:	

Penalty:

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Code:

Score:

Description of violation:

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General comments:

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Witnesses (if any) – name, address, contact number(s)

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SIGNED:

Match Referee:

Tournament Referee:

DATE:

(Please remember, this form should be returned to the PSA Office within 7 working days (one week) of the completion of the event).



To be completed and returned to the WISPA Office within 7 days of completion of the tournament.

On court offences section to be completed by the Match Referee; off court offences by the promoter/organiser.

THIS OFFICIAL WISPA FORM IS THE PAPERWORK REQUIRED FOR WISPA TO FOLLOW UP IN AN OFFICIAL MANNER.

EVENT NAME:
EVENT DATES:
TOURNAMENT REFEREE:

Code reference (as per WISPA player Manual)

- A. PUNCTUALITY
- B. DRESS & EQUIPMENT
- C. LEAVING COURT/FAILING TO ARRIVE OR NOTIFY
- D. BEST EFFORTS
- E. FAILURE TO COMPLETE MATCH
- F. MEDIA CONFERENCE
- G. FUNCTIONS/CEREMONIES
- H. AUDIBLE OBSCENITY
- I. VISIBLE OBSCENITY
- J. ABUSE OF BALL
- K. ABUSE OF RACKET OR EQUIPMENT
- L. VERBAL ABUSE
- M. PHYSICAL ABUSE
- N. MEMBER REPORTED
- O. UNSPORTSMANLIKE CONDUCT
- P. DEFAULTS

Player involved:	Opponent:
Date of incident:	Event round:
Match Referee:	Match Marker:
Grade:	

Penalty:

Code: Score:

Description of violation:

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General comments:

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.....
.....

Witnesses (if any) name, address, contact numbers:

.....
.....

Signed

(Match Referee) Date :

(Tournament Referee) Date:

Please return to:

WISPA, 27 Westminster Palace Gardens, Artillery Row, London SW1P 1RR, England

Tel : 44 20 7222 1667

Fax: 44 20 7976 8778

E-mail: wispahq@aol.com