

Estimated duration of seminar: 3 hours.

Materials to be distributed beforehand:

WSF Code of Conduct

WSF Guidelines for Tournament Referees

Operation of the Three-Referee System

Guidelines for the Application of Rule 17

This Guide is intended to provide advice and guidance for Presenters of the WSF Seminar for Tournament Referees, to ensure that all the major requirements and competencies are discussed.

Many of the responsibilities of a TR are contained in two major WSF documents: the WSF Code of Conduct and the WSF Guidelines for Tournament Referees. These documents are quite detailed, and the TR needs to be fully conversant with their many provisions. This seminar provides the opportunity to ensure that the participants are made fully aware of the many provisions and requirements that a TR must observe.

Extracts from the various documents appear below in italics.

1. Interpersonal and Communication Skills

A competent TR will possess excellent interpersonal and communication skills. These are essential to the successful completion of any event, but particularly a major event with a large number of officials. The TR must show leadership (see next item), but must also be a good listener and communicator. Keeping all the officials happy and working as a team is a challenge.

In particular, the TR must possess the skill to ensure that refereeing assignments will be made fairly, and that the performance of referees during early rounds will be a significant factor in deciding their later assignments. Since the referees are expected to work as a *team*, the TR needs to stress that fact and to make clear that the overall objective is a flawless performance by the team as a whole. (There is no “I” in “team”.)

The TR may be called on from time to time to talk with media personnel. This is also an important function and calls for diplomacy, tact, and good communication skills.

2. Good Management and Leadership

It is impossible to deal in a comprehensive way with these topics as a segment of a seminar such as this: each could be the subject of a full course of study. (The literature on leadership alone is vast.) What follows are some major factors that seminar presenters should discuss in relation to a TR's management and leadership obligations. Note: the two topics are very closely related: a good manager is also a good leader, and *vice-versa*.

A. Good Management:

Management can be defined as the process of getting people together to accomplish desired goals. Management comprises planning, organizing, staffing, leading or directing, and controlling an organization or an effort for the purpose of accomplishing a goal.

Management operates through various functions, such as:

Planning: Deciding what needs to happen and generating plans for action.

Staffing: Recruitment, and hiring individuals for appropriate jobs.

Organizing: Making optimum use of the resources available.

Leading: Determining what needs to be done in a situation and getting people to do it.

Motivating: The process of stimulating an individual to take action that will accomplish a desired goal.

Monitoring, Checking performance.

B. Qualities of a Good Leader:

Displays attributes that make people glad to follow.

Provides a feeling of trust.

Builds morale

Sets goals

Establishes a spirit of cooperation and cohesion for achieving those goals.

Gains commitment by the team of officials.

Effectively handles disagreements and conflicts.

Settles disputes by focusing on solving the problems, without offending individual egos.

Takes charge when the situation demands it.

Makes the right things happen on time

N.B. These topics allow the seminar participants to engage in discussion and debate about the issues and how to approach them.

3. WSF Code of Conduct

Since all WSF Referees and Assessors have to sign an acknowledgement that they have read and agree to abide by the WSF Code of Conduct, Tournament Referees must be fully conversant with its provisions, as the conduct of referees at a WSF Tournament will be governed by the provisions of the Code.

The TR must ensure that all the referees and assessors who have been invited to an event are also fully familiar with the provisions of the Code of Conduct and should therefore discuss the major issues (see below) at the pre-tournament briefing. During the event the TR is also responsible for ensuring that all referees and assessors observe these provisions.

Extracts from the Code appear below in italics. Although most of the content of these extracts is self-explanatory, they need to be discussed with the seminar participants to ensure that they are fully comprehended.

i) Professionalism:

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.

ii) Impartiality:

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.

iii) 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 shirt with navy blue/black/grey trousers or skirt and black shoes. The WSF sweater is optional.

iv) Attendance

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.

See also 7.3.9:

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.

v) Conflict of interest:

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 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.

See also 7.3.13:

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 members of their country's team 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.

vi) Comments, interviews, etc.

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.

See also 7.3.14:

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.

vii) Addressing players

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

viii) Off-duty

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.

ix) 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.

4. WSF Guidelines for Tournament Referees

A Tournament Referee must be fully familiar with the many provisions of the WSF Guidelines for Tournament Referees. These constitute the fundamental requirements for all Tournament Referees, and every WSF Tournament Referee needs to study these Guidelines and commit as much of them as possible to memory.

As with the Code of Conduct, the content of these Guidelines is mostly self-explanatory, but the seminar presenter needs to discuss each of these provisions, as they constitute, in effect, the “job description” of a TR.

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.

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. If the 3-Referee System is to be used, ensure seating in the correct positions is reserved.

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 assignments 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.*

5. WSF-Approved Refereeing Systems

a. The Marker/Referee System

The standard officiating system as described in the Rules (#18). Experienced referees will, of course, be fully familiar with the system, but a few points may be stressed, as there may be lesser experienced referees at some events:

- i. While the Referee is in charge of the match, the Referee should not interfere with the Marker's calling of the match, unless the latter makes an error or fails to call something. In other words: Let the Marker mark!
- ii. The Referee must assume control of *all* aspects of the match; for example, including the gallery (this may be an important consideration at a team event).

b. The Three-Referee System

Widely used in major events, and recommended for all events where feasible (i.e. where sufficient officials are available).

It is now common practice to attempt to use the Three-Referee System from at least the Quarterfinals onwards, even if there are not sufficient officials to permit it to be used from the start of the event.

The Guidelines for the Operation of the Three-Referee System should be discussed in the seminar:

OPERATION OF THE THREE-REFEREE SYSTEM

1. *The Three Referee System uses a Central Referee and two Side Referees.*
2. *The Central Referee (CR), who is also the Marker, controls the match.*
3. *Where possible the two Side Referees (SR) should be seated behind the back wall in line with the inside line of the service box on each side, preferably one or two rows below the CR. One of the SRs will keep score as a backup.*
4. *The Side Referees (SRs) make decisions at the end of rallies - not during them – on the following matters only:*
 - (a) *When a player requests a Let;*

(b) When a player appeals against a call (or no call) of Down, Not up, Out, or Fault by the Central Referee.

5. *Every appeal must be decided by all three referees, simultaneously and independently. All three must signal and must not look at each other before doing so.*
6. *The decision of the three Referees is announced by the CR without revealing the individual decisions or whether it was a unanimous or a majority decision.*

(Note: In the unlikely event of three different decisions (Let, No Let, Stroke), the final decision will be Yes Let).

7. *The CR alone decides all other matters e.g. time-periods, player conduct, injury, court conditions etc, none of which may be appealed by the player.*
8. *Players may not address the SRs, only the CR. Dialogue must be kept to a minimum, and decisions may not be debated.*
9. *If an electronic device is available, the Referees give their decision through their console and the CR announces the result.*

Where an electronic refereeing system is not available, the use of cards is encouraged so that players cannot see the individual decisions of the three referees.

If hand-signals are required, the following are to be used:

Let = Thumb and forefinger in the shape of an 'L'

Stroke = Clenched fist

No Let = Hand held out flat, palm downwards

Ball Down/ Not Up / Out = Thumb down

Up/ In = Thumb up

6. Scoring Systems

c. Point-A-Rally Scoring (PARS)

Now the officially sanctioned system under the Rules.

Games are played to 11 points.

The player who wins a rally wins a point.

At the change of serve the Marker announces: "Hand-out; [score]."

If the score reaches 10-all, the Marker announces: "10-all. Player to win by two points."

For a game that ends with a tiebreak the score is recorded by the actual point-tally (e.g. 13 – 11).

d. Hand In/Hand Out

May still be used as an alternative scoring system.

Only the server may win points.

At 8-all the player who had reached 8 points first chooses a continuation of the game to one point (“no set”) or two points (“set two”).

iii) PARS to 15. Even though it is likely that this scoring system will be used very infrequently, TRs should be aware of its operation. See Appendix XX to the Rules of Squash.

7. Variations of the Rules that apply to PSA and/or WISPA events:

1. PSA [NOTE: The PSA is currently revising these provisions; they will be updated when the PSA completes its review.]
 - a. Height of tin 17”.
 - b. Interval between games and between warm-up and start of play: 2 minutes
 - c. On a glass court using a white ball, either player may request a change of ball after the third game
2. WISPA: No special Rules at this time.

8. Refereeing Personnel and Budgets

i) Number of Officials:

The Tournament Referee needs to be aware of the number of referees required for a successful event: too few referees will lead to fatigue; engaging too many is wasteful of resources and will lead to boredom and discontent.

The TR needs to ascertain the size of the draw, how many courts will be used simultaneously, how many daily sessions will be scheduled, and how many days the event will last. On the basis of this information the TR should calculate how many referees will be required.

In the case of the Three-Referee System, the TR should proceed on the assumption that a minimum of five referees per court will be required.

For the Marker/Referee System, teams of four officials should be assigned to each court.

ii) Inviting officials

Certain restrictions may apply; see World Championship regulations below:

9.2 World Championship Requirements

[N.B. This section will be revised when the numbers of WSF Referees for each event are confirmed.]

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.

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.

In addition to the above provisions the TR must decide how many other officials (if any) will be required and what their minimum level of qualification must be. Ideally, for WSF events all the officials should be of at least National Grade. Where officials with a lesser qualification are invited, they should be used primarily as Markers (in the Marker/Referee System), or only in the early rounds as Side-Wall Referees (not CR) if the Three-Referee System is used.

It is very important that the TR be aware of the need to assign referees of similar qualifications and ability to a match using the Three-Referee System. Thus when inviting referees to attend an event, this consideration must be borne in mind.

iii) Budget:

It is advisable that the TR be involved from an early stage in the Tournament planning process to ensure that an adequate budget for officials has been included in the overall budget for the event. Hotel accommodation, meals (and late meals), refreshments, uniforms, transportation, supplies (score-sheets, clipboards, pencils, microphones), admission to social events, daily allowances, etc.: all of these need to be provided, and budgeted for, by the Tournament Committee.

9. Achieving Team Consistency in Decision-Making.

It is important that all the referees appointed to an event apply the Rules consistently, not only during a match, but across the Team as a whole in all matches.

In particular, the Three-Referee System presents a challenge: it is crucial that all three referees apply similar standards of interpretation, and the TR needs both to stress this before the event begins, and to monitor it during the event.

Areas that need to be addressed include:

- a. Backswing interference (swing prevented and affected)
- b. Clearing/Blocking
- c. Effort to play the ball
- d. Conduct (see next item)

In order to maintain consistency in the application of the Rules, whatever refereeing system is used, the TR must monitor the performance of the referees each day and must in the daily officials' meeting draw attention to any problems that have become apparent. (It may also be necessary to talk in confidence to an individual referee at times.)

10. WSF Guidelines for the Application of Rule 17.

In respect of conduct, consistency among the referees is equally essential, and can only be achieved by a consistent application of the WSF Guidelines for the Application of Rule 17 (Conduct).

It is important for the TR to discuss these Guidelines in detail with the Officiating Team, and to stress the need for the entire team of referees to apply these Guidelines consistently.

This aspect of the performance of the officiating team also needs to be closely monitored on a daily basis.

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.)

11. Conduct Reporting Process

The TR has a responsibility to report all conduct violations to the appropriate body. The following are the procedures approved by the WSF.

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 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. Checklist (see Attachment A)

At the initial meeting of all the officials before the Tournament commences, and at the daily meetings thereafter, the TR needs to address a multitude of issues (see Attachment A). Not all of these items apply every day: it should be obvious to the TR which issues to raise at the appropriate time.

13. Assignment of Referees

This is a major responsibility of the TR.

Referees should be assigned to matches according to their ability to handle the match: it is unwise to assign a referee to a match that potentially is beyond the referee's competence. In particular, where a match features a player or players whose conduct might be a problem, a suitable referee should be assigned.

Care must also be taken to avoid conflicts of interest, or national conflicts (ideally, a referee should never officiate in a match in which a player from the referee's country is playing.)

For the Three-Referee System the match referees must have similar qualifications and experience.

WSF Regulations concerning the assignment of officials (e.g. from the Quarterfinals onwards) must be observed. From the Quarterfinals onwards the appointed WSF Referees must be used for the primary matches wherever possible.

The TR should maintain close liaison with the WSF Assessor(s) (if present) when making assignments, especially in the latter stages of an event. However, referee assignments are ultimately the responsibility of the TR.

14. Liaison with Assessor(s) re Assignments and Assessments

Major events offer a prime opportunity for the assessment of referees, both those who are already at the World or International level, and those who are aspiring to international status. The TR will take into account the need for assessments when making assignments, although this should never be the primary criterion.

In making the assignment of referees, the TR needs to consult daily with the available WSF Assessor(s) with a view to maximizing the opportunities for assessments of as many referees as possible. In the latter stages of an event (i.e. from the Quarterfinals onwards) the WSF Regulations require that the assigned WSF Referees be used. The TR should consult with the Assessor(s) regarding the assignments, so that both the appropriate officials are assigned to a match and the opportunities for assessment are fully exploited. Assessment during the latter stages of an event is an important feature of the overall WSF initiative to improve refereeing and thus all possible assessments should be carried out.

15. Doubles Rules (if applicable)

1. Ensure seminar attendees have the latest version of the Doubles Rules.
2. The WSF Doubles Theory Examination Paper [SAY WHAT??]
3. Remind attendees of differences between Singles and Doubles. Some specifics:
 - Start of match process, e.g. spinning racket
 - Team warm ups
 - Service and receiving order
 - Mandatory eyewear
 - Court width options
 - Blood Rule time allowed
 - Dropped racket
 - Matching uniforms - contrasting with opponents
 - Specifically stress the differences for Interference (include Turning)
4. Emphasise “reasonable” and “any” interference for self and partner interference
5. Stress No lets are the same as Singles (but emphasise that the partner may also have an opportunity to play the ball so watch both).
6. Ensure they can use the Doubles score sheet

- Expand on this to explaining differences in marking from Singles, scoring method e.g. PARS 11 with no tiebreak/setting at 10-all.
 - PARS 15 an option
 - Options for best of 3 or 5 games
 - When to use Team or individual names
7. Watch Teams practising so referees can practise marking. At Commonwealth Games referees can watch Doubles practice towards the end of Singles event
 8. Where possible show video clips
 9. Don't get caught snoring during the 220-shot rallies!

16. Feedback on Referee Performance

a. During the event

It is essential that referees at an event receive ongoing feedback about their performance during the event. The TR needs to be aware of any problems that may arise, either from personal observation, or from the Assessor(s), or from a Court Captain (if there is one).

The TR should make sure individuals are complimented when appropriate and that the team is made aware of a good performance

Individual referees can benefit from specific advice concerning a match. Any such advice must be communicated in a confidential manner.

The team as a whole can benefit from general principles that may emerge from a specific match, without identifying the match or the Match Referee. This advice can be communicated at the daily officials' meeting.

b. After the event

After the event the TR should write a full and confidential report about the refereeing performance.

Reports on the performance of individual referees can be valuable for future development and assignments. Negative comments must be supported by empirical evidence. (For example, do not include statements such as: "Two managers asked me not to use this referee again" unless there is other empirical evidence to support the view that the referee gave a less than acceptable performance.)

17. Reports After the event

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.

ATTACHMENT A

Things For The TR To Say

1. Introduce everyone
2. Introduce new referees each day.
3. Must turn mobile phones completely off. Not to be used as stopwatches.
4. Be present ½-hour before allocated match time.
5. Contact the TR if you are going to be late.
6. Don't leave court area without telling TR.
7. Tell TR when you arrive and tell TR when you are leaving, and confirm your next match-time.
8. You may get an occasional ½-day off, so say which day you'd prefer.
9. If you are tired, stop officiating and tell the TR.
10. Let TR know of any player you think needs firm controlling.
11. Let TR know if there is a player it would be best for you not to referee.
12. Let TR know if you are out of your "comfort zone".
13. May double up and mark for each other, but don't miss your specifically allocated matches.
14. Take note if you have to change courts.
15. Check that TR has not sent you to different courts at the same time.
16. TR may not be keeping a record of the matches you have officiated.
17. Chat to players (or anyone else) when they mark for you.
18. Scoring system
19. Whether matches will follow on, or go to time
20. ** Between players means this may be a tough or close match.
21. + Next to a player's name means this player could be difficult
22. Double-check the points on the other official's sheet.
23. For Teams events you will not be assigned to your own country's team, unless it is unavoidable.
Please inform the TR if you have inadvertently been assigned to your home country's tie.
24. Provisions for First Aid
25. Location of Official clock
26. Be at the court at start of warm-up and stay for the entire warm-up.
27. Marker and Referee to stand or sit together.
28. If only one microphone provided, Marker and Referee to share. To be held in Marker's non-writing hand and held out to Referee when Referee needs to speak.
29. Keep eye contact at end of each game.
30. At end of match, look players in the eye and applaud.
31. Read, then re-read injury and bleeding rules.
32. If Marker doesn't call "Out", Referee's call is "Stop". Marker does not then call "Out" or "Stop".
33. Markers
 - Introduce game correctly: "Smith leads 2 games to 1, Brown to serve, love-all".
 - End game correctly: "9-6, game to Smith, Brown leads 2 games to 1".
 - Do not say "Best of 5" Say "Best of 5 games".
34. Referees
 - Say "Stroke to Smith" not just "Stroke".
 - Look for No lets in back and front corners
 - Be prepared to give Strokes if there is no movement after drop shots (classic blocking).
 - Do not reward with Strokes when player "fishes" or "gathers in".
 - "Reasonable fear of injury" is always a good reason for a 'Yes let'.
 - Carry a spare ball and a spare pencil.
 - Players may stop to wipe eyewear, but not for too long or too often.
 - Watch for string spacers within the stringing area.
 - There is no such call of "Correction" or "Thank you", but thanking players who call their own returns "not up" or "down" is good policy.

- Whacking leg with racket or loudly calling out - apply Rule 17.
- If a player appears distressed health-wise, watch for delaying tactics (don't permit them!) and, if necessary, invite the player to concede the game in progress and to take the 90-second interval to recover.
- Do not tolerate bad behaviour, arguing, bad language, pushing or any behaviour that is disruptive, intimidating or offensive.
- Watch at end of each rally, each game and end of match for gestures, bad language, ball hit at officials.

35. Dress code.

- Professional appearance.
- Iron clothing.
- Wear sponsor's shirts if provided, and if not, wear WSF or other appropriate refereeing shirts.
- Never wear jeans, thongs, or short shorts.
- Shoes – no trainers.

36. Meals

- Lunches and Dinners.
- Drinks, tea and coffee.
- Morning and afternoon tea times.
- Vouchers.
- Official functions.

37. Assessments.

38. Be professional.

39. Be approachable and friendly, but not familiar.

40. Never criticise each other.

41. Concentrate.

42. Tell the other official if he/she is doing well.

43. If you have any questions about the TPA, talk to the TR, not the TD. (See Attachment B.)

44. There may be a Questionnaire/Evaluation form to be filled in.

45. Need someone to volunteer to write a Report.

46. Give that person any funny moments for Newsletter.

47. JUNIOR EVENTS

- Chat to players when they mark for you. Tell them (and their Managers) if they do well.
- Do not leave your court and never do both the marking and refereeing.
- For Teams events it is unlikely that you will be assigned to referee your national team.
- Make sure the right dot ball is used.
- Advise players end of first game "90 seconds"
- Watch for parents and coaches and control them.
- Eyewear for juniors is to be worn even when just playing around on courts.

48. FINALLY

- If you have a problem, talk to TR, not about TR
- Good luck!
- Thank the referees for participating in the event and for their co-operation and hard work during it.

WSF WORLD & INTERNATIONAL REFEREES - TOURNAMENT PROMOTERS AGREEMENT

Name:

Organisation:.....

Address:

.....

Telephone: Fax:.....e-mail:.....

Event:

Dates: *

On behalf of (organisation), I hereby undertake to cover all the following expenses for the _____ WSF World/International Referees invited to attend the above event:

- * Return travel from referee's home to the tournament venue (including travel to airport on outward and return journeys). Airport parking fees will not be paid unless the host organisation agrees that it is cheaper than alternative transport fees.
- * Hotel bed and breakfast accommodation. Referees should be housed in the same hotel as the players if possible. If not possible, their hotel must be of an equal standard to that of the players
- * 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 US\$50.00 per day, to cover out of pocket expenses, for the dates indicated “*” above.

Air tickets: Money for tickets will be paid in advance to the WSF office (Please tick
Tickets will be sent in advance to the referees box)

NB: Under no circumstances should WSF Referees be expected to purchase their own tickets and be refunded on arrival.

Expenses: Other expenses, which must be refunded Local currency (Please tick
on arrival, will be paid in: US Dollars box)

Receipts will be provided by the referees to verify all claims, with the exception of mileage which should be paid at 20p per mile or equivalent.

The WSF Referees required for your event will be confirmed on receipt of this form.

Signed:

Date:.....

Position:

Please return this form to:

World Squash Federation
Unit 14, The Innovation Centre, Highfield Drive,
Churchfields, St. Leonards-on-Sea, East Sussex,
TN38 9UH, ENGLAND
Tel: +44 (0) 1424 858288; Fax: +44 (0) 1424 858287
E-mail: admin@worldsquash.org