



NATIONAL TOURNAMENT REFEREE'S RESPONSIBILITIES

1. Early Liaison

The HP Manager shall liaise at the earliest possible time (usually 3 weeks prior) with the Tournament Referee, appointed by the referees' panel, and the Tournament Director for confirmation of availability and any other relevant details pertaining to that tournament.

The HP Manager shall confirm the list of appointed referees and what time referees are arriving at the venue. N.B. All efforts will be made for referees to be present before the first games begin, however this may not be the case and the Tournament Referee is expected to liaise with the Tournament Director to ensure games are appropriately covered.

The HP Manager shall advise the Tournament Referee of those referees requiring assessment. The Tournament Referee shall take note of this and at the earliest possible time advise those referees to be assessed what games they will be assessed on, as well as ensuring an adequate amount of assessments.

The Tournament Referee will receive a pack from the HP Manager (usually 3 weeks prior) with the following:

- Code of Expected Behaviour
- Appraisal Sheets (If required)
- [Online Tournament Referee Report form](#)
- [Online Expense Claim Form](#)
- Referees record of matches form
- Code of Conduct forms, record sheets for each Referee,

The Tournament Referee should communicate with all referees at the event their required arrival time if it differs from the information sent by the HP Manager, in the first instance the Tournament Referee should contact the HP Manager to inform if they will hold a referees meeting and when this will occur.

Should the Tournament Referee require any additional documents printed they should communicate with the HP Manager regarding this two weeks prior to the event.

During the Tournament

2. Upon Arrival

- The Tournament Referee should introduce themselves to the Tournament Director
- The Tournament Referee should find out if there is anything in particular they should be aware about with the club e.g. specific referees room, layout, emergency exits, warm up rooms etc.
- The Tournament Referee should inspect all courts and be satisfied as to the suitability of the seating/standing locations for the Referees and Markers and verify that microphones, where available, are in working condition. Ensure the court conditions are safe to play on (check walls, Floors, Court lighting, doors etc.)
- Locate the First Aid box in case of emergency or accidents. Also find the location of Ice Packs.
- Organise the use of a photocopier for any additional needs.
- Identify the Official clock for the tournament, and ensure Players and Officials are aware of its location.
- Ensure all Referees are aware of the Code of Conduct expected of them during the Tournament, should a referee have not signed a current Code of Conduct as advised by the HP Manager, ensure this is signed and put with other Tournament Documents.
- Ensure that the Tournament Controller is aware of the equipment you will require for matches i.e. Marking sheets (2) and clip-boards if necessary, Balls (2), Pens (2), Microphone
- Obtain a copy of the clubs Health and Safety Policy and make all referees aware of this.

3. Appointment of Referees and Markers

- Allocate Referees to the matches bearing in mind that the Open or top draws are the most important matches
 - Championship rounds first, then special plates etc.
 - Try not to put the same referee on the same person all the time and look ahead to the finals, the referees doing the semi's should not be doing the finals unless very short of referees.
 - Working backwards from the finals can be useful in planning how you will assign referees and spreading workloads fairly.
 - You will have in mind who you think you'd like to use for the Finals, so ensure that referee has refereed the likely finalists at least once during the event.
 - Plan rest breaks for the referees at appropriate times, making sure matches are covered.
- If appraisals are to take place, work in with the Appraiser to arrange matches, and make sure referees have plenty of notice if they are to be assessed.
- Always work in with Tournament Control so they know what is happening.
 - In particular note the courts the quarters, semis and finals are to happen on
 - Ensure the Tournament Control are aware of requirements for refereeing i.e. do the players have to come up after their game and assist
 - Ensure Tournament Control are aware of when you will and will not be present at the venue
- Before leaving each day, check the match times for the next day, and confirm the times that referees are to be on site the next day. In particular note to referees if you will have a meeting earlier to debrief on the previous day.
- Referees should report to you at start of day and advise when leaving building.
- If there is a complaint about a referee, "protect" that referee from the complainant for a day or so, but if possible, use him/her again to show support for that referee
 - Any complaints received should be noted immediately and full details taken, this is to include statements from those involved
 - All paperwork on this should be kept and sent to the HP Manager so this can be followed up at a later stage
- Try to give all referees the opportunity to referee top players at some stage during the event. Also ensure that referees get a mixture of male and female games.

4. Player Introductions

- Where the match justifies the player introduction to include additional information regarding the player/sponsor/match, the Tournament Referee shall ensure that such information is available to the Marker.
- You may have to write up the match introduction for the Marker so that all are consistent.
- Liaise with any appropriate Squash New Zealand staff (Chief Executive, High Performance Manager) as to whether they will be introducing players on court.

5. Disputes

The Tournament Referee shall adjudicate on all disputes involving refereeing or marking or clothing. The Tournament referee shall have a copy of the latest WSF rules available. A written record of any dispute is to be taken at the time of the incident and returned to the HP Manager.

6. Refereeing by Tournament Referee

Tournament Referees are permitted to referee in any tournament as long as the following happens:

- (a) All games are adequately covered and have referees allocated.



- (b) Advised the Tournament Controller of their absence and the process they have put in place.
- (c) Ensured that someone can be contacted for any situation to be dealt with, this may be an SNZ representative

After the Tournament

7. Report (for National Events or as directed)

The Tournament Referee shall complete the Squash NZ report form within fourteen days and forward it to Squash New Zealand together with any special report required for disciplinary matters arising during the Tournament either on or off the court.

Note: A code of conduct report sheet must be completed by the Match Referee when a conduct stroke, conduct game or conduct match has been awarded. The Tournament Referee will comment as necessary and sign these sheets and will include them with their tournament report.

RESPONSIBILITIES OF THE MATCH REFEREE

The Match Referee shall:

1. Have a full knowledge of the Rules of Squash and their current and correct interpretation as laid down by the WSF.
2. Ensure that there is a fair result to the match.
3. Ensure the safety of both players, ensure the court conditions are safe to play on (check walls, Floors, Court lighting, doors etc.)
4. Ensure that the appropriate equipment is in position or available before the start of the match, i.e.:
 - Stopwatch
 - Marking sheets (2) and clip-boards if necessary
 - Balls (2)
 - Pens (2)
 - Microphone
5. Ensure you have liaised with Tournament Controller for what is required prior to the games starting.
6. Make decisions as required by the Rules of Squash. The Referee's decision on all Questions of Fact, i.e. issues relating to what actually occurred during a specific instance in a match, is final.

CODE OF CONDUCT FOR REFEREES

Squash NZ requires a high standard of professionalism and conduct from all its Referees.

These standards are as follows:

1. Referees should be in good physical condition.
2. Referees must have natural or corrected vision of 20-20 and normal hearing.
3. Referees must have a full knowledge of the Rules of Squash and their current and correct interpretation as laid down by the WSF.



4. Referees should arrive at least 30 minutes prior to the start of the session. Referees should also be prompt for all matches assigned to them.
5. Referees may not drink any alcoholic beverage on any day they are officiating until all refereeing duties are completed for that day and they have been released by the Tournament Referee.
6. Referees should not criticise or attempt to explain calls or decisions by other Referees to anyone other than to those Referees directly, or to the Tournament Referee. Where Referees agree to conduct assessments on each other, these should be done discreetly but must be co-ordinated and supervised by the Tournament Referee.
7. Referees shall not, except in the ordinary course of controlling the crowds during a match, converse with the crowd before, during or after the match.
8. 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 his or her impartiality as a Squash Referee.
9. Referees shall at all times conduct themselves in a professional and ethical manner and give due regard to other Referees and tournament personnel.

REFEREE DRESS CODE

When on duty at an event, referees and assessors should adhere to the following dress code.

Nb – this is in line with the WSO dress code.

1. The Tournament Uniform (if provided)
2. Squash New Zealand Refereeing Uniform. This is the black or white polo shirt and jacket provided by Squash NZ Poipātu Aotearoa. Referees should also wear smart casual black / grey / navy trousers or skirt and matching shoes.
3. Any referee or candidate who does not have an issued uniform should wear smart casual clothing.
4. When attending a social event in connection with an event, it is expected that attire conforms with the dress code for the event.

The following are considered inappropriate attire when attending any match or function: shorts, jeans, t-shirts, caps, trainers and sandals. If there is any doubt as to what dress is appropriate (or inappropriate) for any particular occasion, Referees and Assessors are advised to discuss the matter with the event organisers.