



**World Squash
Federation**

**Tournament
Referee
Guidelines**

Revised May 2001

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WSF TOURNAMENT (CHAMPIONSHIP) 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 Tournament Referee 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 many of them may be performed by other tournament personnel. However, they are included in this document to ensure that the Tournament Director and/or the Tournament Referee include them in a checklist to ensure that they have been considered.

The duties outlined in 2.3, for example, do not have to be carried out directly by the Tournament Referee, but it is important that the Tournament Referee make 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 Tournament Referee. 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 Tournament Referee is responsible for the selection, allocation and supervision of the match officials for the Tournament, and other duties as specified in sections 1 – 4 of this document.

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

1. THE ROLE OF THE TOURNAMENT REFEREE

- 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.
- 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 Tournament Referee 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.
- 1.3 Act as the WSF's representative during the Tournament in rules and refereeing matters.

2. PRIOR TO THE TOURNAMENT

- 2.1 Select a sufficient number of suitably qualified officials for the Tournament. (See WSF International Referees Programme for guidelines).
- 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.
- 2.3 Ensure that the courts are suitable for play by confirming that the following items have been checked:
 - 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.
 - 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.
 - 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).
 - 2.3.4 Lighting - that the lighting level is adequate and that all equipment is functioning correctly. Ascertain the availability of spare equipment.

- 2.3.5 Doors - that all doors together with hinges and handles fit flush with the back wall.
- 2.3.6 Markings - that all lines conform to the WSF specifications and, where tape is used, that all lines are properly stuck down.
- 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.
- 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.
- 2.3.9 Nicks - that all gaps between the floor and walls are within the acceptable tolerances (see WSF Court Specifications).
- 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 the surface below the line provides a different audible effect to a ball hit on it, to a ball hit above the line.
- 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.
- 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.
- 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 Tournament Referee should ensure that this happens.
- 2.6 Check that an adequate number of WSF approved balls, designated for the Tournament, are available for both practice and match play. As in 2.5, the Tournament Director is responsible for the provision of a sufficient number of

balls, and will usually hand these to the Tournament Referee at the commencement of the event.

- 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.
- 2.8 If necessary, brief the players before the start of the Tournament either verbally (preferred) or in writing.
- 2.9 Liase 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.

3. DURING THE TOURNAMENT

- 3.1 Provide a sign-in sheet in the Tournament Referee's office for all officials.
- 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 Tournament Referee for each day's play. However, the Tournament Referee 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.
- 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.
- 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.
- 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.
- 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.
- 3.7 Ensure that each court is equipped as follows:

- 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.
- 3.7.2 A First Aid kit, located as close to the courts as possible, in case of emergency or accidents.
- 3.7.3 Players’ chairs, towels and water supply should be located as close to the courts as possible.
- 3.7.4 Towels, water and cups to be available for players throughout each match.
- 3.7.5 Provide each Match Referee and Marker with two Score Sheets and two pens.
- 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.
- 3.7.7 Appoint trained courtside personnel to look after court sweeping and wiping, drinking water, and towels.
- 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.
- 3.9 In conjunction with the Tournament Director, decide if a court is fit for play.
- 3.10 Liase with the WSF Referee Assessor, if appointed, and decide on the assignment of the officials.
- 3.11 Ensure that all officials have been provided with the appropriate identification in order to facilitate their freedom of movement at the Tournament.
- 3.12 Replace a Match Referee and/or Marker whenever necessary to improve the officiating of the match.
- 3.13 Be present at all times during the playing of matches in the Tournament. During play, the Tournament Referee should circulate and check both officials on all courts and be available should a Match Referee require assistance or replacement.

- 3.14 (formerly part of 3.13) The Tournament Referee may not be a Match Referee, unless an Assistant Tournament Referee has previously been notified to the players and is present at the Tournament.
- 3.15 Arrange a daily meeting with the Tournament Director and officials prior to each session of the Tournament. It is suggested that one half hour 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.
- 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:
- 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.
- 3.16.2 Where possible, Match Referees should not officiate the same player in consecutive rounds.
- 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.
- 3.16.4 Where possible, Match officials should not be required to officiate two matches without a rest interval of at least 60 minutes.
- 3.16.5 For World Team Championship ties, it is recommended that a minimum of three officials should be allocated to each court.
- 3.16.6 Where possible, referees for international team events should be from countries other than those of the competing teams.
- 3.17 Where there is more than one venue, the organisation described above should be duplicated at each venue and an Assistant Tournament Referee appointed for each site.

4. AFTER THE TOURNAMENT

- 4.1 Within ten days of the completion of the Tournament, the Tournament Referee is responsible for completing and forwarding the following reports to the WSF International Referee Co-ordinator and where stated, the appropriate Player Associations:

- 4.1.1 Form TR1 (Appendix D): a list of all Referees, which shall include the names, addresses and qualifications of all such officials used during the Tournament.
- 4.1.2 Form TR2 (Appendix E): a separate Report of all Rule 17 - Conduct On Court violations occurring during the Tournament, a copy of which must be sent to the appropriate Player Association. Please note that for World Team Championships, conduct violations must be reported to the WSF and relevant Player Associations within twenty-four hours.
- 4.1.3 Form TR-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 Tournament Referee’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”.*
- 4.1.4 A general report of the Tournament, including any noteworthy events, and recommendations for improvement.

APPENDIX A

WORLD SQUASH FEDERATION

CODE FOR INTERNATIONAL REFEREES

The WSF expects and requires a high standard of professionalism and conduct from its Referees and Assessors. The points below 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 or not. All WSF Referees must realise that they reflect not only on themselves but also on the WSF, even when not on officially assigned duties.

General

1. WSF Referees must be in good physical condition.
2. WSF Referees must have natural or corrected 20-20 vision and normal hearing.
3. WSF Referees must have a full knowledge of the current Rules of Squash and their correct interpretation as laid down by the WSF.
4. WSF Referees must not gamble anything in any manner in connection with any squash event.
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, other Referees and the tournament personnel.
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. WSF Referees must maintain an up-to-date activity log, which will be reviewed by the WSF Review Board upon re-nomination by their National Associations.

Dress Code

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. The grey WSF sweater is optional.
2. When travelling to an event, a WSF Referee is expected to wear comfortable, yet smart, attire. Obviously, climate and local cultural considerations should be taken into account.
 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 to wear a jacket (with WSF World or International Referee badge), WSF tie and co-ordinating trousers or skirt, if required.
 4. The following are considered inappropriate attire when attending any match or event function: shorts, jeans, t-shirts, caps, 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 and/or Tournament Director.

When refereeing at an event

1. If invited to attend an event by the WSF, the WSF Referee must agree to be present for the entire event.
2. Referees shall attend all meetings required by the Tournament Referee.
3. Referees must adjust their own schedules to the match schedule and the assignments they have been given.
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.
5. Referees may not drink any alcoholic beverage until all of their duties for the day are complete and the Tournament Referee has released them.
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.
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 Tournament Referee privately. Where Referees agree to conduct assessments on each other, these should be done discreetly and should be co-ordinated through the Tournament Referee.

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 Tournament Referee.
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.
10. Referees must not intrude on the players away from the court. They should be courteous and friendly to them but must not try to engage them in discussions relating to any prior match and the refereeing decisions given in it.
11. Referees must not address players by their nicknames or otherwise attempt to embarrass them.

Expenses

1. When assigned by the WSF to referee or assess at an event, WSF Referees will be reimbursed for the following expenses:
 - All 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 applicable; accommodation based on twin occupancy; and all meals while in attendance.
 - 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.
2. Any discrepancies or problems should be resolved through the WSF office in Hastings.

APPENDIX B

DUTIES AND 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.
4. Meet with the appointed Marker [or other official(s)] prior to the match to discuss any special arrangements that may be necessary and work with the Marker in a co-operative manner during the match.
5. Ensure that the appropriate equipment is in position or available before the start of the match, i.e.:
Stopwatch, Score sheets (2) and clipboards, if necessary; Balls (2); Pens (2);
Microphone, if necessary.
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.
7. Determine if a court continues to be fit for play. If a change in court condition occurs during a match, such that it is may be unfit for play, the Match Referee should suspend play, request the presence of the Tournament Referee, and record the time, game score, name of server and side from which the last service was delivered.
Note: the final decision on court playability will be made by the WSF Technical Director, where appointed, the PSA or WISPA appointed supervisor, if appropriate, or the TD (in consultation with the TR).
8. Request the presence of the Tournament Referee should a match become too difficult to control. (Players do not have the right to ask for a change of Referee.)
9. Complete the score sheet and, at the end of the match, return it together with all refereeing supplies to the designated area or Tournament Referee. The score sheet must include game and match times.
10. Report any infringement of Rule 17 - Conduct On Court, however minor, to the Tournament Referee in writing using form TR2.
11. Remain at the venue and refrain from drinking alcohol, even after completing the last assigned match, until released by the Tournament Referee.

APPENDIX C

PROCEDURE FOR REPORTING VIOLATIONS OF RULE 17 - CONDUCT ON COURT

Where a Match Referee issues a Conduct penalty, the Tournament Referee must record the incident using the official Rule 17 - Conduct on Court Violation Report form: TR2. All such Conduct Violations must be reported to the WSF and the relevant Player Association within ten (10) days of the incident (24 hours for World Championships).

Should the Tournament Referee 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:

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

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

1. Late withdrawal:
Main draw: after the closing date for entries
Qualifying: 7 days after the closing date for entries
2. Punctuality: any player not ready to play within ten (10) minutes after the match is called and where the Tournament Referee or Tournament Director defaults the player.
3. 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 Tournament Referee to change.
4. Leaving Court: leaving the court area during a match without the permission of the Referee.
5. Best Efforts: failing to use best efforts to win a match.
6. Failure to complete a match unless reasonably unable to do so.

APPENDIX D

WSF TOURNAMENT REFEREES REPORT

LIST OF OFFICIALS

FORM TR1

TOURNAMENT: _____

VENUE: _____

DATES: _____

TOURNAMENT REFEREE: _____

ADDRESS: _____

TEL NO: (H) _____ (O) _____ FAX: _____

E-MAIL: _____

NAME	GRADE	ADDRESS

APPENDIX E

**WSF RULE 17 - CONDUCT ON COURT VIOLATION
REPORT SHEET**

FORM TR2

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: Un-sportsmanlike Conduct | I: Dissent |

GENERAL COMMENTS

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

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

Signed:
(Tournament Referee) (Match Referee)

APPENDIX F

DEFINITIONS OF ON-COURT CODE OF CONDUCT VIOLATIONS

TIME WASTING

The unreasonable delaying of play, including unduly slow preparation to serve or to receive service, prolonged discussion with the Referee, unnecessary or excessive wiping of eyewear, or delay in returning to court.

AUDIBLE OBSCENITY

The use of words commonly known and understood to be profane and uttered clearly and loudly enough to be heard by the Referee or spectators.

VISIBLE OBSCENITY

The making of signs by a player using hands and/or racket or ball that commonly have an obscene meaning or import to reasonable people.

ABUSE OF BALL

Intentionally hitting a ball out of the court, hitting a ball dangerously or recklessly within the court, or hitting a ball with negligent disregard of the consequences.

ABUSE OF RACKET, COURT, OR EQUIPMENT

Intentionally, dangerously or violently destroying or damaging a racket or equipment, or intentionally or violently hitting the court during a match.

VERBAL ABUSE

A statement directed at an official, opponent, spectator or other person that implies dishonesty, or is derogatory or insulting.

PHYSICAL ABUSE

The unnecessary touching of an official, opponent, spectator or other person.

UNSPORTING CONDUCT

Any misconduct by a player that is clearly abusive or detrimental to the sport, but that does not fall into the prohibition of any specific on-site offence contained herein.

Unsporting conduct shall include, but not be limited to, the giving, making, issuing, authorising of, or endorsing any public statement having or designed to have an effect prejudicial or detrimental to the best interests of the Tournament and/or to the officiating thereof.

DISSENT

The making of unnecessary statements which demonstrate a disagreement with the Referee's decision.

APPENDIX H

MAILING LIST FOR REPORTS

WSF INTERNATIONAL REFEREE CO-ORDINATOR

WSF

6 Havelock Road

Hastings

East Sussex TN34 1BP

Great Britain

Tel: (44) 1424 429245

Fax: (44) 1424 429250

E-mail: squash@wsf.cablenet.co.uk

PSA

PSA

82 Cathedral Road

Cardiff CF1 9LN

Great Britain

Tel: (44) 2920 388446

Fax: (44) 2920 228185

E-mail: psa@psacdf.demon.co.uk

WISPA

WISPA

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