

Administrative Referee Checklist

1. Meet with the Meet Referee to discuss Procedures! Communicate during the meet.
2. Registration and NTV – Are there any problems? More help needed?
3. Get your FAX entries. Double-check the sending date and arrival date. Are they clear without any smudges and/or erasures?
4. Count your supplies! Make sure you have enough relay forms, etc.
5. Assistant Admin. Referee and Clerk of the Course – Meet and discuss scratch box procedures. Mark scratches on psych sheets – double check – count! Make sure CC is not the same person for Time Trials. Scratches for the next day must be submitted by the Deadline.
6. Computer – Team List (w/I.D. Nos.) – if possible have copies for Assistant Admin and CC. Also, remember team's alpha listing, women, and men and get coaches cell phone numbers for contact.
7. Results – where are you posting them? Heat Sheets when and where are they distributed? Computer – get two copies of prelim results: one direct to announcer, one to be copied. Remind announcer to note times, announcement and close for scratches.
8. Organize Books and/or Folders. Make sure Finals Events are in separate book from Meet Events so assistant can keep the Finals Book updated while you are working on scratches for next day.
9. No Show Slips? To be used?
10. DQ log – Keep at Admin table – make copy for Team Lead Chief Judge for next day's clinic.
11. NTV – If time is not proved – write scratch and submit to admin. Referee **before deadline** to allow enough time to check with coach before eliminating a swimmer.
12. Positive Check-In Folders for distance event by gender. Remember the Deadline.
13. Relay slips – prepare the night before – hand out in the AM. Turn in time is one (1) hour before swim. Check FAX entries for relays and computer entry. If changes on blocks, notify the computer operator **and** the announcer.
14. Finals sheets – check against scratches. Remember all deadlines. The Admin will keep the scratch sheet for the Finals. If there is a scratch, notify the next swimmer. Let the Referee know. (This is where you may need your coach's phone number.)
15. Swim-off! Watch for them (what if 2 fastest in consols tie and you have to move someone up?)
16. When preparing heat sheets, reduce to allow for advertising. Place time-line for events in front and for next session in back. On subsequent heat sheets, list results of previous session.
17. Pink paper for reseed!