



Effective Meet Management ?

USA Swimming Officials Clinic





Who's in Charge ?



- **Meet Referee** has sole jurisdiction by the rulebook
- **Rule 102.13.1 – Referee**

“shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final statement of which is not other wise assigned by said rules; can override any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the referee has personally observed; *may also disqualify a swimmer for any violation of the rules that the referee personally observes, and with the exception of a false start, and shall raise one hand overhead....”*



What's a Meet Director For?



- **Rule 102.23** "shall be appointed by the meet host. The Meet Director's responsibilities include, but are not limited to: procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel, equipment (including appropriate time equipment as specified in **102.16**), and supplies necessary for meet operation; processing entries; printing of programs; arranging for publicity and media coverage; preparing and distribution meet results and filing the LSC report."



The 3 Wise Men/Women



- **Meet Entry Chairperson**

receives, verifies, and enters all the athletes into the competition: helps clerk of course & Admin referee

- **Timing Equipment Operator**

is responsible for the timing equipment, starting system, and scoreboard. S/he observes the touch and verifies place and time.

- **Admin Referee** (helps to have one)

existence noted in rules (102.15.5B) for USA Swimming Championships, but not defined. Generally, checks all entries, verifies timing and placement, seeding for finals, next day heat sheets, and all admin paperwork



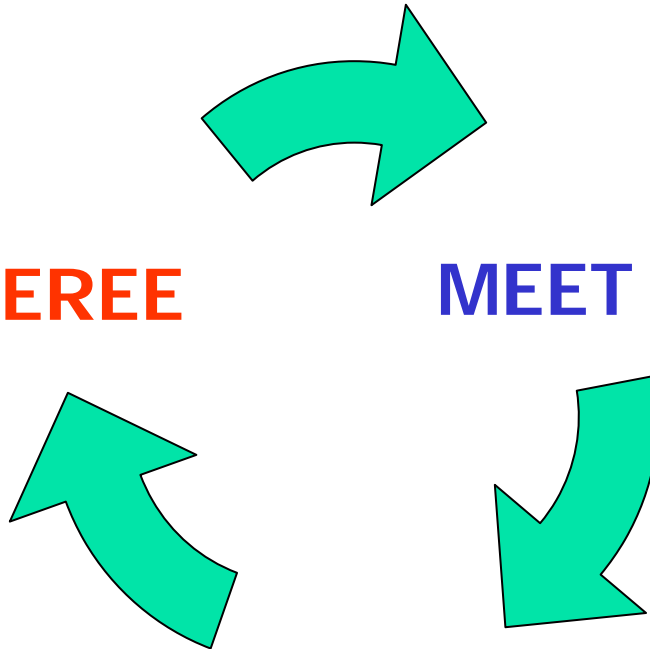
Communication is the Key



REFEREE

MEET DIRECTOR

3 Wise Men





Duties & Responsibilities



- **Meet Information Book**
 - Check: order of events, entry procedures, scratch procedures, time trials, timelines, qualifying times, relays, contact personnel, scoring, etc...
- **Key personnel of the meet...**
 - must get to know each other
(don't forget the **facility manager**).
- **Facility**
 - Starting equipment, timing system, touch pads, backstroke flags, lane lines, recall rope, 15 meter markings, starting blocks, deck obstructions, lap counters, bells/gun, watches, Clerk of Course and timers equipment, etc... **must all be checked**





Duties & Responsibilities cont.'



- **Forms**
 - DQ slips, no show slips, relay take-off forms, scratch cards, timing adj. worksheets, heat sheets, etc...
- **General Meeting** [have one, it's a must]
 - Intro the officials, meet management people
 - Conduct of meet
(tell everyone exactly what's going to happen)
 - Juries, order of events, deadlines, distance check-ins, posting of results, facility problems, technical rules – what's a DQ.
- **Official's Meeting** [also a must]
 - Assignments, jurisdictions, review of technical rules
 - Be a teacher and mentor



During the Meet



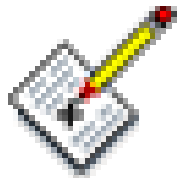
- Define who is the final level of authority
- Delegate duties
 - Admin referee, deck referee, etc...
- Build a team
 - everyone must stay alert and focused



During the Meet



- Equipment you might need



- Rule book, meet information book, heat sheet, whistle, no show slips, RTO slips, DQ slips, etc...

- Check Timelines & Officials Assignments

- Instruct office personnel/admin staff

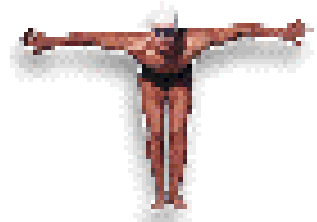
- Each member of the triumverate should mentally go through meet



During the Meet



- Be visible: on the Deck
 - where the trouble is likely to be
- Witness the starts
 - watch the timers, observe the judges
- Move around
 - talk to coaches/swimmers – gauge temperament





During the Meet



- Dealing with Problems
 - the REFEREE is the decision maker
 - Listen carefully
 - Restate the question or issue
 - Investigate – consider both sides
 - Review the rules
 - Ask ST judge about position/ jurisdiction/rule
 - Explain your decision



Top 10 Phrases that Scare A Referee



1. Does anyone know how to run the Colorado?
2. I'm sure we have counters somewhere.
3. We still don't have enough timers.
4. The lane-line just broke.
5. Was that thunder and lightning?
6. But my video shows that she didn't do that.
7. The heat sheets will be here soon.
8. I left Johnny off the Master Entry by mistake.
9. What coaches certification card.
10. But, we told everyone there would be time trials.



Leadership Qualities of Professional Meet Management



- Alert
- Calm
- Confident
- Communicator
- Delegator
- Experienced
- Fair
- Flexible
- Knowledgeable
- Listener
- Proactive
- Sociable
- Team Player
- “Professional”



After the Meet



- Thank everyone
- Complete a meet summary report
- Pass on lesson's learned
- Get a full set of results
 - Including swim-offs, time trials, and reports of occurrences (accidents)

