

GUIDELINES FOR SECTIONAL MEET REFEREE

❖ MEET INFORMATION BOOK (be involved)

- Order of events
- Entry procedures
- Time lines
- Scratch procedures
- Check-in procedures
- Exhibition swims (allowed or not?)
- Time Trials (allowed or not?)
- Contacts
- Pool Location and facility description
- Qualifying times
- Relays

❖ ARRIVAL/PRE-SESSION

- Meet the key people
- Facility
 - Starting equipment
 - Water temperature
 - Timing Equipment
 - Lane Lines
 - Touch Pads
 - Clerk of Course
 - Backstroke flags
 - Computer
 - 15-meter marks
 - Lap counters
 - Starting blocks
 - Bells/gun
 - Obstructions
 - Watches
- Forms
 - DQ slips
 - Relay take-off slips
 - DQ register
 - Count/split sheets
 - No show register
 - Timing adjustment worksheet
 - Intent to scratch register

GUIDELINES FOR SECTIONAL MEET REFEREE

- Coaches Meeting
 - Introduce key officials
 - Explain the conduct of the meet
 - Deadlines
 - Check-in
 - Results
 - Facility
 - Technical rules
 - Introduce juries
 - Note other events (socials, etc.)
- Officials Briefing
 - Meet overview
 - Assignments
 - Jurisdictions
 - Questions
 - Review Rules

❖ DURING THE MEET

- Meet Referee
 - Provide overall support and guidance for Admin. Ref Deck Ref, Meet Management, etc.
 - "Walk the Deck"
 - Walk the deck before the meet starts and during the meet
 - Talk to the coaches and swimmers
 - Know the coaches
 - Sense where there are problems
 - Ask opinions.
 - Build respect and team.
 - "Tend to your business"
 - Delegate
 - Do not insert yourself into areas where you are not needed
 - Ask for others opinion
 - Not a sign of weakness or lack of knowledge
 - Be selective but your sources can be other officials, meet directors and coaches
 - Builds team.
 - Builds others confidence.

❖ AFTER THE MEET

- Thank everyone
- Complete meet summary report
- Obtain a full set of results (including swim-offs and time trials (if you have them)
- Get copies of all Reports of Occurrence