

Referee Checklist

Pre-Meet:

A) Review all applicable rules and regulations for the meet

1. Current US A Swimming Rules and Regulations
2. VSI policies and procedures
3. Review, correct, and sign meet Information Sheet prior to it's mailing.

B) Check with the Meet Director on:

1. Pool configuration (LC, SC, SCM) and lanes numbered correctly
2. Starting blocks stable and legal height for pool depth (both ends if needed)
3. Lane lines, false start rope, 15 meter markings and backstroke flags available and in good shape
4. Warm up/down facilities and options - pre/during/post meet
5. Water conditions - temperature (78-80), level, water color/clarity
6. Lighting adequacy
7. Ladders and diving boards - take out/remove, put up signage - Safety/Insurance
8. Handicap accessible, other unusual conditions or restrictions
9. Parking - availability/access
10. Deck control and access
11. Timing system - console (pre-programmed or to be on-deck programmed, pads, buttons, speaker adequacy for starter commands, starting system, fully charged) - good condition - strobe properly located
12. Computer - Hy-tek, with or without interface to timing console, printers (labels and result sheets)
13. PA System
14. Layout of meet functions - Clerk of Course (insure OVC and accident report forms are available), Announcer, Head Timer, Computer operator(s), etc.
15. Provisions for weather problems (mainly for outdoor pools)
16. Safety Marshals (US A Swimming Non-Athlete registered), versed in safety requirements (no one on diving board, no glass, no running, etc.) and warm up procedures
17. First Aid procedures
18. Emergency Action Plan - for power outage, earthquake, electrical storm, etc.
19. Coaches credential verification and check in (meet packets)
20. How many referees, starters, stroke & turn, timers needed
21. Who will recruit officials, if not meet referee
22. Watches, clipboards, pencils, relay cards, dq slips, relay take off slips, dq summary sheet, distance race count sheets, etc.
23. Recall gun and shells.
24. Head sets for communication (if required) and supply of 9 volt batteries
25. Power supply, battery backup, etc.
26. Lap counters
27. Pace clocks
28. Copy Machine

C) Work with Entries Chair

1. Sit down with Entries Chair and discuss procedures for non-qualifying and/or

dequalifying swims. Request all questions on entries come through referee. Remember entries must include USS number and swimmers age as of 1st day.

2. Preview, as required, Meet Manager set-up, to ensure in compliance with meet information sheet for awards, events, sessions, etc.
3. Following input of all entries, review a psych sheet copy to identify possible entry errors and mark for correction. i.e. 13 yo in 11/12 event; male in female event; times too fast or slow for meet entry requirement; obvious mistakes in entries eg 200 Fly with a 1:09.25.
4. Secure final copy of Heat Sheet and Psych Sheet, request a session time line be printed with the interval set by referee at 45-75 seconds (unless double ending)
5. Verify compliance with USS 4 hour rule for 12 and unders - correct as needed by splitting session, combining heats, reducing number of swimmers or reducing per swimmer splash.

Day of Meet:

A) Before competition begins

1. Check with Meet Director:

- a) Any emergencies or changes in program?
- b) Warm-up procedures clearly established/ Marshals in place.
- c) All tables, chairs, work stations, computers, timing systems up and running?
- d) Blocks stable and tops not slippery
- e) Lanes marked correctly and visible
- f) Water conditions - level/temperature
- g) Lane lines in and adjusted correctly
- h) Backstroke flags in and properly positioned for SCY or LCM
- i) 15 meters properly marked
- j) Pool deck walk around - any safety hazards/concerns -get corrected
- k) PA system functional
- l) Timing system working with pads and buttons?
- m) Meet manager interfacing with timing console?
- n) Meet and instruct as required clerk of course, announcer, timing operator, computer operator, head timer, runners, etc.

2. Coaches meeting

- a) Introduce yourself
- b) Discuss time line issues
- c) Notify of any consolidation of events/heats
- d) Review relay procedures
- e) Discuss any safety concerns and solicit their assistance in correcting
- f) Advise how 25 yard events will be swum
- g) Review as required any technical rule issues - interpretations, scratch, check-in
- h) Cover any facility issues, concerns, restrictions
- i) Cover procedures for disqualifications

3. Officials meeting

- a) Be sure there is a sign-up (if multiple sessions, get commitment for each)
- b) Verify credentials and USA Swimming non-athlete membership
- c) Introductions, if time permits

- d) Review events for the day
- e) Cover technical rules as required
- f) Review on deck protocol, including communications
- g) Make assignments, rotations, relief
- h) Cover jurisdiction
- i) Let everyone know where hospitality is

B. During Meet:

- 1. Officials in place and attentive
- 2. Know what is going on, in, out and around the pool, address concerns immediately
- 3. How is pace of meet - too slow/fast
- 4. Any congestion issues, deck space availability for athletes
- 5. Any spectator issues, flash photography during start, disruptive behavior, etc.
- 6. Talk with the coaches get their opinions on meet operation
- 7. Encourage completion of meet evaluation forms

C. After Meet

- 1. Thank all your officials and meet staff
- 2. Complete meet referee's report including observations and submit to Official's Chair within 5 days.
- 3. Reflect on what went right and what changes you would implement the next time to improve overall quality of meet.