**MEET INFORMATION BOOK (be involved)**

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

**ARRIVAL/PRE-SESSION**

Meet the key people!

|  |  |  |  |
| --- | --- | --- | --- |
| FACILITY | FORMS | COACHES MEETING | OFFICIALS BRIEFING(handled by CJ’s usually, or deck refs) |
| Starting equipment | DQ slips | Introduce key officials | Meet overview |
| Water temperature | Relay take-off slips | Explain the conduct of the meet | Assignments |
| Timing Equipment | DQ register | Deadlines | Jurisdictions |
| Lane Lines | Count/split sheets | Check-in | Questions |
| Touch Pads | No show register | Results | Review Rules |
| Clerk of Course | Timing adjustment worksheet | Facility |  |
| Backstroke flags | Intent to scratch register | Technical Rules |  |
| Computer | Meet pass down sheet | Introduce juries |  |
| 15-meter marks | Check OTS File | Note other events (socials, etc.) |  |
| Lap counters |  |  |  |
| Starting blocks |  |  |  |
| Bells/gun |  |  |  |
| Obstructions |  |  |  |
| Watches |  |  |  |

**DURING THE MEET**

Meet Referee:

|  |  |  |  |
| --- | --- | --- | --- |
| Provide overall support and guidance for Admin. Ref, Deck ref, Meet Management, etc. | Walk the deck before the meet starts and during the meet | Do not insert yourself into areas where you are not needed | Ask for others opinion:* + 1. Not a sign of weakness or lack of knowledge
		2. Be selective but your sources can be other officials, meet directors and coaches
		3. Builds team
		4. Builds others confidence
 |
| Talk to the coaches and swimmers | Sense where there are problems | “Tend to your business” |
| Know the coaches | Ask opinions | Build respect and team |
| “Walk the Deck” | Delegate |

**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
* Check to make sure OTS file is completed on time.