

REFEREE'S REMINDERS

BEFORE THE MEET

I. REVIEW ALL APPLICABLE RULES AND REGULATIONS FOR MEET

- A. USA Swimming Rules and Regulations
- B. Local LSC regulations and guidelines
- C. Meet information (preferably check draft before sanction)

II. CHECK WITH MEET DIRECTOR REGARDING:

A. Facility

1. Course and number of lanes?
2. Depth of water (at start or both ends if needed)
3. Blocks stable and correct height for water depth (both ends if needed)?
4. Lane lines (with 15 meter marks), false start rope, centerline rope, and backstroke flags in good condition?
5. Warm-up lanes/pool available in addition to competition area?
6. Water conditions - temperature, level, etc.
7. Lights?
8. Ladders to be taken out? Diving boards removed?
9. Any restrictions or unusual conditions regarding use of facility?
10. Parking problems? Access or deck control problems?
11. Layout of meet functions?
12. Provisions for weather problems if outdoor pool?

B. Officials appointed or to be recruited -

1. How many referees, starters, etc. needed
2. How many stroke & turns? who will recruit?
3. Will host club supply marshals? timers? clerk of course? announcer? desk and other administrative personnel

C. Equipment and Supplies

1. Timing and computer equipment
 - a. What type of primary, secondary/backup system?
 - b. If long course, pads or buttons at both ends needed for 50's or splits?
 - c. Will results be done by computer at meet?
 - d. Experienced personnel available to operate and maintain?
 - e. Power supply adequate? Battery backup? Sufficient watches if power failure?
2. Supplies
 - a. Counters for distance events
 - b. Guns(& shells), if used, for start? distance events?
 - c. DQ slips? Relay confirmation slips?

3. Miscellaneous equipment
 - a. Pace clocks (2)
 - b. Copy machine if finals sheets to be run?
 - c. PA system adequate and checked?
 - d. Headsets or walkie-talkies if communication needed

III. PREPARATION OF TIMELINE

- A. Get copy of entry list (program, psyche sheet) from Meet Director
- B. Check for errors in entries (qualifying times, ages, etc.) - advise Meet Director if any found and arrange for correction.
- C. Prepare estimate of starting times for each event in each session.

DAY OF MEET - BEFORE COMPETITION**IV. CHECK WITH MEET DIRECTOR -**

- A. Are there any emergencies which have come up?
- B. Discuss the timeline - arrange for lunches to be served during long events - not 50's!
- C. Are warm-up procedures posted? Marshals in place?
- D. Are all tables, chairs, equipment set up where they are needed?
- E. Have any officials or other personnel cancelled? Are replacements needed?

V. CHECK THE FACILITY -

- A. Blocks stable? correct height? tops not slippery?
- B. Are the lane numbers marked correctly and visibly?
- C. Water conditions - level? temperature?
- D. Lane lines in good condition and tight?
- E. Flags, ropes, etc. in good condition, correct location & height
- F. Are there any safety hazards? Arrange for correction.

VI. MEET AND INSTRUCT KEY MEET PERSONNEL

- A. Clerk of Course (give copy of timeline)
- B. Administrative and Desk personnel
- C. Announcer
- D. Deck personnel: Head timer, stroke & turns, equipment operators, timing judge, starters, other referees (if any), etc.
 - 1. Make sure each checks out his own equipment before meet
 - 2. Decide on exact procedures to be followed

VII. COACHES MEETING

- A. Advise them on timeline, starting and DQ procedures
- B. Where will one-length events (25-yard or 50-meter) start from?
- C. Cover any facility restrictions
- D. Cover any variances from normal procedures -- there should be NO SURPRISES!

DURING THE COMPETITION**VIII. OBSERVE -**

- A. The competition area - is everything ready for the event?
- B. The officials - are they in the right position? doing their job well? paying attention?
- C. The pool - and everything going on in it!
- D. The pace of the meet -- running too slow? too fast?
- E. The deck - is it too crowded? are swimmers having trouble getting to the blocks?
- F. The stands - are there flash cameras, noises or other items that might distract the swimmers and interfere with the competition?

AFTER THE COMPETITION

- IX. THANK YOU'S TO ALL WHO HELPED!
- X. COMPLETE MEET REPORTS IN TIMELY MANNER -
and learn from any mistakes you made!