

Referee Guide To Meet Administration

Any questions / additions

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Surprise – You’re the Referee

Before the Meet

- Request a copy of the Meet Information.
- Perform a Meet Information Review.
- Request a Meet Manager Backup and review.
- Work with Club to resolve 12 & U 4 hour rule issues.
- Prepare for 5 hour rule.
- Work with Club to combine distance events based on meet information after entries are imported and before meet program is printed..
- Purchase a flash drive and carry to all meets.

At the Meet

- Discuss procedure for handling Open Lane Swims.
 - Who gets the request
 - Etc.
- Discuss Procedure for Missed Swims, Etc:
 - Timers
 - Coaches
- Set timing console “pad delay at start” to 20 seconds.
- When doing fly-over starts and relays
 - Watch for Tripped Pads as swimmers exit pool.
 - Inform Timing Console to remove touch from lane.
- If timer does not start – MANUALLY start the timer. Make an announcement that scoreboard times are incorrect. Prepare for a heat adjustment.
- Print Lane Timer Sheets with swimmers names for relay events so that the order of swim may be verified. Sheets should be available 15 minutes prior to the start of the relay.
- Request Positive Check-in sheets be posted.
 - In most cases, alpha sort by athlete is sufficient.
 - If a large meet and a large number of swimmers, a team sort may be advantageous.

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Start of Each Session

- Perform a “Test Start” prior to each session.
 - Set Timing Console
 - Event 1 Heat 50.
 - Start the heat via start unit.
 - Have Timing Console Finish Arm Heat.
 - Have Timers/Individual touch pads and push buttons.
 - Check with Timing Console to make sure all pads/buttons registered.
 - Have Timing Console do a Store/Print and Reset.
 - Set Timing Console to First event /heat for session.
- Approx 20 minutes prior to start of session, request a Meet Program for the Session.
 - Deck Referee – 2 Column, showing empty lanes, heat start times.
 - Starter - 2 Column, showing empty lanes, heat start times.
 - Chief Judge – 2 Column, showing empty lanes, heat start times.
 - Timing Console – 3 Column, showing empty lanes.

End of the Day

- Present your flash drive to meet management and request a Meet Backup.

Official Program Notation

Event 4 Men 13-14 200 Yard IM

Lane	Name	Age	Team	Seed	Time
------	------	-----	------	------	------

Heat 1 of 4 Finals Starts at 02:00 PM

1					
2					
3	Oberholtzer, John	14	ROC		2:22.79
4	Deshpande, Aakash	14	TWIN	4	2:21.54
5	Dolin, Nikita	13	ROC		2:22.79
6					
7					
8					

False Start

Heat 2 of 4 Finals Starts at 02:03 PM

1	Dunn, Kendall	13	Foxjet		2:21.17
2	Bean, Curtis	14	SFX		2:18.96
3	Solfelt, Michael	13	Aquajets		2:18.64
4	Austin, Jacob	13	SFX		2:17.78
5	Meyer, Derek	13			
6	Marz, Trevor	13			
7	Smith, Ryan	14			
8	Lindberg, Andrew	13			

Black out lane
No Show

Heat 3 of 4 Finals Starts at 02:06 PM

1	Gleason, TJ	14	SFX		
2	Rehnberg, Erik	14	Gators	4 DQ 1ht	
3	Grosbach, Andrew	14	ROC		
4	Lentz, Mitchell	13	Foxjet	5 DQ	
5	Moore, Eric	14	SFX		
6	Byrd, Austin	14	ECY		2:14.71
7	O'Brien, Tim	14	BLA		2:15.35
8	Marchon, Austin	13	WASC		2:16.97

205

Heat Start

Heat 4 of 4 Finals Starts at 02:08 PM

1	Greerberg, Aaron	13	Foxjet		2:09.49
2	Campbell, Macian	14	STAR		2:08.02
3	Foster, Mitchell	13	Aquajets		2:06.26
4	Donkersgoed, Van	14	Aquajets		2:03.99
5	Hovey, Maverick	14	Foxjet		2:05.73
6	Gordon, Jack	13	SFX		2:07.98
7	Gorman, Brian	14	RCR		2:09.31
8	Saavedra, David	14	Seals-Sd		2:10.32

Swimmer Did Not Swim As Printed In Program

Deck

1. Swimmer Swam Early
 - a. Deck Referee informs timing console or informs meet management.
 - b. Shorthand notation
 - i. FROM Event/Heat/Lane → TO Event/Heat/Lane
 - ii. 12/2/4 → 12/1/4
2. Swimmer Missed Heat
 - a. Referee informs swimmer where he/she will swim.
 - b. Referee informs timing console.
 - c. Shorthand notation
 - i. FROM Event/Heat/Lane → TO Event/Heat/Lane
 - ii. 1/2/6 → 1/7/8

Timing Console

- Enter shorthand notation on Heat 1 of the affected event.
- Sends Timing Console Printouts to Meet Management an EVENT at a time.

Open Lane Swims

Criteria

- No entry requirement.
- Can not create extra heats.
- Swim is for time only (exhibition).

Coach/Swimmer

Fills out Open Lane slip / Envelope and pays fee.

- Open Lane Slip / Envelope must have space for / request
 - Swimmers First and Last Name
 - Swimmers Age
 - Club affiliation
 - Event he/she wishes to swim (50 Free, 50 Fly)
- ALL OPEN LANE SWIMS GET A SEED TIME OF NT.

Hand envelope/Open Lane Slip to Referee.

Referee

- Based on Meet Program, mark event/heat/lane on request or decline request.
- In Meet Program, Place an X over the lane assigned. Record swimmers name.
- Send request to Meet Management.

Meet Management

- Enters swimmer(s) into Event/Heat / Lane.
- Seed time is left blank
- Exhibition swimmer in the event.

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Official Splits

Recorded as Time Trials

Splits for individual events are not imported into SWIMS. Requested (Official) splits will be recorded in Meet Manager as Time Trials. This will ensure that the split will be imported into SWIMS.

Official Split (Time Trial) Events

For recording official splits the following Time Trial Events should be created. **Only Official Split requests should be recorded using event numbers 501 thru 522.**

Official Split Session is 10

Women	Distance/Stroke	Men
501	50 Freestyle	502
503	50 Backstroke	504
505	50 Breaststroke	506
507	50 Butterfly	508
509	100 Freestyle	510
511	100 Backstroke	512
513	100 Breaststroke	514
515	100 Butterfly	516
517	200 Freestyle	518
519	400/500 Freestyle	520
521	800/1000 Freestyle	522

Swimmer / Coach

- Swimmer / Coach request an official split.

Referee

- Requests that Meet Management create Official Split Events/Session.
- Assign official to observe the swim and attest that the split is legal.
- Assign stopwatches and record split time. Stop watch may be used to verify electronic split or used as split time if timing malfunction.
- Reviews Timing Console printout.
- Note Official Split information on printout.
 - Official Split Event Number, Official Split Time and Swimmer Name

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Meet Management/Admin Ref

- Create Official Split (Time Trial) Events / Session.
- Add swimmer to Official Split Event
- Call up Official Split Session in RUN
- Select appropriate Event/Heat
- Manually enter split time for Finals Time for swimmer.

Positive Check-In Events

Indicate Intention

- Print an alphabetical check-in sheet.
- Scratch an athlete by drawing a single line through the athlete name and initial.
- Check-in an athlete by circling rank and initial on left.

After Close

- Referee or Designate review check-in sheet.
- **Highlight all scratches in PINK.**
- **Meet Management – SCRATCHES ONLY PINK.**

Time Trial Event Set-up

Time Trial Events are described in “Guide to Running Meets in Meet Manager”.

Time Trials for relays are rarely requested.

Time Trials for distance events:

- 400/500 Freestyle
- 800/1000 Freestyle
- 1500/1650 Freestyle

are usually only offered on the day the event is contested. Swimmers wishing to time trial distance events are added to the event if possible. Their time is read into the time trial event.

Referee/Admin Ref

- Directs Meet Management to create the appropriate Time Trial Events/Session.

Meet Managements

- Creates Time Trial Events/Session as directed.
- Generates a Time Trial Session Report / Meet Program for Referee/Admin Ref.

Time Trial Sign-up

Time Trial Official - Request Time Trial Session Report

Coach/Swimmer

Fills out Time Trial slip / Envelope and pays fee.

- Time Trial Slip / Envelope must have space for / request
 - Swimmers First and Last Name
 - Swimmers Age
 - Club affiliation
 - Distance and Stroke (50 Free, 100 backstroke)
- ALL TIME TRIAL SWIMS GET A SEED TIME OF NT.

Hand envelope/Time Trial Slip to time trial official.

Time Trial Official

- Using time trial session report created by meet management, add event number to time trial request
- Send request to Meet Management.

Meet Management

- Enters swimmer(s) into Time Trial Event(s).
- Seeds Time Trial Session
- Generate a Time Trial Session Report/Meet Program for Time Trial Official.

Time Trials – Create Program

Generate Time Trial Program for Review – Meet Management

- Seed Time Trial Session.
- Generate 2 Copies of Time Trial Program for Time Trial Official.

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Event 251 50 Yard Freestyle

Heat 1 of 1 Finals

- 1
- 2 Bedow, Brennen M
- 3 Iverson, Kendan S
- 4 Genetti, Michael G
- 5 Schuler, Claire K
- 6 Swanson, Sydney C
- 7
- 8

Event 252 50 Yard Backstroke

Heat 1 of 1 Finals

- 1
- 2
- 3 Strobel, Joseph D
- 4 Smith, Maree V
- 5 Lezer, Max A
- 6 Fogelberg, Adair J
- 7
- 8

Event 253 50 Yard Breaststroke

Heat 1 of 1 Finals

- 1
- 2
- 3 Roberts, Carly P
- 4 Mitchell, Olivia C
- 5 Meitz, Emily M
- 6 Sundal, Caroline G
- 7
- 8

Event 254 50 Yard Butterfly

Heat 1 of 1 Finals

- 1
- 2
- 3 Jessen, Lucas J
- 4 Genetti, Michael G
- 5 Bragg, William D
- 6
- 7
- 8

Event 255 100 Yard Freestyle

Heat 1 of 1 Finals

- 1
- 2
- 3 Lindell, Jackson S
- 4 Baker, Rachel L
- 5 Santos, Victor M
- 6
- 7
- 8

Event 256 100 Yard Backstroke

Heat 1 of 1 Finals

- 1
- 2
- 3
- 4 Carr, Kathryn M
- 5 Grassle, Williamson C
- 6
- 7
- 8

Event 257 100 Yard Breaststroke

Heat 1 of 1 Finals

- 1
- 2
- 3 Erickson, Alaina N
- 4 Ungar, Sydney A
- 5 Russoniello, Erin B
- 6 DeValk, Brittany L
- 7
- 8

Event 258 100 Yard Butterfly

Heat 1 of 1 Finals

- 1
- 2
- 3
- 4 Swanson, Brandt S
- 5
- 6
- 7
- 8

Event 259 100 Yard IM

Heat 1 of 1 Finals

- 1
- 2 Persson, Grace A
- 3 Paulson-Luna, Markus
- 4 Rizzo, Marina L
- 5 Voss, Deidree S
- 6 Georis, Elise
- 7 DeLozier, Kailey M
- 8

Event 260 200 Yard Freestyle

Heat 1 of 1 Finals

- 1 McPherson, Ryan A
- 2 Cedarholm, Cassie A
- 3 Gallagher, Maddie B
- 4 Rhyner, Megan M
- 5 Wright, Matthew W
- 6 Surko, Veronica E
- 7 Benson, Simon L
- 8 Conati, Marco C

Event 262 200 Yard Breaststroke

Heat 1 of 1 Finals

- 3
- 4 Wallace, Elizabeth J
- 5
- 6

Event 264 200 Yard IM

Heat 1 of 1 Finals

- 1
- 2
- 3
- 4 DeVore, Emily A
- 5 Bullinger, Rae A
- 6
- 7
- 8

Event 266 400 Yard IM

Heat 1 of 1 Finals

- 4 Rabino, Melanie T

Identify Event Combinations – Time Trial Official

Several Time Trial events may be combined to form a heat. The following hierarchy should be used when combining events:

1. Mix Genders
Genders may be mixed. If the distance is 50 or 100, a line of separation is recommended.
 2. Mix Distances
The heat may be composed of different distances of the same stroke.
 3. Mix Strokes
Different strokes may be combined to form a heat. A lane of separation is recommended.
 4. Mix Starts
Forward starts may be mixed with backstroke in the same heat. A lane of separation is HIGHLY recommended. **Backstrokes should be placed closest to the Starter/Referee. Discuss Mixed Starts heats with the Starter/Referee Team.**
- Event 251 swims alone - 6 swimmers
 - Event 252 swims alone
 - Event 253 and 254 swim together.
 - Event 255 and 256 swim together.
 - Event 257 and 258 swim together.
 - Event 259 swims alone.
 - Event 260 swims alone.
 - Event 262, 264 and 266 swim together.
 - Swim as 400.
 - Finish arm 200s when needed.

Re-assign Lanes to support Event Combinations – Time Trial Official

<ul style="list-style-type: none">• Event 251 as is.• Event 252 as is.• Event 253. – 1,2,3,4• Event 254 – 6,7,8• Event 255 – 2,3,4• Event 256 – 6,7	<ul style="list-style-type: none">• Event 257 – 2,3,4,5• Event 258 – 7• Event 259 – as is.• Event 260 – as is.• Event 262 – 2• Event 264 – as is• Event 266 - 7
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Transfer Lane assignments to second copy and give to Meet Management.

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Place swimmers in Lanes – Meet Management

- Select Seeding
- Select Time Trial Session
- “Preview” appropriate event
- Drag swimmers to assigned lanes.

Generate Time Trial Heat Sheets/Program – Meet Management

- Print Time Trial Program – **DO NOT RESEED.**
- Identify combined events by numbering heats appropriately.

Make Copies and distribute.

- Timers
- Officials
- Announcer, Timing Console Operator
- 2 to Post

Time Trials -Swim

- Discuss Time Trials with Deck Official(s).
- Discuss Time Trials with Timing Console Operator.
- Swim the Time Trial Events
- Read Time Trials into Meet Manager.
 - Combined events will be read by race number.
- Generate Time Trial results for session and post.

Swimming Different Distances in the Same Heat

Lane	Distance
1	50
2	50
3	50
4	200
5	200
6	100
7	100
8	100

- Set distance on Timing Console to longest in heat (200)
- Announce distances for each lane (optional Timers benefit)
- Start the race
- Have Timing Console operator Finish arm lanes where appropriate
- Finish Arm Lanes 1,2,3
- After 1st lap, Finish arm lanes 6,7,8
- Longest distance completes normally (lanes 4,5)
- Identify swimmer(s), distance(s) for each lane on race summary.

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#251 Mixed 50 Yard Freestyle Time Trial	#256 Mixed 100 Yard Backstroke Time Trial	#262 Mixed 200 Yard Breaststroke Time Trial
Lane Name Age Team Seed Time	Lane Name Age Team Seed Time	Lane Name Age Team Seed Time
Heat 1 of 1 Finals	Heat 1 of 1 Finals	Heat 1 of 1 Finals
1	1	1
2 Bedow, Brennan M M8 BAC-MN	2	2 Wallace, Elizabeth J W17 GSL-MN
3 Iverson, Kendan S M12 OMNI-MN	3	3
4 Genetti, Michael G M9 FOXJ-MN 1	4	4
5 Schuler, Claire K W9 FOXJ-MN	5	5
6 Swanson, Sydney C W12 SEMS-MN	6 Carr, Kathryn M W15 EDI-MN	6
7	7 Grassle, Williamson C M10 EDI-MN	7
8	8	8
#252 Mixed 50 Yard Backstroke Time Trial	#257 Mixed 100 Yard Breaststroke Time Trial	#264 Mixed 200 Yard IM Time Trial
Lane Name Age Team Seed Time	Lane Name Age Team Seed Time	Lane Name Age Team Seed Time
Heat 1 of 1 Finals	Heat 1 of 1 Finals	Heat 1 of 1 Finals
1	1	1
2	2 Erickson, Alaina N W14 OMNI-MN	2
3 Strobel, Joseph D M10 BLA-MN	3 Ungar, Sydney A W11 FOXJ-MN	3
4 Smith, Maree V W12 MONC-MN 2	4 Rasonniello, Erin B W12 FOXJ-MN	4 DeWore, Emily A W13 JETS-MN
5 Lezer, Max A M9 STMA-MN	5 DeWalt, Brittany L W12 STMA-MN 5	5 Bullinger, Rae A W12 HOP-MN 8
6 Fogelberg, Adair J W10 EDI-MN	6	6
7	7	7
8	8	8
#253 Mixed 50 Yard Breaststroke Time Trial	#258 Mixed 100 Yard Butterfly Time Trial	#266 Mixed 400 Yard IM Time Trial
Lane Name Age Team Seed Time	Lane Name Age Team Seed Time	Lane Name Age Team Seed Time
Heat 1 of 1 Finals	Heat 1 of 1 Finals	Heat 1 of 1 Finals
1 Roberts, Carly P W11 STMA-MN	1	1
2 Mitchell, Olivia C W11 BLA-MN	2	2
3 Meitz, Emily M W10 EDI-MN	3	3
4 Sundal, Caroline G W7 EDI-MN 3	4	4
5	5	5
6	6	6
7	7 Swanson, Brandt S M13 FOXJ-MN	7 Rabino, Melanie T W14 SEMS-MN 8
8	8	8
#254 Mixed 50 Yard Butterfly Time Trial	#259 Mixed 100 Yard IM Time Trial	
Lane Name Age Team Seed Time	Lane Name Age Team Seed Time	
Heat 1 of 1 Finals	Heat 1 of 1 Finals	
1	1	
2	2 Persson, Grace A W8 FOXJ-MN	
3	3 Paulson-Luna, Markus D M10 FOXJ-MN	
4	4 Rizzo, Marina L W13 SEMS-MN	
5	5 Voss, Deidree S W10 BLA-MN 6	
6 Jessen, Lucas J M8 EDI-MN	6 Georis, Elise W14 EDI-MN	
7 Genetti, Michael G M9 FOXJ-MN	7 DeLorier, Kailey M W9 HOP-MN	
8 Bragg, William D M12 EDI-MN	8	
#255 Mixed 100 Yard Freestyle Time Trial	#260 Mixed 200 Yard Freestyle Time Trial	
Lane Name Age Team Seed Time	Lane Name Age Team Seed Time	
Heat 1 of 1 Finals	Heat 1 of 1 Finals	
1	1 McPherson, Ryan A M10 OMNI-MN	
2 Lindell, Jackson S M13 EDI-MN	2 Cedarholm, Cassie A W15 SEMS-MN	
3 Baker, Rachel L W12 FOXJ-MN	3 Gallagher, Maddie B W10 STMA-MN	
4 Santos, Victor M M11 FOXJ-MN 4	4 Rhymer, Megan M W12 OMNI-MN	
5	5 Wright, Matthew W M15 EDI-MN 7	
6	6 Sukko, Veronica E W12 BLA-MN	
7	7 Benson, Simon L M12 BOLT-MN	
8	8 Conati, Marco C M9 FOXJ-MN	

Reports – See Guide to Running Meets In Meet Manager

Referee Guide to Meet Administration

Prelim/Finals Events

Meet Management

When Prelims for event complete:

- Generate an announcer copy, copies to post.
- If Swim-off required, generate extra first page and give to admin.

Announcer

Announcer announces alternates plus top finishers.

Announcer notes time of announcement on sheet.

Announcer says:” You have 30 minutes to scratch or declare your intent to scratch”.

After Announcement

Scratch

- Athletes scratch with announcer/Admin.
- To scratch – swimmer draws line through name and initials.

Intent To Scratch

- Swimmer declares intent with announcer/Admin.
- Swimmer name and last event is entered on the “intent to scratch” form.
- Swimmer has until 30 minutes after his last event to scratch.

After Scratch Deadline Close

- Event is closed to all swimmers except those who have declared an INTENT.
- If no “intent” on event, highlight scratches in PINK.
- If “No Intent” or “Intent has expired” – send event to meet management.
- Wait for “Intent” to expire before processing.

Swim-Off

Deck/Admin Ref

- Arrange time when swim-off will be contested.

Contesting Swim-off

Swim-off lane assignments must be such that no swimmer is put at a disadvantage.

Two Person Swim-off

Lane assignments are middle 2 Lanes. Swimmers may swim next to each other.

Three Person Swim-off

Lane of Separation is required between swimmers.

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Meet Management/Admin Ref

- Add event.
 - **Event #** = xxS where xx = event requiring swim-off.
 - **Gender** = from event requiring swim-off.
 - **Age Group** = from event requiring swim-off.
 - **Distance** = from event requiring swim-off.
 - **Stroke** = from event requiring swim-off.
 - **Uncheck Score.**
 - **Entry Fee** = Blank.
 - **Event Type** = **Swim-off event.**
- Add event to session
- Place swimmers in swim-off event.
- Generate Heat Sheet for Swim-off.
 - Deck officials, Timing Console Operator, Timers, Announcer.
 - Mark Timing Console Sheet with Event/Heat used to contest swim-off. Usually next Heat from original event - .i.e. if original event has 5 heats, swim-off heat would be heat 6.

Timing Console

- “Edit Event/Heat”.
- Set Event/Heat as designated on Swim-off heat sheet.

Meet Management/Admin Ref

- Read swim-off results into swim-off event by RACE #.
- Print swim-off results.
- Select Original event having swim-off in RUN.
- Select “JD” – Judges Decision.
- Enter “JD PL” according to swim-off results.
 - I.E. Swimmer A, B tied for 16th. Swim-off required for 1st alternate. Swimmer B placed 1st in the swim-off. Under “JD place” enter 16 for swimmer B and 17 for swimmer A).
- Select “OK”

Specials

10 Lane Pool – Seed Event such that Fastest Heat has Only 8 Swimmers , All other heats 10.

- Generate psych sheet for event.
- Create 2 swimmers with times faster than 9th but slower than 8th place.
- Seed event.
- Verify 2 added swimmers are in fastest heat lanes 1 and 10.
- Scratch added swimmers from fastest heat.
- Print the program.
- Delete 2 swimmers that were created.