

## GUIDELINES FOR MEET REFEREE

### 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 <small>(handled by CJ's usually, or deck refs)</small>
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: <ol style="list-style-type: none"> <li>i. Not a sign of weakness or lack of knowledge</li> <li>ii. Be selective but your sources can be other officials, meet directors and coaches</li> <li>iii. Builds team</li> <li>iv. Builds others confidence</li> </ol>
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.