**Meet Briefings**

**Coaches Briefing (Meet Referee and/or Meet Director)**

* Introduce yourself, Meet Director and Admin Official/Referee
* Special thanks to those who’ve traveled from another City to our event
* Please display your coaching credentials while on-deck, or have Deck Pass handy
* Has everyone read and understands the meet information sheet?
  + Deck Entries Close at: \_\_\_\_\_\_\_\_\_\_\_
  + Relay Cards due by: \_\_\_\_\_\_\_\_\_\_\_
  + Positive Check-In closes at \_\_\_\_\_\_\_\_\_\_\_
* Cover Warm-up procedures … including cool down/warm-up during the meet
* Starting Protocol:
  + Fly-over starts (yes/no)
    - Remind your swimmers to remain in the water (with hands off the starting block) until the next heat is started.
  + 3 short whistles to get ready will be blown when last swimmer of preceding heat ….
  + 1 long whistle to mount the blocks, or enter the water (backstroke).
  + 3rd whistle for backstrokes to grap handles, or gutter.
  + Referee will raise hand signaling that the starter assumes control of the start.
  + Starter will say “Take Your Mark”, and fire off when swimmers are set & still.
  + **Notes:**
  + Any swimmer who mounts the block, or enters the water after the referee passes control to the starter may be disqualified for delay of meet.
  + Any swimmer who mounts the block after the starter has started the race will be marked as a No Show and NS rules would be in effect.
  + Please instruct your swimmers to come down and hold steady prior to the start.
  + Please remain quite prior to the start.
* Cover DQ procedures
  + DQ slips distributed (yes/no). If not, where will log be posted.
  + Coaches (.. and only coaches) should provide protests in writing to the Deck Referee, not a Stroke & Turn official.
* Breaks
* No K-Tape
* Sportsmanship & Safety are paramount!!!

**High School Notes**

* Jewelry violation is NO MORE … Yay!
* Uniforms … no large Logos (greater than 2”) on cap or suit; No doubling up on suits etc.
* No K-Tape w/out a note from the Dr.

**Stroke & Turn Briefing (Deck Ref or Lead CJ)**

* Welcome, and thanks for volunteering your time to help officiate this meet.
* Stroke & Turn Briefing
* Emphasize importance of observance order
  + Early take-off requires that we move eye from block to wall
  + Similarly when we’re observing body positions off the wall, we’re 1st observing the separation of the swimmer from the wall.
  + Finally, this principal is important to note when observing the completion of backstroke events.
* Call Protocol … Prepare for three questions
  + Hand should go up immediately … the actual call can wait until you’re ready.
  + What did you see? (… and in what order!)
  + What was your jurisdiction?
  + What was the infraction?
* Remember the Golden Rule: Benefit of the Doubt …
* No shame in having a call over-turned … the benefit of the doubt rule applies to conversations with a S&T judge just like it applies to S&T observance. Remain humble, and don’t take an over-turned call personally.
* On Deck Posture
  + No cell phones
  + Heat sheet optional … but please be aware that larger meets restrict such.
  + Cover “Dance” … appearance is important
  + Applauding is not only allowed, but encouraged during the introduction of athletes.

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* Set the deck ... don’t forget relays
* Establish Jurisdictions
* Who will monitor 15 meter mark?
* Who will write-up DQs
* Deck Ref should “All Clear” to close events with Admin table.

**Timers Briefing (Starter)**

* Welcome Volunteers
* Introduce yourself and the Meet Referee … Timers are a part of the Officiating team.
* Determine whether any volunteer is new to timing … pair with experienced timer, if possible.
* Review Watch Operation … Practice start/stop/reset.
  + Position to see the strobe … Start on strobe, not horn
  + If you miss the start, raise your hand to get the attention of the Head-timer … Introduce your Head Timer
  + Position to see the touch at/above/below water line.
  + Stop when any part of the body makes contact with the bulk-head.
  + If swimmer misses, or softly touches pad, indicate so.
* Review Backup Button (“Pickle”) Operation
  + Only used to stop the automatic timing system ... Do not use at the start.
  + Describe Auto vs. Semi-Auto vs. Manual timing systems.
  + Explain how the backup button is integral to the semi-automatic system, and that their watches will be utilized when pad and “pickle” times differ more than .3 secs
* Review timer sheets
  + Record times to the hundredth … .00 … no more, no less.
  + Record absent swimmers with N/S ... also prevents recording the results of the next heat in the wrong row.
  + Record bad touches
  + Do NOT record scoreboard times, or your partners time twice.
* Review relay timer sheets … or relay cards.
  + Be sure the timer knows whether to record times of the relay card, or timer sheets.
* Head Lane Timer (the one with clip board) is responsible for checking swimmer names prior to 3 short whistles from the Referee. However, this duty should never cause a swimmer to miss their event. If you believe there’s a problem, raise your hand and get the attention of the Starter or Deck Referee. This includes swimmer order during relays.
* Cover timing system check at start of the session … be clear about when you want them ready behind the blocks.
* Thank them again for donating their time to help run the meet.
* **Make a pitch to recruit officials.**