

NASHVILLE SWIM LEAGUE

REFEREE CLINIC

24 HOURS BEFORE

1. Check with the Meet Director – make sure all supplies such as NSL forms, cards, ribbons, watches, clipboards, refreshments, pencils and the starting system is charged and available.
2. Review the personnel: the officials, timers, runners, clerk of course, hospitality and the scoring table workers
3. Check that the entry meet files have been merged by 5:00 p.m. The previous day, the lineup is now complete and any additional entries are “exhibition”. These swims count as an entry in a dual meet and the time is a legal time. The exhibition swimmer does not score. Relay swimmers cannot be “exhibition only” swimmers but must be entered in the dual or tri meet.

DAY OF THE MEET

1. Arrive early and check the pool set up, remove ladders, check blocks for safety. Blocks should be labeled 1 to 6 from right to left standing behind the blocks.
2. Check the weather forecast and make plans for possible thunder and lightning. (i.e. umbrellas, combined events, combined warm-ups, etc.) The goal is to finish your meet on Tuesday with no postponement.
3. Make sure the computer table has printed the cards and heat sheets for the current session.
4. Greet visiting coach and rep and see if they have any concerns or needs. Welcome them and put them in the shade. SMILE!
5. Warm-ups should begin 45 minutes before the meet starts. Fifteen minutes per team and these warm-ups can be combined with the coaches’ agreement.
6. Have your starter or head timer meet with the timers and instruct them on the art and importance of their job.
7. Meet with the officials and introduce everyone (name tags). Assign them their jurisdiction and their role in relays. BUILD A TEAM! Make sure there exists a method of delivering the DQs from official to referee. Remind the officials that relays require “block to water” glance from the corner of the pool. Form: O is good and X is early start.
8. Discuss with the starter your respective duties. Be on the same page and help each other. Go over procedures for false starts and regular starting. Check with the scoring table to make sure all workers understand their function and all DQ slips have been signed by you or they are not to be processed.
9. Get everyone in position and try to start on time.

DURING THE MEET

1. Have the starter demonstrate the starting device.
2. Have the starter announce the first event, you blow a short series of whistles (4-5), starter announces the heat, and you blow one loud, long whistle. You extend your arm when you feel everyone is in place and the field is turned over to the starter. The starter says, "take your mark" in a conversational tone and activates the sound.
3. Remember the backstroke requires 2 long whistles; put them in the water and place feet.
4. Do not blow your short series of whistles until all the timers have jotted down their times and are focused on the strobe light. Check the turn end of the pool especially for timer readiness.
5. After the start, separate yourself from the starter and observe your officials and the pool. Be aware of overzealous officials. We need to be swimmer friendly.
6. Continue running the meet and process the DQs always checking for the proper event, heat, lane, content and signature. Make sure you understand the infraction, then sign it and send to the scoring table.
7. Combine swimmers in heats if the Clerk of the Course cannot. Try to run the meet as efficiently as possible. Do not stop it unless there is no choice. Insert swimmers who have missed their event. Make sure the timer changes the information on the card.
8. Handle concerns and protests from coaches (never from parents or swimmers) with respect and fairness. Sometimes you need to get back to them having researched the matter. Always correct mistakes and don't be afraid to admit you have erred.
9. Be patient at relay time, especially with younger swimmers. Make sure you have two swimmers on each end of the right lanes before you raise your arm. Watch the races. Only dual confirmation from 2 officials counts as a DQ.

AFTER THE MEET

Thank the officials, timers and meet workers and direct them where to drop off their equipment.

Never leave until the coaches are in agreement and have signed the score sheet and you have reviewed all the DQ slips.

Evaluate your performance.

NOTE!!

ALWAYS BE A "CAN DO" REFEREE AND AN ADVOCATE FOR THE SWIMMER. MAKE DECISIONS THAT BENEFIT THE SWIMMERS WITHOUT BREAKING THE RULES. GOOD LUCK! YOU ARE IN CHARGE!