

Referee Check List / Officials Briefing

Pool

- Lanes lines tight and in good order
- 15m mark present
- Ladders out / skimmers blocked
- Blocks secure
- Back stroke flags correct
- Lifeguard on duty

Coaches

- Meet sheet received
- Any swimmers with disabilities
- Second/Third heat sheets
- Combining events where possible
- Notify referee of no-show swimmers

Announcer

- Announce swimmer names before race or when in the water?
- Announce event prior to or following 5 short whistles?

Starter

- Check starting system
- Announce Event/Heat
- How to handle false starts
- Record order of finish

Timers

- Review lane assignments if applicable, otherwise each lane should have 2 home / 1 away timers
- Get familiar with your stopwatch. Practice start and reset.
- Start watches on the strobe. Strobe is located on/near the starting system.
- Stop watches on the touch, don't anticipate. A good timer is a wet timer. Get out over the lane.
- After each start, check your watch and again as swimmer is coming to finish.
- If there is a watch problem, raise your hand to get the attention of the head timer.
- Head Timer for today is: _____
- Run time test with head timer. Times should be within .3 seconds across all watches
- Each lane should have a head lane timer with clipboard and two other timers.
- Head lane timer records all three watch times, even if two or three are the same.

- **Timers MUST check names of swimmers to ensure correct swimmer in correct lane and heat.**
 - **Ask swimmers their names - do not say, "Are you ...?"**
- **Relays - check order of swimmers.**
- **Changes - record any changes (e.g. combining events) on cards**
- Short series of whistles indicates event coming to an end.
- Clear watches on long whistle as next event is about to begin.
- If not ready, raise hands!
- Start watch even if you do not have a swimmer in your lane.
- Note older swimmers do 100s (4 laps).
- Please, no cell phone usage during the meet.
- Water available? Breaks? Alternate timers?
- Questions? Report to lanes 5 minutes before start time

Stroke and Turn

- Record names/clubs on meet report form and verify certification status
- Review any pool features impacting judging
- Note any disabilities for swimmers if applicable
- Identify new judges that may be shadowing
- Determine jurisdiction and rotation - S&T judges should be at ends of pool
- Backstroke - if gutter, watch for toes over the gutter
- DQ policy on second/third heats
- Using Chief Judge?
- Raise hand on all possible DQs even if not sure
- Keep officiating swimmers after raising hand
- Ensure event, heat and lane # correct
- Relay Take-offs - jurisdiction and process (using relay slips?)

Place Judges

- Note lane numbering
- Be on opposite sides of pool - note any positioning issues with pool layout
- Record order of finish by lane number, top to bottom, on place slip
- Indicate ties by writing 2 lane numbers on same line and circle