

Referee Checklist

The following are guidelines and/or suggestions that may aid the referee during the conduct of the meet:

BEFORE THE MEET

Meet with Computer Workers, Table Workers, Clerk of the Course, and Head Timer to discuss and resolve any problems or difficulties that they may be having. Thank them for their help.

Walk the venue. Look for unique aspects of the venue – i.e., 15-meter mark, loose blocks, crowd control, isolate diving boards/platforms, safety concerns, backstroke flags. Check false start rope and how it is to be used (manned or unmanned?).

Assign someone to measure the pool and record on the cover sheet

Meet with the Coaches

- Introduce yourself and any other Referee(s) who may be working the meet
- Develop positive rapport
- Discuss protest procedure and how to get DQ cards (from Table workers)
- Discuss warm-up schedule
- Discuss safety concerns
- Ask if there are any swimmers who have special needs
- Remind them not to let anyone touch the 8&under swimmers while they are in the water waiting to start their relay legs
- Facility issues, concerns, restrictions
- Weather Policy
- Location of the Clerk of Course
- Hospitality
- Questions

Meet with Strokes and Turns Officials (both first and second half):

- Thank everyone for their help
- Introduce yourself and any other Referee(s) who may be working the meet
- Introduce the Starter(s)
- Get everyone's name and team (for meet cover sheet)
- Set the tone for the officiating team
- Identify any special needs swimmers and instruct how to officiate them if necessary (note that it's best to let the judges do their job and the Referee adjust any DQ cards after the fact)
- Discuss officials' jurisdictions
- Balance the deck – assign starting positions
- Identify 15 meter (16.4 yard) marking if it exists (may be far end backstroke flags)
- Discuss rotation procedure and frequency

- Go over common calls (crossover turns, butterfly arms, backstroke turns, resubmerging, breaststroke pulling past hips, breaststroke placement of the feet, etc.)
- Answer any technical rule questions
- Set up relay take-off assignments for 8&under relays and review the proper technique for dual (blind) confirmation. Distribute 8&under relay takeoff ballots.
- Review in-water starts (watch the hand) and relay take-offs (feet then touch)
- Review proper disqualification protocol
- Review DQ slip (make initials or signature legible)
- Review and previous problems or difficulties
- Discuss procedures/protocol for protests
- Assign trainees and brief them; make sure they are on the coversheet

DURING THE MEET:

- Signal Starter prior to each race (whistle, hand signal, etc.) or arrange how you will transfer that control and take back as necessary
- Suggestion: have a “signal person” (Head Timer?) at the finish of the 25-yard/meter events to alert the Starter of any problems that the Timers may be having
- Observe the Strokes and Turns Officials. Ask questions of all of them on a consistent basis.
- Observe competition and note any infractions that you see (but do not call them)
- Coach Trainees and Officials as appropriate
- Be approachable and available
- Record Order of Finish or assign someone to do so (optional)
- Approve disqualifications. Check event, heat, lane, infraction, officials initials; compare with your notes
- Assign relay take-off duties for the relays and distribute relay take-off ballots.
- Mark the time that event 44 began; cancel relays if it begins after 10:30 p.m.

Overruling a disqualification & protests:

Only a coach may approach the Referee to protest or question a DQ. Parents are advised by any official to speak with their team’s coach if they have a question. It is inappropriate for any coach or parent to question a Strokes & Turns official directly regarding any call. Coaches may ask a judge “what lane” or “what infraction?”

Any reason for doubt that the correct call has been made should result in an overrule of the disqualification. If further explanation is needed, the Referee should discuss the disqualification with the Strokes and Turns official. Ask the question, “What did you see?” If the Referee overrules a disqualification, the Strokes and Turns official should be notified (unless it is due to a special needs exemption). All coaches inquiries should be honored and investigated.

AFTER THE MEET:

- Thank all workers for their help
- Informally meet with coaches – be approachable and available
- Review and sign the Meet Cover Sheet
- Make notes for the next meet