

TOPIC #2

A. PRE-MEET PREPARATION

A sample of a pre-meet check list is attached for review and assistance. Your pre-meet review routine may include the following, but may and should include any items you feel contribute to the efficiency, ease and fairness of a competition.

It is the referee's responsibility to make sure that the following pre-meet items are addressed. The referee may assign one of the other officials to assist in this process. Early arriving officials should begin this process in the absence of the meet referee.

- 1) See NFHS Swimming & Diving Rules Book, Rule 4, Section 2, Article 1 for the details related to this topic.
- 2) Arrive approximately 30-minutes prior to scheduled start time. If this is not possible, a courtesy call should be made to other officials and/or school's athletic director/coach.
- 3) Always check.
 - a) Check water depth – make certain that water level is up to the gutter level or considered a full pool. The level of the water must be at the overflow rim of the pool.
 - b) Backstroke flags/markers for turns (cones or markings). Are there markings on the side of the pool which indicate where a swimmer must break the surface of the water (16.4 yards)?
 - a) Starting platforms are secure, in good condition. Are platforms the proper height for the water level?
 - b) If diving is a part of the meet, check the board and fulcrum.
 - c) Scorekeeper/announcer in place and understands position, meet procedures and responsibilities of the position, including keeping track of individual events for each competitor.
 - d) Recall device in place and identified with each team.
 - e) 500 event lap counting devices available and in working condition.
 - f) Touch pads in place (explain to coach/captain what constitutes a legal finish in a touch pad environment). Specify to coaches that the electronic timing system is in use and is considered official unless a malfunction is determined to have occurred.
 - g) Check with visiting team for lane selections and diving order.
 - h) Introduce yourself to the coaches and write their names on your scorecard so you can address them by name during the course of the meet.
 - i) Check diving sheets for accuracy.
 - j) Check to see if there will be any swimmers and/or divers from schools which do not sponsor a swim/dive team.

- k) Meet with captains and coaches approximately five minutes prior to the start of the meet. Introduce yourself and the other officials and have them introduce themselves to each other. Announce lane assignments, review special considerations for swimmers with disabilities/or athletes who are hearing impaired/deaf, (if necessary), legal finishes, uniform logo and jewelry requirements, blood rule, movement on deck required by officials, 500 swim down, etc. Go over false start and signal lap procedures. Let the coaches know how you will handle/keep track of any subsequent violations of the jewelry/suit rule. Address issues specific to the pool facility if necessary. Read Sportsmanship Message to Coaches and Captains
- 4) If you are the referee, talk to your officials and let them know what duties you have assigned to them
- a) Who watches take-offs/turns?
 - b) Which side of pool each official should work?
 - c) Which official will be in position to see and verify the finish? Two officials should be in place to pick the finish in case there is a timing system failure. Will these be the same officials responsible for keeping score?
 - d) What method will be used to check swimmers onto the block and which official is responsible for this? Will this official also pick-up lane cards, if used?
 - e) Is dual confirmation being used for starts and relay take-offs?
 - f) Assistance in checking diving sheets?
 - g) Who will have responsibility for speaking to 500 lap counters?
 - h) Any other special needs or accommodations?
 - i) Who will keep track of individual entries by swimmers and/or any subsequent violations of the jewelry/suit rule?
 - j) Instruct officials to walk the entire length of the pool in order to observe strokes and turns.
 - k) Assign one official to be in position to observe the 15 meter/16.4 yd mark in freestyle, backstroke and butterfly. If only two officials, one must move quickly to that point after starting the race to observe swimmers as they surface. Remember, that the point of reference is between the top of the head and the chin.

Referees – one of the most important instructions you can give to your officiating team should be do not call a disqualification unless you are absolutely certain that you saw the swimmer do something illegal. CALL WHAT YOU SEE, AND SEE WHAT YOU CALL!!!

B. RELAY TAKEOFFS – DUAL CONFIRMATION

- Both officials **MUST** be in position at the **STARTING END** of the pool.
- Both officials must **INDEPENDENTLY** determine, in **WRITING**, that a relay swimmer has left early.
- After the final swimmer has entered the water, the two officials compare their **WRITTEN** notations. If they agree, then the computer operator is notified and **the starter** raises his/her hand to signify an infraction.
- The referee will notify the team and/or coach(es) at the end of the race which swimmer left early and that they are disqualified.

C. 500 LAP COUNTERS

1. One counter per lane.
2. Keep lap counting devices in assigned lane.
3. Lap counter changes the visual counter when swimmer's feet/hand contact wall at starting end of pool.
4. Display orange card when one length remaining.
5. Lap counting device should be visible to all officials at all times.
6. Check with official, at turn end of pool, if counting device falls into pool.
7. Visitor lanes required to have lap counting devices available if they choose to count.
8. If there are no counters, then no one is to be standing at turn end of the pool.