

Referee's Reminders

Before the Competition

1. Review all Applicable Rules and Regulations for the Meet

- a. FINA Swimming Rules
- b. Local Regulations (SNZ Regulations & By-Laws)
- c. Meet Information Package

2. Check with Meet Director regarding:

a. Facilities

- Course & number of lanes
- Blocks stable (both ends if needed)
- Lane Ropes / False Start Rope / 15m mark on lane ropes / Backstroke flags available, in good condition & legal
- Warm-up lanes / Pool available in addition to competition area
- Water conditions – temperature, level, depth, filtration system, any current etc
- Lighting
- Ladders – removable? Diving Boards?
- Any restrictions or unusual conditions regarding use of facility
- Access or deck control problems
- Layout of Meet functions
- Provisions to control movement of media equipment and personnel
- Provisions for weather problems if outdoor pool
- Reporting area for officials and security for their bags etc
- Marshalling or self-marshalling

b. Officials Appointed or to be Recruited

- How many Referees
- How many Stroke & Turn Judges
- Is host club supplying Marshalls, Timers, Clerk of Course, Announcer and other Administration personnel

c. Equipment and Supplies

- Timing and electronic equipment
- System type of primary, secondary / backup
- If long course, pads or buttons at both ends needed for 50's or splits
- Will results be done by computer
- Experienced personnel to operate and maintain
- Power supply adequate, battery back-up, sufficient watches if power or system failure
- Score / notice boards

- P.A. system

3. Preparation

- a. Get copy of programme from Meet Director
- b. Check for errors: timeline, ages setup, seeding etc

Day of Meet – Before Competition

4. Check with Meet Director

- a. Are there emergencies, changes that have come up
- b. Discuss the timeline
- c. Are warm-up procedures posted, Marshalls in place
- d. Are all tables, chairs and equipment set up where they are needed.
- e. Have any Officials or other personnel cancelled, are replacements needed.

5. Check the Facility

- a. Blocks stable, correct height, tops not slippery
- b. Are the lane numbers marked correctly & visibly
- c. Water conditions – level, temperature
- d. Lane ropes in good condition & tight
- e. Flags, ropes etc in good condition, correct location & height
- f. Are there any safety hazards – arrange for correction

6. Check and Instruct Meet Personnel

- a. Clerk of the Course
 - b. Control Room Supervisor
 - c. AOE Operators
 - d. Deck Personnel: Chief timekeeper
Stroke & Turn Judges
Starters etc
- Make sure each checks out their equipment and facilities before meet start
 - Decide on procedure to be followed

7. Coaches Managers Meeting (if applicable)

- a. Advise them on timeline, starting and disqualification procedures
- b. Where will one-length events start from.
- c. Cover any facility restrictions
- d. Cover any variances from normal procedures – there should be *no surprises!*

8. Officials Meeting

- a. General Instruction. Advise them on their duties
- b. Do not forget briefing and debriefing each session