

Chief Judge Pre meet Checklist:

Letter to officials with specifics:

- Check in and Parking arrangements
- Sign in – room #
- Uniform – white over blue pants/skirt/shorts – prelim/no shorts for finals
- Time of official's meetings
- Parking – TBD
- Hospitality will be provided during sessions you work. Reminder, officials only
- A link to the meet information
- Remind them it's an OQM and if they'd like to be evaluated to contact the Meet Referee
- Give them a contact for questions or concerns
- Thank officials

Anything else you want to convey before the meet.

Supplies:

- Nice to have - a laptop, printer, and paper.
- Current Rule Book.
- Host will provide clipboards/pencils, watches and will prepare heat sheets for timers.
- DQ slips- Host should provide a supply.
- Counting sheets for distance events; relay takeoff sheets, lane change* and no-show slips.

CJs will be responsible for running the meeting. Do a full **stroke briefing** each morning.

Its fine to read the USA Swimming version (I've seen it read at US Open), but you are welcome to present it in any many you would like. Try to make it somewhat interactive to keep officials engaged.

Jurisdiction and Protocol will be discussed each session.

- Jurisdiction will be ½ the pool and specific number of lanes based on number of officials.
- Protocol – for back, breast and fly, stand on the short whistles, step up on the long whistles. Freestyle we'll need to discuss with MR. National deck goes to the side and watches turns from the corner. MR might want to use that during finals. Otherwise, corners only. When watching corners, stand for 1st turn, ok to sit for rest

Miscellaneous:

- 15-meter mark – we'll see if we can staff. No 15-meter for breaststroke.
- Disqualifications - raise hand until recognized by either CJ or DR while continuing to observe jurisdiction. CJ will call in." Possible disqualification lane x-x". CJ will go to official, gather information, recommend or state further discussion is needed. CJ will write up DQ and bring to DR.
- Review relay takeoffs, dual confirmation, X=ETO, O=good exchange
- Reminder, no phones on deck, proper sitting protocol.

Meet Day:

Arrive one hour before officials meeting – we'll have things to go over. Officials meeting 1 hour prior to meet start.

Prior to Officials briefing:

Make sure sign in forms are out.

Set up white board with pool layouts.

Determine radio frequency.

Work with Lifeguards.

- Check deck set up. Chairs, (towels for officials, placed just before meet starts)
- Locate lap counters, (need extras - some may be broken)
- Gather forms and count sheets for Starter, DR teams
- Determine number of heat sheets, 2 column, 3 column. (remember evaluators)
- Find out about timers from Meet Director. When will they be arriving?

Officials Briefing

- Greeting, introductions, announcements, timeline
- Make sure everyone is signed in with name as it appears in OTS (no nicknames)
- Set deck with present officials (if not already done)
- Stroke briefing, protocol, jurisdiction, disqualification, relay procedures (work on deck set during presentations)
- Announce Officials assignments (pool and radio frequency)
- Announce Starter and let them know time of timer meeting
- Announce relay takeoff assignments, make sure have relay takeoff slips (end of meeting)
- Discuss relief (timing and length of time for break).

Manage the Deck

- Get and distribute heat sheets to Meet Referee, Starter, and Stroke and Turn officials.
- Make sure there are adequate DQ slips, no show, lane change* slips at each pool (for CJs)
- Radio test (specific to pool)
- Chairs in position, with towels in place for officials
- Advise DR all officials are in their position
- Write up all DQs, No shows, Lane changes*
- During finals, manage alternates

After session

- Collect heat sheets and other paperwork, give to Admin or Meet Referee.
- Collect timer sheets and watches (or tell them to return them to timing room)
- Prepare anything you can to be ready for the next session