

MOUNTAIN HI SWIM LEAGUE MEET REFEREE TO DO LIST FOR PRE-MEET MEETING

- Obtain names of all officials who are working the meet. Verify their current certification on League list and determine number of years officiating.
- Review where the Starter, Meet/Deck Referee, DQ Communicators, and Scribe will be located on the deck.
- Review jurisdiction and position on the deck for:
 - S&T Judges – standing over their lanes in the middle of their jurisdiction
 - Relay Take-off Judges – standing one on each side of the pool near the end with a good view of all lanes
 - DQ Communicators – one on each side of the pool where the swimmers exit the water
- Discuss rotation; during the meet, remind the S&T Judges when to rotate.
- Discuss substitution procedures for shift changes.
- Discuss headset protocol.
- Discuss the sequence for reporting disqualifications:
 - Possible disqualification, event number, heat number, lane number, description of infraction, S&T Judge's name
 - If accepted by the Meet/Deck Referee - disqualification accepted; please write it up and inform the swimmer
 - Scribe will fill out the DQ slip with event, heat, lane, infraction, and Judge's name
 - DQ Communicator will inform the swimmer
 - DQ slips will be sent to the scoring table where the swimmer's name will be put on the slip and processed – white copy stays with the card, yellow copy given to the coach.
 - If NOT accepted by the Meet/Deck Referee, no action is taken.
- Discuss protest procedures. Remind the S&T Judges to write a note in their heat sheet for each DQ they call that is accepted.
- 6 & Unders are now judged. If 6 & Under swimmers make no attempt to perform the relevant stroke, they will be disqualified. The Meet/Deck Referee must agree to the infraction and sign the DQ slip.
- Review options for coaches being in the water with swimmers:
 - They may provide verbal instruction and encouragement
 - They may NOT physically help the swimmer; if physical support or assistance is utilized, the swimmer will be disqualified
- Ask if there are any questions regarding strokes or rules
- Make assignments for S&T positions; balancing the deck as best as possible. Hand out heat sheets and ask those working the first shift to be in position 5 minutes before the meet starts. For those working subsequent shifts, ask them to be ready to take over their responsibilities at least 2 heats before their shift begins.
- Just before the end of a shift and at the end of the meet, thank all deck officials for their assistance. Ask the last shift to turn off their headsets and return them to the scoring table.