

Mountain Hi Swim League
Officials Meeting
Meet Referee Procedures for Pre-meet Meeting
Information, Policies and Procedures

The Meet Referee conducts the meeting at 7:30 a.m. (or one-half hour before the meet starts). All Stroke & Turn Officials who will be working the meet, the Starter, and the Chief Judge must be at the meeting. The Meet Referee covers the following information and handles the tasks noted below:

- Obtain the names of all officials from both teams who are working the meet. Check their names against the League listing to verify they have the current year's certification for the position(s) they will be working and confirm that they will be allowed on the deck. Note: The MHSL Officials Chairperson has provided the divisional listing of the League-certified officials to your Parent Rep. Before the dual meet season begins, obtain a copy of the listing from your Parent Rep for the current year's certified officials.
- Review for the Stroke & Turn Judges where the Starter, the Meet Referee, and the Chief Judge will be positioned on the deck. The Meet Referee should be standing near the Starter, on his/her side that is away from the starting blocks. If at all possible, the Chief Judge should be seated at a table near the Meet Referee. Be sure the runner is informed of where the Chief Judge will be located so that DQ slips are picked up from the Chief Judge in a timely manner and turned in to the scoring table. The Starter should now be excused to meet with the Clerk of Course and document any changes in his/her heat sheet.
- Review jurisdiction by dividing the pool into 4 quadrants and noting any special restrictions in judging due to pool shape. For example, if one quadrant does not allow the Stroke & Turn Judge to walk the side, then the Official observing the other half of the lanes on that same end of the pool will not walk the side either.
- Discuss rotation. Each Stroke & Turn Judge will rotate clockwise one position to the left after the completion of each stroke. Remind the Officials that they should move to their new position only after all swimmers have left their jurisdiction.

If a little more time is needed for officials to move to their new positions, be sure to have the Starter wait a few moments before starting the swimmers. During the competition, keep track of when the rotation time is coming up and remind the officials on the last heat of an event that they should rotate once the swimmers have left their jurisdiction.

- Discuss substitution for Stroke & Turn Judges. When the shift change takes place, the replacing Stroke & Turn Judges should arrive a few heats ahead of time to observe the deck and become comfortable with where everyone is and what is happening in the water. They should stand next to the person they are replacing. The on-duty Stroke & Turn Judges should continue to observe the swimmers in their jurisdiction until their shift is over. The deck officials should hand over headsets, wristbands, clipboards, pencils, and programs to their replacements. Be sure to check that all personnel are in position before starting the next heat. Other positions on the deck might also be having their shift change at this point as well.
- Discuss headset protocol. Headsets are to be worn only by the Meet Referee, the Chief Judge and each Stroke & Turn Judge. The Starter does not wear a headset. Once an infraction is observed, the Stroke & Turn Official immediately raises his/her hand. Upon lowering his/her hand, the Stroke & Turn Official should push the Talk button on the headset to inform the Meet Referee of the infraction, noting the lane number, the disqualification call, and his/her name. For example, the Stroke & Turn Official reports something like the following: DQ lane 2, alternating kick on the start, Mary Jones. If necessary, the Meet Referee may ask for further clarifying information. If the Meet Referee accepts the disqualification by saying the following over the headset - confirming DQ lane 2, alternating kick on the start, Stroke & Turn Judge is Mary Jones - the Chief Judge then writes up the DQ slip. The Official who has the swimmer finishing in his/her jurisdiction will be the one who tells the swimmer of the behavior that caused the DQ. If the Meet Referee does not accept the disqualification, the call is overturned and no further action is taken.

Remember, only one person can talk at a time on these headsets. If multiple DQ's are being called, take them one at a time. Completely finish one and then handle the next one. Have each person test his/her headset for good working order, ask each person to verify that his/her headset is on manual (NOT vox) for the talk setting, and let them know you have extra batteries, if needed.

Once the swimmers have left the jurisdiction of the Stroke & Turn Judge who made the call, he/she should make a note in the heat sheet of his/her call. As the Meet Referee, you should also make a notation in your heat sheet for every infraction accepted, documenting the heat, the lane, and the call. The Meet Referee program must be turned in to the scoring table for keeping with the other documentation on the meet.

Note: Use your headset to keep the officials informed of what heat is in the water. This is especially important when the Clerk of Course has combined the first few heats due to scratches. If the Clerk of Course combines Heats 1 and 2, then the first heat in the water is Heat 2 and needs to be communicated to the deck officials as such.

- Discuss how the DQ slips are to be filled out. The information that must be on the slip is the event #, the heat #, the lane #, the infraction clearly marked, and the Official's name who called the infraction. **The scoring table will add the swimmer's name.** If the Chief Judge is able to fill in the correct swimmer's name, please do so, but make sure it is correct. If in doubt, leave it for the scoring table to handle. The Chief Judge is responsible for making sure the runner picks up the DQ slips in a timely manner. If your team does not have enough Officials to have a Chief Judge, then the Meet Referee will also be the Chief Judge. If headsets are not available at the meet, then each Stroke & Turn Judge is responsible for writing up his/her own DQ slip, informing the swimmer of the infraction, and making sure the runner picks up the DQ slip in a timely manner.
- If a protest is lodged, it needs to be written up by the coach and given to the Meet Referee within 30 minutes of the swimmer finishing his/her swim. Depending on how fast the DQ slips are getting from the scoring table to the coaches, you may need to give the coach a little more time to process the written protest document. Once received, get the card and DQ slip from the scoring table, and then check with the Stroke & Turn Judge to determine the following:
 - Ask the official if he/she raised his/her hand to signal a disqualification
 - Ask the official to explain what he/she saw
 - Ask if the swimmer was in the official's jurisdiction when the infraction was observed
 - Ask the official where he/she was standing when the infraction was observed

If all these questions are answered correctly, then the disqualification is upheld and the infraction stands. If the questions are not answered to the Meet Referee's satisfaction, then the call is overturned and the swimmer's time is re-instated. The Meet Referee must inform the scoring table and the coach of the decision.

- Remind everyone that we do not judge the 6 & Under age group. If teams do not have enough Judges for a shift change, this might be a good time for an Official to take a quick bathroom break or get something to drink. Be sure that all Officials are back in place before you have the Starter begin the 8 & Under events.
- Ask if there are any questions regarding strokes or interpretations of rules. Go over any issues that may come up.

- Make the deck assignments for the Stroke & Turn Judges. Be sure to position the Judges from each team diagonally across from each other on the pool deck. Balance the deck as best you can, keeping in mind the years of experience of your Judges. For example, if you have a Judge with a lot of years of experience, put one with lesser experience on the same lanes at the opposite end of the pool. Place your judges with the most experience at the start end of the pool for the beginning of the meet. That allows the lesser-experienced judges a little more time to settle in at the less congested turn end of the pool.
- Hand out heat sheets to all officials working the meet. If you do not have enough copies for each Stroke & Turn Judge working the meet, be sure to remind them that the heat sheet needs to be passed to his/her replacement when the shift change happens. Hand out headsets to the appropriate officials working the first shift.
- Just before the end of a shift or at the end of the meet, thank all deck officials for their assistance. Ask the last shift to be sure and turn off their headsets and return them to the scoring table.