

SUBURBAN SWIM LEAGUE
REFEREE'S CHECKLIST - 2011

I Facility preparations:

- Pool set-up: **Safety Check.** Lane lines in, ladders out, backstroke flags, Ready Bench, decks roped off.
- PA system; Scorers' materials; tables for announcer, scorers, ribbons.
- Clip Boards, pencils and papers Head Timer and for Place Judges
- Starting pistol and blanks. Check stopwatches for dead batteries.

II Confirm with coaches:

- Vistors choose odd or even lanes. Make sure that rosters are created for the correct # of lanes in pool.
- Determine use of fifth lane, if pool has only 5 lanes.
- Permission to combine events. (However, be sure that *no one* misses an event.)
- Determine # of exhibitions and limits. (Reps & Scorers "create" heats.)
- How to handle DQs (Tell swimmer? coach?)
- Opponent's swimmer is disqualified for 2 *false starts*: OK to swim exhibition?
- Confirm the starting end for the 25 yard backstroke – shallow recommended.
- Confirm proper warm-up procedures; Confirm length of break.
- Are there any special needs swimmers?

III Warm-ups: Assign 2 **warm-up monitors.**

- Have announcer start and time warm-ups - equal warm-up time for each team. (minimum 15 min.)
- Begin home team warm-ups 40 minutes before start of meet – clear pool 5 min. before start time.
- Feet first entry, no dives or backstroke starts except in sprint lanes.

IV Timers /Officials Meeting: Gather and confirm meet workers 20 minutes before start of meet

- A. Introduce yourself: **Referee - Starter.** Introduce **League Reps**, if available.
- B. Introduce **Head Timer** (raise hand when finished, record clear reason for DQ)
- C. Introduce: **Place Judges** (may call ties);
- D. Introduce **Timers.** Assign lanes, have "partners" stand together, ask if anyone is inexperienced.
- E. *Begin watch check* - instruct timers to watch gun for flash/smoke, OR Strobe. **Practice start with whistle.**
- F. **As watches run:** give Timer instructions:
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| • Whistle - clear watches | • Raise your hand if you miss a start. |
| • Start watch by watching gun / strobe. | • Averaging times: round down to nearest hundredth.
(Drop thousandth) |
| • Stop watch on touch only at the end of required distance. | • All events will start in deep end, except 8/10 & under relays & 25 yard backstroke. |
| • Do not assist/instruct swimmers. | • 25-yard events also require timers to move. |
| • Direct questions to the Referee. | • Start watch even if NO swimmer in your lane. |
| • Time only - do not judge turns or finishes | • NO SMOKING |
| • Finish timing even if swimmer is disqualified | |

Timers should stand back from the edge on start, step to the edge for finish, and step back to average/report time.

G. *End watch check.* Send timers and head timer to the starting line.

H. Meet with **Stroke & Turn Officials** - Introductions

- Clarify expectations for 8 & unders. Clarify expectations for all other age groups.
- Assign positions. Rotation?
- Relay take-off assignments – use officials. Watch feet of departing swimmer - then look for touch.
- Split side of pool (diving well) - watch heads on corner.
- Long side official - only walk as far as split side official walks. Other 2 officials stay at end of pool.
- Signal DQs immediately. Report DQs to referee.
- Review backstroke turn/finish, beyond vertical, and answer any other "rules" questions.
- Review the use of a *single* downward butterfly kick after the start and turns in breaststroke.
- **Benefit of doubt to swimmer!**