

Thoughts on High School Meet Protocol

by MaryAnne Lustgraaf

1 Arrive before warm ups occur

Introduce yourself to Coaches, Timing System people, Team Captains.

2 Talk with the timing table

Are teams assigned to heats and lanes according to the Policies and Procedures?

3 Official's Meeting

A. Referee/Official: Decide who of the 2 officials will serve as the referee unless it has been specified by your assigner on your schedule.

B. Jurisdiction: Decide who is covering what areas so that the entire pool is under observation as much as possible. Any issues with deck coverage by the officials due to the facility's configuration?

C. Relays: Dual confirmation, Be in place to judge early take offs even if you miss some touches at the other end of the pool. Ensure all lanes are getting equal scrutiny.

D. Disqualification: Keep track on your Referee's Meet Management Report (RMMR). The coach or swimmer needs to be notified before the next race is swum. Depending on the timing set up you may note the infraction on the card or timing sheet so that the timing table is aware.

E. Place Judging: Keep track on your Referee's Meet Mgnt. Report.

F. Start/Finish/Submit: Note the start and finish times on RMMR. Keep a record for us. Submit a message to the Yahoo Groups site.

4 Coaches/Team Captains Briefing if possible

A. Enlist their help in keeping the sides of the pool open for you to walk.

B. Jewelry Rule: Warning takes place first than DQ.

- Tape over jewelry and only a medical/religious medal.
- Check one another for jewelry.

C. Taunting: Explain that sportsmanship doesn't allow for any taunting even of your own team mates. Tell them to have fun.

5 500 Lap Counters

Switch to the next number after the swimmer completes their turn at the start end of the pool. One person turning the counter per lane.

6 Whistle Starting Protocol

Use USA whistle starting protocol at all meets. Giving some verbal commands in the first races of the first couple of meets may be necessary as not all swimmers have USA background, but let the swimmers know that the whistle protocol is what will be used. (*False Starts are no longer recalled with the starting horn.*)

7 Reconciling Protocol

If you see a problem with times or placing on the board reconcile it with the timing table before proceeding with the next race.

8 10 Minute Break

There is always a 10 minute break after the 50 Free even if no diving!

9 Diving

If you have diving, the voluntary dive for each week is listed on a chart (this will be the first dive on the card and no higher DD than 1.8 may be assigned)

10 Safety Issues/First Aid Kit

Check over the facility for safety issues and unique situations. Do you know where the first aid kit is?

11 Signing Off/End of Meet

Check everything against the results before signing off at the end of the meet.

12 Officials Materials

1. All Necessary Forms:
 - A. Referee's Meet Management Report (RMMR)
 - B. Relay Take-Off Judging Report (12)
 - C. Diving - DD Sheet w/Voluntary Dives of the Week
 - D. Diving - Official Dive Sheet
 - E. DQ Log/Report
 - F. 500 Lap Count Report
 - G. Scoring (Places & Points) Rules Book/Page 43
2. Swimming & Diving Rules Book (Current)
3. Whistle
4. Clipboard & 2 Pens
5. Bell for 500