

REFEREE CHECKLIST (SHORT)

- 1) Call for pre-meet meeting**
- 2) Instructions to Timers**
- 3) Obtain Heat sheets from the Coaches**
- 4) Assess Handicap Swimmers**
- 5) Lane assignments**
- 6) Rain Agreement Discussion**
- 7) Exhibition Heat Discussion**
- 8) Instructions to Place Judges**
- 9) Instructions to Starter**
- 10) Discussion with Stroke and Turn Official**
- 11) Instructions to Scorers and Recorders**
- 12) Start the Meet**
- 13) Sign the heat sheets at the end of the meet and mail in envelope provided by the team representative**

More explanation on the other side

CCAA MEET CHECKLIST FOR REFEREE

1. **Call for the pre-meet meeting** at 6:15 pm (for a 6:30 pm start). Call for the coaches, team reps, place judges, starter, scorers and recorders, and timers.
2. **Instruct the timers** that they are not to impede the view of the judges and that times are for team purposes only, and they are not used in the meet for result purposes. Ask them to assist in maintaining order during the meet and assist in assuring that swimmers get out of the water during exhibition heats and in exhibition lanes. Release them from the meeting at this time.
3. **Ask the coaches** for four copies of the heat sheets. Review the heat sheets to assure that all spaces are filled in, and ask the coaches if any and all open spaces are correct. Assure all relay events are filled and similarly verify that empty events are correct. Ask them if they have any changes and have they been made on all four sheets. Return one copy to the coach, keep one for yourself, and give the remaining two copies from each team to the recorders. Release the recorders and scorers to their table and inform them you will speak to them at the end of the meeting.
4. **Ask each coach if they have any handicapped or deaf swimmers.** If there is a deaf swimmer, it is optimal to have a false start rope to assist that swimmer in the case of a false start.
5. **Ask the visiting coach** for his choice of lanes.
6. **With the team reps present,** next determine the rain agreement to be utilized and record it at the top of the heat sheet. If the “standard agreement” is chosen, repeat what that means to both coaches (before or after 15-17 boys backstroke, etc.) Read it from the CCAA rules if necessary. Any agreement is acceptable, (except for not rescheduling the meet) and cannot be changed later. The CCAA expects all meets to occur.
7. **Ask if additional exhibition heats** are to be swum. Make sure that the starter, places judges, scorer and recorders are aware. The CCAA has adopted the standard that the competitive points heat be swum first in each age group, and then the exhibition heats. Release the coaches and the team reps back to their teams at this point.
8. **Speak with the place judges** and explain their duties and placement. Explain the “tie” procedures and arbitration.
 - A. Tell them where you want them to stand. Home team provides 1st and 3rd place, visitors: 2nd and 4th
 - B. They should go directly to the lane that finished in the place they are judging, ignoring any DQ's, and the exhibition lanes.
 - C. Pay attention and don't ask questions about who finished where.
 - D. To hold the swimmer's (palm down) if there are any DQ's.
 - E. If no DQ's, bring the swimmers promptly to the scorer's table, in **ORDER** and state place, team, and last name.

Release the place judges from the meeting at this time.
9. **Talk to the starter** and explain how you want to run the meet. Explain when they should proceed and when they should not. Reiterate the commands, especially for the backstroke.
10. **Talk to the stroke and turn judge** and determine jurisdiction, lane assignments and other duties. Discuss how you will convey DQ's.
11. **Return to the recorder's and scorer's table** and instruct them to inform you immediately if there are any problems with swimmers names or the score so that you may address it promptly.
12. **At the end of the meet,** return one heat sheet from each team, signed by you and with the score on top. Use the envelope that the team rep should have at the meet.

REMEMBER THAT IF THERE IS ANY DOUBT, YOUR HAND STAYS DOWN. Better to have missed a call than to have made one that shouldn't have been called at all.