

## Meet Referee Guidelines

### What is a “Meet Referee?”

In many ways, the Meet Referee is like a captain of a large ship. He or she is the leader and has overall responsibility for the conduct of the meet. A swim meet, like the large ship, requires the skills of many people to run smoothly. The Meet Referee is the leader that organizes this team to run a safe, fair and fun competition.

### What are the duties of a Meet Referee?

Responsibilities for the Meet Referee can be divided into three areas: before, during, and after the swim meet.

#### Responsibilities before the meet:

- In general the Meet Referee joins with the Meet Director to constitute the planning committee for the meet. This committee:
  - Reviews the meet announcement for completeness and consistency.
  - Reviews entries and timelines, e.g., compliance with 4 hour rule for 12&U sessions and any contract deadlines for use of the facility.
  - Develops contingency plans for meet operations to address any issues identified.
- Guide/advise the Officials Chair of the sponsoring club who is responsible for recruiting officials for the meet. Activities include coordinating with the Officials Chair to:
  - Ensure officials assigned to leadership positions are properly selected and informed timely of their assignments.
  - Determine who will enter data into USA Swimming’s Officials Tracking System.

Resources available to help in recruiting officials:

- Contact information for club officials chairs (<http://www.pvswim.org/clubchr.htm>).
- Mailing list to PVS officials ([officials@PotomacValleySwimming.org](mailto:officials@PotomacValleySwimming.org)).
- Contact the Meet Director to determine that proper arrangements have been made so that the paper work required for the meet will be available (i.e., relay Take Off Forms, DQ slips, re-seed forms, positive check in forms, Officials sign in forms, Timer sign in forms, lap counting sheets, no show slips (if used), etc).

#### Responsibilities during the meet:

- During the competition, the Meet Referee’s role is to ensure safe competition and consistent application of rules and procedures for all sessions of the meet. As such, the Meet Referee should be at all sessions.
- Meet with pool staff at the start of the meet to know who to contact in the event of an emergency and to identify and address any concerns.

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- During the meet periodically sample coaches on the conduct of the meet to identify potential issues before they become problems that impact the competition.
- The Meet Referee supervises the entire Officials Team and as such:
  - Provides guidance to Deck Referees/Chief Judges to ensure equitable deck coverage.
  - Provides guidance to Deck Referees on handling “no shows” and other unusual situations.
  - Confirms with Timing Operator the correct setup and functioning of the timing equipment.
  - Establishes with the Administrative Referee, if one is assigned to the meet, to set guidance on how the administrative tasks should be handled.
  - Provides guidance to Timing Judge on resolving timing issues (this can be assigned to the Administrative Referee).
  - Ensures breaks are available to the Deck Referee and Starter especially during long sessions.
- It is recommended that a coaches meeting be conducted on the first day of competition to ensure understanding of meet procedures. Typical topics for this meeting include, but are not limited to:
  - Warm-up procedures
  - Positive check-in procedures and penalties
  - Scratch procedures for finals (If finals are scheduled)
  - Identifying potential issues, such as excess session timelines
  - DQ notification procedure
  - Athletes requiring accommodation

Since many PVS meets are multi-day and may have two or three sessions per day, not all coaches may hear the information discussed at the coaches meeting on the first day. Distributing a short written summary of that meeting to coaches on the subsequent days will ensure understanding by all coaches.

- During the actual competition, the Meet Referee shall ensure proper notification for all disqualifications. If a coach or swimmer has questions about a disqualification, the Meet Referee shall ensure these questions are addressed and answered.
- If, during the meet, an unusual situation arises, the Meet Referee shall ensure the issue is addressed. This does not mean the Meet Referee has to come up with the answer but the Meet Referee should engage the appropriate parties to determine a resolution. Consulting with the members of the meet committee<sup>1</sup> is one way to solicit ideas for resolving the issue.

### Responsibilities after the meet

- Ensures staffing information is entered into USA Swimming’s Officials Tracking System.

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<sup>1</sup> “Meet Committee - Unless otherwise specified in the meet information, the Meet Committee shall consist of the Meet Director, Meet Referee, and coach and athlete members as appropriate.” Glossary, USA Swimming 2011 Rulebook