

**Starter / Referee Meeting Checklist
(For Dual Meets)
Judges' Meeting**

- ◆ Identify new judges – monitor closely during the meet
- ◆ Promote the use of trainees to work with experienced judges for future certification
- ◆ Review new judging rules, ensure relief judges review as well;
- ◆ New dolphin kick rule for breast stroke
- ◆ Go over the back stroke flip turn rules to ensure consistency
- ◆ Review 8 and Under statement- ensure that any violations are explained to the swimmer
- ◆ Ask if anyone has any questions about any point of judging and clarify
- ◆ Confirm how DQ card will be turned in to the scorer
- ◆ Assign jurisdiction to judges & whether they overlap
- ◆ Position Stroke Judges equally so they walk the same distance along opposite sides of the pool
- ◆ Assign someone to false start line
- ◆ Position Starter & Referee on opposite sides of the pool
- ◆ If 8 lane pool, confirm exhibition lanes for finish judges
- ◆ Be alert - no cell phones, eating, side conversations

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Timers' Meeting**

- ◆ Confirm swimmers' names match event card
- ◆ If open lane, verify that no swimmer is waiting behind the block
- ◆ Hold watch upright & start watch with index finger
- ◆ Review when to start watch (smoke from gun or flash from automatic starter – not sounds) & stop watch (when any body part touches wall)
- ◆ All timers to start every event – join an adjacent lane to be a third timer (if necessary); may be used as an alternate
- ◆ Signal mis-starts by raising hand & calling for alternate
- ◆ Alternates – start every race & watch for raised hands immediately after starts or turns/relay exchanges
- ◆ Maintain position at blocks – move swimmers out of the way, if necessary
- ◆ Confirm who will be writing times for each lane, maintain consistency in order of times written
- ◆ Clear watch when time is recorded & confirm when starter/referee signals swimmers to the blocks
- ◆ Timers cannot judge
- ◆ Do not send swimmers into water for any reason
- ◆ Do not alter lane cards for any reason – see referee or starter

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