

SUBURBAN SWIM LEAGUE
REFEREE'S CHECKLIST – 2017

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
- Start System, or starting pistol and blanks. Stopwatches – check batteries.

II Confirm with coaches:

- Visitors choose odd or even lanes. Make sure that rosters are created for the correct # of lanes in pool. **YMCA-based Teams may choose an alternative lane assignment for their official lanes if such an arrangement will provide sufficient water depth (in the YMCA team's lanes) to allow diving (i.e. 'starts') from the pool deck, to accommodate YMCA policy. (SSL Rule 8.k.)**
- 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?)
- If opponent's swimmer is disqualified for 2 *false starts* - OK to swim exhibition?
- Confirm that the 25 yard backstroke starts in the shallow end.
- Confirm proper warm-up procedures; Confirm length of break.
- Are there any special needs swimmers?
- **Determine if either coach wants to use in-water helpers for swimmers in unofficial heats. If so, confirm with other coach, both team Reps, and the Pool Manager. All must agree to the use of in-water helpers. In-water helpers may not provide physical assistance to the swimmers. Rule 8.t**

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:

- | | |
|--|---|
| • 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 at the end of required distance. | • All events start in deep end, except in-water starts for 8/10 & under relays & 25 yard back stroke. |
| • 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 tobacco products or alcohol are permitted. |
| • 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

- Answer questions for legal strokes, turns, finishes. Clarify expectations for 8 & unders.
- **Freestyle interpretation for Individual Medley and Medley Relay**
- Assign positions. Rotation? Split side of pool (diving well) - watch heads on corner.
- Relay take-off assignments – use officials. Watch feet of departing swimmer - then look for touch.
- 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. DQ slips (SSL or USA-S) are required.
- *Benefit of doubt to swimmer!*
- **Swimmers who re-enter after completion of their race for the purpose of sportsmanship shall not be DQ'd.**