2017 – 2018 REFEREE’S CHECKLIST

1. Introductions - coaches, captains and officials (roles of officials).
2. Determine if any swimmers with disabilities will be competing. Ask if any swimmer has a doctor’s note (MD or DO, only) or a letter for an accommodation from the PIAA.
3. Lane assignments, visiting team has the choice.
4. Explain starting procedure – one long whistle will call the swimmers to the blocks and referee or starter shall say, “step up” or “step in.” Make sure all parties know if using a referee and starter or one person assuming both roles. The referee and starter shall be on opposite sides of the pool, at the starting end for all starts and relay take-offs. Explain when wedges/fins can be adjusted, if part of starting blocks. If Electronic Relay Judging Equipment is being used, explain protocol and how it is used.
5. Explain how swimmers will be checked onto the blocks. Make sure procedure is clear to all parties, especially the visiting team.
6. Swimmers should be prompt in reporting to the blocks, quiet during the starts and counters ready and in place for the 500. Count may be to next higher or lower number, it’s the swimmer’s choice. One counter per lane.
7. If no separate warm down area, explain how warm down for the 500 Free is conducted. Two lengths of the pool shall be permitted at the conclusion.
8. Entry procedure – lane cards, meet manager print-outs, etc. Have both coaches sign back of scoresheet. Explain procedure for line-up changes, by coaches, during meet.
9. Non-swim school swimmers. The “timing” may occur during the official event if there is an open lane, it may occur prior to the first event, in between events, or immediately following the last event. The referee shall determine when these swims will occur. The entry card (filled out, and signed by swimmer and coach) is to be signed by the referee certifying the time after completion of event. Divers dive during the official event only. No relay teams permitted. A letter from the school’s principal or AD, on school letterhead, must be shown to the referee that states the name of the person accompanying the swimmer/diver.
10. First week or two of the season, explain any new rules.
11. Have coaches confirm to the referee that all contestants are in legal suits and in compliance with the jewelry rule. Reminder, jewelry shall not to be worn during warm-ups. Remind coaches that female swimmers/divers are not allowed to pull swimsuits’ straps past shoulders unless wearing a drag suit over the competition suit. Bikini tops, halters or sports bras are NOT permitted.
12. Finishes - swimmer must contact touch pad or end wall between the lane lines where the touch pad should be located. Scoreboard is unofficial.
14. Explain how violations of individual entry limitations will be monitored. (4 total events per swimmer - no more than 2 individual events).

SPORTSMANSHIP MESSAGE
PIAA requires all registered sports’ officials to enforce the sportsmanship rules for coaches and contestants. Actions meant to demean opposing contestants, teams, spectators, and officials are not in the highest ideals of interscholastic education and will not be tolerated. Let today’s contest reflect mutual respect. Coaches please certify to the contest official(s) that your contestants are legally equipped and uniformed according to NFHS rules and PIAA adoptions. Good luck in today’s contest.

(must be read at Coaches and Captains’ meeting)
MEET RESPONSIBILITIES

I. PRE-MEET CHECK
   1. Check that “Guidelines for Meet Warm-Up” are posted and followed.
   2. Meet with officials and give them their assignments (talk about expectations/assignments). No cell phone during meet.
   3. Check that all equipment is in place and functioning – make sure starting platforms/wedges/fins are secure – backstroke flags in place. Check Relay Judging Equipment, if used. Check with computer operator if a printout will be available.
   4. Check that water depth/block height conforms to rule.
   5. Pool is properly marked including the 16.4 yard mark.
   7. Recall device is required.
   8. Timing equipment operator – run timing system check.
   9. Review procedures with computer operator/scorekeeper and announcer.
  10. Meet with back-up timers and explain what needs to be done.

II. DURING THE MEET – Referee or designee
   1. Check swimmers in – proper lanes.
   2. Officials are in proper positions at all times.
   3. Assure that the competition is conducted according to the rules, do not practice “selective enforcement of rules.”
   4. Dual Confirmation for Relay Take-offs is strongly recommended, (pg. 40 4.2.2 B).
   5. Two officials must determine the finish for all races and score the meet – check with scorer and compare scores several times during meet.
   6. End of meet: check individual entry limits were not exceeded; confirm final score, time, date and sign score sheet. When possible, referee should also get a copy of the meet results and retain with the two copies of the score sheets for the dual meet season.

III. DIVING SHEETS
   1. Establish time for dive sheets to be turned into the referee.
   2. Check for signature of coach and diver.
   3. Check for the voluntary dive of the week, number and DD circled.
   4. Check dive sheets for the number, written description, position, DD, and the five optional dives, coming from 4 of the 5 groups excluding the voluntary dive.
   5. Establish order of divers, assignments can be different from swimmers.
   6. Meet with announcer and review what is to be done. Scores do not need to be announced if visible on a scoreboard.

IV. MEET WITH DIVERS
   1. Instruct divers to stand behind the board, not on the board, to hear the announcement of their dive.
   2. Diving referee instructs divers to listen to the dive that is announced, if not correct, notify referee immediately.
   3. Remind divers of need to stop the board just before or after the starting position is assumed.
   4. Explain that a diver must immediately come to the referee, after completion of a dive to request that dive be repeated because of influence by an exceptional circumstance.
   5. Divers shall be permitted at least two practice approaches, with or without a water entry, immediately prior to the start of the competition.

V. POST MEET CONFERENCE
   A post meet discussion shall be held to discuss performance, decisions, and the meet in general and feedback including diving if it was part of the meet. Remember, positive feedback leads to positive learning and makes everyone a better official.