

The Meet Referee Tool Kit contains guidelines, checklist, and the most common forms that a meet referee may need during the course of preparing for and running a meet. This original release (6-11-2001) of the Meet Referee Tool Kit contains the following files in Adobe Acrobat formats:

Referee Checklist	Time Adjustment (pad-lane)
Referee Attitude 101	Time Adjustment (pad-heat)
Stroke Briefing	Time Adjustment (button-heat)
Stroke and Turn Jurisdiction	Time Adjustment (button-lane)
Certification and Advancement (front)	Lap Counter (500Y)
Certification and Advancement (back)	Lap Counter (1000Y)
Officials Levels	Lap Counter (1650Y)
Deck Officials Evaluation	Lap Counter (800M)
Officials Trainee Feedback Form	Lap Counter (1500M)
Check-in instructions	Safety Guidelines and Warm-up Procedures
Finals Scratch Form	Marshals Job Duties
Relay Takeoff Slips	

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The following is a brief description of each of the files:

#### **Referee Checklist**

This document outlines the actions a meet referee should take before, during, and after a meet to assure smooth operation. Originally written by Anneliese Eggert. A must read for all meet referees.

#### **Referee Attitude 101**

Another "must read" article from Anneliese, revised and updated for presentation during the 2001 Pacific Officials Clinics. It covers the proper "attitude" for a meet referee and contains much valuable information.

#### **Stroke & Turn Briefing**

This is the recommended stroke briefing published by USA Swimming in 2000. Good source of information for the head stroke and turn to use when conducting the stroke briefing.

#### **Stroke & Turn Jurisdiction**

This is a recommended stroke & turn jurisdiction for long course meet where the jurisdiction must be clearly divided between a stroke judge and a turn judge. This is a "recommendation" only and the meet referee shall determine the proper jurisdiction based on the facility layout and other factors such as number of officials, etc.

#### **Certification and Advancement Form (front)**

#### **Certification and Advancement Form (back)**

This is the standard request for Advancement/certification form. It should be printed with the application on the front and the minimum requirements on the back. The meet referee should bring enough copies of these forms and make them available at the beginning of the meet to those officials seeking certification (level 2) or advancement to level 3 and 4. The meet referee must make it clear that the completed form should be submitted at the earliest possible moment to allow adequate time for observation.

**Officials Levels**

This is a guideline to help the meet referee to evaluate the appropriate level of an official requesting evaluation for advancement.

**Deck Officials Evaluation Form**

This is the "Deck Officials Evaluation Form" that a meet referee usually gets from the meet package but never has enough copies to evaluate everybody on deck. This version is slightly revised to move the definitions to the bottom of the front so no two-sided printing is needed.

**Trainee Feedback Form**

This is a feedback form created specifically to provide feedback to the trainees to help them work toward specific skills that are needed to achieve certification. This form is to be returned to the trainee only.

**Check-in Instructions**

This is a generic "check-in instruction" for most timed final meets. Fill in the pertinent information and make copies for the check-in people before the check-in started will help solve a lot of problems before they become a problem. Again, it is a recommended procedure and may not fit all situations. It is up to the meet referee to determine if the procedure listed should be used for a particular meet.

**Finals Scratch Form**

This is one of the many different versions of "finals scratch sheet" being used by various meet referees in trials and finals meets. This form is a little busy but includes all the pertinent information including the actual rules regarding penalty for failure to show up for a finals.

**Relay Takeoff Slips**

This is the original relay early take-off slip printed 12 to a sheet.

**Time Adjustment Worksheet (pad-lane)****Time Adjustment Worksheet (pad-heat)****Time Adjustment Worksheet (button-heat)****Time Adjustment Worksheet (button-lane)**

These are time adjustment worksheets for the following situations:

Lane malfunctions when touch-pads are used as primary timing system.

Heat malfunctions when touch-pads are used as primary timing system.

Lane malfunctions when buttons are used as primary timing system.

Heat malfunctions when buttons are used as primary timing system.

**Lap Counter (500Y)      Lap Counter (800M)****Lap Counter (1000Y)      Lap Counter (1500M)****Lap Counter (1650Y)**

These are lap counter forms for the starter/referee to use during a distance event.

**Safety Guidelines and Warm-up Procedures**

An updated review of Pacific warm-up procedures and the responsibilities of coaches, marshals, and others during the warm-up period.

**Marshals Job Duties**

Responsibilities of marshals and head marshals before and during a meet.

Please send all comments and suggestions to Joe Woo at [woo@home.com](mailto:woo@home.com)