

PRE-MEET

- Arrive at least thirty minutes prior to the scheduled start time of the meet.
- Uniform – all white, including shoes and socks.
- If the assignment is for more than one official, review duty assignments such as pool coverage and rotation of duties.

POOL AND EQUIPMENT

- Check starting platforms, backstroke flags, diving boards, 15 meter markings, and other pool markings.
- Visually check for depth markings to ensure compliance at start end.
- Starting unit
- CTS equipment and computer equipment (if used)
- Warning device (preferably a bell) for distance freestyle events
- Lap counting devices

COACHES' MEETING

- Obtain a list of events and distances to be competed.
- Review procedure for time verification and correction.
- Check to make sure that any concerns from host or visiting coach are addressed.

DIVING

- State the deadline for diving entry forms.
- Check submitted forms for accuracy and compliance.
- Check with Diving Coaches for amount of warm-up time.

SCOREKEEPERS

- Review with scorekeepers procedures for integrating backup times and determining finish order.
- Is the meet computerized with CTS? Manual? Different instructions will apply.

TIMERS

- Instruct timers 10 minutes before the start of the meet. (if used)
- Operation of watches, and back-up buttons.
- Filing out lane slips if used.
- Checking name of athlete if lane slip is used.

CLEAR THE POOL 10 MINUTES BEFORE THE MEET IS TO START.

DURING THE MEET

- Start the meet on time.
- Set a suitable pace, usually set by the swimmers.
- Use whistle and standard verbal commands.
- Walk the length of the pool for each event.

- Resolve any protest prior to the start of the next heat if possible to allow scoring to be completed.

DISQUALIFICATIONS

- Be in position to make the call
- Give appropriate signal
- Tell the swimmer the reason for the disqualification and be concise, DON'T COACH.
- Inform the CTS operator.
- Mark the lane slip (if used), pick sheet (if used), and if CTS is used, the printed heat results.
- Notify the coach of the disqualified swimmer.

AFTER THE MEET

- Fill out any voucher forms for payment
- Check and sign score sheets.
- Sign verification forms, if needed.
- Check with coaches for unresolved issues.