

Middle Atlantic Swimming

Championship Meet Series - Standard Operating Procedures



Meet Referee

Objective

The position of Meet Referee is intended to be a managerial role through which responsibilities are delegated to Deck Referees and Chief Judges. The Meet Referee shall have full authority over all officials and shall assign and instruct them, maintain a current and comprehensive understanding of the rules and their applications, enforce all applicable rules and decide all questions relating to the actual conduct of the meet. The Meet Referee is required to be present at all sessions of the championship meet to lead the meet management team.

Pre-Meet Responsibilities

- ☐ Read and be thoroughly familiar with the Meet Announcement.
- ☐ Officials Sign-Up
 - ☐ Monitor sign-up. If sign-ups are below what is needed to successfully run/officiate the meet, take action to improve responses. Partner with the Officials Committee, Meet Director, host team.
 - ☐ Pre-slot positions where appropriate, particularly Deck Referees, Starters, CJ's.
 - Involve the CJ for assigning positions if/when appropriate.
 - When applicable, take OQM into account. Be mindful of the required number of sessions for officials being evaluated.
 - ☐ Pre-verify officials' certification levels through OTS on USA Swimming website.
- ☐ After entries close, participate in a scheduled meeting for meet leadership (MD, MR, AR, Director of Competition).
 - Status update
 - Review logistics, procedures, concerns
 - Address questions
 - Offer assistance
 - Emergency procedures - plan, how/when to trigger
- ☐ Select Meet Jury
- ☐ Conduct pre-planning meeting with CJ/Team Lead the week prior to the start of the meet.
- ☐ In partnership with MD and AR, participate in Technical Meeting.
 - Review Safe Sport
 - Discuss Chain of Command
 - Time Trials

During the Meet Responsibilities

- ☐ Upon arrival at the facility, connect with MD and AR
 - Status Update
 - Offer Assistance “What can I do to help?”
- ☐ At the start of each session, walk pool, identifying potential safety issues, engage coaches in conversation. (approachability)
- ☐ Select at least one official to invigilate during warm-ups. (LC: min of 2)
- ☐ Connect with incoming officials to verify certification levels. If possible, delegate to CJ.
- ☐ Officials Briefing
 - Lead off officials briefing at each session; delegate specific topics and tasks as necessary.
 - Introduce leadership team, including external evaluator, if available, at every officials' briefing.
 - In the event of an abundance of Officials, provide direction how to minimize officials' presence at the Start Area/Admin Table.
 - At officials briefings for finals, discuss Finals Protocols, including whistles, awards, music walk-in's and athlete introductions.
- ☐ Throughout the meet, remain visible and available on deck to field questions, entertain concerns, resolve problems from coaches, swimmers, officials, volunteers and staff.
- ☐ Periodically check in with AR and MD for status update or to identify potential challenges.

Post-Session / Post- Meet Responsibilities

- ☐ At the conclusion of each session, check in with MD and AR.
 - Status Update
 - Offer Assistance
 - Recap any issues or challenges from session, plan for subsequent session
- ☐ Enter officials' sessions into OTS (may delegate to CJ).