

EQUIPMENT CHECKLIST

1. Bells
2. Pencils
3. Clipboards
4. Heat sheets
5. Watches
6. Lap counting sheets for referees and starters
7. Split sheets for distance events
8. Timer recording sheets
9. Relay take-off slips
10. Disqualification slips
11. NO SHOW master sheet
12. Blank, numbered TT sign up sheet/date
13. Headsets
14. Spare batteries
15. Lap counters
16. Towels
17. Chairs
18. Stroke and turn judge schedule
19. Refreshments
20. First Aid items

FORMS SENT FROM NOC

1. List of officials
2. Directory of assigned officials with phone numbers, e-mail, and addresses
3. Sign-in roster
4. Evaluation form
5. Summary of assignments
6. Certification requirements
7. Assignment forms
8. Relay take off forms
9. Copy of recommended jurisdictions

FORMS FROM USA-S

1. Certification applications
2. Evaluation cards
3. Meet information book

FORMS FROM MEET REFEREE

1. Assigned Team responsibilities
2. Tax Letter