

**General Responsibilities**

	<b>Description</b>	<b>Prelims</b>	<b>Finals</b>
<b>General</b>	Have fun! <ul style="list-style-type: none"> <li>• Know the rules and vet DQs</li> <li>• Be patient</li> <li>• Be kind</li> <li>• Be positive</li> </ul>	All	All
	Take care of Stroke and Turn Officials <ul style="list-style-type: none"> <li>• Track breaks</li> <li>• Provide water and snacks and towel dry chairs</li> <li>• Provide feedback as needed (attire, posture, dancing)</li> </ul>	All	All
	Set up/Maintain Officials' Room <ul style="list-style-type: none"> <li>• Track materials</li> <li>• Ensure space is inviting, accessible, and clean</li> </ul>	All	All

**Pre-Session**

	<b>Description</b>	<b>Prelims</b>	<b>Finals</b>
<b>Meeting</b>	Pre-Session Meeting to review strengths and areas for improvement <ul style="list-style-type: none"> <li>• Prelims: White polo shirt over black shorts, long pants, or skirts/skorts. Black socks and black shoes.</li> <li>• Finals: White polo shirts over black long pants or skirts/skirts. No short pants at finals. Black socks and black shoes.</li> </ul>		
<b>Deck Set</b>	Officials Sign in, check credentials, attendance <ul style="list-style-type: none"> <li>• Email officials with meet info</li> <li>• Put out sign in sheet and pen</li> <li>• Check off individual when credentials have been reviewed</li> <li>• Write in walk in officials</li> </ul>		
	Deck set and review w/TLCJ <ul style="list-style-type: none"> <li>• Check number of officials</li> <li>• Add the deck set to a USB and have admin print</li> </ul>		
	Distribute Deck Assignments to CJs/DR/SR/MR/Evaluator		

<b>Paperwork</b>	10 minutes to start, Pick up Clipboards		
	Distribute Ref/Starter/OOF Clipboards		
	10 minutes to start, Check on Timer Sheets (support as needed)		
	Distribute Timer Sheets/Clipboards/Watches		
	Distribute Heat Sheets for CJs (2 column, single sided, timelines)		
	Distribute DQ Slips to CJs and show them where extras may be found		
	Post Events and Heats on Whiteboard <ul style="list-style-type: none"> <li>• Event numbers, event name, number of heats</li> <li>• Start/End times</li> </ul>		
	Distribute <a href="#">Event Cards</a> to ST Officials <ul style="list-style-type: none"> <li>• Remind them to add the number of heats</li> </ul>		
<b>Relays</b>	Distribute Relay Take Off Slips on Sat/Sun <ul style="list-style-type: none"> <li>• Provide one slip for each heat to Relay Take Off Judge</li> </ul>		
<b>Long Distance</b>	Distribute Distance Counting Sheets (1650, 500) on Fri/Sun <ul style="list-style-type: none"> <li>• Add counting sheets to Starter clipboard</li> <li>• Distribute to Stroke and Turn officials who are watching turns</li> </ul>		
	Bells on Deck <ul style="list-style-type: none"> <li>• Make sure the bell is in good working order</li> <li>• Return bells to basket after the event</li> </ul>		
	Check Lap Counters (hinges and numbers) <ul style="list-style-type: none"> <li>• Make sure all numbers are accounted for</li> <li>• Make sure hinges are in working condition</li> </ul>		
	Lap Counters on Deck <ul style="list-style-type: none"> <li>• Turn to number one and place at the end of each lane</li> <li>• Return counters to basket after the event</li> </ul>		

<b>Radios</b>	Distribute Radios/Headsets <ul style="list-style-type: none"> <li>• Make sure the radio is labeled</li> <li>• Match the name to the log for radios and headsets, as needed</li> <li>• Remind the official about the Radio Check, 15 minutes before the meet</li> <li>• Prepare to give one DR and 1 SR a radio for invigilating</li> </ul>		
	<u>Radio Check Protocol</u> (15 min prior to start) <ul style="list-style-type: none"> <li>• Find a quiet place.</li> <li>• Go down the list of officials on the list.</li> <li>• Ask, “(Name), Radio Check.”</li> <li>• Listen for, “Radio heard.”</li> <li>• Re-check anyone who you didn’t hear</li> </ul>		
	Collect and Charge Radios <ul style="list-style-type: none"> <li>• Mark the log upon radios being returned</li> <li>• Turn off radios and place on charger</li> <li>• Charge light should be solid red (charging) or solid green (charged)</li> </ul>		
<b>Miscellaneous</b>	Chairs on deck (MR, DR, SR, Turn Judges) <ul style="list-style-type: none"> <li>• Each CJ makes sure there are enough chairs for their jurisdiction <ul style="list-style-type: none"> <li>○ Long Distance</li> <li>○ Freestyle</li> </ul> </li> </ul>		
	Incident Reports go to MR <ul style="list-style-type: none"> <li>• Brian Wickstead, Jackie Stiff, Meet Director</li> </ul>		

**Officials' Briefing**

	Description	Prelims	Finals
<b>Meeting</b>	Introductions and Announcements <ul style="list-style-type: none"> <li>● Warm welcome</li> <li>● Team Leadership</li> <li>● CJ Role</li> <li>● Updates from previous meetings                             <ul style="list-style-type: none"> <li>○ Accommodations noted before hand to MR. Judge what's there. 3 para swimmers are registered.</li> </ul> </li> <li>● Award Recognition</li> </ul>		
	MAAPP and Timeline <ul style="list-style-type: none"> <li>● <a href="#">Read MAAP Statement</a></li> <li>● Start time is __</li> <li>● The meet is scheduled to last __hours, __ minutes</li> <li>● End time is __</li> <li>● Today's schedule of events is as follows (see board)</li> </ul>		
	<a href="#">Being an Official on Deck Protocol, Returning from Breaks Protocol</a>		
	<a href="#">Jurisdiction and Observation Protocol, DQ Protocol</a>		
	<a href="#">Relay Take Off Protocol</a>		
	<a href="#">Stroke Briefing (Events by Day)</a>		
	Closing AND See you on deck @ ____ <ul style="list-style-type: none"> <li>● Check in with the Chief Judge.                             <ul style="list-style-type: none"> <li>○ Enter from lane 10 side, exit from lane 1 side</li> </ul> </li> <li>● Be on deck 5 minutes prior to the start at ___</li> </ul>		

**Post Session**

	Description	Prelims	Finals
<b>Wrap Up</b>	Thank you Officials! <ul style="list-style-type: none"><li>• Release from assignment, when appropriate</li></ul>		
	Radio and Headset Collection and Charge <ul style="list-style-type: none"><li>• Mark the log upon radios being returned</li><li>• Turn off radios and place on charger</li><li>• Charge light should be solid red (charging) or solid green (charged)</li></ul>		
	Stand Up Debrief <ul style="list-style-type: none"><li>• Report strengths and areas for improvement</li></ul>		
	Pick up bells <ul style="list-style-type: none"><li>• Return to basket</li></ul>		
	Pick up counters <ul style="list-style-type: none"><li>• Return to basket</li></ul>		

## Other Random Notes

- Don't forget to intro AR, MR, DR, Evaluators, etc.
- AR- Richard Hall (F), Brian Wixted (Sat), Scott Powell (F)
- DR- Sets up swim offs, as needed
- Guest Speakers
- Derigan on Saturday
  - Learning about Starter, Admin Official, Meet Ref, Officials Chair
  - National Scratch Rules
  - Networking
- Kate and Leia
  - Athlete's Perspective
  - Sticking with swimming past Age Group Championships
  - Officiating as a parent
  - Parent Perspective