

SUBURBAN SWIM LEAGUE
REFEREE'S CHECKLIST – 2024

I Facility preparations:

- Pool set-up: **Safety Check.** Lane lines in, ladders out, backstroke flags, Ready Bench, decks roped off.
- PA system; Scorers' materials; tables for announcer, scorers, ribbons.
- Clip Boards, pencils and papers Head Timer and for Place Judges
- Start System. Stopwatches – check batteries.

II Confirm with coaches:

- Visitors choose odd or even lanes. **The coaches may do this prior to arriving at the pool.** Make sure that rosters are created for the correct # of lanes in pool. YMCA-based Teams may choose an alternative lane assignment for their official lanes if such an arrangement will provide sufficient water depth in the YMCA team's lanes to allow diving (i.e. 'starts') from the pool deck, to accommodate YMCA policy. (SSL Rule 8.k.)
- Determine use of fifth lane, if pool has only 5 lanes.
- Permission to combine events. (However, be sure that *no one* misses an event.)
- Determine # of exhibitions and limits. (Reps & Scorers "create" heats.)
- Referee will attempt to notify the coach of DQs, but will not delay the meet.
- If opponent's swimmer is disqualified for *2 false starts* - OK to swim exhibition?
- Confirm that the 25 yard backstroke starts in the shallow end.
- Confirm proper warm-up procedures; Confirm length of break.
- Are there any special needs swimmers or swimmers with handicap/disability?
- **Do both coaches agree to allow swimmers who are DQ'd for two false starts to swim exhibition?**

III Warm-ups: Assign **2 warm-up monitors.**

- Have announcer start and time warm-ups - equal warm-up time for each team. (minimum 15 min.)
- Begin home team warm-ups 40 minutes before start of meet – clear pool 5 min. before start time.
- Feet first entry, no dives or backstroke starts except in sprint lanes.

IV Timers /Officials Meeting: Gather and confirm meet workers 20 minutes before start of meet. If separate Referee and Starter are used, the Referee may hold the S&T Officials meeting and the Starter hold the Timers meeting concurrently.

A. Introduce yourself: **Referee - Starter.** Introduce **League Reps**, if available.

B. Introduce **Head Timer, Chief Judge, Runner, and back-up timer.** Establish communication to the Referee that the next race can be started.

C. Introduce: **Place Judges** (may call ties);

D. Introduce **Timers.** Assign lanes, have "partners" stand together, ask if anyone is inexperienced.

E. **Begin watch check** - instruct timers to watch for Strobe or listen for beep. **Practice a start with whistle.**

F. **As watches run:** give Timer instructions:

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| • Whistle - clear watches | • Raise your hand if you miss a start. |
| • Start watch by watching strobe or the sound | • Averaging times: round down to nearest hundredth. (Drop thousandth) |
| • Stop watch on touch at the end of required distance. | • All events start in deep end, except in-water starts for 8/10 & under relays & 25 yard back stroke. |
| • Do not assist/instruct swimmers. | • 25-yard events also require timers to move. |
| • Direct questions to the Referee. | • Start watch even if NO swimmer in your lane. |
| • Time only - do not judge turns or finishes | • NO tobacco products or alcohol are permitted. |
| • Finish timing even if swimmer is disqualified | |
| • No photographs or video from behind the start end of the pool | |

Timers should stand back from the edge on start, step to the edge for finish, and step back to average/report time.

G. **End watch check.** Send timers and head timer to the starting line.

H. Meet with **Stroke & Turn Officials** and **Chief Judge** (optional) - Introductions

- Answer questions for legal strokes, turns, finishes. Clarify expectations for 8 & unders.
- Assign positions. Rotation? Split side of pool (diving well) - watch heads on corner.
- Jurisdiction – See SSL Stroke and Turn Officials Jurisdictions guidelines.
- Relay take-off assignments – use officials. Watch feet of departing swimmer - then look for touch.
- For L-shaped pools, long side official - only walk as far as split side official walks.
- Signal DQs immediately. Report DQs to referee. DQ slips (SSL or USA-S) are required.
- ***Benefit of doubt to swimmer!***
- **Swimmers who re-enter after completion of their race for the purpose of sportsmanship shall not be DQ'd.**

Place Judges

- One on each side
- Review lane numbering
- In 5 lane pools, will the Place Judges include the exhibition lane? Based on pool practice.
- Call order of finish independently
- Record order of finish on the form provided. Put your name or initials on each form.