

# PENN-DEL SWIMMING LEAGUE REFEREE'S CHECKLIST

DATE: \_\_\_\_\_

DIVISION : \_\_\_\_\_

HOME TEAM: \_\_\_\_\_

AWAY TEAM: \_\_\_\_\_

Coaches agree to swim 15 & Over Relays as: 200 / 400

Coaches agree to combined Heat Sheets: Yes / No

Coaches asked if any swimmer has special needs: Yes / No

Coaches agree to running scores on meet results: Yes / No

Officials credentials checked: Yes / No

Scorers Printed Initial Coaches Entry Report: Yes / No

Reviewed exception reports before meet:

Maximum Entries      Exceptions    Yes / No      Init \_\_\_\_\_

Ages Not Correct      Exceptions    Yes / No      Init \_\_\_\_\_

Check Relay Ages      Exceptions    Yes / No      Init \_\_\_\_\_

Event / Athlete Age / Sex Mismatch  
Exceptions    Yes/No      Init \_\_\_\_\_

Reviewed exception reports after meet:

Maximum Entries      Exceptions    Yes / No      Init \_\_\_\_\_

Check Relay Ages      Exceptions    Yes / No      Init \_\_\_\_\_

Event / Athlete Age / Sex Mismatch  
Exceptions    Yes/No      Init \_\_\_\_\_

Post Meet Exception Reports resulted in Score Changes?      Yes / No

Referee \_\_\_\_\_

## Referee Check List

### Pool:

Lane lines  
Ladders out  
Blocks checked  
Back stroke flags  
Pool water temperature  
Life Guard on duty  
Lap counting cards  
15 meter mark

### Coaches:

Lane assignments  
Rosters submitted  
Relay length 200 or 400  
Warm-up safety  
Exhibition events, heats and swimmers  
Break – length? When?  
Questions to S&T, Protest to me  
Change cards  
Shake hands after meet  
Quiet on starts  
No swimmers hanging around start end  
Exception reports before meet  
Combined events  
Special needs swimmers  
If head coach leaves early, who in charge  
Fly over starts

### Timers:

Right swimmer in right heat and lane  
Watch check  
Watch at start and finish, button at finish  
Button in stronger hand  
2 steps back at start  
At pool edge at finish, get wet  
After finish, back up 2 steps  
Stop watch and button on touch, even if not legal  
Record both times in same order  
Clear watches on whistle  
Break – when? Length?  
No head catches  
Bad time – do not average or record  
Back up timer  
Start watch if no swimmer  
Help 8U get out of pool  
Thank timers for working  
Cell phones off or on silent, no phone calls during meet  
Flyover starts

### Place Judges:

Lane numbering  
Place exhibition heats?  
May call ties, how to write on card  
How to use the cards / program  
Call the finish independently

### Timing System Operator / Scorers:

Do they have both teams' entries?  
Meet Manager 3.0?  
Roles at the table  
Visiting team scorer duties  
25 yd races by non-head scorer  
Timing resolution  
Runner to get watch times  
Any issues to the Referee  
Do NOT seed the meet  
Print entry report and Exception Reports  
Combining events  
Change card rules  
Console operator has a view of the finishes  
Check that the system works

### Announcer:

Announce during previous race or when in water?  
Stop announcing on Referee whistle  
"Quiet" on repeated whistles  
Do not hold up the meet

### Starter

What instructions by starter? Event, heat?  
Starter has choice of position on deck.  
How to handle potential false starts. Always mark program or event sheet.  
Review what constitutes a false start.  
How to handle crowd noise  
Check out starting and timing equipment  
Starter runs the timer meeting  
Count 500, sound device for "gun" lap

### Stroke & Turn:

Jurisdiction – wall to wall, how to officiate turns  
Any pool features that impact officiating  
Which S&T are stroke judges, are any only turn judges?  
Rotation – direction, when.  
How to share and overlap jurisdictions  
Relay take offs – who, review relay take off slips  
Backstroke turns from the end, not side  
Stroke rules – 8&under interpretations  
Review rule changes and at least one stroke  
Backstroke turns and finishes  
Butterfly kick in breaststroke  
Benefit of doubt to swimmer  
Signal potential DQ immediately  
Keep officiating after making a call  
How to report potential DQ  
Event, heat, lane, name  
What observed, rule violated, position

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