**HS Meeting with Coaches & Team Captains**

CAPTAINS: IT IS YOUR RESPONSIBILITY TO TAKE THIS INFO. BACK TO YOUR TEAM

* Scratches are due now. Please turn them in so we don’t run the meet with empty lanes
* Physical Facilities: I’ve reviewed the facility, If you have any concerns, please let me know before the beginning of the meet.
* Review swimsuit rules
  + Only 1 suit, no covering neck, shoulders, below knees, no zippers, etc., can't aid flotation (water & air must penetrate)
  + No caps with advertising or other team names may be worn. Nicknames on caps must be form of given name (ex. Liz for Elizabeth)
  + Must be High School Team cap or plain cap, no club, college or other cap is legal. Turn cap inside out if it is questionable.
* Warm-up protocol & accountability:
  + Assign lanes
  + Coaches are responsible for safety in those lanes—please monitor them
  + Swimmers MUST enter the water feet first.
  + When starting dive-starts—ensure that the lane is clear & there is only 1-way swimmer (swimmers must return to block in another lane or walk)
* Meet Protocol & Procedures
  + If a swimmer needs to miss a race, is sick or hurt, have the swimmer or coach tell the Referee they would like to Declare a False start. In a championship meet a No Show will take the swimmer out of the rest of the meet, but a Declared False Start (which you can get by talking to the ref) allows you to swim your other races.
  + Whistle commands:
    - several short whistles no Fewer than 4--get ready
    - long whistle--step up on block (or into water—2nd long whistle for back stroke means place your feet)
    - All should be quiet for start
  + Come down promptly on command to "Take your mark" and hold steady
  + Relays:
    - Swimmers 2-4 crouch down for start so timers can see.
    - Swimmers 2-4 must have at least one foot in contact with surface of block in front of wedge during takeoff when starting wedge is used.
    - COACHES: Remember to correctly declare lead relay swimmer
  + Backstroke: STEP into water--no diving
  + Will be doing fly-overs. Please remind swimmers to stay in the pool until next race starts
  + Will or Will NOT be calling names--It is the swimmer's responsibility to be at the block on time
  + Swimming 500 yd.
* Count in ascending or descending order, Red or Orange signals final length
  + Determine length of break with coaches between 50 Free and 100 Fly (15 minutes with 10 minute warm up?)
  + Coaches notified of DQ's with printout of event--may also check with computer operator
* Do not step on touch pads when cheering, etc.
* Tape may be used to treat a documented medical condition; Referee must be presented signed documentation from an appropriate health-care professional at this time.
* Any electronic device that can be used for pacing or providing feedback may not be worn.
* Emergency Procedure
  + Determine meeting place for team inside & outside of building

**Remember: Good Sportsmanship Always & HAVE A GREAT TIME!**

7.

**HS Officials Meeting**

When you stand on deck you are part of a team, the Officiating Team. You are neutral to the schools competing. **No cheering**

Assign jurisdiction, depending on how many Officials you have.

Please pay close attention to the swimmers in your jurisdiction – give each lane the same amount of time even the empty lanes – do not be influenced by anyone, only call what your eyes see happen, not what you think happened or what you expect to happen. Not making a call is doing the swimmer a grave disservice; you must call what you see. If you are not sure what you saw – let’s talk about it after the race is finished.

Do not leave your position until your job is done.

When you see an infraction raise your hand over head, palm open until eye contact is made – then I know there is a possible DQ, you can lower your arm, and I will get to you as soon as I can.

Relay takeoffs- watch feet when they leave the block. When there is **NO** contact with the block, you drop your eyes and the hand of the incoming swimmer should be there. Do not drop your eyes on the motion of the swimmer on the block, only when contact with the block is lost. Swimmer 2-4 must have one foot in contact with the surface of the block in front of the wedge during takeoff (on blocks with Wedges) Explain how to mark relay sheet properly. A circle means a good exchange; an X on the # of the swimmer is a bad exchange. Mark all exchanges you witness, do not mark it if you did not see it! Circle or X on the swimmer’s number leaving the block, not to the side of their number. If there is an early takeoff, side judge will raise hand only after last competitor of the heat is in the water.

Stroke Judges stand at the 15- meter mark for the Backstroke and Freestyle (explain) also stroke judge on start side will man the recall rope for all starts.

Jurisdiction – Wall to wall

Turn Judge – Last stroke into wall and full stroke out.

Backstroke start – Turn Official across from Starter, hold arm straight out from your side if all the toes you can see are below the lip of the gutter. If toes are over, drop arm to side, starter will know someone’s toes are above the lip of the gutter. This helps in 8 and 10 lane pools where it is hard to see far end toes.

Remember, if you do not feel good about a call you made, go to the Referee, get it overturned. Never let pride stand in the way, these swimmers work too hard for us to not do the very best we can.

All coaches and at least two officials sign meet results, record start time & finish time of the meet.

Referee will fill out HS officials sign in sheet/Referee report and report meet to [uhsaameetassign@gmail.com](mailto:uhsaameetassign@gmail.com)

THESE ARE SUGGESTIONS YOU CAN TAYLOR YOUR MEETING TO FIT THE CIRCUMSTANCES. REMEMBER A LEVEL HEAD, FAIRNESS TO ALL, LISTEN,

WE ARE ALL CONSTANTLY LEARNING.

8.