

AMS MEET REFEREE'S GUIDELINES

The **Meet/Deck Referee** has overall responsibility and authority for the meet.

- A. The Meet invitation, including structure, controls the conduct of the meet. The Referee's authority to alter the meet is limited to (1) consolidation of heats and (2) postponement or cancellation due to unusual or severe weather or other conditions. (As a courtesy, the referee shall first advise the Meet Director of the decision to postpone or cancel).
- B. Arrive no later than one (1) hour prior to the start of the meet. Be prepared to assume control of the meet immediately. Remain at meet 30 minutes after the last heat finishes swim to allow for problems or protests.
- C. Locate Meet Director and conduct Safety Survey or verify that Survey has been performed.
- D. Ascertain that Meet Marshals are in place prior to start of warm-ups.
- E. Mandatory Warm-up procedures (to be posted also):
 - Lane 1 General warm-up / No diving / Circle swim
 - Lane 2 General warm-up / No diving / Sprint for last half of warm-ups
 - Lane 3 General warm-up / No diving **
 - Lane 4 General warm-up / No diving **
 - Lane 5 General warm-up / No diving / Sprint for last half of warm-ups
 - Lane 6 General warm-up / No diving / Circle swim

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- Lane 4 General warm-up / No diving **
- Lane 5 General warm-up / No diving **
- Lane 6 General warm-up / No diving **
- Lane 7 General warm-up / No diving / Sprint for last half of warm-ups
- Lane 8 General warm-up / No diving / Circle swim

** Any one of these lanes may be opened for sprint lanes, if needed, by the Referee or Meet Director.

Timing Personnel should arrive no later than 45 minutes before the meet and receive instructions no later than 30 minutes prior to start of meet.

- A. Timers
 - (1) Electronic timing system requires a head timer and one watch timer per lane
 - (a) If using backup buttons, a separate operator for each watch/button is preferred.
 - (2) Without electronic timing system, one head timer and three watch timers per lane.
- B. Two across-the-board finish judges and additional first and last place timers.
- C. Electronic timing table.

Clerk of Course

- A. Master Entry Form is the official document for eligibility.
- B. Never advance a swimmer.
- C. It is permissible to move a swimmer to a slower position.
- D. No deck entries (does not apply to relays).
- D USS number is mandatory. "Pending" is not acceptable.
- E If there is more than one (1) heat there must be a minimum of three (3) swimmers per heat.
- F One (1) entry/event constitutes an event
- G Seeding - fastest to slowest:
 - (1) If 6 lane pool then 3-4-2-5-1-6.
 - (2) If 8 lane pool then 4-5-3-6-2-7-1-8.
 - (3) If 5 lane pool then 3-4-2-5-1
- I. No exhibition swimming

Administrative Referee (to arrive no later than one (1) hour prior to start of meet)

- A. To oversee Starter's pre-meet preparations.
- B. To meet with Starter 45 minutes prior to start.
- C. To instruct deck personnel other than timers (i.e., place judges, false start rope, etc.)

Stroke and Turn Officials should arrive no later than 45 minutes prior to start of meet.

- A. Meeting to start promptly 30 minutes prior to start of meet. Should be over 10 minutes prior to start. Officials to be in assigned position 5 minutes prior to start.
- B. At meeting:
 - (1) Assign stroke and turn and define area of responsibility.
 - (2) Review stroke/turn rules: breast, fly, back, free and IM.
 - (3) DQ - must raise hand immediately, advise swimmer, record infraction on DQ slip, advise Referee. Fill out DQ slip completely, checking or describing infraction precisely and print name legibly.
 - (4) Swimmer is ALWAYS given the benefit of the doubt.
 - (5) Stroke is either legal or illegal -- do not instruct swimmers or coaches.
 - (6) Four foot right of way.
 - (7) Refer questions to the Deck Referee if unable to resolve questions quickly and quietly.
 - (8) Do not leave deck without notifying Deck Referee.
 - (9) Do not "cheer" for any swimmers while officiating.

Administration

- A. Circle official time on heat card or official time if other than primary electronic time.
- B. Across-the-board judges may record a tie.
- C. Record time to hundredths, i.e., 30.10, 30.19 or 30.20.
- D. Senior events must include swimmer's age.
- E. List names of swimmers for all relays, and ages where applicable.
- F. If tie exists, for example for 3rd place, then:
 - (1) Results show 1st, 2nd, 3rd (tie), 5th, 6th.
 - (2) Points for 3rd and 4th are added together and 1/2 of total awarded to tied swimmers.
- G. Posting DQ's - post "DQ" but no time.

Trainee Procedures should arrive at time position requires and report to the Deck Referee.

- A. Stroke and Turn (minimum of 6 sessions).
 - (1) Shadow a Stroke and Turn Official for training.
 - (2) First two training sessions should not be worked at A-level meets.
- B. Starter (minimum of 4 sessions)
 - (1) Distribute Starter's Guideline's
 - (2) Shadow a Starter
- C. Referee (minimum of 6 sessions).
 - (1) Include one seeding session and one electronic timing session.

Miscellaneous

- A. Periodic check of registration cards/name tags of all personnel on deck.
- B. Officials not to carry food/drink beverages during heat. Hands should be free to officiate.
- C. "4 Hour Rule" to be respected if not honored.
- D. Attire:
 - (1) Officials - to be dressed in white collared shirt and navy blue bottoms, carry a whistle and writing implement
 - (2) Other meet personnel - should not wear Officials uniform. (A good time to display team colors or other "uniformity")
- F. Attempt to pass on unusual meet problems to referee for next session.
- G. Be prepared. Bring USS Rule Book and AMS Rules and Guidelines for reference.

START MEET ON TIME

(Revised 9/21/03)