

FCSL REFEREE CHECKLIST

The following checklist should help you to conduct a smooth, efficient, and fair swim meet.

EQUIPMENT NEEDED TO REFEREE A SWIM MEET:

- _____ 1. Referees should dress uniformly in white, including both shirt and shorts, sneakers/shoes, and plain hat/cap if needed.
- _____ 2. Referees should wear the official FCSL REFEREE patch on shirt.
- _____ 3. The referee must have a whistle, FCSL Swimming rulebook available (at table or electronically) and some type of starting device. (Check with home club prior to meet to see what type of starting device may be available). Recommended to have USA Swimming rulebook available (at table or electronically)

PRIOR TO THE START OF THE MEET:

- _____ 1. Arrive at least 30 minutes prior to the scheduled starting time.
- _____ 2. Check in with the home club. Greet each of the opposing coaches, introducing yourself if necessary.
- _____ 3. Introduce yourself to the head timer from the home club. Confirm enough watches, & lane clipboards are present.
- _____ 4. Conduct meet conference with both teams' head coach, optionally include swim chairs & head timer, to establish meet protocols. Any rule deviations must be agreed by both Swim Chairs (including combining events for lack of swimmers).
Note: Rules involving safety **cannot** be waived by mutual consent; eg cannot waive having backstroke flags in place.
- _____ 5. Approx. 15 minutes prior to the start of the meet, call all timers together. Ask the head timer to go over lane assignments. Then, be sure to review:
 - How to time the race
 - How to determine the official time
 - Explain when to raise hand up and call out for backup timer
 - The role of back-up timers and of runnersAt this point conduct a watch check to practice timing procedure and to make sure that all watches are functioning properly.
- _____ 6. Introduce yourself to the scorers at the table and explain the procedure you will use for notifying them of any DQ's during the meet.
- _____ 7. Ask if scorers ready to start meet with both teams lineups completed on two sets of scoresheets, delaying start if not ready. Table must have at least 15 mins to complete scoresheet line-ups on both copies.
- _____ 8. Remind scorers several FCSL rules are noted as reminders on scoresheets & make sure they know how to score properly.
- _____ 9. If an announcer does not read FCSL Code of Conduct, Referee must do so before the meet starts.

FCSL REFEREE CHECKLIST

DURING THE CONTEST:

- _____ 1. Be sure each event is announced. If there is no announcer, assume this responsibility yourself.
- _____ 2. Direct the timers to “reset their watches” from the previous race, once those swimmers are out of pool (No flyover starts)
- _____ 3. Direct the swimmers to step onto the blocks or into water for Backstroke. Be sure the timers are ready by saying “Timers Ready.” (Check timers for raised arms)
- _____ 4. Be sure swimmers understand what event they are swimming (for example, say “2 lengths breaststroke”.)
- _____ 5. Start the race. If a swimmer is observed to be in motion at the time the starting signal is given, the race shall continue without recall and the swimmer is disqualified at the conclusion of the race. If, however, a swimmer is observed to be in motion prior to the starting signal being activated, **the field should be instructed to “stand up”**. Swimmers entering the water at this point **may be** disqualified subject to Referee discretion.
- _____ 6. During the event, observe all the swimmers strokes, turns, and finishes
- _____ 7. In the event of an infraction, signal a DQ by raising one hand overhead with open palm. At the conclusion of the race, go to the lane in question. Inform the swimmer, coach and the lane timer of the infraction. (Use a great deal of sensitivity when dealing with younger children – consider having coach tell child later.).
Write “DQ” on the timer’s card and initial it.
Wherever possible, personally inform the scorers of the DQ. If this is not practical, be sure to have in place a pre-arranged system of how the table is to be notified.
- _____ 8. Keep note of any DQ’s, by team/lane, on a blank scoresheet. Note name, & infraction if enough time.
- _____ 9. Attempt to keep a running count of scores by team on the blank scoresheet (do not slow down meet). Check in with table periodically during meet to make sure they are OK.
- _____ 10. Run Unofficial heats after each M & F pair of official heats. Can be moved to end of all official heats if weather is threatening.
- _____ 11. Tell Timers to use a sheet at back of timers pad for Unofficial heats.
Tell timers to mark name, stroke, distance, age, event #, and “UN” on this sheet before race is started
- _____ 12. If thunder is heard, note time and start inclement weather protocol, with Swim Coaches and/or Swim Chairs.
- _____ 13. Before starting the final 2 events, it is a good idea to give the scoring table time to “catch-up” to be sure the score is current. This is especially important in a close meet which may be decided by the 2 final relays.
- _____ 14. Start the 2 final events and conclude the meet.

FCSL REFEREE CHECKLIST

AT THE CONCLUSION OF THE MEET:

- _____ 1. Shake hand with each head coach and ask if there are any protests.
- _____ 2. Proceed to the scoring table, but give the scorers time to complete the score sheet.
- _____ 3. If both scorers agree on the final score, if there are no protests, after you scan for scoring accuracy sign the score sheets, (plus legibly print name below) and announce the final score.
- _____ 4. If the scorers do not agree, give them time to find the discrepancy and make the necessary corrections. Then sign the scoresheets & announce the final score.
- _____ 5. If there is a formal protest from either club, check the box on the score sheet saying “Meet protested” and notify both teams Swim Chairs & Head Coaches. Sign the scoresheet, but do not announce the final score. Make a brief notation on the score sheet as to the nature of the protest.
- _____ 6. Inform both clubs that you will notify the league as to the protest and do so as quickly as possible. Notify the FCSL President(s), VP Swimming and/or VP Diving and Officials Chair by phone call, text or email, as soon as possible but no later than the same day.