Meet Protocol Reminders 2013-14

Uniform is forest (dark) green shirt and khaki pants. Shirts may be ordered from Mike Apfelberg at anytime. MichaelA@EducationalOutfitters.com

If possible, arrive before warm ups occur. This gives you the chance to introduce yourself to coaches, timing system people, captains and other key people. You Must be there at least 30 minutes before the meet starts. During your coaches/captains briefing make sure you enlist their help in keeping the sides of the pool open for you to walk.

Talk with the timing table. Are teams assigned to heats and lanes according to the rulebook and/or the NHIAA Policies and Procedures? Is the meet set up for scoring according to the NFHS Rulebook?

Meet with the team captains if possible remind them to check one another for jewelry. Remind them to have fun.

Remember the jewelry rule protocol means that a warning takes place first and that swimmers know that tape over the jewelry only counts if it is a medical or religious medal. All bands or bracelets count as jewelry regardless of whether they are plastic, cloth, string, or metal. They all must be removed. This includes during warm-ups.

Explain that sportsmanship doesn’t allow for any taunting - even of your own team mates. Be consistent with enforcing sportsmanship violations. The form for a sportsmanship violation will be in the new file share system being set up. Please fill it out and send it on to MaryAnne immediately.

Decide which of the 2 officials will serve as the referee, unless it has been specified by your assigner on your schedule. For the first couple of weeks & meets, experienced officials should be the referee over the new officials for this season.

Check over the facility for safety issues and unique situations. Do you know where the first aid kit is? The reason for noting the availability of first aid kit is not for you to be a first responder. However, we are all responsible to make sure that all body fluid/blood spills are taken care of correctly and promptly and that no swimmer is participating if they have a seeping wound.

Are there any issues with deck coverage by the officials due to the facility’s configuration? Decide between you how to best observe the competition pool. You need to give officiating time to all lanes not just the closest 3. With your co-official decide ahead of time which of you is covering what areas of jurisdiction so that the entire pool is under observation as much as possible.

During relays make sure you are both in place to judge early take offs even if you miss some touches at the other end of the pool. Dual confirmation for relay take offs is recommended in dual and invitational meets and in Championship meets (state) it is required. Both officials should be observing take offs to ensure all lanes are getting equal scrutiny. You should check with one another to make sure that all observations and DQ's can be noted.

NFHS uses the USA whistle starting protocol at all meets throughout the season. Giving some verbal commands in the first races of the first couple of meets may be necessary as not all swimmers have USA background, but let the swimmers know that the whistle protocol is what will be used. False Starts are not recalled with the starting horn. Walk the deck as much as possible. Observe the entire race. For the longer freestyles (200 & 500) you may want to position one of you at each end for touches & turns. Remind the lap counters during the 500 to not switch to the next number until the
swimmer in their lane completes their turn at the start end of the pool. There should also only be one person turning the counter per lane.

If you have a disqualification, the coach or swimmer needs to be notified before the next race is swum. Some invitationals allow for notifications while the meet continues such as those run by Oyster River High School. Check the meet information that has been sent out. Depending on the timing setup you may need to note the infraction on the card or timing sheet so that the timing table is aware.

Keep track of place judging and note DQs etc on your meet management sheets. If you see a problem with times or placing on the board reconcile it with the timing table before proceeding with the next race. Check everything against the results before signing off at the end. Remember many of the people at the timing tables don’t know NHSF rules and scoring.

There is always a 10 minute break after the 50 Frees even if there is no diving! This can be changed only by prior mutual consent of all coaches

If you have diving, the voluntary dive for each week is listed on a chart (this will be the first dive on the card and no higher DD than 1.8 may be assigned). A copy of the new updated for 2013-14 chart was given to you at the training and will also be in the file sharing folder.

At the end of the meet have the timing table run an exceptions report before you sign off on the meet. It can be done through Hyteck and will let you know if there were any competitors who had too many individual events or events overall. Note the start and finish time on the meet sheets that you sign and keep a record/copy.

Submit a meet wrap up form within 24 hours of the meet describing the meet, the length of time and any DQ’s or other issues. List all teams and numbers of swimmers who competed in this report. This is important for determining if a meet is being run according to the NHIAA policies and approved schedule. Thanks for your assistance with this.

HOW DO WE GET PAID? WHAT ARE THE RATES?

Fees are $86 for a meet less than 4 hours; $123 for meets longer than 4 hours; $166 for an Invitational (5 or more teams with 10 or more competitors per team). For an official doing diving only, at a regular meet it is the same rate as above. Some of you will be paid at the meet in other cases you will have it mailed to you. Please try and keep track of who has paid you and who hasn’t. Let me know if you don’t get paid as soon as the season is over.

Please go through the files file sharing folder to make sure you have all the information and forms that you need.

Most of all enjoy, and ‘be careful out there’!