



## **MIDWESTERN SWIMMING**

## **Recommended Pre-Session Officials Briefing Outline**

### 1- Officials Check-In

*Make sure everyone who's going to work is checked in and present. Thank everyone for coming to help!*

### 2- Announcements / Professional Development

*Take a few minutes to remind everyone of upcoming meets, clinics, meetings, etc. Also, try to discuss a topic regarding officiating that will be enlightening to the group.*

### 3- Final Position Assignments

*Make final assignments based on available personnel and venue considerations – balance the deck (both in numbers and experience).*

### 4- Apprentice Assignments

*Collect Training Records and assign Apprentices to appropriate certified officials.*

### 5- Session Overview

*Review the layout of the session – number of swimmers, individual events, relays, and distance events. What's the timeline?*

### 6- Instructions to Leadership Team

*Brief the leadership team on their responsibilities and your expectations. Also cover what decisions / authority you will delegate and withhold.*

### 7- Timing Adjustments Protocol

*Provide guidance on making timing adjustments to the TJ and REC.*

### 8- Deck Protocol

*Make individual deck assignments. Provide procedures for positioning, rotation, out positions, and coverage during relays / distance events. Also, cover championship deck protocols, if being used.*

### 9- Jurisdictions

*Provide jurisdictions and discuss variations based on pool configuration / facility limitations.*

### 10- DQ Processing

*Provide instructions for handling DQs. Cover use of Chief Judge. Who writes, checks, runs, signs, etc? Who maintains DQ Log? Who delivers the slips to the Coaches?*

### 11- Radio Protocol

*If using radios, who gets them? Cover etiquette.*

### 12- Rules Discussion

*Review the rules for all events in the session. Ask questions. Be careful of the "rule du jour".*

### 13- Previous Problems

*Discuss problems that came up in previous sessions. Keep the Team informed.*

### 14- Unusual Circumstances

*Discuss anything out of the ordinary that might affect officiating in the session.*

### 15- Uniform / Appearance

*Perform a quick check of everyone's uniform/appearance. Correct problems.*

### 16- Report Time / Start Time

*Let everyone know when to be in position and the scheduled session start time.*

### 17- Thank everyone again!