



**The Meet Jury is a tool for the Meet Referee. He/She may delegate its formation and other administrative duties to the Admin Referee / Meet Director / Designee, but conducting the Meet Jury is his/her responsibility.**

1. Appoint a Jury Pool  
*Coordinate with the Meet Director to appoint a jury pool (coaches, officials, and swimmers) prior to the beginning of the meet. Try to have at least 3 members from each category. You can add at-large members, too.*
2. Determine the need for a Meet Jury Decision  
*Form a Jury to decide written protests. Also, at the Meet Referee's discretion, use a Jury to decide questions of eligibility or to resolve other disagreements that might help calm the situation.*
3. Determine Jury Members  
*Pick 3 or 5 people (always an odd number) from the jury pool to serve on the Jury for the question at hand. Make sure each category is represented and the members aren't from the team(s) involved in the situation.*
4. Determine Meeting Location / Time  
*Pick a quiet spot, preferably off the deck and away from the fray – an office works well. The location needs to provide the jury a place to hear the case and deliberate free from distraction. Pick a meeting time that's expeditious, but allows for member availability and case preparation.*
5. Gather Information and Witnesses  
*Collect information pertinent to the question to be decided ... written protest, Meet Invitation, Rule Book, entries submitted, email messages, Meet Manager reports, Lane Timer Slips, DQ Slips/Log, Scratch Sheets/Logs, etc. Round up witnesses and/or statements.*
6. Present Question and Explain Appropriate Rules  
*Present the question that needs to be decided in clear, concise terms. Allow protester to present their case (facts only). If there's an opposing view, allow them to present their side. Present evidence and witnesses for both sides. Explain the USA Swimming / Meet / Venue rules applicable to the question. Keep the discussion focused and professional.*
7. Answer Questions, Provide Guidance and Instructions  
*Answer any questions the Jurists have concerning the facts and/or rules. Make sure they understand the question that needs to be decided. Let them know what decision/s you need. Present applicable options, if available. Make sure they know they can decide the question on a majority vote. Ask them to write down their decision and the result of the vote.*
8. Allow Deliberation  
*Leave the Jury alone to deliberate. Give them a reasonable amount of time to reach a decision. Have them contact you if they have further questions and when they finish.*
9. Announce Decision  
*Let all concerned know the Jury's decision and the effect it has on the situation. It's best to do this with everyone together at the original meeting location. Ask the Jury not to discuss their deliberations publicly. Thank everyone for their effort and cooperation.*
10. Implement Decision  
*Take appropriate steps to implement the decision.*