

Appendix B Pre-Meet Check List for Meet Directors and Meet Referees

- Pools should meet the specifications listed in Appendix A above and the MSA General Rules.
- The items listed below are to be checked by the Meet Director before the day of the Meet and by the Meet Referee with the Meet Director before the meet is allowed to start.

ITEM	CHECK
MEDICAL	
Clear access for ambulance	
Clearly marked First Aid Room/area	
Medical Officer or Pool Lifeguard in attendance (from the start of the warm up until the pool is cleared after the last event of the day)	
PROGRAMS	
One copy for each lane + One copy for each of the other officials listed in the program	
One copy (at least) for each competing club	
RECORDING/TIMING	
Timing equipment booked. Electronic or Semi-automatic if available. If not, 2 to 3 watches per lane plus 2 spares	
Assistants if requested	
Suitable room is available	
List of current Branch; National and World records available	
List of MDs for Event Referees	
At end of meet List of Disqualifications for the Meet Referee	
PROTECTIVE COVER	
As per Sun Policy	
WARM-UP	
Designated stroke lanes available and supervised with signs to advise use of each lane	
If one lane during meet restrict to freestyle and breaststroke. The lane must be supervised	
POOL	
ensure suitable access is available to safely and efficiently officiate the meet	
Check pool depth both ends to see if there are any limits on dive starts (see National Safety Policy).	
Water temperature 25C to 28C	
Lane Ropes in place, firmly stretched and secured at each end wall	
15m markings at both ends of the pool are clearly marked	
False Start Rope 15m from the pool starting end and in working order and not less than 1.2m above the pool surface	
Backstroke Flags 5m out from the pool end wall at both ends of the pool and between 1.8m and 2.5m above the surface of the water.	
Starting System fully operational, adequate audio level and visible to timekeepers, especially when start is at opposite end of the pool.	
PA System is clearly heard around the pool	
Call Board if heat seeding (to display the numbers of the event and heats required for marshalling. This should be supported by announcements)	
OFFICIALS	
As per SW 1.2BM plus assistants	
TIMEKEEPERS	
One seat for each and sun protection if outdoors	
Clipboards, pencils for each lane and sharpeners available	
Stopwatches – (2 to 3 per lane plus at least 2 spares)	
Bells or whistles for long distance events (over 400m)	
Split sheets for long distance events	
MARSHALLING	
Seating so swimmers move across rows until they are ready for Clerk of Course	
Heat/Lane cards or discs for one lap events	
If any events are to be swum "two swimmers to a lane" ensure officials and swimmers must be made aware of the marshalling and starting procedures.	
CATERING	
Water and refreshments for all officials. Lunch if meet starts before midday and ends after 2pm.	

NOTE: MEET REFEREE must bring:

Infraction Report Cards; Copies of Current General and Swimming Rules; Protest documents PR1 and PR2