



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!