



SAMPLE PRE-MEET CONFERENCE TOPICS

A pre-meet meeting is required between the referee, starter (and often the head timer) and the coaches and team captains. This is ideally a single meeting but can be divided into two meetings if logistically necessary. Below are the items and topics recommended to be covered at the meeting or meetings:

Pre-Meet Coaches Meeting:

The meeting should occur with at least one coach per team approximately 20 – 30 minutes before meet starts. It is best to have this occur off the deck or at the very least in a location where interruptions are limited.

- Introduce yourself and fellow officials in attendance;
 - Review any rule changes from previous year.
- Discuss the following:
 - Coaches verify that the competitors properly and legally attired according to current NFHS rules (3-3-5);
 - Sportsmanship is emphasized by (local state association) and NFHS before, during and after the meet/competition;
 - Any time constraints or facility limitations that will have an impact on the meet;
 - Remind coaches it is important that one aspect of warm up include becoming aware of where the markings are in relationship to the end walls so that competitors are able to turn safely.
 - National anthem or any other pre-meet ceremonies at the start of the meet;
 - Time the meet will start;
 - Type of starting device that will be used and what the recall signal will be;
 - Starting protocol in operation including how the event will be announced/called to the blocks;
 - Protocol in relationship to backstroke ledges including placement, removal etc.
 - When and where the timer meeting will be;
 - Who will be running the scorer's table;
 - How entries/changes to entries are to be handled;
 - Lane assignments or seeding information;
 - Exhibition swimming heats;
 - Review warm down procedures;
 - Legal suits and caps, and the procedure if an illegal suit or cap is discovered;
 - Ask if any of the swimmers are wearing "Kinesio "or other tape, and request documentation;
 - Athletes requiring special accommodations and documentation;
 - Questions about new rules or interpretations of existing rules.
- Ask for help of coaching staff and captains helping quiet things down once the four short whistles are sounded;
- Ask for assistance in keeping a clear path to move up and down the sides of the pool;

- Remind coaches that if there are questions or concerns about disqualifications, they must direct those to the referee and not to individual officials;
- If the captains have not been part of this meeting, when and where that meeting will occur; if the captains are a part of the meeting, ensure that the points below are covered.

Pre-Meet Captain's Meeting:

It is preferred that the captains and coaches meet together for the pre-meet meeting; however, if the captains are not part of the coaches meeting, the referee must meet with at least one captain from each team approximately 5 minutes before the meet starts.

- Introduce yourself and any other officials in attendance; have captain(s) introduce themselves;
- Emphasize that sportsmanship is the hallmark of high school sports and that no competitor will be allowed to display unsportsmanlike or unsporting conduct such as making derogatory remarks, gestures, tossing goggles after a race or taunting; ask for captains' assistance in reminding teammates of this;
- Remind captains it is important that one aspect of warm up include becoming aware of where the markings are in relationship to the end walls so that competitors are able to turn safely.
- Ask captains to help make sure everyone is in legal suits and caps;
- Warm-down procedures—if the procedure is for swimmers to warm down one length after all competitors have finished each race or event, ask for assistance in using time efficiently;
- Questions about new rules or interpretations of existing rules;
- Ask that captains share information with teammates.

Pre-Diving Meeting:

The meeting is to be conducted with all divers and coaches by the official who will be the Diving Referee.

- Review any rule changes from previous year;
- Note that everyone will get two practice approaches with or without water entries before competition commences;
- Ask divers to know their order in diving rotation (naming the "on-deck" diver by the announcer is encouraged) and pay attention so are ready to go when is their turn;
- Ask divers to please start adjusting the board or have a teammate adjust the board as soon as previous diver has gone;
- Emphasize that divers must listen carefully to the dive as it is announced; if any problem, STOP and ask;
- Discuss how many judges—and whether any of the coaches are needed to fill out the complement of judges;