

Mid Hudson Pre-meet conference checklist

1. The following must be present app. 15 mins prior to the start of the meet: Referee, Starter, a coach from each team and the team Captain(s).
2. Introduce all members present
3. Visiting coach will identify which lanes they wish to swim.
4. Ask the coaches which diving format they will utilize (6 vs. 11). Once identified verify with coaches when the diving will take place. Then determine the diving order. Make sure the coaches have identified the dive of the week. Coaches should have turned in dive sheets by this point.
5. Ask both coaches if their attire is legal. They should respond in the affirmative.
6. Ask the Coaches if they have a concussion policy in place.
7. Ask the Coaches if they have any special accommodations approved by the state
8. Ask the group to verify that everyone has abided by the jewelry rule and removed all jewelry.
9. If the sportsmanship card is not read by the announcer, you should read to to the group (mostly for Section 1)
10. Referee should discuss and agree with coaches on "warm down" procedures after each race. Have the coaches determine how much time they would like for the warm-up prior to the start of the butterfly event. We have generally defaulted to 10 mins.
11. Discuss how entries are being submitted (card vs, computer/meet management). If using a meet management system, clarify how any changes to previously submitted entries will be communicated to the meet ref. It is recommended in this format that the coach put the change in writing before updating the computer.
12. Discuss how exhibition heats will be conducted. Before or after scoring. Sectional handbooks may outline this.
13. Home coach advises which lanes are "closed" and only used for exhibition. In Section 9 this would be lanes 1 and 8 by past practice.
14. If appropriate discuss lightning rule and/or any other unique circumstances.
15. Requests that the swimmers report to the blocks in a timely manner