

MEET REFEREE CHECKLIST

PRIOR TO COMPETITION

- ☐ 8 weeks prior - review meet package and provide feedback to meet manager/director
- ☐ 6 weeks prior - reconfirm judges attending and consolidate any hotel accommodations needed to Exec Dir
- ☐ 2 weeks prior - draft panels for all events, send to judges for feedback, send to Meet Manager
- ☐ 1 week prior - confirm schedule with Meet Manager, communicate all logistics to all officials attending

EQUIPMENT

- ☐ Whistle
- ☐ Device connected to the internet to access the rules, or hard copy rules
- ☐ Red/White Shirt, blank pants, dark shoes
- ☐ Note pad and pen or device to take notes over the weekend (review meet report template)

COMPETITION

Safety

- ☐ Venue and equipment safety assessed (see Facility and Equipment Rules)
- ☐ Concerns addressed

Judging Panels

- ☐ Supply whistles to event referees where necessary (meet manager may have extra)
- ☐ Judging Panels created according to the rules for the competition
- ☐ Platform Judges assigned
- ☐ Location of Judges identified for each event

Coaches Meeting

- ☐ Present Judge Panels and fill in blanks with coaches
- ☐ present Meet Jury of Appeals and remind everyone of the Event Jury of Appeals as needed
- ☐ Reminder of any new rules and expectations of divers for dive number board and waiting for whistle

MMS (to be discussed with Meet Manager)

- ☐ Confirm most up to date MMS being used with appropriate dive list requirements
- ☐ Have error sheet printed and review any errors to be corrected
- ☐ Notify secretariat of the documents needed for the events – Balk judge, shadow judges, referee sheet, etc.
- ☐ Confirm MMS has correct judges for each event (update afterwards if needed)

Scoring Table

- ☐ Verify proper set up of scoring tables with 3 systems for checking/matching scores
- ☐ Liaise with Announcer – communication, expectations

Event Referees - Review tasks with Event Referees

- ☐ Verify accuracy of dive sheets (dive list requirements & DDs)
- ☐ Verify dive sheets printed from meet computers and signed (considered signed if submitted electronically)
- ☐ Verify changed dive sheets have initials, are reprinted and signed and attached to original

Monitor quality of Judging

- ☐ Aware of panel performance and give guidance where required - post event discussions
- ☐ Receive comments on judging and take action where required

Reporting

- ☐ Complete meet referee report (as required by the Dive Ontario) and submit to Committee Chair and Exec Dir within 1 week
- ☐ Complete and submit any Formal Appeal Reports if any
- ☐ Submit expense claim and include all receipts as needed