



Admin Referee Notes for Coaches Meeting

University of Maryland Epley Rec Center

Meet Director, Paris Jacobs

Chris Oliver, Meet Referee

Barb Ship, Administrative Referee (cell – 301-520-4624, email barb@ships3.com)

1. I (Barb Ship) am the administrative referee for this meet. I will be assisted by assistant administrative referees/officials who will be located on each course for each session – Cherynn Venit and Jeff Roddin. Although I am always available, please try and resolve any issues with the appropriate assistant administrative referees/officials.
2. I will leave a copy of a contact list at the scratch table. Please complete this information so that I can contact you if there is a late scratch, etc. I left extra space for RMSC and NCAP so you can provide multiple contact numbers. My contact number is above. Feel free to contact me at any time during the meet. The list is partially populated – please cross off anything outdated and add in the correct contact information.
3. **Relay cards** will be at the scratch table prior to warm-ups every session or I will pass them out. Please return to the appropriate table.
4. **Positive check-in** is for all individual events and relay events 400 yds and longer. Please check in your relays early so we can have them seeded early! Folders for all events will be at the scratch table all weekend.
5. Please try to adhere to all positive check-in and relay entry card deadlines.
6. We will be using **PVS scratch procedures**. If your swimmer does not want to swim finals, he/she must report to the scratch table and scratch within 30 minutes of the announcement of qualifiers. Your swimmer may also declare an “intent to scratch” **if he/she has additional events during the session**. If the swimmer wishes to scratch, he/she must return to the scratch table within 30 minutes after the conclusion of the last preliminary event of the day or he/she will automatically be seeded into the event. (Please let us know either way!)
7. For pre-seeded events, there is no penalty for failure to swim an event but there will be no reseeds. (An appeal on this call can be requested from the Meet Referee (Chris Oliver) if the swimmer is present but precluded from swimming by outside interference.)
8. If a swimmer fails to swim a positive check-in event, he/she will be barred from the next individual event unless excused by the Meet Referee (Chris Oliver) before the event takes place. If a swimmer did not scratch and fails to appear in an event in “Finals”, he/she will be barred from further competition in the meet.
9. In the event of a potential **swim-off**, the swim-off will occur at a time set by the deck referee (working with the asst admin referee on the course) but no more than 45 minutes after the last heat of the last event in which any one of the swimmers is competing.
10. If a swimmer encounters an injury, other medical problem, or unusual circumstance following the completion of seeding finals, please make a request to either Chris or myself.
11. Do not forget to have your swimmers check-in for Sunday’s distance by Saturday 6:30 PM. Check-in folders will be available all weekend.
12. **Timers**: please encourage your parents to time. It is the only way we can get accurate times for all swimmers. We want a minimum of 2 timers on each lane at all times (including distance!).