

## Meet Referee Report Instructions

November 9, 2017

The Meet Referee is required to complete the following within 72 hours of the conclusion of the meet:

1. Enter the sessions for each official in OTS. If the Meet Referee is unable to do this, please contact the Official's Chair; they will be happy to help.
2. In the 'Meet Information' tab for the meet in OTS, enter any comments about the meet. Note that comments are not required. Comments can include but are not limited to the following:
  - Any exceptional facility features and/or deficiencies, e.g., parking, water quality, ambient temperature, seating, crowd control, PA system, etc.
  - Any problems (facility management, equipment, water, protests, etc.) that were encountered.
  - Any recommendations you feel are important for future meets held in this facility.
3. Send an email to the Officials Chair and Regional SWIMS User with the following content:
  - A statement that the official's sessions have been entered into OTS.
  - A statement that the correct number of certified officials were on deck for each session.
  - The name of the Administrative Referee/Official.
  - The sanction number of the meet.
  - A summary of the start and end times of each session along with a statement indicating whether the session included 12 and under swimmers. For example:

Fri PM: 6:04 pm to 9:22 pm (12 & Unders included)

Sat AM: 10:20 am to 12:54 pm (12 & Unders included)

Sat PM: 1:55 pm to 6:13 pm (No 12 & Unders)

Sun AM: 9:10 am to 11:49 am (12 & Unders included)

Sun PM: 12:45 pm to 6:18 pm (No 12 & Unders)

Location	Regional SWIMS User
Austin/North	<a href="#">Jessica Evans</a>
Corpus Christi/Valley	<a href="#">Didi Byerly</a>
San Antonio Metro	<a href="#">Angella Woodard</a>