

## Meet Referee Report Instructions

*Last revised: May 15, 2024*

The Meet Referee is required to complete the Meet Referee Report within 72 hours of the conclusion of any sanctioned, approved, or observed meet. A full Meet Manager backup should be sent to the SWIMS User within the same time frame. Meet results cannot be uploaded until the SWIMS User has received the Meet Referee Report as confirmation that the proper number of officials were on deck and any timing adjustments were made in accordance with USA Swimming rules.

1. Enter the sessions for each official in SWIMS OTS. If the Meet Referee is unable to do this, please contact the Officials Chair, who can assist with OTS.
2. Send an email to the Officials Chair and Regional SWIMS User with the following content:
  - A statement that the sessions for all officials 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 Official.
  - The sanction number of the meet.
  - When applicable, any issues that arose at the meet, such as exceptional facility features and/or deficiencies (such as 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; or any information about the officials at the meet (trainee comments, training issues, etc.).
  - 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)

South Texas Swimming Officials Chair: Marc Digby ([officialschair@stswim.org](mailto:officialschair@stswim.org))  
SWIMS User - Austin/North of Austin: Jessica Evans ([swims.user.north@stswim.org](mailto:swims.user.north@stswim.org))  
SWIMS User – San Antonio/South of San Antonio & Houston, Victoria: Didi Byerly ([swims.user.south@stswim.org](mailto:swims.user.south@stswim.org))