



Meet Referee Report Instructions

Last revised: November 12, 2025

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.

For sanctioned & approved meets:

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.).
 - Include 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:
 - Sat AM: 10:20 am to 12:54 pm (12 & Unders included)
 - Sat PM: 1:55 pm to 6:13 pm (No 12 & Unders)

For observed meets:

1. List the names of the USAS certified officials who worked each session of the meet. (As of 9/1/24, observed meets are no longer entered in OTS.)
2. Send an email to the Officials Chair and Regional SWIMS User with the following content:
 - A statement that all sessions at the meet were officiated by the correct number of association officials (UIL/NFHS) and that the correct number of USAS officials were on deck for events for which the technical rules of NFHS and USAS are different.
 - A list of USAS disqualifications at the meet, if not already entered in the Meet Manager database being submitted. Please make sure to send **all** USAS disqualifications for the meet, and not just the ones for athletes who are known to be USAS athletes.
 - The name of the Administrative Official, if present, or the individual at the meet responsible for results and timing corrections, in the event of questions.

South Texas Swimming Officials Chair: Marc Digby (officials@stswim.org)

SWIMS User - Austin/North of Austin: Jessica Evans (swims.user.north@stswim.org)

SWIMS User – San Antonio/South of San Antonio & Victoria: Didi Byerly (swims.user.south@stswim.org)