

THIS COMPLETELY FILLED OUT FORM NEEDS TO BE IN THE MEET DIRECTOR'S HANDS BY THE ENTRY DEADLINE. IT IS THE RESPONSIBILITY TO FILL LAST MINUTE CHANGES. **CLUBS**

MEET DIRECTOR'S INSTRUCTIONS

1. You shall send one copy of the form, "**DO YOU HAVE ENOUGH OFFICIALS FOR THIS MEET,**" to each club, along with their one copy of the Meet Announcement Sheet. This form needs to be filled out by the coach or a responsible person from each club that is attending your meet.
2. When this form comes back to the Meet Director with the clubs entries, make a copy for your records.
3. Mail or fax these forms to the Head Referee. Make sure that the envelope will be postmarked the day following the close of hand delivered entries. **(It will mean that these forms will be in the Head Referee's hands by Saturday or "no later" than Tuesday of the following week.)**
4. On Wednesday, before the meet, the Meet Director will phone the Head Referee with the number of swimmers per team, in each session. The Head Referee can then determine if sufficient officials have committed to meet the needs of the meet.
5. Head Referee will contact Meet Director if any changes have to be made to the scope of the meet. Examples are: scratching events by swimmers, using a smaller course than originally stated, having some teams' swimmers swim as deck entries.
6. Forward to the Head Referee or Administrative Referee, the Officials' Check-in List that is supplied in the Sanction Packet. This will be used to keep attendance at the meet.

Extra notes for our information:

Will there be refunds for scratching down based on the insufficient number of officials?

Please have updated officials' lists available for all Head Referees.

If you want an up-to-date Officials' List, please get in contact with the Officials' Chairperson, Bill Rose, or the Communication Chairperson, Adam Bridge.