

# Head Officials Checklist

1. Review starting light location
2. Review process for starting a heat
3. Review locations for finish judges
4. Review finish judge finishes and not using timed finishes
5. Review how starts are allowed at pool (blocks, in water, pool deck)
6. Review how relay starts are allowed (blocks, in water, pool deck)
7. Review stroke & turn judge locations
8. Review live heat DQ process
9. Review exhibition DQ process
10. Review backstroke finish DQs
11. Review what happens when a live heat swimmer is missed

# Timer Checklist

1. Review timer positions
2. Review how to operate stopwatch/timing system
3. Review starting light location
4. Review backup timer location & raising hand
5. Review stopping stopwatch on finish (good or bad)
6. Review backstroke finishes & policies (hands in water for kid's heads)
7. Review time collection system
8. Review double-checking kid's names before/after swim
9. Review 2<sup>nd</sup> half switch times