Recommended Pre-Session Officials Briefing Outline

1- Officials Check-In
   Make sure everyone who's going to work is checked in and present. Thank everyone for coming to help!

2- Announcements / Professional Development
   Take a few minutes to remind everyone of upcoming meets, clinics, meetings, etc. Also, try to discuss a topic regarding officiating that will be enlightening to the group.

3- Final Position Assignments
   Make final assignments based on available personnel and venue considerations – balance the deck (both in numbers and experience).

4- Apprentice Assignments
   Collect Training Records and assign Apprentices to appropriate certified officials.

5- Session Overview
   Review the layout of the session – number of swimmers, individual events, relays, and distance events. What's the timeline?

6- Instructions to Leadership Team
   Brief the leadership team on their responsibilities and your expectations. Also cover what decisions / authority you will delegate and withhold.

7- Timing Adjustments Protocol
   Provide guidance on making timing adjustments to the TJ and REC.

8- Deck Protocol
   Make individual deck assignments. Provide procedures for positioning, rotation, out positions, and coverage during relays / distance events. Also, cover championship deck protocols, if being used.

9- Jurisdictions
   Provide jurisdictions and discuss variations based on pool configuration / facility limitations.

10- DQ Processing
   Provide instructions for handling DQs. Cover use of Chief Judge. Who writes, checks, runs, signs, etc? Who maintains DQ Log? Who delivers the slips to the Coaches?

11- Radio Protocol
   If using radios, who gets them? Cover etiquette.

12- Rules Discussion
   Review the rules for all events in the session. Ask questions. Be careful of the "rule du jour".

13- Previous Problems
   Discuss problems that came up in previous sessions. Keep the Team informed.

14- Unusual Circumstances
   Discuss anything out of the ordinary that might affect officiating in the session.

15- Uniform / Appearance
   Perform a quick check of everyone's uniform/appearance. Correct problems.

16- Report Time / Start Time
   Let everyone know when to be in position and the scheduled session start time.

17- Thank everyone again!