

## High School SWIM MEET | Call for Officials Date time of meet location email Templates

The following pages are templates for meets the home team head official typically sends out to coaches and officials at the beginning of the week. The format of the template varies depending on the location of the pool (Colgan, Freedom Center, CPAC), the number of lanes, double or dual meet, day of the week (Friday night, Saturday or even a weeknight) and time. The templates are a good guideline for the meet and provides helpful information to ensure a smooth-running meet.

*\*Hint: Either the home team head Official or your teams coach should reach out to the other team to inquire who is there lead official and how many officials they may have (if any). There will be times when your team although the visiting team may have the only officials, certified or experienced officials, in that case your lead official will be the referee for the meet. This is best to figure out before the meet rather than at the meet if possible.*

### **The breakdown of the templates is as followed:**

Dual Meet, 8 Lane, with CTS

Dual Meet, 8 Lanes, without CTS

Dual Meet, 10 lanes with CTS

Dual Meet, 10 lanes without CTS

Double Dual Meet, 8 or 10 lanes with CTS

Double Dual Meet, 8 or 10 lanes without CTS

## Dual Meet, 8 Lane, WITH CTS – (8 Lanes)

**Subject Line: XXX SWIM MEET | Call for Officials Include: Date, time of meet, location**

All,

Hoping you can help officiate for the meet against **Osborn High School** held at **Colgan High School, 13833 Dumfries Rd, Manassas, VA 20112.**

Please let me know if you can officiate by either responding to this email or sending a text to my cell XXX-XXX-XXXX.

### A NOTE ABOUT THIS MEET:

- CTS (timing system) WILL be used for this meet.
- XXX is the home team and XXX is the visiting team.
- Lead Official will be XXX.

### Timeline for the meet is as follows:

6:50 p.m.	<b>COACHES AND CAPTAINS MEETING</b>	10 minutes <i>Home Team Head Official &amp; Visiting Team Head Official (if available)</i>
7:00 p.m.	<b>WARM-UPS:</b> Pool available for warm-ups Lanes 1-4 Home Team Lanes 5-8 Visiting Team	<b>20 Minute</b> Warm Ups
7:00 p.m.	<b>Confirm Starter is set and Ready to go</b>	<b>Officials</b>
7:05 p.m.	<b>OFFICIALS BRIEFING</b> *Introductions of team officials and assignments.	Meet Referee: Introductions and Briefing
7:10 p.m.	<b>TIMER MEETING</b> <i>*Note for this meet we are going to have 2 timers per lane (CTS Used)</i> <i>Timer 1: Stop Watch and Plunger.</i> <i>Timer 2: Stop Watch, Plunger, Recorder*</i> <i>*Recorder opposite lanes of team association (odds/evens)</i> <i>Note: Pads (primary), Plungers (2<sup>nd</sup>), Stop Watch (Or Dolphins) (tertiary)</i>	Home Team Starter & Visiting Team Official (if available)  Home Odd # Lanes Visitors Even # Lanes

	<b>Head Timer- Home Team – _____</b> <b>Assist Head Timer – Visiting Team – _____</b>	
7:25 p.m.	Warm-ups Completed	
7:28 p.m.	National Anthem	<i>Confirm with Facility</i>
7:30 p.m.	Swim Meet begins <i>**Reminder there will be a 10-minute break after event #8</i>	
9:00 p.m. +/-	<b>End of Meet</b> <i>First couple of meets this schedule pretty true to the timeline and ended 8:45. If there are exhibition it will be dependent on the Event and number of heats of exhibition that could extend the timeline</i>	

## Dual Meet, 8 Lanes, WITHOUT CTS – 8 Lanes

Line: XXX SWIM MEET | Call for Officials Include: Date, time of meet, location

All,

Hoping you can help officiate for the meet against **Osbourn High School** held at **Colgan High School**, 13833 Dumfries Rd, Manassas, VA 20112.

Please let me know if you can officiate by either responding this this email or sending me a text to my cell XXX-XXX-XXXX.

### A NOTE ABOUT THIS MEET:

- CTS (timing system) WILL be used for this meet.
- XXX is the home team and XXX is the visiting team.
- Lead Official will be XXX.

### *Timeline for the meet is as follows:*

6:50 p.m.	<b>COACHES AND CAPTAINS MEETING</b>	10 minutes <i>Home Team Head Official &amp; Visiting Team Head Official (if available)</i>
7:00 p.m.	<b>WARM-UPS:</b> Pool available for warm-ups Lanes 1-4 Home Team Lanes 5-8 Visiting Team	<b>20 Minute</b> Warm Ups
7:00 p.m.	<b>Confirm Starter is set and Ready to go</b>	<b>Officials</b>
7:05 p.m.	<b>OFFICIALS BRIEFING</b> *Introductions of team officials and assignments.	Meet Referee: Introductions and Briefing
7:10 p.m.	<b>TIMER MEETING</b> *Note for this meet we are going to have 3 timers per lane <i>Timer 1: Stop Watch</i> <i>Timer 2: Stop Watch</i> <i>Timer 3: Stop watch and Recorder</i> *Recorder opposite lanes of team association (odds/evens)  <b>Head Timer-</b> Home Team – _____	Home Team Starter & Visiting Team Official (if available)  *Preference for 3 timers for ease in scoring  Home <b>Odd #</b> Lanes

	<b>Assist Head Timer</b> – Visiting Team – _____	Visitors <b>Even #</b> Lanes
7:25 p.m.	Warm-ups Completed	
7:28 p.m.	National Anthem	<i>Confirm with Facility</i>
7:30 p.m.	Swim Meet begins <i>**Reminder there will be a 10-minute break after event #8</i>	
9:00 p.m. +/-	<b>End of Meet</b> <i>First couple of meets this schedule true to the timeline and ended 8:45. If there are exhibition it will be dependent on the Event and number of heats of exhibition that could extend the timeline</i>	

## Dual Meet, 10 lanes WITH CTS (Timing System) – 10 Lanes

**Subject Line: XXX SWIM MEET | Call for Officials Include: Date, time of meet, location**

All,

Hoping you can help officiate the meet [XXX vs XXX](#) held at [Freedom Aquatic Center, 9100 Freedom Center Blvd, Manassas, VA 20110 on January 13, 2017](#) (Friday).

Please let me know if you can officiate by either responding this this email or sending a text to my cell XXX-XXX-XXXX.

### A NOTE ABOUT THIS MEET:

- CTS (timing system) WILL be used for this meet.
- XXX is the home team and XXX is the visiting team.
- Lead Official will be XXX.

### ***Timeline for the meet is as follows:***

7:30 p.m.	<b>COACHES AND CAPTAINS MEETING</b> <i>(Hallway off the start end of the pool deck)</i>	10 minutes <i>Home Team Head Official &amp; Visiting Team Head Official (if available)</i>
7:30 p.m.	<b>Pool Set up for swim meet</b>	Facility Personnel
7:40 p.m.	<b>OFFICIALS BRIEFING</b> *Introductions of team officials and assignments.	Meet Referee: Introductions and Briefing <i>(Hallway off the start end of the pool deck)</i>

7:40 p.m.	<b>WARM-UPS:</b> Pool available for warm-ups Lanes 1-5 Home Team Lanes 6-10 Visiting Team	<b>20 Minute</b> Warm Ups
7:40 p.m.	<i>Confirm Starter is set and Ready to go</i>	Officials
7:45 p.m.	<b>TIMER MEETING</b> <i>* Lanes 2-9 Competition lanes 2 Timers per lane (2-9)</i> <i>- - Lanes 1 &amp; 10 are Exhibition 2 Timers *Pads may or may not be used</i>  <i>Timer 1: Plunger/Stop watch</i> <i>Timer 2: Plunger/Stop watch</i> <i>Timer 3: Recorder (opposite lanes of team's odds/evens)</i> <i>*Recorder opposite lanes of team association (odds/evens)</i> <i>Note: Pads (primary), Plungers (2<sup>nd</sup>), Stop Watch (Or Dolphins) (tertiary)</i>  <b>Head Timer-</b> Home Team – _____ <b>Assist Head Timer</b> – Visiting Team – _____	Home Team Starter & Visiting Team Official (if available)  <i>(Hallway off the start end of the pool deck)</i>  Home Odd # Lanes Visitors Even # Lanes
8:05 p.m.	Warm-ups Completed	
8:07 p.m.	National Anthem	<i>Confirm with Facility</i>
8:10 p.m.	Swim Meet begins <i>**Reminder there will be a 10 break after event #8. Pool will be open for warm-ups.</i>	
9:30 p.m. +/-	<b>End of Meet</b> <i>As we have not been at Freedom yet for a meet this is an estimate.</i>	

## Dual Meet, 10 lanes WITHOUT CTS (Timing System) – 10 Lanes

**Subject Line: XXX SWIM MEET | Call for Officials Include: Date, time of meet, location**

All,

Hoping you can help officiate the meet [XXX vs XXX](#) held at [Freedom Aquatic Center, 9100 Freedom Center Blvd, Manassas, VA 20110](#) on [January 13, 2017](#) (Friday).

Please let me know if you can officiate by either responding to this email or sending a text to my cell XXX-XXX-XXXX.

**A NOTE ABOUT THIS MEET:**

- CTS (timing system) will NOT be used for this meet.
- XXX is the home team and XXX is the visiting team.
- Lead Official will be XXX.

***Timeline for the meet is as follows:***

7:30 p.m.	<b>COACHES AND CAPTAINS MEETING</b> <i>(Hallway off the start end of the pool deck)</i>	10 minutes Home Team Head Official & Visiting Team Head Official (if available)
7:30 p.m.	<b>Pool Set up for swim meet</b>	Facility Personnel
7:40 p.m.	<b>OFFICIALS BRIEFING</b> *Introductions of team officials and assignments.	Meet Referee: Introductions and Briefing <i>(Hallway off the start end of the pool deck)</i>
7:40 p.m.	<b>WARM-UPS:</b> Pool available for warm-ups Lanes 1-5 Home Team Lanes 6-10 Visiting Team	<b>20 Minute</b> Warm Ups
7:40 p.m.	<i>Confirm Starter is set and Ready to go</i>	Officials
7:45 p.m.	<b>TIMER MEETING</b> * Lanes 2-9 Competition lanes 3 Timers per lane (2-9) -- Lanes 1 & 10 are Exhibition and only need 2 Timers. Timer 1: Stop watch Timer 2: Stop watch Timer 3: Stop watch and Recorder (opposite lanes of team's odds/evens) *Recorder opposite lanes of team association (odds/evens)  <b>Head Timer-</b> Home Team – _____ <b>Assist Head Timer</b> – Visiting Team – _____	Home Team Starter & Visiting Team Official (if available)  <i>(Hallway off the start end of the pool deck)</i>  Home Odd # Lanes Visitors Even # Lanes)
8:05 p.m.	Warm-ups Completed	
8:07 p.m.	National Anthem	<i>Confirm with Facility</i>
8:10 p.m.	Swim Meet begins <i>**Reminder there will be a 10 break after event #8. Pool will be open for warm-ups.</i>	
9:30 p.m. +/-	<b>End of Meet</b> <i>As we have not been at Freedom yet for a meet this is an estimate.</i>	

## Double Dual Meet, 8 or 10 lanes WITH CTS

**Subject Line: XXX SWIM MEET | Call for Officials Include: Date, time of meet, location**

All,

Hoping you can help officiate for the meet against **Osborn High School** held at **Colgan High School, 13833 Dumfries Rd, Manassas, VA 20112.**

Please let me know if you can officiate by either responding to this email or sending a text to my cell XXX-XXX-XXXX.

### A NOTE ABOUT THIS MEET:

- CTS (timing system) WILL be used for this meet.
- This is a Double Dual with **XXX vs XXX, XXX vs XXX**. This means there will be an A & B heat for each event.
- Lane assignments are provided below.
- Exhibition swims are unknown at this time.

### *Timeline for the meet is as follows:*

6:50 p.m.	<b>COACHES AND CAPTAINS MEETING</b> <i>*There should be a Meet Head Official. Team(s) Head Official (if available)</i>	10 minutes
7:00 – 7:40 p.m.	<b>WARM-UPS:</b> Pool available for warm-ups Warm-Ups 1 – 7:00 – 7:20 p.m. Lanes 1-4 or 1-5 Home Lanes 5-8 or 6-10 Visiting  Warm-Ups 2 – 7:20 – 7:40 p.m. Lanes 1-4 or 1-5 Home Lanes 5-8 or 6-10 Visiting	<b>20 Minute</b> Warm Ups
7:00 p.m.	<b>Confirm Starter is set and Ready to go</b>	Officials
7:05 p.m.	<b>OFFICIALS BRIEFING</b> <i>*Introductions of team officials and assignments.</i>	Meet Referee: Introductions and Briefing
7:15 p.m.	<b>TIMER MEETING</b> <b>(CTS Used)</b> <i>*Note for this meet we are going to have 2 timers per lane</i> <i>Timer 1: Stop Watch and Plunger.</i>	Starter(s) Meet Head Official



	<p><i>Timer 2: Stop Watch, Plunger, Recorder*</i>  <i>*Recorder opposite lanes of team association (odds/evens)</i>  <i>Note: Pads (primary), Plungers (2<sup>nd</sup>), Stop Watch (Or Dolphins) (tertiary)</i></p> <p><b>(CTS NOT Used)</b>  <i>*Note for this meet we are going to have 3 timers per lane</i>  <i>Timer 1: Stop Watch</i>  <i>Timer 2: Stop Watch</i>  <i>Timer 3: Stop watch and Recorder</i>  <i>*Recorder opposite lanes of team association (odds/evens)</i></p> <p><b>Head Timer-</b> Home Team – _____  <b>Assist Head Timer</b> – Visiting Team(s) – _____</p>	<p>Home Odd # Lanes  Visitors Even # Lanes</p>
7:40 p.m.	Warm-ups Completed	
7:43 p.m.	National Anthem	
7:45 p.m.	Swim Meet begins <i>**Reminder there will be a 10 minute break after event #8</i>	
10:00 p.m. /-	<p><b>End of Meet</b>  <i>This is a double dual meet and If there are exhibition it will be dependent on the Event and number of heats of exhibition that could extend the timeline</i></p>	

## Double Dual Meet, 8 or 10 lanes WITHOUT CTS – No Plungers or Dolphins

**Subject Line: XXX SWIM MEET | Call for Officials Include: Date, time of meet, location**

All,

Hoping you can help officiate for the meet against **Osbourn High School** held at **Colgan High School, 13833 Dumfries Rd, Manassas, VA 20112.**

Please let me know if you can officiate by either responding to this email or sending a text to my cell XXX-XXX-XXXX.

### A NOTE ABOUT THIS MEET:

- CTS (timing system) WILL NOT be used for this meet.
- This is a Double Dual with **XXX vs XXX, XXX vs XXX**. This means there will be an A & B heat for each event.
- Lane assignments are provided below.
- Exhibition swims are unknown at this time.

### *Timeline for the meet is as follows:*

6:50 p.m.	<b>COACHES AND CAPTAINS MEETING</b> <i>*There should be a Meet Head Official. Team(s) Head Official (if available)</i>	10 minutes
7:00 – 7:40 p.m.	<b>WARM-UPS:</b> Pool available for warm-ups Warm-Ups 1 – 7:00 – 7:20 p.m. Lanes 1-4 or 1-5 Home Lanes 5-8 or 6-10 Visiting  Warm-Ups 2 – 7:20 – 7:40 p.m. Lanes 1-4 or 1-5 Home Lanes 5-8 or 6-10 Visiting	<b>20 Minute</b> Warm Ups
7:00 p.m.	<b>Confirm Starter is set and Ready to go</b>	Officials
7:05 p.m.	<b>OFFICIALS BRIEFING</b> <i>*Introductions of team officials and assignments.</i>	Meet Referee: Introductions and Briefing
7:15 p.m.	<b>TIMER MEETING</b>  <b>(CTS NOT Used)</b> <i>*Note for this meet we are going to have 3 timers per lane.</i>	Starter(s) Meet Head Official

	<p><i>Timer 1: Stop Watch</i></p> <p><i>Timer 2: Stop Watch</i></p> <p><i>Timer 3: Stop watch and Recorder</i></p> <p><i>*Recorder opposite lanes of team association (odds/evens)</i></p> <p><b>Head Timer</b>- Home Team – _____</p> <p><b>Assist Head Timer</b> – Visiting Team(s) – _____</p>	<p>Home Odd # Lanes</p> <p>Visitors Even # Lanes</p>
7:40 p.m.	Warm-ups Completed	
7:43 p.m.	National Anthem	
7:45 p.m.	<p>Swim Meet begins</p> <p><i>**Reminder there will be a 10-minute break after event #8</i></p>	
10:00 p.m. /-	<p><b>End of Meet</b></p> <p><i>This is a double dual meet and If there are exhibition it will be dependent on the Event and number of heats of exhibition that could extend the timeline</i></p>	