

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.	COACHES AND CAPTAINS MEETING <i>(Hallway off the start end of the pool deck)</i>	10 minutes <i>Home Team Head Official & Visiting Team Head Official (if available)</i>
7:30 p.m.	Pool Set up for swim meet	Facility Personnel
7:40 p.m.	OFFICIALS BRIEFING *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.	WARM-UPS: Pool available for warm-ups Lanes 1-5 Home Team Lanes 6-10 Visiting Team	20 Minute Warm Ups
7:40 p.m.	<i>Confirm Starter is set and Ready to go</i>	Officials
7:45 p.m.	TIMER MEETING * Lanes 2-9 Competition lanes 2 Timers per lane (2-9) - - Lanes 1 & 10 are Exhibition 2 Timers *Pads may or may not be used <i>Timer 1: Plunger/Stop watch</i> <i>Timer 2: Plunger/Stop watch</i>	Home Team Starter & Visiting Team Official (if available) <i>(Hallway off the start end of the pool deck)</i>

	<p><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 (2nd), Stop Watch (Or Dolphins) (tertiary)</i></p> <p>Head Timer- Home Team – _____ Assist Head Timer – Visiting Team – _____</p>	<p>Home Odd # Lanes Visitors Even # Lanes</p>
8:05 p.m.	Warm-ups Completed	
8:07 p.m.	National Anthem	<i>Confirm with Facility</i>
8:10 p.m.	<p>Swim Meet begins</p> <p><i>**Reminder there will be a 10 break after event #8. Pool will be open for warm-ups.</i></p>	
9:30 p.m. +/-	<p>End of Meet</p> <p><i>As we have not been at Freedom yet for a meet this is an estimate.</i></p>	