

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.	COACHES AND CAPTAINS MEETING	10 minutes <i>Home Team Head Official & Visiting Team Head Official (if available)</i>
7:00 p.m.	WARM-UPS: Pool available for warm-ups Lanes 1-4 Home Team Lanes 5-8 Visiting Team	20 Minute Warm Ups
7:00 p.m.	Confirm Starter is set and Ready to go	Officials
7:05 p.m.	OFFICIALS BRIEFING *Introductions of team officials and assignments.	Meet Referee: Introductions and Briefing
7:10 p.m.	TIMER MEETING <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 (2nd), Stop Watch (Or Dolphins) (tertiary)</i>	Home Team Starter & Visiting Team Official (if available) Home Odd # Lanes Visitors Even # Lanes

	Head Timer- Home Team – _____ Assist Head Timer – Visiting Team – _____	
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. +/-	End of Meet <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>	