

Instructions for Post Meet Reporting and completing THE New Jersey Swimming—Referee's Meet Report

The NJ Swimming Officials Committee will be utilizing this information in compiling statistics. For this effort to be successful it is important that complete information be provided. Enclosed is a copy of the **New Jersey Swimming – Referee's Meet Report**. This report should be filled out completely and mailed or emailed to Howard Allen at the address on the bottom of the second page. In addition a backup of the Meet Manager file should be created and emailed as an attachment to Howard Allen..

Page 1: “*Referees Meet Report*” - Information on page one is self explanatory. Please print clearly and complete all sections. Telephone numbers for the Meet Referee and Meet Director are especially important. Fill out one page for each Meet Referee (not deck referee).

Page 2: “*Deck Official's Addendum to Referee's Meet Report*” - This page lists the officials that worked the meet. Meet Referees should summarize this information from all session sign in sheets. List the officials name, team affiliation, highest position worked, total number of sessions worked, and any evaluation comments that you feel appropriate. Comments are not required and should be used for noteworthy performances either positive or negative. If more space is needed for evaluation attach a separate sheet and indicate this in the comments space. You may submit multiple copies of Page 2 as required.

Page 3: “*Team Summary Addendum to Referee's Meet Report*” - This page summarizes the information contained on page 2 “Deck Officials Addendum to the Referees Meet Report”. Meet Referees should summarize this information from all session sign in sheets. For each team list the number of officials that worked the meet and the total number of sessions worked by those officials.

Meet Manager Backup

From the Meet Manager main screen select *file* then select *backup*. Select the directory or destination for the backup file and click *ok*. Meet manager will create a .zip file in the selected directory. Send the file as an email attachment or create a floppy disk or CD and mail with the paper report to the address indicated on page 2 of the report.

If you have any questions please contact Howard Allen at (908) 369-1984.

New Jersey Swimming - Referee's Meet Report

Name of Meet:	Start Date: End Date: # of Sessions: :
Host Team	Sanction #
Location:	Pool Size (SCY, SCM, LCM)
Referee Name:	Meet Director Name:
Street Address	Street Address
City, State, Zip	City, State, Zip
Phone (W/area code)	Phone (W/area code)
Facility Evaluation (Note any exceptional features or deficiencies about the pool, parking, water conditions, seating, PA system, etc.)	
Problems Experienced (protests, equipment failures, etc.)	
Recommendations:	
Referee's Signature	Date:

All deck officials to include assistant referee's, starters, and stroke & turn judges are to be evaluated by the meet referee and or chief judge as appropriate. Please comment on the performance of all deck officials on page 2 of this form.

Name of Meet:	Dates:
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Deck Official's Addendum to Referee's Meet Report

Name	Team (abbreviate)	Position (R,S,ST,CJ)	Total Sessions Worked	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

Please Mail To:
 Howard Allen
 New Jersey Swimming
 8 Carter CT
 Hillsborough, NJ 08844
 allenhj@patmedia.net

Name of Meet:	Dates:
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**Team Summary
Addendum to Referee's Meet Report**

Team (please use NJS abbreviation)	Number of Officials	Total Sessions Worked
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

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