

Technical Director's Checklist



Meet:	
Venue:	
Date:	
Event Manager's name:	
Venue Contact details:	
	Notes
1. Invite applications from Officials	
<ul style="list-style-type: none"> • Within Region and, visiting officials • Use form 'Request for Officials' (on website) 	
2. Prepare Official's assignments and roster/s	
<ul style="list-style-type: none"> • Circulate before meet • Ensure SNZ compliant • Ensure H&S of all Officials 	
3. Prepare Official's sign in form for each session (on website)	
4. Communicate to session referee/s any updates/changes/special conditions	
5. Set time and place for Official's and TM's meetings	
6. Appoint a Jury of Appeal for each session	
7. Manage swim-offs in conjunction with the session Referee	
8. Approve photographers	
<ul style="list-style-type: none"> • Consult Photographers Policy and form on website • Allocate Hi Vis to be worn during meet 	
9. Liaise with EM concerning AOD, recorders, awards and announcer operations	
10. Liaise with EM concerning supply of all relevant forms	
11. Be aware of relevant H&S plans and emergency procedures	
<ul style="list-style-type: none"> • Liaise with EM 	
12. Pool equipment and facilities check:	
<ul style="list-style-type: none"> • Lane ropes – safe and compliant • False start rope – safe and compliant • Backstroke flags – safe and compliant • Starting blocks – safe and compliant • Meeting rooms/area available – liaise with EM • Chairs available for TKs, IOTs, JOS and starter • Chair/s and table for Referee - forms • Marshalling area functional – liaise with EM • Chairs/benches for marshalling – liaise with EM • Emergency exits • Pool ladders removed (if necessary) • Pool depth at both ends – SNZ compliant • Adequate and safe pool deck space - • Life guard on duty and position • All cables covered with matting – where necessary 	
13. Forms required –	
<ul style="list-style-type: none"> • DQ forms • SNZ Rules (includes FINA Rules) 	

• SNZ Swimming Rule Quick Reference Infraction Card		
• Para Swimming Exception Codes		
• Protest		
• Appeal		
• Timekeepers deck cards		
• Warm up procedure		
• H&S plan		
14. Equipment required – some supplied by SCM (liaise with EM)		
• Starters unit		
• Additional speakers for start unit		
• Pads, buttons, AOD equipment		
• Stop watches		
• Clipboards & pens/pencils		
• TK deck cards		
• Walkie talkies (if required)		
• Lane numbers/cones		
• 15m cones (start and turn ends)		
• Lap counters		
• Sunblock – outdoor events		
• Sun shade for start/referee area - outdoor events		
15. Post Event		
• Arrange a short Official's de-brief after each session		
• Ensure SNZ MAD form is signed and processed		
• Prepare a brief evaluation of event and submit to SCM Technical member		