



Process for Selecting Meet Referee/Administrative Referee/Administrative Officials for Middle Atlantic Swimming® Championship Meets

Selecting the right officials for championship events is crucial to ensure fair competition and uphold the integrity of the championship meets. The following is a comprehensive process that Middle Atlantic Swimming® Officials Committee Chair has implemented to select the MR and AR/Lead AO for LSC championship meets.

1. Determine Event Requirements

- **Identify the Number and Types of Officials Needed**
 - Meet Referee – Required at all Championship Meets
 - Administrative Referee – Required at
 - SC/LC Seniors
 - SC/LC Juniors
 - LC Silvers
 - Administrative Official - Required at
 - SC Silvers (Prelims/Finals Experience Preferred)
 - SC 10 & Under
- **Define Roles and Responsibilities**
 - The duties and responsibilities of the MR and AR/AO and how they interact with each other and the Meet Director are defined in the Middle Atlantic Swimming® Standard Operation procedures for MR and AR

2. Establish Qualification Criteria

- **Certification Levels**

- Must hold appropriate USA Swimming (USA-S) certification (DR, AR, AO) for meet/position.
- USA-S membership must be current and in good standing.

- **Experience Requirements**

- 10 & Under Meets
 - Previous experience as MR/AO at a multi session, multi-team meet
 - DR/AO for at least 1 year and 10 sessions
 - Host Club Officials preference taken into consideration
- Silvers Short Course
 - Previous experience running (or shadowing) a full Prelims/Finals meet
 - DR/AO for at least 1 year and 10 sessions
 - Host Club Officials preference taken into consideration
- Silvers Long Course
 - Must have served as MR/AR at SC Silvers, Juniors or Seniors
 - Selection – Host Club preference taken into consideration
- Juniors Short Course
 - Must have served as MR/AR at SC Silvers, Juniors or Seniors
 - DR/AO for at least 3 Years, 30 sessions in the role being applied for
 - Prior experience using USA-S National Deck Protocol
 - Selection – Standard Selection Considerations
 - Prior experience in 2-pool scenario preferred
- Juniors Long Course
 - Must have served as MR/AR at SC Silvers, Juniors or Seniors
 - DR/AO for at least 3 Years, 30 sessions in the role being applied for
 - Prior experience using USA-S National Deck Protocol
 - Selection – Standard Selection Considerations
- Seniors Short Course
 - Must be at least N2 DR/AR (OQM Requirement)
 - DR/AO for at least 3 Years, 30 sessions in the role being applied for
 - Prior experience using USA-S National Deck Protocol
 - Selection – Standard Selection Considerations
- Seniors Long Course
 - DR/AO for at least 3 Years, 30 sessions in the role being applied for
 - Prior experience using USA-S National Deck Protocol
 - Selection – Standard Selection Considerations

3. Open the Application Process

- **Application Announcement**
 - Publicize the application process through official Middle Atlantic Swimming® channels, including the website, newsletters, and direct emails to registered officials.
- **Application Materials**
 - Provide a standardized application form requesting information on certifications and experience.
- **Submission Deadlines**
 - Clearly state the opening and closing dates for applications to ensure timely processing.
- **Standard Online Application Form**
 - Name, USA-S Membership ID
 - Position Applying for
 - Location(s) for all meets official is willing to work
 - Would official like to shadow a MR or AR?
 - Is official's team a Host Club?
 - Which meet(s)?
 - Does official have previous experience running a multi-session multi-team meet?
 - How Many? Which one(s)?
 - How Long has official been certified as DR/AO?
 - How many sessions has official worked in the last year?
 - Is official committed for all sessions including tech meeting and other zoom meetings?
 - List any National Certifications official holds.

4. Assemble a Selection Team

- Selected by Officials Committee Chair
- Term is one year (1 Short course, 1 Long course)
- Makes recommendation to Officials Committee Chair for approval
- Recommendation shall be presented to the Officials Committee Chair by 11/15 for SC and 4/15 for LC
- Officials may not participate in selection process/discussion for the meet(s) for which they are applying
- Members of the Selection Team
 - Officials Committee Chair – Non-Voting – Breaks Ties
 - LSC Executive Director designee
 - Previous MR, Silvers and Above (Non- Officials Committee member)
 - Previous AR/AO, Silvers and Above (Non- Officials Committee member)
 - 2 Current Officials Committee members
 - Previous Meet Director, Silvers and Above

5. Evaluate Applications

- **Review Qualifications**
 - Verify certifications, experience, and compliance with all requirements
- **Review Standard Selection Considerations**
 - Availability
 - Commitment to attend all sessions (including tech meeting)
 - Willing to travel
 - National Certification
 - N2
 - N3
 - MASI Meet Experience
 - Number of sessions worked locally as DR/AO (Prelim/Final except for 10 & Under)
 - MR – Number of sessions at position other than DR
 - USA-S Meet Experience
 - Experience at Zone meets & above
 - Diversity and Representation
 - Encourage opportunities that represent the LSC community
 - Professionalism
 - Demonstrated ability to work with other key meet personnel
 - Clear and communication skills on and off pool deck

6. Selection and Notification

- **Primary Selections**
 - Choose officials who best meet the criteria and needs of the championship meet.
 - If necessary, Officials Committee Chair will solicit qualified applicant(s) for open position(s).
 - If this process does not produce enough qualified applicants, Officials Committee Chair may assign official(s) to fill open position(s).
- **Notification**
 - Send official communication via email to all applicants regarding their selection status
 - Officials Selected/Assigned
 - Provide details about the next steps
 - Send Middle Atlantic Swimming® Standard Operating Procedures for MR/AR
 - Officials Not Selected
 - Make recommendations for further experience
 - Encourage shadowing at championship meets