

Middle Atlantic Swimming

Championship Meet Series - Standard Operating Procedures



Administrative Referee

Objective

The Administrative Referee (AR) is responsible for overseeing all activities at the Administrative. Table. The AR should assign most tasks to the AO's, mentoring and training these individuals. The AR shall maintain a current and comprehensive understanding of the rules and their applications, and shall enforce all applicable rules. The position of Administrative Referee is intended to be a managerial role through which responsibilities are delegated to Administrative Officials (AO) and administrative personnel (computer operator [Hytek], timing system operator [TSO], announcer, runner). The Administrative Referee is required to be present at all sessions of the championship meet to lead the administrative team and to assist the meet management team. An Administrative Officials who has been assigned a lead position at a Middle Atlantic Championship meet is responsible for the duties listed.

Pre-Meet Responsibilities

- ☐ Read and be thoroughly familiar with the Meet Announcement.
- ☐ Request meet file from MD.
 - ☐ Review meet set-up, including events, sessions, points
 - ☐ Review entries, exception reports
 - ☐ Review psych sheet - check conforming and non-conforming times
- ☐ After entries close, participate in a scheduled meeting for meet leadership (MD, MR, AR, MASI Director of Competition).
 - Status update
 - Review logistics, procedures, concerns
 - Address questions
 - Offer assistance
 - Emergency procedures - plan, how/when to trigger
- ☐ Organize supplies, including applicable forms, stamps, office supplies and filing system.
- ☐ In partnership with MD and MR, participate in Technical Meeting.
 - Review Safe Sport
 - Discuss Chain of Command
 - Time Trials

During the Meet Responsibilities

- ☐ Upon arrival at the facility, connect with MR and MD.
 - Status Update
 - Review administrative set-up; make any necessary adjustments
- ☐ Work closely with administrative team to ensure correct procedures, results accuracy, timeliness
- ☐ Approve all heat sheets, programs and results for distribution. (Announcer, posting, scratch table, meet file storage)
- ☐ Coordinate award preparation with Meed Director.
- ☐ Ensure proper execution of champs meet tasks.
 - Swim-Offs
 - Time Trials (including accepting payment)
 - Flighting Events

Post-Session / Post- Meet Responsibilities

- ☐ At the conclusion of each session, check in with MD and MR..
 - Status Update
 - Offer Assistance
 - Recap any issues or challenges from session, plan for subsequent session
- ☐ Prep Admin Table for next day's events.
- ☐ At the conclusion of the meet, save back-up meet database. Coordinate with MD for transmission to MASI.
- ☐ Ensure meet paperwork file box is organized.