ISI Admin Training Materials

Introduction

Thank you for making the commitment to become a USA Swimming Admin Official. These materials are intended to provide you with some background information to help foster communication during your webinar.

The first portion – Review Materials – are rules that we will be discussing during the webinar. This should give you a foundation for your on-deck training which will teach you the mechanics of being an Admin.

The second portion – Reference Materials – are items which will help you through the process by allowing you to have materials on hand to refer to regarding training, certification, recertification and specific meet documents.

We ask that you complete the educational videos and review at least the Review Materials prior to attending the webinar. The expectation is that the webinar will be interactive. We want to have a discussion based on your reading and experience.

Review Materials

102.14 ADMINISTRATIVE OFFICIAL

.1 Shall be responsible to the Referee for the supervision of the following:
    A The entry and registration process
    B Clerk of Course
    C Timing Equipment Operator
    D Scoring personnel
    E Other administrative personnel
.2 Shall be responsible to the Referee for:
    A The accurate processing of entries and scratches.
    B Accurate seeding of preliminary, semi-final and final heats.
    C Determination and recording of official time.
        (1) Receiving and reviewing the automatic and/or semi-automatic timing results from the Timing Equipment Operator and comparing primary timing results with the back-up timing results to determine their validity.
        (2) Receiving the times recorded by the Head Lane Timers from the Chief Timer and the order of finish data from the Place Judges and using that data to the extent needed to determine the official time for each swimmer.
        (3) Unless otherwise directed, notifying the Referee whenever a time obtained by the primary timing system cannot be used as the Official Time.
        (4) Recording disqualifications approved by the Referee.
    D Determination of the official results.
    E Publication and posting of results and scores.
.3 Shall perform other duties assigned by the Referee.

102.5 SEEDING, LANE ASSIGNMENTS, SWIM-OFFS, AND ORDER OF HEATS

.1 Preliminary Heats When Finals Are Scheduled — Entry times shall be listed by the meet committee with the fastest swimmer first and the slowest swimmer last. Swimmers whose submitted times are identical should be assigned places in the list by draw. Swimmers with no submitted times shall be considered the slowest and shall be placed at the end of the list by draw. Swimmers shall be seeded in lanes under the procedure outlined for finals seeding in 102.5. Swimmers shall be seeded in heats according to submitted times in the following manner:
    A Fewer than three heats
        (1) If there is only one heat, it shall be swum as scheduled during the preliminaries and finals.
        (2) If there are two heats, the fastest swimmer shall be seeded in the second heat, next fastest in the first heat, next

fastest in the second heat, next in the first heat, next in the second heat, next in the first heat, etc.

B Three heats — Except for 400y, 400m/500y, 800m/1000y and 1500m/1650y events, the fastest swimmer shall be placed in the third heat, next fastest in the second, next in the first. The fourth fastest swimmer shall be placed in the third heat, the fifth in the second heat, and the sixth fastest in the first heat, the seventh fastest in the third heat, etc.

C Four heats or more — Except for 400y, 400m/500y, 800m/1000y and 1500m/1650y events, the fastest three heats of an event shall be seeded in accordance with B above. The heat preceding the fastest three heats shall consist of the next fastest swimmers; the heat preceding the fastest four heats shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined in 102.5.

D For 400y, 400m/500y, 800m/1000y and 1500m/1650y events, the fastest two heats of an event shall be seeded in accordance with 102.5.1A(2). The heat preceding the fastest two heats shall consist of the next fastest swimmers; the heat preceding the fastest three heats shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined in 102.5

E Exception — When there are two or more heats in an event, there shall be a minimum of three swimmers seeded into any one preliminary heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three.

102.24 TIMING RULES

.1 Requirements for Official Time

A Performance Requirements

(1) An official time can be achieved only in USA Swimming sanctioned or USA Swimming approved competition, or in an observed swim in accordance with all applicable rules. It may be achieved in:

(a) Any heat.

(b) A swim-off.

(c) A lead-off leg in a relay swum by four eligible relay members; the lead-off swimmer's time shall not be nullified by a subsequent disqualification of his/her team members.

(d) A split time recorded from the official start to the completion of an initial distance with a legal finish within a longer event, provided the swimmer completes the event or the lead-off portion of the relay in compliance with applicable rules.

(e) A time trial or a record attempt.

.4 Determining Official Time

A Automatic Timing — When recorded by properly operating automatic timing equipment, the pad time shall be the official time.

B Semi-Automatic and Manual Timing — Whenever semi-automatic or manual timing is used, only valid times shall be used in calculating the official time. The times shall be determined as follows:

(1) If two of the three valid button or watch times agree, that shall be the time for that timing system.

(2) If three valid buttons or watches disagree, the time of the intermediate button or watch shall be the time for that timing system.

(3) If only two valid button or watch times are available, the time shall be the average of those two buttons or the average of the two watch times. The digits representing thousandths of a second shall be dropped with no rounding.

(4) If only one button or watch time is available, the time of that button or watch shall be the time for that timing system unless that time conflicts with other information. If such a conflict exists, the Administrative Official shall gather as much data as possible and determine the time.

C Primary Timing System Malfunction — A malfunction may have occurred if:

(1) The difference between the time obtained by the primary system and the back-up system(s) is approximately .30 second or greater; or (2) The place judge(s) reports a different order of finish; or (3) It is reported the swimmer missed the touchpad or had a soft touch.

D Adjustment for Malfunction on a Lane — When a malfunction is confirmed on a lane, the back-up times for that lane shall be calculated in accordance with 102.24.4B and integrated with the accurate primary times in establishing the official time and determining the results.

E Adjustment for Malfunction Equally Affecting an Entire Heat — When, because of an early or late start, or other equipment or operator malfunction, the time of the automatic or semi-automatic primary timing system is equally incorrect for all the lanes in a heat, but the order of finish and thus the absolute difference of time between the swimmers is accurate, the times of the primary system shall be adjusted by calculating the average difference between the primary times and the valid back-up times and adding, or subtracting when appropriate, that difference to the primary times of every lane in that heat.

Reference Materials

Illinois Swimming
Administrative Official Training Checklist

Register for Admin Official Training

Complete Education Requirement

To do:	Done?
Accept EdPuzzle Link and complete units:	
What Officials Do	
Being an AO	
AO – Entries to Seeding	
AO – Timing Judge	
AO- Results	
Working a Meet	
Registration and Certification	

Be a USA Swimming Non-Athlete Member

To do:	Done?
Register online at the Illinois Swimming site	
Verify my account with USA Swimming online	
Submit a USA Swimming Background Check	
Complete Athlete Protection Training	
Watch concussion training (either NFHS or the CDC)	
Email concussion certificate to ilswimoffice@ilswim.org	

Attend Online Training

Do On-Deck Training

Take Online Test

Submit Certification Forms to ilswimofficials@ilswim.org

Details are available on the Admin Official Training Page

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Administrative Official
On Deck Training Card

TRAINEE NAME: _____ CLUB:_____ DATE:_____	
MEET: _____ MEET SESSION: _____ TRAINING SESSION: _____	
Rating System: P (Proficient to perform unsupervised; I (Improved but needs more training and experience); N (Not satisfactory for certification); N/A (Not observed at this meet).	

SKILL OBSERVED	RATING	COMMENTS
Understands and can perform positive check-in procedures		
Understands scratch procedures		
Capable of deck seeding		
Understand table paper flow, organization and filing		
Familiar with and understands common admin forms		
Accuracy and attention to detail		
Professional Manner		
Understands lane malfunctions and selects correct time		
Understands and can calculate heat malfunctions correctly		
SOFTWARE SKILLS		
Adjusts swimmers in heat		
Prepare heat sheets		
Prepare lane/timer sheets		
Set up and run session report		
Review and enter DQs		
Record no shows		
Print results		
Should this session count toward the training requirement? YES or NO (circle one)		
What can you tell the committee about this session and the work done, and what should the trainee work on going forward in their training?		

TRAINER:_____ CLUB: _____ EMAIL:_____

MEET REFEREE: _____ SESSION LENGTH: _____

TRAINING MUST BE OVER 3 SESSIONS AT 2 MEETS WITH AT LEAST 2 TRAINERS, AT LEAST 1 SESSION BEING AT A MULTI-SESSION MEET. SESSIONS MUST BE AT LEAST 2 HOURS IN LENGTH, HAVE ALL 4 STROKES CONTESTED AND HAVE A MINIMUM 25 HEATS.

Updated April 2020

Training Administrative Officials

Some General Hints
- These are guidelines. Common sense, flexibility and creativity should apply to your specific training session. Your physical set-up and number of computers will impact the design of your training session.   - Help trainees become comfortable in the role. Be thorough yet positive!   - Ask your trainee about their training experiences. Have they worked the computer? Done check-in? Printed all the reports?   - Work with the meet referee to provide opportunities to "fill the gaps."   - Set a specific focus for your training session.   - Be the best official you can be by modeling proper deck protocol.   - It is OK to have them observe during stressful or busy times.   - Share your experiences at other meets, pass along what you have learned.

First Session
- Remember – training to this point has not been a Meet Manager how-to, they have seen pictures, but they know more about the rules than the operations.   - Trainees should get an understanding of the flow of the table during a meet from getting times to Meet Manager to results. Share your system for collating all supporting data for an event and filing it, while continually stressing the need for documentation of all changes made to times, results, etc.   - Most attention should be spent on how to make good timing adjustments, but don't overwhelm.   - To avoid slowing the meet down with "live" timing adjustment discussions, try this: if you have heats requiring investigation/potential adjustment, print the CALC screen report then follow your normal process to adjust times and generate results. Turn the CALC sheets and supporting data over to your trainee. Ask them to investigate/process adjustments and make a recommendation on paper. Review these later.   - Giving the trainee the opportunity to work through the adjustment data without the pressure of getting results out is a very good thing   - When your trainee is comfortable with this, oversee their live calculation of times, letting them take the lead to determine whether an adjustment needs to be made. Check and sign-off on the adjustment before it is processed.

Second Session
- Present a more global view of the meet – where information comes from and how it is used.   - Reinforce timing adjustments while increasing understanding of minimizing bad inputs (pads, buttons, timers) and managing the paper flow at the table.   - Talk about best practice of checking patterns of bad buttons or pads and how to fix.   - Discuss handling DQ slips – when/how to input into MM, how DQ codes are organized, what system is being used to notify swimmers, how are they filed, etc.   - Share your practices for reviewing meet results – do DQs, NSs and DFSs match what Deck Referee has? Do the times seem reasonable?   - Discuss best practices: files for event results, detailed paper trails.   - If the situation presents itself, cover the handling of late/deck entries into a heat: central person to decide, how to notify deck ref, timers of the add.

Third Session

- Use your trainee as an active assistant, making timing adjustments, getting times from the deck, gathering DQ slips for entry, filing paperwork.   Help them get comfortable with the process of working the table "solo."
- Assess what your trainee still needs practice with and emphasize those points.
- Cover how late/deck entries will be handled and by whom.
- If it is a positive check-in meet have your trainee report early to the table. Let the trainee help with check-in procedures, and discuss methods teams use to handle entry scratches.
- Make sure they are comfortable making timing adjustments, then focus on managing other issues:
    - Positive check-in, creating session paperwork
    - How to be "quick"
    - How to know a session is ready to go.

Completing a Training Card:

Please use the main portion of the card to give constructive advice for improvement. Praise what was done well and offer advice on what to try to focus on in future trainings. There is no expectation that newer trainees are completely proficient.

At the bottom, circle Y or N for advancement. N means the training session will not be counted; Y means they are proficient enough for their relative level of training. Only use N when a trainee does not show proper learning for their training status.

After the Session:

Review the card with the meet referee and give it to the trainee. Provide some feedback about your comments and answer any questions they may have. Remind them they must submit their training cards via email when all training is done. BE POSITIVE ABOUT OFFICIATING!

Position	Minimum Age	Training and Certification Requirements for First Certification in this Position	Recertification Requirements
Stroke and Turn Judge	18	Join USA Swimming as a Non-Athlete member. Complete Level II background check, Athlete Protection Training and concussion training prior to on deck training. Complete e-learning program and attend the ISI Officials Admin Official webinar. Take the online USA Swimming *Certification -- Stroke & Turn/Timer* test and receive a score of 80% or better. Complete on deck training as described below.	Work 10 sessions in the calendar year. Must take the online USA Swimming *Re-certification – Stroke &Turn/Timer* test in the 13-month window between 12/1/odd year and 12/31/even year with a score of 80% or better or attend a re-certification clinic offered by the ISI Officials Committee. S&T Officials who become certified in the position during the retesting window have met recertification requirements for both testing and worked sessions.
Administrative Official	18	Join USA Swimming as a Non-Athlete member. Complete Level II background check, Athlete Protection Training and concussion training prior to on deck training. Complete e-learning program and attend the ISI Officials Stroke and Turn webinar. Take the online USA Swimming *Certification – Administrative Official* test and receive a score of 80% or better. Complete on deck training as described below.	Work 4 sessions in the calendar year. Must take the online USA Swimming *Re-certification – Administrative Official* test in the 13-month window between 12/1/odd year and 12/31/even year with a score of 80% or better or attend a re-certification clinic offered by the ISI Officials Committee. Administrative Officials who become certified in the position during the retesting window have met recertification requirements for both testing and worked sessions.
Starter	18	Must be a non-athlete member in good standing and must have worked as a certified Stroke & Turn	Work 10 sessions in the calendar year. Must take the online USA Swimming *Re-certification –*

Position	Age	Training	Recertification
		Judge for at least 20 sessions prior to beginning training. Complete e-learning program and attend the ISI Officials Starter webinar. Take the online USA Swimming *Certification -- Starter* test and receive a score of 80% or better. Complete on deck training as described below.	*Starter* and *Recertification – Stroke & Turn/Timer* tests in the 13-month window between 12/1/odd year and 12/31/even year with a score of 80% or better or attend a re-certification clinic offered by the ISI Officials Committee. Starters who become certified in the position during the retesting window have met recertification requirements for both testing and worked sessions.
Deck Referee	21	Must be a non-athlete member in good standing and must be certified at starter for one year and worked as SR for at least 20 sessions since DR certification. Complete ISI Officials AO training, passed the USA Swimming *Certification – Administrative Official* test prior to attending the referee webinar; completed AO certification prior to obtaining Referee certification Letter of recommendation from a current Referee, certified for the prior 24 months as a Referee. Attended an ISI Officials Referee webinar. Take the USA Swimming *Certification – Referee* test and receive a score of 80% or better. Complete on deck training as described below.	Work 10 sessions in the calendar year. Must take the online USA Swimming *Re-certification – Referee* test in the 13-month window between 12/1/odd year and 12/31/even year with a score of 80% or better or attend a re-certification clinic offered by the ISI Officials Committee. Referees who become certified in the position during the retesting window have met recertification requirements for testing, worked sessions and CEUs. Must earn 6 ISI approved Continuing Education Units in each calendar year.

On Deck Training Requirements	
Stroke and Turn Judge	Written evaluation by a Trainer on proper form from a total of 5 sessions at no less than 3 sanctioned meets with at least 2 different Trainers who have been certified Stroke and Turn Judges for a minimum of 12 months.
Administrative Official	Written evaluation by a Trainer on proper form from a total of 3 sessions at no less than 2 sanctioned meets with at least 2 different Trainers who have been certified Administrative Officials for a minimum of 12 months. At least one must be multi-session meet.
Starter	Written evaluation by a Trainer on proper form from a total of 5 sessions at no less than 3 sanctioned meets with at least 2 different Trainers who have been certified Starters for a minimum of 12 months.
Deck Referee	Written evaluation by a Trainer on proper form from a total of 6 sessions at no less than 4 sanctioned meets with at least 3 different Trainers who have been certified Referees for a minimum of 24 months. Either 5th or 6th session done with a certified trainer.

Other Requirements and Policies

1. For all positions except Referee and Starter, a session is defined as being at least two hours long and must include each of the strokes. The session will include at least 20 heats. Starters must have at least 25 starts for the session to count. Referee training sessions must be three hours in length. Sessions not meeting those requirements will not be counted.
2. All on deck training sessions will count toward the minimum session requirements for Annual Renewal.
3. The Trainee shall print an ISI certification card from OTS to be used as proof of clinic attendance for training or have Deck Pass available for the Meet Referee.
4. Trainee certification is granted and is effective upon online training completion and with current, valid USA Swimming non-athlete membership. Trainees will have a T-suffix after their position abbreviation.
5. To complete certification Trainee must scan or photograph all evaluations and send with their completed Certification Requirements Checklist to ilswimofficials@ilswim.org for processing. Please send multiple emails if attachments exceed 5 MB in size. The Trainee's sessions must be entered by the Meet Referee in the Officials Tracking System (OTS).
6. ISI certification will be issued by Officials Certification Chair after notification that test requirements have been met and receipt of on deck training cards.
7. All training and annual session requirements must be completed at USA Swimming/ISI sanctioned or approved meets and are subject to the Official's Committee's posted policy on out of LSC training.
8. Position certification occurs and is effective upon completion of training evaluations, review by the Certification Chair and/or Officials Committee and notification by the USA Swimming webmaster that certification status has been upgraded. Any certified official who, upon a retrospective review, has been found to have failed to meet the minimum standard(s) for **Evaluation & Certification** may have his/her certification revoked and may be subject to disciplinary action.

9. ISI Referee Continuing Education Units:
   a. Running a large meet as the meet referee. 2 CEUs per meet. (A large meet is defined as a meet held a minimum of 2 days, with at least 3 sessions, with at least 6 officials per session.)
   b. Administrative Referee for any prelim-final meet. 2 CEUs
   c. Clinician at an ISI sponsored officials' clinic. 3 CEUs per clinic.
   d. Participation at an ISI sponsored recertification clinic. 3 CEUs
   e. Participation at any of the following meets. 2 CEUs per session
      o USA Swimming trials-class meets
      o USA Swimming Senior Nationals
      o USA Swimming US Open
      o USA Swimming Junior Nationals
      o USA Swimming Pro Series
      o ISI Regionals
      o ISI Age Group Championships
      o ISI Senior Championships
      o Illinois YMCA State Championship
   f. Assignment as an evaluator at an Officials Qualifying Meet, without double credit for the above meets. 2 CEUs per session.
   g. Training another official on deck, if you have TR entered in OTS and have no other deck responsibilities. 1 CEU per session with a maximum of 2.
   h. For every 4 sessions over 20 in the swim season, 1 CEU with a maximum of 3.
   i. Take and pass the Administrative Official test during the calendar year. 2 CEUs.
   j. Act as an USA Swimming observer at any IHSA Sectional or State meet. 2 CEUs per session.
   k. Attend other ISI sponsored events approved for credit by official's committee

Illinois Swimming Officials Committee

Certification Requirements Checklist

Official's Name:		Club:	
Official's Email Address:			

I am applying for certification at the following level:

☐	Administrative Official	☐	Starter
☐	Stroke and Turn Judge	☐	Referee

Online Test Results:

	Test Name	Date Taken (mm/dd/yy)	Test Score (%)
☐	Certification – Administrative Official		
☐	Certification – Stroke & Turn/Timer		
☐	Certification – Starter		
☐	Certification - Referee		

Summary of On Deck Evaluations:

#*	Date (mm/dd/yy)	Meet	Meet Session # of # Total (x/y)	Trainer	Start Time	Finish Time
1						
2						
3						
4						
5						
6						
7						
8						

*__Session requirements__:

✓ Training sessions at all levels must have all four strokes contested (IM counts as four strokes) and have a minimum of 20 heats, Starter and Referee sessions must have 25 heats. AO, ST, and SR training sessions must be at least two (2) hours in length, DR must be three (3) hours in length.

- *Administrative Official:* Three (3) training sessions required from 2 meets, one at a multi-session meet, with at least 2 different trainers.
- *Stroke and Turn Judge*: Five (5) training sessions required from 3 meets with at least 2 different trainers.
- *Starter:* Five (5) training sessions required from 3 meets with at least 2 trainers, with 25 starts minimum at each session
- *Referee:* Six (6) training sessions required from 4 meets with at least 3 trainers.

✓ Training sessions done outside of our LSC with a certified trainer from another LSC shall not exceed 50% of evaluations.

✓ All trainers must have a minimum of 12 months certified in the position being trained (time as a trainee does not count), except referee trainers who must have been certified in position for 24 months. The 5th or 6th DR training session must be completed with a certified trainer (CT designation).

Officials must renew registration and credentials yearly.

Registration is managed through Illinois Swimming and USA Swimming. It consists of:

USA Swimming Non-athlete membership
- Renewable yearly after September 1. Please use online registration, available on the ISI website home page.

Athlete protection training (APT)
- Renewable yearly through the USA Swimming Safe Sport webpage.

Background check
- Renewable every other year through the USA Swimming Safe Sport webpage.

Certification is managed by the ISI Officials Committee for each deck position (AO/ST/SR/DR)

Calendar year sessions worked requirements:
- Administrative Official – 4
- All others require 10 worked sessions.

In odd numbered years re-certification is based solely on worked sessions and the officials committee will process re-certification for officials based upon 'system tracked meets' in the Officials Tracking System (OTS) at the USA Swimming website. NO notification or form is needed from the official.

In even numbered years officials must re-test or attend a recertification clinic. Certification tests passed since December 1 of the prior year will count. The re-certification testing requirements for each certified deck position level are as follows:

Certifications	Tests Required
ST	Re-certification – Stroke & Turn/Timer
AO	Re-certification – Administrative Official
ST and AO	Re-Certification – Stroke & Turn/Timer and Re-certification – Administrative Official
ST and SR	Re-Certification – Stroke & Turn/Timer and Re-Certification – Starter
ST and AO and SR	Stroke & Turn/Timer and Re-Certification Starter and Re-certification – Administrative Official -OR Re-certification – Referee
DR	Re-certification - Referee

In even numbered years, the official will need to complete the re-certification testing form in full after the re-certification testing requirement has been met (or attendance at a re-certification clinic) AND The worked sessions requirement has been met.

Officials should go to the OTS to identify how many sessions have been worked. There will also be periodic emails from the officials committee during the last 4 months of the year indicating what OTS shows for worked sessions.

Deck Referees must complete 6 Continuing Education Units yearly, regardless of year, and must submit a recertification form every year to document those. This is in addition to the above requirements for all officials.

Out of LSC Training Policy

The Illinois Swimming Officials Committee is aware officials travel to meets outside the LSC and wish to do on-deck training sessions, especially those who are near borders of ISI and other LSCs. To accommodate these officials and to ensure ISI officials receive not only quality on deck training but also are made familiar with the policies, procedures and protocols of our LSC we adopt the following policy.

1. All training sessions must take place at USA Swimming sanctioned or approved meets.
2. On-deck training sessions done with trainers who are certified by the Illinois Officials Committee will count as "in LSC" sessions, regardless of the LSC sanctioning the meet.
3. **No more than 50%** of an individuals on-deck training sessions may be done by officials from other than the Illinois Swimming LSC, and any out-of-state trainers must still meet the minimum requirements to be trainers. It is the responsibility of the trainee to ensure this with the meet referee of the meet at which they wish to train.
4. Specifically:
   a. Stroke and Turn – no more than two sessions out of the LSC or by out-of-LSC trainers.
   b. Administrative Officials – no more than one session out of the LSC or by out-of-LSC trainers.
   c. Starters – no more than two sessions out of the LSC or by out-of-LSC trainers.
   d. Referees – no more than three sessions out of the LSC or by out-of-LSC trainers.
5. It is strongly recommended referees do their training in Illinois or with Illinois Officials.
6. A referee's 5th or 6th session, which must be done with a certified trainer, must be done with a trainer certified by Illinois Swimming.

It is recommended and expected that officials training outside the LSC will contact meet referees in advance to inquire of training opportunities and will be gracious if denied. Including a copy of our on-deck training card in that communication will help ensure that the standards can be met. Act with "good neighbor" behaviors and avoid "that's not the way we do it." Seeing officiating from a different perspective is in itself a good learning experience.

The ISI Certification Coordinator or Officials Chair should be notified to review any unusual opportunities.