GUIDE TO OFFICIATING
CHAPTER 2 - ADMINISTRATIVE REFEREE

While the Meet Referee is in charge of all competition and administration of the meet, he or she will frequently delegate certain areas of responsibility to the Deck Referee who supervises the actual competition and to the Administrative Referee who supervises the logistical (administrative) part of the meet. The larger a meet, the more useful the positions of Deck and Administrative (Admin) Referee become.

The position of Admin Referee encompasses not only knowledge of the Technical rules found in Part One of USA Swimming Rules and Regulations, but also the Administrative Rules of Competition found in Part Two, Articles 201 through 207. If a meet is conducted under the Age Group or Senior Program of an LSC or Zone, then specific rules concerning eligibility, registration and conduct of the meet may apply which will be addressed in the LSC's Handbook or Zone by-laws. Therefore, this position requires a Referee with a high level of experience.

DUTIES OF THE ADMINISTRATIVE REFEREE

- Deputy Meet Referee if the Meet Referee is called away
- Supervision of:
    - Clerk of the Course
    - Entries/Registration
    - Timing Equipment Operator & Timing Judge
    - Computer Operators and Desk Personnel
    - Results from Preliminary and Final Heats
    - Runners
- Director of Intelligence for Meet Referee:
- Develop a feel for what issues are arising
- Entry Problems, Scratch Issues, Timing Resolutions, Report of Occurrence (injury or sickness of an athlete)
- Be a sounding board for the Meet Referee
- Coordinate the information from the Hy-Tek and Computer people to the Announcer
- Trainer for Apprentice Admin Referee

PRE MEET RESPONSIBILITIES

The first priority of any administrative responsibility, whether it is a National, Zone or LSC meet is to obtain a copy of the meet information for review. Know which rules are applicable to the specific meet you are working. The difference between a mediocre or poorly run meet and a highly successful one is usually found in the level of advance planning. If an Admin Referee pays attention to the details of preparation, he or she will have a significant influence upon the success of the meet. Being proactive really pays off. This is true for a meet that is being held for the first time, as well as the "annual" meet which has been held for several years. Simply copying the previous years meet information, while only changing the dates, is fraught with problems. It is usual for Zone policies & LSC policies to change which may impact significantly upon the "annual" meet and render the previous year's meet information invalid.

Particular attention should be paid to clarity of information. Any statements regarding procedures which conflict with rules, and potential areas of confusion, must be corrected prior to distribution. At the very least the Admin Referee must know how the meet information presents direction and guidelines to the

athletes and coaches. Having studied the meet information in advance will enable you to intercept many situations and answer many questions.

Particular points that an admin referee should remember in his or her pre-meet preparations include the following:

- **Eligibility, Registration, Proof of Times**

Check the meet information as it pertains to eligibility, and make sure there are no conflicts with Zone, LSC or USA Swimming rules. Particularly review relays and who is allowed to swim. Be prepared to address issues of eligibility and what a swimmer might have to do to ensure eligibility. Determine how USA Swimming registration requirements have been met. Be alert for potential problems dealing with club transfer issues. In regard to entry times, will proof of time be required? If so, what method will be used to verify times? Will a post-meet verification of time be required? In age group meets, be alert to time standards and how they apply to eligibility in qualifying for events?

- **Meet Entries**

Check with the Meet Referee to see if he or she wants you to supervise the entry process. If the meet has a Hy-Tek entry person check with this person to ask if there are any outstanding issues that need to be resolved. Are there a number of over swims entered? Are there any questions about entry times on any participants? If there is a Hy-Tek person, request a psyche sheet and Alpha listing of teams and swimmers by gender. This is information you will share with your Clerk of the Course so you may need two copies. Be prepared prior to seeding to catch potential errors and prevent re-seeding an event (the PINK Paper) and reprinting a heat sheet. Check the heat sheet well before the session to head off any problems.

- **Clerk of the Course**

Although many Local Meets are pre-seeded, a Clerk of the Course is a valuable ally at any level of competition. At a deck seeded meet, or prelim/finals meet where there are deck-seeded events, they are indispensable. This is especially true for distance events and/or relays, which often require a positive check in. The Clerk of the Course helps with prelim scratches, relay cards and is a general communicator with coaches. Often the clerk's station will handle heat sheets for coaches as well as general information. At the younger levels of age group meets the clerk and assistants usually see that the swimmers are arranged in heats and directed to the starting area. If a scratch box is used at meets, the clerk supervised it. The clerk must be informed as to how you want scratches handled. In the case of scratches from finals, only you, the Admin Referee, should accept the scratches from finals. Meet with the clerk early and explain how you wish to handle relay cards. When do relay swimmers need to be listed on the card? What time do the cards need to be returned to the clerk's station so they can be distributed to the lane timers and announcer? If the meet will have time trials, the clerk shall appoint an assistant to accept entries and fees and set up the information on a separate computer so as not to interfere with the meet information.

- **Timing Equipment Operator and Timing Judge**

This is the most visible area in which the Admin referee works. It is most important to develop a rapport and mutual respect early on with your Timing Equipment Operator. Make sure you are familiar with the equipment being used and the features of the system. Identify what the operator can deal with and what

you will approve or adjust for the athlete. **Remember that you are responsible for the official time for each swimmer.** Determine early whether you will use a Timing Judge or perform timing adjustments yourself. Make sure you have set up to collect the necessary, secondary information needed. Run system differences between pads and watches during non-pressure parts of the meet. This will give you an idea of timers' accuracy and consistency. Determine in advance how you want all timing records maintained and filed. Determine who and how you will watch for records.

- **Computer Operations and Desk Personnel**

Typically, the computer operator has done the meet entries. Establish rapport early with this individual. Find out what system and software is in use and determine how flexible the system is. Make sure it will generate time lines and flag swim-offs, cut times, and records. Find out how it reports qualifications for Finals. Determine what reports he or she can give you to help manage the meet. Occasionally, a change must be made to the database, such as name, team, or age. Establish a control protocol for these changes. A specific "Change Form" should be used signed by either the Meet Referee or the Admin Referee and only the computer operator enters that data.

Identify Desk Personnel and their jobs early. If you use runners determine where things get posted. Make sure they are only posting what you have approved. Announcers should be given instructions as to what to announce, and when. Particular attention should be given to recording the time when announcing finalists following preliminary events. Review with the announcer the exact wording and information to be announced as it conforms to the scratch rule.

- **Heat sheets**

How are heat sheets laid out? Determine seeding requirements (fastest to slowest, circle seed, etc.). For both preliminary and finals sessions, the Admin shall approve heat sheets before they go to print. If you are working a National or Sectional Meet the font may have to be changed to allow for the advertisements that need to be placed on the sheets for copy. Keep some type of log of entries, scratches, DQ's and changes for a system of checks and balances against the seeding for Finals. If anything appears out of the ordinary, investigate and resolve it. If necessary, be prepared to consult with the Meet Referee and affected coaches. Check scoring at the end of each Finals session for the next day.

PRE-COMPETITION DUTIES

- Meet with the Referee to determine any special needs or trouble areas.
- Meet with the Meet Director to determine any special situations or concerns.
- Ask the Deck Referee if they have any specific requests.
- Tour areas for meet check-in and deck locations
- Meet with the individuals handling entries, registration, and proof of time.
- Introduce yourself to the Hy-Tek person, Computer Operator (if they are different people), Clerk of the Course, Announcer and Timer Operator. If the people in charge of Time Trials are available introduce yourself to them as well. Make sure they have their own computer and can do entries during the prelims.
- Determine the paper flow
- Will the Head Timer have a head set to get a lane time for you or will you use the Chief Judges.
- Meet with the Team Lead Chief Judge to go over the DSF, DQ's and No Show slips.
- Will you keep the DQ log or will the Team Lead?
- Will you attach the relay take off slips to DQ slips?

- Verify forms and reports you need are on hand
- Verify the over-swims and contact the coaches to allow for the athlete to scratch what they do not want to swim

DURING THE COMPETITION

- Always have your Rule Book available
- Always have the Meet Information available
- Make sure you have an Admin Box of supplies, scissors, rulers, markers, post-a-notes, stapler, etc.
- Be alert for specific lane problems on timing.
- Double check the number of swimmers is correct
- Watch splits to insure they are being picked up by equipment.
- Receive preliminary results and review
- Watch for a swim-off particularly ties affecting alternates and potential swim-off in the event of a scratch.
- Approve distribution for posting and Announcer
- Make sure the announcer is announcing preliminary results and the times of the winner (at least)
- When a scratch from finals occurs, not an intent to scratch but an actual scratch from finals, immediately call for the coach of the remaining swimmers affected. Be cognizant of any swimmer that may move into the alternate position or an alternate moving into the finals.
- Keep a DQ Log and record of who had made the call and the referee who accepted the DQ. Make a copy of the DQ log for the officials for education purposes only.
- Coordinate with the Deck Referee and the Team Lead Chief Judge on the DFS. Do not accept them until the event is being swum and then post them in the files of the meet.
- In the event there is an error in an event, re-seed in PINK Paper and distribute to the coaches and key officials as soon as possible.

AFTER THE MEET

- Make sure the scores are correct before leaving the venue
- Make sure you know of any records and all paper is processed.
- Touch base with the computer operator and Meet Director on distribution of final results
- Combine all paperwork of the meet and present to the Meet Director for LSC or USA Swimming
- Thank everyone who has been on your team.
- Do the after action report for the Referee if he or she desires.
- Make sure the Meet Host has your phone number, e-mail address, if applicable, and mailing address.
- Do your own post-meet evaluation reflecting on what you will do better the next time.