

Virginia Swimming, Inc. Administrative Referee Apprentice Record

Name: _____ Club: _____
 Address: _____ E-mail: _____
 Home Phone: _____ Work Phone: _____
 VSI Officials Chair: _____ Date: _____

Day #1/2 or #1/2/3:	Date:	Meet/Admin Referee:
Comments (including recommendation as to the candidate's readiness to be certified):		

Day #3/4:	Date:	Meet/Admin Referee:
Comments (including recommendation as to the candidate's readiness to be certified):		

Key: N/O = Not observed by evaluator; O = Apprentice observed but did not perform the function;
 D = Discussed with apprentice; N/W = Needs work; G = Good

Item	1	2	3	4
Interaction with the Officiating Team:				
Coordinates responsibilities with the Meet Referee prior to the meet				
Understands scope of authority				
Keeps the Meet Referee apprised of any issues that may be arising				
Coordinates and delegates responsibility to the Administrative team (Assistant Administrative Referee, TEO, TJ, Recorder, Clerk of Course, Announcer)				
Discusses scratch procedures with Assistant AR and CC				
Acts in a diplomatic manner				
Keeps a calm demeanor during stressful situations				
Demonstrates flexibility and the ability to adapt rapidly to meet-specific situations				
Willing to adjust job responsibilities due to differences in meet staffing				
Interacts appropriately with the Meet Referee and Deck Referee				
Deals appropriately with Recorder questions and concerns				
Deals appropriately with coaches questions and concerns				
Clerk of Course Area:				
Has materials needed for scratches available for preliminary events				
Has positive check-in sheets/binders available in a timely fashion				
Has instructions posted				
Knowledge of Procedures and Rules:				
Meet Invitation				

Item	1	2	3	4
Governing policies and procedures (LSC, Region, Zone and National)				
Rulebook				
Consistent and uniform application of rules and procedures				
Knowledge of Hy-Tek Meet Manager Software:				
Capable of performing a meet set-up				
Capable of entering athletes/clubs into the database				
Capable of revising/correcting athlete entry information				
Has a thorough knowledge of reports and operations as typically required for a timed finals meet				
Can generate positive check-in sheets for individual and relay events				
Performs exception reports as required (daily entry limit, meet entry limit, time standards)				
Can perform a re-seed of a finals event following a late scratch and inform appropriate individuals				
Interaction with the Officiating Team				
Confirms timing system adjustment methods with Meet Referee prior to the beginning of the meet				
Coordinates timing system adjustment methods with the Timing Judge and Recorder				
Appropriately deals with Timing Judge questions and concerns				
Record Keeping:				
Maintains DQ log at admin table				
Maintains No Show log at admin table				
Notifies Deck Referee of upcoming events for swimmers who are "No Shows"				
Results from Preliminary and Final Heats (timing system printouts, lane timer slips, DQ slips) are archived in an organized fashion				
Meet database is routinely backed-up				
Posting and Publishing:				
Coordinates with Recorder to have required number of copies of results printed for posting, announcing, and archiving				
Heat sheets for prelims/finals				
Scratching and Seeding:				
Timed final events (distance and relay)				
Closes scratch period/positive check-in period at deadline for distance events and relays				
Is aware of, and can handle swimmers/teams opting to swim in other than the finals session				
Scratching /seeding for finals				
Closes scratch period at 30 minute deadline				
Marks all potential swim-offs and is aware of how scratches impact on the need (or not) for a swim-off				
Informs Deck Referee of the need for a swim-off				
Becomes informed of all decisions regarding a swim-off (if something other than an actual swim is used, the results must be noted)				
Knows how to use a "judges decision" in Meet Manager to order swimmers following swim-off				
Keeps track of all "Intents to Scratch"				
If scratches occur, notifies the next swimmer/coach (calls if no one can be found and the phone number is available)				
Makes sure that the Announcer knows how to announce, and notes time opened, time closed				
All events				
Enters scratches into MM				
Double checks, counts				
Seeds event				
Produces heat sheet, lane timer slips, relay cards				
Double-checks finals sheet against scratch sheet				
Produces heat sheet and lane timer slips				
Oversees any timing adjustments and advises Recorder as to the official time				
Late scratches				
Notifies the next swimmer/coach (calls if no one is present and phone number is available)				
Re-seeds heats when appropriate (checks to make sure unintended lane changes don't occur)				
Notifies officials (DR, Announcer, Ready Room, Recorder)				
General:				
Updates paper work as time allows (postings, lane timer slips)				
Appropriately prioritizes data entry, and the generation of reports, labels, lane timer slips, etc.				