

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 Assistant Referees, such as the Deck Referee who supervises the actual competition, and the Administrative Referee who supervises the logistical part of the meet. The larger the meet, the more useful the positions of Deck and Administrative (Admin) Referee.

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

DUTIES OF THE ADMINISTRATIVE REFEREE

--Deputy Meet Referee who may be in charge when the Meet Referee is called away

--Supervision of:

- Entries/Registration
- Clerk of Course
- Timing Equipment Operator & Timing Judge
- Computer Operators and Desk Personnel
- Results from Preliminary and Final Heats

--Director of Intelligence for Meet Referee

- Develop a feel for what Issues are arising
 - Coaches frequently bring concerns or questions to you first*
 - Maintain an objective view of DQ 's*

- Often, preventive officiating starts with you
 - Entry Problems/Scratch Issues! Timing Resolution*

- Be a sounding board for the Meet Referee

--Trainer for Apprentice Admin Referee

PRE-MEET RESPONSIBILITIES

****MOST IMPORTANT****

***** OBTAIN A COPY OF THE MEET INFORMATION FOR REVIEW ***
PRIOR TO SANCTIONING AND MAILING TO CLUBS**

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. Before the LSC individual responsible for sanctions has reviewed the meet information and approved it, either the Meet or Admin Referee should double check to insure conformance with all US Swimming and LSC technical and administrative rules and policies. 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 year’s meet information, while only changing the dates, is fraught with problems. It is usual for 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 granting the sanction, printing and general distribution. At the very least, the Admin Referee must know how the meet information presents direction and guidelines to the 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 LSC or USS 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 USS 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. The logistics would need to be worked out with the Meet Director and the computer personnel. At the least you should request that a psyche sheet, or entry summary be prepared prior to seeding to catch potential errors and prevent having to reseed an event and reprinting a heat sheet. At the least check the heat sheets well before the session to head off any problems.

--Clerk of Course

Even though many meets are pre-seeded, a clerk of 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, a Clerk of Course is indispensable. This is especially true for distance events and/or relays which often require a positive check in. The clerk of course helps with 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 heats are arranged properly and directed to the starting area. If a scratch box is

used at meets, the clerk supervises it. The clerk must be informed as to how you want scratches handled. In the case of scratches from finals, you may prefer to have this scratch reported directly to you from the swimmer or coach. 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? If the meet will have time trials, the clerk is the most logical person to take those entries and keep you advised. In the case of an event reseed,

--Timing Equipment Operator and Timing Judge

This is the most visible area that the Admin Referee works in. It is most important to develop rapport and mutual respect early on with your Timing Equipment Operator. Make sure you are familiar with the equipment being used, and features of the system. Hopefully, the equipment operator will be experienced with his equipment. During the meet sit next to the operator if at all possible. Identify what he or she can deal with and what you will approve or adjust. Remember, *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 a procedure to collect the 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. He or she will probably be your best friend at the meet. 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 qualifiers for Finals. Determine what reports the computer operator can give you to help manage the meet. Occasionally, a change must be made to the data base, 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 or Administrative 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 and who approves them before they are posted. If the runners are not near you, establish how you will communicate with them.

--Announcers

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 LSC scratch rule.

--Heat Sheets

How will the heat sheets be laid out? Determine seeding requirements (fastest to slowest, circle seed, etc.). For Finals competition, who approves heat sheets before they go to print? Keep some type of log of entries, scratches and changes for a system of checks and balances against the seedings 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.

MEET DAY PRE-COMPETITION DUTIES

- Meet with the Referee to determine any special needs or trouble areas
Find out how the Referee likes things handled--remember, you may have to step in
- Meet with the Meet Director to determine any special situations or concerns
- Tour areas for meet check-in and deck locations
Meet with the individuals handling entries, registration and times
Find out if there are any underlying issues & how you can help resolve them
- Determine where you will work during the meet
Try to be next to the timing system operator and computer operator If you can observe the competition, you can anticipate problems Based on where you are, look at the paper flow—timing info, timer sheets,
DQ slips, no-show slips and interaction with the clerk of course
How will watch times be recorded? If you need a time how will you get it?
- Meet with Chief Judge or Head Stroke & Turn
Discuss DQ slip routing, including Deck Referee sign off
Clarify communications on DQ 's; be sure se you understand confirmation language
Relay take off slips Are they available? Who will pass them out? How will they be collected and checked?
- Verify** forms and reports you need are on hand
DQ slips, relay cards, scratch slips
DQ record form, scratch from finals form, no-show penalty form
Reports with warning flags regarding age/eligibility, total number of swims

DURING THE COMPETITION

- Watch the races and observe the timing
If needed do time corrections/resolutions
Be alert for specific lane problems on timing
Double check that the number of swimmers is correct
Watch splits to insure they are being picked up by equipment
- Receive preliminary results and review
Watch for swim-offs --particularly ties affecting alternates and potential swim-offs in the event of a scratch or multiple scratches
Approve for distribution to posting and announcer
Make sure the announcer is announcing preliminary results and the time
When a scratch from finals occurs, immediately call for the coach of the alternates or any swimmer moved from Consols into Finals (Be proactive)
- Scratches from Finals
Record and have a sign-off by swimmer or coach (preferably the coach)

--Disqualifications

If possible, know when they are called and confirmed or rejected

Record DQ, the infraction, and who called it

Help the Deck Referee watch for on-deck balance on DQ' and call the Referee's attention to any unclear or incomplete DQs.

--No Shows

Coordinate with on "duty Deck Referee

--Reseeds

Get them posted and distributed ASAP

Make sure affected swimmers and coaches know

AFTER THE MEET

--Make sure the scores are correct before leaving the venue

--Make sure you know of any records and that all paper has been processed

--Touch base with the computer operator and Meet Director on distribution of final results

--Thank everyone on your team--they have all worked hard

--Do the after action report for the Referee if he or she desires

--Leave your address and phone number with the meet host

--On the way home do your own post-meet evaluation reflecting on what you'll do better next time