

The “Professional” Administrative Referee -or- It’s more like Service with a Smile!

The “Professional” Administrative Referee should:

- **Know the Rules of the meet;** discuss conduct of the meet with the Meet Referee, including paperless protocols.
- **Read and Understand the Information in the Meet Announcement,** including: FAX, email and late entries, minimum entry times, how many events each swimmer may enter for the entire meet, and eligibility parameters.
- **Work with Entry Chair;** resolve eligibility issues, inspect psych sheet and timeline before posting.
- **Make sure you have all the needed supplies:**
 - Several 3 Ring Binders; may include Meet Announcement, psych sheets, alpha lists, all entries, all events, exceptions report, and heats by day after scratch deadline
 - DQ Slips and DQ Log Forms
 - No-Show Slips and No-Show Penalty Forms
 - Relay Cards or the ability to make Relay Cards
 - Distance Event “Positive Check-in” Folders
 - Scratch Box and Scratch Cards
 - Computer Change Forms
 - Psych Sheets (reviewed prior to distribution)
 - Exception Reports, produced by your Computer Operator
 - Office Supplies, including the much-needed stamps, pens, pencils, staples, hole-punch, highlighters, tape, etc.
 - Filing system – for after the event has been completed
- **Get ready for the General Meeting** and take:
 - The Scratch Box and Scratch Cards
 - All Meet Event Folders
 - A list of swimmers and teams who have not checked-in for the positive check-in distance events or relays
 - Meet Announcement
 - Some supplies and computer change forms
- **Manage confirmation of Official Times and resolve Timing Issues:**
 - Make timing adjustments (work with the Computer Operator and Head Timer)
 - Supervise the Timing Equipment Operator and Timing Judge
 - Supervise and work with the Computer Operator
- **Work with the Computer Operator to:**
 - Add advertisement logos to the meet program
 - Seed preliminaries after scratches
 - Seed finals after “Intent to Scratch,” “Scratches”, and any ties have been finalized
 - Possibly seed Time Trials, as determined by the Meet Referee and meet management
- **Work with the Chief Judges to:**
 - Verify procedures for DQ, DFS, and “No Show”
 - Be sure CJs (*and ARs and the Deck Referees*) understand and are using the same radio protocol
 - Confirm how Relay Cards will be handled prior to and at the time of the event
 - Determine number and type of heat sheets needed (i.e. 2 columns, single sided)
- **Check with the Deck Referee** at the end of each event to let them know if swim-offs are needed. Remind them that they must be held within the time required by the rules. If the coaches use another method to resolve ties, record the result. Produce swim-off heat sheets (reflecting the DR’s negotiations) and give them to the DR for distribution to the announcer, other officials, coaches and timers. If scratches remove the need for resolution, help the DR inform the coaches.
- **Be proactive and always work with the coaches.** Call or text a coach when their swimmer has “no-showed” or has moved up or into Finals. Always deal with a coach’s questions or concerns with a smile. Your job is to assist the swimmers and coaches.

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- **Approve** all heat sheets programs and results for distribution, to post, to go to the Announcer and for your meet folder.
 - If heat sheets for a session change any time after the initial publication, use colored paper (use a very different color for each new distribution in a session), clearly stamped “RESEED”, for distribution to coaches, announcer, officials, and timers and posting for swimmers and spectators. If possible, have them hand delivered to affected coaches and athletes.
- **As the Administrative Referee at the venue, possibly be involved in:**
 - **Before the session:**
 - Making announcements as needed
 - Taking Declared False Starts (DFSs) until the session begins
 - Assisting swimmers and coaches with any needs, including the declaring of a false start
 - Seeding, with accuracy
 - Taking scratches for finals and assisting coaches with Scratch Cards and Computer Change Forms
 - Accurately entering all scratches and computer changes in the meet event binder
 - Printing an accurate program – keeping in mind “slowest to fastest” and “fastest to slowest” events, alternating events, genders or age groups, and changed event orders
 - Communicating with the Meet Referee to produce pre-scratch and post-scratch timelines
 - **After the start of the session:**
 - Turn over the handling of DFSs to the Chief Judges and Deck Referees at the start area
 - Listen for any Disqualifications, “Declared False Starts” or “No-Shows” and noting them
 - Notify the Computer Operator of “no-shows”, DFSs or potential DQs; finalizing them after signed slips are received
 - Document each DQ and DFS in the DQ Log
 - Notify the coach of a “No-Show” swimmer of any penalty and the positive check-in requirements (form and deadlines) for future seeding in the meet. Fill out a No-Show Penalty Form with all relevant details including the event, heat and lane of any “penalty” DQs. Advise the appropriate DRs (using the starting area CJ, if necessary).
 - Check times for accuracy; making timing adjustments if needed
 - **After each event:**
 - Check that all DQs have been accurately completed and processed (including swimmer/coach notification)
 - Listen for a summary of DQs, DFSs and No-Shows from the Deck Referee(s)
 - Immediately counting the number of No-Shows, DFSs and DQs recorded and reconciling with the Deck Referee’s summary so that the results may be finalized for announcement
 - Advise Deck Referees of potential swim-offs. Text or announce Coaches involved in swim offs. Follow-up to confirm any ties for positions in finals have been resolved.
 - Prepare for the next event
 - Getting the results (interim results if “flighted seeding” is used) to the Announcer for broadcast of finals qualifiers and alternates, and the Scratch and “Intent to Scratch” closing time for the event.
 - Notify coaches of swimmers who have moved up, due to scratches, including new 1st and 2nd Alternates
 - **After the Deadline for Scratching a Finals Event:**
 - Check for Final scratches. Following-up any “Intents to Scratch” that are waiting on later events.

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- Seed Finals after verifying all ties and scratches are finalized, considering “flighting” or other program issues
 - Double-check Finals Seeding: independently verified by MR or AO, or AAR
 - Make sure all timelines and advertisements are in the Finals Program. Double-check and have Meet Referee double-check timelines for breaks, changes, alternating or alternative (flighting) event or heat order, and any other special conditions
- **Be Knowledgeable about your Timing Equipment and Meet Management Software**
 - Work with your Timing Equipment Operator and keep them informed about DFSs, DQs and No-Shows
 - Be familiar with what your Timing Equipment and Meet Management program can do for you
 - Produce forms, and know processes, that can help you best manage your assignment and interact with the operators
 - Help minimize disruptions to the Computer Operator
- **Other Important items:**
 - You will coordinate and interact with the Clerk of Course.
 - You will help the Meet Referee in making decisions during the meet.
 - Be alert, attentive, focused, calm, professional, and approachable.
 - Always be “friendly” and helpful to coaches, swimmers, and other officials.
 - Take all discussions and emotional issues off-deck.
 - You may be a Trainer for new apprentice Administrative Referees.
 - Prioritize your work – urgent vs. routine tasks on the meet needs.
 - Maintain your sense of humor.
- **Remember, Professional Administrative Referees:**
 - Can adapt to meet conditions and needs and are willing to learn.
 - Help make sure the benefit of the doubt goes to the swimmer.
 - Generously apply common sense (within the rules) and don’t over interpret procedural rules.
 - Are neatly uniformed, look confident, are competent.
 - Consult the Meet Referee on any non-routine decisions.
 - Do the Administrative Referee job well and don’t overstep those responsibilities unless asked by the Meet Referee.
 - Self-evaluate after all shifts, sessions, and meets.
 - Remember that you are part of a team.

Please refer to the Certification Requirements for Administrative Referee for information on N2 and N3 evaluations, certification, and recertification.

<https://www.usaswimming.org/officials/national-certification-evaluation>