

Administrative Referee Checklist

LSC, N2, N3

Name: _____

● Knowledge of procedures and rules

- Meet information
- Governing policies and procedures (LSC, Region, Zone and National)
- Rulebook
- Consistent and uniform application of rules and procedures

● Record keeping

- 3 Ring Binder
- Verifies forms, supplies and reports are on hand
 - DQ slips, relay cards, scratch form, no show form
 - DQ log, scratch from finals form, no-show penalty log
 - Reports with warning flags regarding age/eligibility, total/daily number of swims
 - Psyche sheet (reviewed prior to distribution)
 - Distance event check-in sheets
- Entries/Registration
 - Verification of eligibility
 - Proof of times, if necessary
- Results from Preliminary and Final Heats (posting, announcing and archiving)

● Management of Times

- Adjustments
- Supervision of: Timing Equipment Operator & Timing Judge
- Supervision of: Computer Operators

● Meet Operations

- Develops a post-scratch time line
- Reviews and approve heat sheets prior to distribution
- Develops a feel for what **Issues** are arising
 - Proactive approach (relay, distance check-in, other deadlines, requirements, etc...)
- Dealing with coaches questions and concerns
- Approves results for distribution to posting, announcing and archiving
 - Watches for swim-offs and coordinates with Deck Referees for scheduling
- Announcer is announcing preliminary results and the time
- Scratches from Prelims/Finals - deadlines
- Disqualifications
- No Shows
- Ensures the scores are correct before announcement/publication
 - Posts team scores at the end of each scoring session

● Knowledge of equipment

- Familiarity with the equipment being used, and features of the system
- Distribution of final results

● Interaction with other management; meet ref, coaches, swimmers, system operators

- Pre-meet coordination with Meet Referee and Meet Director
 - Scope of authority
 - Special situations or concerns
- Coordination and interaction with the Clerk of Course as applicable
- Director of Intelligence for Meet Referee
- Is a sounding board for the Meet Referee
- Diplomacy
- Trainer for Apprentice Admin Referee
- Ability to keep a calm demeanor during stress or crisis
- Thanks everyone who has helped the team

Administrative Referee Checklist

National Levels

LSC

The *Administrative Referee Checklist* is provided as a suggested guide for LSCs to certify Administrative Referees. Where LSC certification in a position is noted as a *prerequisite* for National certification as an Admin Referee it means an official certified in the position in their LSC and:

1. LSC's and Officials must comply with the Minimum Standards for Certification as published by USA Swimming Officials Committee.
2. Minimum two years as an LSC certified official

N2 (National Level 2)

Minimum one year as an LSC Referee or LSC Administrative Referee.
Accumulating experience at LSC and higher level meets.

N3 (National Level 3)

Very proficient, experienced Deck Referee with all of the qualities needed for National Meets.
Certified as an N3 Deck Referee or N2 Administrative Referee.

Refer to the [National Officials Certification Summary](#) for other N2 and N3 certification requirements.

N3 Deck Referees may be certified as N3 Administrative Referee after satisfactory completion of an assignment as the Administrative Referee at an Officials Qualifying Meet that has been approved for Final N3 Administrative Referee Evaluations or as Assistant Administrative Referee at a National Championship Meet and a positive evaluation by a qualified National Evaluator.

N2 or N3 Deck Referees may be certified N2 Administrative Referee after satisfactory completion of an assignment as Assistant or Administrative Referee at a Qualifying Meet and a positive evaluation by a National Evaluator and the Meet Referee (can be the same person) and a recommendation from the LSC Officials Chair.

It is not necessary for an N3 Deck Referee to be certified as an N2 Administrative Referee before advancing to N3 Administrative Referee. It is not necessary to be certified as an N2 Deck Referee to advance to N2 Administrative Referee.

Notes: