

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. | | | | |