

## ADMINISTRATIVE OFFICIAL CLINIC GUIDELINE

- Requirements for all officials
  - USA Swimming Non-athlete Membership (provide application)
  - Background Check, Level II (through USA website)
  - APT (through USA website)
  - LSC Requirements
- Provide the Administrative Official Description
  - Mention brief description of the various Official positions
- **Discuss with Meet Referee or Administrative Referee their preferences in the respective areas and follow their instruction/guidance for the administrative duties.**
- Obtain Meet Information and know it thoroughly
  - Types of meets
    - Dual, Open, Invitational, Time Trial, Championships
- Clerk of Course
  - Determine areas to be handled here
    - Scratches from prelims/timed finals
    - Check in for events (distance, relays, etc.)
    - Organizing/lining up the 8 & under swimmers
    - Parading of finals and/or award presentations
- Meet Management Software
  - Meet Setup in Software
    - Event Order
    - Entry Requirements
    - Timed Finals or Prelim/Final Format
    - Scoring
  - Pre-meet Responsibilities
    - Receipt of Entries – may be electronic or paper
    - Positive Check-in (if required and which events)
    - Seeding
      - Timed Finals
        - Example of psyche sheet followed by heat sheet
      - Prelim/Final Format
        - Example of psyche sheet followed by heat sheet
      - Fast to slow or slow to fast for each event
    - Lane Timer Sheets, Relay Cards, Award Labels
- Review heat sheet
  - Prelims – compare to original psyche sheet, sign-ins (if required) and scratches received
  - Finals – check any scratches after prelims for finals, make sure alternates are listed

- Timing adjustments
  - Automatic (Primary/Touchpad), Semi-Automatic (Secondary/Buttons or Stopwatches), Manual (Tertiary/Stopwatches)
    - Explain each system and differences
  - Lane malfunction within a Heat (provide examples)
  - Heat malfunction (provide examples)
- Disqualification
  - DQ slip and how it's entered into software (DQ codes)
- Verify Event Results – before sending to Announcer
  - Confirm times were adjusted if necessary
  - DQs
  - No Shows/DFS/Missing Swimmers
- Check scoring – make sure it's scoring per meet information.
- Results
  - Announced, Posted, Live Results, Website Posting
- Prelim/Finals
  - ALWAYS obtain approval from Meet Referee or Admin Referee before publishing or posting any documents
  - 30 minute scratch rule (once announced) and Intent to Scratch
    - Location for athlete/coach to do this
  - Announcing of any scratches or final participants once scratch deadline occurs
    - Remember to check for intent to scratch on each event before closing

REMEMBER - communicate pleasantly with everyone!  
 Be courteous to the coaches, swimmers, officials and volunteers!  
 Take your time to make sure the paperwork and results are accurate!!  
 Have fun!!