

# **ILLINOIS SWIMMING OFFICIALS CLINIC**

## **ADMINISTRATIVE REFEREE**

- **BACKGROUND OF ADMINISTRATIVE REFEREE FUNCTION**
  - Relatively new
  - Handles details
  - Training position
  
- **QUALITIES OF GOOD ADMINISTRATIVE REFEREE**
  - Detail oriented
  - Proactive
  - Aggressive
  - Patient
  - Adaptable
  - Quick
  - Knowledgeable
  
- **FUNCTIONS OF ADMINISTRATIVE REFEREE**
  - Meet Information Book
    - Entry processes
    - Deadlines
    - Procedures for seeding, check-in, scratching, etc.
  - Pre-meet Entry Processes
    - Entry deadlines
    - Missing entries
    - Accuracy of entries
    - Qualifying times & proof of time
    - Peripheral data
    - General back-up to referee & meet management
  - Meet Conduct
    - Scratch procedures
      - Preliminaries
      - Finals
      - Penalties
      - Scratch box
    - Check-in procedures
      - Distance events
      - Relays
      - Proactive
    - Deck entries
      - Procedures
      - Deadlines
    - No-show procedures
      - Penalties
      - Notification

# ILLINOIS SWIMMING OFFICIALS CLINIC

## ADMINISTRATIVE REFEREE

- Meet Conduct (cont.)
  - Number of events
    - Per day
    - For meet
    - Time trials
    - Scratch down procedures
  - Seeding & heat sheets
    - Preliminaries
    - Finals
    - Timed finals
  - Timing accuracy
    - Primary timing system malfunction
    - Lane timing malfunction
    - Timing malfunction effecting entire heat
    - Judging & impact of judging on order of finish
  - Disqualifications
    - Forms - accurate, received & processed
    - Register
  - Results
    - Preliminaries
    - Finals
      - Notification of alternates
  - Swim-offs
    - Procedures
    - Anticipate scratches
    - Processing results
  - Relays
    - Names
    - Order of swim
    - DQ
  - Time Trials
    - Entry procedures
    - Results
- SITUATIONS
  - Timing malfunctions & corrections
  - Swim-off
- DISCUSSION & QUESTIONS