

Pacific Swimming Administrative Official Advancement Criteria

Advancement from Trainee to Level One

- Attend an Administrative Official or Administrative Referee Clinic.
- Register with USA Swimming as a non-athlete member.
- Pass the Level 2 background test & complete the Athlete Protection Training.
- Minimum of four days working under direct supervision within the first year.
- Complete and pass USAS Administrative Official Certification test.
- Evaluated and recommended by two different Meet Referees (or their designee) within the first year and approved by the Zone Official's Chair.
 - Evaluation shall be performed by an Official's Committee approved Evaluator
 - Each evaluation for advancement shall be performed over 2 days of the Meet.

Level One – Minimum Criteria

- Knows the functions and responsibilities of an Administrative Official at a timed final meet.
- May have problems when facing unexpected events.
- Tends to focus on the immediate situation at hand.
- May have problems taking charge.

Recertification requirement for Level One are as follows;

- Attend a Zone or LSC Official's Clinic once every two years.
- Take and pass the USAS Administrative Official Re-Certification test every two years.
- Must work a minimum of two days per year as an Administrative Official.

Advancement from Level One to Level Two

- Level One Administrative Official for a minimum of one year.
- Worked a minimum of four days the previous year as an Administrative Official.
- Evaluated and recommended by two different Meet Referees (or their designee) within the first year and approved by the Zone Official's Chair.
 - Evaluation shall be performed by an Official's Committee approved Evaluator.
 - Each evaluation for advancement shall be performed over 2 days of the meet.

Level Two – Minimum Criteria

- Experienced Administrative Official who has seen many different situations.
- Well organized and able to maintain focus.
- Able to perform the Administrative Official functions at Zone Level meets.
- Familiar with the Meet and Deck Referee functions and responsibilities.
- Works well with others.
- Participates in LSC meets.
- Participates in the mentoring/training of Junior Officials.
- Attend a Zone or LSC Official's Clinic once every two years.
- Take and pass the USAS Administrative Official Re-Certification test every two years.

Pacific Swimming Administrative Official Advancement Criteria

- Shall work a minimum of six days per year as an Administrative Official, Administrative Referee or Deck Referee.

Advancement from Level Two to Level Three

- Level Two Administrative Official for two years.
- Worked a minimum of six days at Zone Level meets and six days at LSC Level (or higher) meets as an Administrative Official, Administrative Referee, or Meet Referee.
- Attend a Zone Official's Clinic and an LSC Official's Clinic once every two years.
- Evaluated and recommended by at least three different Meet Referees (or their designee) and approved by the Zone and LSC Officials' Chair.
 - Evaluation shall be performed by an Official's Committee approved Evaluator.
 - Each evaluation for advancement shall be performed over 2 days of the meet.

Level Three – Minimum Criteria

- Experienced Administrative Official at Senior Level meets.
- Able to anticipate problems and take appropriate actions.
- Consistently keeps the meet running smoothly.
- Understands most aspects of running a Meet.
- Has the respect of Coaches and Officials within their Zone.
- Capable and involved in the mentoring of Junior Officials on deck or at clinics.
- Able to work under pressure and handle unexpected events properly.
- Participates in LSC "Officials Qualifying Meets"
- Shows leadership capabilities at the Zone Level and leads by example.
- Familiar with all Officials' positions and their responsibilities.
- Knows the intent of the rules and applies them uniformly.
- Can adapt to meet conditions and needs.
- Works well with other Officials, Meet Management, Computer/Timing Operators and Coaches.
- Completely understands the rules and procedures as outlined in the Meet Announcement.
- Able to find ways (within the rules) to let Athletes compete. Does not over interpret procedural rules.
- Able to check times for accuracy and make adjustments if needed.
- Keeps Meet Referee informed of non-routine decisions made.
- Attend a Zone or LSC Official's Clinic once every two years.
- Take and pass the USAS Administrative Official's Re-Certification test every two years.
- Shall work a minimum of four days at two Zone Level meets.
- Shall work a minimum of four days at LSC Level (or higher) meets.
- **Please note that Administrative Officials are usually used at Timed Finals type meets where as an Administrative Referee is used for Preliminaries and Finals type Meets.**