

## **Motion – AO Official Requirements for Teams Hosting meets**

Z1S Board Meeting

### **Motion**

Teams who host Zone 1S meets must have a certified Administrative Official (AO) attached/affiliated with their team to fill the AO role, required to sanction their meet. As of January 1, 2018, the Zone 1S Official's Chairs will no longer assign an AO to Zone 1S scheduled swim meets, and the hosting team will be responsible for filling the AO position.

For Zone 1S Championship meets and meets that require an Administrative Referee (AR), such as Trial/Finals meets, the Zone Official's chair will be responsible for assigning the AO/AR.

AO training will be provided at several meets during Fall 2017 to give candidate AOs the opportunity to train/work in the AO position, as well as receive evaluations, and assure they can complete their certification by January 1, 2018.

### **Background**

The Administrative Official Role is an entry level officiating role, working in the back office. AO responsibilities include the following:

- Time Validation
- Overseeing back-office processes including runners, check-in, computer operator and chief timing judge (CTJ)

NOTE – The AO is not responsible for knowing how to run the computer or Timing system, but is responsible for understanding the outputs and issues that may arise and how to address them.

### **Certification**

The certification process for AOs includes attending a working clinic at a 2-day meet where a trainee will work at various AO tasks, and receive an initial evaluation. This would be followed by a final evaluation at a second two-day meet. From our past experiences, we have found that motivated AOs are able to complete their training and certification within 6 to 8 weeks.

Interested parents are encouraged to attend the LSC Officials clinic in Concord in October, where AO training will be covered, and also give them the opportunity to network with other officials across the LSC

### **Justification**

Finding officials to fill the AO role for some meets where a team does not have an AO has been very challenging, and in some situations has delayed the sanction. In these cases, our senior officials are being asked to fill the AO role, when they are

needed to fill Meet Ref, Deck Ref and starter positions to staff the Z1S meets. Secondly, many of the senior officials who are volunteers are not interested in working in the AO role. They no longer have children swimming, but continue to be generous with their time, and prefer to work in senior positions. As a Zone, we rely heavily on these volunteers and need to be supportive of their interests.

Another consideration is that after meets, sometimes questions come up with respect to the results. When questions do arise, the Meet Referee is responsible for pulling the paper work to determine what happened. Archiving the paperwork is the responsibility of the host team, and having a trained person on the team who can quickly pull the paper work and knows what to look for can quickly resolve any issues that come up with the results after the meet, and can also save the Meet Referee a trip to the venue.

### **Effective Date**

This policy will be effective as of **January 1, 2018.**

### **Fall AO Training Plan**

Working AO clinics will be held at the following Z1S meets:

- Age Group Open (QSS) in Watsonville – 9/16-17
- Age Group Open (SCSC) in Morgan Hill – 10/28-29

These working clinics will be hands on where the participants is assigned a job as part of their training, and will also receive an evaluation at the end of the meet. The person will need to find a second meet to get their final evaluation and complete their certification if they cannot attend both meets.

The LSC hosts an Official's clinic in October in Concord that also includes AO training.

Note: To receive an evaluation - A person must have registered with USA-S, completed or have an active background check, completed the APT course or have an active APT certification, and passed their online cert test.

### **Z1S Officials with AO or AR certifications**

The below table includes a list of officials in Z1S that are certified to work as an AO. Several of the officials on this sheet have indicated that they will not be working in the 2017-18 season (see status)

## Officials with active swimmers

CLUB	Official	Certifications	Status
BAY	McNamara, Bob	AO, CJ, Starter, Deck Ref	Active
DACA	Shaug, Brett	AO, AR, CJ, Starter, Deck Ref, Meet Ref	Active – Z1N
GGST	Brolin, Denise	AO	<b>Last Year officiating</b>
OAQ	Feltovich, George	AO	Active
QSS	Keslin, Phil	AO, CJ, Starter, Deck Ref, Meet Ref	<b>Last Year officiating</b>
QSS	Lengyel, Attila	AO, CJ, Starter, Deck Ref, Meet Ref Trainee	Active
QSS	Swaminathan, Siva	AO	<b>Last year as an AO</b>
UN	McKenna, Jennifer	AO, CJ, Starter, Deck Ref, Meet Ref	Active
SCSC	Itow, Sachi	AO	Active
SCSC	Soe, Jeanette	AR, CJ, Starter, Deck Ref, Meet Ref	<b>Works USA-S National meet &amp; LSC</b>
SLST	Schmitt, Francimar	AO	Active
TIDE	Kikuta, Karyn	AR, CJ, Starter, Deck Ref, Meet Ref	Active
UN	Arita, Gary	AR, CJ, Starter, Deck Ref, Meet Ref	Active
UN	Kikuta, Curtiss	AR	Active
UN	Piccardo, Mike	AR, CJ, Starter, Deck Ref, Meet Ref	Active
UN	Reyda, Cliff	AO, CJ, Starter, Deck Ref, Meet Ref	Active
UN	Suchomel, Frank	AR, CJ, Starter, Deck Ref, Meet Ref	<b>Active – works LSC meets</b>
WEST	Wang, Changchi	AO, AR, CJ, Starter, Deck Ref	Active