

Keys to Being a Successful Administrative Referee

Preparation

Meet Sheet – Key Parameters & Special Rules (event #, bonus, distance, finals)
Communication (Meet Referee, Meet Director, Head Starter, CJ, Pacific Staff)
Review Rules Book and Pacific's R&R (Sections 4 (Age Group) and 5 (Senior) of the R&R.
Extra items – psyche sheet/program, access to swim connection, review time verification results
Tools of the Trade

Knowledge

Resources and how to access them
DFS and event count
Seeding for Long Course vs. Short Course meets (look for bonus times in qualifying entries)
Time Verification
Acceptable sources for "Proof of Times"
Qualifying period
Positive Check in vs. Scratch Book

Training

Clerk of course/check in
Chief Timing Judges or helpers in the office
Delegate and Supervise
Assistant Admins

Professionalism

Calm – Smile - Listen
Athletes
Flexibility
Consistency
Mistakes

Use Common Sense!

Questions?

Admin Referees can handle things differently – but use the same principles and R&R

Tools of the trade:

Supplies: Not required as an Admin Referee but nice to have

- Highlighters
- Pencils & Pens
- Red Pencils & Pens
- Pencil Sharpener
- Rulers
- Stapler, staples, staple remover
- Hole Punch
- Post it notes/flags
- Tape
- Clip Boards
- Paper clips
- Scissors
- Rubber bands
- White out
- Calculator (Phone)
- First aid kit/ Tylenol
- Coaster
- Tissues

Meet Binder/Admin Binder

1. Highlighted meet sheet
2. All communications from Meet Referee, Meet Director, Head Starter, Chief Judge and Pacific Staff
3. Psyche Sheet or Program**
4. Time Standards/or
5. Forms: *Can be found on USAS and/or Pacific websites
 - a. DQ Log*
 - b. Declared False Start (DFS)*
 - c. Scratch or positive check in *
 - d. No Show from Final Event *
 - e. High School Season – “un-attach”
 - f. Report of Occurrence*
 - g. Relay Early Take Off (master copy)*
 - h. Computer Change*
 - i. Count Sheets (Distance events)*
 - j. Coach Sign in
 - k. Membership and Transfer*
 - l. How to close an event

Daily Event Binder – One for each day of the meet – divided by event

Event entries by alpha

Scratch sheet from check in

Seeded Preliminaries

Preliminary Results

**Contents of Scratch or Positive check in binder(s)

Seeded Finals and Results

Note: this example is for a deck seeded meet.

**Scratch/ Positive check in binder

Results – marked with time read by announcer

Scratch sheets or preliminary positive check in sheets

Close Spreadsheet

“Intent to swim”

No Show during Finals

Be sure you have a current copy of Sections 4 (Age Group) and Section 5 (Senior) of the Rules and Regulations.

No Show in Finals with additional events

No show finals last event.

Positive Check in vs. Scratch Book

Positive Check in- Wants to swim

Scratch – Does not want to swim

Both Positive Check in and Scratch have a 30 minute window from time results are announced

“Intent” – is thinking about it.

If “intent” does not return – then the swimmer is in finals

Make sure you inform swimmer re consequences if he/she does not return

Finals heats are not complete until the “intent’s” 30 minutes has elapsed (their last event being announced) or swimmer returns with a decision.

If there is an “intent’ the event still closes @ 30 minutes (Apply leniency with digression)

Seeding dictated by the course (B = Bonus event)

Short Course: SCY, LCM, SCYB, LCMB

Long Course: LCM. (SCM), SCY, LCMB, SCYB

Review Preliminary and Finals Seeding and Results:

Preliminary Seeding: Check the number of heats to the total number of entries after scratches

i.e. If you have 79 entries – 8 scratches there will be 9 heats (8 full heats and 1@7) in an 8 lane pool

OR If you have 144 entries and 14 scratches, how many preliminary heats should there be in:

8 lane pool 17 heats: 15 heats @8; 1 heat @ 7 and 1 heat @3

9 lane pool 15 heats: 14 @ 9 and 1 @ 4

10 lane pool 13 heats: 13 @10

Finals Seeding: (aka blessing the finals program)

Read the finals seeding with another person.

One reads the seeded final and the other looks at the scratch/positive check in paperwork.

Results:

Review for unusual times (a timing issue that was not caught)

Are the numbers of DFS, NS, DQ correct? Were the correct athletes marked?



NO SHOW TRIALS & FINALS – LAST EVENT

MEET: _____ EVENT: _____ EVENT #: _____

DATE: _____ LOCATION: _____

QUALIFIED FOR FINALS AS #: _____ CHECKED BY: _____

REFEREE: _____ EMAIL: _____

SWIMMER'S NAME: _____ USAS REG #: _____

CLUB AFFILIATION: _____

To be completed by the Pacific Swimming Office:

SWIMMER'S HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

Please include a copy of the following support documents:

- 1) Results of the event trials
- 2) No show slip
- 3) Scratch sheet for the event
- 4) Copy of the finals sheet for the event

Mail, fax or email this completed form and support documents to:

Pacific Swimming
c/o Annie Stein
530 N. 2nd Street
San Jose, CA 95112

Email: astein@pacswim.org