

USA SWIMMING MINIMUM STANDARDS Guidelines

For Utilization By

LOCAL SWIMMING COMMITTEE (LSC) OFFICIALS

MISSION

To develop and conduct mentoring programs to recruit, educate, train and certify USA Swimming officials to provide high quality and consistent officiating for our athletes.

The goal of having all Local Swim Committees (LSC) adopt these minimum standards for certification of officials is to set standards, that when applied, will accomplish the following:

- * ensure a clear and consistent knowledge of the rules*
- * provide sufficient time in training to assure familiarity with all levels of competition*
- * provide opportunity to work on the deck and advance through the certification process*
- * allow automatic acceptance at the Stroke & Turn level between all LSCs meeting the USA Swimming Minimum Standards Guidelines*
- * ensure professionalism in all aspects of the word “team” while in attendance at a swim event both on and off the deck*

The sessions referred to in the guidelines should be of duration to assure sufficient time to observe a significant number of swimmers and should contain a complete schedule of events to provide the opportunity to observe all strokes.

LSC's may set minimum standards for additional positions such as Referee (Non-Starter), Clerk of Course, Timing Judge, Equipment Operator, etc.

Any exception of less than these minimum standards must be approved by the National Officials Chair who may stipulate appropriate conditions for each exception.

Pacific Swimming Stroke & Turn Advancement Criteria

Advancement from Trainee to Level One

- Attend Stroke and Turn Clinic.
- Minimum of four days (not less than 2 meets) working under direct supervision within the first year.
- Register with USA Swimming as non-athlete member
- Complete and pass the Stroke and Turn Certification test.
- Pass Level 2 background check & Complete the Athlete Protection Training
- Must work well with others.
- Evaluated and recommended for advancement by two different Meet Referees (or their designee) 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 rules but may have problems interpreting them.
- Able to identify flagrant violations.
- May be hesitant at times (needs to think) when observing unfamiliar stroke violations.
- May only focus on a particular part of the body.
- May have problems observing multiple lanes.
- Sometimes out of position.

Recertification requirement for Level One are as follows;

- Attend a Zone or LSC Clinic once every two years.
- Take and pass the USAS Re-Certification test every two years.
- Shall work a minimum of eight days per year.

Advancement from Level One to Level Two

- Level One Stroke and Turn for a minimum of one year.
- Worked a minimum of eight days the previous year.
- Evaluated and recommended for advancement by two different Meet Referees (or their designee) 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

- Knows the rules but may get too technical at times (hung up on words).
- Able to observe the whole body most of the time.
- Able to perform the Chief Judge or Assistant Chief Judge duties at Zone Level meets.

Pacific Swimming Stroke & Turn Advancement Criteria

- Has confidence making calls.
- Seldom makes mistakes on disqualification slips.
- Understands the proper positioning for most situations.
- Participates in LSC meets.
- Participates in the mentoring/training of Junior Officials.

Recertification requirement for Level Two are as follows;

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

Advancement from Level Two to Level Three

- Level Two for two years.
- Worked a minimum of eight days at Zone Level meets and eight days at LSC Level meets.
- Has satisfactorily performed the Assistant Chief Judge duties at LSC meets.
- Attend a Zone Official's Clinic and an LSC Official's Clinic once every two years.
- Evaluated and recommended for advancement by three different Meet Referees (or their designee) 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 Three – Minimum Criteria

- Knows the intent of the rules and applies them uniformly.
- Makes calls instinctively on most occasions.
- Able to perform the Chief Judge duties at a Pacific "Officials Qualifying Meet".
- Works well with all Officials and Coaches.
- Has the respect of Officials and Coaches within their Zone.
- Always takes the initiative to seek opportunities to mentor Junior Officials.
- Able to work under pressure and handle unexpected events properly.
- Shows leadership capabilities at the Zone Level and leads by example.
- Familiar with all Official's positions and their responsibilities.

Recertification requirement for Level Three are as follows;

- Attend a Zone Clinic and an LSC Official's Clinic once every two years.
- Take and pass the USAS Re-Certification test every two years.
- Shall work a minimum of four days at two Zone meets.
- Work a minimum of eight days at LSC Level (or higher) meets.

Pacific Swimming Chief Judge Advancement Criteria

Advancement from Trainee to Level One

- Attend a Chief Judge Clinic.
- Minimum of four days (not less than 2 meets) working under direct supervision within the first year.
- Be up to date with Background Check and Athlete Protection Training
- Must work well with others, and is a willing participant in mentoring by other Officials.
- Evaluated and recommend for advancement by two different Meet Referees (or their designee) 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

- Must be a L2 or higher Stroke and Turn Judge.
- Knowledge/understanding of current USA and Pacific Swimming rules including their official interpretation. Understands jurisdictions, protocols and be able to mentor e.g. Stroke and Turn Judges in positioning, relay take-offs, etc.
- May have difficulty putting together rotations.
- May have difficulty running the Official's meeting.
- May be hesitant at times when mentoring.
- May focus on swims vs Officials in their jurisdiction.
- May have problems observing multiple Officials.
- Sometimes out of position and may have difficulty handling more than one disqualification at a time.

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 Stroke and Turn or Referee Re-Certification test every two years.
- Shall work a minimum of eight days per year.

Advancement from Level One to Level Two

- Level One Chief Judge for a minimum of one year.
- Worked a minimum of eight days the previous year.
- Evaluated and recommend for advancement by two different Meet Referees (or their designee) 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

- Knowledge/understanding of current USA and Pacific Swimming rules including their official interpretation. Understands jurisdictions, protocols and be able to mentor e.g.-lead lag, relay take-off, etc. Has confidence when working with and mentoring other Official's.
- Able to perform the Chief Judge or Assistant Chief Judge duties at Zone Level meets.
- Is able to run the Official's meeting affectively.
- Is able to put together a rotation that is balanced and considerate to the Stroke and Turn Officials.
- Is capable of talking to Coaches, Officials and others during the meet.
- Is able to monitor the whole deck and keep everyone informed of situations that arise.
- Understands the proper positioning for most situations.
- Participates in LSC meets.

Recertification requirement for Level Two are as follows;

- Attend a Zone Clinic or an LSC Official's Clinic once every 2 years.
- Take and pass the USAS Stroke and Turn or Referee Re-Certification test every two years.
- Shall work a minimum of eight days per year as a Chief Judge or Deck Referee.

Advancement from Level Two to Level Three

- Level Two for a minimum of two years.
- Worked a minimum of eight days at Zone Level meets and eight days at LSC Level meets.
- Has satisfactory performed the Chief Judge duties at LSC Level meets.
- Shows a willingness to learn and be mentored.
- Attend a Zone Official's Clinic and an LSC Official's Clinic once every two years.
- Evaluated and recommend for advancement by three different Meet Referees (or their designee) 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 Three – Minimum Criteria

- Knows the intent of the rules and applies them uniformly.
- Able to perform the Chief Judge briefings and is confident in delegating duties.
- Able to perform the Chief Judge duties at a Pacific "Officials Qualifying Meet".
- Works well with all Officials and Coaches and has the respect of the same.
- Understands Radio protocols and can explain the protocols to others.
- Always takes the initiative to seek opportunities to learn and mentor Junior Officials.
- Able to work under pressure and handle unexpected events properly.
- Shows leadership capabilities at the Zone Level and leads by example.
- Familiar with all the Official's positions and their responsibilities.

Recertification requirement for Level Three are as follows;

- Attend a Zone Clinic and an LSC Official's Clinic once every two years.
- Take and pass the USAS Stroke and Turn or Referee Re-Certification test every two years.
- Shall work a minimum of four days at two Zone Level meets and two LSC Level (or higher) meets.

Pacific Swimming Starter Advancement Criteria

Advancement from Trainee to Level One

- Attend Starter Clinic.
- Minimum of 6 days working under direct supervision within the first year.
- Complete and pass USAS Starter Certification test.
- Minimum Level Two Stroke and Turn 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 One – Minimum Criteria

- Knows the functions and responsibilities of a Starter.
- Knows the proper position of Starter and Deck Referee for forward and backstroke starts.
- Sometimes has problems seeing the whole field.
- Not quite comfortable in calling a false start unless it's flagrant.
- Occasionally may rush the start (swimmers not set).
- Still trying to learn the proper timing for using the "stand" command.

Recertification requirement for Level One are as follows;

- Attend a Zone or LSC Clinic once every two years.
- Take and pass the USAS Starter Re-Certification test every two years.
- Shall work a minimum of eight days per year.

Advancement from Level One to Level Two

- Level One Starter for a minimum of one year.
- Worked a minimum of eight days the previous year as a Starter.
- Evaluated and recommended by two different Meet Referees (or their designee) 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 Starter who has seen many different situations.
- Calm and conversational voice when giving the command "take your mark".
- Understands the difference between a "start", "stationary", and a "non-disqualifiable" start.
- Relaxed on deck while keeping everything under control.
- Able to perform Head Starter functions at Zone & "AGO" meets.
- Is able to set-up and trouble shoot minor problems with the Colorado Starting System.
- Understands the basic words used by the Starter and when to use them.
- Familiar with Deck Referee's responsibilities and able to assist the Deck Referee as needed.
- Works well with others.

Pacific Swimming Starter Advancement Criteria

- Participates in LSC meets.
- Participates in the mentoring/training of Junior Officials in the Starter position.

Recertification requirement for Level Two are as follows;

- Attend a Zone Clinic and an LSC Official's Clinic once every two years.
- Take and pass the USAS Starter Re-Certification test every two years.
- Shall work a minimum of six days per year as a Starter and two days per year as a Stroke and Turn Official.

Advancement from Level Two to Level Three

- Level Two Starter for a minimum of two years.
- Worked a minimum of six days at Zone Level meets as a Starter and six days at LSC level meets. Two of the six days at LSC level need to be at the Starter position and all must be within one calendar year.
- Has satisfactorily performed the Starter's duties at an LSC JO, FW or Senior Circuit Meet.
- 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 Starter at Senior Level meets.
- Able to anticipate problems and take appropriate actions.
- Allows time for Athletes to achieve a stationary position without delaying the start.
- Able to perform the Head Starter functions at Zone Level Championship meets.
- Has a thorough understanding of procedures at a Preliminaries and Finals meet.
- Understands most aspects of running a meet.
- Has the respect of Coaches and Officials within their Zone.
- Capable and involved in the training of Junior Officials on deck or at Clinics.
- Able to work under pressure and handle unexpected events properly.
- Participates in LSC "Officials Qualifying Meets" (National Evaluation).
- 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.
- Always takes the initiative to seek opportunities to mentor Junior Officials.

Recertification requirement for Level Three are as follows;

- Attend a Zone Official's Clinic and an LSC Official's Clinic once every two years.
- Take and pass the USAS Starter Re-Certification test every two years.
- Shall work a minimum of four days at Zone Level meets as a Starter.
- Shall work a minimum of four days at LSC Level (or higher) meets as a Starter.

Deck Referee Advancement Criteria

Advancement from Trainee to Level One

- Attend Deck Referee Clinic.
- Minimum of six days working under direct supervision within the first year.
- Complete and pass USAS Deck Referee Certification test.
- Minimum Level Two Stroke and Turn Official.
- Evaluated and recommend 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 a Deck Referee.
- May have problems when facing unexpected events on deck.
- Tends to focus on the immediate situation at hand.
- Not quite comfortable in calling a false start unless it's flagrant.
- May have problems taking charge – sometimes loses control of deck.

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 Deck Referee Re-Certification test every two years.
- Shall work a minimum of eight days per year.

Advancement from Level One to Level Two

- Level One Deck Referee for a minimum of one year.
- Worked a minimum of eight days the previous year as a Deck Referee.
- Evaluated and recommend 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 Deck Referee who has seen many different situations.
- Shall be a minimum Level One Chief Judge, Administrative Official and Starter.
- Well organized and able to maintain focus on the deck and pool.
- Able to perform the Chief Judge at Zone Level meets.
- Relaxed on deck while keeping everything under control; see's most that is going on.
- Seldom overlooks mistakes made by Stroke and Turn Officials on disqualification slips.
- Familiar with Meet and Administrative Referee's functions and responsibilities.
- Works well with others.

Deck Referee Advancement Criteria

- Participates in LSC meets.
- Participates in the mentoring/training of Junior Officials.

Recertification requirement for level two are as follows;

- Attend a Zone or LSC Official's Clinic once every two years.
- Take and pass the USAS Deck Referee Re-Certification test every two years.
- Shall work a minimum of six days per year as a Deck Referee and two days per year as a Stroke and Turn Official.

Advancement from Level Two to Level Three

- Level Two Deck Referee for two years.
- Worked a minimum of six days at Zone Level meets and six days at LSC Level meets.
- Has satisfactorily performed the Deck Referee duties at a Pacific "Officials Qualifying Meet".
- Attend a Zone or 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 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 Three – Minimum Criteria

- Experienced Deck Referee at Senior Level meets.
- Shall be a minimum Level Two Chief Judge, Administrative Official, and Starter.
- Understands most aspects of running the Meet. Able to anticipate problems and take appropriate actions. Consistently keeps the meet running smoothly.
- Able to perform Administrative Referee functions at Championship Level Pacific meets.
- Able to perform the Meet Referee's duties at Zone Level meets.
- Has a thorough understanding of procedures at a Preliminaries and Finals 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 Official's positions and their responsibilities.
- Knows the intent of the rules and applies them uniformly.

Recertification requirement for Level Three are as follows;

- Attend a Zone or LSC Official's Clinic once every two years.
- Take and pass the USAS Deck Referee Re-Certification test every two years.
- Shall work a minimum of four days at two Zone Level meets as a Deck Referee.
- Work a minimum of four days at LSC Level (or higher) meets as a Deck Referee.

Pacific Swimming Administrative Referee Advancement Criteria

Advancement from Trainee to Level One

- Attend an Administrative Referee Clinic.
- Minimum of four days working under direct supervision within the first year.
- Complete and pass USAS Administrative Referee Certification test.
- Minimum Level Two Deck Referee.
- 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 Referee 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 Clinic once every two years.
- Take and pass the USAS Administrative Referee Re-Certification test every two years.
- Shall work a minimum of two days per year as an Administrative Referee.

Advancement from Level One to Level Two

- Level one Administrative Referee for a minimum of one year.
- Worked a minimum of four days the previous year as an Administrative Referee.
- 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 Referee who has seen many different situations.
- Well organized and able to maintain focus.
- Able to perform the Administrative Referee functions at Zone Level meets.
- Familiar with the Meet and Deck Referee functions and responsibilities.
- Works well with others.
- Participates in LSC Preliminaries and Finals 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 Referee Re-Certification test every two years.

Pacific Swimming Administrative Referee Advancement Criteria

- Shall work a minimum of three days per year as an Administrative Referee and two days per year as a Deck Referee.

Advancement from Level Two to Level Three

- Level Two Administrative Referee for two years.
- Worked a minimum of six days at Zone Level meets and six days at LSC Level meets as an Administrative Referee or Meet Referee.
- Has satisfactorily performed the Administrative Referee duties at a Pacific "Officials Qualifying Meet".
- Attend a Zone or 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 Referee at Senior Level meets.
- Able to anticipate problems and take appropriate actions.
- Understands aspects of running the Meet and consistently keeps the meet running smoothly.
- Able to perform Administrative Referee functions at Championship Level Pacific meets.
- Able to perform the Meet Referee's duties at Zone Level meets.
- Has a thorough understanding of procedures at a Preliminaries and Finals 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 and can adapt as needed.
- 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..
- Works well with other Officials, Meet Management, Computer/Timing Operators and Coaches.
- Completely understands the rules and procedures as outlined in the Meet Announcement.
- Knows the intent of the rules and applies them uniformly. 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.
- Uses appropriate procedures for timely and accurate preparation of heat sheets for preliminary and final heats.

Recertification requirement for Level Three are as follows;

- Attend a Zone or LSC Official's Clinic once every two years.
- Take and pass the USAS Deck Referee Re-Certification test every two years.
- Shall work a minimum of four days at two Zone meets as an Administrative Referee.
- Work a minimum of four days at LSC level (or higher) meets as an Administrative Referee.

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.**