

# The “Professional” Administrative Official -or- We’re here to help!

## The “Professional” Administrative Official should:

- **Know the Rules** and the official interpretations.
- **Read and Understand the Information in the Meet Announcement**, including: FAX, email and late entries, minimum entry times, and how many events each swimmer may enter for the entire meet.
- **Make sure you have all the needed supplies:**
  - Several 3 Ring Binders
  - DQ Slips and DQ Log Forms
  - No-show Slips and No-Show Penalty Forms
  - Relay Cards or Relay Cards from the meet management program
  - Distance Event “Positive Check-in” Folders
  - Scratch Box and Scratch Cards
  - Computer Change Forms
  - Psych Sheets (reviewed prior to distribution)
  - Exception Reports, produced by your Computer Operator
  - Office Supplies, including stamps, pens, pencils, staples, hole-punch, highlighters, tape, etc.
  - Filing system – for after the event has been completed
- **Get ready for the General Meeting** and take:
  - The Scratch Box and Scratch Cards
  - All Meet Event Folders
  - A list of swimmers and teams who have not checked-in for the Positive Check-in Distance Events or Relays
  - Some supplies and Computer Change Forms
- **Manage confirmation of Official Times and resolve Timing Issues:**
  - Make timing adjustments (work with the Computer Operator and Head Timer)
  - Supervise the Timing Equipment Operator and Timing Judge
  - Supervise and work with the Computer Operator
- **Work with the Computer Operator to:**
  - Seed preliminaries after scratches
  - Seed finals after “Intent to Scratch,” “Scratches”, and any ties have been finalized
  - Possibly seed Time Trials, as determined by the Meet Referee and meet management
- **Work with the Chief Judges to:**
  - Use established procedures for DQ, DFS, and “No Show”
  - Understand and use the meet radio protocol
  - Confirm how Relay Cards will be handled
- **Check with the Deck Referee** at the end of each event to let them know if swim-offs are needed. They must be held according to the rules. If the coaches use another method to resolve ties, record the result. Produce swim-off heat sheets (reflecting the DR’s negotiations) and give them to the DR for distribution to the announcer, other officials, coaches, and timers. If scratches remove the need for resolution, help the DR inform the coaches.
- **Be proactive and always work with the coaches.** Call or text a coach when their swimmer has “no-showed” or has moved up or into Finals. Always deal with a coach’s questions or concerns, with a smile. Your job is to assist the swimmers and coaches.
- **Approve** all heat sheets, programs, and results for distribution, to post, to go to the Announcer and to place in your Meet Folder.
  - If heat sheets for a session change any time after the initial publication, use colored paper (use a very different color for each new distribution in a session) clearly stamped “RESEED” for distribution to coaches, announcer, officials, and timers. Post for swimmers and spectators in designated areas. If possible, have them hand delivered to affected coaches and athletes.

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- **As the Administrative Official at the venue, you may be involved in:**
  - **Before the session:**
    - Making announcements as needed
    - Taking Declared False Starts (DFSs) until the session begins
    - Assisting swimmers and coaches with any needs
    - Seeding, with accuracy
    - Taking Scratches for finals and assisting coaches with Scratch Cards and Computer Change Forms
    - Accurately entering all scratches and computer changes in the meet event binder
    - Printing an accurate program while keeping in mind “slowest to fastest” and “fastest to slowest” events, alternating events, genders, or age groups, and changed event orders
    - Communicating with the Meet Referee to produce pre-scratch and post-scratch timelines
  - **After the start of the session:**
    - Turning over the handling of DFSs to the Chief Judges and Deck Referees at the Start area
    - Listening for any disqualifications, “Declared False Starts” or “No-Shows” and noting them
    - Notifying the Computer Operator of “no-shows”, DFSs or potential DQs; finalizing them after signed slips are received
    - Documenting each DQ and DFS in the DQ Log
    - Informing coaches of each “No-Show” swimmer penalty, filling out a No-Show Penalty Form with all relevant details including the event, heat, and lane of any “penalty” disqualifications. Advise the appropriate DRs (using the starting area CJ, if necessary). Explain the positive check-in requirements (form and deadlines) for future seeding in the meet.
    - Checking times for accuracy. Making timing adjustments, if needed.
  - **After each event:**
    - Checking that all DQs have been finalized (including swimmer or coach notification)
    - Listening for a summary of DQs, DFSs and No-Shows from the Deck Referee(s)
    - Immediately counting the number of No-Shows, DFSs and DQs recorded and reconciling with the Deck Referee’s summary so that the results may be finalized for announcement
    - Advising Deck Referees of potential swim-offs. Following-up to confirm any ties for positions in finals have been resolved
    - Preparing for the next event
    - Getting the results (interim results if “flighted seeding” is used) to the Announcer for broadcast of finals qualifiers and alternates, and the Scratch and “Intent to Scratch” closing time for the event.
    - Notifying coaches of swimmers who have moved up, due to scratches, including new 1<sup>st</sup> and 2<sup>nd</sup> Alternates
  - **After the Deadline for Scratching a Finals Event:**
    - Checking for Final scratches. Following-up on any “Intents to Scratch” that are waiting on later events.
    - Seeding Finals after verifying all ties and scratches are finalized, taking into account “flighting” or other program issues
    - Double-checking Finals Seeding
    - Making sure all timelines and advertisements are in the Finals Program. Double-checking and have Meet Referee double-check timelines for breaks, changes, alternating or alternative (flighting) event or heat order, and any other special conditions
- **Be Knowledgeable about your Timing Equipment and Meet Management Software**
  - Work with your Timing Equipment Operator and keep them informed about DFSs, DQs and No-Shows

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- Be familiar with what your Timing Equipment and Meet Management program can do for you
- Produce forms, and know processes that can help you best manage your assignment and interact with the operators
- Make sure the Computer Operator is not disturbed during times of stress or crisis
- **Important things to consider:**
  - You will coordinate and interact with the Clerk of Course
  - Be alert, attentive, focused, calm, professional, and approachable
  - Always be “friendly” and helpful to coaches, swimmers, and other officials
  - Try to take all discussions and emotional issues off-deck
  - You may be a trainer for new Apprentice Administrative Officials
  - Keep a calm demeanor throughout the session. Work at your own pace. Prioritize your work on the needs of the meet.
  - Maintain your sense of humor
- **Remember, Professional Administrative Officials:**
  - Adapt to meet conditions and needs
  - Generously apply common sense, do not over interpret procedural rules
  - Are neatly uniformed, look confident, are competent, and are customer focused
  - Self-evaluate after all shifts, sessions, and meets
  - Remember you are part of a team

Please refer to the Certification Requirements for Administrative Official to learn about N2 evaluation, certification, and recertification.

<https://www.usaswimming.org/officials/national-certification-evaluation>