

Administrative Referee Checklist

- **Knowledge of procedures and rules**
 - Meet information
 - Governing policies and procedures (LSC, Region, Zone and National)
 - Rulebook
 - Consistent and uniform application of rules and procedures
- **Record keeping**
 - 3 Ring Binder
 - Verify forms, supplies and reports are on hand
 - DQ slips, relay cards, scratch form, no show form
 - DQ log, scratch from finals form, no-show penalty log
 - Reports with warning flags regarding age/eligibility, total/daily number of swims
 - Psyche sheet (reviewed prior to distribution)
 - Distance event check-in sheets
 - Entries/Registration
 - Verification of eligibility
 - Proof of times, if necessary
 - Results from Preliminary and Final Heats (posting, announcing and archiving)
- **Management of Times**
 - Adjustments
 - Supervision of: Timing Equipment Operator & Timing Judge
 - Supervision of: Computer Operators
- **Meet Operations**
 - Develop a post-scratch time line
 - Review and approve heat sheets prior to distribution
 - Develop a feel for what *Issues* are arising
 - Proactive approach (relay, distance check-in, other deadlines, requirements, etc...)
 - Dealing with coaches questions and concerns
 - Approve results for distribution to posting, announcing and archiving
 - Watch for swim offs and coordinate with Deck Referees for scheduling
 - Announcer is announcing preliminary results and the time
 - Scratches from Prelims/Finals - deadlines
 - Disqualifications
 - No Shows
 - Insure the scores are correct before announcement/publication
 - Post team scores at the end of each scoring session
- **Knowledge of equipment**
 - Familiarity with the equipment being used, and features of the system
 - Distribution of final results
- **Interaction with other management; meet ref, coaches, swimmers, system operators**
 - Pre-meet coordination with Meet Referee and Meet Director
 - Scope of authority
 - Special situations or concerns
 - Coordination and interaction with the Clerk of Course as applicable
 - Director of Intelligence for Meet Referee
 - Be a sounding board for the Meet Referee
 - Diplomacy
 - Trainer for Apprentice Admin Referee
 - Ability to keep a calm demeanor during stress or crisis
 - Thank everyone who has helped the team



Administrative Referee Checklist

National Levels

N1 (LSC – National Level 1)

The *Administrative Referee Checklist* is provided as a suggested guide for LSCs to certify Administrative Referees.

To use the N1 designation:

1. LSC's and Officials must comply with the Minimum Standards for Certification as published by USA Swimming Officials Committee.

Other suggested requirements for N1 certification include:

2. Minimum two years as an N1 certified official

N2 (National Level 2)

Minimum one year as N1 Referee or N1 Administrative Referee.
Accumulating experience at LSC and higher level meets.

N3 (National Level 3)

Very proficient, experienced Referee with all of the qualities needed for National Meets.
Certified as a N3 Referee or N2 Administrative Referee.
Refer to notes in the Certification Matrix for other requirements.

N3 Referees may be certified as N3 Administrative Referee after satisfactory completion of an assignment as the Administrative Referee at a Qualifying Meet or as Assistant Administrative Referee at a National Championship Meet and a positive evaluation by a qualified National Evaluator.

N2 or N3 Referees may be certified N2 Administrative Referee after satisfactory completion of an assignment as Assistant or Administrative Referee at a Qualifying Meet and a positive evaluation by a National Evaluator and the Meet Referee (can be the same person) and a recommendation from the LSC Officials Chair.
It is not necessary for an N3 Referee to be certified as an N2 Administrative Referee before advancing to N3 Administrative Referee.