



**USMS NATIONAL CHAMPIONSHIP
ADMINISTRATIVE REFEREE RESPONSIBILITIES
(Revised September 2014)**

The Administrative Referee is the person who supervises the logistical (administrative) part of the meet. While the Meet Referee is in charge of all competition and administration of the meet, he/she will frequently delegate certain areas of responsibility to the Deck Referee who supervises the actual competition and to the Admin Referee, who is responsible for all the back room activity. The larger a meet, the more useful the positions of Deck and Administrative (Admin) Referee become. These positions are critical at a meet the size and complexity of USMS Nationals.

The position of Admin Referee encompasses not only knowledge of the Technical rules found in Part 1 of the USMS Code of Regulations and Rules of Competition, but also the Administrative Regulations of Competition found in Part 2, Articles 201 and 202.

Selection of Admin Referee

When selecting an Administrative Referee for a USMS National Championship meet, special attention should be given to qualifications:

- Experience working a large Championship Meet, e.g. USMS, USA Swimming, YMCA, NCAA, etc.
- Experience working USMS meets and familiarity with USMS rules and procedures
- Organizational skills and tact to perform the numerous tasks and interactions required of this position as outlined below.

Final choice of the Admin Referee will be the responsibility of the Meet Director with input from the Meet Referee, Championship Committee Chair and Liaison, and the USMS Officials Committee Chair.

Responsibilities

The Admin Referee has overall responsibility for the following:

- Serve as Deputy Meet Referee if the Meet Referee is called away
- Supervision of:
 - Relay entries review and seeding
 - Deck seeded event cutoff and seeding review
 - Timing equipment operator & timing judge
 - Computer operators and desk personnel
 - Final results
 - Runners
- Work as a team with the Relay Desk, Computer Operator, Timing System Operators, and Runners. They are your support group. Protect them from swimmers, coaches, and other officials.
- Develop a feel for what issues are arising
- Resolve entry problems, scratch issues, and timing situations
- Maintain a DQ log so DQ's can be tracked and reviewed at officials' meeting the following morning
- Identify new records, oversee record applications generated by computer operator, gather timing console printouts for documentation, and obtain Meet Referee's signature
- Act as a sounding board for the Meet Referee
- Coordinate information feed from meet management program and computer operators to the Announcer
- Provide the meet host with a list of office supplies or equipment that will be needed to conduct the meet – files, stapler, paper clips, scissors, ruler, post-a-notes, etc.
- Serve as a trainer for Apprentice Admin Referee
- Maintain a copy of the facilities inclement weather policy

PRE-MEET

- Review and contribute to the meet information, as it is being developed, with particular attention to the clarity of the information. Any statements regarding procedures which conflict with rules, or may cause confusion, must be corrected prior to distribution.
 - Obtain a copy of the final meet information for review. Know which USMS rules and procedures are applicable to the National Championship meet. The difference between a mediocre or poorly run meet and a highly successful one is usually found in the level of advance planning. If an Admin Referee pays attention to the details of preparation and is proactive, he or she will have a significant influence upon the success of the meet. Having studied the meet information in advance will enable you to intercept many situations and answer many questions.
 - Give particular attention to the following areas:
 - **Eligibility, Registration:** Check the meet information as it pertains to eligibility, and make sure there are no conflicts with USMS rules. Particularly review relays; who is allowed to swim and how the relay age is calculated. Be prepared to address issues of eligibility, age, etc. Be alert for potential problems dealing with club transfer issues.
 - **Automatic Splits for Inclusion in USMS Top 10 Database:** Determine whether electronic splits will be available and whether they will be automatically included in the USMS Top 10 Database. Contact the USMS Championship Committee Chair for the approval and forms for the splits to be automatically included. **USA Swimming**
 - **Observations:** Check with the meet host and or meet referee to be sure that the application has been submitted with the USA Swimming LSC NTV Coordinator to have the meet observed for USA Swimming purposes.
 - **Meet Entries:** Meet entries are managed by the USMS National Office. The preferred method of entry into USMS National Championships is via on-line entries. The USMS Championship Committee will be responsible for receiving the meet entries and, with the cooperation and assistance of the Administrative Referee, will be responsible for determining the seeding of the events. The Championship Committee will create a Hy-Tek MEET MANAGER backup file, which will be used for the actual meet operations. The Championship Committee, working with the National Office, will create the meet program, including the Psych Sheets and the Heat Sheets, as appropriate.
- Information Flow:** If you use runners, determine where things get posted and make sure they are posting only what you have approved. Announcers should be given instructions as to what to announce, and when. Guidelines are provided in the ‘Announcer’s Guidelines’ in the Meet Director’s Guide.
- **Registration / Check-in / Relay Desk:** The person overseeing Registration / Check-in is a valuable ally. These volunteers will be involved with deck seeded event check-in, scratches, relay entry and information, and general communication with coaches and swimmers. Problems with entries and protests will be brought to them for communication to the admin referee. Meet with these people early and discuss the relay entry deadlines and relay card handling.

ON SITE PRE-COMPETITION DUTIES

- Meet with the Referee to determine any special needs or problem areas.
 - Meet with the Meet Director and Championship Committee Liaison to determine any special situations or concerns.
 - Ask the Deck Referee(s) if they have any specific requests.
 - Tour areas of the venue for meet check-in and deck locations for information posting
 - Meet with the individuals handling entries and registration.
 - Introduce yourself to the Meet Management Software person, Computer Operator (if they are different people), Announcer and Timing Equipment Operator.
 - Determine the paper flow
 - Determine if the Head Timer will have a headset to get a lane time for you or will you use the Chief Judges.
 - Meet with the Team Lead Chief Judge to go over the DQ process, i.e. determine who will keep the DQ log,(admin ref or Team Lead) and determine if all DQ's will be called in over the radio with the pool designation (multiple course pool)
 - Determine if relay take off slips will be attached to DQ slips.
 - Verify all forms and reports you need are on hand
 - Solicit cell phone numbers from the following:
 - (1) Meet Referee
 - (2) Meet Director
 - (3) Championship Committee Liaison
 - (4) Championship Committee Chair
 - (5) Rules Committee Chair
 - (6) Protest Committee Chair.
- Use these individuals as resources and for assistance when needed.
- Timing Equipment Operator and Timing Judge:
 - This is the most visible area in which the Admin referee works.
 - It is most important to develop a rapport and mutual respect early on with your Timing Equipment Operator.
 - Make sure you are familiar with the equipment being used and the features of the system.
 - Identify what the operator can deal with and what you will approve or adjust for the athlete. **Remember that you are responsible for the official time for each swimmer.**
 - Determine, before the meet begins, whether you will use a Timing Judge or perform timing adjustments yourself.
 - Make sure you have a process to collect the necessary, secondary information needed.
 - Calculate system "Delta's" between pads and watches during non-pressure parts of the meet. This will give you an idea of timers' accuracy and consistency.
 - Determine in advance how you want all timing records maintained and filed.
 - Determine how you will watch for records.
 - The meet host should provide a responsible person who will help with assembling and copying the applications for all USMS Records.
 - Computer Operations and Desk Personnel: Hy-Tek MEET MANAGER is required for USMS National Championships. Typically, the computer operator has received the MEET MANAGER backup file from the Championship Committee.
 - Establish rapport early with this individual.
 - Determine what reports he or she can give you to help manage the meet.
 - Occasionally, a change must be made to the database, such as name, team, or age. Establish a control protocol for these changes.
 - Confirm with the computer operator and the facility staff that high-speed Internet access is available for uploading Real-time results to the USMS website and the Hy-Tek Meet Mobile application.

DURING THE COMPETITION

- Always have your current USMS Rule Book available
- Always have the Meet Information available from *SWIMMER* magazine and usms.org.
- Make sure you have an Admin Box of supplies, e.g. scissors, rulers, markers, post-a-notes, stapler, etc.
- After positive check-ins are closed for any deck-seeded event:
 - Log into the USMS website (with the password and assistance of the USMS Webmaster)
 - Download the list of swimmers who have not checked-in for those closed events.
 - Scratch the swimmers who have not checked-in for positive check-in events.
 - Seed the events, and preview the seeding to look for any opportunities to swim-through any slower swimmers.
 - Post the heat sheets as quickly as possible.
 - Post the heat sheets at the venue and on-line on the USMS website.
- Oversee the input of relays to make sure that relays are entered correctly, with the correct age group and gender.
 - Correct any errors in the input process.
 - Be proactive (before the relay entry deadlines) to alert the clubs, if there are errors in their entries.
- After the deadline for relay events close:
 - Seed the relay events
 - Post the relay heat sheets
 - Print the relay cards on the day of the relay event.
- Be alert for specific lane problems on timing.
- Double check the number of swimmers is correct
- Watch splits to ensure they are being picked up by electronic equipment. These splits (except for initial splits for backstroke events) should be automatically included in the USMS Top 10 Database.
 - Have the appropriate forms available for swimmers requesting the initial splits for backstroke events
 - Ensure that the Meet Referee and Deck Referees are aware of these requests.
 - Maintain a list of relays where the second swimmer started in the water; so that the initial splits can be removed prior to Top Ten submission.
- Receive preliminary results and review
- Approve distribution for posting and the announcer
- Make sure the announcer is announcing results and the times of the winners and anything else specified in the “Announcers Guidelines” from the Meet Director’s Guide
- Print Award Labels for each event after final results have been posted for 30 minutes.
- Keep a DQ Log of all DQ's called, the officials making the call and the referee who accepted the DQ. Make a copy of the DQ log for the officials for education purposes only.
- Print and post team scores at the conclusion of each day’s events
- Maintain a list of swimmers who wish to have their events submitted to the USA Swimming SWIMS database.
 - Have the appropriate forms available for swimmers requesting observation
 - Ensure that the Meet Referee and Deck Referees are aware of these requests.
- Be a focal point for any swimmer having a question about their results.

POST-MEET

- Make sure the scores are correct before leaving the venue
- Make sure you know about all records and paperwork is complete.
- Distribute a final MEET MANAGER back up file to the Championship Chair, USMS webmaster, and any other designated persons.
- Combine all paperwork for the meet and present it to the Meet Director for storage.
- Thank everyone who has been on your team.
- Complete the after-action report for the Referee if requested.
- Make sure the Meet Host has your phone number, e-mail address, and mailing address.
- Do your own post-meet evaluation reflecting on what you will do better the next time.