

ASAJ OFFICIALS HANDBOOK

INSTRUCTIONS FOR – ADMINISTRATIVE REFEREE

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ADMINISTRATIVE REFEREE

While the Meet Referee is in charge of all competition and administration of the meet, he or she will frequently delegate certain areas of responsibility, such as Deck Referee who supervises the actual competition, and Administrative Referee who supervises the logistical part of the meet. The larger a meet becomes, the more useful the positions of Deck and Administrative (Admin) Referee become.

1. **DUTIES OF THE ADMINISTRATIVE REFEREE**

1.1. Deputy Meet Referee who may be in charge when the Meet Referee is called away

1.2. Supervision of:

1.2.1. Clerk of Course

1.2.1.1. Even though many meets are pre seeded, a clerk of course is a valuable ally at any level of competition. At a deck seeded meet, or prelim/finals meet where there are deck seeded events, they are indispensable. This is especially true for distance events and/or relays which often require a positive check in. The clerk of course helps with scratches, relay cards, and is a general communicator with coaches. Often the clerk's station will handle heat sheets for coaches as well as general information. At the younger levels of age group meets the clerk and assistants usually see that heats are arranged properly and directed to the starting area. If a scratch box is used at meets, the clerk supervises it. The clerk must be informed as to how you want scratches handled. In the case of scratches from finals, you may prefer to have this scratch reported directly to you from the swimmer or coach. Meet with the clerk early and explain how you wish to handle relay cards. When do relay swimmers need to be listed on the card? What time do the cards need to be returned to the clerk's station so they can be distributed to the lane timers? If the meet will have time trials, the clerk is the most logical person to take those entries and keep you advised. In the case of an event reseed, the clerk and assistants can help distribute reseed sheets to coaches.

1.2.2. Timing Equipment Operator & Timing Judge

1.2.2.1. This is the most visible area that the Admin Referee works in. It is most important to develop rapport and mutual respect early on with your Timing Equipment Operator. Make sure you are familiar with the equipment being used, and features of the system. Hopefully, the equipment operator will be experienced with his equipment. During the meet sit next to the operator if at all possible. Identify what he or she can deal with and what you will approve or adjust.

1.2.2.2. Remember. You are responsible for the official time for each swimmer.

1.2.2.3. Determine early whether you will use a Timing Judge, or perform timing adjustments yourself. Make sure you have set up to collect the

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necessary, secondary information needed. Run system differences 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 who and how you will watch for records.

1.2.3. Computer Operators and Desk Personnel

- 1.2.3.1. Establish rapport early with the Computer Operator. He or she will probably be your best friend at the meet. Find out what system and software is in use and determine how flexible the system is. Make sure it will generate time lines and flag swim offs, cut times, and records. Find out how it reports qualifications for Finals. Determine what reports he or she can give you to help manage the meet. Occasionally, a change must be made to the data base, such as name, team, or age. Establish a control protocol for these changes. A specific "Change Form" should be used, signed by either the Meet or Administrative Referee, and only the computer operator enters that data.
- 1.2.3.2. Identify Desk Personnel and their jobs early. If you use runners determine where things get posted and who approves before they post. If they are not near you, establish how you will communicate with them.
- 1.2.3.3. Announcers should be given instructions as to what to announce, and when. Particular attention should be given to recording the time when announcing finalists following preliminary events. Review with the announcer the exact wording and information to be announced.

1.2.4. Results from Preliminary and Final Heats

- 1.3. Develop a feel for what **Issues** are arising
 - 1.3.1. Coaches frequently bring concerns or questions to you first.
 - 1.3.2. Maintain an objective view of DQ's
- 1.4. Often, preventive officiating starts with you
- 1.5. Entry Problems/Scratch Issues/Timing Resolution
- 1.6. Be a sounding board for the Meet Referee
- 1.7. Trainer for Apprentice Admin Referee

2. MEET DAY PRE COMPETITION DUTIES

- 2.1. Meet with Chief Judge or Head Stroke & Turn
- 2.2. DQ slip routing-Including Deck Referee sign off
- 2.3. Communications on DQ's so you understand confirmation language
- 2.4. Relay take off slips' availability
- 2.5. Verify forms and reports you need are on hand
 - 2.5.1. DQ slips, relay cards, scratch slips
 - 2.5.2. DQ record form, scratch from finals form, no-show penalty form

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3. *DURING THE COMPETITION*

- 3.1. Watch the races and observe the timing
 - 3.1.1. If needed do time corrections/resolutions
 - 3.1.2. Be alert for specific lane problems on timing
 - 3.1.3. Double check that the number of swimmers is correct
 - 3.1.4. Watch splits to insure they are being picked up by equipment
- 3.2. Receive preliminary results and review
 - 3.2.1. Watch for swim offs-Particularly ties affecting alternates and potential swim offs in the event of a scratch or multiple scratches
 - 3.2.2. Approve for distribution to posting and announcer
 - 3.2.3. Make sure the announcer is announcing preliminary results and the time
 - 3.2.4. When a scratch from finals occurs, immediately call for the coach of the alternates or any seeded from Consols into Finals (Be proactive)
 - 3.2.5. Scratches from Finals
- 3.3. Record and have a sign-off by swimmer or coach (preferably the coach)
- 3.4. Disqualifications
- 3.5. If possible, know when they are called and confirmed or rejected
- 3.6. Record DQ, who called, and infraction

4. *AFTER THE MEET*

- 4.1. Make sure the scores are correct before leaving the venue
- 4.2. Make sure you know of any records and all paper is processed
- 4.3. Touch base with the computer operator and Meet Director on distribution of final results
- 4.4. Thank everyone who has been on your team. They have all worked hard with you.
- 4.5. Do the after action report for the Referee if he or she desires.
- 4.6. On the way home do your own post meet evaluation reflecting on what you'll do better next time