



Requirements for Wisconsin Swimming Administrative Official Certification



New USA Swimming Rules Affecting the Administrative Official

- **Effective January 1, 2013**
 - **202.3.3:** All referees, starters, administrative officials, chief judges and stroke and turn judges, serving in an official capacity in a sanctioned event, must be non-athlete members of USA Swimming or members of other FINA-member organizations. All meet directors for meets sanctioned by USA Swimming must be members of USA Swimming.
- **Effective May 1, 2013**
 - **102.10.2:** All officials acting in the capacity of Referee, Starter, Administrative Official, or Stroke and/or Turn Judge at a swimming meet shall be certified in such position by their LSC prior to being assigned to officiate in that capacity.
- **Effective September 1, 2013**
 - **102.10.3:** Officials other than the Referee and Administrative Official may act in more than one officiating capacity only when sufficient qualified officials are not available....

What is an Administrative Official?

- Assistant to and delegate of Meet Referee
- Involved with all “dry” side details of a meet
- Works closely with the Meet Director

NOTE: An Administrative Official and an Administrative Referee are NOT the same.

- Admin Referee is generally used for higher level meets, and must be certified at a Referee level
- A Meet Referee may also perform the duties of an Admin Official if no other duties are assigned

Responsibilities of an Administrative Official

- The Administrative Official shall be responsible to the Referee for the supervision of:
 - The entry and registration process
 - Clerk of Course
 - Timing Equipment Operator
 - Scoring Personnel
 - Other administrative personnel
 - The accurate processing of entries and scratches
 - Accurate seeding of preliminary, semi-final and final heats
 - Determination and recording of official time
 - Receiving and reviewing the automatic and /or semi-automatic timing results from the Timing Equipment Operator and comparing primary timing results with the back-up timing results to determine their validity.
 - Receiving the times recorded by the Head Lane Timers and the order of finish data from the Place Judges and using that data to the extent needed to determine the official time for each swimmer.
 - Unless otherwise directed, notifying the Referee whenever a time obtained by the primary timing system cannot be used as the Official Time.
 - Recording disqualifications approved by the Referee
 - Determination of the official results
 - Publication and posting of results and scores
 - Shall perform other duties assigned by the Referee

1. Levels of Certification and Their Requirements

- i. **Administrative Official Level 1:** Qualified for Timed Finals Meets
- ii. **Administrative Official Level 2:** Qualified for Timed Finals and Prelims/Finals Meets

Certification Requirements	Admin Official Level 1	Admin Official Level 2
Become a Non-Athlete Member of USA Swimming	X	X
Complete Level 2 Criminal Background Check	X	X
Complete online Athlete Protection Training	X	X
Complete a Administrative Official Clinic	X	X
Successfully complete the Administrative Official online test with a 85% score or higher; (Alternatively, may instead complete the online Timer, Timing Judge, Clerk of Course, & Administrative Tests as would be require for Starter/Referees)	X	X
Be observed adequately performing as an Administrative Official by a *Qualified Official for at least 2 sessions of a Timed Finals or Prelims/Finals meet	X	
Be observed adequately performing as an Administrative Official by a **Qualified Official for at least 2 sessions of a Timed Finals or Prelims/Finals meet, one of which must be a Preliminary session of a Prelims/Finals Meet		X

* Qualified official for Level 1 observation includes a certified Starter/Referee with 1 year or more of experience as a Meet Referee, or a certified Admin Official with 1 year or more experience.

** Qualified official for Level 2 observation includes a certified Starter/Referee with 1 year or more of experience as an Admin Referee (state meets) or a certified Admin Official Level 2.

2. Grandfathering of Requirements

To become certified as an Administrative Official, attending a formal Administrative Official Clinic is required. However, grandfathering of certain requirements is possible as follows:

1. All USA Swimming Certified/Wisconsin Swimming Certified Referees may request to grandfather into Level 1 Administrative Official status. No apprenticeship required.
2. All USA Swimming Certified/Wisconsin Swimming Certified Referees who have served as the Meet Referee or Administrative Referee for a Prelims/Finals Meet may request to be grandfathered into Level 2 Administrative Official status. No apprenticeship required
3. Club Meet Management personnel may be grandfathered into Administrative Official status with prior approval by the Wisconsin Swimming Officials Chair.
 - i. Level 1: Must have been functioning as an Administrative Official in Timed Finals meets and satisfy the criteria listed in Section 1 above. No apprenticeship required.
 - ii. Level 2: Must have been functioning as an Admin Official in Timed Finals and in Prelims /Finals meets, and satisfy the criteria listed in Section 1 above. No Apprenticeship Required.
 - iii. Must complete the online tests listed in Section 1.
4. All requests for grandfathering must be made to the LSC Officials Chair by submitting a completed Administrative Official Grandfathering Application form, posted on the Wisconsin Swimming website.

3. Formal Administrative Official Clinic

- Clinics being conducted in Madison, Milwaukee, Appleton & Wausau areas.
- Clinic instructors are Certified Administrative Referees or Level 2 Administrative Officials approved by the Wisconsin Swimming Officials Chair.

4. Recertification

- Every two years.
- Must complete 2 sessions at their level, each year
- Must complete the Timer, Timing Judge and Clerk of Course tests or attend a formal Admin Official Clinic every two years.
- Level 2 officials also need to complete the Admin Referee test if not recertifying by attending a Level 2 Admin Official Clinic.

5. Other

- Minimum age of 18 years
- Administrative Officials are strongly encouraged to wear the standard attire for USA Swimming Officials, which for the Wisconsin LSC consists of solid navy blue skirt, shorts or pants, white collared polo shirt and white athletic shoes, and name badges.
- A list of certified Level 1 and Level 2 Administrative Officials will be maintained on the Officials page of the Wisconsin Swimming website.

Created: 4/15/2013

Revised: 8/29/2013; 10/13/13