

MISSOURI VALLEY

ADMINISTRATIVE OFFICIAL CERTIFICATION

USA Swimming Rules:

Rule 102.10.2 states: "All officials acting in the capacity of Referee, Starter, **Administrative Official**, or Stroke and Turn Judge at a swimming meet **SHALL** be certified in such position by their LSC prior to being assigned to officiate in that capacity." Thus, the requirement applies to all meets, and that is further confirmed by the language in rule 102.10.4 that expressly requires the Administrative Official for dual meets. The "should" language in rule 102.10.3 is an accommodation to allow meets to be held when each of the positions listed in the rule cannot be filled. Place Judges, Clerk of Course, and an Announcer are luxuries, for example. The Administrative Official IS NOT.

Note, the Referee and Administrative Official are separately dealt with in Rule 102.10.3 as officials who can act in only one capacity.

What is the Administrative Official?

The administrative official works directly with the Meet Referee and supervises/directs the following positions on the "dry" side of the meet:

- Entry and registration personnel
- Clerk of the Course
- Timing system operator (if appropriate)
- Scoring Personnel
 - Timing Judge
 - Hy-tek (meet management software) Operator

The administrative official may serve in one (or more) of the above positions or may simply act in the supervisory capacity of these positions. Volunteers may fill in the above positions provided there is an "administrative official" supervising all or is filling one of the positions and supervising the others.

Note: the meet director does not need to be an official. However, per USA Swimming Rules the Meet Director is required to be a non – athlete member and must take

Missouri Valley – Administrative Official Levels (see training guideline sheets)

- Level 1: Manual timing | timed final meets
- Level 2: Electronic timing | timed final meets
- Level 3: Electronic timing | prelims / finals meets

Certification requirements:

- Pass the online Administrative Official Tests with at least an 80%
- Participate in an Administrative Official Clinic
- USA Non-athlete Membership - Go to <http://www.missourivalleyswimming.com/eforms/registration.asp> and complete the online form. The cost is \$60.00 – Ask your Club if they will reimburse you. Many do!
- USA Swimming Athlete Protection Policy - All Non-Athlete USA Swimming members, including Officials, must complete the following:
 - USA Swimming Criminal Background Check (regardless of any previous criminal background check you may have completed). There is a \$39 fee for first-time officials. Go to <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1678&Alias=Rainbow&Lang=en>
 - Take the Athlete Protection Module course. Go to: <http://www.usaswimming.org/DesktopDefault.aspx?TabId=2193&Alias=Rainbow&Lang=en>

NOTE: Prior to getting taking your APT training you will need to set up an account on the USA Swimming Site. Simply click Sign-In in the upper right hand part of the page. You will also need to have completed your registration as a non-athlete member. Please use the exact same name for registration, background check and APT.

- Inform Administrative Officials Coordinator regarding your desire to become an administrative official. The Administrative Officials Coordinator will assign you a trainer / mentor
- Minimum experience:
 - 6 Sessions at 2 separate meets. Satisfactory evaluation from approved administrative official trainer.

EVALUATION GUIDELINES: LEVEL 1 MANUAL TIMING

- Obtain Meet Information Packet and know it thoroughly
- Understanding the administration of Missouri Valley rules:
 - 4-hour rule
- Clerk of Course
 - Organizing/lining up the swimmers
- Understanding of Meet Management Software Capabilities
 - Meet Setup in Software
 - Event Order
 - Entry Requirements
 - Timed Finals Format
 - Scoring
 - Hy-tek Software (or other meet management software)
 - Receipt of Entries – may be electronic or paper
 - Seeding
 - Timed Finals
 - Fast to slow or slow to fast for each event
 - Lane Timer Sheets
- Review heat sheet
- Timing adjustments
 - Watches
 - Place Judging
- Disqualification
 - DQ slip and how it's entered
- Verify Event Results – before sending to Announcer
 - DQs
 - No Shows/DFS/Missing Swimmers
- Check scoring – make sure it's scored per meet letter.
- Results
 - Posted only
 - Announced and posted
- Attitude: Communicate pleasantly with everyone! Be courteous to the coaches, swimmers, officials and volunteers! Take your time to make sure it's accurate!!

EVALUATION GUIDELINES: LEVEL 2 ELECTRONIC TIMING | TIMED FINALS

- Obtain Meet Information Packet and know it thoroughly
- Understanding the administration of Missouri Valley rules:
 - 4-hour rule
- Clerk of Course
 - Scratches from prelims/timed finals
 - Organizing/lining up swimmers
 - Parading of finals and/or award presentations
- Understanding of Meet Management Software Capabilities
 - Meet Setup in Software
 - Event Order
 - Entry Requirements
 - Timed Finals Format
 - Scoring
 - Hy-tek Software (or other meet management software)
 - Receipt of Entries – may be electronic or paper
 - Positive Check-in Required
 - Seeding
 - Timed Finals
 - Example of psyche sheet followed by heat sheet
 - Fast to slow or slow to fast for each event
 - Lane Timer Sheets
- Review heat sheet
- Timing adjustments
 - Primary, Backup, and Tertiary
 - Explain each system and differences
 - Lane malfunction within a Heat (provide examples)
 - Heat malfunction (provide examples)
- Time Trials – set up and administer
- Disqualification
 - DQ slip and how it's entered
- Verify Event Results – before sending to Announcer
 - DQs
 - No Shows/DFS/Missing Swimmers
- Check scoring – make sure it's scored per meet letter.
- Results
 - Posted only
 - Announced and posted
- Attitude: Communicate pleasantly with everyone! Be courteous to the coaches, swimmers, officials and volunteers! Take your time to make sure it's accurate!!

EVALUATION GUIDELINES: LEVEL 3 ELECTRONIC TIMING | PRELIMS / FINALS

- Obtain Meet Information Packet and know it thoroughly
- Understanding the administration of Missouri Valley rules:
 - 4-hour rule
- Clerk of Course
 - Organizing/lining up swimmers
 - Parading of finals and/or award presentations
- Understanding of Meet Management Software Capabilities
 - Meet Setup in Software
 - Event Order
 - Entry Requirements
 - Timed Finals Format
 - Scoring
 - Hy-tek Software (or other meet management software)
 - Receipt of Entries – may be electronic or paper
 - Positive Check-in Required
 - Seeding
 - Timed Finals
 - Example of psyche sheet followed by heat sheet
 - Prelim/Final Format
 - Example of psyche sheet followed by heat sheet
 - Fast to slow or slow to fast for each event
 - Lane Timer Sheets
- Finals sessions preparation
 - Scratches from prelims/timed finals
 - Swim - offs
- Review heat sheet
- Timing adjustments
 - Primary, Backup, and Tertiary
 - Explain each system and differences
 - Lane malfunction within a Heat (provide examples)
 - Heat malfunction (provide examples)
- Time Trials – set up and administer
- Disqualification
 - DQ slip and how it's entered
- Verify Event Results – before sending to Announcer
 - DQs
 - No Shows/DFS/Missing Swimmers
- Check scoring – make sure it's scored per meet letter.
- Results
 - Posted only
 - Announced and posted
- Prelim/Finals
 - 30 minute scratch rule (once announced) and Intent to Scratch
 - Location for athlete/coach to do this
 - Announcing of any scratches or final participants once scratch deadline occurs
 - Remember to check for intent to scratch on each event before closing
- Attitude: Communicate pleasantly with everyone! Be courteous to the coaches, swimmers, officials and volunteers! Take your time to make sure it's accurate!!