

ADMINISTRATIVE OFFICIAL

The Administrative Official is one who 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 Course
- Timing System Operator
- Scoring Personnel
 - Timing Judge
 - Meet Management Software (Hy-tek, Touchpad, etc.) Operator

The administrative official may serve in one (or more) of the above positions or may simply act in a supervisory capacity of those positions. Volunteers may fill the above positions provided there is an Administrative Official supervising all, or the Administrative Official is filling one (or more) of the positions and supervising the remaining ones.

Suggested Guideline for Certification Requirements (may vary by LSC)

Administrative Official – (Clerk of Course, Timing Judge, Meet Management (Computer) Operator, Timing System Operator, Meet Director*, Scorer/Recorder)

1. Attend a formal Administrative Official clinic given by an LSC approved instructor.
2. Pass the online Timer, Timing Judge, Clerk of Course and Administrative Online Tests (80%).
3. Become a non-athlete member (Official, Coach or Other) of USA Swimming and the LSC with a current Level 2 Background Check - www.usaswimming.org/backgroundcheck - and current Athlete Protection Training (must be a member before the online course can be accessed) - www.usaswimming.org/APT.
4. Demonstrate competence in all components of Administrative Official by completing at least 4 apprentice sessions and being approved by an LSC designated Administrative Official or Administrative Referee.

**Meet Director does not need to be an official. However, as per USA Swimming rules, the Meet Director is required to be a non-athlete member and have completed #3. An official who is a Meet Director will earn admin sessions for being Meet Director.*

Note: **Administrative Referee** is an official who meets the above requirements and is also certified as a Meet Referee or Deck Referee by the LSC. In some cases certified Meet Referees or Deck Referees may be considered Administrative Referees or Administrative Officials if LSC certification includes the above requirements for certification in those positions.

The OTS includes AR – Administrative Referee and AO – Administrative Official which may be used to indicate full certification in the above positions.