**ADMINISTRATIVE OFFICIAL CLINIC GUIDELINE**

* Requirements for all officials
  + USA Swimming Non-athlete Membership
  + Background Check, Level II (through USA website)
  + APT (through USA website)
  + LSC Requirements
* Provide the Administrative Official Description
  + Mention brief description of the various Official positions
* **Discuss with Meet Referee or Administrative Referee their preferences in the respective areas and follow their instruction/guidance for the administrative duties**.
* Obtain Meet Information and know it thoroughly
  + Types of meets
    - Dual, Open, Invitational, Time Trial, Championships
* Clerk of Course
  + Determine areas to be handled here
    - Scratches from prelims/timed finals
    - Check in for events (distance, relays, etc.)
    - Organizing/lining up the 8 & under swimmers
    - Parading of finals and/or award presentations
* Meet Management Software
  + Meet Setup in Software
    - Event Order
    - Entry Requirements
    - Timed Finals or Prelim/Final Format
    - Scoring
  + Pre-meet Responsibilities
    - Receipt of Entries – may be electronic or paper
    - Positive Check-in (if required and which events)
    - 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, Relay Cards, Award Labels
* Review heat sheet
  + Prelims – compare to original psyche sheet, sign-ins (if required) and scratches received
  + Finals – check any scratches after prelims for finals, make sure alternates are listed
* Timing adjustments
  + Automatic (Primary/Touchpad), Semi-Automatic (Secondary/Buttons or Stopwatches), Manual (Tertiary/Stopwatches)
    - Explain each system and differences
  + Lane malfunction within a Heat (provide examples)
  + Heat malfunction (provide examples)
* Disqualification
  + DQ slip and how it’s entered into software (DQ codes)
* Verify Event Results – before sending to Announcer
  + Confirm times were adjusted if necessary
  + DQs
  + No Shows/DFS/Missing Swimmers
* Check scoring – make sure it’s scoring per meet information.
* Results
  + Announced, Posted, Live Results, Website Posting
* Prelim/Finals
  + ALWAYS obtain approval from Meet Referee or Admin Referee before publishing or posting any documents
  + 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

REMEMBER - communicate pleasantly with everyone!

Be courteous to the coaches, swimmers, officials and volunteers! Take your time to make sure the paperwork and results are accurate!! Have fun!!