**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!!