Administrative Referee

This guide was written based on practices and procedures that many administrative referees use at our national championship meets. There is not one perfect way to do the job of administrative referee and some of the procedures used locally will differ from what is discussed here. The descriptions of the functions and activities in this document provide a good understanding of the importance of the administrative functions at a meet.

PRE-MEET PREPARATION:

1. **"Easing the Burden of the 8-ton elephant"**

   About 6 weeks to a month out from the start of your meet, give the local Meet Director a courtesy call to say "Hi" and introduce yourself. Let them know that you are looking forward to working **with** them to make this meet a success. Give them your e-mail address, phone numbers, fax numbers, etc., so they can get in touch with you between now and the meet. Sometimes, USA-S is perceived as the "8-ton elephant" that comes into a venue and tramples all that comes before it. A simple courtesy call can go a long way to avoid getting off on the wrong foot. You might also send them a copy of this memo so they can see what you've got to do during the meet. That way, the locals can anticipate your needs and plan ahead for them much better than you can from afar. They are an integral and important part of the team and they need to hear that from you. While you are on the line, let them know when you are planning to arrive at the pool and ask them to print an extra copy of the psych sheets (single-sided) for you and your assistant referee to be picked up when you get there.

2. **Touch down with the Meet Referee.**

   Your very next call should be to the Meet Referee. Let the referee know that you have made contact with the Meet Director and alert the Referee to any problems or areas of concern that you might be aware of. You should also find out what the Referee expects you to do and where the referee wants to set the boundaries of your position. Duties and boundaries will vary with each Meet Referee (especially DQ/notification about "No-Shows"/Swim-Off procedures, Scratches from Finals, Juniors to Nationals entries, radio communications, etc.) so work out as many details as you can in advance.

3. **Fax Entries:**

   The morning after the fax entry deadline, gather up all of the sheets from the Meet Director, grab your notebooks and supplies and find someplace quiet. Check the fax entries for the following:

   - **Date and time of the fax.** Is it under the deadline or faxed too late?
   - **Date and time of the swims being entered:** Was (were) the swim(s) made before or after the regular entry deadline? Were there any extenuating circumstance (snowstorm, hurricane, etc.) that might have delayed the entry?
   - **Event(s) and time(s) in the entry:** Is this fax a duplicate of an earlier entry on the psych sheets or an attempt at an upgraded time? Is there a fax of the NTV(s), also? Does the entry meet the cuts for the meet – Are they too slow or too fast?
   - **Illegible data:** Are there any "smudges" over any of the dates, times, event numbers, etc. that you can't read?
   - **Is it an entry or something else?** Check to make sure that the fax is an entry- nothing else can be faxed.

   Before you disqualify any entry, check with the Meet Referee and let the referee know what you have decided to do about it and why. Put a note in the coach's packet at Registration that asks the coach to see the Admin. Referee or, if they have already registered, go find the coach and explain what you did and why. If you get the faxes early enough phone the coaches and let them know about any ineligible swimmer(s) to prevent them from coming to the meet and not being able to swim. Then tally the accepted entries and give them to your computer person.

Add the fax entries onto the psych sheet and adjust the numbers.   You can also ask for the psych sheets to be updated and re post the corrected copies. Make sure you mark the new sheets "Corrected" and replace all the posted copies.

4. **<u>Team Registration:</u>**

Meet with the person who is in charge of the Registration Desk. Tell them that the coaches should be reminded to check the psych sheets on the wall for entry errors and NTV problems (*). The credentials of **swimmers not coming to the meet** should be initialed (use a "Sharpie" – writes on plastic lamination) and place in the Scratch Box. Ask to be informed of any teams who fail to register. Most importantly, get the coaches' cell phone numbers and hotel & room number information in case you need to get in touch with them about late scratches, swim-off, etc. that may have occurred after they left the venue.

5. **<u>Getting to know Your Clerk of the Course:</u>**

Meet with the Clerk of the Course.   You and your assistant will be interacting frequently with this position during the course of the meet. Make sure every one knows the parameters of their job duties – particularly important if several people will be rotating as Clerk of the Course. The Clerk of the Course will be accepting scratches, check-ins for the distance and relay events, completed Relay Card Entries and may also distribute heat sheets. The Clerk of the Course must guard the scratch box at all times. If there are no meet personnel to cover this position, your assistant may have to become the Clerk of the Course. Go over the Clerk of the Course procedures with your team.

   A. Scratch Cards: (**DO NOT ACCEPT SCRATCHES FROM FINALS** – Send them to Admin.)

   - Check each submitted scratch card to make sure it is properly filled out.
   - If the coach does not have the swimmer's/relay meet ID number, check the Team Roster.
   - Sign the scratch card, white copy in the box, yellow copy is given back to the coach/swimmer.

   B. Positive Check-In Sheets: (for distance and relays)

   - Coach/Swimmer should circle the number in front of the swimmer's name and write their initials before or after the swimmer's name.
   - If the swimmer or relay is scratching the event, the coach should also run a line through the swimmer's/relay name **and** fill out a scratch card for the Scratch Box. This is a good double check system.
   - As the scratch deadline approaches, inform the Admin. Referee which swimmers/relays have not checked in yet?
   - After checking with the Meet Referee, the Admin. Referee may ask you to do a computer change form which must be signed by the Admin. Referee for these swimmers entering them at the slowest time.   This allows a place for them to swim, should they or their coach forget to enter them or initial the positive sign-in sheet. There is no penalty for timed final events and this protects those swimmers or coaches who are new to the procedures.

   C. Relay Cards:

   While the four part relay cards have been in use for many years and they still provide a serviceable method for identifying the swimmers that swim each leg of a relay, Hy-Tek has provided a set of reports that make it easier to capture and manage that information.

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- After any positive check-in and scratch procedures have been completed, the relays should be seeded
- The computer operator will then produce a set of relay "cards" which has the heat and lane number for each entry and blank lines for the entry of the names of the relay swimmers for the team.
- The "relay cards" should be given to the Clerk of Course along with an alphabetic list of relay teams for the Clerk to use as a check list for returned cards. An announcement should be made asking the coaches to pick up their cards, enter the swimmers' names and return the card to the Clerk of Course.
- The computer operator enters the names in the order indicated on the cards and retains the cards for future reference.
- When the lane timer sheets are produced for the relays, they will include the swimmers names as indicated by the coach. The sheets can be produced with odd numbered heats on one sheet and even numbered heats on another. This allows any changes in the order of the simmers made at the block to be brought to the admin table sooner rather than later.

If using the four-part relay card
- Cards may be filled out ahead of time using the psych sheets. Fill out the cards with Event & Event #, W or M, Name of Team (club), and whether it is the A or B relay.
- Add heat and lanes when the event has been seeded.
- Have the coaches pick up their relay cards to be filled out with the swimmers' names and the order of swim on the day of the event. When the card is returned, check it. If the swimmers' meet ID #'s are missing, find them on the alpha lists or Team Roster.
- Coaches get the Gold copy. Remind coaches that changes may be made up until the start of the heat, but they or their swimmers must inform the timers or Admin about any changes or they will be subject to disqualification.
- Prior to the relays seeding deadline, advise the Admin if any teams have failed to pick up and/or return their completed cards.
- After all of the cards have been returned, separate the forms into colors:
  WHITE: sort by relay event number   (computer form)
  YELLOW: sort by heat & lane order (announcer form)
  PINK: sort by lane and then in heat order (lane timer form)

D. Junior to Nationals Entries: (If applicable)

- Have Assistant Admin fill out entry forms and verify the times with the Admin.
- Hold the forms at the Clerk of Course desk until the end of the meet in case the swimmer/relay makes more cuts.
- At the end of the meet, return all forms to the Admin for final verification and faxing to Nationals venue.

Thank your Clerk of the Course team for volunteering their time. Give them a copy of these procedures. If this function operates efficiently before and during the meet, it can make the Admin's job a lot easier!

6. **<u>NTV and USA-S Registration:</u>**

Meet with the NTV person and the USA-S Registration representative. Discuss the use of the Computer Change Forms with both people. Have NTV generate a "computer change form" when they prove times so that the asterisks don't hang around until the last minute, just before seeding time. Avoid "rush" situations to eliminate errors in seeding. Discuss the notification procedure with the NTV person if a swimmer fails to prove their time by the scratch deadline. Always remember to check with the NTV person before you seed an event for the next day's prelims. Ask the USA-S Registration representative to notify you if there are any problems.

7. **<u>Computer Operators:</u>**

You will have to work very closely with your computer people during the meet. Discuss the Computer Change Form and note that all changes must be submitted on that form which must be signed by the Meet or Admin. Referee. Computer change forms should be kept in a file for future reference while Scratch Cards should be returned to the Admin. Referee just prior to seeding for the next day's prelims. It is helpful to have the computer people initial the forms so you know they have been entered. Find out if the computer people want the changes and scratches singly or in batches. Discuss paper flow during the meet. Make sure the computer knows how to handle swim-offs and enter "Judges' decisions" before the meet starts. Ask the computer people if their meet program can enter the final two (2) heats of relays and the top heat of the 1650/1500 freestyles in the evening finals program with the results of the earlier morning heats printed out underneath. Make sure they know how to do it.

8. **<u>The Book(s)</u>**

Buy a 3"-4" 3-ring binder to keep track of all the necessary reports, forms, results, etc. that will be generated during the meet. Make individual folders (if you use a file crate) or individual dividers (if you use a notebook) for each event. In the notebook, you can make the following index dividers.

1. Team Entry Summaries *(an alpha listing of teams by abbreviation and entries by team)*
2. Women *(an alpha listing of female swimmers entered in the meet)*
3. Men *(an alpha listing of male swimmers entered in the meet)*
4. Psych Sheets
5. Exception Report *(list of swimmers that have more than the allowed number of events. These swimmers need to scratch down or be automatically scratched out of their last event[s])*
6. "No Show" Tracking Sheets *(list of future events for "no-show" swimmers in Prelims)*
7. Positive Check-in *(After "no-show")*
8. Intent to Scratch Finals
9. DQ Log

Keep a copy of the National and Junior Championship cuts in a plastic sheet protector in the front of the notebook and copies of all the forms and sheets in plastic sheet protectors in the back of the notebook. Forms include:

1. "no-show" slips
2. Relay Take-off slips
3. Computer Change Forms
4. DQ Log
5. Intent to Scratch Finals sheet
6. Positive Check-In (After "no-show") sheet

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Note: USA-S will send DQ slips, relay cards, scratch cards, Junior-to-National Entry Forms (if applicable) to the host team. Call a few days before you get to the meet to make sure they got the box at the venue and there are sufficient copies of each form.

In another notebook, file or crate, (this is your option) make index dividers for each of the events and place them in <u>event order</u>. This is where you should keep a copy of all documents pertaining to an event (heat sheets, DQ's, timing machine printouts, etc.).

9. **Positive Check-In Folders:**

Make up the amount of folders needed for the positive check-in sheets. For each distance event there are (2) folders, one for the women's event and one for the men's event. There are three (3) to five (5) relay events so you need 2 folders for each one. You can use different colored folders (red for women) and (blue for men) or use different colored labels to denote the gender.

10. **Supplies:**

In addition to the notebooks, (crates or files) and folders, here is a list of supplies that should be in your kit bag in no particular order of importance:

2/3 hole punch (get a good one with a lever)	Plastic sheet protectors (top opening)
Stapler and a good supply of staples	3 M Post-It Flags & Notes (Asst. colors)
Staple Remover (for those of you w/nails)	Highlighters (in BRIGHT colors)
Pens (colored, pencils, erasers	Paper clips (regular & jumbo)
Rubber bands	3M correcting tape (1 line)
White-Out (pen & bottle)	Glue Stick
Scotch tape & two-sided tape	Scissors
Clipboard	Extra file folders (colored & manila)
Ruler/straight edge	Pain Killers (Your choice)
Cough drops (gum) keep the throat moist	Largest accordion folder (31+)
Stamps and ink pad if needed (Handy but optional)	

The Stamps are:

POST

AWARDS

ANNOUNCER

Read_____

Closes_____
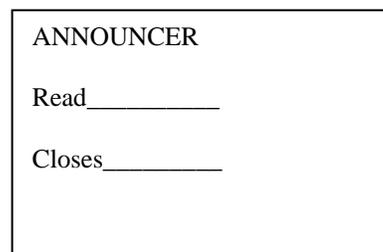
Other stamps that might be useful, but not critical, are "RE-SEED" and "CORRECTED."

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Finally, you should have an expanding folder (4" max) with a clasped (Velcro) cover labeled with the meet info to put all the papers from the notebooks and the timing console sheets into at the end of the meet. It is a great feeling when you put all the stuff together and hand the whole package over to the Meet Hosts to send back to USA-S HQ in The Springs!

In some instances the meet host will have many of these supplies. Your pre-contact will provide this information to you and will help you to determine how much of this equipment you need to provide. This is important to you in the event you are flying to your destination.

ARRIVING AT THE MEET VENUE:

1. **Find the Meet Director**:

   Get with the Meet Director as soon as you get to the pool and secure all the necessary USA-S forms and reports. Some of the forms may be sent directly to you while others will be sent to the meet hosts. Be pleasant and cooperative and ask the director to introduce you to their "people" - Clerk of Course, Registration, Time Trial Desk, etc. Ask the team to take a walk with you around the pool deck to figure out:

   A) Where Registration is going to be set up, as well as the locations of other workstations. Clerk of Course should be out by Registration before the meet and on the pool deck during the meet, Time Trials Registration should have a separate area and table from Clerk of Course, NTV and Membership should be in a close-by but different area than Registration [crowd control], etc.
   B) Where the psych sheets, heat sheets and results, etc. will be posted. Identify two places for the psych sheets to be posted and three or four places where the heat sheets, as well as the results, are to be posted.
   C) What kind of a scratch box will be available and are two keys available? Secure the Scratch box and lock it. Keep one key yourself and give the other either to your Asst. Admin. Or the Clerk of the Course (if the Clerk will be the same for the whole meet). Suggestion, bring your own combination lock...
   D) Pick up the copy of the psych sheet (for the notebook) that you asked for in the pre-meet contact. Get extra sets of the psych sheets (preferably 1-1/2 or double-spaced) for the distance events and relays for the positive check-in folders.

   At the end of the tour, thank them for all the hard work that they have done so far and let them know that you are looking forward to working with the to make the meet a real success.

2. **The General Meeting and Immediately After:**

   Bring the Scratch Box to the General Meeting. Make a list of all relay teams and distance swimmers who have not yet checked in. The Meet Referee will usually read the list at the General Meeting. Hang around for 30 minutes after the General Meeting to answer questions and get late scratches.

   After that, pick up all of the Scratch Cards from the Scratch Box. Separate out the scratches for the first events, record them in your event notebook and give them to the computer for entry. Highlight or run a line through the scratched entry on the psych sheet for the event, initial it, and note if it's a meet scratch. That serves as a double check when you look at the heat sheets after seeding the event (number of highlights or lines on your psych sheet should equal the number of scratch cards plus the number of meet scratches). Then properly note scratches from later events/meet scratches on the psych sheets and give to computer for entry.

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When the computer operator is finished, get the scratch cards back and either staple them to the back of the applicable psych sheets or file them in the event folder. Ask the computer operator to print out a final psych sheet for each event just prior to seeding the prelims. You can easily check that the appropriate scratches have been made (since the swimmers will be listed in the same order that your original entry/scratch sheets were) and check for non-proven times **before** generating the heat sheets. If there still is an asterisk beside a time check it out with the NTV person to avoid any seeding problems. If the numbers are right, there are no asterisks on the times, and the right people are scratched, then you can ask the computer operator to generate the heat sheets. Seed the event, utilizing the procedures outlined in the section on "Seeding Timed Final or Relay Event, "below. Make sure that the First Day's Events are **posted ASAP and no later than the start of the afternoon's warm-ups**.

DURING THE MEET:

You and your assistant will be doing all of the following things, in no particular order, at one time or another during the meet.

1. **Scratch Box –** Check the Scratch Box on a regular basis. Be sure to record all scratches on the Psych Sheets and Exception Reports in the notebooks, have the computer operator process them and then return them to you for filing.

2. **Seeding prelims** - When you are ready to seed a Prelim Event, do a last check of the Scratch Box 30 minutes after the start of the evening session for the next day's prelim events. Make sure the Clerk of the Course accepts no further scratches for the next day's prelims and, if necessary, bring the scratch box into the Admin. Referee for safeguarding until the next morning. Record any remaining scratches on your psych sheets and make sure the computer operator enters the scratches. Check with NTV and USA-S Registration people if any times verification or membership problems remain – if they cannot be resolved, scratch that swimmer or relay from the event. Fill out a scratch card indicating why the scratch was made. Have the computer operator run final psych sheets for the day's events. Check that the right number of swimmers (**# entered [original, faxed, or added] - # scratches [individual event and meet] = seed**) are going to be seeded. If your numbers don't work out, re-check your scratch cards and meet scratches, fax entries, and computer changes. If you still can't find the error, do a name-by-name check to be sure.

   If the numbers are right, there are no asterisks on the times, and the right people are scratched, then you can ask the computer to generate the heat sheets. If your tally is correct, do the math to calculate the number of full heats and the number of swimmers in the first and/or second incomplete heats. Check the heat sheets and make sure the heat configuration matches your mental math. **Double check the heat sheets and make sure that none of the scratched swimmers ended up in the event.** If everything checks out then put the Heat Sheets into the Printing Folder and post copies as soon as possible. Remember that you cannot be too careful in proofing and checking your work. Being thorough will save a big headache and a re-seed later – you are judged on the amount of pink paper you generate!

3. **Seeding Timed Final or Relay Events** – When seeding Timed Final or Relay Event that requires a positive check–in to be seeded *(but not to swim)*, check the Positive Check-In Folders prior to the scratch deadline. You may have to track down a coach or two if they have not yet checked in. Close the Scratch box 30 minutes after the start of finals. Made sure that any entries scratched on the Positive Check-in sheet also have a scratch card – if not, fill one out for the computer operator. Check with NTV and USA-S Registration people for any remaining problems in verifying times or membership – if they cannot be resolved, scratch that swimmer or relay from the event also. If a swimmer/relay has not positively checked-in, fill out a scratch card (noting the reason) and scratch them from the event. Record the scratches on your psych sheets and give them to the computer operator for entry.

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Double check fax entries to see if the team has requested to be entered at the slowest non-conforming times instead of their qualifying time (hopefully, the data entry people already picked up those requests from other teams in their original entries). Then see the events using the procedures for seeding a prelim cited above. Hopefully, you will have an empty lane or two to put the delinquent swimmers into if they show up. If not, you might want to check with the Meet Referee as to how this should be handled.

For the distance 1650y/1500m freestyle events, proceed as above for timed final events. After the heat sheets have been run, contact the meet referee and state how many heats in each event there are. Work with the referee to figure out the starting times for each heat. The last men's heat to be run in the session would end approximately one (1) hour before the start of the evening's Finals (remember that the fastest heats of the women and men will be swum during Finals). Check the referee's original time line for the session, too. Hopefully, your scratches will eliminate a heat or two. You may have to "cut-and-paste" the final heat sheet. Note the approximate heat starting times on the heat sheets **before** copying and posting them. Make copies available and post them as soon as possible.

4. **Printing Programs** - When all of the heat sheets are ready for the next session, assemble the program to go to the printer. Make sure that the heat sheets are slightly reduced so that the meet logos can be copied on the bottom. Check to see that the correct timeline (prelim or final) is in the package and that the correct session cover is included. Initial the backs of all of the sheets in the final package before it goes to the printer. You are responsible for the accuracy of the stuff that gets distributed around the pool deck!

5. **During the Competition** - During the event, check the heat results as they come off of the timing console for pad/button discrepancies and consistency among the button times. If you have to get watch times to resolve a pad/button discrepancy, DO NOT use the radio – get up and go down to the lane timer (or ask the Head Timer to check) and ask to see their timing sheets. After you have checked the timing console printout from the last heat of the event, give the "OK to print" sign to the computer operator and have them generate two (2) copies of the results. While you are waiting for the copies, staple the Lane Timer Sheets to the timing console printouts and file them with all the other related paper work for that event (psych sheet, heat sheet, scratches, DQ slips, "No Show" slips, timing differentials, etc.) in the event section of the notebook or event folder.

6. **Prelim Results** - Proof the prelim event results – check DQ's – "no-shows," and the total number of swimmers listed. If the results are correct, stamp one for the "Announcer" and the other for "Post". Have the Announcer's copy delivered to him ASAP and have him ask for the affected coaches of any swim-off to report to the Admin. Referee. Make sure the Announcer remembers to write the time that they finish announcing the results on the sheet and get the copy back to you when they are done. Get the Post copy to your printing people for copying and posting around the venue.

While you are waiting for the announcer to finish, look for any potential swim-off – ties in 8th, 16th, and 24th (if applicable) places. Some Meet Referees also like to offer a swim-off to 9th, 17th, and 25th places so that they are resolved before Finals in case of any late scratches (medical, "No-show", etc.) You should have your deck referees check with you before they go off the deck. If there are any swim-offs, get another copy of the event results for your deck referee, as they will be responsible for arranging the swim-off. Remind them that you should be notified ASAP of the time for the race and lane assignments. As soon as you get the information, let the computer operator, timing console person and the announcer know, too.

Receive and document all scratches from Finals on Scratch Cards (**marked "Finals"**) and the prelim results sheet that you have gotten back from the announcer with the closing time noted on it. The coach or swimmer **must sign the scratch card** before you accept it. After accepting and recording the scratch, notify the computer operator and any affected swimmer(s) – i.e., swim-off now required, who's scratched up" into Finals, etc.

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7. **Seeding finals** - When you are ready to seed a Final Event, do a last check of your Intent to Scratch Finals sheet and the scratch cards for the evening's final events as well as the results of any swim-off. Make sure that the declaration time for scratches has passed and that you are not waiting for a swimmer to return to confirm their scratch based on a later swim. Have the computer operator run the heat sheets for Finals and confirm that the right people are in the right heats and lanes. Get a partner and read the names of the eligible swimmers from the prelim results. If they are correct, post them and put them into the Printer's folder. If a swimmer misses the scratch deadline, refer them to the Meet Referee.

8. **Relays** - Make sure that all Relay Cards have been completed and returned at least an hour before the event is to go off. Check the relay cards for any "no-show" swimmers – if you find any listed in a relay, grab the Meet Referee ASAP and let the referee know that you are about to disqualify the relay. Let the referee figure out if the coach can substitute a swimmer from the alternate list or just DQ them. Distribute copies of the relay cards to the appropriate locations before the start of the event – white to computer for entering swimmer ID numbers, yellow to announcer, pink to Chief Judges to put on the lane timer clipboards. The white copies should be returned to the Admin. When computer entries have been completed.

9. **Exception Report** - Update the Exception Report after each Prelim session. Make an effort to find the coach of a swimmer in jeopardy before they swim their third (3rd) event. Remind them that they need to "scratch down" to the allowed number of events or we will have to scratch them out of all events that day after their third swim. Be Proactive – the coaches will really appreciate it. It is not a good thing to punish a swimmer for a coach's mistake if it can be avoided.

10. **DQ Slips** - Make sure that the white copy of all DQ slips is given to you as soon as possible. Check the DQ slip for accuracy and completeness. Don't accept any slips that have information missing, scratched out or altered – gently ask the deck referee to send the slip back to the Chief Judge to correctly re-write it. If there is a problem, get to the Meet Referee ASAP – they may have to adjudicate it on a protest and should know about the circumstances before talking to a coach. Record the DQ on the DQ log and the master Heat Sheets. Check event results to make sure that all DQ's have been properly noted at the end of the list. Attach the DQ to the timing sheet for that heat and file it with the other event paperwork. At the end of the day, make a copy of the DQ log to give to the Chief Judge to review in their officials meeting the following morning. At the end of the meet, the DQ logs will be put into an envelope and sent to the National Officials Chairman.

11. **No Shows** - If there is a "no-show" (N/S) in a prelim seeded event, have the deck referee fill out a N/S slip and return it to the Admin. ASAP. Ask the timing console operators to note N/S (i.e., turn off the lane timing) and tell computer to enter "NS" on the heat results. Verify the lane and heat of the N/S, look up the swimmer's meet ID# and check the Team Entry Summary for any remaining events (especially for that day). Ask the announcer to call for the affected coach to see the Admin. Explain to the coach that:

    - The swimmer is scratched out of all the rest of his/her events for the day, including relays,
    - The swimmer will now have to do a "positive check-in" for the rest of the meet; i.e., they must check-in with the Admin. Referee prior to the scratch deadline.

    If there is a problem with the coach, find the Meet Referee. List the swimmer on the Positive Check-In sheet if the swimmer is at the meet. If they are not at the meet and the coach forgot to scratch them, do a meet scratch for them on a Scratch Card – remember to properly note the new meet scratch on subsequent psych sheets in your events notebook.

12. **Final Results and Scores** - After the Championship Finals heat has been swum, ask computer to print four (4) copies of the final results and check them – particularly for DQ's. If they're OK, stamp one (1) for "Announcer" and send it down the line to him, one (1) for "Awards" and get it to the Awards staging area ASAP, one (1) for "Post" and send it off to printing for copying and posting, and put (1) one in the events notebook or file.

Proof the team scores and individual high point standings at the end of each session. If foreigners can't score, spot check to make sure the computer program is operating correctly and eliminating their results from the final scoring.

Other good ideas/alternatives:

Instead of just one 3-4" binder, some admin referees like to have two binders for the event paperwork. The first binder will be used during preliminaries and will contain all the paper work for each event through the seeding of finals. Once the preliminary session is complete and the finals have been seeded, move all the paperwork for the events to be swum in finals that evening to the second binder. During finals, one of the admins (assuming you have both an admin and an assistant admin referee) can be handling the finals binder as the finals session progresses.   The other Admin can be recording the scratches into the preliminaries binder and will be able to seed the next day's events without having to compete for the binder that is being used during finals competition. This can make for a smoother operating table.

For all the timing sheets, order of finish heat sheets, relay cards, etc. that can really fill up a binder, get a 31-day accordion folder and drop these documents into the slot that matches the event number. This can help keep the results binders more manageable and keeps those documents that you, hopefully, never have to refer to again out of the way.

IMPORTANT POINTS TO REMEMBER:

And finally, some things to remember while all is chaos around you.
1) It's OK to be obsessive/compulsive and anal-retentive when you are the Admin. Referee
2) Get "Up Close & Personal" with your Meet Referee. Let the Referee know what you are up to every once in a while, even if it is not controversial. Learn the "tricks of the trade" from them (i.e., timelines for both prelims and finals, Championship Finals production – music, staging, announcer, etc.)
3) Make sure if there are any records, all paper work was processed and signed by the correct people
4) The Assistant Admin, Computer Operation (Hy-Tek) person, and the Clerk of Course are your support team. Protect them from swimmers, coaches, parents and other officials!
5) Most importantly, **STAY CALM,** Remember Anneliese Eggert's "duck analogy" – a duck appears to be calm and serene on the surface of the pond but underwater they're paddling like crazy! Just plod through at your own rate. You will get it done right, eventually.
6) Make sure you have the DQ's and DQ log and envelope addressed to the Officials Chairman
7) Make sure you have your file folder for the complete events ready to pack up and send to USA-S and let the Meet Director know you are turning this over to them.
8) Make sure if you have any borrowed supplies, that you return all supplies to the lender.

THE END:

1. The day you have been waiting for is finally here – the end of the meet. The day you have been dreading is finally here – the end of the meet. It is a great feeling when you are packing up all of the paperwork to give the Meet Director to send back to USA–S HQ, but it is also kind of sad that it is all over. The days go by so quickly because you are so busy all the time. When you are not busy, you are thinking of the next three things you have to do and how best to do them. It is the end of the meet so go and thank the team that helped you get through this week. You should thank your assistant, the computer (Hy-Tek) person, the Clerk of Course, the printing people, the Registration desk, the Timing console jockeys, NTV and USA-S membership and of course, the Meet Referee and the Meet Director.

<u>Administrative Referee</u>

2. Send a report to the Meet Referee about the Admin job at the meet. You will also report on the wonderful job the host team did for you and how great your assistant was for you at this meet. This report will include the number of events and the number of swimmers actually competing. It will list the number of DQ's during the events and the number of no-shows.   This report will verify the final tallies as to the actual size of the meet. In addition to this report a thank you to the Meet Referee appreciating working with them would be recommended.

3. Send a thank you to the Meet Director and their staff for the wonderful cooperation you received during your stay at their venue.

4. Send a thank you to the Assistant Admin Referee and offer assistance in any way to this person in the future.

5. Thank you's to the Officials' chairman and the Vice President of Program Operations for selecting you to work this meet are recommended.