

The “Professional” Stroke & Turn Official -or- The Eyes of the Referee

The “Professional” Stroke & Turn Official should:

- **Know the Rules** and the official interpretations
- **Read and understand** the information in the Meet Announcement prior to the meet or session beginning
- **Attend the Officials Briefing to:**
 - Sign-in on the assignment sheet
 - Review the technical rules
 - Listen to and review protocols for the meet
 - Listen to and review jurisdiction for the meet
 - Be given an assignment by the Meet Referee or the Chief Judge team
 - Cover relief rotation
 - Discuss any other specific instructions or duties for the meet
 - Meet team members, including the Chief Judge for your assigned location
- **Develop your own “mental check list”** of things to do before, during, and after the duty session
- **Before the session:**
 - Know when and where the stroke briefing will take place
 - Locate where officials should sign-in
 - Be prompt to the meeting and dress appropriately and professionally
 - Be attentive during the stroke briefing
 - Have a positive attitude regardless of the assignment
 - Turn off (or if absolutely necessary – mute) cell phone. If you will need access to your cell phone for a compelling reason during the meet, let the Meet Referee and Chief Judge know before the meet so that plans can be made.
 - Be ready and in position 5-10 minutes before the session starts or as requested by either the Meet Referee or Team Lead Chief Judge
- **Before each event:**
 - Visualize the stroke
 - Run through the rule requirements of a legal stroke and any transitions
 - Recall the best and recommended ways to observe the stroke and the turns. Always use “benefit of doubt” observation protocol
- **Before each race:**
 - Do not block the strobe at the start
 - Follow the meet protocol for each stroke
 - Stand in the correct location, 15m mark, flags, etc. if walking stroke
- **After the start:**
 - Walk briskly to the edge of the pool if working the start end as a Turn Judge
 - Observe swimmers until they depart your jurisdiction (usually heads up)
 - If walking stroke:
 - determine if all heads broke the surface prior to or at the 15m mark for non-breaststroke events
 - Walk wall-to-wall, if possible, or as instructed
 - Give equal observation to all lanes in your jurisdiction, even the empty ones
 - Raise hand promptly to signal a possible disqualification if an infraction is observed (unless utilizing FINA protocols)
 - Keep the hand raised until it is acknowledged by a Chief Judge or Referee
 - Do not discuss the infraction with another official or any other individual, including a coach, before reporting it to the designated official. (Do not discuss it afterwards unless asked to by the Deck Referee)
 - Immediately communicate the lane number to the Chief Judge or Deck Referee (if a Turn Judge covering more than one lane or a Stroke Judge)

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- Visualize the infraction before communicating it to the Chief Judge or Deck Referee
- Describe what you observed
- Watch all lanes while reporting the disqualification, unless relieved by a reserve judge
- Retract a call if there is any doubt, by simply stating, “No call”
- Check to make sure the DQ slip is correct before PRINTING your name on the slip
- **Relays:**
 - During relay exchanges, observe the toes departing from the platform and then look for the touching fingers
 - Do not raise a hand for an early relay take-off when dual confirmation is being used
 - Circle the lane and swimmer number on the take-off slip for a good exchange, and X for an early take-off
- **After each event:**
 - Reset to the correct position for the next stroke or event
 - Transition between heats for relief, not during a race
 - When being relieved, return promptly as directed in the pre-session briefing
 - Take a break OFF DECK or in the designated officials’ break area. Do not congregate with other officials on deck
- **If assigned to invigilate controlled warm-up:**
 - Coordinate with the assigned partner to observe the pool and politely enforce compliance with warm-up rules
 - Open pace lanes at the designated time and racing start lanes as requested (open additional sprint lanes if demand warrants). Coordinate with the Announcer and Marshalls
 - Review deck set-up in general – notify Meet Referee of deficiencies or safety issues
- **Other Important Items:**
 - Consider your body language when on duty and at all other times when you are accessible. Always assume you are “on camera”
 - Be alert, attentive, focused, calm, professional, and approachable
 - Always be “friendly” and helpful to coaches, swimmers, and other officials
 - Avoid coaching, cheering or fraternizing with coaches or swimmers
 - Questions should be directed to the appropriate official. Do not engage in discussions regarding a disqualification
 - Take discussions and emotional issues off-deck
 - Do not abuse your credentials. If you are not working the meet, you are a spectator and should act as such
 - Maintain a sense of humor
- **Remember, Professional Stroke & Turn Officials:**
 - Make sure the BENEFIT OF DOUBT GOES TO THE SWIMMER - ALWAYS
 - Adapt to meet conditions and needs, and help out wherever requested
 - Use common sense
 - Don’t read more into the rules than is written
 - Observe the swims but do not scrutinize
 - Exhibit confidence
 - Dress professionally and neatly in the designated uniform
 - Are willing to learn, and frequently work as a Stroke and Turn Judge
 - Never take advantage of credentials to gain deck access when not working in an official capacity
 - Self-evaluate after all shifts, sessions and meets and ask, “What can I do better?”
 - Enjoy the volunteer work, and opportunity to work with coaches, officials, and most importantly, swimmers of all levels

The “Professional” Stroke & Turn Official -or- The Eyes of the Referee

N2 Stroke and Turn Judge (ST) – Prerequisites for requesting an Evaluation:

- LSC-certified Stroke & Turn judge for 16 sessions
- Must work at least 4 sessions at the OQM, at least 3 in the ST position to be evaluated.

N2 Stroke and Turn Judge - Performance Requirements for an Advancing Evaluation:

- Arrives on-time, prepared with necessary personal equipment, and properly and professionally attired
- Knowledgeable of all stroke rules, timer rules and clerk of course rules
- Acts as a mentor for new officials, as requested
- Is familiar with the jurisdiction for each stroke and turn position and is aware of the jurisdiction for each event to be judged
- Is comfortable making calls as appropriate and also realizes when a call is not appropriate
- Can clearly articulate an infraction to the Deck Referee or Chief Judge, as appropriate, both with the reference in the rule book as well as what was seen
- Doesn't discuss disqualifications in front of others
- Accepts assignments as given and conforms to the “relief” cycle for the meet
- If the evaluation is satisfactory and all other requirements are met, submits a “National Certification Application” using the OTS

N3 Stroke and Turn Judge Evaluation – Prerequisites for requesting an evaluation:

- Active N2 Stroke & Turn Judge in the LSC at all levels of meets (even if certified in other positions)
- At least 8 sessions as a Stroke & Turn Judge, recorded in OTS, since N2 certification

N3 Stroke and Turn Judge Evaluation - Performance Requirements for Certification:

- Arrives on-time, prepared with necessary personal equipment, and properly and professionally attired
- Is knowledgeable of all N2 requirements as well as:
 - Understands “National Deck” protocols including the role of each of the three chairs that may be found on a National Deck (left – lane timer and Relay Take-off Judge, center – head lane timer and distance length counter and bell ringer, right – Turn Judge and timer) and the use of Reserve Judges and relief teams. Is also aware of not only the judging role but also the role as a timer and recorder
 - Is aware of “FINA protocol” for indicating and reporting an infraction
 - Acts as a trainer for new officials, as requested
 - Is familiar with the jurisdiction for each Stroke and Turn position on the National pool deck and is aware of what constitutes jurisdiction for each event to be judged
 - Is very comfortable calling infraction as appropriate, as well as realizing when a call is not appropriate
 - Can clearly articulate an infraction to the Chief Judge and, as appropriate, the Deck Referee both with the reference in the rule book as well as what was observed

If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.

The “Professional” Administrative Official -or- We’re here to help!

The “Professional” Administrative Official should:

- **Know the Rules** and the official interpretations.
- **Read and Understand the Information in the Meet Announcement**, including: FAX, email and late entries, minimum entry times, and how many events each swimmer may enter for the entire meet.
- **Make sure you have all the needed supplies:**
 - Several 3 Ring Binders
 - DQ Slips and DQ Log Forms
 - No-show Slips and No-Show Penalty Forms
 - Relay Cards or Relay Cards from the meet management program
 - Distance Event “Positive Check-in” Folders
 - Scratch Box and Scratch Cards
 - Computer Change Forms
 - Psych Sheets (reviewed prior to distribution)
 - Exception Reports, produced by your Computer Operator
 - Office Supplies, including stamps, pens, pencils, staples, hole-punch, highlighters, tape, etc.
 - Filing system – for after the event has been completed
- **Get ready for the General Meeting** and take:
 - The Scratch Box and Scratch Cards
 - All Meet Event Folders
 - A list of swimmers and teams who have not checked-in for the Positive Check-in Distance Events or Relays
 - Some supplies and Computer Change Forms
- **Manage confirmation of Official Times and resolve Timing Issues:**
 - Make timing adjustments (work with the Computer Operator and Head Timer)
 - Supervise the Timing Equipment Operator and Timing Judge
 - Supervise and work with the Computer Operator
- **Work with the Computer Operator to:**
 - Seed preliminaries after scratches
 - Seed finals after “Intent to Scratch,” “Scratches”, and any ties have been finalized
 - Possibly seed Time Trials, as determined by the Meet Referee and meet management
- **Work with the Chief Judges to:**
 - Use established procedures for DQ, DFS, and “No Show”
 - Understand and use the meet radio protocol
 - Confirm how Relay Cards will be handled
- **Check with the Deck Referee** at the end of each event to let them know if swim-offs are needed. They must be held according to the rules. If the coaches use another method to resolve ties, record the result. Produce swim-off heat sheets (reflecting the DR’s negotiations) and give them to the DR for distribution to the announcer, other officials, coaches and timers. If scratches remove the need for resolution, help the DR inform the coaches.
- **Be proactive and always work with the coaches.** Call or text a coach when their swimmer has “no-showed” or has moved up or into Finals. Always deal with a coach’s questions or concerns, with a smile. Your job is to assist the swimmers and coaches.
- **Approve** all heat sheets, programs, and results for distribution, to post, to go to the Announcer and to place in your Meet Folder.
 - If heat sheets for a session change any time after the initial publication, use colored paper (use a very different color for each new distribution in a session) clearly stamped “RESEED” for distribution to coaches, announcer, officials and timers. Post for swimmers and spectators in designated areas. If possible, have them hand delivered to affected coaches and athletes.

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- **As the Administrative Official at the venue, you may be involved in:**
 - **Before the session:**
 - Making announcements as needed
 - Taking Declared False Starts (DFSs) until the session begins
 - Assisting swimmers and coaches with any needs
 - Seeding, with accuracy
 - Taking Scratches for finals and assisting coaches with Scratch Cards and Computer Change Forms
 - Accurately entering all scratches and computer changes in the meet event binder
 - Printing an accurate program while keeping in mind “slowest to fastest” and “fastest to slowest” events, alternating events, genders or age groups, and changed event orders
 - Communicating with the Meet Referee to produce pre-scratch and post-scratch timelines
 - **After the start of the session:**
 - Turning over the handling of DFSs to the Chief Judges and Deck Referees at the Start area
 - Listening for any disqualifications, “Declared False Starts” or “No-Shows” and noting them
 - Notifying the Computer Operator of “no-shows”, DFSs or potential DQs; finalizing them after signed slips are received
 - Documenting each DQ and DFS in the DQ Log
 - Informing coaches of each “No-Show” swimmer penalty, filling out a No-Show Penalty Form with all relevant details including the event, heat, and lane of any “penalty” disqualifications. Advise the appropriate DRs (using the starting area CJ, if necessary). Explain the positive check-in requirements (form and deadlines) for future seeding in the meet.
 - Checking times for accuracy. Making timing adjustments, if needed.
 - **After each event:**
 - Checking that all DQs have been finalized (including swimmer or coach notification)
 - Listening for a summary of DQs, DFSs and No-Shows from the Deck Referee(s)
 - Immediately counting the number of No-Shows, DFSs and DQs recorded and reconciling with the Deck Referee’s summary so that the results may be finalized for announcement
 - Advising Deck Referees of potential swim-offs. Following-up to confirm any ties for positions in finals have been resolved
 - Preparing for the next event
 - Getting the results (interim results if “flighted seeding” is used) to the Announcer for broadcast of finals qualifiers and alternates, and the Scratch and “Intent to Scratch” closing time for the event.
 - Notifying coaches of swimmers who have moved up, due to scratches, including new 1st and 2nd Alternates
 - **After the Deadline for Scratching a Finals Event:**
 - Checking for Final scratches. Following-up any “Intents to Scratch” that are waiting on later events.
 - Seeding Finals after verifying all ties and scratches are finalized, taking into account “flighting” or other program issues
 - Double-checking Finals Seeding
 - Making sure all timelines and advertisements are in the Finals Program. Double-checking and have Meet Referee double-check timelines for breaks, changes, alternating or alternative (flighting) event or heat order, and any other special conditions
- **Be Knowledgeable about your Timing Equipment and Meet Management Software**
 - Work with your Timing Equipment Operator and keep them informed about DFSs, DQs and No-Shows

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- Be familiar with what your Timing Equipment and Meet Management program can do for you
- Produce forms, and know processes that can help you best manage your assignment and interact with the operators
- Make sure the Computer Operator is not disturbed during times of stress or crisis
- **Important things to consider:**
 - You will coordinate and interact with the Clerk of Course
 - Be alert, attentive, focused, calm, professional, and approachable
 - Always be “friendly” and helpful to coaches, swimmers, and other officials
 - Try to take all discussions and emotional issues off-deck
 - You may be a trainer for new Apprentice Administrative Officials
 - Keep a calm demeanor throughout the session. Work at your own pace. Prioritize your work on the needs of the meet.
 - Maintain your sense of humor
- **Remember, Professional Administrative Officials:**
 - Adapt to meet conditions and needs
 - Generously apply common sense, do not over interpret procedural rules
 - Are neatly uniformed, look confident, are competent, and are customer focused
 - Self-evaluate after all shifts, sessions, and meets
 - Remember you are part of a team
- **N2 Administrative Official - Prerequisites for requesting an Evaluation** (do not ask to be evaluated prior to satisfying prerequisites):
 - LSC Administrative Official certification
 - At least 16 sessions working as an Administrative Official at meets with “check in” events. At least 8 of those sessions being preliminaries and finals with scratching from finals procedures
 - Must work at least 4 sessions at the OQM, with at least 3 evaluation sessions as an Administrative Official
- **N2 Administrative Official - Performance Requirements for an Advancing Evaluation**
 - Arrives at the meet with necessary equipment and supplies, or has arranged for them
 - Completely understands the rules and procedures for the meet set out in the meet announcement
 - Uses appropriate procedures for timely preparation of accurate heat sheets for preliminaries and finals, including management of scratches
 - Reconciles DQs and No Shows, advises Deck Referee of “swim off” possibilities and follows up, reviews and checks all results and any timing adjustments or corrections during or after each event. Knows how to make timing corrections.
 - Finalizes all results after each session, day, and the meet. Prepares any reports for special occurrences (records, incidents, etc.)
 - Keeps an organized work area and uses an acceptable filing and paper management system so that all information is readily available
 - Understands the timing system and scoring program being used and their limitations. Can operate the basic functions of those systems if necessary.
 - Works well with other officials, timing system and meet management program operators, and coaches

If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.

The “Professional” Chief Judge -or- Assistant and Mentor to All Officials

A Professional Chief Judge (CJ) should:

- **Know the Rules and the USA Swimming Rules Committee interpretations**
- **As Team Lead Chief Judge, Plan Prior to Arriving at the Meet:**
 - Contact the Meet Referee based on the level of the meet being conducted to confirm:
 - All duties for the Chief Judges
 - Type and use of cameras (TV, timing, underwater judging confirmation), if any
 - Pool configuration and locations for starter area and administrative tables
 - The jurisdiction and protocols expected from the Stroke & Turn officials
 - The process of how officials will take and leave their deck positions including awards
 - The level of Stroke Briefing expected
 - Use of Relief and Reserve Judges
 - The proper procedure, if relay takeoff pads are used for relays
 - Use of assigned Chief Judges (or not) for Time Trials
 - Radio protocol expected
 - How Declared False Starts (DFSs) will be processed before and during a session
 - Procedures for how Deck Referees and admin table will receive DQs, DFS and “No Show”
 - Finals protocol for alternates so the Chief Judge in Start Area can assist the Deck Referee
 - Contact the Host and Meet Director to determine (and request) the availability of meet supplies, equipment and services:
 - Radios, clipboards, watches, batteries, disqualification (DQ) slips, paper, chairs, towels, pencils, high-speed copier(s), etc.
 - Internet access and printers
 - Social time and date, if any
 - Communicate the above with the CJ team for initial assignments before they arrive at the meet including when they are expected to arrive at the meet (Leadership Team Meeting, Chief Judge Meeting, attendance at General Meeting)
- **Plan Prior to Officials Briefings:**
 - ARRIVE EARLY and be prepared for last minute changes
 - All Chief Judges meet upon first arrival at meet to:
 - Review assignments & duties
 - Confirm location of equipment items
 - All Chief Judges should allow for approximately one hour before each planned briefing to:
 - Review assignments and prep for each session’s requirements
 - Review and resolve all assignment challenges
 - Prepare sign in sheets if needed
- **At Pre-Session Officials Meetings:**
 - Take attendance and announce:
 - Expectations for Time Trials
 - Ask Starter or Deck Referee evaluation candidates to meet with the evaluators if they have not met already
 - The time to be on deck and in position
 - Introduce the Meet Referee, Meet Director and the Assigned Team (usually at the first meeting)
 - STOP the briefing whenever a dignitary enters the room for introduction, especially if there is a guest speaker
 - Conduct a stroke briefing appropriate for the level of meet
 - Review Deck Protocol expected for the meet
 - Review Proper Lead Lag procedure for Stroke Officials
 - Review Jurisdictions, including 15m mark
 - Review the Chief Judge’s role and how to communicate with the Lead Chief Judge and Deck Referees
 - Review Relay Takeoffs, Dual Confirmation and X = Early Take Off, O = Good Exchange
 - Announce and post Officials’ Assignments in multiple locations
 - Announce Relay Take-Off assignments and hand out relay take-off slips
 - Relay take-off slips may be passed out during the relay break, if there is one
 - Make sure relief shifts and rotations are clear
 - Distribute heat sheets to CJs, Deck Referees and Starters

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- **During Competition:**
 - Perform a radio check prior to the beginning of each session
 - Advise the Deck Referee that all judges (stroke and turn) in your quadrant are in place (several minutes before the session start)
 - Get to know the officials in your quadrant
 - Use a mentoring approach when talking to a Stroke or Turn Official that is out of position or using improper protocol
 - Always observe the officials in your quadrant, not the swimmers
 - Use the Stroke Judges to carry DQ slips from the turn end when things get “busy”. Make sure the Strokes Judges are familiar with this procedure.
 - When assigned as the CJ in the Start Area:
 - Write up dual-confirmed false starts (hand the DQ slip to Starter first as they initiated the DQ)
 - Process “no-show” and “Declared False Start” according to the protocol verified in meet preplanning
 - Know, and use, the Radio Etiquette and Protocol guidelines on the USA Swimming website
 - Be aware of other radio communication to avoid “talking over” each other while calling in infractions
 - Use the correct terminology when calling in infractions
 - Halt radio communication once the Deck Referee has blown the short whistles. Resume after waiting for any “False Start” or “No Show” calls by the Deck Referee in the heat
 - Alert the Deck Referee by radio of a possible disqualification as soon as an official in your area of responsibility raises a hand or makes eye contact (depending upon protocol for the meet) by using the following announcement:
 - “Possible disqualification, Stroke Judge Lane 1 or Lane 8 Side”, and quickly identify the lane, if possible
 - “Possible disqualification, Lane X start / turn end” (or range of lanes, if turn judges cover more than one lane). In many meets the event number and heat number may also need to be announced (more than one course, “chase” starts, etc.)
 - When approaching the official, make sure you ask
 - Which lane? Then immediately identify the lane to the Deck Referee
 - What did you see? You want the official to explain what they saw without using their hands
 - What is the rule? You want to make sure that the official understands the rules. If there is an obvious incorrect call (jurisdiction or rule) or “uncertainty”, the official may withdraw the call. If this occurs, inform the Deck Referee. The Deck Referee should then ask for the swimmer to be released, if being held at the finish end.
 - Report the infraction to the Deck Referee slowly, clearly, and concisely, stating what the official observed
 - State “I recommend” (after reporting the infraction) or state “I need further discussion”
 - If “I need further discussion” is requested it means the CJ has reasonable doubt about the infraction and needs to speak to the Deck Referee privately, not over the radio
 - If the Deck Referee asks “questions”, the CJ is responsible for obtaining specific information necessary for the Deck Referee to make a decision
 - If the Deck Referee states, “I need further discussion”, this means that the DR has a reasonable doubt about the infraction and needs to speak to the Chief Judge privately
 - If a discussion with the DR is needed, other CJs should cover your jurisdiction while meeting with the DR
 - Make sure to get acceptance confirmation from the Deck Referee before filling out the DQ slip
 - Initial the bottom of the DQ slip and ensure that the Stroke or Turn Judge (not the CJ) **prints** their name on the DQ slip
 - Hold the swimmer and notify them of the DQ. Work as a team, a CJ from another deck area may need to assist with this task.
 - When notifying athletes, respectfully state, “You were disqualified for.....” The CJ should never coach, give a personal opinion, or add extraneous information. If the DQ has not been finalized, move the swimmer away from the start and advise, “There is a possible issue with your swim. We are waiting on details.” The Deck Referee will convey further instructions.
 - Report that the swimmer has been notified
 - Relays:
 - Check the take-off slip of the judge or judges nearest your location
 - If there is one or more X, announce a possible disqualification and the lane(s). Announce, “Lanes n to m clear” if there are no Xs
 - Go to the other Judge and compare the second take off slip
 - Announce either a dual confirmed Early Take Off, lane number and which swimmer or, “All clear Lanes 1 to 4 or Lanes 5 to 8”

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- **At the End of the Session:**
 - Collect equipment (radios, bells, lap counters, clip boards, watches, and pencils)
 - Collect “Order of Finish” heat sheets and any “master” heat sheets from Deck Referees and Starters, if being used
 - Collect lane Timer Sheets and take them to the Administrative Referee (Official)
 - Plan for a post-meet session to debrief and prepare for the next session, as needed
- **After the Competition:**
 - Thank all the officials
 - Complete requested evaluations as assigned
 - Collect all sign-in sheets for input into OTS
 - Deliver sign-in sheets to person(s) responsible for OTS data for the meet
 - Remember to include Time Trials
 - Remember to mentor in a constructive manner if there is a need to talk to an official about suggestions for improvement
 - Thank your CJ colleagues and yourself for a job well done. You’ve completed an assignment which had a great influence on the success of the meet
- **REMEMBER:** You are working with volunteers. Adopt a kind and thoughtful mentoring approach at all times.

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THE CHIEF JUDGE – GUIDELINES FOR BREAKOUT OF ASSIGNMENTS

- **Team Lead or as assigned:**
 - Daily Greetings, Announcements and Timelines
 - Introduce the Meet Referee, Meet Director and the Assigned Team
 - Resolution of personality issues among the team
 - Resolution of concerns with deck officials
 - Keeping briefings on track and on schedule
 - Setting up team assignments so each judge gets a rotation through each quadrant
 - Being flexible on jurisdictions and protocol and adapt to the requirements of the Meet Referee, as well as the needs of the athletes and the meet
- **Briefing of Officials:**
 - Conduct a stroke briefing appropriate for the level of meet
 - Convey Deck Protocol expected for the meet
 - Review Proper Lead-Lag protocol for Stroke Judges
 - Review jurisdictions and 15m mark for the meet
 - Review the Chief Judge’s role and how to communicate with the Chief Judge
 - Review Relay Take-off’s, Dual Confirmation and X = Early Take Off, O = Good Exchange
 - Review expectations for Time Trials
- **Managing of Timers and Counters**
 - Prepare timer clipboards with pencils and watches. Check with venue to assure timer clipboards are ready
 - Add timers’ recording sheets and counting or split sheets for distance events to clipboards
 - Distance Events – ensure “split sheets”, lap counters and bells are operable and in place
 - Make sure timers know that they are responsible for checking swimmers and relay team’s names
 - Announce and give instructions if using officials as timers
- **Managing of Officials**
 - Take attendance
 - Announce and post officials’ assignments in multiple locations
 - Announce Relay Take-Off Judging assignments & hand out relay take-off slips
 - Make sure relief shifts and rotations are clear and when and how relief will take place during the session
- **Management of Deck**
 - Prepare Master Heat Sheets
 - Distribute heat sheets and deck assignment sheets to Meet Referee, Replay Referees, Deck Referees, Starters (include “Order of Finish”) and Evaluators
 - Include Heat Sheet - 2 column / single sided, and adequate DQ slips for CJs
 - ONLY Deck Referee and Meet Referee, Starter and Chief Judge heat sheet include the “timeline”
 - Include counting sheets for distance day events on Starter's clipboard
 - Prepare relay take-off slips and hand out to appropriate officials
 - Radios
 - Hand out radios prior to each session and collect radios at the end of each session (remember the Invigilators and Replay Referees)
 - Make sure that radios are in a secure location between sessions
 - Make sure radios are charged
 - Conduct a radio check prior to each session
 - Chairs for officials at the start and turn ends are in position and toweled dry

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N2 CJ Evaluation – Prerequisites for requesting an evaluation:

- N2 certified Stroke & Turn (ST) Judge **and** either LSC certified Deck Referee **or** LSC Certified CJ (if the LSC has a certification)
- Must have worked a combined 16 sessions as CJ or ST prior to requesting evaluation with at least 8 of those sessions as CJ at meets with a dedicated CJ team, using pre-meet, session briefing, on-deck and post-session responsibilities.

N2 CJ - Performance Requirements for an Advancing Evaluation:

- Demonstrates an understanding of the current USA Swimming Rules and Regulations
- Demonstrates an understanding of the current Rules Interpretations published by the USA Swimming Rules and Regulations Committee
- Demonstrates a basic understanding of National Championship protocol and guidelines for the CJ position
- Demonstrates an initial awareness and knowledge of the Chief Judge duties and responsibilities as outlined by the Meet Referee
- Completes the duties and responsibilities with guidance from others
- Demonstrates awareness of the urgency and timely need for processing all duties and responsibilities
- Completes the paperwork and processes needed for success with guidance from N2 or N3 Chief Judge mentors
- Demonstrates an understanding of “working as a team,” and performs as a team member
- Demonstrates an understanding of the need for attention to detail and accuracy
- Uses the radio to accurately communicate using the recommended protocol
- If the evaluation is satisfactory and all other requirements are met, submits a “National Certification Application” using the OTS

N3 initial CJ Evaluation (this is not a certification level) – Prerequisites for requesting an evaluation:

- N3 Stroke and Turn Judge and N2 CJ certifications
- Active as an N3 ST and N2 CJ or DR in the LSC at all levels of meets
- At least 8 sessions as a Chief Judge (where a CJ team is used in each session) since certification as N2 CJ

N3 initial CJ Evaluation - Performance Requirements for a recommendation to proceed to an N3 final Evaluation:

- Demonstrates an understanding of, and correctly applies: the current USA Swimming Rules and Regulations, the current Rules Interpretations published by the USA Swimming Rules & Regs Committee, and National Championship protocol and guidelines for the CJ position
- Demonstrates advanced understanding of the Chief Judge duties and responsibilities outlined by the Meet Referee
- Completes all of the assigned duties and responsibilities with minimal guidance from others
- Undertakes all duties and responsibilities with the appropriate sense of: correctness, attention to detail, consistency, urgency and timeliness
- Understands the flow of “paperwork” and processes needed to be a successful CJ
- Works well with the team of CJs, showing initiative and support for the team members
- Demonstrates attention to detail and performs duties with consistent accuracy

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N3 final CJ Evaluation – Prerequisites for requesting an evaluation:

- Active Chief Judge since N3i evaluation with varied experience that includes OQMs such as Futures, Zones, Sectionals, and LSC Championships
- Worked at least eight (8) sessions as a Chief Judge after receiving a “recommendation” N3 initial CJ evaluation

N3 final CJ Evaluation - Performance Requirements for N3 Certification recommendation:

- Understands and correctly applies: the current USA Swimming Rules and Regulations, the current Rules Interpretations published by the USA-S Rules & Regs Committee, and National Championship protocol and guidelines for the CJ position
- Understands and correctly applies National Championship protocol and guidelines for the position
- Applies correctly the Chief Judge Duties and Responsibilities outlined by the Meet Referee, as conveyed by the Team Lead Chief Judge
- Completes, without guidance from others, all assigned duties and responsibilities consistently and correctly with appropriate attention to detail, use of radio protocol, urgency, and timeliness
- Works well with the team of CJs, demonstrating the ability to lead, motivate, and resolve conflicts

If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.

The “Professional” Starter -or- It’s more than three short words!

The “Professional” Starter should:

- **Know the Rules** and the protocols, procedures, and philosophies for being a successful starter
- **Be on time for each session and officials’ briefing, dressed appropriately in a professional manner**
- **Be flexible and adaptable to all procedures made by the Meet Referee or Head Starter that may differ from the suggested guidelines offered in this document**
- **Confirm assignments, rotations, and invigilating schedule with the Head Starter:**
 - Be aware how heats will run – fly-overs, cleared pool, flighting, or events or heats alternating by gender
 - Confirm the meet procedures for Starters that may include additional responsibilities, including:
 - timer instruction - be aware of timing system (number of buttons and watches or cameras) and provide instruction to timers at the designated time established by meet director
 - a rotation involving stroke or turn judging, taking order-of-finish, distance counting, ringing the bell for the lead swimmer in a distance heat, relay take-off judging or head timer responsibilities
 - Be aware of swimmers with disabilities who may require special starting accommodations and know the rules and procedures
- **Confirm meet protocol and procedures for the Starter-Deck Referee (DR) teams and with the individual Deck Referees with whom you are teamed:**
 - Work as a team with the Deck Referees and Chief Judges
 - Be aware when jurisdiction will be turned over to Starter, indicated by Deck Referee’s out-stretched arm
 - Confirm how to make Deck Referees aware of next-up swimmers behind the blocks affected by suit malfunctions, cap or goggle issues or unexpected empty lanes
- **Pre-Meet and Pre-Session:**
 - Become familiar with the starting system by checking the equipment during the session warm-up period
 - There are a variety of microphones in use. Practice with the mic during warm-ups to feel comfortable with the device
 - Omega microphones display a green light when the timing system is ready for the next start. When outdoors, confirm you can clearly see the green light and be prepared to notify the DR when the green light has not been displayed
 - Check your voice level in the microphone with another Starter monitoring the audio level in all lane speakers
 - After confirming with the equipment staff, perform a test start to get a feel for how sensitive the starting button may be
 - Find your optimum deck positions for both forward and back starts so that all swimmers can be clearly and individually viewed
 - Find out where the Deck Referee will stand adjacent to your position. Ask him or her to extend their arm so that it can be seen in your peripheral vision, without blocking your view of the swimmers. Make sure you and the DR are standing close enough that you can converse quietly. It may be about swimmer issues, green lights, step down requests, etc.
 - Be prepared with a master starter heat sheet if you have been asked to use one for marking all false starts, no shows, declared false starts, and any other notes. Also acquire an OOF (Order Of Finish) heat sheet, if the meet’s procedures call for the off-duty starter to take OOF
- **During the Start:**
 - Assume your deck position to start the upcoming heat prior to the finish of the current heat. In some cases, the previous event’s results are scrolled on the scoreboard, allowing for a bit more time to take position
 - Your body language should convey that you are relaxed and confident
 - On the long whistle (second long whistle for the back start), have the microphone in a “ready” position
 - Secure the cord by holding it with your free hand
 - When all swimmers have stepped on the blocks the Deck Referee will turn over jurisdiction to the Starter

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- Be patient when allowing all swimmers to assume the position on the blocks they want to use for the start. Watch to see their feet are in the final chosen position. The swimmers will then show you when they’re ready to hear the “Take Your Mark” instruction
 - If “track style” starting platforms are used, swimmers may require a bit more time to assume their position
 - If “backstroke ledges” are used, ensure at least one toe from each foot is in direct contact with the end wall or timing pad prior to the start, but not curled over the top of the pad, gutter or end wall or above them
- Deliver the “Take Your Mark” instruction in a calm, conversational tone that’s loud enough for the swimmers to hear over any possible crowd noise, but not so loud the instruction sounds like a shouted command. Use a cadence that is inviting with a slight falling in pitch
- Swimmers start the heats – not the starter! Be patient - the swimmers will show you through their body language when they are ready to hear “Take Your Mark” and for the starting signal
- When that “sweet spot” moment is achieved, and the swimmers are stationary, push the starting button
- After the start be ready to take the mic in the event the heat needs to be recalled
- The microphone should be to a position where it can’t be bumped, and the cord isn’t in a traffic zone that could cause tripping
- Step out of the starting area to allow more room for Deck Referee, Chief Judge and Stroke Judge
 - Avoid conversing with the DR unless it involves a possible false start or another timely matter
- Using the Starter’s heat sheet, confirm the next heat’s swimmers are reporting to the assigned lanes. Note on the heat sheet any “no shows”, “declared false starts”, false starts or other matters for which there should be a record
- Begin preparations to start the next heat
- **Use the False Start Protocol:**
 - Remember the definition of a false start: *Any swimmer **starting** before the starting signal is given, shall be disqualified if the Referee independently observes and confirms the Starter’s observation that a false start occurred.*
 - After the start and the microphone is replaced, calmly mark the Starter heat sheet to indicate which heat and lane the false start was observed. Double-check that mark for accuracy of heat and lane
 - Any mark can be used as long as the Deck Referee can tell a particular heat and lane has been indicated, whether it’s circling the lane number, underlining the lane number and name, placing a visible dot next to the lane, etc.
 - Show the marked heat sheet to the Deck Referee and implement the procedure discussed prior to the start of the meet. It should include pointing out the heat and lane, as well as verbally indicating a false start was observed. The Deck Referee should also show the Starter his/her marked heat sheet as confirmation of a false start. Under no circumstance should a false start confirmation be based solely on a discussion.
 - When a Chief Judge is available, they will fill out the disqualification form and hand it to the Starter for signature. Double check the event, heat, lane and, possibly the name and team, have been correctly noted and the false start box was checked before signing and handing the form back to the Chief Judge
 - When a Chief Judge is not available, the Starter completes and signs the disqualification form before handing it to the Referee for final sign-off
 - If necessary, note any peculiarities to the false start on the heat sheet for later reference; possibly when advising a coach or swimmer of the observed action
 - Don’t hesitate to use the recall option if you feel an external noise (ex. coach’s whistle) or motion (activity around the starting blocks) has interfered with a swimmer’s ability to achieve a fair start
- **When Using Other Commands;**
 - To address the athletes with the microphone, refer to the swimmers as “Ladies” and “Gentlemen”
 - Remember to use “Please” and “Thank you”

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- If it is necessary to stand the field after the TYM instruction, for both forward and back starts, say, “Stand please”
- If the Deck Referee asks for the swimmers to step off the blocks, say, “Ladies (Gentlemen), step down carefully please”
- The Deck Ref may request you clear pool by saying “Thank you Ladies/Gentlemen.” If more instruction is needed, say, “Ladies/Gentlemen, please clear the pool”
- Use of the “Relax please Ladies/Gentlemen” instruction means it will be a prolonged period before the starting sequence will begin. The “Relax” instruction should not be used in place of a “Stand Please” instruction for backstroke starts
- If a swimmer’s toes are curled over the top of the pad, or not in contact with the pad when ledges are used prior to the start of the backstroke, address the swimmer by saying, “Lane 7, toes please”

N2 Starter - Prerequisites for requesting an Evaluation:

- LSC-certified Starter for 16 sessions
- Certified as N2 Stroke & Turn Judge
- Must work at least 4 sessions at the OQM, with at least 3 evaluation sessions as a Starter

N2 Starter - Performance Requirements for an Advancing Evaluation:

- Know the rules for starting
- Understands basic starting protocols and procedures (distance counting, OOF, etc.)
- Understands how to start swimmers with disabilities
- Understands how the starting system operates
- Establishes a comfortable starting position on deck for both forward and back starts
- Prepared and in position prior to each heat; comfortable holding microphone and cord
- Delivers TYM calmly and with necessary volume
- Shows PATIENCE before delivering TYM and starting signal
- Understands the use of other commands
- Understands and practices the False Start Protocol
- If the evaluation is satisfactory and all other requirements are met, submit a “National Certification Application” using the OTS

N3 initial Starter Evaluation (this is not a certification level) – Prerequisites for requesting an evaluation:

- N2 Starter certification and N3 Stroke and Turn certification
- Active as an official in the LSC at all levels of meets
- At least 8 sessions as a Starter, recorded in OTS, since N2 certification

N3 initial Starter Evaluation - Performance Requirements for a recommendation to proceed to an N3 final Evaluation:

- Understands how the starting system operates; tests it during warm-ups without guidance
- Observes, without scrutinizing, next-up swimmers
- Shows preparedness when the heat is turned over by the Deck Referee
- Is comfortable with starting deck position and microphone
- Uses PATIENCE before delivering the TYM, and does so calmly with necessary volume
- Uses the proper TYM cadence that includes a slight falling in pitch
- Shows awareness of external noises or motions that may affect swimmers’ start and properly reacts
- Follows proper deck positioning before, during and after starts

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- Correctly uses other commands, without over-use (e.g. standing swimmers)
- Correctly follows false start protocols
- Shows consistency in delivery, positioning, awareness and demeanor

N3 final Starter Evaluation – Prerequisites for requesting an evaluation:

- Worked at least eight (8) sessions as a Starter, recorded in OTS, after receiving a “recommendation” N3 initial Starter evaluation

N3 final Starter Evaluation - Performance Requirements for Certification:

- Arrives on-time, prepared with necessary personal equipment, and properly/professionally attired
- Knows and consistently follows all the pre-meet/pre-session duties
- Consistently delivers starting instructions showing ideal PATIENCE, timing, cadence and awareness
- Consistently and properly uses other commands
- Consistently follows False Start protocols
- Consistently self-critiques with a determination to improve his/her starting talent
- Consistently shows a starting demeanor that is calm, comfortable and assured

If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.

The “Professional” Deck Referee -or- It’s more than blowing a whistle!

The “Professional” Deck Referee should:

- **Know the Rules** and the official interpretations published by the USA Swimming Rules Committee
- **Be on time for each session and officials’ briefing, dressed appropriately in a professional manner.** Be aware that you may be asked to answer questions about rules.
- **Be flexible and adaptable to all procedures made by the Meet Referee or Head Starter that may differ from the suggested guidelines offered in this document**
- **Confirm assignments, rotations, and invigilating schedule with the Head Starter**
- **If assigned to invigilate controlled warm-up:**
 - Coordinate with the assigned Starter to observe the pool and enforce compliance with warm-up rules
 - Open pace lanes and racing start lanes at the designated time in accordance with posted warm up procedures (open additional racing start/sprint lanes if demand warrants). Coordinate with the Announcer and Marshalls
 - Assist the Starter in checking starting equipment and starting platforms
 - Review deck set-up in general – quietly notify Meet Referee of deficiencies or safety issues
- **Coordinate with the Meet Referee and other Deck Referees to:**
 - Establish how heats will be run – fly-overs, cleared pool, “chase starts”, etc.
 - Establish “standard” whistle protocol for the meet and where the “on deck” referee will be located
Suggested protocol:
 - Short whistles - based on the meet pace established by the Meet Referee
 - Long “step up or in” whistle – when the swimmers are ready (If possible, resolve any issues before the first long whistle)
 - Second long whistle for backstroke –
 - With ledges – when last swimmer has returned to the wall
 - Without ledges – when last swimmer surfaces
 - Turn the heat over to the starter when all swimmers are accounted for; either on the blocks or in the lanes and there are no apparent issues behind the blocks. (This should be immediately after the last whistle for most heats). Ask the Starter to say “Relax please” or step the swimmers down if any issues can’t be promptly resolved. Remember the outstretched arm does not necessarily “close” the heat. USA Swimming rules do not specify when a heat is “closed”.
 - Let the Starter decide when the swimmers are ready to start.
 - Manage the starting area – timers seated for starts, only current heat swimmer in front of timers, etc.
- **Work with the Starters:**
 - On their preferred starting location, where you will stand and how you will turn the heat over to them
 - To decide how you will resolve common issues like “untidy” starting block areas (reduce the chaos to a minimum to set the tone for the meet)
 - On accommodation for disabled swimmers
 - On how you would like to be advised of swimmers with problems in the starting area, equipment issues, etc.
 - To verify “possible false start” procedure and protocol
- **Work with the Chief Judges:**
 - To establish procedures for DQ, DFS and “No Show”
 - To establish swimmer notification procedures for all disqualifications
 - To be sure they understand the radio protocol
- **Read and understand the information in the Meet Announcement**, including warm-up requirements
- **Check with the Admin Ref** after your shift to see if any ties need to be resolved. Start working on them immediately (before scratch deadline). Consider ties for the last places in finals heats, for alternates and any others that could move into contention if there are one or more scratches from, or “no shows” in, finals. Take into

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account any restrictions on who can swim in finals. Find (page) the coaches involved and mediate the resolution. If a swim-off is needed, insist it be within the time required by the rules. If another method is suggested by the coaches (one defers to another, a coin toss or other method), record the result and convey it to the Administrative Referee. If scratches absolutely remove the need for resolution, inform the coaches.

- **Keep the meet flowing**, but do not pressure starters to “pick up the pace”
- **Try not to turn away from the pool** while a heat is in progress - avoid any “paperwork” until all heads are up after the start
- **Record the start time of each event**
- **At the end of each event, reconcile DQs, “no shows” and any adjustments with Admin or Admin Official** according to the methods defined by the MR - either in person with nearby AR, or by radio if AR is in a remote location.
- **Develop your own “mental check list”** of things to do before, during, and after your duty session. For example:
 - **Before the session:**
 - Check the Meet Announcement and heat sheet:
 - Championship seeding when the meet is in Preliminary-Final format
 - Transitions from slowest to fastest and fastest to slowest heats, including alternating gender
 - Breaks between events
 - Check sequence of deck seeded vs pre-seeded events in the session
 - Deck seeded events; verify that the seeding has been distributed
 - Any others you, or others, have experienced
 - **Before each event:**
 - Check for re-seeds. If any, are they on colored paper? Do the announcer, coaches, officials, and timers have them? Have copies been posted conspicuously for swimmers?
 - Ensure the timing console is set to the correct distance whenever change is occurring
 - Is your Starter (and are you) ready and are CJs and Judges in place
 - **Before each race:** (All of this should only take a second; two at most)
 - scan the deck for officials in position and equipment problems (pads hanging, cables in lanes, people leaning on backstroke flag poles, etc.),
 - glance at the starter to see if issues have been observed
 - if finals, count the swimmers while parading or being announced
 - check if timing has been reset (ability to do this will depend on the system used and location of cues, if any)
 - **After the start:**
 - glance to see if the timing system started (consider a recall if it didn’t)
 - watch for all heads up
 - move a few meters down the pool (never more than 1 or 2 meters past the backstroke flags)
 - glance back at start end judges
 - note start time (if it is the first heat), empty lanes and false starts
 - watch swimmers and stroke judges
 - in distance races – check scoreboard (if visible) for missed touches and incorrect counters (use CJ to convey corrections)
 - check turn end judges
 - acknowledge and note any DQs and process them expeditiously
 - move back to start with incoming swimmers at the end of the heat
 - glance at Starter to see if there may be issues with the next heat
 - blow short whistles, etc.
 - **After each event:**
 - check that all DQs have been finalized (including swimmer or coach notifications)

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- reconcile DQs, DFSs, No Shows and adjustments with admin so the event can be “closed”
- check with admin for potential “swim offs” and resolve positions for finals
- take a well-earned break
- return for “next up” duties, which may include assisting the current Deck Referee
- **Important things to consider:**
 - Be neatly uniformed and project confidence
 - Try to face the pool when standing anywhere near it, even when not on duty
 - Be alert, attentive, focused, calm, professional, and approachable
 - Always be “friendly” and helpful to coaches, swimmers, and other officials
 - Try to take all discussions and emotional issues off-deck and away from front and center
 - If issues need to be resolved or discussed, consider turning the heats over to the “next up” Referee
 - Similarly, be ready to step in when “next up”. Watch and listen so that you don’t need to be summoned.
 - Maintain your sense of humor
- **Remember, the Professional Deck Referee:**
 - can adapt to meet conditions and needs
 - is willing to learn
 - doesn’t read more into the rules than is written, and generously applies common sense
 - makes sure the benefit of the doubt goes to the swimmer
 - finds ways (within the rules) to let swimmers compete, and doesn’t over interpret procedural rules
 - appreciates swimmers, coaches, officials and volunteers of all levels and interacts with them respectfully on all occasions
 - is neatly uniformed, looks confident, is competent
 - advises the Meet Referee and Deck Referees of any non-routine decisions made. If possible, involves them in those decisions
 - does the Deck Referee job well and doesn’t overstep those responsibilities unless asked by the Meet Referee
 - self-evaluates after all shifts, sessions, and meets

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N2 Deck Referee – Prerequisites for requesting an Evaluation:

- LSC certified Deck Referee for at least 16 sessions **and** N2 Stroke & Turn certified
- Must work at least 4 sessions at the OQM, with at least 3 evaluation sessions as a Deck Referee

N2 Deck Referee - Performance Requirements for an Advancing Evaluation:

- Has read the Meet Announcement, absorbed Instructions from the Meet Referee and applies them
- Knows the stroke, turn, starting, and relay exchange rules and their interpretations
- Understands basic protocols and procedures for running events in meets; keeps to the “timeline” and meet rhythm and tempo required by the Meet Referee
- Works with other Deck Referees, Starters, Chief Judges and Stroke and Turn Judges as a “team player” during warm-up (invigilating), pre-meet and session meetings, and during the meet. Arrives at all meetings on time
- Uses recommended radio protocol when conversing with CJs, ARs and the Meet Referee
- Handles DQs and the related “paperwork” promptly and appropriately
- Recognizes and records “false starts”
- Promptly closes out each event and resolves any ties for positions in finals in accordance with the rules
- Remains ready to assist other Deck Referees when necessary
- Understands the meet is for the swimmers
- Is neatly and correctly uniformed and has a calm, confident, polite, and professional demeanor

N3 initial Deck Referee Evaluation (this is not a certification level) – Prerequisites for requesting an evaluation:

- N2 Deck Referee certification **and** N3 Stroke & Turn certification
- Active as an official in the LSC at all levels of meets
- At least 8 sessions as a Deck Referee, recorded in OTS, since N2 certification

N3 initial Deck Referee Evaluation - Performance Requirements for a recommendation to proceed to an N3 final Evaluation:

- Applies the requirements expected of the N2 Referee without reminders
- Knows and understands the Deck positions, functions, and protocols used at National Championship meets
- Works comfortably with the rest of the deck team and doesn’t unnecessarily interfere in their duties
- Understands the needs of swimmers before, during, and after the swim, and accommodates them within the rules and requirements established by the Meet Referee
- Understands the role and needs of the Administrative Referee, the timing system operator, and the Announcer
- Controls the tempo and rhythm of the event in accordance with the Meet Referee’s instructions
- Understands the different protocols used at high level meets – Replay Referee, FINA protocols, etc.
- Appropriately applies safety related procedures – invigilating, attention to the pool, and general vigilance
- Comfortably uses the recommended radio protocol
- Looks and acts like a very experienced Deck Referee

N3 final Deck Referee Evaluation – Prerequisites for requesting an evaluation:

- Worked at least 8 sessions as a Deck Referee, recorded in OTS, after receiving a “recommendation” N3 initial Deck Referee evaluation

N3 final Deck Referee Evaluation - Performance Requirements for Certification:

- Very comfortably applies all of the requirements expected for N2 and N3 initial evaluations
- Fully understands and demonstrates the role of the Deck Referee at National Championships
- Regularly works lower level and LSC meets in all deck roles and helps develop and mentor officials at all levels

If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.

The “Professional” Administrative Referee -or- It’s more like Service with a Smile!

The “Professional” Administrative Referee should:

- **Know the Rules of the meet;** discuss conduct of the meet with the Meet Referee, including paperless protocols.
- **Read and Understand the Information in the Meet Announcement,** including: FAX, email and late entries, minimum entry times, how many events each swimmer may enter for the entire meet, and eligibility parameters.
- **Work with Entry Chair;** resolve eligibility issues, inspect psych sheet and timeline before posting.
- **Make sure you have all the needed supplies:**
 - Several 3 Ring Binders; may include Meet Announcement, psych sheets, alpha lists, all entries, all events, exceptions report, and heats by day after scratch deadline
 - DQ Slips and DQ Log Forms
 - No-Show Slips and No-Show Penalty Forms
 - Relay Cards or the ability to make Relay Cards
 - Distance Event “Positive Check-in” Folders
 - Scratch Box and Scratch Cards
 - Computer Change Forms
 - Psych Sheets (reviewed prior to distribution)
 - Exception Reports, produced by your Computer Operator
 - Office Supplies, including the much-needed stamps, pens, pencils, staples, hole-punch, highlighters, tape, etc.
 - Filing system – for after the event has been completed
- **Get ready for the General Meeting** and take:
 - The Scratch Box and Scratch Cards
 - All Meet Event Folders
 - A list of swimmers and teams who have not checked-in for the positive check-in distance events or relays
 - Meet Announcement
 - Some supplies and computer change forms
- **Manage confirmation of Official Times and resolve Timing Issues:**
 - Make timing adjustments (work with the Computer Operator and Head Timer)
 - Supervise the Timing Equipment Operator and Timing Judge
 - Supervise and work with the Computer Operator
- **Work with the Computer Operator to:**
 - Add advertisement logos to the meet program
 - Seed preliminaries after scratches
 - Seed finals after “Intent to Scratch,” “Scratches”, and any ties have been finalized
 - Possibly seed Time Trials, as determined by the Meet Referee and meet management
- **Work with the Chief Judges to:**
 - Verify procedures for DQ, DFS, and “No Show”
 - Be sure CJs (*and ARs and the Deck Referees*) understand and are using the same radio protocol
 - Confirm how Relay Cards will be handled prior to and at the time of the event
 - Determine number and type of heat sheets needed (i.e. 2 columns, single sided)
- **Check with the Deck Referee** at the end of each event to let them know if swim-offs are needed. Remind them that they must be held within the time required by the rules. If the coaches use another method to resolve ties, record the result. Produce swim-off heat sheets (reflecting the DR’s negotiations) and give them to the DR for distribution to the announcer, other officials, coaches and timers. If scratches remove the need for resolution, help the DR inform the coaches.
- **Be proactive and always work with the coaches.** Call or text a coach when their swimmer has “no-showed” or has moved up or into Finals. Always deal with a coach’s questions or concerns with a smile. Your job is to assist the swimmers and coaches.

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- **Approve** all heat sheets programs and results for distribution, to post, to go to the Announcer and for your meet folder.
 - If heat sheets for a session change any time after the initial publication, use colored paper (use a very different color for each new distribution in a session), clearly stamped “RESEED”, for distribution to coaches, announcer, officials, and timers and posting for swimmers and spectators. If possible, have them hand delivered to affected coaches and athletes.
- **As the Administrative Referee at the venue, possibly be involved in:**
 - **Before the session:**
 - Making announcements as needed
 - Taking Declared False Starts (DFSs) until the session begins
 - Assisting swimmers and coaches with any needs, including the declaring of a false start
 - Seeding, with accuracy
 - Taking scratches for finals and assisting coaches with Scratch Cards and Computer Change Forms
 - Accurately entering all scratches and computer changes in the meet event binder
 - Printing an accurate program – keeping in mind “slowest to fastest” and “fastest to slowest” events, alternating events, genders or age groups, and changed event orders
 - Communicating with the Meet Referee to produce pre-scratch and post-scratch timelines
 - **After the start of the session:**
 - Turn over the handling of DFSs to the Chief Judges and Deck Referees at the start area
 - Listen for any Disqualifications, “Declared False Starts” or “No-Shows” and noting them
 - Notify the Computer Operator of “no-shows”, DFSs or potential DQs; finalizing them after signed slips are received
 - Document each DQ and DFS in the DQ Log
 - Notify the coach of a “No-Show” swimmer of any penalty and the positive check-in requirements (form and deadlines) for future seeding in the meet. Fill out a No-Show Penalty Form with all relevant details including the event, heat and lane of any “penalty” DQs. Advise the appropriate DRs (using the starting area CJ, if necessary).
 - Check times for accuracy; making timing adjustments if needed
 - **After each event:**
 - Check that all DQs have been accurately completed and processed (including swimmer/coach notification)
 - Listen for a summary of DQs, DFSs and No-Shows from the Deck Referee(s)
 - Immediately counting the number of No-Shows, DFSs and DQs recorded and reconciling with the Deck Referee’s summary so that the results may be finalized for announcement
 - Advise Deck Referees of potential swim-offs. Text or announce Coaches involved in swim offs. Follow-up to confirm any ties for positions in finals have been resolved.
 - Prepare for the next event
 - Getting the results (interim results if “flighted seeding” is used) to the Announcer for broadcast of finals qualifiers and alternates, and the Scratch and “Intent to Scratch” closing time for the event.
 - Notify coaches of swimmers who have moved up, due to scratches, including new 1st and 2nd Alternates
 - **After the Deadline for Scratching a Finals Event:**
 - Check for Final scratches. Following-up any “Intents to Scratch” that are waiting on later events.

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- Seed Finals after verifying all ties and scratches are finalized, considering “fighting” or other program issues
- Double-check Finals Seeding: independently verified by MR or AO, or AAR
- Make sure all timelines and advertisements are in the Finals Program. Double-check and have Meet Referee double-check timelines for breaks, changes, alternating or alternative (fighting) event or heat order, and any other special conditions
- **Be Knowledgeable about your Timing Equipment and Meet Management Software**
 - Work with your Timing Equipment Operator and keep them informed about DFSs, DQs and No-Shows
 - Be familiar with what your Timing Equipment and Meet Management program can do for you
 - Produce forms, and know processes, that can help you best manage your assignment and interact with the operators
 - Help minimize disruptions to the Computer Operator
- **Other Important items:**
 - You will coordinate and interact with the Clerk of Course.
 - You will help the Meet Referee in making decisions during the meet.
 - Be alert, attentive, focused, calm, professional, and approachable.
 - Always be “friendly” and helpful to coaches, swimmers, and other officials.
 - Take all discussions and emotional issues off-deck.
 - You may be a Trainer for new apprentice Administrative Referees.
 - Prioritize your work – urgent vs. routine tasks on the meet needs.
 - Maintain your sense of humor.
- **Remember, Professional Administrative Referees:**
 - Can adapt to meet conditions and needs and are willing to learn.
 - Help make sure the benefit of the doubt goes to the swimmer.
 - Generously apply common sense (within the rules) and don’t over interpret procedural rules.
 - Are neatly uniformed, look confident, are competent.
 - Consult the Meet Referee on any non-routine decisions.
 - Do the Administrative Referee job well and don’t overstep those responsibilities unless asked by the Meet Referee.
 - Self-evaluate after all shifts, sessions, and meets.
 - Remember that you are part of a team.

N2 Administrative Referee - Prerequisites for Requesting an Evaluation:

- N2 Deck Referee or LSC Administrative Referee certification and N2 Stroke & Turn certified
- Recommendation from LSC Officials Chair or another N2 or N3 AR
- At least 16 sessions working as an Administrative Referee, or Administrative Official at meets with “check in” events; and at least 8 of those sessions at preliminary/finals meets with scratching from finals procedures
- Must work at least 4 sessions at the OQM, with at least 3 evaluation sessions as an Administrative Referee

N2 Administrative Referee - Performance Requirements for an Advancing Evaluation:

- Arrives at the meet with necessary equipment and supplies, or has arranged for them
- Completely understands the rules and procedures for the meet set in the Meet Announcement
- Uses appropriate procedures for timely preparation of accurate heat sheets for preliminaries and finals, including management of scratches

The “Professional” Administrative Referee -or- It’s more like Service with a Smile!

- Reconciles DQs and no shows, advises Deck Referee of “swim off” possibilities and follows up, reviews and checks all results and any timing adjustments or corrections during or after each event. Knows how to make timing corrections
- Finalizes all results after each session, day, and the meet. Prepares any reports for special occurrences (records, incidents, etc.)
- Keeps an organized work area and uses an acceptable filing and paper management system so that all information is readily available
- Understands the timing system and scoring program being used and their limitations. Can operate the basic functions of those systems if necessary
- Works well with other officials, timing system and meet management program operators, and coaches
- If the evaluation is satisfactory and all other requirements are met, submit a “National Certification Application” using the OTS

N3 initial Administrative Referee Evaluation (this is not a certification level) – Prerequisites for requesting an evaluation:

- N2 Administrative Referee and N3 Stroke & Turn certification
- At least 8 sessions as an Administrative Referee since N2 certification at meets using “check in,” and preliminaries and finals with scratching from finals procedures

N3 initial AR Evaluation - Performance Requirements for a recommendation to proceed to an N3 final Evaluation:

- Arrives at the meet in sufficient time to perform pre-meet duties with all necessary equipment and supplies (or has arranged for them and verified that they are there)
- Performs all the duties and procedures outlined for N2 evaluation with the addition of the management of scratches from preliminaries to prepare heat sheet
- Has more than basic knowledge of the scoring program being used
- Anticipates and resolves potential issues

N3 final AR Evaluation – Prerequisites for requesting an evaluation:

- Worked at least 8 sessions as an Administrative Referee, recorded in OTS, after having received a “recommendation” N3 initial Administrative Referee evaluation at meets using National Championship Meet procedures for “check in”, scratching and seeding for preliminaries, and scratching from finals. (Penalties may be different.) Sessions meeting all these requirements at an N3 initial evaluation may be used.

N3 final Administrative Referee Evaluation - Performance Requirements for Certification:

- All of the performance requirements for N2 and N3 initial evaluation with little, or no, supervision
- If necessary, can step in to fill the Meet Referee role temporarily
- Consistently shows a demeanor that is calm, comfortable, competent and cooperative

If your evaluation is satisfactory, and all other requirements are met, you will need to submit a “National Certification Application” using the OTS.