

Adirondack Swimming Administrative Official

Administrative Official Minimum Standards:

*Education and Training:

1. Attend a formal clinic or participate in one on one training with a Mentor Designated by the Officials Chair.
2. Must take the USA-S Timer, Timing Judge, Clerk of Course and Administrative tests before apprenticing.
3. On the dry deck, apprentice with a mentor for a minimum of 2 sessions.
(Mentor must have one year certification as an Administrative Official, Administrative Referee or a Referee)

*Evaluation and Certification:

1. Certify after passing (score at least 80%) USA-S Timer, Timing Judge, Clerk of Course and Administrative Tests and satisfactory performance at one meet.
2. Must be a Member of USA-S, pass Level 2 Background Check and complete the online Athlete Protection Training (APT) before officiating as an Administrative Official.

*Renewal:

Based on Satisfactory Performance.

*Referees who have been certified for at least one year can work in the Administrative Official (AO) capacity. When one works as an AO, that individual cannot work in another position for that session. Different people may work different sessions in the same meet as the AO.

*The AO may work in one or more positions, such as entry and registration personnel, clerk of course, timing system operator, scoring personnel, timing judge, meet management software operator (Hy-Tek, Touchpad, etc). The AO may also be a Referee, overseeing the "dry" side of the meet or may be a volunteer who only serves in the supervisory capacity of all the positions.

*A team which runs a meet Sanctioned by AD is required to name the Meet Referee and the Administrative Official, prior to having the times from the meet loaded to the SWIMS database.

*The absolute minimum number of officials required to run a Sanctioned Meet to be able to have the times loaded to the SWIMS database is four (4). A Referee, Starter, Stroke and Turn and Administrative Official are now required. The Referee and Starter may also work in Stroke and Turn capacity.

Administrative Official Defined:

The "Administrative Official" (AO) is one who reports directly to the Meet Referee and supervises/directs the following positions on the "dry" side of the meet (see Rule 102.14):

- Entry and Registration Personnel
- Clerk of Course
- Timing System Operator
- Scoring Personnel
 - Timing Judge
 - Meet Management Software Operator

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

The AO Must complete the minimum standards for Administrative Official set forth by the National Officials Committee.

Notes: Administrative Referee is an official who meets the above requirements and is also certified as a Referee by the LSC.

The OTS (Officials Tracking System) now includes AR (Administrative Referee) and AO (Administrative Official) which may be used to indicate full certification in the above positions.

Questions ... Contact the AD Officials Chair, JoAnn Faucett ... faucettjm@aol.com