



Administrative Official On-Deck Training Sessions

TRAINEE NAME: _____ DATE: _____

MEET NAME: _____ # OF SESSIONS: _____

(a minimum of four (4) sessions over two (2) meets with a Trainer(s))

Time trials and freestyle only sessions shall not count toward training session requirements.

P = Proficient NW = Needs Work D = Not Observed/Discussed	Session 1	Session 2	Session 3	Session 4	Session 5
SKILLS OBSERVED					
BEFORE THE MEET					
Understands role in preparing meet packet					
Sets up new Meet Manager file using information from meet packet					
Understands sanctioning procedures					
Imports entries (running session reports and exception reports as needed)					
Ability to backup, restore, export events file, etc.					
DURING THE MEET					
Understands and can perform positive check-in procedures					
Understands scratch procedures					
Can process deck entries					
Can deck seed with accuracy					
Prepares heat sheet, session report, and programs for distribution					
Prepares lane/timer sheets					
Adjusts swimmers in heats					
Understands lane malfunctions and selects correct time					
Understands and can calculate heat malfunctions correctly					
Uses established procedures for DQ, DFS, and No Show					
Understands table paper flow, organization, and filing					
Familiar with and understands common admin forms					
Accuracy and attention to detail					
Acts diplomatically, professionally, and respectfully with others					
AFTER THE MEET					
Prepares results for distribution					

** Required*

Is trainee recommended to become a certified Administrative Official? * ☐ Yes ☐ No

If no, what does the trainee need to work on going forward in their training?

TRAINER: _____ MEET REFEREE: _____

Trainer must be certified in the position for at least one (1) year.