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| OFFICIAL'S NAME/LSC/MEET(s)/DATE(s) | |
| | |
| CERTIFIER'S NAME/LSC | |
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| ADMINISTRATIVE OFFICIAL CERTIFICATION | |
| DEFINITIONS | |
| Certifier: An official designated by the LSC OC to certify training is complete. | |
| Clinic: Formal in person or online training clinic, recorded in Officials Tracking System (OTS). | |
| Certification: Administrative Official able to officiate at all LSC meets. | |
| Satisfactory Performance: Able to demonstrate Performance Requirements. Deficiencies must be provided by LSC OC or designee in writing to the affected official with an Action Plan to success. | |
| Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS. | |
| Trainer: Designated by the Referee at a meet or LSC OC, an official who has been USA Swimming certified in the position for 1+ year. If a 1+ year experienced official is not on deck, the Referee may select the most experienced certified official(s) to be a trainer(s). | |
| Training Sessions: Meet sessions that include strokes and/or relays. Time Trials and Freestyle Only sessions may not count toward training session requirements. Sessions shall be recorded in OTS. | |
| USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship. (apprentice or non athlete membership) | |
| Apprenticeship Requirements | |
| | USA Swimming Member |
| | Attend Administrative Official clinic |
| | Pass the USA Swimming Administrative Official certifications test with a score of 80% or more |
| | Apprentice as an Administrative Official for at least 4 training sessions over 2 meets with a trainer(s) |
| Certification Performance Requirements for Certification | |
| May be evaluated during last apprentice session and use MR sign-off for each session. Y-Yes, N-No, ND - Not Demonstrated | |
| | Understands the pre-meet entry and registration process. |
| | Arrives at the meet with necessary equipment and supplies, or has arranged for them. |
| | Understands the rules and procedures for the meet set out in the Meet Announcement |
| | Develops an understanding of the rules as outlined in the USA Swimming Rulebook for determination of official time. |
| | Introduced to meet set-up in meet management software to include software connection selection between computer and timing |
| | Uses appropriate procedures for timely preparation of accurate heat sheets. |
| | Uses appropriate procedures for timely preparation of lane timer sheets. |
| | Accurately performs timing resolutions for each heat. |
| | Observes computer operator move swimmers around in an event. |
| | Records and reconciles DQ and NS. |
| | Reviews, checks and finalizes all results & any timing adjustments/corrections for each event. |
| | Observes a heat malfunction resolution. |
| | Understands the timing system used and its limitations. Can operate basic functions of systems if necessary. |
| | Understands scoring program used and its limitations. Can operate basic functions of systems if necessary. |
| | Understands the role and duties of the Clerk of Course. |
| | Understands the role of the Referee and includes the Referee in decision making as appropriate. |
| | Works well with other officials, timing system and meet management program operators. |
| | Works well with coaches and athletes. |
| | Understands the importance of participating in many levels and types of meet as an Administrative Official. |
| | Understands performance criteria as outlined in Administrative Official Professional Document. |
| | Understands USA Swimming Safe Sport and MAAPP rules. |
| Comments (if needed) | |
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| Signature of MR (session 1) | |
| Signature of MR (session 2) | |
| Signature of MR (session 3) | |
| Signature of MR (session 4) | |
| Recommend Certification as Administrative Official | |
| <i>Certification must be complete within one year of the AO clinic.</i> | |
| <i>Please return completed evaluation form to the official's LSC Officials Chair or designee.</i> | |
| ADMINISTRATIVE OFFICIAL RECERTIFICATION EVERY 3 YEARS | |
| | Be a current non-athlete member of USA Swimming in good standing. |
| | Worked at least 8 sessions, within a 3 year period, as AO or in role as identified under rule 102.14 per year. |
| | Attend clinic (recommend AO Clinic) training every 3 years |
| | Pass USA Swimming Administrative Official recertification test with a score of 80% or more. |
| | Satisfactory performance as an AO. |