



Action Plan for Additional Practice Prior to Certification as an Official Minnesota Swimming

Name: _____ Club: _____

Email: _____

From time to time, it may be necessary for an apprentice official to gain additional practice as an apprentice beyond the minimum required apprentice sessions and training prior to certification as an official in a given position. This is to ensure that the official is qualified to independently perform the duties of an official as the 'lead' official at a meet and is intended to be helpful to the apprentice official. This log should be used to determine an action plan for certification that is mutually agreed upon between the trainer/mentor and the apprentice. Some reasons for additional practice as an apprentice official may include:

- In the opinion of the trainer/mentor or the Meet Referee, the apprentice does not meet one of the skills outlined in the apprentice log or the 'professional document' for the position.
- The apprentice official exhibits one or more deficiencies in performance that, in the opinion of the trainer/mentor or Meet Referee, would lead to the apprentice being unable to perform the role independently at an in-season timed final meet.
- The apprentice official requests additional practice prior to certification.

If a written action plan is used, steps requested should be reasonable and specifically address the identified growth opportunities mentioned in this apprentice log.

Reason for Action Plan

Please be as specific as possible and list the skill(s) the apprentice official would benefit from additional practice on. If the apprentice has requested additional practice, note that in this log.

Action Steps Prior to Certification as an Official

Please list the specific action steps that the apprentice official shall take prior to certification. Examples could include additional apprentice sessions, rewatching a clinic, demonstrating a specific skill during the next meet, or working as an 'assistant' in the position for a given period of time.

For Meet Referee and Trainer/Mentor: This action plan has been discussed with the apprentice, and the apprentice agrees does not agree (circle one) to follow the action plan.

Meet Name and Date: _____

Meet Referee Signature: _____

Trainer/Mentor Signature: _____

For Apprentice: Select one of the options below.

I agree to follow this action plan and understand that my trainer/mentor will transmit this action plan to the Minnesota Swimming Officials Chair or designee once completed.

I would like to discuss one or more of the components of this action plan with the Minnesota Swimming Officials Chair, and understand that they will make the final determination on this action plan.

Apprentice Signature: _____

Date: _____

Once pages 1 and 2 of the action plan are complete, the trainer/mentor and Meet Referee should transmit a copy of this action plan to the Minnesota Swimming Officials Chair, copying the apprentice official.

Completion of Action Plan

Once steps on this action plan are completed, the apprentice should discuss this action plan with the Meet Referee or their designee at the meet for which the steps of the action plan are completed. In the box below, the Meet Referee or Trainer/Mentor should provide documentation that the steps discussed in the action plan were followed in the box below. If additional practice is still necessary, the Meet Referee or Trainer/Mentor should complete a new action plan.

For Meet Referee and Trainer/Mentor: Select one of the options below.

The apprentice official has met all expectations discussed in this action plan and is ready to be certified in the _____ position.

The apprentice official has not met the expectations discussed in this action plan and I have discussed a new action plan with the apprentice.

Meet Name and Date: _____

Meet Referee Signature: _____

Trainer/Mentor Signature: _____

Once pages 1, 2, and 3 of the action plan are complete, the trainer/mentor or Meet Referee should transmit a copy of this action plan to the Minnesota Swimming Officials Chair, copying the apprentice official.