



Administrative Official Apprenticeship Form

Minnesota Swimming

Updated September 2024

Name: _____ Club: _____

Email: _____

Although being an Administrative Official may seem a bit intimidating at first, experienced Administrative Officials will work with you over the course of your shadow sessions to cover everything you need to know to become a USA Swimming Administrative Official. This form will guide you through the process. *To ensure the best possible educational experience at your shadow sessions, we recommend that you complete at least one shadow session at an away meet, at least one shadow session at a 12 & under session, and at least one shadow session at a 13 & over session.* When complete, e-mail a photo of this form to mnsicertifications@gmail.com.

Prior to Coming Onto Deck to Apprentice

Task	Date Complete
Create an online account with USA Swimming.	
Register as member of USA Swimming as an Apprentice Official (for new officials only).	

Prior to Certification as an Administrative Official

Task	Date Complete
Complete Athlete Protection Training (APT).	
Complete USA Swimming Background Check.	
Complete Concussion Training and email certificate to the Minnesota Swimming office (NOT the Officials Chair).	
Complete Foundations of Officiating Course in USA Swimming University (for new officials).	
Complete Administrative Official Online Module in USA Swimming University.	
Complete 4 apprentice sessions at 2 different Minnesota Swimming sanctioned meets.	
Order a name badge.	
Send a scan or photo of this log to the MNSI Officials Chair.	

Apprentice Sessions

Session 1:

Meet Date: _____ Meet Host: _____

Mentor/Trainer: _____

Meet Referee: _____

☐ Home meet ☐ Away meet ☐ 12 & Under ☐ 13 & Over

Session 2:

Meet Date: _____ Meet Host: _____

Mentor/Trainer: _____

Meet Referee: _____

☐ Home meet ☐ Away meet ☐ 12 & Under ☐ 13 & Over**Session 3:**

Meet Date: _____ Meet Host: _____

Mentor/Trainer: _____

Meet Referee: _____

☐ Home meet ☐ Away meet ☐ 12 & Under ☐ 13 & Over**Session 4:**

Meet Date: _____ Meet Host: _____

Mentor/Trainer: _____

Meet Referee: _____

☐ Home meet ☐ Away meet ☐ 12 & Under ☐ 13 & Over**Session 5 (If Needed)**

Meet Date: _____ Meet Host: _____

Mentor/Trainer: _____

Meet Referee: _____

☐ Home meet ☐ Away meet ☐ 12 & Under ☐ 13 & Over**Session 6 (If Needed)**

Meet Date: _____ Meet Host: _____

Mentor/Trainer: _____

Meet Referee: _____

☐ Home meet ☐ Away meet ☐ 12 & Under ☐ 13 & Over

Performance Checklist

Complete with trainer during your final apprentice session. If any skills are not met, trainer should send written proposed plan to help apprentice (e.g. additional apprentice sessions, rewatch clinic) develop skills to the apprentice and the Minnesota Swimming Officials Chair. Mark Y for Yes, N for No, and ND for 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 console.
	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.

Signature of Trainer_____Date_____

Signature of Meet Referee_____Date_____

Thank you for volunteering as an official! Once complete, please send a photo or scan of your apprentice form to the Minnesota Swimming Officials Chair.