

OFFICIAL'S NAME/LSC/MEET(s)/DATE(s) Please fill in a separate form for each meet you worked at	
CERTIFIER'S NAME - OHIO LSC Joe Sobczak, Northwest (sobczakjoe@gmail.com), Mark Johnson, Dayton (mark.johnson256@gmail.com), Craig Schoenlein, Cincinnati (craigschoenlein@gmail.com), Kemal Oz, Central (burcoz@yahoo.com)	
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 an Administrative Official clinic
	Apprentice as an Administrative Official for at least 4 training sessions over 2 meets with a trainer(s)
	Pass the USA Swimming Administrative Official Certification test with an 80% or more
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 times
	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
Comments (if needed)	

Signature of Trainer (session 1)		Signature of MR (session 1)	
Signature of Trainer (session 2)		Signature of MR (session 2)	
Signature of Trainer (session 3)		Signature of MR (session 3)	
Signature of Trainer (session 4)		Signature of MR (session 4)	
Recommend Certification as Administrative Official			
<i>Certification must be complete within one year of the AO clinic.</i>			
<i>Understands need to return completed checklist 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 session, 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.		