

Apprentice Checklist – Administrative Official

Thank you for taking the time to become a certified Administrative Official. This document is intended to give mentors and mentees a few guidelines to ensure that mentees get exposure to as many situations as possible to feel confident in their roles once certified.

STOP – IMPORTANT – Mandatory requirements:

1. **APPRENTICES MUST BE USA SWIMMING NON-ATHLETE MEMBER**, either an apprentice member (only good for 60 days) or an annual non-athlete member. Membership is required for entering any sessions into the Official Tracking System (OTS). Meet referees are required to enter all sessions. No backdating of sessions is possible!
2. Only sessions entered into OTS count.
3. Only sessions at sanctioned or approved meets count.
4. Sessions must include technical stroke (backstroke, butterfly, breaststroke or IM) and/or relays. No time trials, no freestyle only sessions
5. **Mentors** should be officials who worked **at least 1 year** as Administrative Official and can only have 1 mentee per session.
6. Apprentices should obtain hand-on mentoring and training right from the first apprentice session.
7. In order to obtain certification, **4 mentoring sessions are required**, At a minimum, mentoring sessions must be completed with a mentor and at 2 different meets. All requirements need to be met within 1 year of taking the AO training.
8. Once you completed this form, please submit a copy of all sides to:
officialstraining@wisconsinswimming.org

Apprentice Record:

Name of Meet/Location	Duration of session	Date	Certified AO mentor (should have at least 1 yr AO certification) (Name printed and signature)
1.			
2.			
3.			

4.			
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This section of the form serves as tracking form for mentees.

Observed	Sess. 1	Sess. 2	Sess. 3	Sess. 4
Pre-session				
1. Coordinates with the Meet Director and Meet Referee on responsibilities/procedures.				
2. Brings a copy of the Meet Announcement and is familiar with the policies/procedures described therein.				
3. Knowledgeable of applicable USA Swimming rules (e.g. timing, scoring, meet results)				
4. Knows how to open MM software and basic functionality.				
5. Helps with any entry/timeline issues (if needed)				
6. Knows how to run Exception Reports for Max. No. of Events and Qualifying Times (if needed)				
7. Prints necessary heat sheets for officials, timer sheets, etc.				
8. Prepares timer clip boards				
9. Uses appropriate process for generating lane timer sheets				
10. Able to print heat sheets with 2 or 3 columns				
11. Processes deck entries (if applicable)				
12. Knows how to seed and reseed an event				
13. Ensures that the secondary and tertiary timing systems are in place (if applicable)				
14. Ensures that necessary printers are set-up and properly connected.				
15. Works with the Timing System Operator to ensure that the system is set up and tested; arranges for test start to ensure proper functioning of systems prior to start of meet.				
During session				
Establishing official times:				
1. Familiar with and understands common admin forms				
2. Knows how to get times from timing console automatically and manually				
3. Can recognize when timing adjustments or time verifications are required				
4. Knows and can demonstrate how to determine the time for a lane malfunction and calculate correct time				
5. Knows and can demonstrate how to determine the time for a heat malfunction and calculate correct times				

6. Knows and can demonstrate how to use order-of-finish to validate a timing decision				
7. Provides written documentation of all timing adjustments on the printout				
8. Processes DQ slips and no shows				
9. Processes relay take off slips and relay cards				
10. (Spot) checks timer sheets for name, lane or other changes				
11. Knows how to set up positive check-ins and print forms				
12. Knows and can explain judges' decision				
Results:				
1. Employs proper process to generate accurate results.				
2. Ensures results are correct before publishing and posting				
3. Ensures posting of results				
4. Prints award labels				
Other				
1. Attention to detail				
2. Willing to take suggestions and modifies performance				
3. Adjusts to changing circumstances				
4. Team player				
5. Acts diplomatically, professionally, and respectfully when interacting with swimmers, coaches, officials, volunteers, spectators, pool personnel, etc.				

Thank you for supporting Wisconsin Swimming!!