



GULF Swimming - Apprentice Training Log



Administrative Official

Apprentice's Name		Date of 1st Session	
Meet Name / Host / Location		Short or Long Course	
# Sessions on this ATL		Meet Referee	

Apprenticeship Requirements

Rating	Skill	Comment on Skill if Not Met	Trainer(s) Name
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M = Skill Mastered. **NM** = Skill Not Mastered. **N/O** = Skill not observed during session.

	Understands the rules and procedures for the meet set out in the Meet Announcement		
	Works well with other officials, timing system and meet management program operators. Communicates and works with Meet Referee (keeps in the loop on all decisions)		
	Understands the pre-meet entry and registration process. Understands deck entries, positive check-in process.		
	Runs exception report for each session and resolves as necessary.		
	Arrives at the meet with necessary equipment and supplies, or has arranged for them. Ensures all equipment is tested for an on time start of the meet.		
	Uses appropriate procedures for timely preparation and printing of accurate heat sheets, timer sheets and all other required paperwork.		
	Understands & demonstrates the rules as outlined in the USAS Rulebook for determination of official time.		
	Observes a heat malfunction resolution.		
	Understand how all timing equipment operates (Colorado, Daktronics) & can operate basic functions of the console.		
	Records and reconciles DQ and NS.		
	Understands scoring and can produce meet scores and results accurately.		
	Observes computer operator move swimmers around in an event.		
	Understands scratch procedures for p/f meets. Can create swim-offs.		
	Understands performance criteria as outlined in Administrative Official Professional Document.		
	Understands USA Swimming Safe Sport and MAAPP rules.		

Please ensure the Meet Referee receives a copy of this completed form PRIOR to leaving the meet