Training Administrative Officials

Some General Hints

- These are guidelines. Common sense, flexibility and creativity should apply to your specific training session. Your physical set-up and number of computers will impact the design of your training session.
- Help trainees become comfortable in the role. Be thorough yet positive!
- Ask your trainee about their training experiences. Have they worked the computer? Done check-in? Printed all the reports?
- Work with the meet referee to provide opportunities to “fill the gaps.”
- Set a specific focus for your training session.
- Be the best official you can be by modeling proper deck protocol.
- It is OK to have them observe during stressful or busy times.
- Share your experiences at other meets, pass along what you have learned.

First Session

- Remember – training to this point has not been a Meet Manager how-to, they have seen pictures, but they know more about the rules than the operations.
- Trainees should get an understanding of the flow of the table during a meet from getting times to Meet Manager to results. Share your system for collating all supporting data for an event and filing it, while continually stressing the need for documentation of all changes made to times, results, etc.
- Most attention should be spent on how to make good timing adjustments, but don’t overwhelm.
- To avoid slowing the meet down with “live” timing adjustment discussions, try this: if you have heats requiring investigation/potential adjustment, print the CALC screen report then follow your normal process to adjust times and generate results. Turn the CALC sheets and supporting data over to your trainee. Ask them to investigate/process adjustments and make a recommendation on paper. Review these later.
- Giving the trainee the opportunity to work through the adjustment data without the pressure of getting results out is a very good thing
- When your trainee is comfortable with this, oversee their live calculation of times, letting them take the lead to determine whether an adjustment needs to be made. Check and sign-off on the adjustment before it is processed.

Second Session

- Present a more global view of the meet – where information comes from and how it is used.
- Reinforce timing adjustments while increasing understanding of minimizing bad inputs (pads, buttons, timers) and managing the paper flow at the table.
- Talk about best practice of checking patterns of bad buttons or pads and how to fix.
- Discuss handling DQ slips – when/how to input into MM, how DQ codes are organized, what system is being used to notify swimmers, how are they filed, etc.
- Share your practices for reviewing meet results – do DQs, NSs and DFSs match what Deck Referee has? Do the times seem reasonable?
- Discuss best practices: files for event results, detailed paper trails.
- - If the situation presents itself, cover the handling of late/deck entries into a heat: central person to decide, how to notify deck ref, timers of the add.

Third Session
• Use your trainee as an active assistant, making timing adjustments, getting times from the deck, gathering DQ slips for entry, filing paperwork. Help them get comfortable with the process of working the table “solo.” • Assess what your trainee still needs practice with and emphasize those points. • Cover how late/deck entries will be handled and by whom. • If it is a positive check-in meet have your trainee report early to the table. Let the trainee help with check-in procedures, and discuss methods teams use to handle entry scratches. • Make sure they are comfortable making timing adjustments, then focus on managing other issues: o Positive check-in, creating session paperwork o How to be “quick” o How to know a session is ready to go.

Completing a Training Card:

Please use the main portion of the card to give constructive advice for improvement. Praise what was done well and offer advice on what to try to focus on in future trainings. There is no expectation that newer trainees are completely proficient.

At the bottom, circle Y or N for advancement. N means the training session will not be counted; Y means they are proficient enough for their relative level of training. Only use N when a trainee does not show proper learning for their training status.

After the Session:

Review the card with the meet referee and give it to the trainee. Provide some feedback about your comments and answer any questions they may have. Remind them they must submit their training cards via email when all training is done. BE POSITIVE ABOUT OFFICIATING!