



Administrative Official On Deck Training Card

TRAINEE NAME: _____ CLUB: _____ DATE: _____

MEET: _____ MEET SESSION: _____ TRAINING SESSION: _____

Rating System: P (Proficient to perform unsupervised; I (Improved but needs more training and experience); N (Not satisfactory for certification); N/A (Not observed at this meet).

SKILL OBSERVED	RATING	COMMENTS
Understands and can perform positive check-in procedures		
Understands scratch procedures		
Capable of deck seeding		
Understand table paper flow, organization and filing		
Familiar with and understands common admin forms		
Accuracy and attention to detail		
Professional Manner		
Understands lane malfunctions and selects correct time		
Understands and can calculate heat malfunctions correctly		
SOFTWARE SKILLS		
Adjusts swimmers in heat		
Prepare heat sheets		
Prepare lane/timer sheets		
Set up and run session report		
Review and enter DQs		
Record no shows		
Print results		
Should this session count toward the training requirement? YES or NO (circle one)		
What should the trainee work on going forward in their training?		

TRAINER: _____ CLUB: _____ EMAIL: _____

MR **SIGNATURE**: _____ CLUB: _____ EMAIL: _____

TRAINING MUST BE OVER 4 SESSIONS AT 2 MEETS. SESSIONS SHALL INCLUDE STROKES AND/OR RELAYS. TIME TRIALS & FREESTYLE ONLY SESSIONS SHALL NOT COUNT TOWARD TRAINING SESSIONS; SESSIONS SHALL BE RECORDED IN OTS.

Updated February 2024