

ADMINISTRATIVE OFFICIAL TRAINING LOG

OFFICIAL'S NAME / TEAM				
SESSION 1 DATE / MEET / TRAINER / LSC				
SESSION 2 DATE / MEET / TRAINER / LSC				
SESSION 3 DATE / MEET / TRAINER / LSC				
SESSION 4 DATE / MEET / TRAINER / LSC				
APPRENTICESHIP REQUIREMENTS				
USA Swimming Member				
Attend Administrative Official clinic (Please indicate date to the left)				
Pass the USA Swimming Administrative Official certifications test with a score of 80% or more				
Apprentice as an Administrative Official for at least 4 training sessions over 2 meets with a trainer(s)				
Session 1	Session 2	Session 3	Session 4	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 time.
				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, please make comments on back of sheet)				
Signature of MR (session 1)			MR (session 2)	
Signature of MR (session 3)			MR (session 4)	
Recommend Certification as Administrative Official (Y/N)				

Email completed form to: certifier@utahswimming.org (must complete within one year of clinic)