

OFFICIAL'S NAME/LSC/MEET(s)/DATE(s)	
CERTIFIER'S NAME/LSC	
ADMINISTRATIVE OFFICIAL CERTIFICATION	
DEFINITIONS	
Certifier: An official designated by the LSC OC to certify training is complete.	
Clinic: Formal in person or online training clinic, recorded in Officials Tracking System (OTS).	
Certification: Administrative Official able to officiate at all LSC meets.	
Satisfactory Performance: Able to demonstrate Performance Requirements. Deficiencies must be provided by LSC OC or designee in writing to the affected official with an Action Plan to success.	
Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS.	
Trainer: Designated by the Referee at a meet or LSC OC, an official who has been USA Swimming certified in the position for 1+ year. If a 1+ year experienced official is not on deck, the Referee may select the most experienced certified official(s) to be a trainer(s).	
Training Sessions: Meet sessions that include strokes and/or relays. Time Trials and Freestyle Only sessions may not count toward training session requirements. Sessions shall be recorded in OTS.	
USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship. (apprentice or non athlete membership)	
Apprenticeship Requirements	
	USA Swimming Member
	Attend Administrative Official clinic
	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)
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
	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)	
Signature of MR (session 1)	
Signature of MR (session 2)	
Signature of MR (session 3)	
Signature of MR (session 4)	
Recommend Certification as Administrative Official	
Certification must be complete within one year of the AO clinic.	
Please return completed evaluation form to the official's LSC Officials Chair or designee.	
ADMINISTRATIVE OFFICIAL RECERTIFICATION EVERY 3 YEARS	
	Be a current non-athlete member of USA Swimming in good standing.
	Worked at least 8 sessions, within a 3 year period, as AO or in role as identified under rule 102.14 per year.
	Attend clinic (recommend AO Clinic) training every 3 years
	Pass USA Swimming Administrative Official recertification test with a score of 80% or more.
	Satisfactory performance as an AO.