Performance Requirements Checklist

1. Understands the pre-meet entry and registration process.
   - ☐ See *Additional Advanced Training Checklist*

2. Arrives at the meet with necessary equipment and supplies, or has arranged for them.
   - ☐ Name tag / badges visible
   - ☐ Wear proper uniform as outlined in the Meet Announcement

3. Understands the rules and procedures for the meet set out in the Meet Announcement.
   - ☐ Read through the Meet Announcement prior to meet

4. Develop an understanding of the rules as outlined in the USA Swimming Rulebook for determination of official time.
   - ☐ Use *Times Reconciliation Flow Chart* and *Documenting Official Time and DQ Slips* OSI reference materials

5. Introduced to meet set-up in meet management software to include software connection between computer and timing.
   - ☐ Turn on, Set-up & Test Console Timing System
   - ☐ Set Time and Date
   - ☐ Verify specifications per Meet Announcement; ie: # of lanes, lane order, event lengths
   - ☐ Send meet file to the Console Timing System

6. Uses appropriate procedures for timely preparation of accurate heat sheet.
   - ☐ Print heat sheets in a variety of formats (Console format, referee format, etc)

7. Uses appropriate procedures for timely preparation of lane timer sheets.
   - ☐ Lane Timer sheets   ☐ Counting sheets

8. Accurately performs timing resolutions for each heat.
   - ☐ Use *Times Reconciliation Flow Chart* and *Documenting Official Time and DQ Slips* to determine official time ***USAS training video correction: 1 button can confirm a pad NOT average buttons

9. Observes computer operator move swimmers around in an event.
   - ▢ Move swimmers   ▢ Add swimmers   ▢ Add/Delete heats   ▢ Scratch swimmers

10. Records and reconciles DQ and NS.
    - ☐ Use *Documenting DQ Slips* OSI Quick Reference Material for accuracy
    - ☐ Properly document console sheet, DQ slip and Times Verification paperwork

11. Reviews, checks and finalizes all results & any timing adjustments/corrections for each event.
    - ☐ Review Console sheet against the Results List and check mark the following:
      - – Number of DQ's & accuracy of each name
      - – Number of NS's and accuracy of each name
      - – All manually entered times are accurate
      - – All adjusted times are accurate
      - – Relay Names listed and accurate
      - – Observe Number of Ties (would indicate same data was used in multiple heats)
      - – Review Lane Timer sheets for anomalies

12. Observes a heat malfunction resolution.
    - ☐ Use *Heat Malfunction Calculation Worksheet* Quick Reference Material

13. Understands the timing system used and its limitations. Can operate basic functions of systems if necessary.
   - ☐ Oregon Timing Systems: Colorado 6 & Gen7, Daktronics (OmniSport 2000), Quantum (Swiss Timing)
   - ☐ Perform the follow: – Store/Print, Reset   –Turn lanes on/off
     – Advance heats/events   – Combine heats/events   – Alternating girls/boys
     – Appropriate markings→ F, NS, DQ, race #

14. Understands the scoring program used and its limitations. Can operate basic functions of systems if necessary.
   - ☐ Perform the follow using Hytek Meet Manager:
     – Import times ("Get Times")   – Print Calc sheet   – Set up Swim Off
     – Document DQ's & NS's   – Print Award labels   – Set up Initial Distance even
     – Print results (List/Scored)   – Judges Decision
     – Manually enter final times   – Obtain High Point Report
     – Print forms needed by referee (Relay take-off, lane change, counting sheets)

15. Understands the role and duties of the Clerk of Course.
   - ☐ 102.19   –Manage positive check-ins   –Manage scratches

16. Understands the role of Referee and includes the Referee in decision making as appropriate.
   - ☐ Advise referee on all timing, swimmer, equipment adjustments

17. Works well with other officials, timing system and meet management program operators.

18. Works well with coaches and athletes.

19. Understands the importance of participating in many levels and types of meets as an Administrative Official.   –Recommend working a non-home meet   –Recommend working a 12 & Under meet

20. Understands performance criteria as outlined in *Administrative Official Professional Document*

21. Understands USA Swimming Safe Sport and MAAPP rules.

Additional Advanced Training Checklist

This training is in addition to the basic AO training to obtain a better understanding of the pre-meet entry and registration process. Make arrangements with the LSC Certifier for this training.

Date:_____ Build a Basic Timed Final Meet
- ☐ Create/Manage Meet Folder for all meet documents
- ☐ Create an Event File for other teams
- ☐ Import Entries into Meet Manager
- ☐ Review Exception Report for each team
- ☐ Create Entry List and Fee Report for each team
- ☐ Seed the meet
- ☐ Create Pre-Meet documents for Referee approval
  -Session Report, Heat Sheet

Date:_____ Build an Advanced Meet (Prelim/Finals-Championship)
- ☐ Create/Manage Meet Folder for all meet documents
- ☐ Import or Input Time Standards
- ☐ Create an Event File for other teams
- ☐ Import Entries into Meet Manager
- ☐ Review max entry Exceptions and Time Standard Exceptions
- ☐ Create Entry List and Fee Report for each team
- ☐ Seed only Timed Final Events
- ☐ Create Pre-meet documents for Referee approval
  -Session Report, Heat Sheet
- ☐ Print Check-in reports for each team (for deck seeded events)
- ☐ Process Scratches and seed for Final