



ADMINISTRATIVE OFFICIAL CERTIFICATION RECORD



OFFICIALS NAME / TEAM				
SESSION 1 / DATE / MEET NAME / TRAINER NAME / LSC				
SESSION 2 / DATE / MEET NAME / TRAINER NAME / LSC				
SESSION 3 / DATE / MEET NAME / TRAINER NAME / LSC				
SESSION 4 / DATE / MEET NAME/ TRAINER NAME / LSC				
APPRENTICESHIP REQUIREMENTS				
USA Swimming Member				
Attend Administrative Official clinic (Please indicate date to the left)				
Pass the USA Swimming Administrative Official certification 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
				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 the rules of determination of official times. USA-S Rulebook.
				Introduced to meet management software and timing system.
				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.
				Undertanding the timing system used and its limitations. Can operate basic functions of system.
				Understands the scoring program used and its limitations. Can operate basic functions of system.
				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 performance criteria as outlined in Administrative Official Professional Document.
Comments (if needed)(Can use back of sheet)				
MR (session 1) Print Name:			Signature:	
MR (session 2) Print Name:			Signature:	
MR (session 3) Print Name:			Signature:	
MR (session 4) Print Name			Signature:	
Recommend Certification as Adminstrative Official (Y/N)				

Certification must be complete within one year of the Administrative Official clinic.

Email completed form to your Zone Certifier