

ADMINISTRATIVE OFFICIAL Apprentice Self Evaluation

Congratulations on completing your deck training to become a Pacific Swimming Administrative Official! Your journey as an Administrative Official is just beginning. We encourage you to work as many meets as possible to build experience and confidence at all levels. Please review the statements below. Once you can confirm all of these statements, you're ready to request certification. Otherwise, you should consider seeking additional training before applying.

Sign and submit this form along with your sessions check sheet to your Certifier when you have met the requirements to request advancement.

Knowledge of the Rules and Procedures:

- ☐ I feel confident about my understanding of the functions and responsibilities of an AO at a timed final meet.
- ☐ I feel confident about my knowledge of the current USA Swimming rules and procedures, and I know how to apply them uniformly.
- ☐ I feel confident that I understand the entire content of a Meet Announcement and how it applies to the role of the AO.
- ☐ I feel confident in my ability to perform AO/AR functions at all C/B/A-level type meets.
- ☐ I feel confident in my ability to anticipate problems and take appropriate actions.
- ☐ I feel confident in my ability to adapt to all meet conditions and needs.
- ☐ I feel confident in my ability to not over interpret procedural rules.
- ☐ I feel confident that I am familiar with all Officials positions and their responsibilities.

Communication:

- ☐ I feel confident about my ability to communicate accurate information in a clear and precise manner with fellow officials, athletes, coaches, meet personnel, and spectators.
- ☐ I feel confident about my ability to keep the Meet Referee informed of all non-routine decisions.

Record Keeping, Forms, and Reports:

- ☐ I feel confident about my ability to handle unexpected events, such as splitting a heat and heat failures.
- ☐ I feel confident about my ability to manage paperwork at C/B/A-level meets.
- ☐ I feel confident about my ability to manage time adjustments at C/B/A-level type meets.
- ☐ I feel confident about my ability to manage and train Clerk of Course and Runners.
- ☐ I feel confident in my ability to be well-organized and to maintain focus.

Meet Operation:

- ☐ I feel confident about my ability to review and approve all paperwork under the guidance of the Meet Referee.
- ☐ I feel confident about my ability to consistently help keep the meet running smoothly.
- ☐ I feel confident about my ability to prioritize work.

Relationship with Deck Referee:

- ☐ I feel confident about my knowledge of the Deck Referee's responsibilities and that I am able to assist the Deck Referee as needed, though I realize I have more to learn.

Trials and Finals Meets:

- ☐ I understand that I will need additional training should I desire to be the lead admin at a Trials and Finals meet.

Professional Administrative Official Document:

- ☐ I have fully reviewed the language for the Professional Administrative Official as published by USA swimming.

Apprentice Signature: _____ Date: _____