

**Virginia Swimming, Inc.
Administrative Official
Apprenticeship Record**

Name _____

Address _____

Phone number (home) _____
(work) _____

E-mail Address _____

USA Swimming Team Affiliation _____

Clinic Attendance Date _____

Issued by _____

(District Officials Chair Signature)

Meet	Date	Trainer	Referee
Session 1	_____	_____	_____
Session 2	_____	_____	_____
Session 3	_____	_____	_____
Session 4	_____	_____	_____
Session 5	_____	_____	_____
Session 6	_____	_____	_____
Session 7	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Notation: ++ Session with 25 yd Events

Date passed A/O Test _____

Date passed Timing Judge Test _____

During the final training session, the apprentice should perform all of the duties of the position for which they are training under supervision of a certified official.

I certify that I have evaluated this apprentice and have found them well qualified to serve as a Administrative Official.

_____ Date _____

(Validating Referee Signature)

Please make a copy for your records and then turn this card into your District Officials Chair as soon as you have completed your training.

Comments

Session 1-Computer Operator

Session 2-Computer Operator

Session 3- Timing Judge

Session 4- /Timing Judge

Session 5- Timing System Operator

Session 6- Timing System Operator

Session 7-Computer Operator/Timing Judge

SKILL	1	2	3	4	5	6	7
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Demonstrates the Ability to Perform the Responsibilities of the Recorder

Familiar with setting up a meet in meet manager							
Familiar with the process of seeding a meet							
Able to establish a connection between the computer and the CTS/DAK							
Familiar with adding athletes, entering them into heats and relays							
Verifies number of individual entries allowed by the meet invitation							
Is able to print reports as requested by the Meet Director, Meet Referee, Admin Referee or Administrative Official, i.e., session time line, heats sheets, lane timer sheets, positive check sheets, relay cards etc.,							
Proficient in calculating a session adjustment for pad to button and pad to watch							
Proficient in adjust a swimmer's time using either a heat adjustment, session adjustment or watch to pad adjustment.							
Can explain the timing adjustment difference between CTS and DAK							
Reviews the print out from the CTS/DAK Operator and ensures that all pads were touched and all buttons were pushed.							

Demonstrates the ability to determine official time in a variety of situations:

a. Complete malfunction of the primary timing system.							
b. Lane malfunction							
c. Heat malfunction							
Ensures that the information in the computer matches what was swum in the pool (ie.lane timer cards match heat entries)							
Can set up unscheduled events: Swim-offs and time trials							
Prints result events as requested by the Meet Director, Meet Referee, Admin Referee or Administrative Official							
Knowledgeable in printing team/individual scores							
Prints award labels							
Produces result data (disk with back-up file)							

Understands the Responsibilities of the CTS Operator

Pre-session:

Able to set up all timing equipment, including cables, buttons, and starting system							
Demonstrates the ability to electronically transfer the list of events to the console							
Is able to explain commands/signals given by the console							
Familiar with the equipment and can determine that all necessary equipment is in good working order.							
Checks connections, tests the system prior to the start of the meet							
Can set up print outs to show required information							

During the Session:

Always checks to be sure the clock is running after the automatic start							
Familiar with the use of the manual start							
Ensure that the # of swimmers match the active lanes							
Ensure that all active lanes register a finish							
Stores and print race information							
Communicates with Referee/Administrative Official when necessary							
Does not hold up the meet unnecessarily							
Handles printer capably							
Can retrieve/print date from prior race during current race							

Key: OK= Meet Standards FAM-Familiar with standards NW=Needs work D=Discussed