

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

COMMENTS

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number (home) \_\_\_\_\_

(work) \_\_\_\_\_

E-mail Address \_\_\_\_\_

USA Swimming Team Affiliation \_\_\_\_\_

Clinic Attendance Date \_\_\_\_\_

Issued by \_\_\_\_\_

(Regional Officials Chair Signature)

	Meet	Date	Trainer	Referee
Session 1	_____	_____	_____	_____
Session 2	_____	_____	_____	_____
Session 3	_____	_____	_____	_____
Session 4	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

\*\* Meet where "pyramid seeding" is done  
## Mini-C meet worked during this session.  
++ Session where deck seeding is done

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

\_\_\_\_\_ Date \_\_\_\_\_  
(Validating Referee Signature)

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

Session 1-

Session 2

Session 3

Session 4

SKILL	1	2	3	4
<b>General</b>				
Understands the general concepts behind seeding a meet				
Understands the difference between a pre-seeded meet and a deck-seeded meet				
Demonstrates understanding of how events can be seeded (slowest to fastest, fastest to slowest, alternating men with women, "pyramid" or circle seeding)				
Understands that in distance events, the normal order of heats may be reversed by swimming the fastest heats first and/or alternating women's and men's events				
Understands that individual entry cards should list the first and last name of the swimmer, age, event #, event name, and distance being swum				
Understands that relay cards should list the first and last name, age, and order of swimming for all competitors swimming in the event, as well as the event #, event name, and distance being swum.				
Understands that depending upon the procedures used at a given meet, relay cards may be returned to the clerk of course to be seeded or may be brought to the blocks by the relay team at the time of their competing in the event				
Understands that the composition of a relay team may be changed between Prelims and Finals, and that all members of a relay team, disqualified in prelims, may not compete in Finals				
Understands that there should be no fewer than three swimmers in any heat				
Understands the use of a positive check-in period. Understands that there may be different penalties associated with not checking in for an event, and that these penalties are listed in the Meet Invitation				
Understands the purpose of a scratch period.				
Understands that the order of events laid out in a heat sheet may not be changed and the arrangement of heats in any event can not be added to or altered, except by authority of the Referee, and then only to consolidate heats				
Understands that effective communication with the coaches, announcer, and Referee is essential				
Understands the importance of not having too many heats of swimmers behind the blocks				
Knows what supplies may be needed by a Clerk of Course to effectively run a meet				
<b>Meet Management</b>				
Accepts late entries into open lanes following meet procedures, and provides updated information to the Referee and Recorder				
Oversees positive check-ins, closes the positive check-ins at the designated time, and routes the positive check-in sheets as directed by the Referee or Administrative Supervisor				
Calls for scratches according to guidelines listed in the meet invitation				
Oversees the scratch period, closes the scratch period at the designated time, and routes the scratches as directed by the Referee or Administrative Supervisor				
Calls for the first event at least ten minutes before the scheduled starting time				
Alerts the Announcer to call up events periodically throughout the meet				
Notifies the Referee of any consolidated heats or swimmers being moved to new lanes				
Maintains good meet flow by ensuring that the next heat of swimmers has been brought to the blocks in time for the start of their race				
When a swimmer does not promptly report for an event after the final call, they are scratched from the event; taking into consideration that athletes still in the water or who are waiting to swim in a preceding event cannot report for a final call, and that accommodations may need to be made (particularly in Mini meets). (If such a penalty is to be used, it must first be made known)				

Key: OK: meets standards NW: needs work to meet standard