Virginia Swimming, Inc.
Administrative Official
Apprenticeship Record

Name _____

Address _____

Email 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

By the 4th walk all of the below must be completed

	Date Completed
AO Test	_____
Timing Judge Test	_____
APT	_____
Background Check	_____
Registration Apprentice &/or	_____
Registration Non-Athlete	_____
Concussion Training	_____

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 an Administrative Official.

_____ Date _____

(Validating Referee Signature)

Please scan a copy and email it to your District Officials Chair after you have completed your training.

Revised: March-2020

Comments

Session 1-AO/Meet Manager

Session 2-AO/Meet Manager

Session 3- AO/Meet Manager

Session 4- AO/Meet Manager

Session 5- Timing System Operator

Session 6- Timing System Operator

Session 7-AO/Meet Manager

SKILL	Clinic	1	2	3	4	5	6	7
Clinic – Overview of a USA Swim Official								
FINA, USA Swimming, VSI/LSC's, Meet invites								
Registration & credentials- Applicable websites, OTS, BC, APT								
Process of becoming a certified USA swim official & retaining certification								
Basic review of all officials on deck and their responsibilities ("dry deck" & "wet deck")								
Uniform for officials								
Deck Training								
Is able to print reports as requested by the Meet Director, Meet Referee, Admin Referee or Administrative Official, i.e., session timeline, heats sheets, lane timer sheets, positive check sheets, relay cards etc.,								
Proficient in scratches and seeding, when to seed and when not to seed								
Proficient with adding a swimmer to a heat or meet								
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 meet manager data 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 (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)								
Responsibilities of the Timing Equipment Operator **Pre-session:**								
Able to set up all timing equipment, including cables, buttons, and starting system								
Demonstrates the ability to transfer the list of events to the console								
Can explain commands/signals given by the console								
Familiar with the equipment and can determine that all necessary equipment is in good working order.								
Understands how to use pad/button/cable test device								
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								
Can +/- touch to a pad during race								
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/Admin Ref 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

Revised: March-2020