

**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

| | |
|--------------------------------|-----------------------|
| Administrative Official Test: | Date Completed: _____ |
| Timing Judge Test: | _____ |
| Registration Apprentice: _____ | Non-Athlete: _____ |
| Background check: | _____ |
| APT: | _____ |
| Concussion: | _____ |

During the final training session, the apprentice should perform all 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 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

| Orientation Clinic – Overview of USA Swim Official | Clinic | Deck Walks | | | | | | |
|--|---------------|-------------------|----------|----------|----------|----------|----------|----------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| FINA, USA Swimming, VSI/LSC's Meet Invites | | | | | | | | |
| Registration & credentials – Applicable websites, OTS, BC, APT, Concussion, Test | | | | | | | | |
| Process of becoming a USA swim official & retaining certification | | | | | | | | |
| Basic review of all officials on deck and responsibilities ('dry deck' & 'wet deck') | | | | | | | | |
| Uniform for officials | | | | | | | | |
| Importance of the pre-session briefing | | | | | | | | |
| FINA, USA Swimming, VSI/LSC's Meet Invites | | | | | | | | |

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 timeline, heats sheets, lane timer sheets, positive check sheets, relay cards, swim-offs 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 CTS/DAK print out 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 data from prior race during current race | | | | | | | | |

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