

ADMINISTRATIVE OFFICIAL APPRENTICESHIP FORM

Name: _____ Club: _____

Email: _____

Although being an Administrative Official may seem a bit intimidating at first, experienced Administrative Referees and Administrative Officials will work with you over the course of your shadow sessions to cover everything you need to know to become a USA Swimming Administrative Official – use this form as a guide through the process. To ensure the best possible educational experience at your shadow sessions, we ask that you complete at least one shadow session at an away meet, at least one shadow session at a 12 and under session, and at least one shadow session at a 13 and over session. **Note:** Additional copies of this form can be downloaded from the www.mnswim.org under the “Officials” tab.

When complete, mail or e-mail a photo of this form to:

Jack Swanson: JSwanson1519@gmail.com and mnswimofficialschair@gmail.com

SHADOW SESSION LOG – NON EVALUATION SESSIONS

The first apprentice sessions are to help you become more acclimated to the position, gain knowledge, and become intimately familiar with the different aspects of this position. You should always be asking many questions about the position, inquiring how to handle different situations as they arise, and getting a good perspective from each Mentor with whom you work. These are Non-Evaluation Sessions. The Skills Checklist can be printed separately and brought to each Shadow Session.

Session 1:

- | | | |
|--|---|--|
| <input type="checkbox"/> Timed Finals | <input type="checkbox"/> 12 & Under | <input type="checkbox"/> 2 Hours or Less |
| <input type="checkbox"/> Prelim or Finals (Circle One) | <input type="checkbox"/> 13 & Over | <input type="checkbox"/> Greater Than 2 Hours |
| <input type="checkbox"/> Time Trials | <input type="checkbox"/> Event Combinations | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Positive Check-Ins | <input type="checkbox"/> Open Lane Swims | <input type="checkbox"/> CTS/Daktronics/SST (Circle One) |
| <input type="checkbox"/> Awards | <input type="checkbox"/> “Home” Meet | <input type="checkbox"/> “Away” Meet |

Mentor: _____ **Date:** _____

Referee: _____ **Host Team:** _____

Session 2:

- | | | |
|--|---|--|
| <input type="checkbox"/> Timed Finals | <input type="checkbox"/> 12 & Under | <input type="checkbox"/> 2 Hours or Less |
| <input type="checkbox"/> Prelim or Finals (Circle One) | <input type="checkbox"/> 13 & Over | <input type="checkbox"/> Greater Than 2 Hours |
| <input type="checkbox"/> Time Trials | <input type="checkbox"/> Event Combinations | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Positive Check-Ins | <input type="checkbox"/> Open Lane Swims | <input type="checkbox"/> CTS/Daktronics/SST (Circle One) |
| <input type="checkbox"/> Awards | <input type="checkbox"/> “Home” Meet | <input type="checkbox"/> “Away” Meet |

Mentor: _____ **Date:** _____

Referee: _____ **Host Team:** _____

Session 3:

- | | | |
|--|---|--|
| <input type="checkbox"/> Timed Finals | <input type="checkbox"/> 12 & Under | <input type="checkbox"/> 2 Hours or Less |
| <input type="checkbox"/> Prelim or Finals (Circle One) | <input type="checkbox"/> 13 & Over | <input type="checkbox"/> Greater Than 2 Hours |
| <input type="checkbox"/> Time Trials | <input type="checkbox"/> Event Combinations | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Positive Check-Ins | <input type="checkbox"/> Open Lane Swims | <input type="checkbox"/> CTS/Daktronics/SST (Circle One) |
| <input type="checkbox"/> Awards | <input type="checkbox"/> "Home" Meet | <input type="checkbox"/> "Away" Meet |

Mentor: _____ **Date:** _____

Referee: _____ **Host Team:** _____

Session 4:

- | | | |
|--|---|--|
| <input type="checkbox"/> Timed Finals | <input type="checkbox"/> 12 & Under | <input type="checkbox"/> 2 Hours or Less |
| <input type="checkbox"/> Prelim or Finals (Circle One) | <input type="checkbox"/> 13 & Over | <input type="checkbox"/> Greater Than 2 Hours |
| <input type="checkbox"/> Time Trials | <input type="checkbox"/> Event Combinations | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Positive Check-Ins | <input type="checkbox"/> Open Lane Swims | <input type="checkbox"/> CTS/Daktronics/SST (Circle One) |
| <input type="checkbox"/> Awards | <input type="checkbox"/> "Home" Meet | <input type="checkbox"/> "Away" Meet |

Mentor: _____ **Date:** _____

Referee: _____ **Host Team:** _____

Session 5:

- | | | |
|--|---|--|
| <input type="checkbox"/> Timed Finals | <input type="checkbox"/> 12 & Under | <input type="checkbox"/> 2 Hours or Less |
| <input type="checkbox"/> Prelim or Finals (Circle One) | <input type="checkbox"/> 13 & Over | <input type="checkbox"/> Greater Than 2 Hours |
| <input type="checkbox"/> Time Trials | <input type="checkbox"/> Event Combinations | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Positive Check-Ins | <input type="checkbox"/> Open Lane Swims | <input type="checkbox"/> CTS/Daktronics/SST (Circle One) |
| <input type="checkbox"/> Awards | <input type="checkbox"/> "Home" Meet | <input type="checkbox"/> "Away" Meet |

Mentor: _____ **Date:** _____

Referee: _____ **Host Team:** _____

Session 6:

- | | | |
|--|---|--|
| <input type="checkbox"/> Timed Finals | <input type="checkbox"/> 12 & Under | <input type="checkbox"/> 2 Hours or Less |
| <input type="checkbox"/> Prelim or Finals (Circle One) | <input type="checkbox"/> 13 & Over | <input type="checkbox"/> Greater Than 2 Hours |
| <input type="checkbox"/> Time Trials | <input type="checkbox"/> Event Combinations | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Positive Check-Ins | <input type="checkbox"/> Open Lane Swims | <input type="checkbox"/> CTS/Daktronics/SST (Circle One) |
| <input type="checkbox"/> Awards | <input type="checkbox"/> "Home" Meet | <input type="checkbox"/> "Away" Meet |

Mentor: _____ **Date:** _____

Referee: _____ **Host Team:** _____

TIMING SYSTEM & MEET COMPUTER SESSIONS (1 OF EACH IS REQUIRED)

Session 7:

Timing System Operator
(CTS/Daktronics/SST)

Meet Computer Operator

Mentor: _____ **Date:** _____

Referee: _____ **Host Team:** _____

Session 8:

Timing System Operator
(CTS/Daktronics/SST)

Meet Computer Operator

Mentor: _____ **Date:** _____

Referee: _____ **Host Team:** _____

EVALUATION SESSION – (AFTER WORKING A MINIMUM OF 5 MEETS)

Once the skills check-list is mastered one Evaluation Session is REQUIRED with a certified AR/AO Trainer.

- | | | |
|--|---|--|
| <input type="checkbox"/> Timed Finals | <input type="checkbox"/> 12 & Under | <input type="checkbox"/> 2 Hours or Less |
| <input type="checkbox"/> Prelim or Finals (Circle One) | <input type="checkbox"/> 13 & Over | <input type="checkbox"/> Greater Than 2 Hours |
| <input type="checkbox"/> Time Trials | <input type="checkbox"/> Event Combinations | <input type="checkbox"/> Relays |
| <input type="checkbox"/> Positive Check-Ins | <input type="checkbox"/> Open Lane Swims | <input type="checkbox"/> CTS/Daktronics/SST (Circle One) |
| <input type="checkbox"/> Awards | <input type="checkbox"/> "Home" Meet | <input type="checkbox"/> "Away" Meet |

Is the Apprentice ready to be an Administrative Official?

YES **NO (Additional Session(s) Required)**

Area(s) that need improvement:

AR/AO Trainer Name: _____ **Signature:** _____

Meet Referee Name: _____ **Signature:** _____

USA Swimming Non-Athlete Membership	Date: _____
Administrative Official Exam Completed	Date: _____
Level 2 Background Check Completed	Date: _____
Athlete Protection Training Completed	Date: _____
Concussion Training Completed	Date: _____

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SKILLS CHECK-LIST

The following are some key elements of this position you need to become proficient in knowing and/or doing.

Key: **N/O** - Not Observed

N/W - Needs Work

G – Good

V/G - Very Good

		N/O	N/W	G	V/G
Pre-Meet Coordination					
1	Coordinates with the Meet Director and Meet Referee on responsibilities/procedures for the meet.				
2	Brings a copy of the Meet Announcement and is familiar with the policies/procedures described within.				
3	Understands MSI Policies and Procedures applicable for the meet.				
4	Understands how MSI and the USA-S rules govern the meet.				
5	Helps the Meet Director with entry/timeline issues (if any)				
6	Knows how to run Exception Reports for Max Number of Events, Qualifying Times and Event/Age/Sex Mismatch				
7	Coordinates with the Meet Director on how deck entries will be handled (if applicable)				
Clerk of Course					
1	Can print Positive Check-In Sheet, if required				
2	Oversees the Positive Check-In process				
3	Supervises the Seeding Process (including production of heat sheets and lane timer sheets)				
4	Ensures the distribution of heat sheets to coaches, officials and for posting				
5	Understands how to manually seed an event				
6	Supervises the Deck Entry process and can do deck entries				
7	Can print Relay Slips				
8	Coordinates the distribution and collection of Relay Slips				
9	Knows how to enter relay names and ensure that all relay names have been entered				
Timing System					
1	Knows what primary timing system is being used (automatic, semi-automatic, manual)				
2	Ensures the secondary and tertiary timing systems are in place (if applicable)				
3	Has an understanding of the timing console operations and related equipment				
4	Works with the Timing System Operator to ensure that the system is set-up and tested				
5	Works with the Timing System Operator to make sure the printer is set-up and working				
6	Works with Timing System Operator to ensure Timing System and Meet Computer are connected and communicating				
7	Can decipher a Timing Console Printout and knows how to change the settings for the printouts if necessary.				
8	Demonstrates knowledge of Colorado Timing System (CT6)				
9	Demonstrates knowledge of Daktronics Timing System				
10	Demonstrates knowledge of Superior Timing System (SST)				
11	Can mentor and train Timing System Operator				
Computer Operations					
1	Verifies the computer and associated printer(s) are set-up prior to the session				

2	Discusses with the Meet Director the number of copies of results to print				
3	Ensures the computer operator can perform all the functions required for that session: deck entries, heat sheets, scratch & seeding, relay names, entering DQ's, processing results, printing awards, Meet Mobile Publishing (if applicable).				
4	Ensures the Computer Operator can pull Timing Information by race number if needed.				
5	Works with the Computer Operator to pull After-Meet Reports as required by MN Swimming. (Back-up of Meet, Team Fee Report, No Splash Athlete Report, HTML Results, TM Results File)				
6	Can mentor and train Computer Operator				
Determining the Official Time (Timing Judge)					
1	Understands and can explain the use of backup times and order-of-finish				
2	Can recognize when timing adjustments or time verifications are required				
3	Can explain all parts of the timing system printout				
4	Discusses with the Meet Referee how timing adjustments will be done				
5	Explains and can demonstrate how to determine the time for a lane malfunction				
6	Explains and can demonstrate how to determine the time for a heat malfunction				
7	Explains and can demonstrate how to use order-of-finish to validate a timing decision				
Results					
1	Verifies the meet setup (scoring, awards, etc.)				
2	Can process DQs, no-show slips, reseed slips				
3	Ensures that results are correct before publishing/posting				
4	Understands Prelims/Finals Meet procedures				
5	Recognizes when a swim-off is required & can set up the swim-off				
6	Oversees the scratch procedures for finals				
7	Can process the scratches and seed finals				
8	Can produce finals heat sheets, including alternates				
9	Understands Legal Split Time Procedures				
Time Trials					
1	Can set-up new events and/or sessions for Time Trials				
2	Can seed Time Trials				
3	Understands how to check for entry limits as they apply to Time Trials				
4	Distribute Heat Sheets / Add Event Comments as needed				
5	Communicates with Deck Referee and Coaches				
Other Items					
1	Can lead and mentor the administrative staff				
2	Takes suggestions and modifies performance as required				
3	Adjusts well and appropriately to unusual or unexpected circumstances				
4	Acts diplomatically, professionally, and respectfully when interacting with swimmers, coaches, officials, volunteers, spectators, pool personnel, etc.				