



Ohio Swimming Inc. Administrative Official (AO) Evaluation Checklist



AO Apprentice:	AO Evaluator:
Meet:	Location:
Session of Training:	Date:

Evaluator Rating: C=Completed; M=More Mentoring or Practice Recommended; NA=Not Available at the Meet

AO Skill Description	Rating
Pre-Meet Responsibilities (Meet Set Up in software)	
1. Understands how to set up a meet and enter swimmers, typical failure modes, and how to correct them	
2. Understands how to generate a Psych Sheet	
3. Overall, successfully completed pre-meet assignments?	Yes or No
Pre-Session Responsibilities	
1. Obtained meet information and knew it thoroughly, especially timeframes for admin-related items (positive check in, relay cards and scratch deadlines, etc.)	
2. Arrived at assigned time, prepared to perform pre-session tasks.	
3. Met with Meet/Deck Referee/CJ's and agreed on session protocols; verified preferences for heat sheet formats (show empty lanes, heat start times, # of columns, close-out footer, etc.) and quantities needed	
4. Met with Starter or attended Timers' briefing and confirmed instructions regarding soft touches, relay name changes, never using scoreboard times, etc.	
5. Understands how to correct missing or incorrect entries	
6. Understands Positive Check-in process and importance of pro-actively addressing the intentions of any athletes who've not checked in.	
7. Demonstrated scratching from prelims or timed finals sessions, and full meet scratches	
8. Demonstrated deck seeding, following any pre-set restrictions (only using empty lanes, etc.) and reseeding, including timely posting/distribution of new information/heat sheets	
9. Understands how to format and print various reports <ul style="list-style-type: none"> a. Produced exception reports (Entries Exceeded, etc.) and made corrections as necessary b. Produced Session reports (timelines) for Referees 	
10. Produced a Meet Program with formatting as requested for Officials, Starters, and Deck Referees	
11. Produced Relay Entry Cards	
12. Entered relay names or changed relay names	
13. Produced Lane Timer Sheets	



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14. Briefed Timing System Operator to note missed touches, open lanes, track race numbers, and not to correct times at console	
15. Confirmed proper operation of starting and timing systems <ul style="list-style-type: none"> a. Verified communication between timing console and meet management software; ensure correct events are in timing console b. Verified timing console records data from test start, prior to start of session 	
16. Briefed Announcer on protocols	
17. Understands data flow, typical failures (and how to correct them) from pads/buttons to console to meet manager program	
18. Overall, successfully completed the pre-session assignments?	Yes or No



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During the Session	
1. Demonstrated firm knowledge of timing systems (automatic, semi-automatic, manual or primary, secondary, tertiary), including explaining each system and differences. <ul style="list-style-type: none"> a. Understands how to recognize and correct repetitive timing system failures (bad pads, bad/missing buttons, slow watches, copied watch times, etc.) 	
2. Demonstrated recognition of a lane malfunction and how to adjust times, if needed (via meet management software and manually)	
3. Demonstrated recognition of a heat malfunction and how to adjust times, if needed (via meet management software and manually)	
4. Demonstrated adequate review of a DQ slip and how to enter information into the meet management software; returned incomplete or inaccurate DQ slips to Deck Referee/CJ for correction.	
5. Demonstrated how to adjust swimmers in heats and/or events (deck changes)	
6. Demonstrated use of event close-outs to reconcile complete event documentation (Entries – Scratches = Results + NS + DFS + DQ's +/- Deck Changes)	
7. Demonstrated review of event results (confirmed timing system adjustments; verified DQ's, NS's, DFS's, reasonable times) <ul style="list-style-type: none"> a. Checked for ties that might require swim-offs 	
8. Verified scoring is accurate in accordance with meet information	
9. Produced timely results (announced, posted, Meet Mobile updates and/or live results)	
10. Performed timely Meet Manager backups throughout the session	
11. Demonstrated firm knowledge of scratch rules during prelim/final meets and intents-to-scratch. Effectively managed the scratch process.	
12. Effectively managed swim-offs; coordinated with Deck Referee and Coaches for scheduling, created swim-off event and incorporated swim-off results into event results.	
13. Remained organized throughout the session; filed paperwork by event per meet host specifications (file folders/binders)	
14. Performed set up and seeding of time trial session (if applicable).	
15. Printed award labels periodically throughout the meet	



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16. Verified relay names and checked timer sheets for any changes.	
17. Overall, successfully completed the during-the-session assignments?	Yes or No
AO Skill Description	Rating
Post-Session	
1. Production of meet results	
a. PDF	
b. Export for team management software	
2. Production of meet back-up	
3. Collected deck officials' heat sheets and timing sheets	
4. Properly seeded Finals session and generated meet program with proper listing of alternates (for P/F meet)	
5. Overall, successfully completed the post session assignments?	Yes or No
Other Items	
1. Maintained flexibility and adapted to unusual or unexpected circumstances.	
2. Remained calm in stressful situations; handled interruptions politely and answered questions accurately and thoroughly in a professional manner; detailed-oriented.	
3. Showed firm knowledge of USA Swimming rules, meet structure, and protocols applicable to the meet.	
4. Overall, was this a favorable observation?	Yes or No

Please elaborate on additional mentoring needed to increase the Apprentice's skills as an AO:

Other comments:



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AO Evaluator's Signature: _____ **AO Apprentice's Signature:** _____

AO Evaluator's email or phone: _____ (Return completed form to Commission Officials Chair)