



# ADMINISTRATIVE OFFICIAL TRAINING/OBSERVATION CARD<sup>09-24-13</sup>

TRAINEE NAME: \_\_\_\_\_ CLUB: \_\_\_\_\_ DATE: \_\_\_\_\_

MEET \_\_\_\_\_ MEET SESSION # \_\_\_\_\_

TRAINING SESSION #: \_\_\_\_\_ TRANSFERRING OFFICIAL EVALUATION: \_\_\_\_\_

(Yes or No)

Rating System: P= Proficient to perform unsupervised; I = Improved during session but still needs more training and experience, X= Failed to satisfactorily perform necessary functions; N/A = Not observed or not applicable at this meet

<b>Skill</b>	<b>Rating</b>	<b>Comments</b>
Understands and can perform positive check-in procedures		
Understands scratch procedures		
Capable of deck seeding		
Understands table paper flow, organization and filing		
Familiar with and uses standard administrative forms appropriately		
Accuracy, attention to detail		
Professional manner		
Understands and can manually calculate lane malfunction correctly		
Understands and can manually calculate heat malfunction correctly		
In Meet Manager:		
• Can adjust swimmers in heat		
• Prepares heat sheets		
• Prepares timer sheets		
• Sets up and runs session report		
• Reviews and enters DQs		
• Records no shows		
• Calculates lane malfunction		
• Prints out results		

Recommend for certification? **Y or N** If no, what specific issues need to be developed/improved?

TRAINER NAME: \_\_\_\_\_ CLUB: \_\_\_\_\_ CERT LEVEL: \_\_\_\_\_  
(Print)

TRAINER SIGNATURE: \_\_\_\_\_ TRAINER EMAIL or PHONE: \_\_\_\_\_

MEET REFEREE NAME: \_\_\_\_\_ SESSION START/FINISH TIME: \_\_\_\_\_ / \_\_\_\_\_  
(Print)

MEET REFEREE SIGNATURE: \_\_\_\_\_

*(4 sessions at any meet(s), with a trainer who has been certified as an Administrative Official)*