Apprentice Checklist – Administrative Official 1

Thank you for taking the time to become a certified Referee. This document is intended to give mentors and mentees a few guidelines to ensure that mentees get exposure to as many situations as possible to feel confident in their roles once certified.

In order to obtain certification, **2 mentoring sessions are required**, each session needs to be at least 2 hours long. If sessions are shorter than 2 hours, two shorter sessions can be added up and count for one session. For a session to count it cannot consist of only distance events, distance events are defined as events of 400 Y/M and longer. At a minimum, mentoring sessions must be completed with 1 mentor and at 2 different meets.

AO 1 apprentices should obtain mentoring and training right from the first apprentice session.

Important:

* **Mentors** can be officials who worked **at least** 1 year as Administrative Official.
* Please remember that you can complete a maximum of one session PRIOR to completing the online tests.
* A mentor can only mentor 1 mentee per session.
* Required test: Administrative Official
* Once you completed this form, please submit a copy of all sides to: [officialschair@wisconsinswimming.org](mailto:officialschair@wisconsinswimming.org)

**Apprentice Record:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Meet/Location | Duration of session | Date | Certified AO mentor  (Name printed and signature) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. (optional) |  |  |  |
| 4. (optional) |  |  |  |

**This section of the form serves as tracking form for mentees.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Observed** | **Sess. 1** | **Sess. 2** | **Sess. 3** (optional) | **Sess. 4**  (optional) |
| Pre-session |  |  |  |  |
| 1. Coordinates with the Meet Director and Meet Referee on responsibilities/procedures. |  |  |  |  |
| 2. Brings a copy of the Meet Announcement and is familiar with the policies/procedures described therein. |  |  |  |  |
| 3. Knowledgeable of applicable USA Swimming rules (e.g. timing, scoring, meet results) |  |  |  |  |
| 4. Helps with any entry/timeline issues (if needed) |  |  |  |  |
| 5. Knows how to run Exception Reports for Max. No. of Events and Qualifying Times (if needed) |  |  |  |  |
| 6. Prints necessary heat sheets for officials, timer sheets, etc. |  |  |  |  |
| 7. Prepares timer clip boards |  |  |  |  |
| 8. Processes deck entries (if applicable) |  |  |  |  |
| 9. Knows how to seed and reseed an event |  |  |  |  |
| 10. Ensures that the secondary and tertiary timing systems are in place (if applicable) |  |  |  |  |
| 11. Ensures that necessary printers are set-up and properly connected. |  |  |  |  |
| 12. Works with the Timing System Operator to ensure that the system is set up and tested; arranges for test start to ensure proper functioning of systems prior to start of meet. |  |  |  |  |
| During session |  |  |  |  |
| Establishing official times: |  |  |  |  |
| 1. Familiar with and understands common admin forms |  |  |  |  |
| 2. Knows how to get times from timing console automatically and manually |  |  |  |  |
| 3. Can recognize when timing adjustments or time verifications are required |  |  |  |  |
| 4. Knows and can demonstrate how to determine the time for a lane malfunction and calculate correct time |  |  |  |  |
| 5. Knows and can demonstrate how to determine the time for a heat malfunction and calculate correct times |  |  |  |  |
| 6. Knows and can demonstrate how to use order-of-finish to validate a timing decision |  |  |  |  |
| 7. Provides written documentation of all timing adjustments on the printout |  |  |  |  |
| 8. Processes DQ slips and no shows |  |  |  |  |
| 9. Processes relay take off slips and relay cards |  |  |  |  |
| 10. (Spot) checks timer sheets for name, lane or other changes |  |  |  |  |
| 11. Knows how to set up positive check-ins and print forms |  |  |  |  |
| 12. Knows and can explain judges’ decision |  |  |  |  |
| Results: |  |  |  |  |
| 1. Ensures results are correct before publishing and posting |  |  |  |  |
| 2. Ensures posting of results |  |  |  |  |
| 3. Prints award labels |  |  |  |  |
| Other |  |  |  |  |
| 1. Attention to detail |  |  |  |  |
| 2. Willing to take suggestions and modifies performance |  |  |  |  |
| 3. Adjusts to changing circumstances |  |  |  |  |
| 4. Team player |  |  |  |  |
| 5. Acts diplomatically, professionally, and respectfully when interacting with swimmers, coaches, officials, volunteers, spectators, pool personnel, etc. |  |  |  |  |

Thank you for supporting Wisconsin Swimming!!