



_____(Name, print)

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

Apprentice Record:

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

-Please turn-

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

Observed	Sess. 1	Sess. 2	Sess. 3 <small>(optional)</small>	Sess. 4 <small>(optional)</small>
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!!