 Administrative Official Training Log

Official’s Legal Name: Date:

Meet Location (Short or Long Course): Number of Sessions Worked:

Number of Sessions Worked Before This Meet:

**The purpose of this documentation is to provide certification status feedback to trainee**

|  |  |  |
| --- | --- | --- |
| **X = Improvement Needed** | **R = Ready For Recommendation** | **N/A = Not Observed or Not Applicable** |

**SKILLS OBSERVED** **RATING** **COMMENT(S) ON SKILL(S) TO BE IMPROVED**

|  |  |  |
| --- | --- | --- |
| **Read the Meet Announcement and**  **all other Meet Paperwork** |  |  |
| **Communicates and works with**  **Meet Referee (keeps in the loop on all decisions)** |  |  |
| **Understands, implements deck**  **entries & seeding rules** |  |  |
| **Can perform positive check-in**  **where needed** |  |  |
| **Understands scratch procedures for Timed Finals, Prelims & Finals** |  |  |
| **Runs & uses exception report for**  **each session** |  |  |
| **Creates accurate session reports**  **and distributes all paperwork on time** |  |  |
| **Can seed & create a swim-off heat**  **and Timed Trials** |  |  |
| **Ensures all equipment is tested for an on time start of the meet** |  |  |
| **Able to make timing adjustments when needed** |  |  |
| **Uses all data for adjustments**  **(OOF and watches)** |  |  |
| **Understand how all timing**  **equipment operates (Colorado, Daktronics)** |  |  |
| **Understands use of split times** |  |  |
| **Processes DQ slips accurately** |  |  |
| **Collates, processes and archives**  **paper correctly** |  |  |
| **Scores and posts meet results accurately** |  |  |
| **Works in a professional manner and works well with other** |  |  |

Meet Referee Name: Date:

Meet Referee Signature:

**Certification Recommendation will be submitted: ( YES / NO )**

**Requires 100% met of all requirements above to be considered.**

**Please refer to the latest updated GULF Certification Guideline for eligibility.**

**GULF Meet Referee is required to submit a separate recommendation to support this documentation to the GULF LSC Officials Chairman ( Brian L. Walls )**

Effective as of February 1, 2022. All past versions are obsolete