

**Procedures For Training log**

Dear Gulf Officials,

Thank you for all you do for Gulf Swimming!

As we all know, it takes a village of volunteers to run a meet.

Volunteering your time and providing officiating help is greatly appreciated so we can run the meet smoothly and give the swimmers an opportunity to have great swims at the meet.

**The purpose of the training log is so Gulf Swimming LSC Meet Referees can provide feedback to the trainee officials regarding the skills that need to be improved for the official to become certified in the position.**

**Officials who use the” 60 days Trial” registration form are NOT eligible to use this training log for evaluations.**

**Here is the process for using the training log**.

Observations/training/feedback

* Please sign up in advance for the meet you are attending.
* After you have worked a few sessions as an apprentice official, you can request observation/training feedback even if you are not ready to receive a certification recommendation
* If you want an observation/training feedback, fill out the top portion of a new Training Log and bring it with you to the meet.
* Look at your Official Tracking System (USA Swimming Website) meet history to determine on how many apprentice sessions you have worked in the position before the meet you are attending.
* Present the Training log to the Meet Referee before the official’s briefing/meeting for observation/feedback.
* After the meet, the meet referee will return to you the filled-out Training Log listing comments on the skill(s) that he/she believes you need to improve.

Observation/feedback for Certification Recommendation

* Please sign up in advance at any meet you are attending.
* Print a new blank Training log, fill out the top portion of the Training Log, bring it with you to the meet and present it to the Meet Referee to review before the Official’s Briefing.
* Look at the Gulf LSC Officials Certification Guidelines to determine the number of training sessions required for the position you are seeking: For example: for SR-AP make sure you check your OTS- USA Swimming meet history to verify you have at least 10 sessions as XS (SR-AP).
* Each session you work is normally entered in the Official Tracking System at your highest certification level even though you may work multiple position during each session. For example: If you have both a ST(Q) and a SR-AP certification and work both positions during the session, your session will be entered in OTS as XS (SR-AP) unless you request the Meet Referee to report the session as ST(Q).
* If you are requesting observation/feedback that will be followed by a certification recommendation, you must notify the Meet Referee in advance so that this can be taken into consideration in preparing the assignments.
* **When requesting a certification recommendation, you should work at least two (2) or more sessions at the meet (in case some skills need to be improved) at the meet.**
* The meet referee will return to you the filled-out Training Log. **(The meet referee submits a different certification recommendation form to the Gulf Swimming LSC Officials Committee Chair).** If the Training Log shows that the meet referee will submit a certification recommendation for you, then you should follow up with the meet referee in a couple of weeks after the meet to verify that a certification recommendation was submitted for you.

**THANK YOU FOR ALL YOU DO FOR GULF SWIMMING**