



## Administrative Official On Deck Training Card

TRAINEE NAME: \_\_\_\_\_ CLUB: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MEET: \_\_\_\_\_ MEET SESSION: \_\_\_\_\_ TRAINING SESSION: \_\_\_\_\_  
 Rating System: P (Proficient to perform unsupervised; I (Improved but needs more training and experience); N (Not satisfactory for certification); N/A (Not observed at this meet).

SKILL OBSERVED	RATING	COMMENTS
Understands and can perform positive check-in procedures		
Understands scratch procedures		
Capable of deck seeding		
Understand table paper flow, organization and filing		
Familiar with and understands common admin forms		
Accuracy and attention to detail		
Professional Manner		
Understands lane malfunctions and selects correct time		
Understands and can calculate heat malfunctions correctly		
<b>SOFTWARE SKILLS</b>		
Adjusts swimmers in heat		
Prepare heat sheets		
Prepare lane/timer sheets		
Set up and run session report		
Review and enter DQs		
Record no shows		
Print results		

Should this session count toward the training requirement? YES or NO (circle one)

What can you tell the committee about this session and the work done, and what should the trainee work on going forward in their training?

TRAINER: \_\_\_\_\_ CLUB: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 MEET REFEREE: \_\_\_\_\_ SESSION LENGTH: \_\_\_\_\_

TRAINING MUST BE OVER 3 SESSIONS AT 2 MEETS WITH AT LEAST 2 TRAINERS, AT LEAST 1 SESSION BEING AT A MULTI-SESSION MEET. SESSIONS MUST BE AT LEAST 2 HOURS IN LENGTH, HAVE ALL 4 STROKES CONTESTED AND HAVE A MINIMUM 25 HEATS.