

**Northern Kentucky Clippers Swimming
Administrative Official Evaluation Form**

Name: _____

Evaluator: _____

Meet: _____

Location: _____

Session: _____

Date: _____

Key: **N/O** - Not Observed **N/W** - Needs Work **G** - Good **V/G** - Very Good

	N/O	N/W	G	VG
Pre-Meet Coordination				
1. Coordinates with the Meet Director and Meet Referee on responsibilities/procedures for the meet.	[]	[]	[]	[]
2. Brings a copy of the Meet Announcement and is familiar with the policies/procedures described within.	[]	[]	[]	[]
3. Understands OH LSC Policies & Procedures applicable for the meet.	[]	[]	[]	[]
4. Understands how the OH LSC and the USA-S rules govern the meet.	[]	[]	[]	[]
5. Helps the Meet Director with any entry/timeline issues (if needed).	[]	[]	[]	[]
6. Knows how to run Exception Reports for Max. No. of Events and Qualifying Times.	[]	[]	[]	[]
7. Coordinates with the Meet Director on how deck entries will be handled (if applicable).	[]	[]	[]	[]
Clerk of Course				
1. Can print Positive Check-In Sheets, if required.	[]	[]	[]	[]
2. Oversees the Positive Check-In process.	[]	[]	[]	[]
3. Supervises the Seeding process (inc. production of heat sheets and lane timer sheets).	[]	[]	[]	[]
4. Ensures the distribution of meet sheets to coaches, officials, and for Posting.	[]	[]	[]	[]
5. Understands how to manually seed an event.	[]	[]	[]	[]
6. Supervises the Deck Entry process and can do deck entries.	[]	[]	[]	[]
7. Can print Relay Slips.	[]	[]	[]	[]
8. Coordinates the distribution and collection of Relay Slips.	[]	[]	[]	[]
9. Knows how to enter relay names and ensure that all relay names have been entered.	[]	[]	[]	[]
Timing System				
1. Knows what primary timing system is being used (automatic, semi-automatic, manual).	[]	[]	[]	[]
2. Ensures that the secondary and tertiary timing systems are in place (if applicable).	[]	[]	[]	[]
3. Has an understanding of the timing console operations and related Equipment.	[]	[]	[]	[]
4. Works with the Timing System Operator to ensure that the system is set-up and tested.	[]	[]	[]	[]
5. Works with the Timing System Operator to make sure the printer is set-up and working.	[]	[]	[]	[]
Computer Operations				
1. Verifies the computer and associated printer(s) are set-up prior to the session.	[]	[]	[]	[]
2. Discusses with the Meet Director the no. of copies of meet sheets to print.	[]	[]	[]	[]
3. Ensures the computer operator can perform all the functions required for that session: deck entries, scratch & seeding, relay names, processing results.	[]	[]	[]	[]

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Determining the Official Time (Timing Judge)

	N/O	N/W	G	VG
1. Understands and can explain the use of backup times and order-of-finish.	[]	[]	[]	[]
2. Can recognize when timing adjustments or time verifications are required.	[]	[]	[]	[]
3. Can explain all the parts of the timing system printout.	[]	[]	[]	[]
4. Discusses with the Meet Referee how timing adjustments will be done.	[]	[]	[]	[]
5. Explains and can demonstrate how to determine the time for a lane malfunction.	[]	[]	[]	[]
6. Explains and can demonstrate how to determine the time for a heat Malfunction.	[]	[]	[]	[]
7. Explains and can demonstrate how to use order-of-finish to validate a timing decision.	[]	[]	[]	[]

Results

1. Verifies the meet setup (scoring, awards, etc.).	[]	[]	[]	[]
2. Can process DQ slips, no-show slips, reseed slips.	[]	[]	[]	[]
3. Ensures that results are correct before publishing/posting.	[]	[]	[]	[]
4. <i>Understands Prelims/Finals Meet procedures.</i>	[]	[]	[]	[]
5. <i>Recognizes when a swim-off is required & can set up the swim-off.</i>	[]	[]	[]	[]
6. <i>Oversees the scratch procedures for finals.</i>	[]	[]	[]	[]
7. <i>Can process the scratches and seed finals.</i>	[]	[]	[]	[]
8. <i>Can produce finals heat sheets, including alternates.</i>	[]	[]	[]	[]

Other Items

1. Can lead and mentor the administrative staff.	[]	[]	[]	[]
2. Takes suggestions and modifies performance as requested.	[]	[]	[]	[]
3. Adjusts well and appropriately to unusual or unexpected circumstances.	[]	[]	[]	[]
4. Acts diplomatically, professionally, and respectfully when interacting with swimmers, coaches, officials, volunteers, spectators, pool personnel, etc.	[]	[]	[]	[]

Overall Performance rating? [] [] []

Has this person passed the USA Swimming Administrative Official Test? Yes_____ No_____

Is this person recommended to become a certified Administrative Official? Yes_____ No_____

General Comments (use additional page if necessary)

I acknowledge that I have received this evaluation and it has been discussed with me.

Administrative Officials' signature _____ **Date** _____

Evaluator's signature _____ **Date** _____

(Administrative Official should retain a copy when applying for certification. Evaluators may make a copy for their records.)