



Ohio Swimming Inc.
Administrative Official (AO)
Certification/Recertification Standards



Prerequisites	<ol style="list-style-type: none"> 1. Register as an OSI Official on swimohio.com (Membership) 2. Complete the on-line registration on usaswimming.org 3. Complete Background Check (BGC) 4. Complete the Athlete Protection Training (APT) 5. Complete the current open book test on USA Swimming's website with a score of 80% on the ADMINISTRATIVE OFFICIAL test. 6. Send an email to the Commission Officials Chair, or designee, stating that the above requirements have been met.
Education	<ol style="list-style-type: none"> 1. Attend an OSI AO Clinic (before any mentoring sessions)
Training Admin Official - AP	<ol style="list-style-type: none"> 1. Shadow an OSI AO Mentor at as many meets as necessary in order to acquire all of the skills included on the OSI AO Evaluation Checklist form. The AO Evaluation Checklist may be completed at each of these sessions to track the progress of the AO Apprentice. NOTE: AO mentoring sessions are to be coordinated in advance by the AO Apprentice with the Meet Referee (or designated Officials Coordinator for the meet). Most sessions will not provide the opportunity to acquire all AO skills. Thus, working multiple sessions with various AO Mentors will be the norm. AO Mentors may work with up to two AO Apprentices at any given session. 2. Work at least one preliminary session (including generating the heat sheet for the finals session) at a prelim/final meet. 3. Certification must be completed within one year from date of initial clinic.
Certification Admin Official - Q	<ol style="list-style-type: none"> 1. Receive at least one favorable evaluation, which can be completed over multiple sessions at a USA Swimming sanctioned meet, from an approved OSI AO Evaluator. Note: the AO Evaluator cannot be the same person who mentored the AO Apprentice in Training Step 1, above. 2. An AO Evaluation Checklist must be completed by the approved OSI AO Evaluator and given to the Apprentice, who will forward it to the Commission Officials Chair upon

	<p>completion.</p> <p>Note: While it is the goal of OSI to develop officials in a consistent and standardized manner, it is recognized that unique circumstances may occur which prevent an Apprentice the opportunity to fulfill all of the Training requirements listed above. Requests for an exception may be made by the Meet Referee, Commission Officials Chair or the Apprentice Official. The Ohio Swimming Officials Chair has the sole authority to waive specific certification requirements.</p>
<p>Recertification Admin Official – Q Admin Official - M Admin Official - EV</p>	<ol style="list-style-type: none"> 1. Work at least six sessions at no less than two different USA Swimming sanctioned meets, in the past twelve months. At least two of those sessions must be in the capacity of an Administrative Official; the balance may be in a related administrative position (Clerk of Course, Timing System Operator, Scoring/Meet Management) or a deck position (Stroke and Turn, Starter, Chief Judge or Referee). Note: the AO may only serve in the capacity of an AO at any given session (USAS rule 102.10.3) 2. Receive a completed OSI AO Evaluation Checklist from an approved OSI AO Evaluator once every three years. The evaluation is waived if at least 18 sessions (over three years) were worked as an AO or related administrative position (Clerk of Course, Timing System Operator, Scoring/Meet Management). Note: A request for an OSI AO Evaluation may be made at any time by the OSI Permanent Office or the Meet Referee, due to timing adjustment mistakes or errors noted when uploading the meet results into SWIMS. 3. Attend an AO Recertification Clinic each year. 4. Remain a registered OSI Official, and remain current on BGC and APT. 5. Every three years, pass the Administrative Official exam with a grade of at least 80%, or have obtained a higher level certification, such as Admin Referee. 6. If unable to attend the AO Recertification Clinic in any 12 month period, with prior approval of the Commission Officials Chair, complete the Administrative Official exam with a grade of at least 80%, to obtain a six month extension (or until the next clinic offering). Note: Advancement to and/or maintenance of an N2 AO, N2 AR, or N3 AR national certification will meet the recertification requirements in Step 5, above.
<p>AO Mentors Admin Official - M</p>	<ol style="list-style-type: none"> 1. OSI AO Mentors will be designated in OTS, following approval by the Ohio Swimming Officials Chair, based upon discretion, and any of the following criteria: <ol style="list-style-type: none"> a. A current OSI Admin Official/Referee in good

	<p>standing, with at least three years' experience (or 25 sessions) as an Admin Official/Referee.</p> <ul style="list-style-type: none"> b. Certified as USA Swimming N2 Admin Official, N2 or N3 Admin Referee. c. Recommended as an OSI AO Mentor by the Commission Officials Chair.
<p>AO Evaluators Admin Official - EV</p>	<ul style="list-style-type: none"> 1. OSI AO Evaluators will be designated in OTS, following approval by the Ohio Swimming Officials Chair, based upon discretion, and any of the following criteria: <ul style="list-style-type: none"> a. A current OSI Admin Official/Referee in good standing, with at least five years' experience (or 50 sessions) as an Admin Official/Referee. b. Certified as USA Swimming N2 Admin Official, N2 or N3 Admin Referee. c. Recommended as an OSI AO Evaluator by the Commission Officials Chair. <p>Note: AO Evaluators may not evaluate an AO Apprentice that they have mentored previously.</p>