

Training Record and Application for Administrative Official Certification

Instructions: Fill in the blanks as applicable. If additional space is needed on-deck meet training may also be recorded on reverse. After successful completion of the training process send completed form to the USI Officials Chairperson. Contact information for the current Officials Chairperson is available on the Utah Swimming website: www.swimutah.com

Trainee Information

Name:	Team Affiliation:
Email:	Phone: (cell & home)
Address:	

Administrative Official Training Clinic Information: Trainee must attend clinic before beginning on-deck training

Date & Place of Clinic:	Clinic Instructor:
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“Apprentice” Training Record: Must complete at least four (4) sessions with two (2) separate trainers, one (1) may be as a timing equipment operator and at least three (3) as computer operator. “Apprentice” time should focus on learning, performing and/or supervising the following positions and responsibilities. An Administrative Official must

- Demonstrate competence in supervising and/or fulfilling the following positions: Entry and registration process, Clerk of Course, Timing Equipment Operator, Scorer/Recorder, Computer Operator. (See USA Swimming Rulebook for definitions of positions)
- Be responsible to the Referee for: the accurate processing of entries and scratches, accurate seeding of all heats, determination and recording of official times, determination of official results, publication and posting of results and scores
- Perform other duties if assigned by the Referee

Date	Meet/Session Name	Position(s) worked and/or supervised. Responsibilities performed and/or supervised.	LSC Designated Administrative Official or Administrative Referee Signature— IF APPROVED

Recommend applicant to become Administration Official: _____ (LSC Designated Administrative Official or Referee) _____ (Date) .

Administrative Use Only: Online Tests Passed with 80% or better: Administrative Official _____(date)	Notes: Approval of Officials Committee (date) _____ Notified applicant (date) _____ Update USI Officials List & Posted Online (date) _____
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