



ADMINISTRATIVE OFFICIAL TRAINING LOG

The goal of a USA Swimming Administrative Official is to provide all swimmers with an accurate time for every race they swim. To meet that goal, prospective Administrative Officials (AO's) are required to attend an approved Administrative Official Clinic before beginning their at-meet training. The training will help the AO learn the process at a swim meet for determining each swimmer's official time. A minimum of 2 sessions is required within six months of completing the Administrative Official Clinic. The at-meet training must be completed under the supervision another Administrative Official with at least one year of experience. Before requesting certification as an Administrative Official, the candidate must complete the training session and pass the open book "Certification – Administrative Official" exam (on the USA Swimming website) with a score of 80% or higher, submit their application for non-athlete membership to USA Swimming, pass a Level 2 criminal background check, and complete the Athlete Protection Training. A prospective Administrative Official will not be considered for certification until the minimum requirements are met. When ready to request certification as an Administrative Official, send/give this log is to your Zone's Official's Representative. Failure to complete the certification requirements within the six-month time frame shall require prospective Administrative Official to repeat the clinic, the at-meet training, and all exams.

Questions about certification requirements may be directed to your Clinic Instructor or your zone's Official's Representative.

Name: _____

Address: _____

E-mail: _____

Phone: _____ Club: _____

Clinic Date: _____ Clinic Instructor: _____

<i>Date</i>	<i>Meet Name</i>	<i>Trainer Comments</i>	<i># of Sessions</i>

Working as an Administrative Official Trainee:

- Find a meet: train at the meets where your kids swim, train at zone specific meets, or train at meets on the CSI schedule (www.ColoradoSwimming.org)
- Check in with the Meet Referee upon arrival at a meet. Inform the referee of the position you're training for. You may train only for the position of Administrative Official
- Trainees are not permitted to train at Championship Meets

Official's Zone Representative: _____