ADMINISTRATIVE OFFICIAL CERTIFICATION

						ADMINISTRATIVE OFFICIAL CERTIFIC	SATION	0
TRAIN	NEE	NAN	1E			/ TEAM		0 2
		, ., .,	_			,		SWIMPAINS
								SWIMMING
SESSIO	N 1:	DATE		/	MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSIO	N 2.	DATE			' MEET	/ TDAINED'S NAME	Trainer (V or NI)	/ LSC
SESSIO	IN 2:	DATE		,	IVIEEI	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSIO	N 3:	DATE		/	MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
				•		•	,	•
SESSIO	N 4:	DATE		/	MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSIO	N 5	DATE			MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
JLJJIO	IV J.	DAIL		,	IVILLI	/ INAINER 3 NAINE	Trainer (1 or 14)	/ L3C
SESSIO	N 6:	DATE		/	MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
Y/N)						Apprenticeship Requirements (Y/N)		
US	A S	wimmiı	ng M	embe	er, Foundations of O	fficiating Course, Background Check, APT Training, Co	oncussion Training	
Pa	ss tl	ne USA	Swir	nminį	g Administrative Off	icial certifications test with a score of 80% or more	Date:	_
Ар	pre	ntice as	an A	٩dmir	nistrative Official for	at least 4 training sessions over 2 meets with a train	er(s)	
						Certification Performance Requirements for Cert	tification	
N 1		N N	N 5	9 N G		Y = Yes, N = No, ND = Not Demonstrate	ed	
SESSION 1 SESSION 2	į	SESSION	SESSION	SESSION	Session Traine	rs fill-in all the boxes with Y=Yes, N=No, ND=Not Demonstrat	ed; training must be approved and signed	l-off by MR.
<u> </u>		<u> </u>	SE			companion Performance Requirements Checklist as a definit	tion and guide.	
				-	•	re-meet entry and registration process.		
						t with necessary equipment and supplies, or has arrange		
						ules and procedures for the meet set out in the Meet Ar rstanding of the rules as outlined in the USA Swimming F		timo
					·	et set-up in meet management software to include softw		
					console.	are up in incer management solution to include solution		pater and tilling
					6. Uses appropriate	procedures for timely preparation of accurate heat shee	ts.	
					7. Uses appropriate	procedures for timely preparation of lane timer sheets.		
						timing resolutions for each heat. Uses flowchart correctly. Notice> USAS video correction:1 button can confirm		
					a pad NOT average b			
						er operator move swimmers around in an event.		
	10. Records and reconciles DQ and NS. 11. Reviews, checks and finalizes all results & any timing adjustments/corrections for each e						tions for each event	
					·	malfunction resolution.	tions for each event.	
13. Understands the timing system used and its limitations. Can operate basic functions of systems if necessary						ic functions of systems if necessary.		
						ring program used and its limitations. Can operate basic	functions of systems if necessary.	
						role and duties of the Clerk of Course.		
						role of the Referee and includes the Referee in decision		
						other officials, timing system and meet management pro	ogram operators.	
	+					coaches and athletes. importance of participating in many levels and types of	meet as an Administrative Official	
	+					formance criteria as outlined in Administrative Official P		
					·		Totessional Document.	
					l .	A Swimming Safe Sport and MAAPP rules.		
Sign-off	Com	ments -	us	e bacl	k of sheet			
Nama of	MD	session '	1)			Name of MR (Session 4)		
Name of								
Name of						Name of MR (Session 5)		
Name of	MR (session 3	3)			Name of MR (Session 6)		
						Administrative Official Certification		
	Certification must be completed within one year of the AO clinic.							
	When complete, scan and email this form along with an Officials History report to the OSI Admin Official Chair. They will review & certify it for final approval. *****More instructions on back of sheet							
	.,,,,	500	- 2.511	J D.		Recommend Certification as Administrative Of	fficial (Y/N)	
							\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	10/13/20:

Sign-off Comments
SESSION 1
SESSION 2
SESSION 3
SESSION 4
SESSION 5
SESSION 6

When all training sessions and training log are completed:

a. Scan or take a photo of this training log.

b. Access your USA Swimming account, go to Official -> My Official History -> Official Reports , then select Official History. Save as a PDF or take a snapshot of your official history.