



SOUTHERN CALIFORNIA SWIMMING VOLUNTEER OFFICIALS CERTIFICATION / RE-CERTIFICATION FORM

Administrative Positions

Name: _____	Date: _____	Committee: <input type="checkbox"/> Coastal				
Address: _____		<input type="checkbox"/> Desert				
City: _____	State: _____ Zip Code: _____	<input type="checkbox"/> Eastern				
Home Phone: _____	Work Phone: _____	<input type="checkbox"/> Metro				
Cell Phone: _____	E-mail: _____	<input type="checkbox"/> Orange				
		<input type="checkbox"/> Pacific				
		<input type="checkbox"/> Unat				
<p>Current Certification: N1 Expires: N2 Expires: N3 Expires:</p> <p style="text-align: center;">Timing System Operator <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</p> <p style="text-align: center;">Clerk of Course <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</p> <p style="text-align: center;">Administrative Official – Timed Finals <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</p> <p style="text-align: center;">Administrative Official – Heats & Finals <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</p>						
<p>I am applying for: <input type="checkbox"/> Certification <input type="checkbox"/> Evaluation</p> <p style="text-align: center;"><input type="checkbox"/> Timing System Operator <input type="checkbox"/> Clerk of Course</p> <p style="text-align: center;"><input type="checkbox"/> Administrative Official – Timed Finals <input type="checkbox"/> Administrative Referee – Heats & Finals</p> <p style="text-align: center;"><input type="checkbox"/> Administrative Referee – Timed Finals</p>						
<p>Qualifications for the Position:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Automatic Timing System Operator</th> <th style="width: 50%; text-align: center;">Administrative Official TF</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p style="text-align: center;">USA-S required tests <input type="checkbox"/> passed <input type="checkbox"/> under 80%</p> <p>Apprentice with a qualified operator for 6 sessions (2 meets), one meet must be using touch pads. Number of apprentice sessions: _____</p> <p style="text-align: center;">Clerk of Course</p> <p style="text-align: center;">USA-S required tests <input type="checkbox"/> passed <input type="checkbox"/> under 80%</p> <p>Apprentice with an Admin Referee for a minimum of 6 sessions (at least 2 separate meets). Number of apprentice sessions: _____</p> </td> <td style="vertical-align: top;"> <p style="text-align: center;">USA-S required tests <input type="checkbox"/> passed <input type="checkbox"/> under 80%</p> <p>Must have worked as a Certified Clerk of Course for a minimum of 6 months to include 6 sessions. Date certified as Clerk of Course: _____</p> <p>Apprentice with two different Admin Referees for a minimum of 12 sessions (at least 3 separate meets). Number of apprentice sessions: _____</p> <p style="text-align: center;">Administrative Referee H/F</p> <p style="text-align: center;">USA-S required tests <input type="checkbox"/> passed <input type="checkbox"/> under 80%</p> <p>Must have worked as a certified Administrative Official T/F for a minimum of two years or by recommendation of a Senior Admin Referee and Senior Referee Date certified as Admin Official: _____</p> <p>Apprentice with a certified Administrative Referee (Heats and Finals) for a minimum of 3 Heats and Finals meets. Number of apprentice sessions: _____</p> <p>Must have a high degree of knowledge of the duties of the Deck Referee. Senior Referee approval of knowledge: _____</p> </td> </tr> </tbody> </table>			Automatic Timing System Operator	Administrative Official TF	<p style="text-align: center;">USA-S required tests <input type="checkbox"/> passed <input type="checkbox"/> under 80%</p> <p>Apprentice with a qualified operator for 6 sessions (2 meets), one meet must be using touch pads. Number of apprentice sessions: _____</p> <p style="text-align: center;">Clerk of Course</p> <p style="text-align: center;">USA-S required tests <input type="checkbox"/> passed <input type="checkbox"/> under 80%</p> <p>Apprentice with an Admin Referee for a minimum of 6 sessions (at least 2 separate meets). Number of apprentice sessions: _____</p>	<p style="text-align: center;">USA-S required tests <input type="checkbox"/> passed <input type="checkbox"/> under 80%</p> <p>Must have worked as a Certified Clerk of Course for a minimum of 6 months to include 6 sessions. Date certified as Clerk of Course: _____</p> <p>Apprentice with two different Admin Referees for a minimum of 12 sessions (at least 3 separate meets). Number of apprentice sessions: _____</p> <p style="text-align: center;">Administrative Referee H/F</p> <p style="text-align: center;">USA-S required tests <input type="checkbox"/> passed <input type="checkbox"/> under 80%</p> <p>Must have worked as a certified Administrative Official T/F for a minimum of two years or by recommendation of a Senior Admin Referee and Senior Referee Date certified as Admin Official: _____</p> <p>Apprentice with a certified Administrative Referee (Heats and Finals) for a minimum of 3 Heats and Finals meets. Number of apprentice sessions: _____</p> <p>Must have a high degree of knowledge of the duties of the Deck Referee. Senior Referee approval of knowledge: _____</p>
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SCS Timing System Operator / Clerk of Course / Administrative Officials Evaluation

Applicant has met or exceeded expectations for certification Applicant has NOT met expectations for position, further training is recommended

Please rate each area by number: Needs Further Training ← 1 2 3 4 5 → Outstanding

General (Everyone)	Timing System Operator	Administrative Official – TF
<input type="checkbox"/> Appearance	<input type="checkbox"/> Equipment Set-up – CTS	<input type="checkbox"/> Meet Management Software
<input type="checkbox"/> Attitude	<input type="checkbox"/> Equipment Set-up – DAK	<input type="checkbox"/> Verification of Registration
<input type="checkbox"/> Composure	<input type="checkbox"/> Console Set-up – CTS	<input type="checkbox"/> Determining validity of times
<input type="checkbox"/> Works well with others	<input type="checkbox"/> Console Set-up – DAK	<input type="checkbox"/> Adjusting times
<input type="checkbox"/> Reliable	<input type="checkbox"/> Console Operation	<input type="checkbox"/> Understanding of Disqualifications
<input type="checkbox"/> Knowledge of Rules, USA-S and SCS	<input type="checkbox"/> Overall Performance	<input type="checkbox"/> Awards
<input type="checkbox"/> Interaction with Athletes, Coaches		<input type="checkbox"/> Instruction of Personnel
<input type="checkbox"/> Knowledge of Announcer duties		<input type="checkbox"/> Overall Performance
<input type="checkbox"/>	Clerk of Course	
<input type="checkbox"/>	<input type="checkbox"/> Meet Pace Awareness	Administrative Referee – HF
<input type="checkbox"/>	<input type="checkbox"/> Check-In Procedures	<input type="checkbox"/> Heats and Finals Rules
<input type="checkbox"/>	<input type="checkbox"/> Handling Trouble	<input type="checkbox"/> Times Reconciliation
<input type="checkbox"/>	<input type="checkbox"/> Seeding (Manual & Computer)	<input type="checkbox"/> Finals Scratch
<input type="checkbox"/>	<input type="checkbox"/> Overall Performance	<input type="checkbox"/> Finals Seeding
<input type="checkbox"/>		<input type="checkbox"/> Deck Referee Knowledge

Comments or Recommendations: (Type below)

Evaluator's Name: _____ Date: _____
 SCS Section Rep: _____ Date: _____

Minimum Standards for certification can be found on the SCS web site <http://www.socalswim.org/>

Evaluators: Fill out the form and attach to an email to the SCS official's chair (trackmdr@aol.com), committee official's chair and the official that is being evaluated.