

**SCS OFFICIAL'S EVALUATION FORM**  
**ADMINISTRATIVE OFFICIAL CERTIFICATION**

<b>OFFICIAL'S NAME (AS REGISTERED WITH USA SWIMMING):</b>				
<b>EMAIL ADDRESS:</b>				
<b>PHONE NUMBER:</b>				
<b>USA SWIMMING MEMBER ID NUMBER:</b>				
<b>LSC:</b>		<b>Sanction #</b>	<b>Date:</b>	<b>Meet Name</b>
<b>Session 1</b>				
<b>Session 2</b>				
<b>Session 3</b>				
<b>Session 4</b>				

**Apprenticeship Requirements**

	Current Year USA Swimming Member
	Attend Administrative Official clinic
	Pass the USA Swimming Administrative Official certifications test with a score of 80% or more
	Apprentice as a Administrative Official for a least 4 training sessions over 2 meets with a trainer(s)

Y - Yes, N - No, ND - Not Demonstrated (initials of trainer)

**Certification Performance Requirements for Certification**

Session 1	Session 2	Session 3	Session 4	
				Understand the pre-meet entry and registration process.
				Arrives at the meet with necessary equipment and supplies, or has arranged for them
				Understands the rules and procedures for the meet set out in the Meet Announcement.
				Develops and understanding of the rules as outlined in the USA Swimming Rulebook for determination of official time.
				Introduced to meet set-up in meet management software to include software connection selection between computer and timing system.
				Uses appropriate procedures for timely preparation of accurate heat sheets
				Uses appropriate procedures for timely preparation of lane timer sheets
				Accurately performs timing resolutions for each heat.
				Observes computer operator move swimmers around in an event.
				Records and reconciles DQ and NS
				Reviews, checks and finalizes all results & any timing adjustments/ corrections for each event.
				Observes a heat malfunction resolution
				Understands the timing system used and its limitations. Can operate basic functions of systems if necessary
				Understands scoring program used and its limitations. Can operate basic functions of systems if necessary.
				Understands the role and duties of the Clerk of Course
				Understands the role and duties of the Referee and includes the Referee in decision making as appropriate.
				Works well with other officials, timing system and meet management program operators.
				Works well with coaches and athletes
				Understands the importance of participating in many levels and types of meets as an Administrative Official.
				Understands performance criteria as outlined in Administrative Official Professional Document.
				Understands USA Swimming Safe Sport and MAAPP rules
				<b>Referee Recommends Certification as an Administrative Official</b>

**Comments (if any)**

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<b>Signature of Referee (Session 1):</b>	
<b>Signature of Referee (Session 2):</b>	
<b>Signature of Referee (Session 3):</b>	
<b>Signature of Referee (Session 4):</b>	

*Certification must be complete within one year of the SR clinic.*

*Understands need to return completed checklist form to the official's LSC Officials Chair(s) or designee.*

**ADMINISTRATIVE OFFICIAL RECERTIFICATION EVERY 3 YEARS**

	Be a current non-athlete member of USA Swimming in good standing.
	Work at least 8 sessions, within a 3 year period, as AO or in role as identified under rule 102.14 per year.
	Attend clinic (recommend AO Clinic) every 3 years.
	USA Swimming Administrative Official recertification test with a score of 80% or more every 3 years.
	Satisfactory performance as an AO.