



Southeastern Swimming Administrative Official Certification

APPRENTICE'S NAME/LSC		
ADMINISTRATIVE OFFICIAL CERTIFICATION REQUIREMENTS		
	USA Swimming Non-Athlete Official Member	These 4 must be completed prior to Admin Training
	Athlete Protection Training (APT) required annually	
	Background Check (BGC) required every two years	
	Concussion Protocol Training required once	
	Pass Foundations of Officiating Course (one time course)	
	Pass Administrative Officials Certification Course	
	Apprentice as an Administrative Official for at least 4 training sessions at a minimum of 2 meets with a trainer.	
	Certification must be complete within 1 year of the Administrative Officials Certification Course completion.	
	Return completed Apprentice Certification Form to your Area Representative	
ADMINISTRATIVE OFFICIAL RECERTIFICATION EVERY 3 YEARS		
	Be a current Official member of USA Swimming in good standing.	
	Work a minimum of 8 sessions, within a 3-year period, at a minimum of 2 different meets at AO or in role as identified under rule 102.14	
	Pass Administrative Official Certification and Assessment Course (or Referee Course if Certified)	
	Satisfactory performance as an AO	
DEFINITIONS		
Certifier: An official designated by the LSC OC to certify training is complete (Area Representative)		
Certification: Administrative Official able to officiate at all LSC meets.		
Clinic: Formal training in person or online training recorded in Officials Tracking System (OTS). For the purpose of certification, only the online certification and assessment course meets the clinic requirement.		
Satisfactory Performance: Able to demonstrate Performance Requirements. Deficiencies must be provided by LSC OC or designee in writing to the affected official with an Action Plan to success.		
Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS.		
Trainer: Designated by the Referee at a meet or LSC OC, and official who has been USA Swimming certified in the position for 1+ year. If a 1+ year experienced official is not on deck, the Referee may select the most experienced certified official(s) to be a trainer(s).		
Training Sessions: Meet sessions that include stroke and/or relays. Sessions shall be recorded in OTS. (No Observed Meets, Time Trials, or and Freestyle only sessions)		
USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship. (Non-athlete official membership)		
TRAINING MEET INFORMATION		
Session 1	Meet Name/Date	
	Signature of MR	
Session 2	Meet Name/Date	
	Signature of MR	
Session 3	Meet Name/Date	
	Signature of MR	
Session 4	Meet Name/Date	
	Signature of MR	

Sessions				Apprenticeship Performance Requirements for Certification		
1	2	3	4	Y = Yes	N = No	ND= Not Determined
				Understands 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 an 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 console.		
				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 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 meet as an Administrative Official.		
				Understands performance criteria as outlined in Administrative Official Professional Document.		
				Understands USA Swimming Safe Sport and MAAPP rules.		
Trainer Information and Comments						
Session 1: Trainer Name/Email:						
Comments (Optional)						
Session 2: Trainer Name/Email:						
Comments (Optional)						
Session 3: Trainer Name/Email:						
Comments (Optional)						
Session 4: Trainer Name/Email:						
Comments (Optional)						