

**Potomac Valley Swimming
Administrative Official Apprentice Record and Evaluation Form**

Club _____ Email _____

Prerequisite checklist before asking for final evaluation:

1. Attend PVS-approved Administrative Clinic prior to beginning apprentice sessions (clinic date: _____)
2. Be a certified Hy-Tek Operator for at least 1 year (date of certification: _____)
3. Be a certified Electronic Timing System (ETS) Operator (date of certification: _____).
4. Work at least 5 AO apprentice sessions (with at least 2 different Certified AOs) at minimum of 2 PVS sanctioned non-OQM meets and be recommended for evaluation by Certified AO/Mentor at session #4 or later.
5. Be registered via PVS for USA Swimming non-athlete membership and be current with USA Swimming Background Check and Athlete Protection Training
6. Complete USA Swimming online Administrative Official test with score of at least 90% (date completed: _____)

Apprentice Session Record:

NAME

Session	Meet, Session, Location	Date	Certified AO
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Upon completion of apprentice sessions and evaluation, please submit Form to PVS Certification Officer:

scan and email to the PVS Certification Officer, OfficialsCertification@pvswim.org

mail to the PVS Certification Officer: Lynne Gerlach, 11910 Callow Terrace, Laurel, MD 20708-2802 240-286-2319

Administrative Official candidate should retain and return when applying for certification. Evaluators may make copy for his/her records

Key: D – Not Observed but Discussed; G- Good; V/G – Very Good	Apprentice Session Number									
	1	2	3	4	5	6	7	8	9	10
Pre-Meet Coordination										
1. Coordinates with the Meet Director and Meet Referee on responsibilities/procedures										
2. Brings a copy of the Meet Announcement and is familiar with the policies/procedures described within										
3. Understands applicable PVS Policies & Procedures (P&P)										
4. Understands how the MA, PVS P&P and the USA-S rules govern the meet										
5. Helps the Meet Director with any entry/timeline issues (if needed)										
6. Knows how to run Exception Reports for Max. No. of Events and Qualifying Times										
7. Coordinates with the Meet Director on how deck entries will be handled (if applicable)										
Clerk of Course										
1. Can print Positive Check-In Sheets, if required										
2. Oversees the Positive Check-In Process										
3. Supervises the Seeding process (including production of heat sheets and lane timer sheets)										
4. Ensures the distribution of meet sheets to coaches and officials, and for posting										
5. Understands how to manually seed an event										
6. Supervises the Deck Entry process and can do deck entries										
7. Can print Relay Slips										
8. Coordinates the distribution and collection of Relay Slips										
9. Knows how to enter relay names and ensures that all relay names have been entered										
Timing System										
1. Knows what primary timing system is being used (automatic, semi-automatic, manual)										
2. Ensures that the secondary and tertiary timing systems are in place (if applicable)										
3. Has an understanding of the timing console operations and related equipment										
4. Works with the Timing System Operator to ensure that the system is set up and tested										
5. Works with the Timing System Operator to make sure the printer is set up and working										
Computer Operations										
1. Verifies the computer and associated printer(s) are set up prior to the session										
2. Discusses with the Meet Director the no. of copies of meet sheets to print										
3. Ensures the computer operator can perform all the functions required for that session: deck entries, scratch & seeding, relay names, processing results										
Determining the Official Time (Timing Judge)										
1. Understands and can explain the use of backup times and order-of-finish										
2. Can recognize when timing adjustments or time verifications are required										
3. Can explain all the parts of the timing system printout										

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4. Discusses with the Meet Referee how timing adjustments will be done										
5. Explains and can demonstrate how to determine the time for a lane malfunction										
6. Explains and can demonstrate how to determine the time for a heat malfunction										
7. Explains and can demonstrate how to use order-of-finish to validate a timing decision										
8. Provides written documentation of all timing adjustments on the timing system printout.										
Results										
1. Verifies the meet setup (scoring, awards, etc.)										
2. Can process DQ slips, no-show slips, reseed slips										
3. Ensures that results are correct before publishing/posting										
4. <i>Understands Prelims/Finals Meet procedures</i>										
5. <i>Recognizes when a swim-off is required & can set up swim-off</i>										
6. <i>Oversees the scratch procedures for finals</i>										
7. <i>Can process the scratches and seed finals</i>										
8. <i>Can produce finals heat sheets, including alternates</i>										
Other Items										
1. Leads and mentors the administrative staff										
2. Takes suggestions and modifies performance as requested										
3. Adjusts well and appropriately to unusual or unexpected circumstances										
4. Acts diplomatically, professionally, and respectfully when interacting with swimmers, coaches, officials, volunteers, spectators, pool personnel, etc.										
Is apprentice ready to undergo certification evaluation?	NA	NA	NA	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

Evaluation Session:

Evaluator: _____ Date: _____

Meet: _____ Session: _____ Location: _____

Has Administrative Official candidate completed all requirements as listed above? Yes _____ No _____

Is this candidate recommended to become a certified Administrative Official? Yes _____ No _____

General comments (use additional page if necessary):

I acknowledge that I have received this evaluation and it has been discussed with me.

Administrative Official's Signature: _____ **Date:** _____

Evaluator's Signature: _____ **Date:** _____