

Potomac Valley Swimming
AO Apprentice Record and Evaluation Form

Name _____ Club _____ Email _____

Prerequisite checklist before beginning training:

1. Be registered with USA Swimming as non-athlete membership and be current with USA Swimming Background Check, Athlete Protection Training, and Concussion Training
2. Age 18

Prerequisite checklist before certification:

1. Attend AO Clinic (date of clinic: _____)
2. Complete USA Swimming *Foundations of Officiating* course on the USA Swimming website - USA Swimming University (if this is your first certification). Date _____ Score _____
3. Pass USA Swimming online Certifying AO test. Certifying AO test: Date _____ Score _____
4. Work at least 4 AO apprentice sessions at a minimum of 2 meets
5. **Successfully complete evaluation by PVS approved AO evaluator. Evaluation may be done any time after the 3rd training session. Recommend evaluation session be at a meet using automatic timing system (touchpads). If evaluation is not successful, evaluator must submit a written action plan within two weeks and copy the Officials Chair.**

Apprentice Session Record:

Session	Meet, Session, Location	Date	Certified AO Mentor
1			
2			
3			
4			
5			
6			

Key: NO –Not Observed/Discussed; NW – Needs Work; P-Proficient

	1	2	3	4	5	6
PRE-SESSION						
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						

Key: NO –Not Observed/Discussed; NW – Needs Work; P-Proficient						
	1	2	3	4	5	6
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						
TIMING JUDGING						
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						
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						

Key: NO –Not Observed/Discussed; NW – Needs Work; P-Proficient						
	1	2	3	4	5	6
3. Ensures that results are correct before publishing/posting						
4. Understands Prelims/Finals Meet procedures						
a) Recognizes when a swim-off is required & can set up swim-off						
b) Oversees the scratch procedures for finals						
c) Can process the scratches and seed finals						
d) Can produce finals heat sheets, including alternates						
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	Y / N	Y / N	Y / N	Y / N

Evaluation Session:

Evaluator: _____ Date: _____

Meet: _____ Session: _____ Location: _____

Has the AO candidate completed all requirements as listed above? Yes _____ No _____

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

(If no, provide specific suggestions about needed improvement(s) (i.e. a specific action plan), in general comment section below and email the action plan to both the evaluatee and the PVS Officials Chair).

General comments (use additional page if necessary):

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

Starter's Signature: _____ **Date:** _____

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

Please consider evaluating your evaluator or mentors. This will take just a few minutes of your time and will help us make our evaluation process better: <https://forms.gle/Kamqs3ERLWRYah3x5>

Scan the form and complete the PVS Certification Request Form (found on the PVS officials certification webpage).

Links for both the Evaluate the Evaluator and the Certification Request Form on the PVS Certification webpage.