

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 member and be current with USA Swimming Background Check, Athlete Protection Training and Concussion Training
2. Age 18

Prerequisite checklist before certification (note – this form may be combined with Computer Operator/ETS training form):

1. Complete USA Swimming AO Clinic via USA Swimming University
2. Complete USA Swimming Foundations of Officiating via USA Swimming University (if this is your first certification)
3. Work at least 4 AO apprentice sessions at a minimum of 2 meets
4. Successfully complete evaluation with a 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.

Mentoring 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 in it | | | | | | |
| 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. Coordinates with the Meet Director on how deck entries will be handled (if applicable) | | | | | | |
| CLERK OF COURSE | | | | | | |
| 1. Prints 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, officials, and for posting | | | | | | |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|
| Key: NO –Not Observed/Discussed; NW – Needs Work; P-Proficient | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Understands how to manually seed an event | | | | | | |
| 6. Supervises the deck entry process and can do deck entries | | | | | | |
| 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 and can supervise the Timing System Operator | | | | | | |
| 4. Works with the Timing System Operator to ensure that the system is set up and tested | | | | | | |
| COMPUTER OPERATIONS | | | | | | |
| 1. Verifies the computer and associated printer(s) are set up prior to the session | | | | | | |
| 2. Discusses with the Meet Director the number of copies of meet sheets to print | | | | | | |
| 3. Ensures the computer operator can perform all the functions required for that session: e.g. deck entries, scratches, seeding, relay names, and processing of results | | | | | | |
| 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 | | | | | | |
| 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. Can process DQ slips, no-show slips and reseed slips | | | | | | |
| 2. Ensures that results are correct before publishing/posting | | | | | | |
| 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. | | | | | | |
| ADDITIONAL SKILLS THAT ARE OPTIONAL FOR AO CERTIFICATION | | | | | | |
| 1. Knows how to run Exception Reports for Max. No. of Events and Qualifying Times | | | | | | |
| 2. Prints relay slips | | | | | | |
| 3. Coordinates the distribution and collection of relay slips | | | | | | |
| 4. Knows how to enter relay names and ensures that all relay names have been entered | | | | | | |
| 5. Works with the Timing System Operator to make sure printer is set up & working | | | | | | |
| 6. Verifies the meet setup (scoring, awards, etc.) | | | | | | |
| 7. Understands prelims/finals meet procedures | | | | | | |
| 8. Recognizes when a swim-off is required & can set up swim-off | | | | | | |
| 9. Oversees the scratch procedures for finals | | | | | | |

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|----------------------------------------------------------------|----|----|-------|-------|-------|-------|
| Key: NO –Not Observed/Discussed; NW – Needs Work; P-Proficient | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 10. Can process the scratches and seed finals | | | | | | |
| 11. Can produce finals heat sheets, including alternates | | | | | | |
| Is apprentice ready to undergo certification evaluation? | NA | NA | Y / N | Y / N | Y / N | Y / N |

Is this person recommended to become a certified Administrative Official? Yes_____ No_____

If “recommended”, general comments:

If “not recommended”, a specific action plan is required. Provide specific suggestions about needed improvement(s) and email the action plan to both the individual being evaluated and PVS Officials Chair. Action plans may be submitted by the evaluator to the person being evaluated and PVS Officials Chair up to two weeks after the evaluation. This same form should be used for any subsequent evaluation.

Action plan: _____

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

Administrative Official signature _____ Date_____

Evaluator signature _____ Date_____

Subsequent evaluation: I acknowledge I have received this **subsequent** evaluation and it has been discussed with me.

Administrative Official signature _____ Date_____

Evaluator signature _____ Date_____

Apply for certification using the Certification Request form at <https://forms.gle/NLjRghiEpTUr8UK9>

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.

Links to both the Certification Request Form and the Evaluate the Evaluator forms can be found on the PVS website Officials certification page.

Questions – email officialcertification@pvs swim.org or OfficialsChair@pvs swim.org