



Administrative Official Evaluation Form

Name: _____ **Evaluator:** _____

Location: _____ **Date:** _____

Meet: _____ **Session:** _____

Key: **N/O** - Not Observed **N/W** - Needs Work **G** - Good **V/G** - Very Good

<i>(NOTE: it takes approximately one [1] week for the change in status to be processed & recorded do NOT anticipate it sooner.)</i>	
Pre-Meet Coordination	N/O, N/W, G, V/G
1. Coordinates with the Meet Director and Meet Referee on responsibilities and procedures for the meet	
2. Brings a copy of the Meet Announcement and is familiar with the policies and procedures described within	
3. Understands CSI Policies & Procedures (P&P) applicable for the meet	
4. Understands how the Meet Announcement, 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)	
8. Confirm scratches with scratch report (Entries Report)	
9. Coordinate with MR to make sure distance counting sheets, relay take off slips, disqualification slips and no show slips (If applicable) are readily available	
10. Confirm with MR the type of heat sheets wanted for the officials (MR, DR, Starters, CJs, S&T, AOs, ARs) and the meet public	
Clerk of Course (AO)	
1. Can print Positive Check-In Sheets, if required	
2. Oversees the Positive Check-In process	
3. Supervises the Seeding process (inc. production of heat sheets and lane timer sheets)	
4. Ensures the distribution of meet sheets to coaches, 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 ensure 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 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	
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	
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. Understands Prelims/Finals Meet procedures	
5. Recognizes when a swim-off is required & can set up the swim-off	
6. Oversees the scratch procedures for finals	
7. Can process the scratches and seed finals	
8. Can produce finals heat sheets, including alternates	
Other Items	
1. Can lead and mentor 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.	
Overall Performance Rating	
Overall Observations/Comments	

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

Administrative Trainee signature _____ Date _____

Evaluator's signature _____ Date _____

(Administrative Official should retain a copy when applying for certification. Evaluators may make copy for their records.)