

Admin Training and Deck Check Evaluation Form

Name: _____
 Club: _____
 Phone: _____
 Email: _____



**ARIZONA
 SWIMMING**

Prior to training: Must be USA Swimming non-athlete member (which includes background check AND athlete protection training)

Initial Training for NEW Admin Official/Ref: 3 PARTS

1. Clinic: Admin Official or Referee (in person):
 Location: _____ / Date: _____
 Instructor: _____

2. On-line testing
 Admin Official/Referee: Date: _____

3. Meet Experience includes:

- AO: 4 sessions in 2 meets, under 2 AO's; 5th session deck check
- AR: 6 sessions (4 in P/F meets) in 2 meets, under 2 AR's; 7th session deck check

Deck Check Evaluation:

Experienced Admin: 1 session needed
 New Admin Official: 5th session of training
 New Admin Referee: 7th session of training

	Name of Meet	Location	Date	# Sessions	Mentor/Meet Ref
1					
2					
3					
4					
DC					
6					
DC					

Deck Check Evaluation Checkout

Admin Official and Admin Referee

Can start up Meet manager s/w and can open a database	Understand how to use calc function
Can set up the default MM printer	Can manually add times
Can print Timelines (Session reports)	Can enter DQs and DQ codes
Can process deck entries (if asked by Meet Director)	Can enter No Swims (NS)
Can print positive check-in sheets	Can print results
Can prepare lane timer sheets for distribution	Can print award labels (if needed)
Can adjust a swimmer (move swimmer in the event, add swimmer to event, add heat)	Can enter relay names for relay events, keeps track of submitted relay cards
Can back up the Meet manager database	Can export a Team manager results file (for coaches)

Comments and Suggestions:

Admin Referee: All of the above plus:

Leadership on all the dry side	Handling of crisis under pressure
Promote team building	Supervision of Swim Offs & Time Trails
Smooth & timely paperwork flow	Handling of No Shows
Management of Clerk of Course	Management of Scratches & Scratch deadlines
Knowledge of Technical & Admin rules	Teamwork with Deck Referee & Starter

Comments and Suggestions: