ADMIN OFFICIAL SATISFACTORY PERFORMANCE METRICS:

Training path for new Admin Officials:
- Sessions to Certify: 4 on-deck training sessions over at least two meets.
- Evaluations to Certify: 1 self + 2 certifiers
- Certifier Qualifications: N2 or N3 AO/AR -or- Experienced* LSC AO -or- Officials Committee AO
An Experienced AO is one formerly held an AR certification or has been an LSC AO for at least 2 years and 24 sessions

Admin Official certification does not technically require proficiency with Hytek Meet Manager software, but the reality in South Texas is that very few facilities have dedicated and proficient computer operators. For that reason, we recommend that all Admin Officials develop the complementary computer skills. For each of the criteria below, a red "C" will indicate where computer skills are suggested, as listed in the table at the end.

	Description	NEEDS IMPROVEMENT (1)	MEETS CRITERIA (2) *Must receive at least a 2 for each criteria to pass*	EXCEEDS CRITERIA (3)
1	On Time	Is late or doesn't understand what supplies are needed.	Arrives at the meet early enough to support all necessary meet setup and operation and understands what forms and supplies are needed, but relies on the meet host or referee to provide them.	Arrives at the meet early enough to support all necessary meet setup and operation with necessary equipment and supplies, or has arranged for them. This includes paper forms required for the meet (DQ slips, counter sheets, takeoff ballots, etc.) and paper handling suppliers (notebooks, paper, tape, pens, etc.).
2	Meet Director Collaboration	Doesn't understand where entries come from before the meet or where results go after the meet.	Understands that the host/Meet Director "owns" the database, the equipment, the entries, and final delivery at meet conclusion. C1	Understands that the host/Meet Director "owns" the database, the equipment, the entries, and final delivery at meet conclusion, but understands how to make minor entry adjustments or save final results. C1
3	Meet Information	Doesn't review the Meet Announcement.	Looks at the Meet Announcement before the meet for some basic information.	Supports pre-meet planning by reviewing the Meet Announcement and suggesting any appropriate changes to support reasonable admin operations.
4	Eligibility	Doesn't understand pre-meet recons and proof of time reports.	Understands the 'recon' process for verifying athlete data, but may need more experience with verifying proof of time or handling deck entries.	Understands the 'recon' process for verifying athlete data and the process for verifying times at proof of times meets, and knows to make sure these reports were done and that any deck entries at the meet must be verified. C26
5	Meet Specifics	Doesn't understand which features of the Meet Announcement impact admin.	Understands the basics of the rules and procedures set out in the Meet Announcement, but may not always understand the specific impact to admin operations.	Understands the rules and procedures for the meet set out in the Meet Announcement that directly effect admin operations, including events limits, meet format, and procedures and timelines for deck entries, positive check-in, relay cards and scratches.
6	Timing Systems	Does not know the basic requirements for the different types of timing systems. Does not know how the different timing systems work, either generally or specifically, and is unable to identify any timing system errors that might potentially impact swimmer results.	Is still learning the basics of various timing systems but understands the rules for their use and the requirements for times to be valid; able to evaluate meet results and can assess whether there are issues with the timing system that need attention (such as a pad not firing, backup buttons not working, etc.).	Understands various timing system and their limitations. Can operate basic functions of systems if necessary. C2
7	Psych Sheet	Does not understand the content of the psych sheet or does not review it for accuracy prior to use or publication.	Reviews the psych sheet for obvious entry errors. C3	Reviews the psych sheet for accuracy, including seed time errors, eligibility errors, and seeding order errors. C3
8	Session Report	Does not understand the content of the session report.	Understands the session report, and can review for appropriate event order. Can read the timeline, but doesn't necessarily understand the interrelationship with events, breaks and heat intervals. C4	Understands the session report, and can review for appropriate event order, timeline, breaks and heat intervals. C4, C5

	Description	NEEDS IMPROVEMENT (1)	MEETS CRITERIA (2) *Must receive at least a 2 for each criteria to pass*	EXCEEDS CRITERIA (3)
9	Heat Sheet	Does not review the heat sheet prior to publication.	Reviews the heat sheet for accuracy, including event order. C6	Reviews the heat sheet for accuracy, including event order, seeding order, lane seeding settings. C6
10	Lane Timer Sheets	Cannot generate lane timer sheets.	Generates lane timing sheets but relies on the meet host to manage timer supplies. C7	Prepares lane timing sheets and materials as needed for each session's events. C7
11	Exception Report	Does not review exception report prior to or during the meet.	Reviews exception report for entry limits and/or qualifying times. C8	Reviews exception report for entry limits and/or qualifying times, and works with coaches and athletes to resolve exceptions. C8
12	Deck Entries	Does not understand how to accept entries on deck.	Understands how to accept and add deck entries, but not necessarily how to verify that entrants are valid. C9, C10	Understands how to accept deck entries and which ones can be accepted based on the meet information or direction from the Meet Director/Referee. This includes verifying provable USAS membership information. C9, C10
13	Relays	Does not understand how to process relay cards.	Understands how to accept and enter simple 4-person relay cards. C11	Understands how to accept relay cards, including managing deadlines, working with teams on changes, re-verifying exceptions, and relay changes through prelims/finals. C11, C12
14	Positive Check-In	Does not understand how positive check-in events work.	Understands how to process positive check-in events, including posting psych sheets, and reviewing final seeding. C3, C13, C14	Understand how to process positive check-in events, including posting psych sheets, managing deadlines, reviewing/tabulating scratches/check-ins, and reviewing final seeding. C3, C13, C14, C15
15	Times & Corrections	Understands how to collect times, but cannot confidently make common timing corrections (soft touch, late button, no touch, etc.). Doesn't know minimum requirements for a legal time.	Understands how heat results (times) are collected, and understand most common situations for timing corrections using automatic and semiautomatic timing systems, including use of OOF. Understands what is minimally required for a legal time. C16, C17	Understands how heat results (times) are collected, and understands timing corrections for automatic timing systems (1P+2B and 1P+1B) semiautomatic (2B & 3B) and manual (3W); including use of OOF. Understands legality of various timing systems. C16, C17
16	Malfunctions	Cannot identify heat malfunctions or how they are different from other timing corrections.	Understands how to identify heat malfunctions, but needs assistance to make the adjusting calculations.	Understands heat malfunctions, and can make those calculations manually if required. C18
17	NS, DQ, DFS	Does not review DQs prior to recording them or does not know how they are recorded.	Understands how to review and record disqualifications and no-shows. C19	Understands how review and record disqualifications, no-shows and declared false starts. C19
18	Wrong Lane	Doesn't know how to achieve accurate results for a swimmer that moves to a different heat or lane.	Manually enters the result for a swimmer that swims in a different heat or lane.	Understands what adjustments must be made when a swimmer is moved to a new heat/lane during competition. C21
19	Intermediate Splits	Ignores intermediate split results.	Understands how to review splits, but needs assistance to make corrections.	Understands how to review splits, and what corrections should be made to report correct split times in the results. C20.
20	Initial Distance Splits	Fails to honor lead-off split requests, places undue burden on requesters, or fails to confirm that lead-off times were reasonable/legal.	Honors lead-off split requests, but doesn't always create appropriate "split events". Confirms that lead-off times were reasonable/legal.	Readily accepts requests for lead-off split times, and best practices for recording them, including confirming that times were reasonable/legal. C20, C21, C22
21	Scoring	Doesn't understand scoring programs or awards generation.	Understands that extra steps are required for scored events, but may require assistance with scoring and generating awards.	Understands various scoring systems and settings, and reviews and generates meet scores and awards as needed. C26

	Description	NEEDS IMPROVEMENT (1)	MEETS CRITERIA (2) *Must receive at least a 2 for each criteria to pass*	EXCEEDS CRITERIA (3)
22	Closeout	Doesn't reconcile with Deck Referee before finalizing results.	Reconciles DQs and NS with Deck Referee. Needs assistance to resolve any issues.	Reconciles DQs, NS and DFS with Deck Referee. Works with deck referee to resolve any differences.
23	Organization	Paper records are not managed or maintained in a way that results could be checked after the meet.	Keeps papers organized, but might not have a system that allows another official to clearly see the status of results, timing corrections, DQs, close-outs, scratches, etc.	Keeps tidy work area & uses an acceptable filing & paper management system so that all information is readily available, with a system that is clear for another official to know the status of results, timing corrections, DQs, close-outs, scratches, etc.
24	Scratch Rules		Not demonstrated, but not required for initial certification	Understands typical scratch rules for prelims/finals with and without a scratch box.
25	Prelims Seeding		Not demonstrated, but not required for initial certification	Oversees seeding of prelims, including accepting scratches, tabulating scratches, reviewing seeding for correct athletes and correct seeding format (e.g. Slow-to-fast, circle, alternating, fastest in finals, non-conforming distance entries, etc.). C3, C13, C14, C15
26	Finals Seeding		Not demonstrated, but not required for initial certification	Oversees seeding of finals, including accepting scratchs, resolving intents, tabulating scratches, reviewing seeding for correct athletes and correct seeding format (e.g. Slow-to-fast, alternating, multi-age group, fastest in finals, 18U heats, etc.). C23, C13, C14, C15
27	Ties		Not demonstrated, but not required for initial certification	For prelim/finals meets, gets guidance from Meet Referee on which ties must be resolved. Looks for any ties (at posting and during scratch period), and notifies Deck Referee of possible swimoffs. Helps Deck Referee(s) resolve ties if necessary. C23, C24
28	Swimoffs		Not demonstrated, but not required for initial certification	Understands how swim offs are created. Creates supporting heat sheets and timer sheets as needed. Understands how judged results impact finals seeding. C6, C24, C25
29	Demeanor	Does not work well with other officials, timing system and meet management program operators.	Works well with other officials, timing system and meet management program operators.	Works well with other officials, timing system and meet management program operators. Is flexible in adjusting personal processes when appropriate to accommodate the capabilities of specific facilities and teammates.
30	Customer Focused	Does not work well with coaches and athletes or does not understand the different roles of the meet host, admin, and referee so risks making decisions that should be directed to the referee or host.	Works well with coaches and athletes, but is still learning the Admin's role and anticipating the "next steps".	Works well with coaches and athletes. Understands how admin operations choices impact the competition, and works to support the competitors.
31	USAS Guidance	Is generally unfamiliar with performance criteria outlined in the USAS Administrative Official Professional Document. Is unfamiliar with USAS Safe Sport and MAAPP rules.	Is aware of the performance criteria outlined in the USAS Administrative Official Professional Document and the USAS Safe Sport and MAAPP rules.	Understands the performance criteria outlined in the USAS Administrative Official Professional Document and the USAS Safe Sport and MAAPP rules.

	Computer Skills	Description
C1	Can review meet setup & can create DB backups	Set-up->Meet Setup, File->Backup
C2	Can connect to one or more timing systems, and verify a successful "Get Times" with a test start/heat	Run Screen, Get Times, Race #, Interfaces menu
C3	Can generate psych sheets	Reports -> Psych Sheets
C4	Can generate session reports/timelines	Reports -> Sessions
C5	Can adjust sessions, event order, interval	Sessions screen (accessed from Events Screen)
C6	Can generate heat sheets, in multiple formats	Reports -> Meet Program
C7	Can generate lane timer sheets	Reports -> Lane/Timer Sheets
C8	Can generate exception reports	Reports -> Exceptions Report
C9	Can add athletes, not already in the meet	Athletes screen
C10	Can add single entries, manual seed/adjust	Athletes screen (bottom section), Run screen -> Adjust
C11	Can enter relay names	Relays screen
C12	Can print relay cards and generate relay reports	Labels -> Entry Cards, Relays creen -> Verify Relay Ages
C13	Can use scratch pad	Seeding screen -> Scratch Pad
C14	Can automatically seed events, and make manual adjustments	Seeding screen -> Start Seeding, Run screen -> Adjust
C15	Can generate a scratch report (negative psych sheet)	Reports -> Psych Sheets -> Filters
C16	Can "Get Times", both automatically and by race number	Run Screen, Get Times, Race #
C17	Can enter timing adjustmnts, include "K" and "Calc"	Run screen, 'K', Calc, Restore Pads, Reaction time
C18	Can process a heat malfunction	Run screen, Calc -> Heat Malfunction
C19	Can enter DQs, DFS, NS	Run screen
C20	Can print splits, delete splits, move splits	Run screen, Splits panel
C21	Can adjust athletes using the Adjust feature	Run screen, Adjust
C22	Can create an event	Events
C23	Can generate results, using reports or List	Reports -> Results, Run screen -> List
C24	Can enter judged results	Run screen, JD
C25	Can create swimoff events/heats	Run screen, Swim-Off menu
C26	Can score events and generate score reports and labels	Setup-up menu -> Meet Mobile publishing, Run screen -> Meet Mobile
C27	Can setup Meet Mobile, upload results	Setup-up menu -> Meet Mobile publishing, Run screen -> Meet Mobile
C28	Can create psych sheet with special identifiers	Reports -> Psych Sheets -> Filters