



Administrative Official Certification Process

Minimum Requirements

1. Current Non-Athlete Certified Official USA Swimming registration
2. Current Background Check with USA Swimming
3. Current Athlete Protection Training with USA Swimming
4. Current certification by OSI as an Electronic Timing Official, with at least 8 sessions of experience The Administrative Chair can consider an exception, on a case by case basis, to the Electronic Timing prerequisite for Officials from clubs that do not use electronic timing equipment in their meets and whose local meet schedule does not provide opportunity for Electronic Timer certification

Minimum Training Requirements

1. Attend Administrative Official Training Clinic
2. Using Hy-Tek Meet Manager:
 - Successfully set up a basic meet and create an event file using provided meet announcement
 - Successfully set up a prelims-finals meet using provided meet announcement
 - Successfully import entries, seed and generate appropriate reports for a meet
3. Complete a minimum of 4 hours of Meet Manager operations, including:
 - Adding swimmers
 - Adding heats
 - Importing times
 - Importing times for combined heats
 - Moving swimmers between heats
 - Manually entering heat times
 - Judges decision
 - Create pdf results report
 - Export results for Team Manager or SWIMS
4. Pass the Administrative official online test (80%)