

Administrative Official (AO) Certification:

Administrative Official (Minimum Age 21)		
Initial Education & Training	On-the-Job Training & Initial Certification	Recertification
<p><i>USA-S Membership and USA-S Background Check and Athlete Protection Training:</i> Required.</p> <p><i>Previous Certifications:</i> Timer.</p> <p><i>Clinic:</i> VSI-approved training clinic</p> <p><i>Tests:</i> Prior to final session, must pass both Administrative Official and Timing Judge test with minimal passing grades of 80% or better</p>	<p>The Administrative Official apprentice will work 5 sessions under the primary Administrative Official, or under the observation of a certified Administrative Referee or Administrative Official. Receive positive recommendations from at least two different Referees</p> <p>Work 2 session each as a Timing Equipment Operator.</p> <p>The District Officials Chairperson will issue a certification upon the satisfactory completion of all the training requirements.</p>	<p><i>Minimum Number of Sessions:</i> Work a minimum of 6 sessions including 1 as a Timing Equipment Operator. Sessions worked as an assigned Administrative Referee may be counted in place of the above sessions.</p> <p>Based on satisfactory performance</p>

Notes:

- Once training is completed, provide copy to your Club Officials Chair, District Chair and VSI Database Coordinator.
- Certification is valid based on calendar year and District Chairs recertify in December

Recertification Requirements

- If the above have expired contact your District Chair and they will advise on the applicable steps to recertify accordingly.