

# New NCS Clinic Process for S&T and AO

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Officials Chair, NC Swimming

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- 1) Potential new officials fill out interest form.  
<https://docs.google.com/forms/d/e/1FAIpQLScRjPvUfdKzrqmcR2mNPjYYISovEvuy-32uG3Nyuzk1SMYOVQ/viewform>
- 2) Clinician are identified by Zone Rep or can Self Identify.
- 3) Clinician contacts John Jewell ([jmjswim@gmail.com](mailto:jmjswim@gmail.com)) or Colleen Gillan ([csgillan9@gmail.com](mailto:csgillan9@gmail.com)) to request clinic approval.
  - a) Clinician will provide:
    - i) Clinic type (S&T or AO),
    - ii) Clinic date,
    - iii) Clinic location (or Zoom link), and
    - iv) Preferred contact information.
- 4) Clinic approval is provided to clinician and to Bill Martin ([billmartin@ncswim.org](mailto:billmartin@ncswim.org)) to post to Officials Page on SWIMNC.com.
- 5) Clinician is given the following:
  - a) Access to clinic materials folder.
  - b) Access to Part 1 Quiz record of completion spreadsheet
    - i) This roster will need to be referenced for in-person clinics.
    - ii) See step 7, b), ii)
  - c) A personalized Part 2 Clinic Attendance Google form link (1 per clinic).
- 6) Clinician notifies clinic attendees to complete Part 1 Self-study and provides the link below.
  - a) When providing the link, clinicians should reinforce that there is a second link provided to a 10-question quiz at the end of the presentation, and that the quiz must be completed with a score of at least 80% to receive credit for Part 1.  
  
[https://docs.google.com/forms/d/e/1FAIpQLSeBcbQD5zW\\_DEa8jzhYXrHfcA\\_T1BjA6CZkQo\\_vw79nAURuqVA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeBcbQD5zW_DEa8jzhYXrHfcA_T1BjA6CZkQo_vw79nAURuqVA/viewform?usp=sf_link)
  - b) It is recommended, but not required, that Part 1 is completed prior to attending the Part 2 clinic.
  - c) Certified ST, CJ, and SR pursuing an AO certification are not required to complete Part 1.
- 7) Clinician holds the Clinic at the scheduled time and location.
  - a) Clinician should reinforce that Part 1 quiz must be completed to receive full credit for the clinic.
  - b) Clinician provides the Link for Part 2 attendance form.
    - i) Each clinic has a unique attendance form with link provided to clinician

- ii) For Virtual Clinics, the clinician should post the link in the “Chat Window” at the end to insure engagement by attendees thru entire session
  - iii) For In-person Clinics, the best practice is to provide an opportunity (by tablet or laptop) for attendees to complete the form while at the clinic.
- c) On-Deck Apprenticeship Form Distribution
- i) For Virtual Clinics: The attendees will be provided a personalized On-Deck Apprenticeship Form via email upon verification that Part 1 has been completed.  
*(Currently, this confirmation is completed, and the form distributed by the Officials Chair, with plan to eventually automate this process.)*
  - ii) For In-person Clinics: The clinician will provide attendees their On-Deck Apprenticeship Form, providing that completion of Part 1 Quiz has been verified. This form must be signed and dated by the clinician prior to distribution.  
*(Clinicians will have been provided access the spreadsheet log of Part 1 completion.)*
- 8) Clinic attendees will have their status in OTS updated to XJ or YA once off-deck requirements have been completed.

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*End of Document*