

USI Guidelines for Swimming Official Certification
Effective Date March 31, 2010

The following guidelines have been established by the Officials Committee of Utah Swimming. These guidelines adhere to the minimum standard guidelines required by USA Swimming.

*** Policies and procedures UT2.6.3 Coach Members - Any registered, certified Coach Member of Utah Swimming may not officiate at any meet where athlete members of his/her club are in attendance. You might want to think about this before you being training as an official.**

Becoming a Stroke and Turn Judge

1. **Age** - Shall be twenty one (21) years of age.
2. **Registration** - Shall be currently registered member of USA Swimming. (On-deck training cannot begin until the trainee is so registered.) Consult with team to become registered.
3. **Tests** - Shall take, and pass with eighty percent (80%) or better, the USA Swimming Stroke and Turn test available online at www.usaswimming.org.
4. **Mini-Express Clinic** – Shall participate in mini-express clinic prior to the beginning of on-deck training.
5. **Training** - Shall complete forty (40) hrs. of on deck training under the supervision of a USI certified Stroke and Turn judge.
Training to be accomplished in the following manner:
 - a. **Procedural Training** - The trainee shall shadow a trainer for approximately 2 sessions or 8 hours, learning Deck Protocol, Jurisdiction, Stroke and Turn Disqualifications, Observation Techniques, etc. emphasis on listening and learning deck procedures
 - b. **Technical Training** - The trainee shall serve the remaining approximately 32 hours as a training partner with a certified Stroke and Turn official. While the trainer is ultimately responsible for disqualifications made on deck, the trainee will work in concert with the trainer, sharing jurisdiction, raising the hand upon seeing an infraction, and reporting it to the trainer partner for discussion. If the trainer did not raise his/her hand there will be no disqualification. The trainer will be acting as a personal Chief Judge for the trainee asking all the pertinent questions as a Chief Judge would do.
 - c. **Trainer Guidance** – At the end of each session, the trainer shall make notes for the referee, to help in judging the trainee's progress.
 - d. **Referee Guidance** - The Referee of the training meet shall be available to answer questions from the trainee at the conclusion of every session for a short Q & A period.
6. **Early Observation** -Training hours may, under special circumstances, be less than 40 hours with approval of the USI Officials committee. These special circumstances could include historical background with swimming (ie. prior swimmer, swim coach/instructor, etc.). This could also include a referee recommendation to the USI Officials Chairperson that the candidate is ready for final observation. A review of trainer and referee comments will be made by the USI Officials Committee to determine if early observation is appropriate.
7. **Observation** -. During observation, the trainee will work on the deck as a stroke and turn judge, making all appropriate disqualification calls, with supervision of a certified Official who is approved by the USI Officials Committee to conduct observation. After the observation meet, the supervising official will make recommendations for certification or additional training to the USI Officials chair, who shall bring it to the USI Officials Committee for review and advancement.
8. **Paperwork** - After the final observation, the trainee shall return the required working hours history and final observation papers signed by the supervising Official to the USI Officials Chair.
9. **Time Limit** - The trainee has one year from the date of the clinic to complete this training.

Stroke and Turn Re-certification

1. Shall work a minimum of **four (4) meets each year** as a Stroke and Turn Official.
2. Shall take a USI **Stroke and Turn Clinic at least once every two years** or participate in a National Certification Meet and attend all pre-meet briefings. (This is recommended every year.)
3. Shall take the **online re-certification test every two (2) years**.
4. Shall have an **official re-evaluation** as deemed necessary by the Officials Committee

Becoming a Starter

1. Shall have worked as an **active stroke and turn judge for a minimum of one (1) year**.
2. Shall be **currently registered** with USA Swimming.
3. The Officials Chairperson of USI Swimming shall **recommend** all Starter trainee candidates to the USI Officials Committee for acceptance into the training program. Potential candidates can be brought to the attention of the USI Officials Chairperson by referees or Officials Committee members.
4. Shall take and pass with eighty percent (80%) or better, the online version of the USA Swimming Starter, Stroke and Turn, Timer, Timing Judge and Clerk of Course Tests.
5. Shall begin **training on deck at intra-squad, dual, and developmental meets**. There shall be a certified starter and referee present.
6. Shall serve a **minimum of five (5) sessions** in at least three (3) meets under direction of two (2) different trainers who are approved by the Officials Committee.
7. The trainee will be certified as a **level 1** Starter at the recommendation of the USI Officials Chair and acceptance of the USI Officials Committee.
8. A starter will be certified as a **level 2** starter upon the recommendation of the USI Officials Chair and acceptance of the USI Officials Committee after the level 1 starter has shown the skills and knowledge of all the rules pertaining to the position of starter.

Starter Re-certification

1. Shall work a minimum of **one (1) session at each of three (3) meets per year** in the position of starter, and maintain continuous registration with USA Swimming.
2. Shall take the **online re-certification tests** pertaining to the position of starter every two (2) years.
3. Shall **attend Referee/Starter training update clinics** at least once every two (2) years.
4. All Level 1 and Level 2 starters shall be **evaluated** by a certified USI evaluator every two (2) years in order to maintain their starter status.

Becoming a Referee

1. Shall have worked as an active USI Official up to and including **level 2 starter for one (1) year**, and maintained continuous USA Swimming registration prior to recommendation by the USI Officials Chair to advance to Referee training.
2. The Officials Chairperson of USI Swimming shall **recommend all Referee trainee candidates** to the USI Officials Committee for acceptance into the training program.
3. Shall be **familiar with the positions** of Announcer, Clerk of Course, Starter, Stroke and Turn judge, Chief Judge, Timer, Timing Judge, and Meet Marshal.
4. Shall be **familiar with Hy-tek meet management software**, Colorado and or Daktronics timing equipment, or all other swimming software and equipment in general use at USA Swimming Sanctioned meets.
5. Shall take and pass with eighty percent (80%) or better the online USA Swimming Referee, Starter, Stroke & Turn, Timer, Timing Judge, Clerk of Course, and Admin, tests.
6. **Training** shall be done on deck under direction of Level 2 referees holding certification of USI Swimming for at least two (2) years. It is required that the Level 1 Referee trainee work with a variety of Referees from different areas of USI Swimming to obtain the skill level desired.
7. **Observation** shall be conducted by the approved officials determined by the Officials Committee, and voted into the position of Level 1 and Level 2 Referee by the USI Officials Committee.
8. The Referee Level 2 Trainee shall be required to be certified at Referee level 1 which includes all intra-squads, dual, and developmental meets including invitationals without qualifying times or scoring for one (1) year.
9. Advancement to the Level 2 referee will be made at the vote of the Officials Committee after recommendation of the USI Officials Chair.

Referee Re-certification

1. Shall work a **minimum of four (4) sessions at three (3) meets per year** as a referee/deck referee/Starter, and shall maintain continuous USA Swimming Registration.
2. Shall take the **online re-certification tests** pertaining to the position of Referee every two (2) years.
3. Shall attend **Referee Training and Update clinics** at least once every two (2) years.
4. All Level 1 and Level 2 referees shall be evaluated by a certified USI evaluator every two (2) years in order to maintain their Referee status.

All Officials Committee advancement deliberations and voting may be accomplished via on-line communications.