

SOUTHERN CALIFORNIA SWIMMING



VOLUNTEER OFFICIALS' CERTIFICATION / RE-CERTIFICATION REQUIREMENTS

April 2011

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USA Swimming requires the use of certified meet officials when conducting sanctioned swim meets. The Southern California Swimming Officials' Committee is charged with establishing certification criteria and administering the certification process. USA Swimming has established minimum standards for meet officials. Southern California Swimming is proud to meet or exceed those minimum standards when certifying meet officials.

Southern California Swimming certifies meet officials in the following positions:

Deck Officials

Stroke and Turn/Relay Take-off Judge
Chief Judge
Starter
Deck Referee
Meet Referee (Timed Finals)
Meet Referee (Heats & Finals)
Senior Referee

Administrative Officials

Automatic Timing System Operator
Clerk Of Course

Administrative Official
Administrative Referee (Timed Finals)
Admin. Referee (Heats & Finals)
Senior Administrative Referee

The goal of the minimum standards for the certification of officials is to set criteria that when applied will accomplish the following: *(paraphrased from the USA Swimming Minimum Standards Mission Statement)*

- Assure a clear and consistent knowledge of the rules and their application
- Provide sufficient time in training to assure familiarity with all levels of competition
- Provide opportunity to work on the deck and advance through the certification process
- Allow for automatic acceptance of our officials at the Stroke and Turn level in other LSC's
- Maintain knowledge of the rules current

Re-certification:

Re-certification in Southern California Swimming is accomplished at the highest level the official has achieved. Meeting the criteria for that level will meet the criteria for all lower levels.

Staffing of Officials for Meets:

For committee level meets the host team is responsible for the staffing of officials for its meet. Care must be taken to insure that the officials are of proper certification level and the appropriate numbers of officials are used. SCS Championship and Senior meets are assigned by the Officials' Chairman. Officials must never solicit meets or in any way give the impression that their services are required for any particular meet. Doing so may lead to the de-certification of the individual.

Disciplinary Actions against Officials:

Procedures for Disciplinary Actions are covered under a separate policy of the Southern California Swimming Officials' Committee.

Southern California officials are volunteer professionals. As such they must hold themselves to the highest possible standards.

In order to maintain the high standards of professionalism in Southern California Swimming, it is necessary to have a procedure in place where feedback can be given to officials regarding issues with their performance. The main goal of these disciplinary actions is to provide constructive feedback to the official so corrections can be made. Disciplinary actions against Officials comes under the jurisdiction of the Southern California Swimming Officials' Committee.

Actions against an official may be initiated for, but not limited to the following:

- Specific requests or complaints from coaches or officials.
- Repeated poor performance evaluations over a period of at least one (1) year.
- A flagrant breach of professional conduct.

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Clinic Attendance Policy:

Officials are required to attend the Southern California Swimming Officials' clinic each year as part of the certification / recertification requirements. These clinics are held once a year, typically the first weekend in October. The timing of the clinic is designed to coincide with the yearly USA Swimming convention so that any rule or procedure changes that have been passed by the USA Swimming House of Delegates may be presented to SCS officials in a timely manner. At times a remote clinic may be offered for Stroke and Turn certified officials. If offered, attendance at this clinic satisfies the clinic requirement for S&T certification. SCS does understand that at times officials may have conflicts with the clinic date and may not be able to attend the clinic. To allow for this the following attendance policy had been adopted by the SCS Officials' Committee and endorsed by the SCS Board of Directors.

- An SCS official is allowed to miss the SCS clinic once in a three year period. If a clinic is missed, the official must take the USA-Swimming online test that is of the level appropriate to his/her highest certification level. If an official does not attend the required number of clinics or fails to take the USA-S test after missing a single clinic, his/her certification level will be decreased by one level for each year missed. For example a Meet Referee (any level) would become a Deck Referee or an Admin Referee would become an Admin Official. An official may regain their certification by successfully passing the USA-S test for that level certification and attending the next available SCS officials' clinic.

Southern California Swimming Official's Uniform:

The official's SCS uniform consists of white collared shirt (polo shirt), light tan khaki shorts/pants/skirts and predominately white shoes. This uniform may be altered by the meet referee with concurrence of the host team such as requiring long pants/skirt and a blue oxford style shirt for finals session of senior championship meets.

Officials' Certifications

General Requirements for certification; *(duties include learning USA Swimming stroke and turn rules, the official interpretations of them and how to apply the rules in a swim meet.)*

- If, not noted in specific requirements, minimum age is 19 years old.
- Non-athlete member of USA Swimming.
- Pass USA Swimming level II background check.
- Obtain official's SCS uniform, consisting of white shirt/polo shirt, light tan khaki shorts/pants/skirt and predominately white shoes or as designated by the Meet Referee.
- Deck Officials are also required to provide a family channel radio and headset
- Attend the SCS Officials' yearly clinic. An official may be certified prior to clinic attendance but must attend next available SCS clinic.
- SCS certifications are for a two year period; all certifications shall be renewed by Jan 1st of even numbered years.
- Tracking of sessions for certification and recertification purposes will be obtained from the Administrative Referee's meet report submitted after each meet.

SCS Deck Officials' Certifications

Stroke and Turn/Relay Take-off Judge; *(duties include the observation of swimming competition to ensure the technical rules of USA Swimming are followed. The stroke and turn official will report any observation of an infraction to the Chief Judge or the Referee, who will accept or decline the disqualification.)*

- Meet all general requirements for certification (can be 18 years old).
- Pass USA Online Swimming Timer and Stroke and Turn officials' tests with a score of 80% or better.
- Apprentice with two different meet referees for a minimum of 12 sessions (3 separate meets). During the first 8 sessions candidate is considered a Trainee and cannot make unassisted infraction calls.
- Pass evaluation by a Meet Referee. During evaluation the candidate will initiate calls to be verified by the referee or designee.

Re-certification:

- Meet all general requirements for certification.
- Work as a Stroke and Turn/Relay Take-off Judge for a minimum of 12 sessions (3 separate meets) in the calendar year.

Chief Judge: *(duties include the observation of stroke and turn judges in the performance of their duties. The Chief Judge will receive the information of an infraction from the deck official and inform the referee. If the referee accepts the disqualification, the chief judge will inform the swimmer and record the infraction on the timers' sheet and any other document required by the referee.) If designated by the referee, a chief judge may serve in the capacity of a stroke and turn judge at the same time as chief judge.)*

- Meet all general requirements for certification.
- Meet the qualification requirements of a Stroke and Turn/Relay Take-off Judge.
- Work as a certified Stroke and Turn/Relay Take-off Judge for a minimum of 1 year to include 12 sessions (3 separate meets).
- Apprentice as a Chief Judge for a minimum of 3 sessions.
- Pass evaluation by a Senior Referee. During evaluation the candidate will explain disqualifications to swimmers under the supervision of the Referee.

Re-certification:

- Meet all general requirements for certification.
- Work as a Chief Judge for a minimum of 12 sessions (3 separate meets) in the calendar year.

Starter: *(duties include ensuring the fair and equitable start of races).*

- Meet all general requirements for certification.
- Pass USA Swimming Online Starter test with a score of 80% or better.
- Must have worked as a Certified Stroke and Turn/Relay Take-off Judge for a minimum of 6 months to include 6 sessions.
- Apprentice as a Starter for a minimum of 12 sessions (3 separate meets) under the supervision of at least two different trainers and pass an evaluation by a Senior Referee.

Re-certification:

- Maintain membership in USA Swimming.
- Work as a Starter for a minimum of 12 sessions (3 separate meets) in the calendar year.

Deck Referee: *(duties include the observation of all aspects of the competition. The deck referee insures that all athletes are present for each heat and will observe the start of each race while he/she is on duty and confirm any false starts. The deck referee will also receive any information concerning disqualifications and accept or reject the disqualification.)*

- Meet all general requirements for certification (must be 21 years old).
- Pass USA Swimming online referee tests.
- Must have worked as a Certified Stroke and Turn/Relay Take-off Judge for a minimum of 1 year to include 25 sessions.
- Apprentice as a Deck Referee for a minimum of 12 sessions (3 separate meets) under the supervision of at least two different Meet Referees.
- Pass evaluation by a Senior Referee.

Re-certification:

- Meet all general requirements for certification.
- Work as a Deck Referee for a minimum of 12 sessions (3 separate meets) in the calendar year.

Meet Referee (Timed Finals): *(duties include the overall supervision of the swimming competition at Timed Finals meets. The meet referee will delegate job duties as required and make any decisions concerning the competition. As required the meet referee will provide evaluations of officials and give constructive feedback to officials.)*

- Meet all general requirements for certification (must be 21 years old).
- Pass USA Swimming Online referee and admin referee tests.
- Be familiar with the positions of Automatic Timing Equipment Operator, Announcer, Timer and Meet Marshall.
- Must have worked as a Certified Deck Referee for a minimum of one year to include 12 sessions.
- Apprentice as a Meet Referee for a minimum of 12 sessions (3 different meets) under the supervision of at least two different Senior Referees.
- Pass evaluation by a Senior Referee and Senior Admin Referee or two Senior Referees.

Re-certification:

- Meet all general requirements for certification.
- Work as a Meet Referee for a minimum of 6 sessions (3 different meets) in the calendar year.
- Attend the SCS Officials' yearly clinic (Prerequisite for certification).

Meet Referee (Heats and Finals): *(duties include the overall supervision of the swimming competition at Heats and Finals meets. The meet referee will delegate job duties as required and make any decisions concerning the competition. As required the meet referee will provide evaluations of officials and give constructive feedback to officials.)*

- Meet all general requirements for certification (must be 21 years old).
- Must have worked as a certified Meet Referee (Timed Finals Meets) for a minimum of 2 years to include 50 sessions or by recommendation of a Senior Admin Referee and Senior Referee.
- Be certified as an Administrative Referee (Timed Finals).
- Work as an apprentice Meet Referee at Heats and Finals Meets for a minimum of 6 sessions (3 different meets) under the supervision of at least two different Heats & Finals Meet Referees.
- Pass evaluation by two Senior Referees, or a Senior Referee and Senior Admin Referee.

Re-certification:

- Meet all general requirements for certification.
- Work as a Meet Referee for a minimum of 6 sessions (2 separate meets) in the calendar year.
- Work as a Heats & Finals Meet Referee or Deck Referee at a heats and finals meet for a minimum of 6 sessions in the calendar year.

Senior Referee: *(A Senior official is an ambassador of the sport and should always lead by example. The Senior Referee will evaluate candidates for certification and provide constructive feedback to all SCS officials.)*

- Meet all general requirements for certification. (Must be 21 years old).
- Upon the recommendation of a Senior Referee or Senior Admin Referee and the approval of the SCS Officials' Committee Chairman, a Meet Referee – Heats and Finals Meets may be promoted to a Senior Referee.

Re-certification:

- Meet all general requirements for certification.
- Work as a Meet Referee for a minimum of 6 sessions (2 different meets) in the calendar year.
- Work as a Heats & Finals Meet Referee for a minimum of 6 sessions in the calendar year.
- Demonstrate outstanding mentoring and evaluation skills.

SCS Administrative Officials

Automatic Timing Equipment Operator: *(duties include the setup, running and troubleshooting of automatic timing equipment.)*

- Minimum age is 15 years old.
- Apprentice with a qualified operator for 6 sessions (2 meets), one meet must be using touch pads. It is recommended that training be performed using a Colorado Timing system or a Daktronics timing system.
- Pass evaluation by a Meet Referee or Admin Referee.

Re-certification:

- Work as a Timing System Operator for a minimum of 6 sessions in the calendar year.

Clerk Of Course: *(Duties include all aspects of admin including knowledge of Hy-Tek Meet Manager Program.)*

- Meet all general requirements for certification. (can be 18 years old)
- Pass USA Swimming Online Timer, Timing Judge and Clerk of Course tests with a score of 80% or better.
- Apprentice with an Admin Referee for a minimum of 6 sessions (at least 2 separate meets). Pass evaluation by an Administrative Referee.

Re-certification:

- Meet all general requirements for certification.
- Work as Clerk Of Course for a minimum of 3 sessions in the calendar year.

Administrative Official: *(Duties include all aspects of admin including knowledge of Hy-Tek Meet Manager Program.)*

- Meet all general requirements for certification. (can be 18 years old)
- Pass USA Swimming Online Timer, Timing Judge and Clerk of Course, and Admin Referee tests with a score of 80% or better.
- Apprentice with two different Admin Referees for a minimum of 12 sessions (at least 3 separate meets).
- Pass evaluation by an Administrative Referee.

Re-certification:

- Meet all general requirements for certification.
- Work as an Administrative Official for a minimum of 6 sessions in the calendar year.

Administrative Referee (Timed Finals): *(duties include the supervision of all administrative operations of timed finals meets, including pre-meet problem resolution, Clerk of Course, Timing, and Result generation, interface with parents and coaching staff.)*

- Meet all general requirements for certification (must be 21 years old).
- Pass the USA Swimming Online Administrative Referee test with a score of 80% or better.
- Must be a certified Admin Official prior to an administrative apprenticeship.
- Apprentice with 2 different certified Administrative Referees for a minimum of 4 meets.
- Pass an evaluation by a Senior Admin Referee or Senior Meet referee.

Re-certification:

- Meet all general requirements for certification.
- Work as an Admin Referee or Admin official for a minimum of 6 sessions in the calendar year.

Administrative Referee (Heats & Finals): *(duties include the supervision of all administrative operations of heats and finals meets, including pre-meet problem resolution, Clerk of Course, Timing, and Result generation.)*

- Meet all general requirements for certification (must be 21 years old).
- Must have worked as a certified Administrative Referee for a minimum of two years or by recommendation of a Senior Admin Referee and Senior Referee
- Apprentice with a certified Administrative Referee (Heats and Finals) for a minimum of 3 Heats and Finals meets.
- Pass evaluation by a certified Senior Admin Referee and/or a Senior Referee.

Re-certification:

- Meet all general requirements for certification.
- Work as an Admin Referee or Admin Official for a minimum of 6 sessions and 1 Heats and Finals meet in the calendar year.

Senior Administrative Referee: *(Senior officials must be leaders of the sport and are responsible for the mentoring and evaluation of other officials. A Senior official is an ambassador of the sport and should always lead by example.)*

- Meet all general requirements for certification (must be 21 years old).
- Upon the recommendation of a Senior Admin Referee and the approval of the SCS Officials' Chairperson, an Admin Referee (Heats and Finals) may be promoted to a Senior Admin Referee.

Re-certification:

- Meet all general requirements for certification.
- Work as an Administrative official for a minimum of 6 sessions and 1 Heats and Finals meet in the calendar year.
- Demonstrate outstanding mentoring and evaluation skills.