

SOUTHERN CALIFORNIA SWIMMING



OFFICIALS' CERTIFICATION/ RECERTIFICATION REQUIREMENTS

Vision Statement

Leading the nation that leads the world

Mission Statement

Proud of our tradition, SCS provides support for our members in their pursuit of excellence

Core Values

Athlete-centric, Collaborative, Cohesive

January 2023

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

ST Stroke and Turn

ST-OS Observed Status

(HS & College/ USA Observed meets)

SR Starter

DR Deck Referee

MR Meet Referee (Timed Finals)

MR-HF Meet Referee (Heats & Finals)

MR-SR Senior Referee

Administrative Officials

TO Timing Equipment Operator

CC Clerk of Course

AO Administrative Official (Timed Finals)

AR Administrative Referee (Timed Finals)

AR-HF Administrative Referee (Heats & Finals)

AR-SR 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 automatic acceptance at the Stroke & Turn level between all LSCs meeting the USA Swimming Minimum Standards Guidelines.
- Ensure professionalism in all aspects of the word "team" while in attendance at a swim event both on and off the deck.

Clinic Attendance Policy:

Officials are required to attend a Southern California Swimming Officials' clinic each year as part of the certification / recertification requirements. These clinics are held at least once a year, typically the first weekend in October. At times a remote/virtual clinic may be offered for Stroke and Turn, Starter, Deck Referee or Administrative certified officials. If offered, attendance at this clinic satisfies the clinic requirement for 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 four-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. If an official does not attend the required number of clinics or fails to take the USA-S test after missing two clinics in a row, his/her certification level may be decreased by one level. 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.

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, the minimum age is 18 years old.
- Must be a non-athlete member of USA Swimming (check the official's box on the registration form).
- Pass USA Swimming background check, take the online Athlete Protection Training (APT) and California Child Abuse and Neglect Reporting Act (CANRA).
- ALL officials must complete concussion and Sudden Cardiac Arrest training (instructions listed on the SCS website in the Officials section).
- Obtain an SCS official's uniform.
- Deck Officials are also required to provide a family channel radio and headset capable of setting privacy channels.
- Attend a SCS Officials' clinic. An official may be certified prior to clinic attendance but must attend the next available SCS clinic.
- The sessions referred to in the guidelines should be of duration to assure sufficient time to observe a significant number of swimmers and should contain a complete schedule of events to provide the opportunity to observe all strokes.
- Any training sessions worked in a position prior to satisfying the minimum time in position prerequisite will not count towards meeting the certification requirements for advancement.
- The 2 different committee requirements may be fulfilled by a referee from a different committee traveling to the apprentices committee.
- To maintain integrity of the system, evaluations may not be performed by family members or close relations.
- **Completion of the minimum standards does not guarantee automatic advancement to a higher-level certification.**

Modifications to Officials certifications will be reviewed by the Officials Committee and approved by the Officials Chair(s) before advancement / change takes effect. Upon approval the Officials Chairperson will update the Officials LSC Certification in OTS.

SCS Deck Officials' Certifications

PLEASE NOTE: The training requirements for advancement listed below are minimum standards only.

Stroke and Turn: ST *(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 Deck Referee, who will accept or decline the disqualification.)*

- Meet all general requirements for certification (must 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 & 2 different committees). During the first 8 sessions, the candidate is considered an apprentice 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 for a minimum of 12 sessions (3 separate meets) in the calendar year.

Stroke and Turn Observed Status: ST-OS *(duties include the observation of High School & college, USA Swimming observed 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 Deck Referee, who will accept or decline the disqualification.)*

- Meet all general requirements for certification (must be 18 years old).
- Must be a certified High School Official for this certification.
- Pass USA Online Swimming Timer and Stroke and Turn officials' tests with a score of 80% or better.
- Work 4 sessions at S&T at a USA sanctioned meet (USA min Requirement).
- Apply for ST-OS (observed status) with the SCS Officials Committee.

Re-certification:

- Meet all general requirements for certification.
- Work as a Stroke and Turn for a minimum of 2 sessions in the calendar year at a USA sanctioned meet (USA min Requirement).

Starter: SR *(The 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.
- Before training for Certified Starter can begin, the official must have worked as a Certified Stroke & Turn for a minimum of 6 months to include 12 sessions.
- Apprentice as a Starter for a minimum of 12 sessions (3 separate meets and in 2 different committees) under the supervision of at least two different trainers in two different committees and pass an evaluation by a Senior Meet Referee.

Re-certification:

- Meet all general requirements for certification.
- Work as a Starter for a minimum of 8 sessions (3 separate meets) in the calendar year.

Deck Referee: DR *(The duties include the observation of all aspects of the competition. The deck referee ensures 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 18 years old).
- Pass USA Swimming online referee tests.
- **Before training for Certified Deck Ref** can begin, officials must have worked as a Certified Stroke and Turn Official for a minimum of 1 year to include 16 sessions under the supervision of at least two different Meet Referees.
- Apprentice as a Deck Referee for a minimum of 16 sessions (4 separate meets & 2 different committees) under the supervision of at least two different Meet Referees.
- Pass evaluation by a Senior Referee or Certified Deck Referee Evaluator.

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): MR *(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 mentoring and evaluations of Stroke and Turn 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, Meet Marshall, and Administrative Official procedures.
- **Before training for Certified Meet Referee (Timed Finals)** can begin, the official must have worked as a Certified Deck Referee for a minimum of one year to include 16 sessions in a calendar year.
- Apprentice as a Meet Referee for a minimum of 18 sessions (4 different meets & 2 different committees) under the supervision of at least two different Senior Meet Referees.
- Must have a working knowledge of OTS.
- Pass evaluation by a Senior Meet Referee and Senior Admin Referee or two Senior Meet Referees.

Re-certification:

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

Meet Referee (Heats and Finals): MR-HF *(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).
- **Before training for Certified Meet Referee (Heats and Finals)** can begin, the official must have worked as a certified Meet Referee (Timed Finals Meets) for a minimum of 2 years to include 48 sessions.
- Must be certified as an Administrative Official and be familiar with Heats & Finals administrative procedures.
- Must be signed off by a Heats & Finals Admin Referee that the Official has completed their training and understands the Heats & Finals administration procedures.
- Work as an apprentice Meet Referee at Heats and Finals Meets for a minimum of 18 sessions (3 different meets & 2 different locations) 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 (Timed Finals) for a minimum of 6 sessions (2 separate meets) in the calendar year.
- Work at Heats & Finals meets for a minimum of 6 sessions in the calendar year.

Evaluator: MR-SR *(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).
- Must have worked as a certified Meet Referee (Heats & Finals Meets) for a minimum of 5 years to include 50 sessions.
- Upon the recommendation of a Senior Referee and Senior Admin Referee and with the approval of the SCS Officials' Committee Chairman, a Meet Referee – Heats and Finals Meets MR-HF may be advanced 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.
- Demonstrate outstanding mentoring and evaluation skills.

SCS Administrative Officials

PLEASE NOTE: The training requirements for advancement listed below are minimum standards only. Completion of the minimum standards does not guarantee automatic promotion to a higher-level certification.

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

- Minimum age is 15 years old.
- Apprentice with a qualified operator for 8 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: CC *(Duties include all aspects of admin including knowledge of Hy Tek Meet Manager Program and the manual seeding procedure.)*

- Meet all general requirements for certification (Must 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 Official for a minimum of 8 sessions (at least 2 separate meets) or by recommendation of a Senior Admin Referee and Senior Referee.
- 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: AO *(May Work an Intrasquad Meet, Dual, & Timed Finals Meets under 300 swimmers without an Admin Referee. [Duties include all aspects of admin including knowledge of Hy-Tek Meet Manager Program])*

- Meet all general requirements for certification (Must 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 16 sessions (at least 4 separate meets & 2 different committees).
- Pass evaluation by an Administrative Referee (Heats & Finals).

Re-certification:

- Meet all general requirements for certification.
- Work as an Administrative Official a minimum of 12 sessions (3 different meets) in the calendar year.

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

PLEASE NOTE: Administrative Referee may act as the Meet Referee in a Timed Final Meet in case of an emergency or the absence of a Meet Referee if a Certified Deck Referee is also present, if approved by the Officials Committee.)

- 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 Administrative Official for a minimum of one year to include 16 sessions in a calendar year.
- Apprentice as an Administrative Official for a minimum of 18 sessions (4 different meets & 2 different committees) under the supervision of at least two different Administrative Meet Referees.
- Must be certified as a Stroke & Turn Official.
- 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 12 sessions (3 different meets) in the calendar year.

Administrative Referee (Heats & Finals): AR-HF *(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. Must be able to act as the Meet Referee in case of an emergency or the absence of a Meet Referee)*

- Meet all general requirements for certification (must be 21 years old).
- Must have worked as a certified Administrative Referee for a minimum of 2 years to include 48 sessions.
- Apprentice with at least two (2) certified Administrative Referee (Heats and Finals) for a minimum of 18 sessions (3 different meets & 2 different locations).
- Pass evaluation by a certified Senior Admin Referee and a Senior Meet Referee.

Re-certification:

- Meet all general requirements for certification.

- Work as a Administrative Meet Referee (Timed Finals) for a minimum of 6 sessions (2 separate meets) in the calendar year.
- Work at Heats & Finals meets for a minimum of 6 sessions in the calendar year.

Senior Administrative Referee AR-SR *(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. Must be able to act as the Meet Referee in case of an emergency or the absence of a Meet Referee)*

- Meet all general requirements for certification (must be 21 years old).
- Must have worked as a certified Admin Referee (Heats & Finals Meets) for a minimum of 5 years to include 50 sessions.
- Upon the recommendation of a Senior Admin Referee and a Senior Meet Referee and with 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 Meet Referee for a minimum of 6 sessions (2 different meets) in the calendar year.
- Demonstrate outstanding mentoring and evaluation skills.

SCS Officials Returning After a Prolonged Absence (does not apply to an official who continues to officiate in another LSC):

PLEASE NOTE: The training requirements listed below for officials returning from a prolonged absence are minimum standards only. Completion of the minimum standards does not guarantee automatic promotion to a certification level previously held by an official.

Less Than Two Years:

- The Official must take all USA-S tests starting with Stroke & Turn up to the level official was previously certified.
- The Official must work as an apprentice at the highest certification level previously held for at least one meet (4 sessions).
- Pass evaluation at their highest level by Senior Meet Referee or a Certified Evaluator for the level.

Three-Five Years:

- The Official must take all USA-S tests starting with Stroke & Turn up to the level official was previously certified.
- The Official must work as an apprentice starting with Stroke & Turn up to the level of certification previously held for at least two meets (8 sessions).
- Pass evaluation at their highest level by Senior Meet Referee or a Certified Evaluator for the level.

More Than Five Years

- Officials must take all USA-S tests starting with Stroke & Turn up to the level official was previously certified.
- Officials must work as an apprentice starting with Stroke & Turn up to the level of certification previously held for at least one meet (4 sessions) per level of certification.
 - For example: if the official was a Meet Ref before leaving, he/she will have to work one

meet (four sessions) as a Stroke & Turn, one meet (four sessions) as a Deck Ref/Starter, etc.

- Pass evaluation at their highest level by Senior Meet Referee or a Certified Evaluator for the level.

Non-SCS Officials' Training:

PLEASE NOTE: The training requirements listed below for officials are minimum standards only. Completion of the minimum standards does not guarantee automatic promotion to a certification level previously held by an official.

Certification from Another LSC:

Officials moving to Southern California and wishing to continue working as a swimming official within SCS will be able to be certified up to Starter (depending on where they were in their previous LSC) after working at least one meet (4 sessions) and pass evaluation by a Senior Meet Referee/Evaluator.

Certification From a High School or College Officials Organization:

A High School or College only officials may be certified no higher than a USA Stroke & Turn Official after working one USA swim meet (4 sessions) and passing the USA S/T Test. From that point the official will be required to follow all certification procedures outlined in this document.