



OFFICIALS CERTIFICATION STANDARDS

FOR UTILIZATION BY LOCAL SWIMMING COMMITTEE (LSC) OFFICIALS

The following standards have been established to provide a clear and uniform path for members who wish to become officials at the local level and enable LSCs to develop and conduct programs to recruit, certify, educate, train, and mentor USA Swimming officials and to provide competent and consistent officiating for our athletes. Furthermore, LSCs are required to implement these standards beginning February 1, 2024. Additionally, all LSCs are required to recognize the certified status of visiting and transferring officials from other LSCs.

The standards are being implemented expressly to facilitate the ability of officials to officiate in LSCs other than the one they received their certification. Additionally, these standards are intended to:

- Ensure a clear and consistent knowledge of the rules.
- 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 of officials' certifications between all LSCs.
- Ensure professionalism and teamwork while in attendance at a swim event both on and off the deck.

Any LSC official that holds an LSC certification as of 2/1/2024 will be grandfathered into that certification without additional training.

For the positions of Stroke & Turn and Starter, members who have five (5) plus years of USA Swimming as a 13 & Over athlete or coach member need only complete half of the on-deck apprentice requirements provided they show competency in the position, at the discretion of the LSC Officials' Chair (LSC OC) or designee. An athlete or coach may not officiate at a Session in which they are competing or coaching.

In the event it is believed that an official has not shown the necessary competency in the position after completion of the required training and apprentice Sessions, the LSC OC, or designee, shall provide the official with a written action plan of the steps needed to successfully obtain certification. Written notice shall be provided to the official within two (2) weeks of the last apprentice Session (or submission of the appropriate documents to the Certifier), and a copy shall be provided to the LSC OC. An apprentice may always request additional training.

Definitions: Defined Terms

The following terms are specifically defined herein for the exclusive use of this document. Nothing in this Defined Terms section is intended to define any of these terms for any purpose outside of the Certification and training of USA Swimming Officials.

Certifier: An official designated by the LSC OC to certify training is complete and who shall record it in Officials Tracking System (OTS).

Clinic: Formal in person or online training clinic, recorded in OTS. Current LSC training curriculum will stay in place until USA Swimming Online Certification Training is available. When USA Swimming training curriculum is available, then that will be the required training.

Certification: The act of certifying. An official must meet certain requirements to be certified in a particular position.

Qualified Recertification Session: Qualified Recertification Sessions are Sessions officiated by certified officials which count towards the Recertification requirements listed in this document. In order for a Session to count as a Qualified Recertification Session, it must meet the following criteria: 1) the Session must include strokes and/or relays; 2) the Session must not be a Time Trial; 3) the Session must not contain only freestyle events, even if including both individual freestyle events and freestyle relays; 4) the Session must occur at a meet which is either a Sanctioned USA Swimming meet, a YMCA meet for which an LSC has issued an approval (as defined in USA Swimming Rule 202.6), or, for no more than 25% of any official's total required Qualified Recertification Sessions, an NCAA National or Conference Championship meet.

Satisfactory Performance: Demonstrates the requisite knowledge of the applicable rules and satisfactorily performs the on-deck protocols and duties for the position. Deficiencies must be provided by LSC OC, or designee, in writing to the affected official with an Action Plan to success.

Session: Any portion of a meet distinctly separated from other portions by locale, time, or type of competition, i.e., preliminaries and finals; morning and evening; Senior or Age Group, etc., ~~which has been sanctioned or approved by USA Swimming and recorded in OTS.~~ All Sessions at Sanctioned USA Swimming meets and YMCA meets for which an LSC has issued an approval (as defined in USA Swimming Rule 202.6) shall be recorded into OTS by the granting LSC's Officials' Chair or their designee. Sessions from other types of meets may be entered into OTS at the discretion of the LSC, strictly for tracking purposes.

Trainer: An official designated by the Referee at a meet, or the LSC OC, who has been certified in the position for at least one (1) year. If an official meeting the one (1) year requirement is not on deck, the Referee may select the most experienced certified official(s) to be a Trainer(s).

Training Sessions: ~~Sessions that include strokes and/or relays. Time Trials & Freestyle Only Sessions shall not count toward Training Session requirements. Sessions shall be recorded in OTS.~~ Training Sessions are Sessions which count towards the Education and Training requirements listed in this document. In order for a Session to count as a Training Session, it must meet the following criteria: 1) the Session must include strokes and/or relays; 2) the Session must not be a Time Trial; 3) the Session must not be comprised of only freestyle events, even if including both individual freestyle events and freestyle relays; 4) the Session must occur at a meet which is either a Sanctioned USA Swimming Meet or a YMCA meet for which an LSC has issued an approval (as defined in USA Swimming Rule 202.6). An LSC may designate that their LSC Championship meets are expressly excluded as Training Sessions.

USA Swimming Membership: Completed all USAS member associated requirements before being certified in any position.

Online Testing:

- ☐ A certification test with a score of 80% or greater is required.
- ☐ A recertification test with a score of 80% or greater is required every three years:
 - The Stroke and Turn recertification test recertifies Stroke & Turn Judge and Chief Judge (if held).
 - The Starter recertification test recertifies Starter and Stroke & Turn Judge.
 - The Referee recertification test recertifies Referee, Administrative Official, Starter, Chief Judge (if held), and Stroke & Turn Judge.
 - The Administrative Official recertification test recertifies Administrative Official.

Recertification:

- The Stroke & Turn recertification procedures recertify Stroke & Turn Judge LSC certification.
- The Chief Judge recertification procedures recertify Chief Judge and Stroke & Turn LSC certifications.
- The Starter recertification procedures recertify Starter and Stroke & Turn Judge LSC certifications.
- The Administrative Official recertification procedures recertify Administrative Official LSC certification.
- The Referee recertification procedures recertify Referee, Administrative Official, Starter, Chief Judge (if held), and Stroke & Turn Judge LSC certifications.

Certification Expirations and Recertification Timelines:

- ☐ To remain continuously certified, officials must meet the Recertification requirements prior to their certification expiration date.
- ☐ The certification expiration date for officials shall be:
 - The December 31st two years after the year of certification if the certification occurred between January 1st and June 30th of the year of certification.
 - December 31st three years after the year of certification if the certification occurred between July 1st and December 31st of the year of certification.

TIMER (Minimum Age 11)	
Education & Training	None except pre-meet briefing. Performance monitored by Chief Timer and/or Referee during meet.
Evaluation & Certification	No evaluation or certification required.
Renewal	Based on <u>S</u> satisfactory <u>P</u> performance.
STROKE & TURN Junior Official (Age 16-17) effective 9/01/2024	
Education & Training	Member of USA Swimming. Attend Stroke & Turn Clinic training. Pass USA Swimming Stroke & Turn Judge certification test. Apprentice a minimum of four (4) Training Sessions total over two (2) different meets with a Trainer (<i>cannot make a disqualification during those apprentice <u>S</u>essions.</i>) Satisfactory <u>P</u> performance.
Evaluation & Certification	Apprenticeship signed off by a Certifier. Must complete certification within one (1) year from <u>date-month</u> of <u>C</u> clinic. May officiate in competitions below LSC Championships for 12&U athletes.

Recertification every 3 years	When a Jr Official turns eighteen (18), their Jr. ST certification will convert to certified ST once the adult membership requirements have been met. Time as a Jr ST official will convert to the S&T renewal cycle.
STROKE & TURN (Minimum Age 18)	
Education & Training	Member of USA Swimming. Attend Stroke & Turn Clinic training. Pass USA Swimming Stroke & Turn Judge certification test. Apprentice a minimum of four (4) Training Sessions total over two (2) different meets with a Trainer <i>(cannot make a disqualification during those apprentice Sessions)</i> . Satisfactory P performance.
Evaluation & Certification	Apprenticeship signed off by a Certifier. Must complete C certification within one (1) year from date-month of Clinic. May officiate in any LSC meet.
Recertification every 3 years	Worked a minimum of eight (8) Qualified Recertification Sessions, within a three (3) year period, at a minimum of two (2) different meets in Stroke & Turn or higher capacity. Attend Clinic every three (3) years. Pass USA Swimming recertification test every three (3) years for the highest certification held. Satisfactory P performance.
Comment	Once a person is certified as a stroke and turn official, they are encouraged to participate in as many meets as they can to gain experience and knowledge. This will allow those running meets to have greater confidence in their ability to officiate at meets of various levels.
STARTER (Minimum Age 18)	
Education & Training	Member of USA Swimming. Attend Starter Clinic training. Certified Stroke & Turn Judge for minimum of three (3) months; worked at least four (4) Sessions at a minimum of two (2) meets since Stroke & Turn certification. Pass USA Swimming Starter certification test. Apprentice as Starter for at least four (4) Training Sessions total, over two (2) meets with two (2) Trainers. Trainer can be the Deck Referee. Satisfactory P performance.
Evaluation & Certification	Apprenticeship signed off by a Certifier. Must complete C certification within one (1) year from date-month of Clinic. May officiate in any LSC meet.
Recertification every 3 years	Worked eight (8) Qualified Recertification Sessions, within a three (3) year period, as Starter. Attend Clinic (recommend Starter) every three (3) years. Pass USA Swimming recertification test every three (3) years for the highest certification held. Satisfactory P performance.
Comment	Once a person is certified as a starter, they are encouraged to participate in as many meets as they can to gain experience and knowledge. This will allow those running meets to have greater confidence in their ability to be a starter at meets of various levels.

ADMINISTRATIVE OFFICIAL (Minimum Age 18)	
Education & Training:	Member of USA Swimming. Attend AO Clinic training. Pass USA Swimming Administrative Official certification test. Apprentice as an Administrative Official for at least four (4) Training Sessions over two (2) meets with a Trainer(s). Satisfactory <u>P</u> performance.
Evaluation & Certification	Apprenticeship signed off by a Certifier. Must complete <u>C</u> ertification within one (1) year from date <u>month</u> of Clinic. May officiate in any AO role at any meet.
Recertification every 3 years	Worked at least eight (8) <u>Qualified Recertification</u> Sessions, within a three (3) year period, as an AO, or in a role identified under 102.14.1A-D. Attend Clinic (recommend AO Clinic) training every three (3) years. Pass USA Swimming Administrative Official recertification test. Satisfactory Performance as AO.
Comment	Once a person is certified as an AO, they are encouraged to participate in as many meets as they can to gain experience and knowledge. This will allow those running meets to have greater confidence in their ability to be an AO at meets of various levels.

REFEREE (Minimum Age 19)	
Education & Training	Member of USA Swimming. Certified Stroke & Turn. Certified Administrative Official. Certified Starter. Attend Referee Clinic training. Pass USA Swimming Referee certification test. Apprentice as a Referee for at least four (4) Training Sessions total over two (2) meets with two (2) Trainers. Satisfactory <u>P</u> performance.
Evaluation & Certification	Apprenticeship signed off by a Certifier. Must complete <u>C</u> ertification within one year from <u>month</u> date of Clinic. May officiate in any Referee role at any meet, except that in meets classified as USA Swimming Championships (as defined by 102.10.5), this certification may not meet the requirements of serving as the required Administrative Referee.
Recertification every 3 years	Worked sixteen (16) <u>Qualified Recertification</u> Sessions, within a three (3) year period, <u>with</u> at least eight (8) <u>Qualified Recertification</u> Sessions in any Referee position. Pass USA Swimming Referee recertification test every three (3) years. Attend Clinic (recommend Referee) every three (3) years. Satisfactory <u>P</u> performance.
Comment	Once a person is certified as a Referee, they are encouraged to participate in as many meets as they can to gain experience and knowledge. This will allow those running meets to have greater confidence in their ability to be a referee at meets of various levels.

Optional LSC Certification	
CHIEF JUDGE (Minimum Age 18)	
Education & Training	Must be certified Stroke & Turn Judge Sixteen (16) or more Sessions as certified ST. Attend a CJ Clinic or briefing of CJ duties. Have read the CJ Professional documents. Apprentice as CJ for four (4) Training Sessions at a minimum of two (2) meets with a Trainer(s)
Evaluation & Certification	Apprenticeship signed off by a Certifier. May officiate in any LSC meet.

Recertification every 3 years	Work eight-sixteen (168) <u>Qualified Recertification</u> Sessions per <u>within a three (3)</u> year <u>period</u> , with at least eightfour (84) as a CJ or Referee. Pass USA Swimming recertification test every three (3) years for the highest certification held. Satisfactory Performance as Chief Judge.
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Any additional exception and/or addition to these standards must be approved by the USA Swimming Board of Directors and National Officials Committee, who may stipulate appropriate conditions for each exception.

Recommend review of Standards after 2 years of implementation (January 2026).

January-April 2024