

SOUTHERN CALIFORNIA SWIMMING



VOLUNTEER OFFICIALS' CERTIFICATION / RECERTIFICATION REQUIREMENTS

September 2018

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

ST	Stroke and Turn
OS	Observed Status (HS & College/ USA Observed meets)
CJ	Chief Judge
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-RA	Referee Admin Requirement
AO	Administrative Official (Timed Finals)
AR	Administrative Referee
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
- Maintain knowledge of the current rules

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 a proper certification level and the appropriate staffing requirements 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. Officials may use the "General Application to Officiate" form (located on the SCS web site, officials), to volunteer at any SCS committee meet.

Southern California Swimming does NOT set officials' fees. Every official is an independent contractor who may negotiate any fee he/she desires. This is not to say that among the officials there seems to be an agreement on what they charge, but please be clear that SCS does not require that officials be paid, nor does SCS set a pay scale. Every official is free to volunteer services.

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.

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.

Disciplinary Actions against Officials comes under the jurisdiction of the Southern California Swimming Officials' Committee.

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 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 a single clinic, or missing two clinics in a row, 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 walking shorts/pants/skirts (appropriate length) 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 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 and take the online Athlete Protection Training (APT).
- ALL officials must complete concussion training. (instructions listed on the SCS website in the Officials section)
- Obtain official's SCS uniform, consisting of white shirt/polo shirt, light tan khaki walking shorts /pants/skirt (appropriate length) 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.
- Tracking of sessions for certification and recertification purposes will be obtained from the Officials Tracking System (OTS). The system is updated after each meet by the Meet Referee. It is mandatory to have your officiating record in OTS. You may use the honor system and add your worked meets to the "add other meets section" in OTS if your record is not added by the meet referee.

SCS Deck Officials' Certifications

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 Chief Judge or the 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 & locations). During the first 8 sessions 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 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 Chief Judge or the Referee, who will accept or decline the disqualification.)*

- Meet all general requirements for certification (must be 18 years old).
- Must be a certified SCAF 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 OS (observed status) with the SCS Officials Chairperson

Re-certification:

- Meet all general requirements for certification.
Work as a Stroke and Turn for a minimum of 4 sessions in the calendar year at a USA sanctioned meet (USA min Requirement)

Chief Judge: CJ *(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.
- Work as a certified Stroke and Turn to include 12 sessions (3 separate meets & locations) or by recommendation of a Senior Referee. .
- Apprentice as a Chief Judge for a minimum of 3 sessions.
- Pass evaluation by a Meet 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 & locations) in the calendar year.

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.
- 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 & locations) under the supervision of at least two different trainers and pass an evaluation by a Senior Referee.

Re-certification:

- Meet all general requirements for certification.
- Work as a Starter for a minimum of 12 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.
- Must have worked as a Certified Stroke and Turn / Chief Judge for a minimum of 1 year to include 24 sessions.
- Apprentice as a Deck Referee for a minimum of 12 sessions (3 separate meets & locations) 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): 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 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, Meet Marshall and Administrative Official procedures. Must have a AO-RA certification.
- Must have worked as a Certified Deck Referee for a minimum of one year to include 12 sessions in a calendar year.
- Apprentice as a Meet Referee for a minimum of 12 sessions (3 different meets & locations) under the supervision of at least two different Senior Referees
- Must have a working knowledge of OTS
- 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): 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).
- 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 Meet Referee.
- Must have a working knowledge of the Admin Official duties & requirements, and be familiar with Heats & Finals administration 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. The official will receive a AO-RA (referee admin trained) certification.
- Work as an apprentice Meet Referee at Heats and Finals Meets for a minimum of 6 sessions (3 different meets & locations) under the supervision of at least two different Heats & Finals Meet Referees.
- Must have a working knowledge of OTS
- 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.
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Senior Referee: 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 2 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 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.
- Must have a working knowledge of OTS.
- Demonstrate outstanding mentoring and evaluation skills.

SCS Administrative Officials

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 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: 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 6 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 12 sessions (at least 3 separate meets & locations) or by recommendation of a Senior Admin Referee and Senior Meet Referee
- Pass evaluation by an Administrative Referee (Heats & Finals).

Re-certification:

- Meet all general requirements for certification.
- Work as an Administrative Official for a minimum of 6 sessions in the calendar year.
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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. 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).
- 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 Referee apprenticeship.
- Must be certified as a Stroke & Turn.
- Must be able to act as the Meet Referee in case of an emergency or the absence of a Meet Referee.
- Apprentice with 2 different certified Administrative Referees for a minimum of 4 meets or by recommendation of a Senior Admin Referee and Senior Referee.
- 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): 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 two years or 24 sessions or by recommendation of a Senior Admin Referee and Senior Meet 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 a 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 and 1 Heats and Finals meet 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 2 years to include 50 sessions
- Upon the recommendation of a Senior Admin Referee and a Senior Meet 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

Modifications to Officials certifications will reviewed and approved by the Officials Chair before promotion / change takes effect. Upon approval the Officials Chairperson will update the Officials LSC Certification in OTS. A new card will be e-mailed to the Official with the updated Certifications.