

## **Gulf Swimming Officials Certification Guidelines**

### **Introduction**

Gulf Swimming strives to develop officials who are fair, competent, current in rulebook application and consistent in approach. The training program is designed to produce skilled officials who are capable of providing athletes with the best, most consistent and fairest possible level of observation. The program is aimed at certification of N1 officials with emphasis on quality assurance and portability outside of the Gulf LSC. National (N2 & N3) certification guidelines are posted on the USA Swimming website.

The following guidelines are for informational purposes only. Certification of N1 LSC officials is the responsibility of the Gulf Officials Committee Chairman who has final authority in specific certification standards.

### **Stroke & Turn Judge**

The trainee must first register as a non-athlete with USA Swimming through his/her affiliated Gulf Swimming team ([2010 Registration.pdf](#)). The affiliated team is asked to pay the registration fee.

The Gulf Officials Committee Chairman, Rick Kehlenbach ([rkehlenbach@comcast.net](mailto:rkehlenbach@comcast.net)) shall add the trainee's name to the Gulf Officials database after the trainee registers and works at a swim meet.

The Trainee shall download the swimming rules from the USA Swimming website and maintain a meet attendance log card that can be obtained from any meet referee. The current USA Swimming rulebook will be mailed to the registered trainee by USA Swimming.

### **Phase 1 training:**

The trainee should attend a meet properly dressed (white polo shirt, white sneakers, and navy slacks, skirt or shorts – no blue jeans), and report to the Meet Referee at least 1 hour prior to the start of the meet. While on deck, the trainee will be under the supervision of the Referee or his delegate. Whenever possible, the trainee will be assigned to a deck position to train directly with a certified official. As soon as possible, the trainee **must complete** the online **Stroke & Turn/Timer** certification test on the **USA Swimming** website (<http://www.usaswimming.org>). **The S&T trainee will not be**

**considered in Phase 1 training until the successful completion (80%) of test. When the test has been completed, the results will be automatically e-mailed to the trainee and to the Chairman.**

The trainee must work at meets totaling a minimum of five (5), four-hour sessions (20 hours) under the close observation of a certified official, and attend any mini-clinics held during the pre-meet briefings. During this initial phase of on-deck training, no disqualifications should be called. The trainee will maintain an attendance log of meet sessions worked. The Meet Referee will sign the attendance log at the end of each session and **upon request** will also provide the trainee with a verbal assessment of performance, along with a written evaluation of the trainee on the Meet Referee report. The Gulf Officials Committee Chairman will maintain a database of trainee meet attendance and performance evaluations obtained from the meet reports.

#### Phase 2 training:

After the first phase of training has been completed (including completion of the online **S&T / Timer** test), the trainee may be assigned to work on deck without a certified official and will be allowed to report disqualifications. The trainee will continue to maintain a log of sessions worked that is signed by the Meet Referee. **At any time, the trainee may contact the Officials Committee Chair for a performance evaluation.**

After a MINIMUM of six months of regular, continuous Phase 2 training (i.e., at least one multi-session meet per month), the trainee should contact the Gulf Officials Committee Chairman and request an evaluation for certification. The Chairman will then review the trainee's meet attendance and performance records and determine readiness for certification. Information used by the Chairman to assess readiness for certification may include the following:

- Overall length of time and experience on deck
- Current meet attendance status (active vs. inactive)
- Good work ethic – working steady at multiple sessions per meet
- A record of uninterrupted training without significant gaps
- Exposure to both Short Course and Long Course meet venues
- Work experience at a variety of meets (BB & Under through local Championship level meets)
- Working at meets other than your own club's hosted meets
- Positive assessment of skills and competencies from supervising meet referees
- Recommendations to certify from supervising meet referees
- Attendance at training clinics, pre-meet briefings, etc.
- Clear understanding of rules and their application at meets

The Gulf Officials Committee Chairman will provide the trainee with an assessment of readiness for certification. If the trainee is not ready to certify, the Chairman will provide a clear understanding of any skill gaps and/or training requirements that are needed to help the trainee attain certification. If the trainee is ready to certify and **has received recommendations from Meet Referees** then the Chairman will certify the trainee as a USA Swimming Stroke & Turn Official, and will mail an acceptance letter and a certification card. The candidate will also be sent a Gulf Swimming name badge and a Gulf Certified Officials pin.

The certification is maintained by (1) registering each year as a non-athlete with USA Swimming, (2) working a minimum of four multi-session meets per year, and (3) taking the re-certification test every two years. Any certified Stroke & Turn Official who allows his/her certification to expire will be reduced in rank to trainee until the re-certification requirements have been fulfilled.

### **Starter**

After a Stroke & Turn official has been certified, the newly certified S&T official may begin training as an apprentice starter. At any time after the candidate has begun training as a starter, the online **starter certification** test should be taken on the **USA Swimming website** (<http://www.usaswimming.org>). When the test has been completed, the score will be automatically e-mailed to the trainee and to the Chairman.

The candidate must train for a MINIMUM of twelve months or two complete consecutive seasons, and maintain a log of sessions worked as a starter, which is to be signed by the Meet Referee. The Meet Referee will provide the starter candidate with a verbal assessment of performance, along with a written evaluation on the Meet Referee report. The Gulf Officials Committee Chairman will maintain a database of the candidate's meet attendance and performance evaluations obtained from the meet reports. **At any time, the trainee may contact the Officials Committee Chair for a performance evaluation.**

After a MINIMUM of 12 months of regular, continuous starter training (i.e., at least one multi-session meet per month worked as a starter apprentice), the trainee may contact the Gulf Officials Committee Chairman and request an evaluation for certification, which will include an on-deck observation. Based on the observation and the trainee's meet attendance and performance records, the Chairman will then determine readiness for certification.

The Chairman will provide the starter apprentice with an assessment of readiness for certification. If the apprentice is not ready to certify, the Chairman will provide a clear understanding of any skill gaps and/or training requirements that are needed to help the apprentice attain certification. If the apprentice is ready to certify **and has received recommendations** from Meet Referees then the Chairman will certify the apprentice as a USA Swimming Starter, and will mail an acceptance letter and certification card to the Starter.

The certification is maintained by (1) registering each year as a non-athlete with USA Swimming, (2) working a minimum of four multi-sessions meets per year, and (3) by taking the Starter re-certification tests every two years. Any certified starter who allows his/her certification to expire will be reduced in rank to Stroke & Turn Official until the re-certification requirements have been fulfilled.

### **Deck Referee**

The Deck Referee candidate must be a certified Stroke & Turn judge and must have been a certified Starter for at least twelve months or two consecutive seasons in order to be considered for certification.

After certification as a Starter, the candidate may begin training as a deck referee. At any time after the candidate has begun training as a deck referee, the online referee certification tests should be taken on the USA Swimming website (<http://www.usaswimming.org>). When the tests have been completed, the scores will be automatically e-mailed to the trainee and to the Chairman. The following tests are required (Referee, Administrative Referee, Timing Judge, and Clerk of Course, and if necessary, the Starter and S&T/Timer re-certification tests).

The candidate must train for a MINIMUM of twelve months or two complete consecutive seasons, and maintain a log of sessions worked as a deck referee, which is to be signed by the Meet Referee. The Meet Referee will provide the candidate with a verbal assessment of performance, along with a written evaluation on the Meet Referee report. The Gulf Officials Committee Chairman will maintain a database of the candidate's meet attendance and performance evaluations obtained from the meet reports. **At any time, the trainee may contact the Officials Committee Chair for a performance evaluation.**

After a MINIMUM of 12 months of regular, continuous referee training (i.e., at least one multi-session meet per month worked as a deck referee apprentice), the candidate may contact the Gulf Officials Committee Chairman and request an evaluation for certification, which will include an on-deck observation. Based on the observation and the trainee's meet attendance and performance records, the Chairman will then determine readiness for certification.

The Chairman will provide the deck referee apprentice with an assessment of readiness for certification. If the apprentice is not ready to certify, the Chairman will provide a clear understanding of any skill gaps and/or training requirements that are needed to help the apprentice attain certification. If the apprentice is ready to certify **and has received recommendations** from Meet Referees then the Chairman will certify the apprentice as a USA Swimming Deck Referee, and will send an acceptance letter and the certification card.

The certification is maintained by (1) registering each year as a non-athlete with USA Swimming, (2) working a minimum of six multi-session meets per year, and (3) by taking the online referee re-certification tests every two years. Any certified deck referee who allows his/her certification to expire will be reduced in rank to Stroke & Turn Official, and will not be permitted to serve as a deck referee until the recertification requirements have been fulfilled.

### **Meet Referee**

The Meet Referee candidate must have been a certified Deck Referee for at least eighteen months or three consecutive seasons in order to be considered for certification.

After certification as a Deck Referee, the candidate may begin training as an apprentice referee. At any time after the candidate has begun training as a meet referee, the online referee **re-certification** tests should be taken on the USA Swimming website (<http://www.usaswimming.org>). When the tests have been completed, the scores will be automatically e-mailed to the trainee and to the Chairman. The following tests are required (Referee, Administrative Referee, Timing Judge, and Clerk of Course, Starter, S&T/Timer re-certification tests).

The candidate must train for a MINIMUM of eighteen months or three complete consecutive seasons, and maintain a log of sessions worked as a deck referee, which is to be signed by the Meet Referee. The Meet Referee will provide the candidate with a

verbal assessment of performance, along with a written evaluation on the Meet Referee report. The Gulf Officials Committee Chairman will maintain a database of the candidate's meet attendance and performance evaluations obtained from the meet reports. **At any time, the trainee may contact the Officials Committee Chair for a performance evaluation.**

After a MINIMUM of 18 months of regular, continuous referee training (i.e., at least one multi-session meet per month worked as a referee apprentice), the candidate may contact the Gulf Officials Committee Chairman and request an evaluation for certification, which will include an on-deck observation. Based on the observation and the trainee's meet attendance and performance records, the Chairman will then determine readiness for certification. The Chairman will also contact the Officials Committee for an assessment of the candidate's degree of readiness.

The Chairman will provide the meet referee apprentice with an assessment of readiness for certification. If the apprentice is not ready to certify, the Chairman will provide a clear understanding of any skill gaps and/or training requirements that are needed to help the apprentice attain certification. If the apprentice is ready to certify, then the Chairman will certify the apprentice as a USA Swimming Referee with the concurrence of the Officials Committee, and will mail an acceptance letter and certification card to the new Referee.

The certification is maintained by (1) registering each year as a non-athlete with USA Swimming, (2) working a minimum of six multi-session meets per year, and (3) by taking the Referee re-certification test every two years. Any certified referee who allows his/her certification to expire will be reduced in rank to Stroke & Turn Official, and will not be permitted to serve as a meet referee until the recertification requirements have been fulfilled.

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