GUIDE TO
OQMs, EVALUATIONS &
CERTIFICATIONS

Prepared for the 2015 LSC Officials’ Chairs Meeting
Minneapolis, MN
Officials Qualifying Meets

Will the meet provide N2 or N3 Evaluations?

How do you decide that?

- N3: Senior-level swimmers advancing to Nationals or Jr. Nationals
- Prelims and Finals, with Scratch Box (for N3 AR)
- N3 Evaluator(s) attending

- N2: Age Group, Timed Finals, N2 Evaluators
Officials Qualifying Meets

- LSC Officials Chair submits application

USA Swimming
APPLICATION to HOST an Officials Qualifying Meet

(Please set-up the meet in OTS with all of the information below, including proposed evaluators, before submitting this application.)

Application Date: LSC: LSC Meet Sanction #: (top if not yet known)
Meet Name: Meet Dates:
Type of Meet: Sectional, Zone, LSC (Senior or Age Group) Championships
Other – describe:
Host Club: Name: Initials:
MEET REFEREE: LSC: e-mail:
MEET DIRECTOR:
e-mail:
MEET LOCATION – Facility Name:
Address:
City: State:
Anticipated Number of Swimmers: Pool: Total # Session:
Will the meet comply with the requirements 2, 4, 5, 6, 7, 8, 10 and 11 on page 2? Yes, No.
If “No,” please include explanations in the transmitting email or in a note with the application.
Is the meet open to all officials within the Region who wish to, and are eligible to, be evaluated for advancement and recertification? Yes, No. Do officials have to apply to be evaluated? Yes, No.
Is this information included in the Meet Announcement? Yes, No.
Has this meet been entered into OTS? (Entry into OTS by the applicant is preferred.) Yes, No.
Attach a draft copy of the Meet Announcement or provide a detailed Internet path where it can be viewed:

Contact Name for officials wishing to inquire about this meet (this information will be posted on the USA Swimming Web Site):

National Evaluator(s) – For N2 – indicate positions you propose they evaluate:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>N3 (per approved list)</th>
<th>For these N2 Positions (must have N2 BT and N2 or N3 in the position)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>S&amp;T</td>
<td>CJ</td>
</tr>
<tr>
<td>Meet Referee? Yes, No.</td>
<td>See above</td>
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SELECTING EVALUATORS

• N3 Final and N3 Initial Evaluators for CJ, DR, AR and SR maintained by National Committee

• N2 Evaluators for all positions and N3 ST Evaluators maintained by the LSC
  – Requirements:
  – Current N2 certification in position evaluating
  – Current N3 ST certification and attended national meet (preferred)
SELECTING EVALUATORS

How to Choose N2 Evaluator/MENTORS

• Successful Deck Mentor to Apprentices
• Active in LSC and at Championship Meets
• Knows Rules, Jurisdictions, Protocols
• **Characteristics**: Patient, Thoughtful, Communicates Well and Often, Values Volunteers, Apprentices Respond to Teaching
• Experienced higher level meets
• Models skills in Professional Documents
Why is the N2 Mentor selection so important?

• N2 Certification standard operations for most LSC championships

• Sometimes this is the only advanced mentoring an official ever receives

• Basis for advancement to N3, if official so chooses
SELECTING EVALUATORS

PREPARING THE N2 MENTOR

• Be mentored by N3 Evaluators
• View the Mentoring Officials Webinar
SELECTING EVALUATORS

Inviting and Working with N2 and N3 Evaluators

• Invite several months in advance
• Consider reimbursement for transportation and accommodation
• Communicate often
• Send all Requests for Evaluation
National Committee’s Standards for N3 Mentors

• Performance in position at national championship meet

• Mentored position at N2 level for N3 initial, and N3 initial for N3 final

• Mentees have advanced and performed well

• Excels at Mentoring and possesses beneficial characteristics
PREPARING FOR MENTORING

• Prepare and Distribute Request for Evaluation form
• Send completed forms to Mentors
• Acknowledge form received
PREPARING FOR MENTORING

• Mentor/Evaluators should be communicating with Officials and forwarding Professional Documents for position desired
PREPARING FOR MENTORING

Profession Position Documents are The Standards for Performance and Evaluation

Stroke & Turn Official – or – the Eyes of the Referee

The “Professional” Stroke & Turn Official should:
1. Read and be familiar with the “GUIDE TO OFFICIATING SWIMMING” (the Stroke & Turn chapter in particular).

The “Professional” Starter - or - It’s more than three short words!

The “Professional” Starter should:
1. Read the “GUIDE TO OFFICIATING SWIMMING” on the USA Swimming website (the Starter chapter)
2. Know the Rules and the protocols, procedures and philosophies for being a successful starter

The “Professional” Chief Judge – or – Assistant and Mentor to All Officials

A Professional Chief Judge (CJ) should:
1. Read the “GUIDE TO OFFICIATING SWIMMING” (the Chief Judge and Stroke and Turn Judge chapters in particular)

The “Professional” Deck Referee - or - It’s more than blowing a whistle!

The “Professional” Deck Referee should:
1. Read the “GUIDE TO OFFICIATING SWIMMING” on the USA Swimming website (the Referee chapter in particular)
2. Know the Rules and the official interpretations published by the USA Swimming Rules Committee

The “Professional” Administrative Referee should:
1. Read the “GUIDE TO OFFICIATING SWIMMING” on the USA Swimming website (the Administrative Referee chapter in...
PREPARING FOR MENTORING

Confirm Officials Satisfy Prerequisites

Checklist for Stroke and Turn Judge Advancement Evaluations

There are three basic criteria categories for each level of evaluation: Knowledge and application of: 1) the rules and regulations, 2) National Championship protocols, procedures and guidelines, and 3) USA Swimming’s team philosophy of Officiating.

N2 Stroke and Turn Judge (ST) - Prerequisites² for requesting an Evaluation:
- LSC-certified ST for one year
- At least 8 sessions working as a certified ST

N2 Stroke and Turn Judge - Performance Requirements for an Advancing Evaluation
- Arrives on-time, prepared with necessary personal equipment, and properly and professionally attired
- Knowledgeable of all stroke rules, timer rules and clerk of course rules
- Acts as a mentor for new officials, as requested
- Is familiar with the jurisdiction for each stroke and turn position and is aware of the jurisdiction for each event to be judged
- Is comfortable making calls as appropriate and also realizes when a call is not appropriate
- Can clearly articulate an infraction to the Deck Referee or Chief Judge, as appropriate, both with the reference in the rule book as well as what was seen
- Doesn’t discuss disqualifications in front of others
- Accepts assignments as given and conforms to the “relief” cycle for the meet

N3 Stroke and Turn Judge Evaluation – Prerequisites² for requesting an evaluation:
- Active N2 Stroke and Turn Judge in the LSC at all levels of meets (even if certified in other positions)
- At least 8 sessions as a Stroke and Turn Judge since N2 certification
- At least one year as an active N2 Stroke and Turn Judge and working meets outside the home LSC (both suggested)

- Is very comfortable calling infraction as appropriate, as well as realizing when a call is not appropriate
- Can clearly articulate an infraction to the Chief Judge and, as appropriate, the Deck Referee both with the reference in the rule book as well as what was observed

¹ There are other requirements that need to be met before an application for National Certification can be submitted and approved.
² Do not ask to be evaluated before the prerequisites have been satisfied.
N2 Mentors need to be:

• Hands-on mentoring to the Professional Standards
• Spend as much as 80% of their time with official teaching news skills
• Successfully prepares official for N3 eval
• Complete evaluations in a timely manner
• Ask Questions