



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



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



SELECTING EVALUATORS

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

NEW - OFFICIALS BRIEFING - with 2015 changes

Education & Training

- Education & Training Resources
- Applications & Forms
 - Recruitment, Retention & Reciprocity
 - Recognition Programs
- Governance & LSCs
- Volunteers

JOIN US ON FACEBOOK

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The "Administrative" Official

- Administrative Official Description - required 9/1/2013
- Quick Guide to Verifying Times for the Administrative Official
- Watch Times Compared to Backup Times
- Lane Malfunction with Resolution Example
- Timing Tape Examples
- Administrative Official Clinic Guideline

The "Professional" Official

- Stroke and Turn
- Chief Judge
- Starter
- Deck Referee
- Administrative Referee

Mentoring and Evaluations Resources

- 2012 Mentoring Swimming Officials Webinar
- Mentoring Swimming Officials Slide Presentation

Additional Resources



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



SELECTING EVALUATORS

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

A screenshot of the USA Swimming website. The page is divided into several sections. On the left, there is a navigation menu with links for "Online Officials Test", "National Certification", "The Official Blog", "Education & Training", "Applications & Forms", "Recruitment, Retention & Reciprocity", "Recognition Programs", "Governance & LSCs", and "Volunteers". Below the menu is a "JOIN US ON FACEBOOK" section with a "LEARN MORE" button. At the bottom left is a "take the pledge" banner for "ItCanWait.com". On the right side, there is a "LSC CERTIFICATION" section with a link to "National Official Certification Summary". Below that is a "NATIONAL CERTIFICATION LEVELS" section with a list of roles: "Stroke and Turn Judge", "Chief Judge", "Starter", "Deck Referee", and "Administrative Referee". Further down is a "NATIONAL OFFICIAL EVALUATIONS AND S" section with links for "Stroke & Turn Judge, Chief Judge, Starter, Deck Referee, Admin Evaluation Process Survey", "Evaluator Appointment", "National Officials Evaluation Worksheet", "Request for Evaluation - Master Form", and "Suggestions for How to Use Request for Evaluation Form". A purple box highlights the "Request for Evaluation - Master Form" link.



PREPARING FOR MENTORING

- Mentor/Evaluators should be communicating with Officials and forwarding Professional Documents for position desired

The screenshot shows a website navigation menu on the left and a list of resources on the right. The menu includes categories like Education & Training, Applications & Forms, Governance & LSCs, and Volunteers. The resources list includes "NEW - OFFICIAL'S BRIEFING - with 2015 changes", "The 'Administrative' Official", "The 'Professional' Official", and "Mentoring and Evaluations Resources". A red box highlights the "Professional" Official section.

Education & Training
Education & Training Resources

Applications & Forms
Recruitment, Retention & Reciprocity
Recognition Programs

Governance & LSCs

Volunteers

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NEW - OFFICIAL'S BRIEFING - with 2015 changes

The "Administrative" Official

- Administrative Official Description - required*
- Quick Guide to Verifying Times for the Admin*
- Watch Times Compared to Backup Times*
- Lane Malfunction with Resolution Example*
- Timing Tape Examples*
- Administrative Official Clinic Guideline*

The "Professional" Official

- Stroke and Turn*
- Chief Judge*
- Starter*
- Deck Referee*
- Administrative Referee*

Mentoring and Evaluations Resources

- 2012 Mentoring Swimming Officials Webinar*
- Mentoring Swimming Officials Slide Presenta*



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 Referee 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

- or - It’s more like Service with a Smile!!

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

(Refer to the National Certification Advancement Summary¹)

Attachment A

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.



PREPARING FOR MENTORING

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