



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 # _____ ("tbd" if not yet known)

Meet Name: _____

Meet Dates: _____, _____

Type of Meet: FIRST DAY Sectional, LAST DAY Zone, LSC (Senior or Age Group) Championship
Other – describe: _____

Host Club Name: _____ LSC E-Mail: _____

Meet Referee: _____ E-Mail: _____

Meet Director: _____ E-Mail: _____

Meet Location: Facility Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Anticipated Number of Swimmers: _____ Pool: _____ Total # Sessions*: _____

*DO NOT INCLUDE TIME TRIALS OR SESSIONS WITH ONLY TIMED FINALS

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 YES NO

are eligible to, be evaluated for advancement and recertification?

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? YES NO

Attach a draft copy of the Meet Announcement* or provide a detailed Internet path where it can be viewed*: _____

*NOTE: Applications cannot be processed until available.

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

Meet Referee, or Other: _____ E-Mail: _____

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

Name	E-Mail	N3 (per approved list)	For these N2 Positions (Must have N3 ST or N3 in the position)				
			S&T	CJ	Starter	Deck Ref	Adm Ref
Meet Referee? Y N	See above.						

LSC Officials Chair: _____

Address: _____

City: _____ State: _____

E-Mail: _____

Application must be from, or endorsed by, the Host LSC Officials Chair or Zone Officials Chair.

Zip: _____

SAVE to your Desktop and e-mail to: mmcnichols@usaswimming.org

Or mail completed application to: National Events, USA Swimming, 1 Olympic Plaza, Colorado Springs, CO 80909

Note: A notice of "Receipt of Application" will be sent to the applicant's email address as soon as it is received. Please follow up with an email or phone inquiry if a receipt is not received within 7 days.

Qualifying Meets for National Officials Certification (OQMs)...

... provide opportunities for evaluation of USA Swimming officials for **N2** and **N3 Certification** and **Re-certification**.

They may include Regional, Zone, Sectional and Junior and Senior LSC Championships. Other high profile meets, meeting most of the following requirements, may be approved by the National Officials Committee. National Championships (including Jrs), US Open, Pro Series and Futures meets are automatically approved and do not require an application.

Application for **OQM** approval must be made to the National Officials Committee at least 30 days, prior to the start of the meet.

Requirements for a Meet to be Approved:

1. Meet Referee – **N2** or **N3** (current or previously). If the Meet Referee is not, or will not be, a National Evaluator, National Evaluator(s) must also be at the meet, not necessarily in an assigned or deck position, during all evaluation sessions.
2. The Meet Referee must agree to run the meet using deck protocol approaching that expected at high level, national caliber meets.
3. Provision of approved National Evaluators is the responsibility of the meet host or LSC. Recommendations may be solicited from the USA Swimming Officials Committee.
4. Meet Length - At least two days, with at least 4 sessions with preliminaries and finals (*Some sessions may be timed finals. Exceptions for preliminaries and finals may be granted for timed final LSC Championship meets.*)
5. A broad range of senior events in most evaluation sessions (*some sessions may be age group sessions*). LSC Age Group Championships may be exempted from this requirement.
6. Expected to attract and include national caliber swimmers (capable of achieving National Championship, Junior Championship or Futures Championship qualifying times)
7. Fully automatic timing system must be used.
8. Minimum number of officials
 - for meet – 1 Meet Referee,
 - per session – 1 Administrative Referee (recommended), 1 Deck Referee, 1 Starter, 1 Chief Judge, and, if possible, 1 Turn Judge for every 2 lanes at the start and turn ends and 2 Stroke Judges.
9. Recommended maximum number of “assigned” officials
 - for meet – 1 Meet Referee, 1 Administrative Referee, 1 Team Lead Chief Judge
 - per session – 1 Assistant Administrative Referee, 4 Deck Referees, 4 Starters, 4 Chief Judges.
10. Officials briefings observed, or given, by a National Evaluator must precede each session.
11. Current USA Swimming rules must be followed.
12. Meet must be open to all applicants for evaluation from LSC’s within the Region. (*To plan use of officials it is suggested that applications for evaluation be used by meet management.*)
13. If officials must apply in advance to be evaluated the Meet Announcement should include a statement that the meet has been designated as an OQM and include any “application for evaluation” requirements. Notice of the OQM approval will be posted on the USA Swimming web site with contact information.
14. For INITIAL or FINAL Evaluation of N3 CJ, Starter, Deck Referee and Administrative Referee candidates, a National Evaluator approved to make those evaluations must be present and, additionally for N3 Admin Ref Evaluations, National Championship Meet scratching and seeding protocol (or similar) must be used.

National Evaluators (refer to “[Evaluator Appointment](#)” on the USA Swimming web site)

- National Evaluators at the N3 level are experienced officials authorized by the National Officials Committee to evaluate officials for N3 and N2 advancement and re-certification. N3 evaluations (*initial, final and recertification*) may only be given by Evaluators on the list of “Approved N3 Evaluators” maintained by the National Officials Committee. Copies of the list are distributed to LSC Officials Chairs periodically and may be generated using “Reports” in the OTS.
- N2 Evaluators may be chosen by the LSC Officials Chair, and if desired, in conjunction with the Meet Referee. N2 Evaluators must possess a current N2 certification (*at the time of the meet*) in the positions they are named to evaluate (CJ, Starter, Deck Referee, Admin Referee). They must also have a current N3 Stroke & Turn Certification and have attended at least one USA Swimming National or Jr. National Championship meet (preferred). N2 Evaluators may only give advancing and recertification evaluations at the N2 level.
- The LSC Officials Chair may, when applying for OQM approval, nominate evaluators for N3 Stroke & Turn certification and re-certification who are not listed on the “Approved N3 Evaluator” list. An N3 ST evaluator must possess a current N3 ST certification (*at the time of the meet*) and have attended at least one, preferably two or more, National Championship or Jr. National Championship meets.
- It is recommended that National Evaluators not officiate during meets unless only a few candidates are being evaluated.
- All N3 National Evaluators on the national list will be:
 - Aware of current national officiating procedures, and
 - Be available for clinics, briefings, presentations, clarification of issues and mentoring related to the art of USA Swimming officiating.

Note: N2 and N3 advancement and re-certification evaluations can only be given at approved OQM’s. The Evaluators must complete the on-line OTS (Officials Tracking System) evaluation form for each evaluated Official.

As a condition of approval, the Meet Referee or Evaluators must complete the OTS participation roster for the OQM, including sessions and positions worked by all officials at the meet.

If a meet is approved and no evaluations are made a note, quoting the Qualifying Meet number, should be sent to Macie McNichols – mmcnichols@usaswimming.org - by the Meet Referee so that future approvals are not jeopardized.