



# MINIMUM STANDARDS GUIDELINES

## FOR UTILIZATION BY LOCAL SWIMMING COMMITTEE (LSC) OFFICIALS

### MISSION

*To develop and conduct mentoring programs to recruit, educate, train and certify USA Swimming officials to provide high quality and consistent officiating for our athletes.*

*The goal of having all Local Swim Committees (LSC) adopt these minimum standards for certification of officials is to set standards, that when applied, will accomplish the following:*

- *Ensure a clear and consistent knowledge of the rules*
- *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*
- *Ensure professionalism in all aspects of the word "team" while in attendance at a swim event both on and off the deck*

*The sessions referred to in the guidelines should be of duration to assure sufficient time to observe a significant number of swimmers and should contain a complete schedule of events to provide the opportunity to observe all strokes.*

*LSC's may set additional requirements for the positions listed below.*

*LSC's may set minimum standards for additional positions such as Referee (Non- Starter), Clerk of Course, Timing Judge, Equipment Operator, etc.*

*Any exception to these minimum standards must be approved by the National Officials Chair who may stipulate appropriate conditions for each exception.*

\* May Not Officiate at a Session in Which They are Competing or Coaching

TIMER (Minimum Age 11)	
Education & Training	None except <b>pre-meet briefing</b> . Performance monitored by Chief Timer and/or Referee during meet.
Evaluation & Certification	No evaluation or certification required.
Renewal	Based on satisfactory performance.

ADMINISTRATIVE OFFICIAL (Minimum Age 18)	
Education & Training	<b>Formal clinic training.</b> <b>Must take</b> USA Administrative Official test. <b>On-the-deck</b> apprenticeship with at least one (1) mentor ( <i>who has a minimum of one (1) year certification as Administrative Official, Administrative Referee, or Referee</i> ) for a <b>minimum of two (2) sessions, at two different meets.</b>
Evaluation & Certification	<b>Certify</b> after passing USA Administrative Official test and <b>satisfactory performance</b> at two meets. <b>Must be a member of USA Swimming, pass the Level 2 Background Check, complete the online Athlete Protection Training, and complete Concussion Protocol Training</b> before officiating as Administrative Official.
Renewal	Recommend clinic and/or re-cert test. To maintain certification, <b>must work</b> a minimum of <b>four (4) sessions per year – at least one session must be as the administrative official</b> , the remaining may be in any of the 6 positions for which the Administrative Official supervises/directs: Entry/Registration Personnel, Clerk of Course, Timing System Operator, Scoring Personnel, Timing Judge, or Meet Management Software Operator. May also work in a higher capacity (based on LSC determination as to designated certifications). Based on continuing USA Swimming membership and satisfactory performance.

<b>STROKE &amp; TURN JUDGE (Minimum Age 18*)</b>	
Education & Training	<p><b>Formal clinic training.</b>  <b>Must take</b> USA Swimming Stroke &amp; Turn Judge test.  <b>On-the-deck</b> apprenticeship with at least two (2) mentors (<i>who have a minimum of one (1) year certification as Stroke &amp; Turn Judge</i>) for a <b>minimum of four (4) sessions.</b>  <i>(cannot make a disqualification during those sessions).</i></p>
Evaluation & Certification	<p><b>Evaluation by</b> evaluator/mentor and/or Referee to be reported to LSC Officials Chair or their designee.  <b>Must complete</b> certification within one year from date of clinic.  <b>Must be a member of USA Swimming, pass the Level 2 Background Check, complete the online Athlete Protection Training, and complete Concussion Protocol Training</b> before officiating as a Stroke and Turn Judge.</p>
Renewal	<p>Recommend clinic, pre-meet briefing and/or test.  <b>To maintain</b> certification, <b>must work</b> a minimum of <b>four (4) sessions per year</b> in Stroke &amp; Turn or higher capacity.            Based on continuing USA Swimming membership and satisfactory performance.</p>

<b>RELAY TAKE-OFF JUDGE (Minimum Age 18*)</b>	
Education & Training	<b>Must be certified</b> Stroke & Turn Judge
Evaluation & Certification	Considered <b>part of</b> Stroke & Turn Judge certification.
Renewal	Same as Stroke & Turn Judge.

<b>CHIEF JUDGE (Minimum Age 18*)</b>	
Education & Training	<b>Must be certified</b> Stroke & Turn Judge
Evaluation & Certification	Considered <b>part of</b> Stroke & Turn Judge certification.
Renewal	Same as Stroke & Turn Judge.

<b>STARTER (Minimum Age 18*)</b>	
Education & Training	<p><b>Must attend clinic.</b></p> <p><b>Must take</b> USA Swimming Starters test and be a <b>current member of USA Swimming, pass the Level 2 Background Check, complete the online Athlete Protection Training, and complete Concussion Protocol Training.</b></p> <p><b>Must serve a minimum of five (5)</b> sessions on the deck at <b>two (2)</b> different meets with at least <b>two (2)</b> different mentors approved by the LSC Officials Chair or their designee.</p> <p><b>Must have worked</b> as certified Stroke &amp; Turn Judge for a <b>minimum of five (5) sessions.</b></p>
Evaluation & Certification	<b>Certification based on</b> recommendation of the mentor(s) and/or Referee(s)
Renewal	<p>Recommend clinic, pre-meet briefing and/or test.</p> <p><b>To maintain</b> certification, <b>must work</b> a minimum of <b>four (4) sessions per year</b> in Starter or higher capacity.</p> <p>Based on continuing USA Swimming membership and evaluation.</p>

<b>REFEREE (Minimum Age 21*)</b>	
Education & Training	<p><b>Must attend</b> referee's clinic and <b>apprentice</b> on-the-deck for a <b>minimum of six (6)</b> sessions at <b>three (3)</b> sanctioned meets with at least <b>two (2)</b> different referees.</p> <p>Previous certification as a Stroke &amp; Turn Judge or Starter for a minimum of <b>one (1)</b> year.</p> <p>Recommend <b>being familiar</b> with the positions of Announcer, Clerk of Course, Starter, Stroke &amp; Turn Judge, Chief Judge, Timer, Timing Judge and Meet Marshall. Strongly suggest AO certification before becoming a Referee.</p> <p><b>Must pass</b> USA Swimming Officials tests (<b>Stroke &amp; Turn/Timer, Timing Judge, Clerk of Course, Administrative, and Referee</b>) with a grade of <b>at least 80% within the past 24 months</b> and be a current member of USA Swimming as well as <b>pass the Level 2 Background Check, complete the online Athlete Protection Training, and complete Concussion Protocol Training.</b></p>
Evaluation & Certification	<b>Certification based on</b> recommendation of the mentor(s) and/or Referee(s)
Renewal	<p><b>Must attend</b> clinic and/or <b>take tests</b> every three (3) years.</p> <p><b>To maintain</b> certification, <b>must work</b> a minimum of <b>six (6) sessions per year</b> in Starter or higher capacity with at least one session as Referee.</p> <p>Based on continuing USA Swimming membership and evaluation by the LSC Officials Chair or their designee.</p>