



# Referee Webinar

November 12, 2025

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Made in Michigan  
Swimming!



## Recording Notice & Participation Guidelines

- This webinar is being recorded and will be posted to the Michigan Swimming Officials site, so we ask that you please keep your questions relevant to the topic.
- Please be mindful of your audio if you choose to unmute.
- We will answer questions at the end of each topic, as well as, at the end of the session.
- Please pop your questions into the chat at any time.
- A member of the Officials Committee will monitor the chat and make sure you get an answer.

# Meeting Agenda

Start	End	Duration	Topic	Presenter
7:00	7:05	05 min	Introduction	Terri Clark
7:05	7:20	15 min	Overview of Officials Website	Terri Clark
7:20	7:35	15 min	Certification and Advancement	Adam Forbes
7:35	7:45	10 min	Officials Tracking System (OTS)	Dean Schroeder
7:45	7:55	10 min	Closing Comments	Holly Russell
7:55	8:00	05 min	Q & A	All

# **Overview of Officials Website**

# USA Swimming Certification and Advancement

**There is a common flow for each certification**

**Session minimum is just that, a minimum. If more sessions are needed, indicate that on report. Provide feedback to apprentice in person and on report to provide an action plan for the apprentice.**

**With the new standard, apprentices should not be making calls. This includes “radioing in calls” during a session. Instead, they should discuss the calls with certified officials and practice/discuss radio etiquette with certified officials.**

All steps and latest documentation can be found on the [MI Swimming Officials Sports Engine website](#) and should be referenced for any questions. Documents should be taken from the website in case there are updates.



MICHIGAN  
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OFFICIALS NEWS

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BECOME AN OFFICIAL

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RESOURCES ▼

USA SWIMMING REGISTRATION

ADMINISTRATIVE OFFICIALS

STROKE & TURN (JR.)

STROKE & TURN (18+)

STARTER

REFEREE

### Mission Statement

With **integrity**, **inclusion**, and the highest degree of **excellence** to qualify officials who are competent, consistent, and current from the LSC level to the highest levels in our sport by using a

**First step is for new officials (Stroke & Turn and Administrative Officials). If first step is not complete the potential new official will not be able to proceed to next step. The second step varies for new official vs advancement.**

## **Stroke & Turn Judge (18+)**

"Technical"

The entry level position on the "Technical" side is a Stroke & Turn Judge. Stroke & Turn Judges ensure that the swimmers comply with the technical rules of swimming.

Learn more about this position here: [Professional Official: Stroke & Turn](#)

### **Prerequisite(s)**

Must be a *minimum* of 18 years of age

### **Step 1: Registration**

- Create a [USA Swimming account](#) and register as a non-athlete official member

### **Step 2: Education & Training**

- Complete online, video-based modules through USA Swimming University
  1. [Foundations of Officiating](#) (30 minutes)
  2. [Stroke & Turn Certification Course](#) with a *minimum* passing score of 80% (2 hours)
- Complete USA Swimming [Level 2 Background Check](#) (BGC)
- Complete USA Swimming [Athlete Protection Training](#) (APT)
- Complete [Concussion Protocol Training](#)

**Step 3 is important for the apprentice to be in OTS and on the roster located in SE. For an apprentice to “work” on a deck they MUST be listed on the roster as an apprentice.**

**Reminder: Apprentice should reach out to MR before being on deck at a meet. Not all meets are appropriate for apprentices, and the MR needs to verify it is a “good” meet and apprentice has everything prepared prior to the meet.**

### **Step 3: Approval by Officials Committee**

- Complete **Request for Certification & Advancement**

*Please note that approval from the Officials Committee is **required** prior to moving to Step 4: Apprentice*

### **Step 4: Apprentice**

- Complete **On-Deck Training Sessions** shadowing certified official(s)

*Session Requirements:*

- *minimum* of four (4) sessions total over two (2) different meets
- sessions must include strokes and/or relays
- time trials and freestyle only sessions shall *not* count toward these requirements
- only USA/MI Swimming sanctioned and/or approved meets may be used for certification

### **Step 5: Certification**

- Submit **MI Swimming Application for Certification**

*Must complete certification within one (1) year from month of completed clinic*

Stroke & Turn (18+) Checklist

Stroke & Turn Session Report

MI Swimming Application for Certification



Session Report should be completed for each session that is worked

This report is for training and tracking. It should be filled out by MR with the trainer’s input. It should be given to the apprentice after the meet/session.

The MR should ask for report(s) from previous session(s) to ensure proper guidance and training during their next session(s).

The yes/no boxes are important to fill out for each session. “No” will most likely be checked in the first couple sessions and comments for growth should be added to report.



Stroke & Turn  
On-Deck Training Session # \_\_\_\_

TRAINEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
MEET NAME: \_\_\_\_\_ MEET SESSION #: \_\_\_\_\_

*(a minimum of four (4) sessions total over two (2) different meets with a Trainer)  
Time trials and freestyle only sessions shall not count toward training session requirements.*

BENEFIT OF DOUBT GOES TO THE SWIMMER – ALWAYS!

EVALUATION CODES: P = Proficient NW = Needs Work D = Not Observed/Discussed		
SKILL OBSERVED	CODE	COMMENTS
Punctual		
Wears proper attire		
Understands jurisdiction		
Correct position on deck		
Clearly articulates infraction(s)		
Understands rules and interpretations of BUTTERFLY		
Understands rules and interpretations of BACKSTROKE		
Understands rules and interpretations of BREASTSTROKE		
Understands rules and interpretations of FREESTYLE		
Understands rules and interpretations of INDIVIDUAL MEDLEY		
Understands RELAY take off procedures		
Completes DQ write-up/relay take-off slips correctly		
Uses proper radio protocol		
Observes all lanes equally including those without swimmers		
Acts diplomatically, professionally, and respectfully with others		

\* Required

Is trainee recommended to become a certified Stroke & Turn? \* ☐ Yes ☐ No

If no, what does the trainee need to work on going forward in their training?

TRAINER: \_\_\_\_\_ MEET REFEREE: \_\_\_\_\_

*Trainer must be certified in the position for at least one (1) year.*

# Completed by Apprentice

**VERY** important that sessions reported here, and on session reports, are in OTS and correctly marked for role and certification level



## Application for Certification

**INSTRUCTIONS:** Please complete this form and email, along with all On-Deck Training Session cards, to [officialscommittee@miswim.org](mailto:officialscommittee@miswim.org).

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Which certification are you applying for?

<input type="checkbox"/> Stroke & Turn	<input type="checkbox"/> Starter	<input type="checkbox"/> Referee	<input type="checkbox"/> Administrative Official
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Please provide the date each task was completed below:

USA Swimming Account	/ /	Background Check (BGC)	/ /
Certification Course	/ /	Athlete Protection Training (APT)	/ /
Foundations of Officiating (if applicable)	/ /	Concussion Protocol Training	/ /

Summary of On-Deck Training Sessions:

- Stroke & Turn - minimum of four (4) sessions total over two (2) different meets with a Trainer
- Starter - minimum of four (4) sessions total over two (2) meets with two (2) Trainers
- Referee - minimum of four (4) sessions total over two (2) meets with two (2) Trainers
- Administrative Official - minimum of four (4) sessions total over two (2) meets with a Trainer(s)

Name of Meet	Location	Date	Meet Referee

# YMCA Transfers

Process for YMCA and advancement are similar, but there are differences. Review requirements prior to accepting YMCA transfer apprentices on your deck.

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USA SWIMMING REGISTRATION

STROKE & TURN (LEVEL 1)  
STARTER (LEVEL 2)  
REFEREE (LEVEL 2)  
ADMINISTRATIVE OFFICIAL  
Sti ..... )  
"Technical"

The entry level position on the "Technical" side is a Stroke & Turn Judge. Stroke & Turn Judges ensure that the swimmers comply with the technical rules of swimming.

Learn more about this position here: [Professional Official: Stroke & Turn](#)

**Prerequisite(s)**

Must be a *minimum* of 18 years of age  
Must be in good standing as YMCA Official

**Step 1: Registration**

- Create a [USA Swimming account](#) and register as a non-athlete official member

**Step 2: Education & Training**

- Complete online, video-based modules through USA Swimming University
  1. Foundations of Officiating (30 minutes)
  2. Stroke & Turn Certification Course with a *minimum* passing score of 80% (2 hours)
- Complete USA Swimming Level 2 Background Check (BGC)
- Complete USA Swimming Athlete Protection Training (APT)
- Complete Concussion Protocol Training

**Step 3: Approval by Officials Committee**

- Complete [Request for Certification & Advancement](#)
- Submit proof of YMCA certification to [officialscommittee@miswim.org](mailto:officialscommittee@miswim.org)

Please note that approval from the Officials Committee is **required** prior to moving to Step 4: Apprentice

**Recertification is different for the different certification levels. Each page on the website shows what the qualifications are for that level.**

**Having the sessions worked entered in OTS is the only way to show that sessions have been worked for recertifications.**

**Also, for national advancement there are session quantities that are required for certification. This also can only be verified with sessions being entered in OTS.**

#### **Recertification**

*(every three (3) years)*

- Worked a minimum of eight (8) sessions, within a three (3) year period, at a minimum of two (2) different meets in Stroke & Turn or higher capacity
- Attend clinic every three (3) years
- Pass USA Swimming recertification test every three (3) years for the highest certification held
- Satisfactory performance