



**Officials Handbook
ElitSwim Club. (ELIT)
San Ramon, CA**

Introduction

As the parent of a swimmer, you have the opportunity to be involved with your child and their sport in various ways. One very important way of contributing to the success of their swimming program is by volunteering your time and effort as a “Certified USA Swimming Official”. All USA Swimming Officials are volunteers and contribute greatly to the development of the program at all levels. Officials are present at all competitions to implement the technical rules of swimming and to ensure that the competition is fair and equitable to all competitors, giving the benefit of the doubt, in every instance, to the swimmer.

We, at ElitSwim, are always looking for volunteers who are interested in becoming deck officials.

Officials join USA Swimming and are certified by the Local Swimming Committee (LSC) where they reside. Refer to the map of our LSC called Pacific Swimming (PC). ‘First time’ Officials generally start as “Stroke and Turn officials”, and learn the ropes by attending clinics, using self-study materials to become certified by USA Swimming and by shadowing other more experienced officials at their swimmer’s meets. Before they are able to work on their own, they will be paired for a few meets with other officials that will “show them the ropes”, teach them positioning and help them become familiar with what to observe, where to best position themselves on deck and how to write a DQ slip. Those who are interested in “moving up the ladder” will later learn to work as a chief judge, then starter or referee

It really does not matter what level your swimmer is swimming at; he/she could be starting in the novice team or could be a part of the senior squad. What matters is your genuine desire to be helpful while you are at your swimmer’s meet. As an official, you can be sure to add value to his swimming career, be it with the club team or at the high school level. The need for certified and trained officials at the high school level is even greater than the need for officials at the USA Swimming level. Many high schools do not even have any trained officials available to them.

Pacific Swimming (PC)

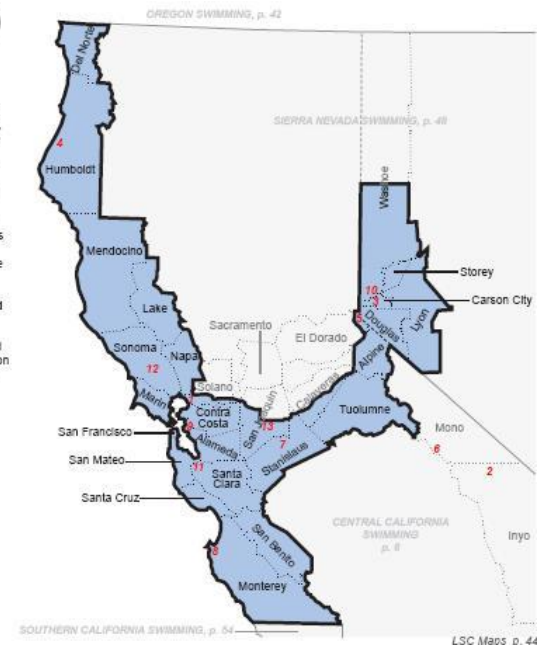
Western Zone

In the State of Nevada, the counties of Lyon, Douglas, Carson City, Storey and the part of Washoe lying south of the northerly boundary of the Pyramid Lake Indian Reservation; and in the State of California, the counties of Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Marin, Contra Costa, San Francisco, Alameda, San Mateo, Santa Clara, Santa Cruz, San Benito, Monterey, Tuolumne and Alpine, and the parts of: Solano and Sacramento counties south of Highway 12, including the communities of Vallejo and Benicia and excluding the communities of Fairfield, Suisun City and Rio Vista; San Joaquin County south and west of the line created by Highway 12 to Interstate 5 to Eight Mile Road to Highway 59 to Highway 4, including the City of Stockton; Stanislaus and Calaveras counties south of Highway 4; El Dorado County east of Highway 89; and the City of Bishop in Inyo County and the community of Mammoth Lakes in Mono County.

The Solano Community College pool in Solano County and any pool between Eight Mile Road and Hammer Lane in San Joaquin County shall be available for the use of the Pacific Swimming and Sierra Nevada Swimming LSCs and their respective club members, and both LSCs may sanction swimming events at these pools under their own rules and regulations.

Cities

- 1 – Benicia & Vallejo, California
- 2 – Bishop, California
- 3 – Carson City, Nevada
- 4 – Eureka, California
- 5 – Lake Tahoe, California
- 6 – Mammoth Lakes, California
- 7 – Modesto, California
- 8 – Monterey, California
- 9 – Oakland, California
- 10 – Reno, Nevada
- 11 – San Jose, California
- 12 – Santa Rosa, California
- 13 – Stockton, California



Benefits of being an Official

Being an official has advantages that span across the scope of our personal boundaries, as parents. It benefits the team as well as other swimmers on the team. Some key benefits are listed below:

- Gain a more thorough understanding of swimming in particular, and sports in general.
- Gain a thorough understanding of the swimming rules that apply to the four different strokes. Your swimmer will directly benefit from you knowing everything about the correct techniques applied in all the strokes of their swimming
- Become a more responsible & conscientious parent & member of the ElitSwim team as USA swimming trains you for critical topics like “Athlete Protection”, “Anti-bullying” & “Code of Conduct”.
- Be up to date on the latest rules of the sport, as revised & published by USA swimming.
- Not only support but also understand the technicalities of a sport that promotes a healthy lifestyle for our children.
- Be involved in meets, mentally and physically, as opposed to merely spectating; Get closer to the competition.
- Fulfill volunteer requirements for ElitSwim. To give you an idea of how easy this is, the mandatory (32 hours per season) can be fulfilled by officiating at a minimum of 5–two days CBA meets.
- When you work 4 full meets or more per season, you will get an 8% discount on your annual fee by going above and beyond the mandatory hours.
- Enjoy preferred parking (at most meets) & full service hospitality (at all meets).

Eligibility Requirements

- Be a parent / guardian / sibling of a current / active ElitSwim swimmer.
- Age – Minimum of 18 years old.
- Attitude – Positive attitude, willingness to volunteer & continued dedication.

Getting started as a “Stroke and Turn” Official

Officials typically start off as Stroke & Turn Officials (referred to as S&T) and as they become more experienced, will be used to work into various roles. This position walks the deck, observing swimmers in their assigned jurisdiction. Swimmers are observed from the time they dive into the water until the time they finish their race. The S&T judges are there, on both sides, to ensure compliance with the rules relating to each stroke.

The process of getting started is fairly simple and well documented. There are certain minimum standards that have been put in place by USA Swimming that each LSC is expected to adhere to.

The process to becoming a “Stroke and Turn” official is depicted below.



WHAT IF you want to help, what if you want to work on deck at your swimmer’s next meet BUT that there is NO Stroke and Turn clinic available for a while?

As long as you have turned in your application and you have received your official’s card with the background check, the athlete protection training and the concussion training completed, you CAN show up on deck in uniform WITH your card and sign in as a Trainee. You will be paired up at that meet with another official and your “hands-on training’ will start at that meet.

#	Steps	Details
1	Attend a Beginning "Stroke & Turn" Training Clinic	<ul style="list-style-type: none"> The Clinic requires ~4 hours and includes discussions & an USA Swimming produced video tape on judging strokes, turns & relay takeoffs. In-person and/or zoom Stroke and Turn clinics are offered throughout the year, or you can attend the in-person Pacific Swimming Officials Clinic held every October.
2	Complete Registration & Application Process	<ul style="list-style-type: none"> Create a user account on USA Swimming (SWIMS): https://hub.usaswimming.org/landing You will register yourself (as a parent) and once done with your registration, add your swimmers under your account. Parent / Self Registration: https://usaswimming.thecloudtutorialusers.com/main/articles/1661909149730 Adding your child to the account: https://usaswimming.thecloudtutorialusers.com/main/articles/1660871752664 Once this registration is completed, you should be able to see all members with their ID and the status of the memberships on the Dashboard. <p>Start the application for a Non-athlete Membership (Official)</p> <ul style="list-style-type: none"> Club Code: ELIT. Team Name: ElitSwim Club. Membership Code: Official. Registration Fee: Individual. Make check payable to: PACIFIC SWIMMING; Mail application & payment to: Pacific Swimming Membership, 1374 Lupine Ct., Concord, CA 94521. Refer: https://www.pacswim.org/documents/forms/Registration-Membership
3	Complete Online S&T Certification & Mandatory Courses for Non-Athlete Membership	<p><u>Stroke & Turn Online Certification test:</u></p> <ul style="list-style-type: none"> Go to Link: https://www.usaswimming.org/officials/popular-resources/online-testing RULEBOOK: https://www.pacswim.org/userfiles/kcfinder/files/2022-Rulebook.pdf <p><u>Background Check, Athlete Protection, CANRA & Concussion Certification:</u></p>

		<ul style="list-style-type: none"> • ALL NON-ATHLETES must have a current USA Swimming Background Check, Athlete Protection Training, Concussion Training & CANRA courses completed before they are on deck: • BGC at https://www.usaswimming.org/safe-sport/complete-a-background-check • APT at https://www.usaswimming.org/resource-center/athlete-protection-training • Concussion Training at https://www.usaswimming.org/officials/concussion-protocol-training • Child Abuse Neglect Reporting Act (CANRA) Training • Courses can be accessed by logging onto your USA Swimming account from your dashboard. Click on the EDUCATION tab → COURSE CATALOG. • Once completed, please email the certifications of completion to laurie@pacswim.org; Please CC lead official (officialscoordinator.elitswim@gmail.com) • PS: Keep a copy of the check / payment receipts. Once the process has completed, submit these to Evgenia (treasurer.elitswim@gmail.com) for reimbursements; Please CC lead official (officialscoordinator.elitswim@gmail.com)
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At the day of the Meet

So you have finally completed all requisite steps and are now ready to start officiating. New S&T judges are expected to work a minimum of 4 sessions at a minimum of 2 different meets, “shadowing” under experienced official before you can work on your own. We want you to feel comfortable enough with the work before being put on a rotation on your own. Trainees are welcome at any CBA meet, irrespective of whether they have a child swimming in that meet or not. Here are some things you should do on your first day of officiating as a trainee:

1. Identify the meet that you will be attending and volunteering to officiate at.
2. You should have already signed up on the Job sign-up page on the ElitSwim website for the particular meet.
3. Inform your Lead Official of your intent to be present at this meet (officialscoordinator.elitswim@gmail.com; 925-984-5481).
4. Typically, the lead official will reach out to all ElitSwim officials a week before the meet to get a headcount on how many officials are planning to attend. Depending on the number of swimmers participating in a particular meet, there is a stipulated number of officials that will have to be present on each day, representing ElitSwim.
5. Adhere to the Dress code prescribed for officials by USA Swimming: **Solid NAVY BLUE skirt / shorts / pants; WHITE polo / shirt / jacket with WHITE shoes.**
6. Reach the meet destination on time and **sign in on the sheet at the Official's corner**. It is critical that you sign in so as to ensure that your attendance is secured. . If you are a Trainee, TELL the Chief Judge you are a Trainee and he will pair you up with another official at the official's meeting. It is from this sign-in sheet that the **Officials Tracking System (OTS)** is populated.

7. Attend the mandatory officials meeting that is **typically scheduled 30 minutes before the commencement of the meet** (on each day). The purpose of this meeting is for all officials to know the plan of the day (Shift mechanisms, jurisdictions, teams & meet schedule).
8. Show up at your designated shift times in accordance with your group.

The Officials Tracking System (OTS) & Official Uniforms

The OTS is your one-stop-shop for tracking all of your activities. It is important for you to link your USA Swimming account as an official for the OTS to be able pull all of your information in one place. The OTS can be accessed at:

<https://www.usaswimming.org/officials/popular-resources/officials-tracking-system>

The OTS will provide you information on your meets, the number of sessions you have worked in a year, certifications, online tests and most importantly, the current status of your club affiliations and mandatory checks.

If you want to, uniforms and gear for officials can be purchased online. As long as you are in your “white and blue”, it is your choice where you want to purchase your clothing. ElitSwim does not reimburse the purchase of any uniforms / gear.