



ADMIN. OFFICIAL (AO) APPRENTICE

NAME _____

CLUB _____

EMAIL _____

DATE _____

Wear the officials attire designated for sessions
 Please contact the Meet Referee a few days prior to the start of the meet
 Report to Meet Referee or his/her designee 90 minutes prior to session
 You may be required to attend the Officials Briefing prior to the session
 You will be assigned a mentor(s) for the session – you must always remain with them while on deck
 Apprentice may not disqualify a swimmer during apprentice sessions
 Final Session: MUST BE WITH AN N2 or N3 AO or AR

- | | | | |
|--|---|---|--|
| ☐ Seeding | ☐ Heat Sheets | ☐ Timed Finals Session | ☐ Preliminary Session |
| ☐ Scratch from Finals | ☐ Finals Session | ☐ Timing Adjustments | ☐ DQ Processing |
| ☐ Results/Scoring | ☐ Session Setup | ☐ NS/DFS/Positive Check in | ☐ Radio Protocols <i>Italics - discussion</i> |

Mentor to check the box for the required activity or discussion after completion of session in which it occurred.

Session	Meet Name	Session #	Mentor	Meet Referee	Comments
1					
2					
3					
4					

Please return completed form to LSC Officials Chair. INCOMPLETE FORMS WILL NOT BE ACCEPTED



ADMIN. REFEREE (AR) APPRENTICE

NAME _____

CLUB _____

EMAIL _____

DATE _____

Wear the officials attire designated for sessions
Please contact the Meet Referee a few days prior to the start of the meet
Report to Meet Referee or her/his designee 90 minutes prior to session
You may be required to attend the Officials Briefing prior to the session
You will be assigned a mentor(s) for the session – you must always remain with them while on deck
Apprentice may not disqualify a swimmer during apprentice sessions
Final Session: MUST BE WITH AN N2 or N3 AO or AR

- | | | | |
|--|---|---|--|
| ☐ Seeding | ☐ Heat Sheets | ☐ Timed Finals Session | ☐ Preliminary Session |
| ☐ Scratch from Finals | ☐ Finals Session | ☐ Timing Adjustments | ☐ DQ Processing |
| ☐ Results/Scoring | ☐ Session Setup | ☐ NS/DFS/Positive Check in | ☐ Radio Protocols |
- Italics - discussion*

Mentor to check the box for the required activity or discussion after completion of session in which it occurred.

Session	Meet Name	Session #	Mentor	Meet Referee	Comments
1					
2					
3					
4					

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CHIEF JUDGE (CJ) APPRENTICE

NAME _____

CLUB _____

EMAIL _____

DATE _____

Wear the officials attire designated for sessions
 Please contact the Meet Referee a few days prior to the start of the meet
 Report to Meet Referee or his/her designee prior to session
 You must attend the Officials Briefing prior to the session
 You will be assigned a mentor(s) for the session

Final Session: MUST BE WITH AN N2 or N3 CJ or DR

- | | | | |
|---|--|---|---|
| ☐ Assignments | ☐ Stroke Briefing | ☐ Protocol Briefing | ☐ Radio Distribution and Check |
| ☐ DQ Slips | ☐ Radio Protocols | ☐ Relay Take Offs | ☐ |
| ☐ Notifying Athletes | ☐ DR/SR Support | ☐ Relief/Reserve Mgmt. | ☐ <i>Italics - discussion</i> |

Mentor to check the box for the required activity or discussion after completion of session in which it occurred.

Session	Meet Name	Session #	Mentor	Meet Referee	Comments
1					
2					

Please return completed form to LSC Officials Chair. INCOMPLETE FORMS WILL NOT BE ACCEPTED



DECK REFEREE (DR) APPRENTICE

NAME _____

CLUB _____

EMAIL _____

DATE _____

Wear the officials attire designated for sessions
Please contact the Meet Referee a few days prior to the start of the meet
Report to Meet Referee or her/his designee prior to session
You must attend the Officials Briefing prior to the session unless otherwise directed
You will be assigned a mentor(s) for the session
Apprentice may not disqualify a swimmer during apprentice sessions
Final Session: MUST BE WITH AN N2 or N3 CJ or DR

- | | | | |
|---|--|---|--|
| ☐ Deck Position | ☐ Whistle Protocol | ☐ Radio Protocol | ☐ DQ Processing |
| ☐ Event Closeout | ☐ Timeline Management | ☐ Consistency | ☐ |
| ☐ Resolving Ties | ☐ Protests | ☐ | ☐ |

Italics - discussion

Mentor to check the box for the required activity or discussion after completion of session in which it occurred.

Session	Meet Name	Session #	Mentor	Meet Referee	Comments
1					
2					
3					
4					
5					
6					

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MEET REFEREE (MR) APPRENTICE

NAME _____

CLUB _____

EMAIL _____

DATE _____

Wear the officials attire designated for sessions
Please contact the Meet Referee a few days prior to the start of the meet
Report to Meet Referee or their designee prior to session
You must attend the Officials Briefing prior to the session unless otherwise directed

Final Session: MUST BE WITH AN ISI MR CERTIFIED AS N2 or N3 DR

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|--------------------------------------|--|--|--|
| ☐ Q- Meet | ☐ Prelim/Final Meet | ☐ Meet Announcement | ☐ Meet Protocols |
| ☐ Assignments | ☐ Coaches Meeting | ☐ Consistency | ☐ Timeline Management |
| ☐ Protests | ☐ Handbook | ☐ | ☐ <i>Italics - discussion</i> |

Mentor to check the box for the required activity or discussion after completion of session in which it occurred.

Session	Meet Name	Session #	Mentor	Meet Referee	Comments
1					
2					
3					
4					

Please return completed form to LSC Officials Chair. INCOMPLETE FORMS WILL NOT BE ACCEPTED



STARTER (SR) APPRENTICE

NAME _____

CLUB _____

EMAIL _____

DATE _____

Wear the officials attire designated for sessions
 Please contact the Meet Referee a few days prior to the start of the meet
 Report to Meet Referee or her/his designee upon arrival at the facility
 You must attend the Officials Briefing prior to the session unless otherwise directed
 Apprentice may not disqualify a swimmer during apprentice sessions

Final Session: MUST BE WITH AN N2 or N3 SR

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|---|--|--|---|
| ☐ Deck Position | ☐ "Take Your Mark" | ☐ False Start Procedure | ☐ Order of Finish |
| ☐ Invigilating | ☐ Backstroke Starts | ☐ Timers Meeting | ☐ Hearing Impaired Starts |
| ☐ Ringing the bell | ☐ Distance Counting | ☐ Backstroke Ledges | ☐ Starting Team Rotation <i>Italics - discussion</i> |

Mentor to check the box for the required activity or discussion after completion of session in which it occurred.

Session	Meet Name	Session #	Mentor	Meet Referee	Starts	Back Starts	Comments
1							
2							
3							
4							
5							

Total _____

Please return completed form to LSC Officials Chair. INCOMPLETE FORMS WILL NOT BE ACCEPTED



STROKE AND TURN (ST) APPRENTICE

NAME _____

CLUB _____

EMAIL _____

DATE _____

Wear the officials attire designated for sessions
 Please contact the Meet Referee a few days prior to the start of the meet
 Report to Meet Referee or her/his designee upon arrival at the facility
 You must attend the Officials Briefing prior to the session
 You will be assigned a mentor(s) for the session – you must always remain with them while on deck
 Apprentice may not disqualify a swimmer during apprentice sessions
 Final Session: MUST BE WITH AN N2 or N3 ST

- | | | | |
|---------------------------------------|--|---|---|
| ☐ DQ Protocols | ☐ Start End Judge | ☐ Turn End Judge | ☐ Stroke Judge |
| ☐ DQ Slip | ☐ Backstroke Starts | ☐ Relay Take Off | ☐ Officials Briefing |
| ☐ Jurisdiction | ☐ Lead/Lag | ☐ Relief Judge | ☐ Reserve Judge |
- Italics - discussion*

Mentor to check the box for the required activity or discussion after completion of session in which it occurred.

Session	Meet Name	Session #	Mentor	Meet Referee	Comments
1					
2					
3					
4					

Please return completed form to LSC Officials Chair. INCOMPLETE FORMS WILL NOT BE ACCEPTED

	Stroke and Turn (S&T)	Administrative Official (AO)	Chief Judge (CJ)	Starter (SR)	Deck Referee (DR)	Administrative Referee (AR)	Meet Referee (MR)
Certification							
Minimum Age	18	18	18	18	21	21	21
Pre-requisites	If not already registered, register as Non-Athlete non-member with LSC	If not already registered, register as Non-Athlete non-member with LSC	Certified S&T S&T for at least 1 year or 8 sessions	Certified S&T at least 6 S&T sessions	Certified SR S&T and SR for at least 1 year	Certified SR	DR and AR for at least 1 year DR for at least 6 sessions with at least 2 MRs AR for at least 2 sessions
Clinic	Stroke & Turn	Administrative Official				Administrative Official	
Online testing (≥ 80% correct)	Stroke & Turn	Administrative Official Clerk of Course		Starter	Referee	Administrative Referee Clerk of Course	
Apprenticeships	at least 4 sessions at least 2 mentors at least 2 sessions at ISI meets complete within 1 year of clinic	at least 4 sessions at least 2 mentors at least 2 meets complete within 1 year of clinic	at least 2 sessions	at least 5 sessions at least 2 mentors at least 120 starts (20 of which are backstroke)	at least 6 sessions at least 2 mentors at least 3 meets	at least 4 sessions at least 2 mentors at least 2 meets complete within 1 year of clinic	at least 4 sessions at least 2 with novice athletes at least two prelim/finals at least 2 meets
Complete Certification	Complete USA Swimming non-athlete registration Complete USA Swimming APT Pass Back Ground Check Be evaluated as satisfactory for last session by N2 certified S&T official	Complete USA Swimming non-athlete registration Complete USA Swimming APT Pass Back Ground Check Be evaluated as satisfactory for last session by certified AO or AR with at least 1 year's experience	Be evaluated as satisfactory for last session by N2 certified CJ or DR	Be evaluated as satisfactory for last session by N2 certified SR	Be evaluated as satisfactory for last session by N2 certified DR	Complete DR Certification Be evaluated as satisfactory for last session by certified AO or AR with at least 1 year's experience	Be evaluated as satisfactory for last session by MR with at least 2 year's experience
Recertification							
Registration	Maintain USA Swimming Registration, BGC and APT						
Minimum Work Requirements	at least 4 sessions S&T or higher per year	at least 4 sessions per year with at least 2 AO or higher	at least 4 sessions per year as CJ, DR or MR	at least 4 sessions per year as Starter or higher	at least 4 sessions per year as DR, AR or MR	at least 4 sessions per year as DR, AR or MR	at least 2 sessions every 2 years as MR
Online testing (≥ 80% correct)	Stroke & Turn recertification test every two years or alternative as approved by Officials Committee	AO recertification test every two years or alternative as approved by Officials Committee		SR or higher recertification test every two years or alternative as approved by Officials Committee	Referee or higher recertification test every two years or alternative as approved by Officials Committee	AR recertification test every two years or alternative as approved by Officials Committee	Referee and AR recertification test every two years or alternative as approved by Officials Committee

	Open Water Judge	Open Water SR	Open Water Referee	Open Water AR
Certification				
Minimum Age	18	19	21	21
Pre-requisites	Certified Stroke and Turn official Pre-Race Briefing or Clinic	Certified Open Water Judge	Certified Open Water Judge	Certified Open Water Judge
Clinic	Open Water or Prerace briefing	Open Water or prerace briefing	Open Water or prerace briefing	Open Water or prerace briefing
Online testing (≥ 80% correct)	Open Water Judge	Open Water Referee	Open Water Referee	Open Water Referee
Apprenticeships	1 event with at least 1 mentor with at least 1 year experience in Open Water Events	1 event with Open Water Referee or Starter with a minimum of 1 year's experience	1 event with Open Water Referee with at least 1 year experience in Open Water Events	1 event with certified Open Water Referee with Admin Referee experience in at least 1 Open Water event
Complete Certification				
Recertification				
Registration	Maintain USA Swimming Registration, BGC, APT and Stroke and Turn certification			
Minimum Work Requirements	at least 1 Open Water event every 2 years in any position	At least 1 Open Water event every 2 years as Assistant Referee, Admin Referee, Referee or Starter	At least 1 Open Water event every 2 years as Assistant Referee, Admin Referee or Referee	At least 1 Open Water event every 2 years as Clerk of Course or Admin Referee
Online testing (≥ 80% correct)	Open Water Judge every 2 years or alternative approved by Officials Committee	Open Water Referee every 2 years or alternative approved by Officials Committee	Open Water Referee every 2 years or alternative approved by Officials Committee	Open Water Referee every 2 years or alternative approved by Officials Committee