



ISI Referee Training Materials

Introduction

Thank you for making the commitment to become a USA Swimming referee. These materials are intended to provide you with some background information to help foster communication during your webinar.

The first portion – Review Materials – are rules that we will be discussing during the webinar. A referee is the keeper of the rules in swimming, and it is important that you become familiar with them. The webinar will focus heavily on the philosophy of the rules as we apply them. It will give you a foundation for your on-deck training which will teach you the mechanics of being a referee to know the rules that underlie the things we do.

The second portion – Reference Materials – are items which will help you through the process by allowing you to have materials on hand to refer to regarding training, certification, recertification and specific meet documents.

We ask that you complete the educational videos and review at least the Review Materials prior to attending the webinar. The expectation is that the webinar will be interactive. We want to have a discussion based on your reading and experience.

Review Materials

102.11 REFEREE

.1 Shall have full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules; can overrule any meet official on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed.

.2 Has the authority to disqualify a swimmer(s) for any violation of the rules that the Referee personally observes and, except for false starts, shall at the same time raise one hand overhead. If the Referee does not make such a signal there shall be no disqualification.

.3 Shall signal the Starter before each race that all officials are in position, that the course is clear, and that the competition can begin.

.4 Shall assign marshals with specific instructions.

.5 Shall give a decision on any point where the opinions of the judges differ; and shall have authority to intercede in a competition at any stage, to ensure that the appropriate racing conditions are observed.

.6 For LSC and local records only, may assign three (3) additional official timers on request to record a record attempt at initial distances in accordance with 102.24 and Article 104.

.7 Shall make an immediate investigation when an apparent malfunction of the automatic or semi-automatic timing equipment has occurred, to determine whether the swimmer finished in accordance with the rules and/or if there was an actual equipment malfunction.

.8 May prohibit the use of any device that disrupts or interferes with the meet, such as a laser pointing device or artificial noisemaker.

.9 May modify any rule for a competitive swimmer who has a disability. Any such modification shall be in accordance with Article 105 of the USA Swimming Rules and Regulations, shall affect only the current meet, and shall not set a precedent.

.10 Shall establish the necessary administrative and officiating procedures to conform to Part One of the rules and local conditions when the meet sanction allows conducting the events by starting them from the alternate ends of a 50-meter course.

.11 Refer to 102.23 concerning protests.

101.1 STARTS

.1 Equipment — A loudspeaker start system conforming to 103.18, with or without an underwater recall device, and an electronic strobe signal visible to all manual timers for forward and backstroke starts, shall be the preferred starting device.

.2 The Start

A At the commencement of each heat, the Referee shall signal to the swimmers by a short series of whistles to remove all clothing except for swimwear, followed by a long whistle

indicating that they should take and maintain their positions on the starting platform, the deck, or in the water. In backstroke and medley relay events, at the Referee's first long whistle, the swimmers shall immediately enter the water and at the second long whistle shall return without undue delay to the starting position.

B When the swimmers and officials are ready, the Referee shall signal with an outstretched arm to the Starter that the swimmers are under the Starter's control.

C On the Starter's command "take your mark," the swimmers shall immediately assume their starting position, in the forward start, with at least one foot at the front of the starting platform or the deck. Swimmers starting in the water must have at least one hand in contact with the wall or starting platform. When all swimmers are stationary, the Starter shall give the starting signal.

D When a swimmer does not respond promptly to the command "take your mark," the Starter shall immediately release all swimmers with the command "stand up" upon which the swimmers may stand up or step off the blocks.

E A swimmer shall not be disqualified for an illegal starting position at the start if the race is permitted to proceed. Enforcement of the correct starting position is the responsibility of the Starter.

.3 False Starts

A Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms the Starter's observation that a violation occurred. Swimmers remaining on the starting blocks shall be relieved from their starting positions with the "stand up" command and may step off the blocks.

B If the starting signal has been given before the disqualification is declared, the race shall continue without recall. If the Referee independently observes and confirms the Starter's observation that a violation occurred, the swimmer or swimmers who have false started shall be disqualified upon completion of the race.

C If the recall signal is activated, no swimmer shall be charged with a false start and the Starter shall restart the race upon signal by the Referee.

D A swimmer who would otherwise be charged with a false start may be relieved of the charge if the false start was caused by the swimmer's reaction to the "stand up" command.

E Declared false start: swimmers reporting to the Referee prior to the start of their race and declaring their intent not to compete will be disqualified except as noted in 207.11.6D(1).

102.23 PROTESTS

.1 Protests against the judgment decisions of starters, stroke, turn, place and relay take-off judges can only be considered by the Referee and the Referee's decision shall be final.

.3 For consideration of all other protests lodged at the meet, the Referee may appoint a meet jury. The jury shall consist of not fewer than three (3) and not more than five (5) persons, at least one of whom shall be a coach and one an athlete.

.6 Except as provided in 102.23.1, the Referee's or the meet jury's ruling may be appealed as follows

A Protests concerning interpretation of the rules in Part One and Part Seven of the USA Swimming Rules and Regulations shall be submitted in writing within ten (10) days to the Chair of the USA Swimming Rules & Regulations Committee who shall issue a ruling within five (5) days from the date of the receipt of such protest. This ruling shall be final and binding on all parties.

.7 With the exception of a competition category protest, the official results of any protested race shall not be announced, the affected awards shall not be given, and points scored shall not be allocated until the protest is resolved or is withdrawn in writing.

OFFICIATING SWIMMERS WITH A DISABILITY IN USA SWIMMING MEETS

105.1 GENERAL

.1 Authority — The USA Swimming Rules & Regulations grant the Referee the authority to modify the rules for the swimmer with a disability. Disability is defined as a permanent physical or cognitive disability that substantially limits one or more major life activities. This section contains guidelines and suggestions for making such modifications. Reference 701.24 for Open Water competitions.

.2 Responsibilities

A Swimmer — The swimmer (or the swimmer's coach) is responsible for notifying the Referee, prior to the competition, of any disability of the swimmer and of the requested modification. The swimmer/coach shall provide any assistant(s) or equipment (tappers, deck mats, etc.) if required.

B Referee — The Referee's responsibilities include:

- (1) Determining if the requested modifications are appropriate and can be met.
- (2) Instructing the Starter and Stroke & Turn officials as to the accommodations to be made for that swimmer.

.3 Modifications — Aids to buoyancy or speed are not allowed (See 102.8.1E). Some of the modifications which the Referee may make to accommodate the swimmer with a disability are:

A A change in starting position.

B Reassignment of lanes within a heat, e.g., exchanging Lanes 2 and 7.

C Allowing the swimmer to have a personal assistant(s). A personal assistant is not required to be a member of USA Swimming unless acting in a coaching capacity.

Other allowable modifications are further described in this section under the type of disability.

105.2 BLIND AND VISION LOSS

.1 Start — With an audible starting system, no modification is usually required for a swimmer who is blind or has vision loss. A swimmer may, however, require assistance getting to and on the block. Should the swimmer feel insecure starting from the block or deck, an in-the-water start is allowed.

.2 Turns and Finishes — A swimmer who is blind or has vision loss is permitted to have personal assistants ("tappers" who use poles with soft-tipped ends to tap the swimmer as notification of turns and the finish). Sound devices shall not be used. It is the swimmer's responsibility to provide the tapper(s), who shall be positioned within the confines of the swimmer's lane at the ends of the pool.

.3 Relay Take-Offs — A physical touch may be required to signal the relay swimmer when his/her teammate has touched the wall. The specific method may be tailored to the swimmer's preference so long as it does not aid the swimmer's take-off or interfere with the timing.

105.3 DEAF AND HARD OF HEARING

.1 Deaf and hard of hearing swimmers require a visual starting signal, i.e., a strobe light and/or Starter's arm signals. The Referee may reassign lanes within the swimmer's heat, i.e., exchanging one lane for another, so that the strobe light or Starter's arm signal can more readily be seen by the deaf or hard of hearing swimmer. Standard Starter's arm signals are shown in Figures 1 and 2. A false start rope is required in the event of a recall, provided the meet host is notified by the entry deadline that a deaf or hard of hearing swimmer will be participating.

.2 Strobe Light Location — The Starter shall advise the swimmers about the location of the strobe light and the light shall be located where the swimmers can clearly see it for the start. For backstroke starts, the light should be positioned so that the swimmers don't have to turn their heads to look backwards.

105.4 COGNITIVELY DISABLED

A swimmer may be permitted to have an assistant on the deck when necessary. No other specific rule modifications are required other than patience and clarity in communicating instructions.

105.5 PHYSICAL DISABILITIES

.1 Start — Swimmers with physical disabilities:

A May take longer to assume their starting position;

B May have difficulty holding the starting platform or pool end for a start;

C May need assistance from someone on the deck to maintain a starting position;

D May use a modified starting position on the blocks, deck or in the water.

E Shall use a forward start for freestyle, breaststroke and butterfly. The Referee, however, may allow modifications such as the following:

(1) The swimmer may start from a sitting position on the block or on the deck;

(2) The swimmer may assume a starting position in the water, with or without assistance;

(3) If the swimmer cannot use a hand and/or foot to maintain contact with the wall, some other part of the body may be used.

(4) For breaststroke and butterfly, after the start and after each turn, a swimmer who is unable to push off with the leg(s) may perform one arm stroke that need not be simultaneous or on the horizontal plane to attain the breast position.

.2 Stroke/Kick — In judging the stroke or kick of a swimmer with a physical disability, the Referee and Stroke & Turn Judge should follow the general rule that: if a part of the body is absent or cannot be used, it is not judged; if it is used during the stroke or kick, it should be judged in accordance with the USA Swimming Rules and Regulations. Judgments should be made based on the actual rule — not on the swimmer's technique. For example, the breaststroke swimmer with one arm or leg shorter than the other, may have a non-symmetrical stroke or kick, but as long as the arm or leg action is simultaneous, it would meet that portion of the rule. No flotation devices should be permitted.

.3 Turn/Finishes

A Touches shall be judged in the same manner as strokes and kicks, i.e., on the basis of the arm(s) and/or hand(s) that the swimmer can use. In breaststroke and butterfly events, the competitor must reach forward as if attempting a simultaneous two-hand touch. When a swimmer has a different arm length, only the longer arm must touch the wall, but both arms

must be stretched forward simultaneously. Swimmers with no arms or with upper limbs too short to stretch above the head may touch the wall with any part of the upper body.

B At the turn and finish of the butterfly, an athlete with no leg function is permitted to perform a partial stroke with the arm(s) recovering forward under the surface of the water in order to touch the wall.

.4 Relays — Relay swimmers who cannot exit the water immediately may be allowed to remain in the lane until all relays have finished so long as they do not interfere with the other swimmers or the timing equipment.

102.10 OFFICIALS

.3 For all swimming meets or time trials, except dual meets, there should not be fewer than the following officiating positions filled or approved by the LSC in authority. Officials other than the Referee and Administrative Official may act in more than one officiating capacity only when sufficient qualified officials are not available, but no one may simultaneously time and judge the order of finish. An LSC House of Delegates may establish additional minimum requirements.

1 Referee

1 Starter

3 Timers per lane (one minimum if automatic equipment with touchpads is used)

1 Clerk of Course (if applicable)

1 Place Judge (2 are preferred)

2 Stroke Judges and 2 Turn Judges or 2 Stroke & Turn Judges

Relay Take-off Judges (if applicable)

1 Administrative Official

1 Announcer

Timing Equipment Operators (as needed)

Marshal(s) (number determined by the LSC)

.4 Minimum Number of Officials Required for Dual Meets

1 Referee, who may also act as a stroke and turn judge

1 Starter

1 Other Stroke and Turn Judge (may be the Starter)

1 Announcer

3 Timers per lane (one minimum if automatic timing equipment with touchpads is used)

1 Administrative Official

1 Place Judge

Relay Take-off Judges (if applicable)

Timing Equipment Operators (as needed)

Marshal(s) (number determined by the LSC)

ARTICLE 304 CODE OF CONDUCT

304.3 The following shall be considered violations of the USA Swimming Code of Conduct:

Measures to be adjudicated by the USA Swimming National Board of Review

.1 Violation of the right to compete provisions set forth in Article 301.

.2 Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, gender identity, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.

.3 Repeated violation of any of the Minor Athlete Abuse Protection Policies [see page 95].

.4 Any violation of the FINA Rules on the Prevention of Manipulation of Competition as found in the current FINA Manual, including (i) betting; (ii) manipulating competitions; (iii) corrupt conduct; (iv) misuse of inside information; (v) failure to report; and (vi) failure to cooperate.

.5 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.

.6 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.7 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

.8 The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.9 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.10 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.

.11 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

A Distributed to an identifiable general population where there is a reasonable expectation

that the majority of that population are not current members of USA Swimming; or

B Placed in or on any item that is sold.

In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.12 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to USA Swimming, an LSC or the sport of swimming.

Measure to be adjudicated by the U.S. Anti-Doping Agency

.13 Violation of the anti-doping provisions set forth in 303.3.

Measure to be adjudicated by the U.S. Center for SafeSport

.14 Violation of the SafeSport Code. [see www.usaswimming.org/code]

ARTICLE 305
MINOR ATHLETE ABUSE PREVENTION POLICIES

305.1 Clubs shall establish their own action plans for implementing the Minor Athlete Abuse Prevention Policies.

305.2 Clubs shall establish their own anti-bullying policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club anti-bullying policies should be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

ARTICLE 306
CHILD ABUSE REPORTING REQUIREMENTS

306.1 Pursuant to federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 720-531-0340 or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

Reference Materials



Illinois Swimming Referee Training Checklist

Register for Referee Training

Complete Education Requirement

To do:	Done?
Accept EdPuzzle Link and complete units:	
False Start Scenarios	
The Starting Process	

Attend Online Training

Do [On-Deck Training](#)

Take [Online Test](#)

Submit Certification Forms to ilswimofficials@ilswim.org

Details are available on the [Referee Training Page](#)



Deck Referee On Deck Training Card

TRAINEE NAME: _____ CLUB: _____ DATE: _____
 MEET: _____ MEET SESSION: _____ TRAINING SESSION: _____
 Rating System: P (Proficient to perform unsupervised; I (Improved but needs more training and experience); N
 (Not satisfactory for certification); N/A (Not observed at this meet).

SKILL OBSERVED	RATING	COMMENTS
Whistle/starting protocol – fly over or chase starts		
Professional manner, including communication and teamwork		
Deck position, awareness and “eyes on the pool”		
Timeline management		
Understands and uses proper radio protocol		
Can identify a false start and follow protocols for dual confirmation		
Understands timing adjustments and table management		
Officials Meeting (assignments, protocol, stroke brief)		
Understands officiating athletes with disabilities		
Properly reviews and communicated DQs		
Understands rules and USA Swimming interpretations		
Documentation (use of forms/meet certification)		
Understands role as leader and mentor		

Should this session count toward the training requirement? YES or NO (circle one)

What can you tell the committee about this session and the work done, and what should the trainee work on going forward in their training?

TRAINER: _____ CLUB: _____ EMAIL: _____

MEET REFEREE: _____ SESSION LENGTH: _____

TRAINING MUST BE OVER 6 SESSIONS AT 4 MEETS WITH AT LEAST 3 TRAINERS, AND IN 5TH OR 6TH SESSION WITH A CERTIFIED TRAINER. SESSIONS MUST BE AT LEAST 3 HOURS WITH A MINIMUM 25 HEATS AND ALL STROKES CONTESTED.

Training Referees

Some General Hints

- Always remember that refereeing is an art more than a science. You learned what you know, and probably not from the training clinic. They may have worked with referees who did things differently. Be patient and always explain the “why” when asking them to do something new.
- Help the trainee become comfortable in his/her new role. Compliment observations, demeanor, etc. as appropriate and make certain that questions and concerns are voiced.
- Ask your trainee about clinic and other on-deck training experiences. Review what training session this is. What were the positive takeaways from the last session? What were the development needs? What would they like to focus on? What do you as the trainer want to achieve?
- Review procedures and protocols given at the officials meeting, privately by the meet ref or in discussions with other members of the starter/ref team.
- Emphasize fairness and equality of treatment. Stress the importance of consistency and respect for the athletes and coaches. Remind your trainee to ***apply common sense and to keep a sense of humor.***
- Be patient! We learn by doing. Have a goal or two for each session and focus on that.

First Session

- The focus of this session should be deck refereeing events and working with the table.
- Have a pre-meet discussion of deck referee protocol. Review whistle starts, and how to pace them; how to handle false starts. Talk about the importance of having “pool sense,” with knowledge of everything going on in the pool, including officials in position, timers, activity behind the blocks, etc.
- Help them develop a routine surrounding each start: from the whistles to heads up, making sure they are focused at each step on the most important points and not distracted by things going on around them.
- Work with the table to determine the paper flow of DQ and no-show slips, timer lane sheets/cards, etc. Talk about the importance of having “pool sense,” with knowledge of everything going on in the pool, including officials in position, timers, activity behind the blocks, etc.

Second Session

- If possible, involve the trainee in pre-meet routines. Have them participate in the meeting, work with admin and have pre-session meetings with starters. Help them through this by asking questions and getting their thoughts.
- Further emphasis on the deck referee’s job and responsibility to each event.
- Add the element of timeline management. Discuss why the whistles are where they are, what we are effectuating with those choices. Talk about alternatives and situations where you would want a meet to run faster or slower, and the duty to stay near the timeline for the benefit of the swimmers.
- Discuss backup and support for referee team and how the referees, admin, starters and officials are one unit mutually supporting each other.

Third Session

- Add more pre-session responsibility. Have the trainee do assignments or the stroke briefing. Have them direct the starter/ref meeting to determine protocols, teams and event responsibility.
- Talk to them about being a good referee for your starter – letting your starter start, not trying to control the starts with the whistles or the hands-up, discussing starts only between sets and then only if needed.
- They should have a good grasp of the basics of deck refereeing by this session. Now is a good time to talk to them about the rules for sessions (4 hrs., etc). Try to get a feel for where they are going – does their club need a meet referee in 6 weeks or are they going to have good support to learn after the training is over? This can allow you to teach more to their needs – meet referee versus deck referee and the differences between.
- Have them sit with admin for a few events and have them assessed or do so yourself.

Fourth Session

- Work with the meet referee to have the trainee do more of the pre-session work such as assignments or the meeting or both.

- The trainee should be more comfortable working on the SR/DR team now and should be able to handle all the pre-session discussion with you only as a shadow.
- If there are challenges or protests, have the trainee shadow or participate with a shadow even if it is not their event. Discuss the importance of working with coaches and other officials and talk about types of challenges to calls and what can be done – when do you accept and when do you overturn?
- This is a good session to have a talk about the philosophies of refereeing – you are the ultimate enforcer of benefit of the doubt, and the types of things you can do to support the athletes. When are re-swims a good idea, etc.

Fifth Session

- With two more sessions, this is a good time to have the trainee shadow the meet referee and discuss the different responsibilities of that position. If your trainee intends to be a meet referee talk to them about the importance of being mentored in that job specifically. A meet referee's job starts weeks in advance of the meet.
- Discuss disabled swimming and the different types of accommodations for different disabilities. They should know the rules for starts and how to judge these swims but talk about the different things you have seen.
- Discuss working with the table and the MR on late adds and scratches and explain how penalty swims work.

Sixth Session

- The focus of this session should be to assess what your trainee needs practice with and emphasize those points.
- Observe them as a deck ref and make sure their mechanics are good (consistent length of whistles, crisp short whistles, consistent placement). Observe and correct any problems with working with the starter.
- Have them do as much of the pre-session work on their own as possible while you shadow.
- Discuss the rules as best you can during the session. Point out resources such as the interpretations from USA Swimming and the importance of keeping up with the rules.
- Offer to mentor or help mentor them through becoming effective meet referees.
- They are going to flying solo after this, be comfortable with passing them. Extra sessions are OK if you identify areas of need.
- Remind them refereeing is a process, and that they still must keep learning and growing in the position. None of us are finished products.

Completing a Training Card:

Please use the main portion of the card to give constructive advice for improvement. Praise what was done well and offer advice on what to try to focus on in future trainings. There is no expectation that newer trainees are completely proficient. At the bottom, circle **Y** or **N** for advancement. N means the training session will not be counted; Y means they are proficient enough for their relative level of training. **Only use N when a trainee does not show proper learning for their training status.**

After the Session:

Review the card with the meet referee and give it to the trainee. Provide some feedback about your comments and answer any questions they may have. Remind them they must submit their training cards via email when all training is done. **BE POSITIVE ABOUT OFFICIATING!**

OFFICIALS' BRIEFING

- Assignments
- Deck Protocol
- Jurisdiction
- Special Information

BREASTSTROKE

Start: Forward start.

Stroke: Body kept on breast (shoulders at or past vertical towards the breast). Stroke cycle is one arm pull and one leg kick in that order. Simultaneous arm movement in same horizontal plane. After start and each turn one arm stroke may be completely back to legs. Head must break surface at widest part of second pull. Recovery by the hands from the breast on, under, or over the water. Elbows under water except last stroke before turn or finish. During each complete cycle, some part of head shall break the surface of the water.

Kick: After start and each turn, prior to the first breaststroke kick, a single butterfly kick is permitted. Movement of the legs shall be simultaneous vertically and horizontally. Feet turned out during propulsive part of kick. No alternating, scissors, or butterfly kick, except as stated, is allowed.

Turns/ Shoulders at or past vertical toward breast when feet leave wall.

Finish: Touch shall be made with both hands separated and simultaneously at, above, or below the water surface. At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. Head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during last complete or incomplete stroke cycle preceding the touch.

BUTTERFLY

Start: Forward start.

Stroke: Body kept on breast (shoulders at or past vertical towards the breast). Multiple kicks permitted but first arm pull must bring swimmer to the surface. Some part of the swimmer must break surface throughout the race except swimmer may be submerged after start and each turn not more than 15 meters where head must break surface. Arms, shoulder to wrist, brought forward over water and pulled back simultaneously.

Kick: Simultaneous up and down movement. No alternating, scissors, or breaststroke kicking movements.

Turns/ Shoulders at or past vertical toward breast when the swimmer leaves wall.

Finish: Touch shall be made with both hands separated and simultaneously at, above, or below the water surface.

BACKSTROKE

Start: In water facing start end with both hands on gutter or starting grips.

- (a) guttered pool - feet/toes may be above the water, but may not be in, on, above lip, or bent over the gutter at any time before or after start.
- (b) flat wall pads - feet/toes may be placed above the water level.
- (c) when using backstroke ledges – one toe from each foot must be in contact with the wall.

Stroke/ Any style as long as swimmer remains on back (shoulders at or past vertical towards the back).

Kick: Some part of the swimmer must break surface throughout the race except swimmer may be submerged after start and each turn not more than 15 meters where head must break surface.

Turns: During turn swimmer may go past vertical to the breast and may utilize a continuous single or continuous simultaneous double arm pull to initiate the turn. Some part of swimmer must touch wall at completion of each length. Shoulders at or past vertical toward back when feet leave wall.

Finish: Some part of swimmer must touch the wall while on the back.



OFFICIALS' BRIEFING

FREESTYLE

Start: Forward start.

Stroke/ Any style may be used.

Kick: Some part of the swimmer must break surface throughout the race except swimmer may be submerged after start and each turn not more than 15 meters where head must break surface.

Turns/ Some part of swimmer must touch the wall at completion of each length or required

Finish: distance.

INDIVIDUAL MEDLEY

Start: Forward start.

Stroke: Rules for each stroke apply.

Must swim $\frac{1}{4}$ of event distance as prescribed stroke, in order of Butterfly, Backstroke, Breaststroke, and Freestyle.

May not swim in the style of the other three strokes during the freestyle leg. During freestyle leg, swimmer must be on the breast (shoulders at or past vertical towards the breast) except when executing a turn.

Kick: Rules for each stroke apply.

Turns/ Intermediate turns conform to turn rules for the stroke. During freestyle to freestyle turn, swimmer must return to breast (shoulders at or past vertical towards the breast) prior to any kick or stroke.

Finishes: Transition turns conform to finish rules for the stroke being finished and start rules for the stroke being started. During breaststroke to freestyle turn, swimmer must return to breast (shoulders at or past vertical towards the breast) prior to any kick or stroke. Some part of swimmer must touch the wall at completion of each length or required distance.

RELAYS

FREESTYLE RELAY

Freestyle rules apply.

Each swimmer must swim $\frac{1}{4}$ of distance.

MEDLEY RELAY

Rules pertaining to each stroke apply.

Each swimmer must swim $\frac{1}{4}$ of event distance as prescribed stroke, in order of Backstroke, Breaststroke, Butterfly and Freestyle.

May not swim in the style of the other three strokes during the freestyle leg. During freestyle leg, swimmer must be on the breast (shoulders at or past vertical towards the breast) except when executing a turn. Swimmer must return to breast (shoulders at or past vertical towards the breast) prior to any kick or stroke.

Takeoffs: Swimmers feet/foot must remain in contact with the starting platform until the incoming swimmer has touched the finish wall or pad.

JURISDICTION

Stroke Judge: Wall to wall - start to finish.

Turn Judge: Start - From entry into water through completion of first arm stroke.

Turn - Last stroke and kick prior to touch and through first arm stroke after the turn.

Finish - Ensure completion conforms to finish rules.

OR: As assigned by the Referee who has full control and authority over all officials.

BENEFIT OF THE DOUBT GOES TO THE SWIMMER

Call what you see and see what you call.



Illinois Swimming Officials Committee

Timer's Brief

- Timing is important; Athletes are here for times. Your input is needed to determine a swimmer's official time when there are problems (often); Stay focused on your duties, particularly during the start and finish, so that you will get an accurate time for the race.
- The Administrative Official uses the watch times to verify the accuracy times.
- Ask the head timer for relief if needed.
- You may operate a button and/or a watch, but not two buttons or two watches at the same time.
- Become familiar with the watch you will be using at the meet; Start and stop the watch with the same finger, preferably your index finger.
- Record the times for each heat on the sheets provided; Record times to two decimal places with no rounding), and in the same order for each heat; If there is no one in the lane, record "No Swimmer" as N/S; If you don't get a time on your watch, draw a line; Do not make up a time or record the time from the scoreboard.
- Check-in each swimmer by asking for the swimmer's name; For relays, the team and the order in which the swimmers compete should be checked; Be respectful of the swimmer's preparation for a race and do not engage in unnecessary conversation.
- Prior to the race you be far enough back so you will not distract the starter or competing swimmers.
- A short set of whistles means that the current heat is finishing, and the next heat of swimmers should be behind the blocks and ready to swim. Swimmers will step up onto the blocks on the long whistle. Please allow them to do so.
- Start your watch on the strobe, rather than the sound; Buttons are not pushed at the start of the race; If you miss a start or start your watch late, signal the head timer by raising your hand with the watch.
- Be at the edge of the pool at the finish so you can look down see the touch; Expect to get wet; Stop your watch and push your button when any part of the swimmer's body touches the wall; You are not concerned with whether the finish was legal.
- For fly-over starts, remind your finishing swimmer to stay in the water until the start of the next race.
- Please do not help a swimmer get out of the water by pulling on his/her arms.
- You may have to share space at the edge of the pool with an official who is judging the race. Work out positions so everyone can do their job.
- This meet is conducted according to current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy:
 - Make sure all interactions with athletes are observable and interruptible.
 - Do not text or use cell phones during the meet; No cameras, cell phone cameras, or other recording devices are allowed behind the blocks at any time. If you observe camera use behind the blocks, notify the head timer or an Official.
 - Deck changing is prohibited. Report instances of deck changing to the meet referee/meet director.
 - Make sure you are not alone with an athlete in the locker room, including to use the restroom. Be proactive and tell the meet director immediately if this happens, even when it occurred through no fault of your own. If there is a separate restroom for athletes and all other adults. Make sure that you are only using the facility marked for you.

WHAT IS A FALSE START?

The rules state... “When all swimmers are stationary, the starter shall give the starting signal” (101.1.2.c) and “Any swimmer starting before the starting signal is given shall be disqualified if the Referee independently observes and confirms the Starter’s observation” (101.1.3A).

So what constitutes a false start? These scenarios should help you paint the picture.

FALSE START SCENARIO #1

Swimmer leaves the set or stationary position prior to the starting signal. The starting signal is then given. The race proceeds and, assuming the Starter observed the early start and the Deck Referee independently observes and confirms the Starter’s observation, the offending swimmer is disqualified at the conclusion of the race. Rule 101.1.3B applies. **This is a false start.**

FALSE START SCENARIO #2

Swimmer leaves the set or stationary position prior to the starting signal. The swimmer upon realizing the early starting motion attempts to catch himself/herself. Starter says absolutely nothing, and the swimmer fails to halt the forward motion and goes into the pool. Rule 101.1.3A applies. **This is a false start.**

FALSE START SCENARIO #3

Exactly the same facts as #2 above, but this time the Starter says “stand please” after the swimmer leaves the set or stationary position. The seven other swimmers stand or step down from the blocks. The offending swimmer struggles, but once again is unable to halt the forward motion and falls into the pool. Unlike scenario #2 above, here the starter said “stand please”, but that does not change the false start result. The rule is clear that the “stand” command is for the benefit of the other swimmers on the starting blocks. When the stand command is issued, the athletes have the option of standing or stepping off the blocks. The offending swimmer did neither. He fell into the pool just like the swimmer in scenario #2. Rule 101.1.3A applies. **This is a false start.**

FALSE START SCENARIO #4

Exactly the same facts as scenarios #2 and #3 above. However, this time when the command “stand please” is issued, the offending swimmer struggles, but is able to stand or step off the blocks. Rule 101.1.3A applies. **This is NOT a false start.** Why? Because the swimmer remained on the blocks or deck like everyone else in the heat, and no starting signal ever sounded.

FALSE START SCENARIO #5

Exactly the same facts as scenarios #2 and #3 above. However, when the Starter gives the “stand please” command a swimmer(s) other than the offending swimmer instantly bolts from the blocks and enters the water. Rule 101.1.3D applies. The swimmer(s) clearly started in reaction to the “stand” command. **This is NOT a false start.**

FALSE START SCENARIO #6

The swimmer, upon hearing the command “take your mark” starts down to take a set or stationary position. The swimmer loses his/her balance before coming set and falls into the pool. Rule 101.1.2C applies. The swimmer should be given the opportunity to come to his/her set or stationary position prior to the start. A loss of balance prevented that, and clearly this swimmer never engaged in any starting action. **This is NOT a false start.**

FALSE START SCENARIO #7 (added August 2012)

What about the scenario where the Starter gives the "take your mark" command and all the swimmers come down and take a set position. Prior to the starting signal, a swimmer initiates a starting movement which the Starter sees but instead of standing the heat up, the Starter waits just a moment allowing that swimmer to reset prior to the starting signal. Surely this is not what we would like to see in this situation (prefer the Starter to stand the heat up). However, is this still a false start?

RESPONSE:

In the scenario you pose no false start occurs. As long as all of the swimmers, including the one who initiated a starting movement, are in a stationary position immediately prior to the starting signal, the start is legal. Often it is preferable for the starter to wait patiently for a swimmer to reset after an aborted starting attempt rather than immediately issuing a "stand" command. If the pause to reset is only momentary, the slight delay may be less disruptive than standing the swimmers and starting over again.

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Illinois Swimming Officials Committee
Training and Certification Standards

Position	Minimum Age	Training and Certification Requirements for First Certification in this Position	Recertification Requirements
Stroke and Turn Judge	18	<p>Join USA Swimming as a Non-Athlete member.</p> <p>Complete Level II background check, Athlete Protection Training and concussion training prior to on deck training.</p> <p>Complete e-learning program and attend the ISI Officials Admin Official webinar.</p> <p>Take the online USA Swimming Certification – Stroke & Turn/Timer test and receive a score of 80% or better.</p> <p>Complete on deck training as described below.</p>	<p>Work 10 sessions in the calendar year.</p> <p>Must take the online USA Swimming Re-certification – Stroke & Turn/Timer test in the 13-month window between 12/1/odd year and 12/31/even year with a score of 80% or better or attend a re-certification clinic offered by the ISI Officials Committee.</p> <p>S&T Officials who become certified in the position during the retesting window have met recertification requirements for both testing and worked sessions.</p>
Administrative Official	18	<p>Join USA Swimming as a Non-Athlete member.</p> <p>Complete Level II background check, Athlete Protection Training and concussion training prior to on deck training.</p> <p>Complete e-learning program and attend the ISI Officials Stroke and Turn webinar.</p> <p>Take the online USA Swimming Certification – Administrative Official test and receive a score of 80% or better.</p> <p>Complete on deck training as described below.</p>	<p>Work 4 sessions in the calendar year.</p> <p>Must take the online USA Swimming Re-certification – Administrative Official test in the 13-month window between 12/1/odd year and 12/31/even year with a score of 80% or better or attend a re-certification clinic offered by the ISI Officials Committee.</p> <p>Administrative Officials who become certified in the position during the retesting window have met recertification requirements for both testing and worked sessions.</p>
Starter	18	<p>Must be a non-athlete member in good standing and must have worked as a certified Stroke & Turn</p>	<p>Work 10 sessions in the calendar year.</p> <p>Must take the online USA Swimming Re-certification –</p>



Illinois Swimming Officials Committee
 Training and Certification Standards

		<p>Judge for at least 20 sessions prior to beginning training.</p> <p>Complete e-learning program and attend the ISI Officials Starter webinar.</p> <p>Take the online USA Swimming Certification – Starter test and receive a score of 80% or better.</p> <p>Complete on deck training as described below.</p>	<p>Starter and Recertification – Stroke & Turn/Timer tests in the 13-month window between 12/1/odd year and 12/31/even year with a score of 80% or better or attend a re-certification clinic offered by the ISI Officials Committee.</p> <p>Starters who become certified in the position during the retesting window have met recertification requirements for both testing and worked sessions.</p>
Deck Referee	21	<p>Must be a non-athlete member in good standing and must be certified at starter for one year and worked as SR for at least 20 sessions since DR certification.</p> <p>Complete ISI Officials AO training, passed the USA Swimming Certification – Administrative Official test prior to attending the referee webinar; completed AO certification prior to obtaining Referee certification</p> <p>Letter of recommendation from a current Referee, certified for the prior 24 months as a Referee.</p> <p>Attended an ISI Officials Referee webinar. Take the USA Swimming Certification – Referee test and receive a score of 80% or better.</p> <p>Complete on deck training as described below.</p>	<p>Work 10 sessions in the calendar year.</p> <p>Must take the online USA Swimming Re-certification – Referee test in the 13-month window between 12/1/odd year and 12/31/even year with a score of 80% or better or attend a re-certification clinic offered by the ISI Officials Committee.</p> <p>Referees who become certified in the position during the retesting window have met recertification requirements for testing, worked sessions and CEUs.</p> <p>Must earn 6 ISI approved Continuing Education Units in each calendar year.</p>



Illinois Swimming Officials Committee Training and Certification Standards

On Deck Training Requirements	
Stroke and Turn Judge	Written evaluation by a Trainer on proper form from a total of 5 sessions at no less than 3 sanctioned meets with at least 2 different Trainers who have been certified Stroke and Turn Judges for a minimum of 12 months.
Administrative Official	Written evaluation by a Trainer on proper form from a total of 3 sessions at no less than 2 sanctioned meets with at least 2 different Trainers who have been certified Administrative Officials for a minimum of 12 months. At least one must be multi-session meet.
Starter	Written evaluation by a Trainer on proper form from a total of 5 sessions at no less than 3 sanctioned meets with at least 2 different Trainers who have been certified Starters for a minimum of 12 months.
Deck Referee	Written evaluation by a Trainer on proper form from a total of 6 sessions at no less than 4 sanctioned meets with at least 3 different Trainers who have been certified Referees for a minimum of 24 months. Either 5 th or 6 th session done with a certified trainer.

Other Requirements and Policies

1. For all positions except Referee and Starter, a session is defined as being at least two hours long and must include each of the strokes. The session will include at least 20 heats. Starters must have at least 25 starts for the session to count. Referee training sessions must be three hours in length. Sessions not meeting those requirements will not be counted.
2. All on deck training sessions will count toward the minimum session requirements for Annual Renewal.
3. The Trainee shall print an ISI certification card from OTS to be used as proof of clinic attendance for training or have Deck Pass available for the Meet Referee.
4. Trainee certification is granted and is effective upon online training completion and with current, valid USA Swimming non-athlete membership. Trainees will have a T-suffix after their position abbreviation.
5. To complete certification Trainee must scan or photograph all evaluations and send with their completed Certification Requirements Checklist to ilswimofficials@ilswim.org for processing. Please send multiple emails if attachments exceed 5 MB in size. The Trainee's sessions must be entered by the Meet Referee in the Officials Tracking System (OTS).
6. ISI certification will be issued by Officials Certification Chair after notification that test requirements have been met and receipt of on deck training cards.
7. All training and annual session requirements must be completed at USA Swimming/ISI sanctioned or approved meets and are subject to the Official's Committee's posted policy on out of LSC training.
8. Position certification occurs and is effective upon completion of training evaluations, review by the Certification Chair and/or Officials Committee and notification by the USA Swimming webmaster that certification status has been upgraded. Any certified official who, upon a retrospective review, has been found to have failed to meet the minimum standard(s) for **Evaluation & Certification** may have his/her certification revoked and may be subject to disciplinary action.



Illinois Swimming Officials Committee Training and Certification Standards

9. ISI Referee Continuing Education Units:
 - a. Running a large meet as the meet referee. 2 CEUs per meet. (A large meet is defined as a meet held a minimum of 2 days, with at least 3 sessions, with at least 6 officials per session.)
 - b. Administrative Referee for any prelim-final meet. 2 CEUs
 - c. Clinician at an ISI sponsored officials' clinic. 3 CEUs per clinic.
 - d. Participation at an ISI sponsored recertification clinic. 3 CEUs
 - e. Participation at any of the following meets. 2 CEUs per session
 - o USA Swimming trials-class meets
 - o USA Swimming Senior Nationals
 - o USA Swimming US Open
 - o USA Swimming Junior Nationals
 - o USA Swimming Pro Series
 - o ISI Regionals
 - o ISI Age Group Championships
 - o ISI Senior Championships
 - o Illinois YMCA State Championship
 - f. Assignment as an evaluator at an Officials Qualifying Meet, without double credit for the above meets. 2 CEUs per session.
 - g. Training another official on deck, if you have TR entered in OTS and have no other deck responsibilities. 1 CEU per session with a maximum of 2.
 - h. For every 4 sessions over 20 in the swim season, 1 CEU with a maximum of 3.
 - i. Take and pass the Administrative Official test during the calendar year. 2 CEUs.
 - j. Act as an USA Swimming observer at any IHSA Sectional or State meet. 2 CEUs per session.
 - k. Attend other ISI sponsored events approved for credit by official's committee



Illinois Swimming Officials Committee

Certification Requirements Checklist

Official's Name:		Club:	
Official's Email Address:			

I am applying for certification at the following level:

<input type="checkbox"/> Administrative Official	<input type="checkbox"/> Starter
<input type="checkbox"/> Stroke and Turn Judge	<input type="checkbox"/> Referee

Online Test Results:

	Test Name	Date Taken (mm/dd/yy)	Test Score (%)
<input type="checkbox"/>	Certification – Administrative Official		
<input type="checkbox"/>	Certification – Stroke & Turn/Timer		
<input type="checkbox"/>	Certification – Starter		
<input type="checkbox"/>	Certification - Referee		

Summary of On Deck Evaluations:

#*	Date (mm/dd/yy)	Meet	Meet Session # of # Total (x/y)	Trainer	Start Time	Finish Time
1						
2						
3						
4						
5						
6						
7						
8						

***Session requirements:**

- ✓ Training sessions at all levels must have all four strokes contested (IM counts as four strokes) and have a minimum of 20 heats, Starter and Referee sessions must have 25 heats. AO, ST, and SR training sessions must be at least two (2) hours in length, DR must be three (3) hours in length.
 - *Administrative Official:* Three (3) training sessions required from 2 meets, one at a multi-session meet, with at least 2 different trainers.
 - *Stroke and Turn Judge:* Five (5) training sessions required from 3 meets with at least 2 different trainers.
 - *Starter:* Five (5) training sessions required from 3 meets with at least 2 trainers, with 25 starts minimum at each session
 - *Referee:* Six (6) training sessions required from 4 meets with at least 3 trainers.
- ✓ Training sessions done outside of our LSC with a certified trainer from another LSC shall not exceed 50% of evaluations.
- ✓ All trainers must have a minimum of 12 months certified in the position being trained (time as a trainee does not count), except referee trainers who must have been certified in position for 24 months. The 5th or 6th DR training session must be completed with a certified trainer (CT designation).



Illinois Swimming Officials Committee

Recertification Requirements

Officials must renew registration and credentials yearly.

Registration is managed through Illinois Swimming and USA Swimming. It consists of:

USA Swimming Non-athlete membership

- Renewable yearly after September 1. Please use online registration, available on the ISI website home page.

Athlete protection training (APT)

- Renewable yearly through the USA Swimming Safe Sport webpage.

Background check

- Renewable every other year through the USA Swimming Safe Sport webpage.

Certification is managed by the ISI Officials Committee for each deck position (AO/ST/SR/DR)

Calendar year sessions worked requirements:

- Administrative Official – 4
- All others require 10 worked sessions.

In odd numbered years re-certification is based solely on worked sessions and the officials committee will process re-certification for officials based upon ‘system tracked meets’ in the Officials Tracking System (OTS) at the USA Swimming website. NO notification or form is needed from the official.

In even numbered years officials must re-test or attend a recertification clinic. Certification tests passed since December 1 of the prior year will count. The re-certification testing requirements for each certified deck position level are as follows:

Certifications	Tests Required
ST	Re-certification – Stroke & Turn/Timer
AO	Re-certification – Administrative Official
ST and AO	Re-Certification – Stroke & Turn/Timer and Re-certification – Administrative Official
ST and SR	Re-Certification – Stroke & Turn/Timer and Re-Certification – Starter
ST and AO and SR	Stroke & Turn/Timer and Re-Certification Starter and Re-certification – Administrative Official -OR Re-certification – Referee
DR	Re-certification - Referee



Illinois Swimming Officials Committee Recertification Requirements

In even numbered years, the official will need to complete the re-certification testing form in full after the re-certification testing requirement has been met (or attendance at a re-certification clinic) AND The worked sessions requirement has been met.

Officials should go to the OTS to identify how many sessions have been worked. There will also be periodic emails from the officials committee during the last 4 months of the year indicating what OTS shows for worked sessions.

Deck Referees must complete 6 Continuing Education Units yearly, regardless of year, and must submit a recertification form every year to document those. This is in addition to the above requirements for all officials.



Illinois Swimming Officials Committee

Out of LSC Training Policy

The Illinois Swimming Officials Committee is aware officials travel to meets outside the LSC and wish to do on-deck training sessions, especially those who are near borders of ISI and other LSCs. To accommodate these officials and to ensure ISI officials receive not only quality on deck training but also are made familiar with the policies, procedures and protocols of our LSC we adopt the following policy.

1. All training sessions must take place at USA Swimming sanctioned or approved meets.
2. On-deck training sessions done with trainers who are certified by the Illinois Officials Committee will count as “in LSC” sessions, regardless of the LSC sanctioning the meet.
3. **No more than 50%** of an individuals on-deck training sessions may be done by officials from other than the Illinois Swimming LSC, and any out-of-state trainers must still meet the minimum requirements to be trainers. It is the responsibility of the trainee to ensure this with the meet referee of the meet at which they wish to train.
4. Specifically:
 - a. Stroke and Turn – no more than two sessions out of the LSC or by out-of-LSC trainers.
 - b. Administrative Officials – no more than one session out of the LSC or by out-of-LSC trainers.
 - c. Starters – no more than two sessions out of the LSC or by out-of-LSC trainers.
 - d. Referees – no more than three sessions out of the LSC or by out-of-LSC trainers.
5. It is strongly recommended referees do their training in Illinois or with Illinois Officials.
6. A referee’s 5th or 6th session, which must be done with a certified trainer, must be done with a trainer certified by Illinois Swimming.

It is recommended and expected that officials training outside the LSC will contact meet referees in advance to inquire of training opportunities and will be gracious if denied. Including a copy of our on-deck training card in that communication will help ensure that the standards can be met. Act with “good neighbor” behaviors and avoid “that’s not the way we do it.” Seeing officiating from a different perspective is in itself a good learning experience.

The ISI Certification Coordinator or Officials Chair should be notified to review any unusual opportunities.