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| OFFICIAL'S NAME/LSC/MEET(s)/DATE(s) | |
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| CERTIFIER'S NAME/LSC | |
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| REFEREE CERTIFICATION | |
| DEFINITIONS | |
| Certifier: An official designated by the LSC Officials Chair to certify mentoring is complete. | |
| Clinic: Formal in person or online mentoring clinic, recorded in Officials Tracking System (OTS). | |
| Certification: Stroke & Turn - able to officiate at all LSC meets. | |
| Satisfactory Performance: Able to demonstrate Performance Requirements. Deficiencies must be provided by LSC Official's Chair or designee in writing to the affected official with an Action Plan to success. | |
| Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS. | |
| Mentor: Designated by the Referee at a meet or LSC OC, an official who has been USA Swimming certified in the position for 1+ year. If a 1+ year experienced official is not on deck, the Referee may select the most experienced certified official(s) to be a trainer(s). | |
| Mentoring Sessions: Meet sessions that include strokes and/or relays. Time Trials and Freestyle Only sessions may not count toward training session requirements. Sessions shall be recorded in OTS. | |
| USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship. | |
| Apprenticeship Requirements | |
| | USA Swimming Member in good standing (APT and Background check should be current for the year) |
| | Certified Stroke & Turn Judge |
| | Certified Starter |
| | Certified Administrative Official |
| | Attend Referee Clinic - please provide date of clinic attended. |
| | Apprentice as a Referee for at least four (4) sessions total over two (2) meets with at least two (2) different trainers. |
| | Pass USA Swimming Referee certification test with a score of 80% or more. |
| Certification Performance Requirements for Certification | |
| May be evaluated during last apprentice session and use Referee sign-off for each session. | |
| Y-Yes, N-No, ND - Not Demonstrated | |
| | Pre-Meet Briefings |
| | Familiar with positions of Admin Official, Announcer, Clerk of Course, Starter, Stroke and Turn Judge, Chief Judge, Timer, Timing Judge and Meet Marshal. |
| | Understands the importance of heat intervals and meet cadence. |
| | Understands the importance of an accurate Meet Announcement by checking the following in the announcement: <ul style="list-style-type: none"> • Deck Seeded or Pre-seeded, Prelim/Final meet, Events for each session. • Deck entries allowed. • Time the scratches will be due before the start of the session. • NT times allowed or not. • Warm-Up - Designated lanes for 10 and under swimmers • Break time before the distance events |
| | Arrives on time (30 minutes prior to warm up session) and completed Facilities checklist and issues are resolved. |
| | Follow proper dress code for the meet. |
| | Addresses any prior problems/solutions in earlier sessions. |
| | Marshalls and Lifeguard and Medical Assistant are in their place. |
| | Volunteers on pool deck have wrist bands (adequate CJs, Timers, Starters, ST, Runners) |
| | Opens the warm-ups with feet first entry. |
| | Announces pace and start lanes and lanes assigned for 10 & under swimmers. |
| | Has assigned an invigilator. |
| | Distance events – bell, lap counters (if available) |
| | Checked the starter box working with the DAK/Colorado timing system. |
| | Identifies the Coach, Meet Director, and Athlete for Meet Jury. |
| | Checks with Administrative Official for reviewing heat sheets and consider combining heats after checking with Coaches, seeding of heats, positive check-in deadline, # of relays with relay cards printed and given to coaches. |
| | Checks with Announcer (if available) on when to announce the heats. |
| | Checks Runner how the Lane Timer, Starter and Deck Referee sheets need to be given to the Administrative Official. |
| | Assigns Team Lead Chief Judge for deck assignments and officials briefing. |
| | Provides Radio protocol and channel number to Chief Judges for communication for infractions. |
| | Ensures Starter completes Timer Briefing and checks the Starter box. |
| | Demonstrates respectful communication with coaches, athletes, and officials. |
| | Attends the initial part of official's briefing and discuss about MAAPP procedures. |
| | Introduces themselves to the coaches and enquire for any special needs swimmers/if they require any help. |

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| | During the Session |
| | Checks with Starter where they want to stand |
| | Begins session on time with everybody in place and with all equipment working. |
| | Displays confidence as a Referee. |
| | Keeps a good record of session start time/finish/DQs/Steps down/delays/ no show on heat sheet |
| | Handles questions and protests from coaches calmly and appropriately. |
| | Appropriately whistles loudness (3 chirpy whistles and then a long whistle and an extra whistle for the back stroke starts) |
| | Works with Starter to get good starts consistently. |
| | Appropriately discusses with Starter regarding False Starts. |
| | Watches the pool the entire meet |
| | Mentors' other officials on pool deck |
| | Shows good communication skills when communicating with swimmers/coaches/officials. |
| | Does not let interruptions impair the flow of the meet. |
| | Delegates work appropriately and builds team atmosphere. |
| | Closes Events on time with DQ slips signed and sent to Administrative Official |
| | Ends session on time |
| | Adjusts well to unexpected circumstances |
| | After the Session |
| | Thanks all the officials for working the session |
| | Debriefs with Administrative Official and Meet Director |
| | Checks with Administrative Official before leaving the Pool Deck for any help required. |
| | Self - Review |
| | Understands the responsibilities of the Deck Referee. |
| | Always gives the swimmer the benefit of doubt. |
| | Understands the importance of participating in many levels and types of meet as a Referee. |
| | Understands performance criteria as outlined in Referee's Professional Document. |
| | Understands USA Swimming Safe Sport and MAAPP rules. |
| Comments (if needed) | |
| | |
| Signature of Referee (session 1) | |
| Signature of Referee (session 2) | |
| Signature of Referee (session 3) | |
| Signature of Referee (session 4) | |
| | Recommend Certification as REFEREE |
| <i>Certification must be complete within one year of the Referee clinic.</i> | |
| <i>Understands need to return completed checklist form to the LSC Officials Chair or designee.</i> | |
| REFEREE RECERTIFICATION EVERY 3 YEARS | |
| | Be a current non-athlete member of USA Swimming in good standing. |
| | Work at least sixteen (16) sessions within a 3-year period with at least eight (8) sessions in any Referee position |
| | Attend clinic (referee recommended) |
| | Pass USA Swimming Referee recertification test with 80% or more every 3 years |
| | Satisfactory performance |