

Louisiana Swimming Officials Standards

Updated May 2022

Table of Contents

Page 2 – Introduction

Page 2 – Goals

Page 3 – Position: Timer

Page 3 – General Official Information and Education

- Includes Links to Deck Pass, Level 2 Background Check, Athlete Protection Training, Concussion Protocol, Videos for new officials, USA Swimming Rulebook, Position Tests for officials, Minor Athlete Abuse Prevention, and documents for swim meets.

Page 4 – Position: Administrative Official/Administrative Referee

Page 5 – Position: Stroke and Turn

Page 5 – Position: Relay-Take Off Judge

Page 6 – Position: Chief Judge

Page 6 – Position: Starter

Page 7 – Position: Referee

Page 7 – Radio Etiquette

Page 7 – Officials Briefings

Introduction

Louisiana Swimming strives to develop officials who are fair, competent, current in rulebook application and consistent in approach. The training program is designed to produce skilled officials who can provide athletes with the best, most consistent, and fairest possible level of observation. This program is aimed at certification of N1 officials with emphasis on quality assurance and portability outside of the Louisiana Swimming LSC. National (N2 & N3) certification guidelines are posted on the USA Swimming Website and encompassed in another document.

The following guidelines are for informational purposes only. Certification of LSC officials is the responsibility of the Louisiana Swimming Officials Committee Chair. The Louisiana Swimming Officials Chair is Lomax Napper from Bulldog Aquatic Club. His contact email is lomax@marbury.company. These certification guidelines are effective until superseded by a new version. Changes to the certification guidelines require a majority vote from the Louisiana Swimming Executive Committee. Suggested changes to guidelines can be submitted in writing to the Officials Committee Chair at any time.

All recommendations to certify Louisiana officials will be accepted from any LSC approved meet referees only

*Certification at any position means that the official is fully trained, competent in position, and has met all the guidelines in this document.

*Meet sessions for officials in training shall be of a sufficient time and opportunity for official to observe a significant number of swimmers, should contain a complete schedule of events to provide the opportunity to observe all strokes, and provide opportunity to perform all duties of the position.

Goals

The goal of Louisiana swimming adopts these USA swimming standards for certification of officials is to set standards, that when applied, will accomplish the following:

- Ensure a clear and consistent knowledge of the rules
- Provide sufficient time in training to assure familiarity with all levels of competition
- Provide opportunity to work on the deck and advance through the certification process
- Allow automatic acceptance at the Stroke & Turn level between all LSCs meeting the USA Swimming Minimum Standards Guidelines
- Ensure professionalism in all aspects of the word “team” while in attendance at a swim event both on and off the deck

Position: Timer

Education and Training: None except per-meet timer briefings. Performance monitored by Chief Timer, Referee, and/or Starter. Timers are not officials but perform a necessary function for the swim meet. Some official positions will address the timers before the meet explaining their duties and assisting if problems.

Evaluation and Certification: Certify after passing USA Timer's Test and satisfactory performance at one meet.

Renewal: Based on satisfactory performance.

General Officials Information and Education

The primary dress code for Louisiana Swimming meets is a white shirt with navy shorts, pants, or skirts. White shoes are encouraged but not required. At the discretion of a meet referee this dress code can be modified but only for that meet.

There is to be an official meeting before every session at meets to give officiating assignments. The timing of the meeting is at the discretion of the meet referee.

For all official positions other than timers, officials must have:

1. The first thing to do is register your own personal account (not your child's account) with USA swimming
 - a. [Generate Deck Pass Account](#)
2. Pass a Level 2 Background Check
 - a. [Complete a Level 2 Background Check](#)
3. Complete the online Athlete Protection Training
 - a. [Complete Athlete Protection Training](#)
4. Complete the concussion protocol and forward your certificate to Judy Ramirez
 - a. [Complete Concussion Protocol Training](#)
5. View officials training videos demonstrate officiating and strokes. This is for officials education especially for new officials training seminars.
 - a. [How to Become an Official](#)
6. Have access to the 2022 USA Swimming Rule Book
 - a. [2022 USA Swimming Rule Book](#)
7. Take the position specific test offered by USA Swimming
 - a. [USA Swimming Position Testing Site](#)
8. Have Access to Louisiana Swimming Minor Athlete Abuse Prevention Policy
 - a. [Athlete Abuse Prevention Policy Training](#)
9. Have access to USA Swimming Official Documents. Documents needed for meets.
 - a. [Officials Documents](#)

Position: Administrative Official/Administrative Referee

1. Education and Training:
 - a. Minimum Age 18
 - b. Formal clinic training.
 - c. Must take and pass the USA Administrative Official Test
 - d. Must work with at least (1) mentor (who has a minimum of one (1) year certification as Administrative Official, Administrative Referee, or Referee) for a minimum of two (2) sessions.
 - e. [The “Professional” Administrative Official](#)
2. Evaluation and Certification:
 - a. Certify after passing the Administrative Official test
 - b. Have a satisfactory performance at one (1) meet.
3. Renewal:
 - a. Recommend clinic and/or re-cert test.
 - b. To maintain certification, must work a minimum of four (4) sessions per year – at least one session must be as the administrative official, the remaining may be in any of the 6 positions for which the Administrative Official supervises/directs: Entry/Registration Personnel, Clerk of Course, Timing System Operator, Scoring Personnel, Timing Judge, or Meet Management Software Operator. May also work in a higher capacity (based on LSC determination as to designated certifications).
 - c. Based on continuing USA Swimming membership and satisfactory performance.
4. Note that Certified Referee attempting Administrative Official would be considered Administrative Referee Position instead of Administrative Official.

Position: Stroke and Turn

1. Education and Training:
 - a. Minimum Age 18
 - b. Formal clinic training.
 - c. Must take USA Swimming Stroke & Turn Judge test.
 - d. On-the-deck apprenticeship with at least two (2) mentors (who have a minimum of one (1) year certification as Stroke & Turn Judge) for a minimum of four (4) sessions. (Cannot make a disqualification during those sessions).
 - e. [The “Professional” Stroke and Turn Official](#)
2. Evaluation and Certification:
 - a. Evaluation by evaluator/mentor and/or Referee to be reported to LSC Officials Chair or their designee.
 - b. Must complete certification within one year from date of clinic.
 - c. Must be a member of USA Swimming, pass the Level 2 Background Check, and complete the online Athlete Protection Training before officiating as a Stroke and Turn Judge.
3. Renewal:
 - a. Recommend clinic, pre-meet briefing and/or test.
 - b. To maintain certification, must work a minimum of four (4) sessions per year in Stroke & Turn or higher capacity.
 - c. Based on continuing USA Swimming membership and satisfactory performance.

Position: Relay-Take Off Judge

1. Education and Training:
 - a. Minimum Age 18
 - b. Must be a certified Stroke and Turn Judge
2. Evaluation and Certification:
 - a. Considered part of Stroke and Turn Judge certification
3. Renewal:
 - a. Same as Stroke and Turn Judge

Position: Chief Judge

1. Education and Training:
 - a. Minimum Age 18
 - b. Must be a certified Stroke and Turn Judge
 - c. [The “Professional” Chief Judge](#)
2. Evaluation and Certification:
 - a. Considered part of Stroke and Turn certification.
 - b. Must have a minimum of one (1) year experience as a certified Stroke and Turn Judge
3. Renewal:
 - a. Same as Stroke and Turn Judge

Position: Starter

1. Education and Training:
 - a. Minimum Age 21
 - b. Must attend clinic.
 - c. Must take USA Swimming Starters test and be a current member of USA Swimming, pass the Level 2 Background Check, and complete the online Athlete Protection Training.
 - d. Must serve a minimum of five (5) sessions on the deck at two (2) different meets with at least two (2) different mentors approved by the LSC Officials Chair or their designee.
 - e. Must have worked as certified Stroke & Turn Judge for a minimum of five (5) sessions.
 - f. [The “Professional” Starter](#)
2. Evaluation and Certification:
 - a. Certification based on recommendation of the mentor(s) and/or Referee(s)
3. Renewal:
 - a. Recommend clinic, pre-meet briefing and/or test.
 - b. To maintain certification, must work a minimum of four (4) sessions per year in Starter or higher capacity.
 - c. Based on continuing USA Swimming membership and evaluation.

Position: Referee

1. Education and Training:
 - a. Minimum Age 21
 - b. Must attend referee's clinic and apprentice on-the-deck for a minimum of six (6) sessions at three (3) sanctioned meets with at least two (2) different referees.
 - c. Previous certification as a Stroke & Turn Judge or Starter for a minimum of one (1) year.
 - d. Recommend being familiar with the positions of Announcer, Clerk of Course, Starter, Stroke & Turn Judge, Chief Judge, Timer, Timing Judge and Meet Marshall.
Must pass USA Swimming Officials tests (Stroke & Turn/Timer, Timing Judge, Clerk of Course, Administrative, and Referee) with a grade of at least 80% within the past 24 months and be a current member of USA Swimming.
 - e. [The "Professional" Deck Referee](#)
2. Evaluation and Certification:
 - a. Certification based on recommendation of the mentor(s) and/or Referee(s)
3. Renewal:
 - a. Must attend clinic and/or take tests every three (3) years.
 - b. To maintain certification, must work a minimum of six (6) sessions per year in Starter or higher capacity with at least one session as Referee.
 - c. Based on continuing USA Swimming membership and evaluation by the LSC Officials Chair or their designee.

Radio Etiquette

1. Referees, Administrative Officials/Referees, and Chief Judges will use radios to facilitate communication at some meets.
 - a. [Radio Etiquette, and Usage Guidelines](#)

Officials Briefing

1. There is to be an official briefing or officials meeting before every session at meets to give officiating assignments. The timing of the meeting is at the discretion of the meet referee.
 - a. [Official's Briefing](#)