

Recommendation for Starter Certification- New England Swimming

The final step for certification as Starter in New England Swimming is the *recommendation* by two Meet Referees. When *recommending* a Starter for certification, the Meet Referee attests that the official is proficient in the following areas:

- Understands the role and responsibilities of the Starter, as outlined in the USA Swimming rules
- Exhibits reasonable patience prior to delivering the starting command
- Exhibits reasonable patience prior to giving the starting signal
- Delivers starting command using reasonable tone and cadence
- Understands other commands such as “Stand, please” and when these commands should be used
- Understands and recognizes what does and does not constitute a false start
- Exhibits reasonable proficiency taking order of finish
- Exhibits reasonable proficiency with distance lap counting
- Familiar with responsibility of timers’ briefing and can perform if necessary
- Exhibits a calm, confident, demeanor on deck

Recommendation for Deck Referee Certification- New England Swimming

The final step for certification as Deck Referee in New England Swimming is the *recommendation* by two Meet Referees. When *recommending* a Deck Referee for certification, the Meet Referee attests that the official is proficient in the following areas:

- Understands the technical rules of all four strokes, the conduct of competition rules, as well as the role and responsibilities of the Referee, as well as the other officials on deck, per the USA Swimming Rules
- Delivers stroke briefing with reasonable proficiency
- Can set deck and lead officials' briefing with reasonable proficiency
- Can conduct meet (i.e. pacing, flyover starts) in accordance with guidelines set by Meet Referee
- Focuses attention on pool, specifically the swimmers, during each race
- Processes disqualifications appropriately, including seeking clarification when appropriate; understands when it may be necessary to seek clarification and understands how to do so; comfortable overruling a call when appropriate
- Professionally and diplomatically works with coaches to discuss disqualifications and resolve other issues
- Proficiently resolves issues and unusual situations (i.e. missed swims) fairly and in accordance with the guidelines of the Meet Referee
- Works appropriately with Administrative Official and timing table
- Exhibits a calm, confident, demeanor on deck
- Serves as a mentor to newer officials

Recommendation for Administrative Official Certification- New England Swimming

The final step for certification as Administrative Official in New England Swimming is the *recommendation* by two Meet Referees. When *recommending* an Administrative Official for certification, the Meet Referee attests that the official is proficient in the following areas:

- Understands the administrative rules of USA Swimming, such as entry limitations, seeding, and timing, as well as the role and responsibilities of the Administrative Official, as outlined in the USA Swimming rules
- Reviews the Meet Announcement and is familiar with the meet procedures and nuances (i.e. order of heats, entry limits, etc.)
- Understands and can properly apply seeding rules, and can seed events accurately. Considers entry limitations and exceptions reports prior to seeding.
- Reconciles times in accordance with USA Swimming rules, including both lane malfunctions and heat malfunctions
- Processes disqualifications appropriately so as to ensure proper inclusion in results
- Double checks seeding, results, and all other deliverables for accuracy
- Possesses, at minimum, a basic understanding of the timing system and scoring software being used, and the capabilities and limitations of the systems. Proactively works with Meet Director to align on who is performing key responsibilities for the meet (i.e. who is resolving entry issues, who is running scoring software, etc.)
- Proficiently and proactively resolves issues and unusual situations fairly and in accordance with the guidelines of the Meet Referee
- Can execute the above responsibilities independently, in an organized, methodical fashion
- Interfaces appropriately with coaches, using a customer-oriented attitude
- Interfaces collaboratively with the Meet Referee and other meet staff
- Understands that the Administrative Official is a member of the officiating team, and reports to the Meet Referee, not the Meet Director
- Exhibits a calm, confident, demeanor on deck