



## **Requirements for becoming certified and for renewal of certification as an Official in the Montana Local Swimming Committee of USA Swimming**

**Incorporation of USA Swimming Minimum Standards:** Montana Swimming hereby incorporates by reference all portions of the “USA Swimming Minimum Standard Guidelines *for utilization by Local Swim Committee (LSC) Officials*” into the requirements for becoming certified and for renewal as an official in the Montana LSC of USA Swimming. These guidelines shall take precedence where any conflict in interpretation may exist that jeopardizes National Certification status.

These requirements were approved on October 1, 2022. These requirements are to be reviewed, updated, and approved every two years in even numbered years.

### **General Requirements:**

- All certified officials must be current non-athlete members of USA Swimming, pass the USA Swimming-required background check (BGC), complete the concussion protocol training (CPT) annually (per Montana law), and complete the athlete protection training course (APT).
- Meet directors must be current non-athlete members of USA Swimming, pass the USA Swimming-required background check (BGC), and complete the athlete protection training course (APT).
- Beginning September 1, 2022, all officials, apprentice officials, meet directors, and coaches must register as non-athlete USA Swimming members using the USA Swimming online member registration platform. Members who are registering with a club should use the registration link provided by their club. Unattached members should contact the MT Swimming registration chair for the unattached member registration link.
- Members are encouraged to download the USA Swimming app to their mobile phone. The app may be used to show a member’s registration and certifications when asked for proof of registration.

### **Timer: minimum age -11**

General: There is no certification, education or training required of a lane timer except attending a pre-meet briefing. Performance is to be monitored by chief timer and/or referee during the meet.

### **Certification**

It is recommended that the chief timer should be certified at all meets. Timers may be certified after passing USA Swimming timer's test with 80% correct score and satisfactory performance at one meet. For certification, the person must complete the general requirements to be a certified official.

### **Renewal**

Continuing renewal based on satisfactory performance.

### **Apprentice Stroke and Turn Judge and Apprentice Administrative Official: minimum age 18**

- All persons training as an apprentice stroke and turn judge or as an apprentice administrative official have 60 days from the first day of his/her training to train on deck without being required to join USA Swimming as a non-athlete official member. The apprentice must be under the direct supervision of a current non-athlete member - official while training on deck.
- An apprentice stroke and turn judge or apprentice administrative official must submit his/her apprentice official registration form to Montana Swimming before going on deck as an apprentice. The application may be submitted to the LSC registration Chair in advance of the meet or to the meet referee prior to the start of the meet. The meet referee must submit the copy to the LSC registration chair and MT Swimming Officials Chair.
- The start date for an apprentice may be no later than the first day the apprentice official trains on-deck at a swim meet.
- All apprentice officials after 60 days from the first day of initial training who want to continue training **must** join USA Swimming as a non-athlete member, pass a level 2 background check, complete the concussion protocol training (CPT), and complete the athlete protection training before being allowed on deck to continue training.
- Meet referees should check the status of apprentice stroke and turn judges and apprentice administrative officials before allowing the person to continue to train on deck.
- Once registered as an apprentice, the apprentice stroke and turn judges and apprentice administrative officials may be added to the OTS as an apprentice official. (XJ for stroke and turn, YA for administrative official)

### **Stroke & Turn Judge: minimum age – 18**

#### **Certification**

1. Complete the general requirements (on page 1) to be a certified official.
2. Read and study the current USA Swimming Rules and Regulations – Article 101
3. View the USA Swimming Officiating Swimming DVD.
4. Attend a stroke and turn official's clinic.
5. Train on deck at meets with the following requirements:
  - Attend and sign in at the daily officials meeting prior to the start of the meet
  - Train with a minimum of five (5) different certified officials over the course of the training.

- Only certified officials with a minimum of 1 year of certification and deck experience may sign the trainees training record.
- Train for a minimum of six (6) sessions
- Train at a minimum of two (2) meets with the following minimum time for each stroke:

|                        |                |                           |                |
|------------------------|----------------|---------------------------|----------------|
| a. <b>Freestyle</b>    | <b>1 Hour</b>  | d. <b>Butterfly</b>       | <b>3 Hours</b> |
| b. <b>Backstroke</b>   | <b>3 Hours</b> | e. <b>IM</b>              | <b>3 Hours</b> |
| c. <b>Breaststroke</b> | <b>3 Hours</b> | f. <b>Relay Take Offs</b> | <b>1 Hour</b>  |

(Only certified officials may disqualify swimmers; however, trainees should gain experience observing stroke and turns, maintaining position, filling out forms and talking to swimmers under the supervision of a trainer.)

6. Complete and pass the USA Swimming online stroke and turn and timers test (one combined test) with 80% correct.
7. Be evaluated and approved by a deck referee on meet report in the OTS with a copy going to the Officials Chair.
8. Complete certification within one year.
9. May not officiate at a meet in which they are competing.
10. Return a completed application and include verification of training hours (including sessions and meets you trained at) and clinic attendance to the Montana Swimming Officials Chair.

## **Maintaining Certification**

### **General:**

General renewal requires working a minimum of four (4) sessions at two different USA Swimming sanctioned meets per year in stroke and turn or higher capacity and based on continuing evaluation.

### **Montana Swimming Championship Meets:**

- Be certified as a stroke and turn official, apply to work the meet and have approval of the MT Swimming Officials Chair or Meet Referee if certified for less than 1 year.
- Work six (6) short course sessions as stroke and turn or higher capacity to have preference to work the Short Course State Meet.
- Work four (4) long course sessions as stroke and turn or higher capacity to have preference to work the Long Course State Meet.
- Sessions will be counted as set up in the Officials Tracking System (OTS) for the meet.
- An officials' training meeting of more than one hour will count as a session.
- One non-USA sanctioned High School State Championship Meet may be used to earn sessions. However, the Referee should file an officials report with the Montana Swimming Officials Chair for those who worked.
- The Montana High School State Meet is usually an observed meet and as such counts as a USA meet.

### **Re-certification (after a lapse in certification)**

- Take USA Swimming online stroke and turn and timer's re-certification tests.
- Attend an official's clinic or have a referee or chief stroke and turn discuss all stroke and turn rule changes that have occurred since you last worked a meet.
- Work on deck with a certified official, who has a minimum of one year certification, as a stroke and turn official for one (1) meet with observation of all strokes.

#### **Relay Take Off Judges –**

- Must be certified stroke and turn officials.
- The relay take off judge certification and evaluation is considered part of the stroke and turn certification process.
- Renewal is the same as for stroke and turn judge.

#### **Chief Judge: Minimum age – 19.**

- Must have one year's experience as a certified stroke and turn judge and be currently certified.
- Understand the duties and responsibilities of the chief judge.
- Recommended to complete a chief judge clinic, if offered.
- The chief judge certification and evaluation is considered part of the stroke and turn certification process.
- Renewal is the same as for stroke and turn judge.

#### **Starter: minimum age – 19**

##### **Certification:**

1. Complete the general requirements to be a certified official.
2. Must be a certified stroke and turn official for a minimum of one year and have worked six (6) sessions as a stroke and turn official before starting training to become certified as a starter.
3. Read and study the current USA Swimming Rules and Regulations – applicable sections Article 101 – 105
  - Specifically train how to do the deaf/hearing impaired starts.
  - Trainer will ensure the new starter is proficient at performing the hand signals for the deaf/hearing impaired starts.
4. Must attend starter official's clinic.
5. View USA Swimming starter DVD.
6. Complete and pass the USA Swimming on-line starters test with 80% correct.
7. Train on deck with a certified starter for a minimum of:
  - 4 hours observing starts
  - 8 hours starting under supervision
  - over a minimum of two (2) meets
  - for six (6) sessions

- With trainers approved by the Officials Chair or the meet referee. (Trainee may not make the call to disqualify.) All starter trainers must be certified for a minimum of one year as a starter.
8. Be evaluated and approved by a deck referee on a meet report in the OTS with copy to the Montana Swimming Officials Chair.
  9. Attend all pre-meet officials' meetings.
  10. Return a completed application and include verification of training hours (including number of hours observing or starting as a trainee, number of sessions worked, and the names of the meets you trained at) and clinic attendance to the Montana Swimming Officials Chair.

### **Maintaining Certification:**

#### **General:**

General renewal requires working a minimum of four (4) sessions at two USA sanctioned meets per year as starter (or referee if certified as a referee) and based on continuing evaluation.

Must be proficient in the use of hand signals to start deaf/hearing impaired swimmers.

#### **Montana Swimming Championship Meets:**

- Be certified as a starter, work a minimum of 6 USA Swimming sanctioned or approved meets as a starter prior to the State Championship Meet; apply to work the meet and have approval of the MT Swimming Officials Chair or Meet Referee.
- Work four (4) short course sessions to have preference to work the Short Course State Meet.
- Work two (2) long course sessions to have preference to work the Long Course State Meet.
- Sessions will be counted as set up in the Officials Tracking System (OTS) for the meet.
- An officials' training meeting of more than one (1) hour will count as a session.
- One non-USA sanctioned High School State Championship Meet may be used to earn sessions. However, the Referee should file an officials report with the Montana Swimming Officials Chair for those who worked.
- The Montana High School State Meet is usually an observed meet and as such counts as a USA meet.

#### **Re-certification** (after a lapse in certification)

- Take recertification test.
- Attend an official's clinic or have a referee discuss all stroke and turn rules and start changes that have occurred since you last worked a meet.
- Work one (1) hour of forward starts and one half (1/2) hour of backstroke starts with a certified starter.

### **Administrative Official: Minimum Age 18**

The administrative official works with the Meet Referee and Administrative Referee and supervises/directs the following positions on the "dry" side of the meet:

- Entry and registration personnel,
- Clerk of Course
- Timing System Operator (timing console)
- Scoring personnel including the timing judge and meet management software (Hy-Tek Meet Manager, Touchpad, etc.)

The administrative official may serve in one or more of the above administrative positions or may act in simply and a supervisory capacity of those positions.

**Certification of the Administrative Official** (Includes the following positions: Clerk of Course, Timing Judge, Meet Management (computer) Operator, Timing System Operator (timing console), Scorer/Recorder, and Timer):

- Attend a formal Administrative Official clinic given by the Montana Swimming Officials Chair or another approved MT Swimming designated instructor. Instructors to be designated by the Officials Chair.
- Read and study current the USA Swimming rules and regulations.
- Pass the Administrative Official online tests with a minimum score of 80%. (Includes the timer, timing judge, clerk of course, and administrative tests)
- Complete the general requirements (on page 1) to be a certified official.
- Work both the timing console and computer for a minimum of one (1) meet.
- Must train with a mentor who has a minimum of 1 year certification as an administrative official, administrative referee, or referee for a minimum of 4 sessions.
- Must demonstrate competence in all components of the Administrative Official's duties, have approval by a meet referee in the meet report, and be approved by the MT Swimming Officials Chair.
- The Officials Tracking System (OTS) includes positions for Administrative Referee (AR) and Administrative Official (AO) which may indicate full certification in those positions.
- Return a completed application and include verification of training hours and clinic attendance to the Montana Swimming Officials Chair.

The Administrative Referee meets the above administrative official requirements.

#### **Requirements for Championship State Meets:**

- For Montana Swimming championship meets, the meet registrar and the head computer operator must be certified as administrative officials or administrative referees. One person may serve in both positions. These persons must work a minimum of two (2) sessions at one (1) meet in one or more of these positions in the preceding 12 months prior to working at a championship level meet.

#### **Maintaining Certification:**

Administrative Officials should work a minimum of four (4) sessions at least one (1) meet per year in one or more of the six administrative positions and be evaluated by the meet referee for continued satisfactory performance. One session must be as administrative official or administrative referee. Other sessions may be in any of the six positions for which the administrative official supervises: entry/registration personnel,

clerk of course, timing system operator, scoring personnel, timing judge, or meet management software operator. The person may also work in a higher capacity at a meet.

### **Meet Director**

The Meet Director does not need to be an official. However, per USA Swimming rules, the Meet Director is required to be a non-athlete member, complete the USA Swimming-required background check (BGC), and completed the athlete protection training (APT). An official who is a Meet Director will earn session credit in the OTS for serving as the meet director.

### **Referee: Minimum age – 20**

#### **General:**

1. Must be a certified stroke and turn official, certified as a starter and worked as a starter at a minimum of 6 USA Swimming sanctioned or approved swim meets before starting training to become certified as a referee.
2. Read and study the USA Swimming rules.
3. Be familiar with the positions of announcer, clerk of course, chief judge, timer, timing judge, meet director, and meet marshal.
4. Complete and pass all USA Swimming officials tests with 80% correct. Referees do not have to complete the open water officials test unless officiating as an open water judge or referee.
5. Complete the general requirements to be a certified official.
6. Work as the meet manager for one meet with name listed on published meet information as the meet director.
7. Work the timing console and computer for a minimum one session each at one meet.
8. Complete an administrative official's training clinic
9. Complete a referee official's clinic.
10. Apprentice on deck as a deck referee for a minimum of
  - six (6) sessions
  - Over three (3) meets
  - With at least 2 different referees.
11. Submit two letters of favorable recommendation from two referees.
12. Attend all pre-meet officials' meetings.
13. Return a complete application and include verification of training hours, clinic attendance, and completion of other requirements to the Montana Swimming Officials Chair.

#### **Referee Certifications:**

Once certified as a referee in Montana Swimming, the referee may serve as a deck referee, administrative referee, and/or meet referee.

### **Maintaining Certification**

#### **General:**

- General renewal requires working a minimum of six (6) sessions at USA sanctioned meet per year in stroke and turn, starter or referee with at least one

session as referee and based on continuing evaluation by the officials chair or his designee.

- Attend an officials' clinic and/or take USA Swimming online tests every two years.

#### **Montana Swimming Championship Meets:**

- Be certified as a referee, work a minimum of 4 USA Swimming sanctioned or approved swim meets as a referee/deck referee prior to the State Championship Meet; apply to work the meet and have approval of the MT Swimming Officials Chair
- Work four (4) short course sessions as starter, stroke and turn or referee to have preference to work Short Course State Meet.
- Work two (2) long course sessions as starter, stroke and turn of referee to have preference to work Long Course State Meet.
- Sessions will be counted as set up in the Officials Tracking System (OTS) for the meet.
- An officials' training meeting of more than one (1) hour will count as a session.
- One non-USA sanctioned High School State Championship Meet may be used to earn sessions. However, the Referee should file an officials report with the Montana Swimming Officials Chair for those who worked.
- The Montana High School State Meet is usually an observed meet and as such counts as a USA meet.

#### **Re-certification**

- Retake all USA Swimming online officials' tests.
- Attend a referee's clinic or have a referee discuss all rule changes that have occurred since you last worked a meet.
- Work one (1) session as an assistant deck referee.

### **Open Water Judge**

#### **Certification**

1. Complete certification for Stroke and Turn Judge
2. Pass online Open Water Judge Tests
3. Complete Open Water Judge Clinic

### **Open Water Referee**

#### **Certification**

1. Complete certification for Referee
2. Pass online Open Water Referee Tests
3. Complete Open Water Referee Clinic

**These certification requirements were approved by Montana Swimming Officials on October 1, 2022 and are in effect until updated by this group.**