



# Referee Apprentice (XR)

Name \_\_\_\_\_

Club \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

## Prior to 1<sup>st</sup> Apprentice Session:

- Certified Stroke & Turn Judge
- Certified Administrative Official or working on Apprenticeship concurrently.
- Certified Starter
- Maintain an Official Membership – in Good Standing
- Complete the Referee Clinic & Assessment

## For your Apprentice Sessions:

- Try to contact the Meet Referee prior to the scheduled session.
- Bring your Apprentice paperwork with you to each session.
- Attend the sessions' Officials Meeting (Requirement);
- You will be assigned a Mentor for each session.

## Requirements for Certification:

- Certified Administrative Official
- Apprentice a minimum of 4 Training Sessions at a min of 2 different meets with 2 different Mentors\*\*\*
- Show that you meet the Certification Performance Requirements for Certification included in this document
- Meet with the Meet Referee at your final session (when you feel you are ready) and ask for a review for recommendation of certification
- Submit your Apprentice paperwork to your Officials Area Representative.

Session	Meet Name	Date	Mentor xx	Meet Referee	Always Make Comments
1					
2					
3					
4					
5					
6					

\*\*\* - Freestyle only sessions do not count

xx-Mentors, please review the performance requirements with Apprentice.





During your apprenticeship you must maintain your USA Swimming Official Membership in Good Standing. Failure to have a current USA Swimming Membership will exclude you from working on deck.

Bring your Apprentice paperwork with you to each and every sessions that you work. This is documentation to show sessions completed and notes from your Mentors/Meet Referees. Your sessions in this log needs to match your OTS report. If there is a difference we will work with you to get this corrected.

Remember that requirement for completing the apprenticeship is a min of 4 sessions and showing you meet the performance requirements listed on the next page of this document. If after your 4th session you feel that you need more time, you are welcome to continue apprenticing. When you feel that you are ready for certification, talk with your Meet Referee, during the Officials breifing, at your final meet and ask to review the performance requirements and recommendation for certification. If it is determined that after your requested review that more time is needed, the Meet Referee and you will develop an Action Plan on what needs to be worked on so that you can be successful in gaining this certification.

Once a Meet Referee signs the Performance Requirements, this is your recommendation for certification. You will need to make sure that a scan of the log sheet and the completed Performance Requirements forms are submitted to your Officials Area Rep. (Contact information is below.) The Area Rep will review the paperwork and submit it to the Official Chair for certification. You should see your new certification in your OTS record within a week of submission. If you do not see that certification please feel free to reach out to the Area Rep and Officials Chair.

Area 1 Rep	John Dupee	johndupee@bellsouth.net
Area 2 Rep	Bart Smith	bls9714@yahoo.com
Area 3 Rep	Deanna Kaufman	deanna.kaufman@outlook.com
Area 4 Rep	Carl Moore Jr	camoore@fsu.edu
Area 5 Rep	Jen Seluk	tribeseluk@comcast.net
Area 6 Rep	Dave Nesper	dnesper68@gmail.com

	<b>OFFICIAL'S NAME</b>	
<b>CERTIFIER'S NAME</b>		
<b>REFEREE CERTIFICATION</b>		
<b>DEFINITIONS</b>		
<b>Certifier:</b> An official designated by the LSC OC to certify training is complete.		
<b>Clinic:</b> Formal in person or online training clinic, recorded in Officials Tracking System (OTS).		
<b>Certification:</b> Referee able to officiate at all LSC meets.		
<b>Satisfactory Performance:</b> Able to demonstrate Performance Requirements. Deficiencies must be provided by LSC OC or designee in writing to the affected official with an Action Plan to success.		
<b>Sessions:</b> At USA Swimming sanctioned or approved meets, recorded in OTS.		
<b>Trainer:</b> 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).		
<b>Training Sessions:</b> 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.		
<b>USA Swimming Member:</b> Completed all USAS member associated requirements before on deck apprenticeship.		
<b>Apprenticeship Requirements</b>		
	USA Swimming Member.	
	Certified Stroke & Turn Judge	
	Certified Starter	
	Certified Administrative Official	
	Attend Referee clinic training	
	Apprentice as a Referee for at least 4 sessions total over 2 meets with 2 trainers	
	Pass USA Swimming Referee certification test with a score of 80% or more.	
<b>Certification Performance Requirements for Certification</b> May be evaluated during last apprentice session and use MR sign-off for each session. Y-Yes N-No ND - Not Demonstrated		
	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 an accurate Meet Announcement.	
	Understands the importance of heat intervals and meet cadence.	
	Demonstrates respectful communication with coaches, athletes, and officials	
	Effectively troubleshoots problems as they arise.	
	Mentors other officials.	
	Understands the responsibilities of the Deck Referee and the Meet Referee.	
	Always gives the swimmer the benefit of the doubt.	
	Understands the importance of participating in many levels and types of meet as a Referee.	
	Understands performance criteria as outlined in Referee Professional Document	
	Understands USA Swimming Safe Sport and MAAPP rules.	
<b>Comments (if needed)</b>		
<b>Signature of MR (Final)</b>		
<b>Recommend Certification as REFEREE</b>		
<i>Certification must be complete within one year of the Referee clinic.</i>		
<i>Understands need to return completed checklist form to the official's LSC Officials Chair or designee.</i>		
<b>REFEREE RECERTIFICATION EVERY 3 YEARS</b>		
	Be a current non-athlete member of USA Swimming in good standing.	
	Work at least 16 sessions within a 3 year period with at least 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	

## The “Professional” Deck Referee -or- It’s more than blowing a whistle!

### The “Professional” Deck Referee should:

- **Know the Rules** and the official interpretations published by the USA Swimming Rules Committee
- **Be on time for each session and officials’ briefing, dressed appropriately in a professional manner.** Be aware that you may be asked to answer questions about rules.
- **Be flexible and adaptable to all procedures made by the Meet Referee or Head Starter that may differ from the suggested guidelines offered in this document**
- **Confirm assignments, rotations, and invigilating schedule with the Head Starter**
- **If assigned to invigilate controlled warm-up:**
  - Coordinate with the assigned Starter to observe the pool and enforce compliance with warm-up rules
  - Open pace lanes and racing start lanes at the designated time in accordance with posted warm up procedures (open additional racing start/sprint lanes if demand warrants). Coordinate with the Announcer and Marshalls
  - Assist the Starter in checking starting equipment and starting platforms
  - Review deck set-up in general – quietly notify Meet Referee of deficiencies or safety issues
- **Coordinate with the Meet Referee and other Deck Referees to:**
  - Establish how heats will be run – fly-overs, cleared pool, “chase starts”, etc.
  - Establish “standard” whistle protocol for the meet and where the “on deck” referee will be located

Suggested protocol:

  - Short whistles - based on the meet pace established by the Meet Referee
  - Long “step up or in” whistle – when the swimmers are ready (If possible, resolve any issues before the first long whistle)
  - Second long whistle for backstroke –
    - With ledges – when last swimmer has returned to the wall
    - Without ledges – when last swimmer surfaces
  - Turn the heat over to the starter when all swimmers are accounted for; either on the blocks or in the lanes and there are no apparent issues behind the blocks. (This should be immediately after the last whistle for most heats). Ask the Starter to say “Relax please” or step the swimmers down if any issues can’t be promptly resolved. Remember the outstretched arm does not necessarily “close” the heat. USA Swimming rules do not specify when a heat is “closed”.
  - Let the Starter decide when the swimmers are ready to start.
  - Manage the starting area – timers seated for starts, only current heat swimmer in front of timers, etc.
- **Work with the Starters:**
  - On their preferred starting location, where you will stand and how you will turn the heat over to them
  - To decide how you will resolve common issues like “untidy” starting block areas (reduce the chaos to a minimum to set the tone for the meet)
  - On accommodation for disabled swimmers
  - On how you would like to be advised of swimmers with problems in the starting area, equipment issues, etc.
  - To verify “possible false start” procedure and protocol
- **Work with the Chief Judges:**
  - To establish procedures for DQ, DFS and “No Show”
  - To establish swimmer notification procedures for all disqualifications
  - To be sure they understand the radio protocol
- **Read and understand the information in the Meet Announcement**, including warm-up requirements
- **Check with the Admin Ref** after your shift to see if any ties need to be resolved. Start working on them immediately (before scratch deadline). Consider ties for the last places in finals heats, for alternates and any others that could move into contention if there are one or more scratches from, or “no shows” in, finals. Take into

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account any restrictions on who can swim in finals. Find (page) the coaches involved and mediate the resolution. If a swim-off is needed, insist it be within the time required by the rules. If another method is suggested by the coaches (one defers to another, a coin toss or other method), record the result and convey it to the Administrative Referee. If scratches absolutely remove the need for resolution, inform the coaches.

- **Keep the meet flowing**, but do not pressure starters to “pick up the pace”
- **Try not to turn away from the pool** while a heat is in progress - avoid any “paperwork” until all heads are up after the start
- **Record the start time of each event**
- **At the end of each event, reconcile DQs, “no shows” and any adjustments with Admin or Admin Official** according to the methods defined by the MR - either in person with nearby AR, or by radio if AR is in a remote location.
- **Develop your own “mental check list”** of things to do before, during, and after your duty session. For example:
  - **Before the session:**
    - Check the Meet Announcement and heat sheet:
      - Championship seeding when the meet is in Preliminary-Final format
      - Transitions from slowest to fastest and fastest to slowest heats, including alternating gender
      - Breaks between events
      - Check sequence of deck seeded vs pre-seeded events in the session
      - Deck seeded events; verify that the seeding has been distributed
      - Any others you, or others, have experienced
  - **Before each event:**
    - Check for re-seeds. If any, are they on colored paper? Do the announcer, coaches, officials, and timers have them? Have copies been posted conspicuously for swimmers?
    - Ensure the timing console is set to the correct distance whenever change is occurring
    - Is your Starter (and are you) ready and are CJs and Judges in place
  - **Before each race:** (All of this should only take a second; two at most)
    - scan the deck for officials in position and equipment problems (pads hanging, cables in lanes, people leaning on backstroke flag poles, etc.),
    - glance at the starter to see if issues have been observed
    - if finals, count the swimmers while parading or being announced
    - check if timing has been reset (ability to do this will depend on the system used and location of cues, if any)
  - **After the start:**
    - glance to see if the timing system started (consider a recall if it didn’t)
    - watch for all heads up
    - move a few meters down the pool (never more than 1 or 2 meters past the backstroke flags)
    - glance back at start end judges
    - note start time (if it is the first heat), empty lanes and false starts
    - watch swimmers and stroke judges
    - in distance races – check scoreboard (if visible) for missed touches and incorrect counters (use CJ to convey corrections)
    - check turn end judges
    - acknowledge and note any DQs and process them expeditiously
    - move back to start with incoming swimmers at the end of the heat
    - glance at Starter to see if there may be issues with the next heat
    - blow short whistles, etc.
  - **After each event:**
    - check that all DQs have been finalized (including swimmer or coach notifications)

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- reconcile DQs, DFSs, No Shows and adjustments with admin so the event can be “closed”
- check with admin for potential “swim offs” and resolve positions for finals
- take a well-earned break
- return for “next up” duties, which may include assisting the current Deck Referee
- **Important things to consider:**
  - Be neatly uniformed and project confidence
  - Try to face the pool when standing anywhere near it, even when not on duty
  - Be alert, attentive, focused, calm, professional, and approachable
  - Always be “friendly” and helpful to coaches, swimmers, and other officials
  - Try to take all discussions and emotional issues off-deck and away from front and center
  - If issues need to be resolved or discussed, consider turning the heats over to the “next up” Referee
  - Similarly, be ready to step in when “next up”. Watch and listen so that you don’t need to be summoned.
  - Maintain your sense of humor
- **Remember, the Professional Deck Referee:**
  - can adapt to meet conditions and needs
  - is willing to learn
  - doesn’t read more into the rules than is written, and generously applies common sense
  - makes sure the benefit of the doubt goes to the swimmer
  - finds ways (within the rules) to let swimmers compete, and doesn’t over interpret procedural rules
  - appreciates swimmers, coaches, officials and volunteers of all levels and interacts with them respectfully on all occasions
  - is neatly uniformed, looks confident, is competent
  - advises the Meet Referee and Deck Referees of any non-routine decisions made. If possible, involves them in those decisions
  - does the Deck Referee job well and doesn’t overstep those responsibilities unless asked by the Meet Referee
  - self-evaluates after all shifts, sessions, and meets