



Becoming a Referee

Summary of Steps to Certification (v. 04/10/2024)

Thank you for your interest in becoming a USA Swimming Referee. This document is meant to provide you with an outline of what you need to do to become certified.

Prerequisites

- Minimum age of 19
- Certified as a Stroke and Turn Official
- Certified as a Starter
- Certified as an Administrative Official
- Must be in good standing as a Non-Athlete Member of USA Swimming in the “Officials” category

Steps Needed to Complete Your Training

Attend Referee Training Clinic

- Attend a VSI Referee training clinic. The schedule of clinics can be found on the Virginia Swimming website at Officials > [Officials Training](#).

Take and Pass the Referee Certification Exam

- Logon to your USA Swimming account.
- Click on the “Education – Course Catalog” tab
- Select “Officials” and then “Certification” in the window that opens.
- Complete and pass the “*Referee Certification Exam*.”

Obtain a Referee Apprentice Training Card

- Following the clinic, your District Chair will send you a Referee apprentice training card (please allow up to one week to receive this card via email).

On-Deck Apprentice Sessions

- Complete 4 on-deck training sessions with a basic understanding of each required skill.
- An apprentice may voluntarily request additional training sessions if the apprentice feels that he/she needs additional training to master the required skills.
- If the validating Meet Referee does not believe the apprentice is ready to be certified and the apprentice does not voluntarily agree to additional training sessions, the Meet Referee must provide the VSI Officials Chair and corresponding District Chair with specific deficiencies that

need to be remedied, and the VSI Officials Chair or District Chair will provide the apprentice with a written action plan of the steps needed to successfully obtain certification.

Following Completion of All Off- and On-Deck Training Requirements

- Make a copy of your completed training card and email it to your district officials chair (see email links below).
- If all certification requirements are met, and barring any rare and unusual circumstances, your District Chair will enter your certification into OTS.

Steps Needed to Recertify as a Referee

- Work 16 sessions, within a 3-year period, with at least 8 sessions in any Referee position.
- Attend clinic (recommend Referee) every 3 years.
- Pass USA Swimming recertification test every 3 years for the highest certification held.
- Satisfactory performance.

Contact Information

VIRGINIA SWIMMING OFFICIALS CHAIR	Michael Sizemore	officialschair@virginiawimming.org
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DISTRICT / CLUB OFFICIALS CHAIRS	NAME	EMAIL
SOUTHWEST DISTRICT		
<i>DISTRICT CHAIRS</i>	<i>Beth Arnold (North) George Zolovick (South)</i>	arnoldeaa@gmail.com gzolovick@gmail.com
ACAC	--Open--	
BASS-North	Dee Viel	swimmingviels@gmail.com
BASS-South	Cos Difazio	cos.difazio@gmail.com
BASS-C'ville	Carrington Grossman	carrington.grossman@gmail.com
BHSC	--Open--	
CAST	--Open--	
CCA	Doug McLaughlin	dmclaughlin628@yahoo.com
CA-Y	Lisa Bendall	Lbendall75@gmail.com
FCFY	--Open--	
FUAC	--Open--	
GATR-R (Roanoke)	Courtney Bolling	Chbolling1@gmail.com
GATR-V (Harrisonburg)	Beth Arnold	arnoldeaa@gmail.com
HAVA	--Open--	
HOKI	Mike Grim	Mgrim10@gmail.com
LAC	Scott Mahland	mahlands@gmail.com
LASO	--Open--	
LY	Kris Sennett	ksennett@liberty.edu
PRVT	--Open--	
SMAC	--Open--	
STRM	Craig Charley	Craig.ryan.charley@gmail.com
VABR	Shelley Archer	ssykes@ymcavbr.org
WFS	-Open--	
WW	--Open--	
YMST	--Open--	

NORTHERN DISTRICT		
DISTRICT CHAIR	<i>Annemarie Juhlin</i>	ajuhlin@msn.com
PWSC	Annemarie Juhlin	ajuhlin@msn.com
RAYS	Bill Fairfax	Billf574@gmail.com
STAT	CJ Ackins	Gostatswim.officials@gmail.com
STLH	--Open--	
TORP	--Open--	
TSU	Heather Crampton	Bugher1967@verizon.net
VSTP	Jessica DeJong	jepdejong@comcast.net
WST	Kelly Warnagiris	kelly@warnagiris.org

CENTRAL DISTRICT		
DISTRICT CHAIR	<i>Bob Rustin</i>	Brustin55@gmail.com
DC	Josh Zubris	Jzubris1@gmail.com
HNVR	John Stevens	Stevensjohna@hotmail.com
NOVA	Emily Fagan	emilyfagan@comcast.net
PSDN	Jonathan Fauth	jefauth@gmail.com
QSTS	Dan Brown	Danielbrown02@gmail.com
RCR	--Open--	
SRVA	Ed Miyashita	edmiyashita@yahoo.com

SOUTHEAST DISTRICT		
DISTRICT CHAIR	<i>Genny Kimbel</i>	gennykimbel@gmail.com
757	Jose Aponte	officialchair@757swim.com
CGBD	Chris LaFlamme	cdlaf1@gmail.com
CVAC	--Open--	
ECAT	Jennifer Tep-Cuadro	Jstuck21@yahoo.com
HVAC	--Open--	
ODAC	Alex Bergren	my4redheads@gmail.com
SPAR	--Open--	
TIDE	Todd Stowell	todd@toddstowell.com
VPYS	--Open--	
WAC	Michael Burrows	Mburrows6@gmail.com
YOBX	--Open--	

ADDITIONAL CONTACTS		
OFFICIALS TRACKING SYSTEM	Bill Fairfax	officialsroster@virginiaswimming.org
CLINIC INSTRUCTORS	Dan Demers Kevin Hogan Genny Kimbel Michael Sizemore	ddemers3@cox.net hogan.kevin.t@gmail.com gennykimbel@gmail.com officialschair@virginiaswimming.org

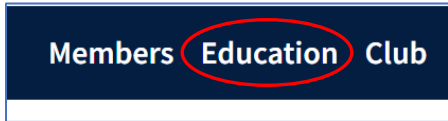
Questions Regarding		
TOPIC	SEND TO	EMAIL
Concussion Training Certificate	Mary Turner or Emily Fagan	vaswimreg@gmail.com
Registration Problems	Mary Turner or Emily Fagan	vaswimreg@gmail.com
APT Problems	Mary Turner or Emily Fagan	vaswimreg@gmail.com

If you experience any problems with a link in this handout, please contact the VSI Officials Chair at officialschair@virginiaswimming.org.

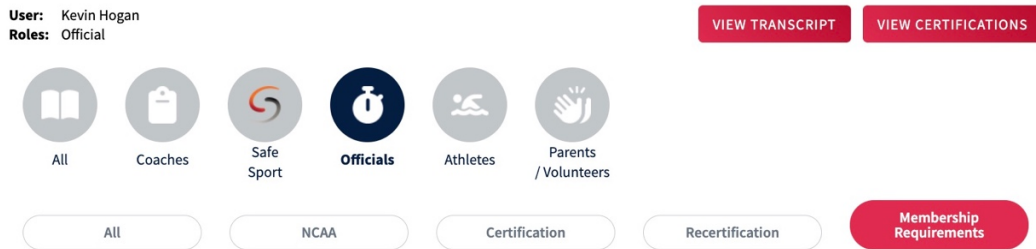
APPENDIX

Instructions for Completing Membership, Educational, and Testing Requirements for Non-Athlete Members (Officials)

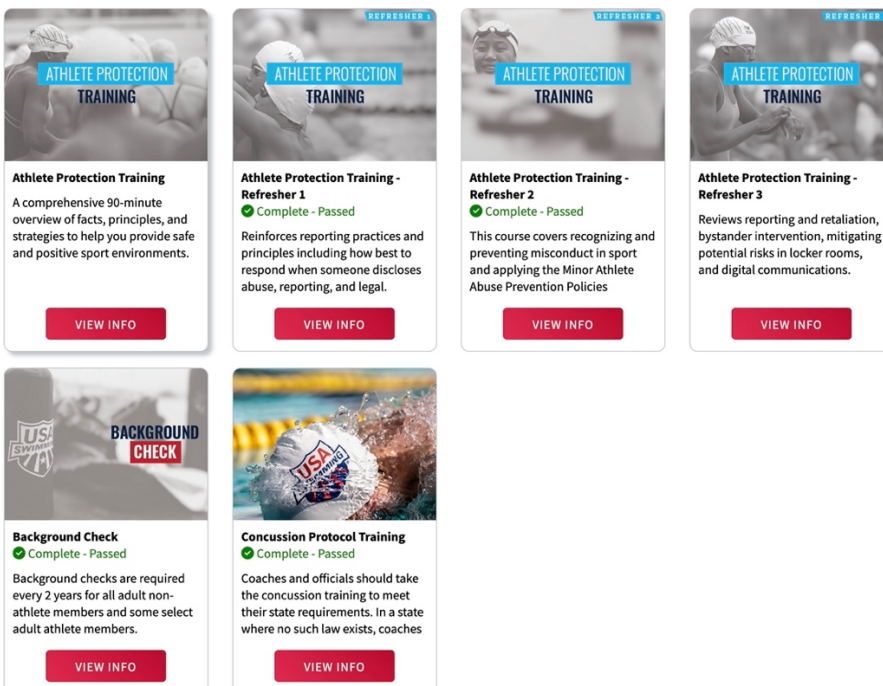
1. Log into your account on the USA Swimming website.
2. Click the Education tab and select Course Catalog



3. In the window that opens, select Officials → Membership Requirements to access Athlete Protection Training (APT), Background Check (BGC), and Concussion Protocol Training (CPT).



4. The required courses will be visible. (The order of the APT courses to be completed over a four-year cycle is Athlete Protection Training, Refresher 1, Refresher 2, Refresher 3. You will only be able to access the course that you need to complete.)



5. Once you complete any course, take a screen shot of the certificate or the final screen that includes the date of completion. This will be helpful if the course fails to update in your record.
6. The background check (once finalized) and APT will automatically update in your record but it may up to 24 hours. If it doesn't match after that, please contact businessoffice@virginiawimming.org for assistance. That will be the most efficient and effective way to get assistance.
7. The certificate for the Concussion Protocol Training will not automatically update in your record. Please send a copy of that certificate to businessoffice@virginiawimming.org so that it can be added.
8. Next, select Officials → Certification. The *Referee Certification* exam can then be selected here.

The screenshot shows the 'Certification' section of the Virginia Swimming website. At the top, there are navigation icons for 'All', 'Coaches', 'Safe Sport', 'Officials', 'Athletes', and 'Parents / Volunteers'. Below these are filter buttons for 'All', 'NCAA', 'Certification' (which is highlighted in red), 'Recertification', and 'Membership Requirements'. The main area contains a grid of 12 certification exam cards. Each card has a header image with the exam title, a sub-header 'CERTIFICATION EXAM', and a description. A red 'VIEW INFO' button is at the bottom of each card.

Exam Title	Description
Administrative Official Certification	This exam is for those who want to become an Administrative Official.
Administrative Referee Certification	This exam is for those who want to become an Administrative Referee.
Clerk of Course Certification	This exam is for those who want to become a Clerk of Course.
Foundations of Officiating	This is an introductory course to the Officials certifications and is required before moving to your first role-specific course.
Open Water Judge Certification	This exam is for those who want to become an Open Water Judge.
Open Water Referee Certification	This exam is for those who want to become an Open Water Referee.
Referee Certification	This exam is for those who want to become a Referee.
Starter Certification	This exam is for those who want to become a Starter.
Stroke and Turn Certification	This exam is for those who want to become a Stroke and Turn/Timer.
Stroke and Turn Certification Course	This course is required as part of the certification as a Stroke and Turn Judge.
Timer Certification	This exam is for those who want to become a Timer.
Timing Judge Certification	This exam is for those who want to become a Timing Judge.