

Virginia Swimming

New Officials Orientation

Version: 10/02/2023



Welcome to the Officials Team

- * Competitive swim organizations
- * Why become an official and what makes a great official
- * Types of officials at a meet
- * Steps to becoming certified
- * *USA Swimming App and Officials Tracking System*
- * Training cards
- * Signing up to train at meets
- * Official's uniform
- * Trainee responsibilities
- * Certified official responsibilities

Competitive Swimming Via USA Swimming

- *World Aquatics (Formerly FINA)* – International governing body for aquatics sports; runs the swimming portion of the Olympics and World Championships
- *USA Swimming (USA-S)* – The National Governing Body for the sport of Swimming in the U.S.; runs the Olympic Trials, National Championships, and Junior Nationals
- *Virginia Swimming (VSI)* – One of 59 Local Swim Committees (LSCs), each of which governs swimming within their geographical territory
- *Zones* – LSCs are geographically located in one of four Zones

Who and What is VSI?

- One of 59 LSCs in USA-S
- Governing body for most of Virginia (except Arlington and Fairfax counties) and 3 counties in North Carolina
- Membership made up of seasonal clubs, year-round clubs, and affiliated group members
- Oversees swimming programs that follow USA-S policies, rules, and regulations
- Governed by a House of Delegates, an elected Board of Directors, and an extensive committee structure

LSC's and ZONES

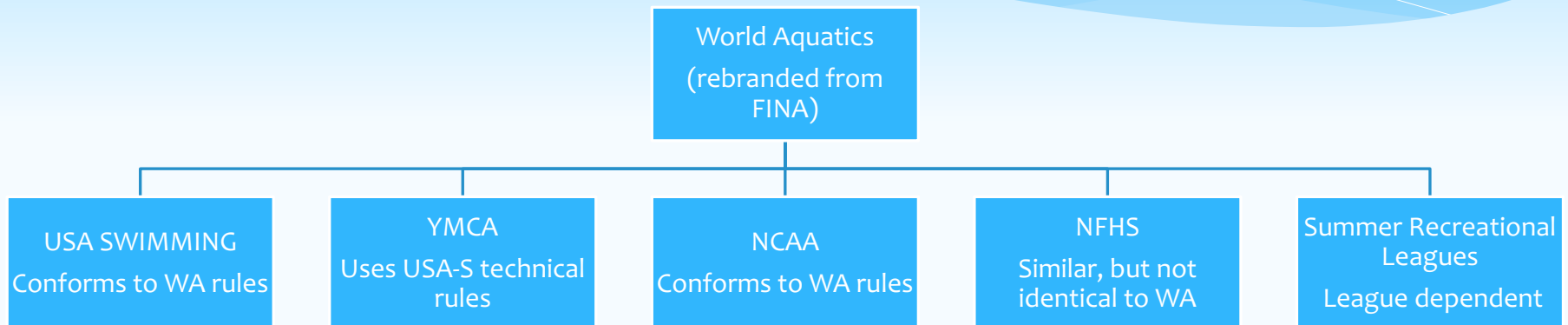


Other Swim Organizations

- National Federation of High Schools (NFHS)
 - Virginia High School League (VHSL)
- National Collegiate Athletic Association (NCAA)
- YMCA
- Amateur Athletic Union (AAU)
- Summer Leagues

Different Organizations – Different Rules

Who Uses What?

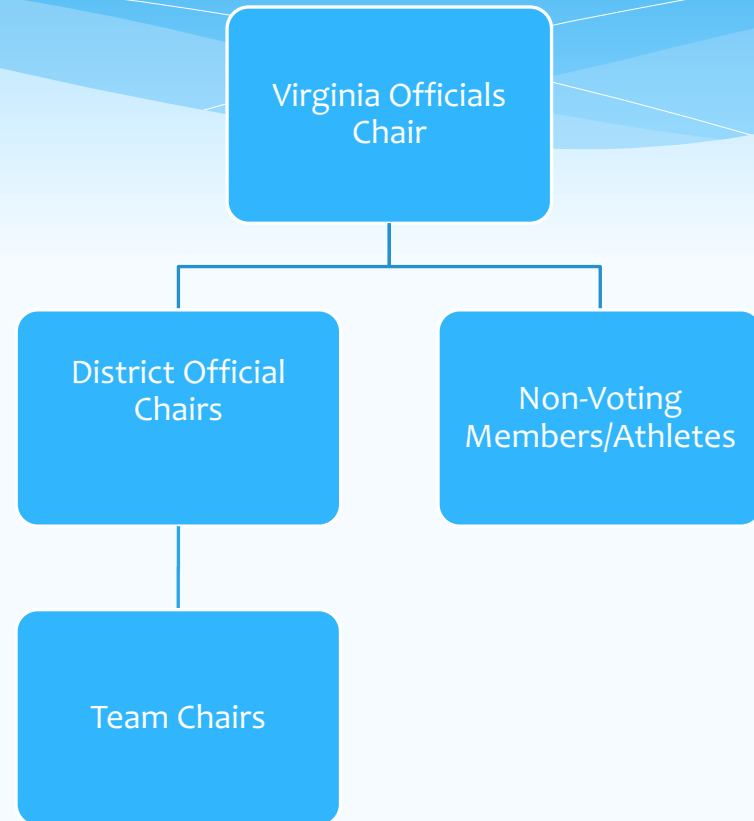


Documents

- * **USA Swimming Rulebook**
- * **VSI Officials Handbook**
- * **VSI Swim Officials Standards of Conduct**
- * **Website-(USA-S, Virginia Swimming)**

Virginia Swimming Officials Committee

- *VSI Officials Chair* - The Officials Committee is a standing committee of VSI and is responsible for the testing, certification, evaluation, and supervision of all officials. The Chairperson of this Committee is responsible for seeing that these functions are fulfilled by the Committee.
- *District Chair* - VSI is divided into 4 districts and these same districts are used by the Officials Committee to oversee training.
- *Club Official Chair* - Sets up training clinics for new officials and assists training officials with scheduled training sessions at meets. Organizes officials for both home and away meets. Teams first point of contact.



Virginia Swimming District Structure

CENTRAL DISTRICT

DISTRICT CHAIR
Bob Rustin

- * DC
- * HNVR
- * NOVA
- * PSDN
- * QSTS
- * RCR
- * SRVA

NORTH DISTRICT

DISTRICT CHAIR
Annemarie
Juhlin

- * PWSC
- * RAYS
- * STAT
- * STLH
- * TORP
- * TSU
- * VSTP
- * WFS
- * WST

SOUTHEAST DISTRICT

DISTRICT CHAIR
Genny Kimbel

- * 757
- * CGBD
- * CVAC
- * ECAT
- * HVAC
- * ODAC
- * SPAR
- * TIDE
- * VPYS
- * WAC
- * YOBY

SOUTHWEST DISTRICT

DISTRICT CHAIR
Beth Arnold
George Zolovick

- * ACAC
- * BHSC
- * CAST
- * CA-Y
- * CCA
- * FCFY
- * FUAC
- * GATR-H
- * GATR-R
- * HAVA
- * HOKI
- * LAC
- * LASO
- * LY
- * PRVT
- * SMAC
- * STRM
- * VABR
- * WFS
- * WW
- * YMST

Why Become an Official?

“Desire to do more than just the minimum”

“Too hot in the stands”

“It was a way to become involved in my kid’s sport”

“My club needs officials to host meets”

“Someone twisted my arm”

“Just love swimming and I wanted to be involved”

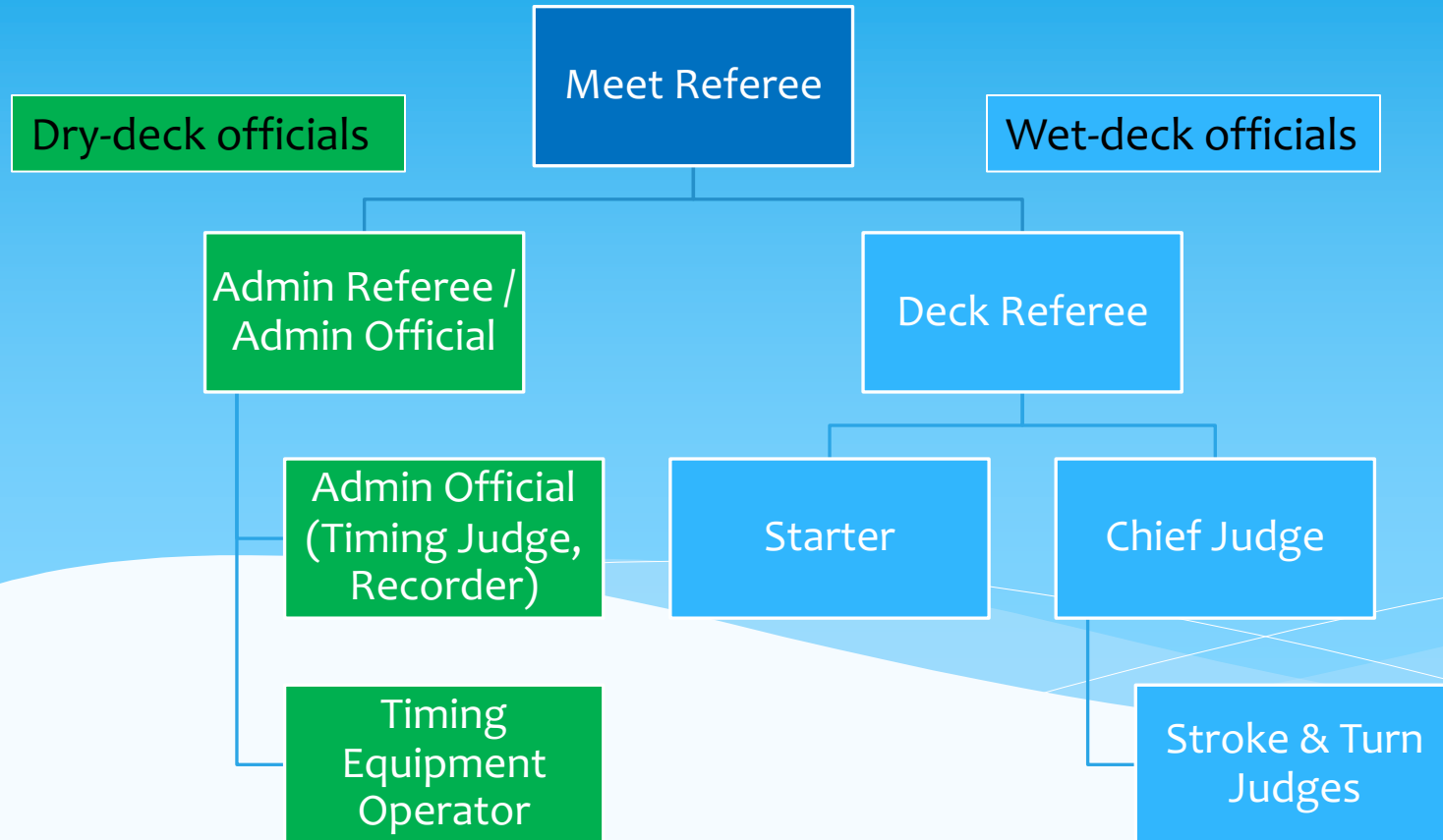
“Timing is boring”

“Looking for a new challenge and want to learn the rules”

What Makes a Good Official

- Punctual
- Willing to listen and learn
- Flexibility
- Good judgement – fair and impartial
- Professional
- Upbeat attitude
- Always has the best interest of the swimmers in mind

Certified Officials on Deck



The Need for Officials

Position	Local Meets	Large Meet
Meet Referee	1	1
Administrative Ref	0-1	3
Deck Referee	1	4
Starter	1	4
Chief Judge	1	6
Stroke & Turn	6-12	30
Administrative Official	1	2
Timing Equipment Operator	1	2
Chief Timer*	1	1
Timers*	16-20	16-20
Marshals*	3-4	5+
Meet Director*	1	4
Announcer*	1	1
Total	36-47	91+

* Position does not require certification

Steps to Becoming a Certified Official

See Summary of Next Steps to Certification Document for Details

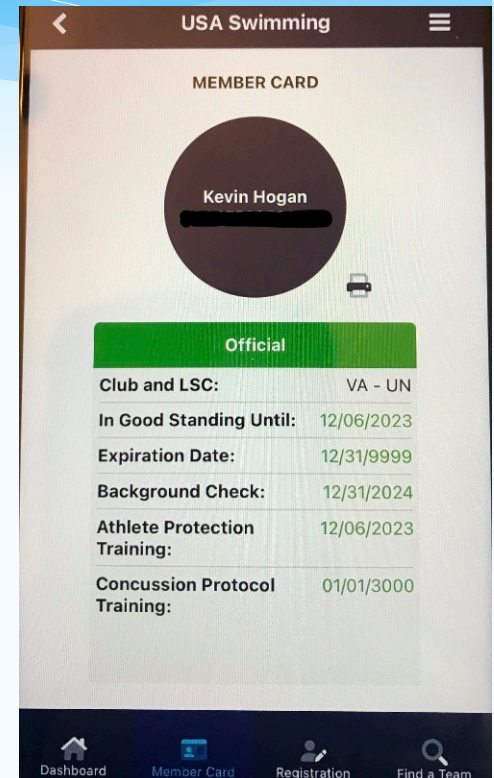
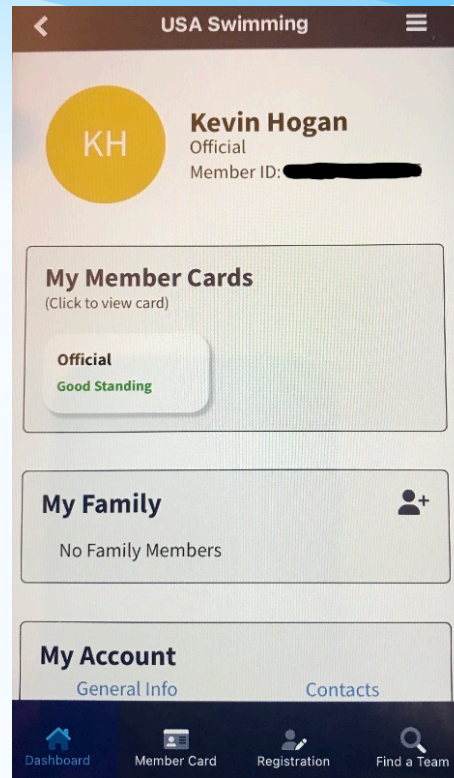
- * Attend *Introduction to Officiating clinic* ✓
- * Attend *S&T Clinic* or take on-line *AO* or *TEO Clinics*
- * Additional off-deck requirements (prior to 4th on-deck training session)
 - * Register as a non-athlete member [or apprentice official member] of USA-S
 - * Complete a *Background Check*
 - * Complete *Athlete Protection Training*
 - * Complete *Concussion Protocol Training*
 - * Pass applicable tests

Steps to Becoming a Certified Official

- * On-deck training requirements
 - * Complete required number of sessions of on-deck, position-specific training and track progress on training card
 - * Following satisfactory completion of your last training session, obtain signature of referee validating satisfactory completion of all on-deck requirements
- * Following completion of all off-deck and on-deck training requirements
 - * Send a copy of your completed training card to your district officials chair who will enter your certification into OTS

USA Swimming App

- * Available for download on both Apple App Store and Google Play Store
- * Integrates with member registration
- * Access to account dashboard
- * Displays family member information
- * Displays membership card including
 - * In Good Standing Until date
 - * Background Check expiration date
 - * Athlete Protection Training date
 - * Concussion Protocol Training date



Officials Tracking System (OTS)

(Must be viewed via a web browser; not available via the App)

My Official History

Official Name: Kevin Hogan

Member ID: [REDACTED]

Role: Official

LSC Certifications

Natl Cert History

Meet History

LSC Certifications

ADD/UPGRADE CERTIFICATION

Total Sessions Worked in Sanctioned Meets Regardless of Certification: 1096

Show All LSC Certification History?

No X

POSITION	LSC	SESSIONS WORKED	CERTIFICATION LEVEL	EFFECTIVE DATE	EXPIRATION DATE	RE-CERTIFY?	
Clerk of Course - CC	Virginia Swimming	1	Certified	03/23/2003	12/31/2023	<input type="checkbox"/>	Expire
Timing Equipment Operator - TO	Virginia Swimming	22	Certified	07/24/2004	12/31/2023	<input type="checkbox"/>	Expire
Stroke & Turn - ST	Virginia Swimming	262	Certified	10/10/1998	12/31/2023	<input type="checkbox"/>	Expire
Chief Judge - CJ	Virginia Swimming	168	Certified	12/31/2007	12/31/2023	<input type="checkbox"/>	Expire
Starter - SR	Virginia Swimming	165	Certified	11/16/1999	12/31/2023	<input type="checkbox"/>	Expire
Referee/Deck Referee - DR	Virginia Swimming	199	Certified	07/22/2000	12/31/2023	<input type="checkbox"/>	Expire
Administrative Referee - AR	Virginia Swimming	40	Certified	12/31/2007	12/31/2023	<input type="checkbox"/>	Expire
Meet Referee - MR	Virginia Swimming	120	Certified	04/18/2005	12/31/2023	<input type="checkbox"/>	Expire
Administrative Official - AO	Virginia Swimming	5	Certified	07/05/2002	12/30/2023	<input type="checkbox"/>	Expire

Officials Tracking System (OTS)

Official Name: Kevin Hogan

Member ID: [REDACTED]

Role: Official

LSC Certifications

Natl Cert History

Meet History

Meet History

Meet History Start Date Range*

May 13 2020

Meet History End Date Range*

August 01 2023

FILTER

CLEAR FILTER

MEET NAME	CLASSIFICATION	OQM NUMBER	START - END DATE	SESSIONS	POSITIONS
2023 Speedo Junior National Championships	Summer Junior	23-0011 N3	07/31/2023 - 08/04/2023	10	SR
	Nationals				
2023 Futures Championships - Richmond, VA - CAP	Futures	23-0007 N3	07/26/2023 - 07/29/2023	7	DR, ST
	REACHED				
SESSION	OQM SESSION?	POSITION WORKED			
1 (Prelim 07/26/2023)	Yes	DR			
2 (Final 07/26/2023)	Yes	ST			
3 (Prelim 07/27/2023)	Yes	DR			
4 (Final 07/27/2023)	Yes	ST			
5 (Prelim 07/28/2023)	Yes	DR			
6 (Final 07/28/2023)	Yes	ST			
7 (Prelim 07/29/2023)	Yes	DR			
2023 VA SRVA Time Trials - Futures	Time Trials		07/26/2023 - 07/29/2023	4	MR
2023 VA LC Senior Champs	LSC Championship		07/13/2023 - 07/16/2023	10	DR, EV

Training Card

- A position-specific training card will be issued to you at the end of this clinic
- Training must be completed within one year of today
- Fill out the card with your contact information
- Enter completion dates for requirements as they are completed
- Bring the card to each session and give it to the Meet Referee or Chief Judge
- The card will then be used by your assigned trainer to track your knowledge and skill levels at the end of the session
- After both the front and back of the card are filled out following each session of training, a Referee must also sign the card
- At the completion of your training, a Referee must sign the card to validate that you have successfully completed all the on-deck training requirements
- The card should then be sent to your district chair who will complete the certification in OTS.

Training Card

Virginia Swimming, Inc. Stroke and Turn Apprenticeship Record

Name _____
 Address _____
 E-mail Address _____
 USA Swimming Team Affiliation _____
 Clinic Attendance Date _____
 Issued by _____
 (District Chair's Signature)

Comments

Meet type should be designated as B/C, BB/B/C, A+, Senior, etc. Back page must also be completed.

Clinic, Intro to stroke rules: Check all that apply

- Classroom instruction
- Online instruction
- Deck instruction - Requires prior arrangement with the District Chair

Walk #1, Meet Type = _____

Walk #2, Meet Type = _____

Walk #3, Meet Type = _____

Walk #4, Meet Type = _____

Walk #5, Meet Type = _____

Walk #6, Meet Type = _____

Walk #7, Meet Type = _____

Walk #8, Meet Type = _____

Walks 1-3 are made shadowing an assigned trainer and developing the skills listed on the reverse page. No more than one session may be at an A level meet.

Meet	Date	Trainer	Referee
Clinic	_____	_____	_____
Walk 1	_____	_____	_____
Walk 2	_____	_____	_____
Walk 3	_____	_____	_____
Walk	_____	_____	_____
Walk	_____	_____	_____

The first 3 must be completed with mastery of each skill demonstrated before the apprentice can proceed to the "final walks."

Prior to the final walks, the below must be completed.

	Date Completed
S&T Test	_____
APT	_____
Background Check	_____
Registration Apprentice &/or	_____
Registration Non-Athlete	_____
Concussion Training	_____

Walk _____
 Walk _____
 Walk _____

A minimum of 3 walks are required. At least one of the first two walks and the third walk must be satisfactorily completed for the Referee to recommend certification.

I certify that I have evaluated this apprentice and have found them qualified to serve as a Stroke and Turn Official.

_____ Date _____

(Validating Referee Signature)

Please scan a copy and email it to your District Officials Chair after you finished training.

Revised: Sept-2022

Skill	Clinic	Deck Walks							
		1	2	3	4	5	6	7	8
Clinic – Overview of a USA Swim Official									
FINA, USA Swimming, VSI/LSC's, Meet invites									
Registration & credentials- Applicable websites, OTS, BI, Athlete protection									
Process of becoming a certified USA swim official & retaining certification									
Basic review all officials on deck and their responsibilities ("dry deck" & "wet deck")									
Importance for officials									
Importance of the pre-session briefing									
Clinic – Initial overview of stroke rules for individual and relay events									
Walk 1-3 – On deck instruction, jurisdiction, stroke rules, disqualifications									
Jurisdiction									
Positioning at both ends of the pool for equitable judging									
Positioning on the sides and how to provide equitable judging particularly in an unfavorable situation (i.e., swimmers spread out, coaches in path, open lanes, excessive glare on the pool)									
Equitable coverage on all lanes and the importance of observing empty lanes									
Rotation, relief judges, reserve judges									
Stroke Rules- Individual Events									
Freestyle									
Backstroke									
Breaststroke									
Butterfly									
Individual Medley									
Stroke Rules - Relay Events									
Freestyle Relay									
Medley Relay									
Relay Take-offs									
1 = Rules initially reviewed by trainer in depth									
2 = Apprentice demonstrates minimal understanding of the rules									
3 = Apprentice demonstrates an understanding of many, but not all aspects of the rules									
4 = Apprentice demonstrates a complete understanding of the rules; apprentice can verbalize and/or reference all aspects of the rules									
A "4" is required for each skill before "final" walks may be done									
Disqualifications									
Benefit of the doubt goes to the swimmer									
Answering three standard questions with Chief Judge and/or Deck Referee									
Fill out the DQ slip									
Overturned calls									
1 = Initially reviewed by trainer in depth									
2 = Apprentice demonstrates poor or little understanding of the concept									
3 = Apprentice grasps some but not all aspects of the concept									
4 = Apprentice demonstrates mastery of the concept									
A "4" is required for each skill before "final" walks may be done									
Shaded boxes or those marked with a 4 are not required to be discussed unless the apprentice wishes to review.									
Final Walks (3 is standard, however the trainee can ask for more sessions before becoming a certified official)									
On-time and attentive at stroke briefing									
Properly attired in correct uniform									
Correct positioning on deck									
Rotates as appropriate and returns from breaks on-time									
Understands jurisdictions									
Observes swimmers throughout the time they are within the apprentice's jurisdiction									
Gives equal coverage to all swimmers within jurisdiction									
Demonstrates a complete (or nearly complete) understanding of the rules									
Makes calls as appropriate (some calls might be missed when, for example, four swimmers simultaneously come to the turn of backstroke and the apprentice observes left to right and the trainer observes right to left, but otherwise the apprentice sees and calls what can readily be observed)									
Does not make inappropriate calls									
Raises hand when making calls and does so in a decisive manner									
Clearly and concisely provides answers to the standard three questions									
Fills out the DQ slip correctly									
1 = Apprentice grasps some but not all aspects of the concept									
2 = Apprentice demonstrates mastery of the concept									
A "2" is required for each skill for the session to be satisfactorily completed. At least one of the first two walks and the third walk must be satisfactorily completed for the Referee to recommend certification									

Revised: Sept-2022

Signing Up to Train at a Meet

- * All training sessions must be performed at VSI/USA sanctioned meets. Approval for non-VSI/USA meets or meets outside the LSC requires prior approval of the apprentices District Chair, or the LSC Officials Chair.
- * To sign up for a meet contact your team's Official Chair.
- * May also contact the Official Coordinator for the meet attending and sign up. Let your team Chair know.
- * Training is on a first come first serve basis and may be limited due to numbers or length of session.

Home About Athletes Calendar Clubs Coaches Diversity, Equity & Inclusion Forms & Documents Governance

Meets News Officials Payment Center Registration Safe Sport Times UPDATE & COVID-19

SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE JULY AUG

2020-2021 Short Course

2019-2020 Schedule

Dates and Meet Types are Subject to Change.
Meets are contingent upon direction from USA Swimming and the Commonwealth of Virginia.

September 2020							
Date	Meet Type	Host	Announcement/ Safety Supplement	Setup File	Venue	Results	
						CommLink	PDF
Sept 12		Swimposium			Virtual		
Sept 12		Athlete Clinic			PAFY		
Sept 12		Athlete Leadership Summit			Virtual		
Sept 13		House of Delegates			Virtual		
Sept 18-20	OPEN	LY			JAM Y		
Sept 19	Intrasquad	GATR			GATR		
Sept 19	Intrasquad	PSDN			Woodland Pond SRC		
Sept 19-20	Invitational	HNVR			JRSSC		
Sept 23-27		Convention			Virtual		
Sept 25-26	UVA	Intrasquad			UVA		
Sept 25-26	HOKI	Intrasquad			CAC		

- Use of audio or visual recording devices, including cell phones, is not permitted in changing areas, rest rooms or locker rooms. In addition, photography behind the blocks is **not permitted**.
- Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is strongly discouraged.
- In accordance with VSI Policy, only those coaches who have current, valid USA Swimming credentials will be permitted to act in a coaching capacity at this meet
 - Coaches who have valid USA Swimming credentials but who are unable to provide them upon request will be issued temporary credentials by the meet director
 - Coaches with expired or non-current credentials will be required to leave the deck area.

OFFICIALS: Meet Referee: _____ (name)
 Email: _____
 Phone: _____

- Officials will be needed for all positions and all sessions for this meet.
- **Team officials chair should submit the names and session availability of certified officials, as well as the names and session availability of trainees to (host team officials chair _____ (name), _____ (date), _____ (email) or _____ (phone) no later than _____ (date).**
- Announce any meetings, place, and time. Officials meetings must be at least one hour prior to the start of the each session.

SAFETY: Virginia Swimming Meet Safety Procedures will be in effect.

TIMERS: Clubs will be required to provide timers in proportion to the number of swimmers they have entered in each session.

Officials Uniform

- * Trainees
 - * Don't dress as an official, but dressing in a similarly professional manner is encouraged
 - * Stroke and turn trainees when making calls (usually after the third training session) should dress as officials
- * Uniform for certified officials (dry and wet deck)
 - * Short-sleeve, white, polo shirt (no team logos)
 - * Navy blue shorts, pants, or skirt
 - * White shoes with white socks
- * Newly certified officials will receive
 - * White, short-sleeve polo shirt with VSI logo
 - * Name tag with VSI logo

Trainee Responsibilities

- * Keep your Club chair updated with your training progress
- * If you sign up – show up on time and work the entire session
- * Learn the rules applicable to your position
- * All training shall be performed at VSI/USA-S sanction meets
 - * Must have approval to train at non-VSI LSC meets (outside of VA LSC)
 - * High School, NCAA and non-VSI sanctioned meets are not acceptable
- * Training at either non-VSI-sponsored or at VSI-sponsored championship meets is limited
 - * Refer to the VSI Officials Handbook for details
 - * Exceptions need to be approved by your District Officials Chair

Certified Official Responsibilities

- * Maintain current technical knowledge and philosophical understanding of the rules
- * Work at least the minimal number of sessions required annually to recertify
- * Fulfill any continuing education requirements
- * Maintain current registration status including background check and athlete protection training
- * Consider advancement opportunities as you become more knowledgeable and proficient in your officiating position

Review Summary of Next Steps to Certification Document

[Jump to *Summary of Next Steps to Certification Document* to review how to use it as a guide to completing the training requirements]

Where to Find Information?

- Two main websites

1. www.usaswimming.org
2. virginiaswimming.org

- USA Swimming has everything you want to know about swimming – nutrition, featured articles, rules, etc.

- Virginia Swimming site:

- * Officials handbook, standards of conduct, newsletters, training, reference documents

Final Words

1. Have fun
2. Ask a lot of questions
3. Always try to learn something new about swimming at every meet
4. & Most of all

Thank you for volunteering and all you do for our sport.

See you on deck soon!