

Official Training & Certification/Recertification

New Officials - Stroke and Turn

Procedure - After a person expresses an interest in becoming an official, the Training Coordinator shall assign the interested party (IP) a mentor, with the IP's approval, whose duty it shall be to guide and encourage the individual through the certification process.

- A. Within two days, the mentor should contact the IP, exchange contact information, answer questions, and review the requirements for certification.
- B. The mentor shall discuss the meet schedule with the IP and make a list of meets and/or sessions that the IP would like to work as an apprentice.
- C. The IP shall be responsible for informing the mentor of the meets/sessions at which he or she is available to train. The mentor shall arrange with the Meet Referees for the IP to apprentice at the meet/session(s) and provide the Meet Referee the relevant contact information.
- D. The Meet Referee or his designee should discuss with the IP after each meet how the IP feels and assess the IP's progress.
- E. Following each meet apprenticed by the IP, the mentor shall contact the IP and discuss how things went and answer any questions the IP has.
- F. The mentor shall continue to set up meet sessions for the IP, monitoring progress, and discussing any apparent issues from a specific meet with the Meet Referee, until such time as the IP is certified.

Requirements

- A. Qualifications – An official-in-training (OIT) must be at least 18 years of age. The OIT must become a member of USA Swimming prior to making any calls on deck. Membership as an official requires fulfillment of the following:
 - Background Screening – All officials must pass a criminal background check as required by USA Swimming.
 - Athlete Protection Education - All officials must pass an athlete protection education training course as required by USA Swimming.
 - Return to Play - All officials must be in compliance with the Return to Play concussion training required under the laws of the State of Ohio.
- B. Testing - An OIT must complete and pass the USA Swimming test for the following positions with a minimum score of 85%, corrected to 100%: timer, stroke and turn.
- C. OIT must attend at least one officials' orientation clinic or stroke and turn clinic. Orientation and stroke and turn clinics will be offered at least once a year. A one-on-one clinic may be held with any member of the Training Sub-Committee in between the scheduled clinics.
- D. Apprenticeship:
 - (1) OIT must work as a deck official at various scheduled meets, at least two sessions of which must be with the younger age groups and two sessions of which must be at developmental meets until such time as the training official and the Meet Referee both feel the person has reached a comfort zone and is ready for certification;
 - (2) Ongoing evaluations will be provided by the TC and the meet referees with input from on-deck officials.
 - (3) With the concurrence of the TC, the Chair may waive any or all of the required sessions for an OIT with previous officiating experience.

Certification:

- A. The OIT apprenticeship and certification must be completed within one year from date of completing and passing the required test; those who have not completed within one year must repeat all testing and apprenticeships.
- B. The OIT shall be certified once s/he has completed the requirements listed above.
- C. Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

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New Officials - Starter

Requirements

- A. Qualifications - The Starter-in-Training (SIT) shall be eligible to be put into the Starter rotation after having been certified in stroke and turn for a minimum of six months and working a minimum of ten (10) sessions.
- B. Apprenticeship - The SIT must attend a starter's clinic and work in the rotation as a starter at a minimum of five (5) sessions. Starter's clinics shall be offered at least once per year. One-on-one training clinics with a Training Sub-Committee member may be conducted in the interim.
- C. Testing - An SIT must complete and pass the USA Swimming test for the following position with a minimum score of 85%, corrected to 100%: starter.
- D. The Chair may waive any or all requirements for an SIT with previous starting experience.

Certification - After successful completion of the requirements, the SIT will be certified. Certification shall expire December 31 of the registration year in which it is issued.

New Officials – Chief Judge

The LSC is offering an opportunity for advancement and additional certification as Chief Judge (CJ). CJ Certification is not required to act as a CJ at a meet. Certified CJs will be used in the role when possible, but if they are not available, Stroke & Turn judges (ST) may be used as CJs.

Qualifications – The Chief Judge in training (CJIT) must be a certified S&T for at least one (1) year and work a minimum of [8] sessions prior to apprenticing as a CJ.

Requirements

- A. Education/Testing – Complete CJ training or attend a clinic for CJ. Pass the USA Swimming test for Chief Judge and the relevant Lake Erie CJ test (with a score of 85%, corrected to 100%).
- B. Apprenticeship – The CJIT must work and be evaluated by a referee as an apprentice CJ at a minimum of two (2) sessions. Also, must successfully give the stroke briefing for at least one (1) session while evaluated by a referee.

Certification - After successful completion of the requirements, the CJIT will be certified. Certification shall expire December 31 of the registration year in which it is issued. If a Member currently holds an active national certification (N2 or N3) for CJ, the Chair can waive the above requirements to certify the Member as a CJ.

New Officials - Referee

Requirements

- A. Qualifications - The Referee-in-Training (RIT) must be at least 21 years of age and must have been certified as starter for at least one (1) year and worked a minimum of twenty (20) sessions within the preceding three (3) years.
- B. Education - The RIT must be familiar with the positions of administrative official, announcer, clerk of course, timer, and meet safety director.
- C. Testing - The RIT must have passed the USA Swimming tests for timer, administrative, clerk of course, timing judge and referee and the LESI referee test with minimum scores of 85%, corrected to 100%.
- D. Apprenticeship - The RIT must work as an apprentice referee at a minimum of two (2) different meets under at least two different referees, totaling at least four (4) sessions. The RIT will be paid if already scheduled to work the meet. The RIT must work one deck-seeded session as an apprentice administrative official.
- E. RIT must attend one clinic/training session for admins/referees and:
 - 1. Understand the procedures/requirements/options for swim-offs
 - 2. Understand the procedure for scratching finals and/or distance events, and/or declaring false starts
 - 3. Review scratch rule for violations and penalties
 - 4. Review safety concerns, procedures, etc.
 - 5. Understand the roles of each meet management position (meet director, entries, deck entries, check-

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in, clerk of course, safety director, warm-up marshals, head timer, timers, timing system operator, announcer, awards, runners, hospitality, admissions, copy room, etc.)

6. Know the procedures for setting up and conducting time trials.

F. The Chair may waive any or all requirements for an RIT with previous experience.

Certification

A. After successful completion of the requirements, the RIT may be certified as Referee by the Chair, with advice and consent of the meet referees under whose jurisdiction the apprenticeship sessions were conducted. The Chair may direct that additional apprentice sessions be performed.

B. Certification Period - Certification shall expire December 31 of the registration year in which it is issued.

New Officials - Administrative

Requirements

A. Qualifications - An administrative official-in-training (AIT) must be a minimum of 18 years of age and a non-athlete member of USA Swimming. Membership requirements include the following:

- Background Screening – All officials must pass a criminal background check as required by USA Swimming before being assigned or working at any meets.
- Athlete Protection Education - All officials must pass an athlete protection education training course as required by USA Swimming before being assigned or working at any meets.
- Return to Play - All officials must be in compliance with the for Return to Play concussion training required under the law of the State of Ohio.

B. Testing - An AIT must complete and pass the following tests with a minimum score of 85%, corrected to 100%, within the immediate year prior to becoming an AIT: (1) USA Swimming tests for timer, timing judge, administrative, and clerk of course, and (2) LESI test for administrators.

C. Apprenticeship - After successful completion of A and B above, on-deck apprenticeship will be required in accordance with the following:

- (1) AIT must work in deck entries a minimum of one (1) session.
- (2) AIT must work in check-in a minimum of one (1) deck-seeded session.
- (3) AIT must work with the timing system operator a minimum of one (1) session.
- (4) AIT must the meet management system at least one (1) deck-seeded session.
- (5) AIT must work a minimum of two (2) consecutive sessions as administrative official at a meet with timed finals and a minimum of two (2) preliminary sessions as administrative official at a meet with prelims/finals. An administrative official clinic may be substituted for one or both of the preliminary sessions; such clinics may be one-on-one with a training administrator.
- (6) The AIT shall continue to apprentice as administrative official until such time as the supervising administrative official and Meet Referee feel the person has reached a comfort zone and is ready for certification.
- (7) With agreement from the Chair, the Administrative Official Coordinator may waive any or all of the required sessions for an AIT with previous experience.

Certification - After successful completion of all requirements, the AIT shall be certified. Certification shall expire December 31 of the registration year in which it is issued.

Re-certification for current officials

1. All certifications and re-certifications are valid for the registration year in which they are issued.
2. Re-certifications shall be granted by the Chair or his designee to officials who have successfully fulfilled requirements for re-certification.
3. Requirements for Re-certification

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- A. All officials must attend a minimum of one Committee meeting/workshop in a calendar year. Attending stroke briefings at an OQM will satisfy this requirement. Referees and Administrative Officials/Referees must also attend one clinic/training session for admins/referees.
 - B. The non-referee official must work a minimum of four (4) sessions in the calendar year. A referee must work a minimum of six (6) sessions in the calendar year with a minimum of two (2) of the six (6) sessions as referee. All re-certification sessions must be at sanctioned or approved meets within LESI.
 - C. The official must maintain satisfactory evaluations.
 - D. The official must pass the written rules test for the areas of re-certification in even-numbered years.
 - E. Tests required (all online at USA Swimming web site):
 - 1. S&T- S&T/Timer Recert. Test;
 - 2. Starters- S&T/Timer Recert. Test and Starter Recert. Test;
 - 3. Referees- Referee Recert. Test;
 - 4. Admin- Admin Recert. Test
4. The Chair may waive re-certification requirements for individuals, subject to the approval of the LESI Board.
5. The Officials Chair shall notify by mail, phone, or e-mail by November 1st any official(s) who has not completed the recertification requirements for his/her position(s) and work with said official(s) to facilitate the fulfillment of the requirements. Subsequent failure of the official(s) to complete the requirements by December 31st shall mean that said official(s) shall not have his/her certification renewed, unless a waiver is granted by the Board of Directors.