

ADMINISTRATIVE OFFICIAL CERTIFICATION

OFFICIAL'S NAME & TEAM:

CO ZONE REP'S NAME:

DEFINITIONS

Certifier: An official designated by the LSC OC to certify training is complete.

Clinic: Formal in person or online training clinic, recorded in Officials Tracking System (OTS).

Certification: Stroke & Turn able to officiate at all LSC meets.

Satisfactory Performance: 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.

Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS.

Trainer: 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).

Training Sessions: 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.

USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship.

Apprenticeship Requirements

- USA Swimming Member
- Attend Administrative Official clinic.
- Pass the USA Swimming Referee certification test with a score of 80% or more.
- Apprentice as a Referee for at least 4 training sessions total, over 2 meets with 2 trainers.

Certification Performance Requirements for Certification

May be evaluated during last apprentice session and use MR sign-off for each session.

Y-Yes, N-No, ND - Not Demonstrated

- Understands the pre-meet entry and registration process.
- Arrives at the meet with necessary equipment and supplies, or has arranged for them.
- Understands the rules and procedures for the meet set out in the Meet Announcement .
- Develops an understanding of the rules as outlined in the USA Swimming Rulebook for determination of official time.
- Introduced to meet set-up in meet management software to include software connection selection between computer and timing.
- Uses appropriate procedures for timely preparation of accurate heat sheets.
- Uses appropriate procedures for timely preparation of lane timer sheets.
- Accurately performs timing resolutions for each heat.
- Observes computer operator move swimmers around in an event
- Records and reconciles DQ and NS.
- Reviews, checks, and finalizes all results & any timing adjustments/corrections for each event.
- Observes a heat malfunction resolution.
- Understands the timing system used and its limitations. Can operate basic functions of systems if necessary.
- Understands scoring program used and its limitations. Can operate basic functions of systems if necessary.
- Understands the role and duties of the Clerk of Course.
- Understands the role of the Referee and includes the Referee in decision making as appropriate.
- Works well with other officials, timing system, and meet management program operators.
- Works well with coaches and athletes.
- Understands the importance of participating in many levels and types of meet as an Administrative Official.
- Understands performance criteria as outlined in Administrative Official Professional Document
- Understands USA Swimming Safe Sport and MAAPP rules.

Comments (if needed)

Signature of MR (session 1)

Signature of MR (session 2)

Signature of MR (session 3)

Signature of MR (session 4)

Recommend Certification as Administrative Official

Signature of CO Zone Rep

Certification must be complete within one year of the AO clinic.

Understands need to return completed evaluation form to the official's LSC Officials Chair or designee.

ADMINISTRATIVE OFFICIAL RECERTIFICATION EVERY 3 YEARS

- Be a current non-athlete member of USA Swimming in good standing.
- Work at least 8 sessions, within a 3 year period, as AO or in role as identified under rule 102.14 per year.
- Attend clinic (recommend AO Clinic) training every 3 years.
- Pass USA Swimming Administrative Official recertification test with 80% or more
- Satisfactory performance as an AO.

STROKE AND TURN JUDGE CERTIFICATION - CO LSC Version				
OFFICIAL'S NAME & TEAM:				
CO ZONE REP'S NAME				
DEFINITIONS				
Certifier: An official designated by the LSC OC to certify training is complete.				
Clinic: Formal in person or online training clinic, recorded in Officials Tracking System (OTS).				
Certification: Stroke & Turn able to officiate at all LSC meets.				
Satisfactory Performance: 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.				
Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS.				
Trainer: 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).				
Training Sessions: 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.				
USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship.				
Apprenticeship Requirements				
USA Swimming Member				
Attend a Stroke and Turn clinic				
Apprentice as Stroke and Turn judge for at least 4 training sessions at a minimum of 2 meets with a trainer. OR Coach and Athlete Members with 5+ years of USA Swimming experience shall apprentice as a Stroke and Turn Judge for at least 2 training sessions with a trainer.				
Pass the USA Swimming S/T certification test with a score of 80% or more.				
Session #1 Date:	Session #2 Date:	Session #3 Date:	Session #4 Date:	Certification Performance Requirements for Certification Have Trainer Use Checklist at Left for each session and have Trainer and Meet Ref (MR) print name below Y-Yes, N-No, ND - Not Demonstrated
				Arrives on-time, prepared with necessary personal equipment and properly & professionally attired
				Is respectful of other officials, coaches, meet volunteers, spectators, and athletes.
				Understands and applies proper positioning on deck.
				Understands and applies communicated jurisdictions and protocols.
				Understands and applies the rules for the start, stroke, kick, turn, and finish for butterfly.
				Understands and applies the rules for the start, stroke, kick, turn, and finish for backstroke.
				Understands and applies the rules for the start, stroke, kick, turn, and finish for breaststroke.
				Understands and applies the rules for the start, stroke, kick, turn, and finish for freestyle.
				Understands and applies the rules for relays.
				Understands and applies the rules for individual medley.
				Is comfortable making calls as appropriate and also understands when a call is not appropriate.
				Can correctly communicate a disqualification and what was observed using USA Swimming rulebook language.
				Always gives the swimmer the benefit of the doubt.
				Understands performance criteria as outlined in Stroke & Turn Judge Professional Document
				Understands USA Swimming Safe Sport and MAAPP rules.
Apprentice Session #1 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 1):				
Apprentice Session #2 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 2):				
Apprentice Session #3 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 3):				
Apprentice Session #4 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 4):				
	Recommend Certification as Stroke & Turn Judge		Signature of CO Zone Rep	
Certification must be completed within one year of the S&T clinic.				
Understands the need to return completed evaluation form to the official's CO Zone Rep.				
STROKE AND TURN JUDGE RECERTIFICATION EVERY 3 YEARS				
Be a current non-athlete member of USA Swimming in good standing.				
Work at least 8 sessions, within a 3 year period, at a minimum of 2 different meets in Stroke & Turn or higher capacity.				
Attend clinic every 3 years				
USA Swimming recertification test every 3 years for the highest certification held				
Satisfactory performance				

JUNIOR STROKE AND TURN JUDGE CERTIFICATION - CO LSC Version

OFFICIAL'S NAME & TEAM:

CO ZONE REP'S NAME

DEFINITIONS

Certifier: An official designated by the LSC OC to certify training is complete.

Clinic: Formal in person or online training clinic, recorded in Officials Tracking System (OTS).

Certification: Stroke & Turn able to officiate at all LSC meets.

Satisfactory Performance: 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.

Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS.

Trainer: 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).

Training Sessions: 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.

USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship.

Apprenticeship Requirements

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| | USA Swimming Member |
| | Attend a Stroke and Turn Clinic |
| | Apprentice as a Stroke and Turn Judge for at least 4 training sessions at a minimum of 2 meets with a trainer. |
| | Pass the USA Swimming ST Certification test with an 80%. |

Certification Performance Requirements for Certification

May be evaluated during last apprentice session and use MR sign-off for each session.

Y-Yes, N-No, ND - Not Demonstrated

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| | Arrives on time, prepared with necessary personal equipment, in proper and professional uniform. |
| | Is respectful of other officials, coaches, meet volunteers, spectators, and athletes. |
| | Understands and applies proper positioning on deck. |
| | Understands and applies communicated jurisdictions and protocols. |
| | Understands and applies the rules for the start, stroke, kick, turn, and finish for butterfly. |
| | Understands and applies the rules for the start, stroke, kick, turn, and finish for backstroke. |
| | Understands and applies the rules for the start, stroke, kick, turn, and finish for breaststroke. |
| | Understands and applies the rules for the start, strokes, kick, turn, and finish for freestyle. |
| | Understands and applies the rules for relays. |
| | Understands and applies the rules for individual medley. |
| | Is comfortable making calls as appropriate and also understands when a call is not appropriate. |
| | Can correctly communicate a disqualification and what was observed using USA Swimming rulebook language. |
| | Always gives the swimmer the benefit of the doubt. |
| | Understands performance criteria as outlines in Stroke & Turn Judge Professional Document. |
| | Understands USA Swimming Safe Sport and MAAPP rules. |

Comments (if needed)

Signature of MR (session 1)

Signature of MR (session 2)

Signature of MR (session 3)

Signature of MR (session 4)

Recommend Certification as Stroke & Turn Judge

Signature of CO Zone
Rep

Certification must be complete within one year of the ST clinic.

May officiate in competitions for 12 and under athletes below the LSC championship level

Understands need to return completed evaluation form to the official's LSC Officials Chair or designee.

JUNIOR STROKE AND TURN RECERTIFICATION

When a Jr Official turns 18, their Jr. ST certification will convert to certified ST once the adult membership requirements have been met. Time as a Jr. ST official will convert to the S&T renewal cycle.

CHIEF JUDGE (CJ) CERTIFICATION - CO LSC Version				
OFFICIAL'S NAME & TEAM:				
CO ZONE REP'S NAME:				
DEFINITIONS				
Certifier: An official designated by the LSC OC to certify training is complete.				
Clinic: Formal in person or online training clinic, recorded in Officials Tracking System (OTS).				
Certification: Stroke & Turn able to officiate at all LSC meets.				
Satisfactory Performance: 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.				
Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS.				
Trainer: 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).				
Training Sessions: 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.				
USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship.				
Apprenticeship Requirements				
	USA Swimming Member			
	Certified Stroke & Turn Judge, and worked 16 or more sessions as a certified Stroke and Turn			
	Attend a CJ clinic or briefing of CJ Duties and read the CJ Professional Document			
	Apprentice as a CJ 4 training sessions at a minimum of 2 meets with a trainer(s)			
	Pass the USA Swimming Starter online certification test with a score of 80% or more.			
Session #1 Date:	Session #2 Date:	Session #3 Date:	Session #4 Date:	Certification Performance Requirements for Certification Have Trainer Use Checklist at Left for each session and have Trainer and Meet Ref (MR) print name below Y-Yes, N-No, ND - Not Demonstrated
				Able to procure deck equipment as appropriate for the meet as assigned
				Successfully completes and communicate deck assignments
				Demonstrates appropriate deck positioning for observing strokes, turns, finishes, and relay takeoffs
				Understands and communicates the DQ process
				Cooperates with other deck officials, operating with a team mentality. Amicable
				Mentors other Stroke and Turn officials and new CJs calmly and respectfully
				Ensures all officials are in position on deck at the start of the session, after a stroke transitions, and when returning from break
				Ensures RTO judges are in place at appropriate time
				Attends to the care, comfort, and morale of the officiating team, including proactively
				Can correctly complete a DQ slip and describe observed infractions in USA Swimming rule book language
				Understands performance criteria as outlined in Chief Judge Professional Document.
				Understands USA Swimming Safe Sport and MAAPP rules.
Apprentice Session #1 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 1):				
Apprentice Session #2 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 2):				
Apprentice Session #3 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 3):				
Apprentice Session #4 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 4):				
	Recommend Certification as CJ		Signature of CO Zone Rep	
Certification must be complete within one year of the CJ clinic.				
Understands need to return completed evaluation form to the official's LSC Officials Chair or designee.				
CHIEF JUDGE RECERTIFICATION EVERY 3 YEARS				
Be a current non-athlete member of USA Swimming in good standing.				
Worked a minimum of 8 sessions/year with at least 4 as CJ or Referee				
Attend clinic every 3 years				
USA Swimming recertification test every 3 years for the highest certification held				
Satisfactory performance				

STARTER CERTIFICATION - CO LSC Version				
OFFICIAL'S NAME & TEAM:				
CO ZONE REP'S NAME:				
DEFINITIONS				
Certifier: An official designated by the LSC OC to certify training is complete.				
Clinic: Formal in person or online training clinic, recorded in Officials Tracking System (OTS).				
Certification: Stroke & Turn able to officiate at all LSC meets.				
Satisfactory Performance: 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.				
Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS.				
Trainer: 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).				
Training Sessions: 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.				
USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship.				
Apprenticeship Requirements				
USA Swimming Member				
Certified Stroke & Turn Judge for a minimum of 3 months. Worked at least 4 sessions at a minimum of 2 meets since ST certification.				
Attend Starter training clinic				
Apprentice as Starter for at least 4 training sessions total, over 2 meets with 2 trainers. Trainer can be the Deck Referee, OR Coach and Athlete Members with 5+ years of USA Swimming experience shall apprentice as a starter for at least 2 training sessions with a Pass the USA Swimming Starter online certification test with a score of 80% or more.				
Session #1 Date:	Session #2 Date:	Session #3 Date:	Session #4 Date:	Certification Performance Requirements for Certification
				Have Trainer Use Checklist at Left for each session and have Trainer and Meet Ref (MR) print name below Y-Yes, N-No, ND - Not Demonstrated
				Arrives on-time, prepared with necessary personal equipment and properly & professionally
				Knows the rules for starting
				Demonstrate ability to start swimmers across a wide range of age and proficiency
				Understands basic starting protocols and procedures (distance counting, OOF, etc.)
				Understands how to start swimmers with disabilities
				Demonstrates the start for a hearing impaired swimmer
				Demonstrates both forward and backstroke starts
				Understands how the starting system operates
				Establishes a comfortable starting position on deck for both forward and back starts
				Demonstrates ability to communicate and interact with the DR (positioning, inserting swimmers, etc...)
				Prepared and in position prior to each heat; comfortable holding microphone and securing cord
				Delivers TYM calmly and with necessary volume
				Shows PATIENCE before delivering TYM and starting signal
				Understands the use of Other Commands
				Understands and practices the False Start Protocol
				Always gives the benefit of the doubt to the swimmer.
				Understands performance criteria as outlined in Starter Professional Document
				Understands USA Swimming Safe Sport and MAAPP rules.
Apprentice Session #1 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 1):				
Apprentice Session #2 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 2):				
Apprentice Session #3 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 3):				
Apprentice Session #4 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 4):				
	Recommend Certification as Starter			Signature of CO Zone Rep
Certification must be complete within one year of the SR clinic.				
Understands need to return completed evaluation form to the official's LSC Officials Chair or designee.				
STARTER RECERTIFICATION EVERY 3 YEARS				
Be a current non-athlete member of USA Swimming in good standing.				
Work at least 8 sessions, within a 3 year period, as a Starter				
Attend clinic (recommend Starter Clinic) every 3 years				
USA Swimming recertification test every 3 years for the highest certification held				
Satisfactory performance				

REFEREE CERTIFICATION - CO LSC Version				
OFFICIAL'S NAME & TEAM:				
CO ZONE REP'S NAME:				
DEFINITIONS				
Certifier: An official designated by the LSC OC to certify training is complete.				
Clinic: Formal in person or online training clinic, recorded in Officials Tracking System (OTS).				
Certification: Stroke & Turn able to officiate at all LSC meets.				
Satisfactory Performance: 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.				
Sessions: At USA Swimming sanctioned or approved meets, recorded in OTS.				
Trainer: 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).				
Training Sessions: 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.				
USA Swimming Member: Completed all USAS member associated requirements before on deck apprenticeship.				
Apprenticeship Requirements				
	USA Swimming Member			
	Certified Stroke & Turn Judge			
	Certified Starter			
	Certified Administrative Official			
	Attend Referee clinic training			
	Apprentice as a Referee for at least 4 training sessions total, over 2 meets with 2 trainers.			
	Pass the USA Swimming Referee certification test with a score of 80% or more.			
Session #1 Date:	Session #2 Date:	Session #3 Date:	Session #4 Date:	Certification Performance Requirements for Certification Have Trainer Use Checklist at Left for each session and have Trainer and Meet Ref (MR) print name below 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 Marshall.
				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 of the benefit of the doubt.
				Understands performance criteria as outlined in Referee Professional Document
				Understands USA Swimming Safe Sport and MAAPP rules.
Apprentice Session #1 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 1):				
Apprentice Session #2 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 2):				
Apprentice Session #3 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 3):				
Apprentice Session #4 - Meet Name, Session and Date:				
Comments (if needed)				
Print name of Trainer and MR (session 4):				
	Recommend Certification as Referee	Signature of CO Zone Rep		
Certification must be complete within one year of the Referee clinic.				
Understands need to return completed evaluation form to the official's LSC Officials Chair or designee.				
REFEREE RECERTIFICATION EVERY 3 YEARS				
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				