

TRAINER GUIDE

OFFICIALS RESOURCES

Become familiar with the USA Swimming website, since this site contains useful up-to-date information for officials. The link is <http://www.usaswimming.org>.

To get to the Officials part of the USA Swimming website, click on the “Member Resources” tab and then “Officials”. The main Officials page contains many useful page links, including the following:

- Test & National Certification – allows officials to print or take an online test
- Education & Training – contains useful officiating articles
- Applications & Forms – contains some forms that are useful for admin

Within Education & Training is “Education & Training Resources”, which includes training resources for Admin Officials.

STEPS TO BECOME AN OFFICIAL

1. Register with USA Swimming as an official (trainee can register as an apprentice official, which is free but good for only 60 days)
2. Take and pass the Admin Official open book online test (do this PRIOR to working sessions)
3. Participate and demonstrate knowledge of the administrative processes for Clerk of Course, the timing equipment (Colorado), and the scoring equipment (Hy-Tek) during training sessions; at least one meet must be a prelims/finals meet
4. Attend a formal CCS Admin Official clinic
5. Take Athlete Protection Training
6. Participate in a *Level II* background check

MINIMUM OF 1 (ONE) SESSION: Timing Equipment (Colorado)

Trainee will actually run the Colorado. Trainee will know how to do a manual start and how to finish arm lanes and adjust touches. Trainee will be able to identify a good printout (with backup times) from a bad one.


MINIMUM OF 1 (ONE) SESSION: Clerk of Course (Prelims/Finals Meet)

Trainee will perform the duties of Clerk of Course. Trainee will check-in swimmers, close events for seeding (including adding event totals to the check back sheet), handle scratches for finals, handle “no shows”, and know how to handle a tie during prelims.

MINIMUM OF 2 (TWO) SESSIONS: Scoring Computer (Hy-Tek)

1. SEEDING/SETUP: Trainee will know how to print check-in and “check-back” sheets and run the Exceptions Reports. Trainee will participate in seeding events and know how to check that swimmers have been scratched and totals are correct. Trainee will also add relays (or know how to add relays). Trainee will know how to add a swim-off event and a time trial event. Trainee will know how to break a tie.
2. RESULTS/SCORING: Trainee will participate in detecting and resolving bad times. Trainee will perform “Get Times” and understand the importance of the correct race number and how to get a race from the Colorado based on race number. Trainee will understand the process of identifying and fixing bad times. Trainee will understand how to verify that the results are correct. Trainee will

understand the difference between a true “no show” and a swimmer who should not have been seeded, including what to do to show the correct results using Hy-Tek. Trainee should understand how to read the DQ slip (the one below is old).

DISQUALIFICATION REPORT	
	EVENT # _____ HEAT _____ LANE _____
	SWIMMER _____
BREASTSTROKE	
DURING: START _____ SWIM _____ TURN _____ FINISH _____	
10 KICK: ALTERNATING _____ BUTTERFLY _____ SCISSORS _____	
11 ARMS: NON-SIMULTANEOUS _____ TWO STROKES UNDER _____	
NOT IN SAME HORIZONTAL PLANE _____ PAST HIPLINE _____	
12 ELBOWS RECOVERED OVER WATER _____	
14 CYCLE: HEAD NOT UP _____ DOUBLE PULLS/KICKS _____	
15 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____	
16 NOT TOWARD THE BREAST OFF WALL _____	
19 OTHER _____	
BUTTERFLY	
DURING: START _____ SWIM _____ TURN _____ FINISH _____	
20 KICK: ALTERNATING _____ BREAST _____ SCISSORS _____	
21 ARMS: NON-SIMULTANEOUS _____ UNDERWATER RECOV. _____	
23 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____	
24 NOT TOWARD THE BREAST OFF WALL _____	
25 HEAD DID NOT BREAK SURFACE BY 15M _____	
29 OTHER _____	
BACKSTROKE	
DURING: START _____ SWIM _____ TURN _____ FINISH _____	
30 TOES OVER LIP OF GUTTER AFTER START _____	
31 HEAD DID NOT BREAK SURFACE BY 15M _____	
32 NOT ON BACK OFF WALL _____	
33 NO TOUCH AT TURN _____	
34 PAST VERTICAL AT TURN:	
DELAY INITIATING ARM PULL _____ MULTIPLE STROKES _____	
DELAY INITIATING TURN _____	
35 SHOULDERS PAST VERTICAL _____	
36 COMPLETELY SUBMERGED PRIOR TO TURN OR FINISH _____	
39 OTHER _____	
INDIVIDUAL MEDLEY	
41 STROKE INFRACTION(S) # _____	
42 OUT OF SEQUENCE _____	
FREESTYLE	
50 NO TOUCH TURN # _____	
51 HEAD DID NOT BREAK SURFACE BY 15M _____	
RELAYS	
70 STROKE INFRACTION # _____ SWIMMER # _____	
71 EARLY TAKE OFF-SWIMMER # _____	
72 CHANGED ORDER: SWIMMER _____ STROKE _____	
OTHER	
60 FALSE START _____	61 DELAY OF MEET _____
62 DID NOT FINISH _____	63 DECLARED FALSE START _____
69 OTHER _____	
JUDGE: _____ <i>(print name clearly)</i>	
REFEREE: _____ <i>(print name clearly)</i>	
NOTIFIED: _____ SWIMMER _____	COACH _____
rev. (02/10)	
SWIMMER/COACH	

TRAINEE

TIMING EQUIPMENT (Colorado) – minimum of one session required

Date(s): _____, _____, _____

Trainer: _____, _____, _____

Official Signoff: Training Date: _____ Trainer: _____

TRAINEE COMMENTS:

Observations:

Questions:

TRAINER COMMENTS:

Observations:

Questions:

CLERK OF COURSE – minimum of one session required (signoff must be at Prelims/Finals meet)

Prelims/Finals Meet: _____

Date(s): _____, _____, _____

Trainer: _____, _____, _____

Official Signoff: Training Date: _____ Trainer: _____

TRAINEE COMMENTS:

Observations:

Questions:

TRAINER COMMENTS:

Observations:

Questions:

SCORING COMPUTER (Hy-Tek) – minimum of one session required for SEEDING/SETUP

Date(s): _____, _____, _____

Trainer: _____, _____, _____

Official Signoff: Training Date: _____ Trainer: _____

TRAINEE COMMENTS:

Observations:

Questions:

TRAINER COMMENTS:

Observations:

Questions:

SCORING COMPUTER (Hy-Tek) – minimum of one session required for RESULTS/SCORING

Date(s): _____, _____, _____

Trainer: _____, _____, _____

Official Signoff: Training Date: _____ Trainer: _____

TRAINEE COMMENTS:

Observations:

Questions:

TRAINER COMMENTS:

Observations:

Questions:
