

## 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 & Certification – allows officials to print or take an online test
- Education & Training – contains useful officiating articles

Within Education & Training is “Education & Training Resources”, which includes the *Officials’ Manual / Guide to Officiating*, along with articles under “Training Resources”, “Situations & Resolutions” and “Articles and Presentations”.

The USA Swimming rulebook can be found online under the “About” tab and “Rules & Regulations”.

CCS periodically has training clinics for officials. USA Swimming also has an excellent stroke and turn training video for officials called *Officiating Swimming*.

### STEPS TO BECOME AN OFFICIAL

1. Participate and demonstrate knowledge of strokes/rules during training sessions
2. Register with USA Swimming as an official
3. Take and pass the Stroke & Turn open book online test
4. Take Athlete Protection Training
5. Participate in a background check

### SESSION 1 & SESSION 2: Overview

Give copy of rules and DQ slip to read. (Article One 101.2-101.7 and Article Two 102.10)

Review stroke rules

Explain the importance of learning swim terminology, i.e., butterfly-type kick opposed to dolphin kick

### Professional Volunteer

A caring attitude is assured by neat appearance and focus on the swims

Always give benefit of doubt

Normal Dress: navy blue (SC) or khaki (LC) shorts/pants/skirts, white polo shirt, white tennis shoes

No cell phones, pagers, stop watches, or cheering

Retake officiating test every two years

Get background check every two years

Take athlete protection training annually (no charge)

Work minimum number of CCS sessions per year

Clubs are required to have officials at CCS meets to avoid fees

Official Positions – Briefly outline the duties of the following positions:

Referee (Rule 102.11)

Starter (Rule 102.12)

Chief Judge (Rule 102.13.1)

Stroke vs Turn Judge (Rule 102.13.3, 102.13.4)

Positioning

Impress importance of proper positioning to make undisputed calls

Stand upright

Stand at edge of pool

Observe all lanes equally

Backstroke start position

Be honest in your evaluation

SESSION 3: Overview

Review stroke rules

DQ Slips:

Raise hand immediately upon observing an infraction

Finish the heat

Complete DQ slip carefully

Inform the swimmer of the disqualification

Explain DQ Slip:

How to fill it out completely

Infraction terminology

Explain how to observe relay take-offs (Rule 102.13.6) and how to complete relay take-off slips.

Be honest in your evaluation

SESSION 4 & SESSION 5: Overview

Review stroke rules

Clarify questions about swimming words and terms

Be honest in your evaluation

SESSION 6: Overview

Allow trainee to be the active official

Complement good calls or non-calls

Help trainee recognize missed infractions

“If you see it, call it. If you’re not sure, it didn’t happen.”

Be honest in your evaluation

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: \_\_\_\_\_  
(print name clearly)

REFEREE: \_\_\_\_\_  
(print name clearly)

NOTIFIED: \_\_\_\_\_ SWIMMER \_\_\_\_\_ COACH

rev. (02/10)

SWIMMER/COACH

TRAINEE

SESSION 1

Read Rules: (4 strokes + IM)

Attire: Navy blue for short course or khaki for long course, white socks, and white tennis shoes. No stop watches, whistles, cell phones, or pagers (put on vibrate)

When we look different, we stand out, and our goal is to do our job invisibly.

Positions: Meet Referee  
Deck Referee(s)  
Starter(s)  
Chief Judge  
Stroke Judges  
Turn Judges

Positioning: Turn  
Stroke  
Relay Take-off

Access the USA Swimming website and begin to become familiar with it. Read the Stroke and Turn Chapter in the *Officials' Manual / Guide for Officiating* on the website.

TRAINEE COMMENTS:

Observations:

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Questions:

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TRAINER COMMENTS:

Observations:

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Questions:

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Training Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Trainer: \_\_\_\_\_

SESSION 2

Review stroke rules.

Observe lanes as Stroke and Turn judge.

TRAINEE COMMENTS:

Observations:

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Questions:

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TRAINER COMMENTS:

Observations:

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Questions:

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Training Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Trainer: \_\_\_\_\_

SESSION 3

Read Rules

Review Strokes

Read rules pertaining to relays

Familiarity with DQ slip – memorize it!

Observe relay takeoffs if possible.

TRAINEE COMMENTS:

Observations:

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Questions:

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TRAINER COMMENTS:

Observations:

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Questions:

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Training Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Trainer: \_\_\_\_\_

SESSION 4

Read Official Glossary

Observe relay take-offs if possible

Print out the online test and start to fill it out at home. (Note that you must be a member of USA Swimming to do this.)

TRAINEE COMMENTS:

Observations:

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Questions:

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TRAINER COMMENTS:

Observations:

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Questions:

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Training Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Trainer: \_\_\_\_\_

SESSION 5

Work with official trainer as observer

Observe relay takeoffs if possible (and haven't already done it)

Print out the online test and start to fill it out at home if haven't already done it. Try to take the online test prior to Session 6.

TRAINEE COMMENTS:

Observations:

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Questions:

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TRAINER COMMENTS:

Observations:

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Questions:

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Disqualifications: \_\_\_\_\_ Rule(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Trainer: \_\_\_\_\_



SESSION 6

Arrange to be at pool by start of warm-ups

Spend time observing:

- Referee
- Starter
- Clerk of Course (during check-in)

Observe relay takeoffs if possible (and haven't already done it)

If comfortable (and have taken online test), work as an official with the official trainer as the observer.

Take the online test (if haven't already). After taking the test, read "Situations and Resolutions" on the USA Swimming website under Education & Training Resources.

TRAINEE COMMENTS:

Observations:

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Questions:

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TRAINER COMMENTS:

Observations:

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Questions:

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Disqualifications: \_\_\_\_\_ Rule(s): \_\_\_\_\_

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RECOMMEND:            \_\_\_ Assign

                             \_\_\_ Assign with observer

                             \_\_\_ Additional training – specify area(s) \_\_\_\_\_

Training Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Trainer: \_\_\_\_\_