

# INDIANA OFFICIAL STANDARDS / PROCESS

Effective Aug 1, 2020

All officials MUST be 18 years of age and retain an annual membership to USA Swimming as a non-athlete member. All Officials MUST complete Background Check and Online Athlete Protection Course through USA Swimming website and Concussion Protocol through either the NFHS or CDC website.

Timers do not have to be officials.

Upon becoming a certain level official, you are then eligible to work any of the other positions of a lower level.

**Requirements for each position must be met sequentially as listed below and completed within 180 days.**

**All apprentice sessions must be completed in the state of Indiana.**

**Remember - Contact your Area Official's Rep or the OTS Coordinator when upgrading to a higher certification or you have completed the apprentice sessions for OTS to be updated!!**

**ALL CERTIFICATIONS MUST BE RENEWED YEARLY**

## Area 1

Doug Galinsky  
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## Area 2

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## STATE CHAIR

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## Area 3

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## Area 4

Judy Howser  
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## OTS Administrator

Lucy Duncan  
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## STROKE & TURN and/or ADMINISTRATIVE:

Stroke & Turn - (Stroke & Turn Judge, Chief Judge)

Administrative – (Clerk of Course, Timing System Operator, Scoring/Recorder, Head Timer, Entry Chair)

1. Must attend a formal stroke and turn clinic and/or a formal administrative clinic given by a Referee
2. Must pass the Stroke and Turn/Timer Test (80%) and/or pass the Administrative Official test (80%) within 45 days of the clinic.
3. Must complete online non-athlete registration on Indiana Swimming website and pay fees. Copy the following link:  
<https://www.teamunify.com/MemRegStart.jsp?team=czinlsc>
4. Must complete Level II Background Check through USA Swimming website – [www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck)
5. Sign into USA Swimming and link your account.  
From Deck Pass Plus – Go to settings and then scroll down and click blue button that says 'Link my membership record'  
From USA Swimming – Go to 'My Account' and click the button that says 'Link my Membership record'
6. Must complete Online Athlete Protection Course on USA Swimming website (cannot access until #3 is received in IN Swimming offices) – [www.usaswimming.org/APT](http://www.usaswimming.org/APT).
7. Must complete the online concussion protocol training via the NFHS or CDC. After completion, you must email your certificate of completion to [emily@inswimming.org](mailto:emily@inswimming.org)  
CDC - <https://www.cdc.gov/headsup/youthsports/training/index.html>  
NFHS - <https://nfhslearn.com/courses/61129/concussion-in-sports>
8. Once you may print your official certification card (required for deck access), must complete 4 apprentice sessions for technical or admin only or minimum of 3 sessions at technical and 2 at administrative for stroke & turn/administrative certification.
9. Must contact Area Rep after completing apprentice sessions

## To renew:

1. Must work a minimum of 6 sessions a year for Stroke & Turn or 4 sessions for Administrative. If renewing for Stroke & Turn and Admin, must work minimum of 6 sessions (4 as Stroke & Turn and 2 as admin). Apprentice sessions do not count for the 6-session renewal requirement.
2. MUST work 1 session for meet not hosted by home club except for the administrative certification.
3. Must attend official's briefings at all meets worked

\*Meet Director does not need to be an official. However, as per USA Swimming rules, the Meet Director is required to be a non-athlete member and have completed #3 through #6 above. Having served as a Meet Director does not qualify you as an Administrative Official – you must complete the requirements above for Administrative Official certification. An official who is a Meet Director may earn admin sessions for being Meet Director however to renew they must have at least 2 sessions as an administrative official.

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## **STARTER:**

1. Must hold at least Stroke & Turn certification or Stroke & Turn and Admin certification for 1 year from the date of certification before applying for upgrade.
2. Recommend viewing of Starter video (located on the USA Swimming website) available from Official's Committee member.
3. Must pass the following USA Swimming online Starter Test (85%). May not begin this step more than 45 days prior to serving one full year as Technical or Tech/Admin official.
4. Must contact your Area Rep to update your card to "Starter-AP".
5. Must apprentice a minimum of 5 sessions (after completing the above requirements) at 2 different swim meets with at least 2 different mentors.
6. Must contact your Area Rep to update your card to "Starter-CE". Certification is based on the recommendation of the mentors and/or referee(s).

## **To renew:**

1. Must work a minimum of 6 sessions a year with a minimum 4 sessions as starter. If renewing Starter, Stroke & Turn, and Admin, must work a minimum of 8 sessions (4 starter, 2 Stroke & Turn, 2 Admin). Apprentice sessions do not count for the 6-8 session renewal requirement
2. MUST work 1 session for meet not hosted by home club.
3. Must attend official's briefings at all meets worked

## **DECK REFEREE:**

1. Minimum requirement: Minimum age 21 and must have completed one year as Starter before upgrading to Deck Referee (DR).
2. Must contact your Area Officials Rep (see page 1) prior to taking any tests.
3. Must pass the USA Swimming online tests - Referee (90%).
4. Must contact your Area Rep to obtain the recommendation forms. Must obtain evaluation/recommendations from 2 different Referees and 1 Coach. All must be from teams other than official's home team and credentialed in the state of Indiana. The recommendation forms must be turned in directly to the Area Rep and **not** to the referee candidate.
5. Must contact your Area Rep to obtain the 5 essay questions. Must complete the essay questions no more than 45 days prior to serving one full year with Starter Certification.
6. Must contact the Area Rep to review essay questions. After this the Area Rep will update your card to "Deck Referee – AP".
7. Must apprentice a minimum of 6 sessions (after completing the above requirements) at 3 sanctioned meets with at least 2 different Meet Referees.
8. Must contact your Area Rep to update your card to "Deck Referee-CE". Certification is based on the recommendation of the mentors and/or referee(s).

## **MEET REFEREE / ADMIN REFEREE:**

1. Minimum requirement: Minimum age 21 and must have completed at least 6 months as a Deck Referee and one year as an Administrative Official (AO) before upgrading to Meet Referee/Admin Referee
2. Must contact your Area Officials Rep (see page 1) when interested in moving up and prior to taking any tests.
3. Must have worked 2 sessions as a Deck Referee at a IN State Level Meet (Divisional, Age Group State, Senior State) with one of those sessions being a prelim and one being a finals session.
4. Must pass the USA Swimming online tests - Timing Judge (80%), Clerk of Course (80%), and Administrative Referee (90%).
5. Must contact your Area Rep to update your card to "Deck Referee-CE". Certification is based on the recommendation of the mentors and/or referee(s).

## **To renew as DR or DR/MR/AR:**

1. Must work a minimum of 8 sessions (Apprentice sessions do not count for the 8-session requirement)
2. At least 3 sessions as Referee
3. MUST work 1 session for meet not hosted by home club
4. At least 1 session must be at a IN State Level Meet (Divisional, Age Group State, Senior State)
5. Must attend 1 Referee Clinic per year (Offered at all SC divisional meets, both SC and LC Age Group State and Senior State meets)

**It is the responsibility of the Referee or his/her designee to conduct the Officials Briefings at all meets & review all USA Swimming stroke rules.**

## **HOW TO PRINT YOUR INDIANA OFFICIALS CERTIFICATION CARD:**

1. From Deck Pass Plus - sign into your account then click on 'membership card'. Follow that link
2. From USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)) - sign into your account (you would have created an account to take the test) and scroll down, on the left hand side you will see 'membership card' in blue. Follow that link.
3. If you have an account that you created to link/track your swimmer's results, you will have to create a separate account under a 2nd email to link your own non-athlete membership information.
4. Any questions regarding your certification should be directed to your Area Rep and the OTS Coordinator (page 1). Your Area Officials Rep and/or the OTS Coordinator is also whom you should contact if you are missing volunteer sessions from your history (VIEW MY HISTORY).