



North Dakota Swimming Minimum Standards for Officials

MISSION

- Develop and conduct mentoring programs to recruit, educate, train and certify USA Swimming officials in order to provide high quality and consistent officiating for our athletes.
- Ensure a clear and consistent knowledge of the rules.
- Provide sufficient time in training to assure familiarity with all levels of competition.
- Provide opportunities to work on the deck and advance through the certification process.
- Allow automatic acceptance at the Stroke & Turn level between all LSCs meeting the USA Swimming Minimum Standards Guidelines.
- Ensure professionalism in all aspects of the word "team" while attending a swimming event both on and off the deck.

Policy for Officials

Purpose: To establish requirements for Apprenticing and recertification as a USA Swimming Official.

I. Definitions

1. *Apprentice*

- a. An Apprentice is an Official for the level for which he/she is working for certification.

2. *Mentor*

- a. The Mentor is the on-deck Official responsible for the education and training of the Apprentice for that meet session.
- b. The Mentor must have officiated at least one (1) year as a certified Official and have officiated a minimum of Eight (8) sessions at the same level or higher as the Apprentice is training.
- c. The Apprentice is to stay with the same mentor for the entire session.

3. *Session*

- a. The sessions referred to in the guidelines should be of duration to assure sufficient time to observe a significant number of swimmers and should contain a complete schedule of events to provide the opportunity to observe all strokes.

II. Stroke & Turn Judge and Apprenticeship Requirements (Minimum Age 18*)

Includes Chief Judge & Relay Take-Off Judge

1. Apprentice for six (6) sessions with at least three (3) different Mentors, preferably four (4) Different Mentors; sessions must be completed at three (3) or more different Meets and two (2) different pools.
2. The Apprentice should wear Khaki shorts, pants, or skirt, a white shirt, white socks, and white athletic shoes.
3. A Stroke and Turn Judge Apprentice session may not be composed exclusively of freestyle events.
4. The Apprentice may not have an independent deck assignment. The Mentor and Apprentice must always remain together on deck until the Apprentice is fully credentialed.
5. At the sixth session and beyond, at the discretion of the Mentor, the Apprentice may make disqualification calls.
 - a. The Mentor must be at the side of the Apprentice when the Apprentice is making any call.
 - b. The Mentor must verify any Apprentice's disqualification call. Upon review of the call, the Mentor may over-rule the call of the Apprentice, but the Mentor may not make any disqualification call that is independent of the Apprentice (to avoid over-officiating).
 - c. The Mentor should point out any missed disqualification call. At the discretion of the Mentor, the mentor may resume control of the position.
6. The Meet Referee at session six (6) will validate completion of the apprenticeship after a discussion with the Mentor of that session.
7. The Referee at session six (6) may require additional session(s) or the Apprentice may request additional sessions.
8. Following the third session of apprenticing, the Apprentice must successfully complete the USA Swimming online Stroke and Turn test, be a USA Swimming non-athlete member, complete the USA Swimming Background Check, Concussion Management Training and Safe Sport Training. The Apprentice must then complete the remaining apprentice sessions before becoming a certified USA Swimming Stroke and Turn Judge.
9. Apprentice Stroke and Turn officials may not have an independent deck assignment. The Mentor and Apprentice must always remain together on deck until the apprentice is fully credentialed.
10. Officials must attend a clinic and/or test every 2 years to maintain certification.
11. Officials must work a minimum of four (4) session per year in Stroke & Turn or higher capacity.

III. Starter & Referee Apprenticeship Requirements (Minimum Age 18*)

Starter – Must have worked a minimum of one (1) year and have officiated at least 12 sessions as a

Certified **Stroke and Turn official** prior to apprenticing as a Starter. Officials must apprentice six (6) sessions as an Apprentice Starter with at least two (2) different Mentors, preferably four (4) different Mentors. Sessions must be completed at three (3) or more different meets and pools.

Referee – Must have worked a minimum of one (1) year and have started six (6) sessions as a

Certified **Starter** prior to apprenticing as a Referee. Officials must apprentice six (6) sessions as Apprentice Referee with at least two (2) different Mentors, preferably four (4) different Mentors. Sessions must be completed at three (3) or more different Meets and pools.

Requirement Notes

1. A session comprised only of freestyle events may serve as a Starter or Referee Apprentice session. There must be a minimum of 40 starts.
2. The Apprentice **MUST** wear khaki shorts, pants, or skirt, a white shirt, white socks, white athletic shoes, and whistle.
3. After three (3) sessions as an Apprentice Starter or Apprentice Referee, at the discretion of the Mentor, the Apprentice may perform the duties of the Starter or Referee position respectively, if under the immediate supervision of the Starter or Referee.
4. The Mentor must remain at the side of the Apprentice when the Apprentice is making any disqualification call.
 - a. The Mentor may over-rule the call of the Apprentice but may not make any call independent of the Apprentice (to avoid over-officiating).
 - b. The Mentor must concur with any false start or delay of Meet disqualification call.
 - c. The Mentor should point out missed calls. At the discretion of the Mentor, the Mentor may resume control of the position.
5. The Apprentice Referee must participate with the Mentor on all Meet administrative issues.
6. Splitting a Starter or Referee Apprentice session between two Apprentices is permitted (example: one Apprentice completes the female events and the other Apprentice completes the male events). There must be a minimum of 40 starts for each apprentice.
7. At session six (6), the apprenticeship can be validated after a discussion with the Mentor of that session.
8. The Apprentice may request additional sessions, or the Mentor of the last apprenticeship session may require additional session(s).
9. An Apprentice must complete all six (6) Apprentice sessions, complete the USA Swimming Starter and/or Referee on-line tests, and continue as a USA Swimming non-athlete member, prior to working as a USA Swimming certified Starter or Referee. After the first apprentice session it is required to take the appropriate online test.

IV. Administrative Official Requirements (Minimum Age 18*)

1. Must attend a formal training clinic.
2. Must take USA Swimming Administrative Officials test.
3. Must apprentice under at least one (1) mentor. The mentor must have a minimum of one (1) year certification as an Administrative Official or Administrative Referee. The AO apprentice must complete a minimum of six (6) sessions.
4. Must work a minimum of four (4) sessions per year with at least two (2) sessions working as the administrative official. The remaining sessions may be in any of the 6 positions for which the Administrative Official supervises/directs: Entry/Registration Personnel, Clerk of Course, Timing System Operator, Scoring Personnel, Timing Judge, or Meet Management Software Operator.
5. Anyone, regardless of their current officiating certification level, may train and be certified as an admin official. The only stipulation is that the admin official may not act in another capacity (such as a stroke and turn) at any given meet. But you could be an admin official at one meet and then a Starter, or Deck Ref at another, assuming you hold all those certifications.

- V. Administrative Referee** – Must have worked as a certified deck referee for a minimum of 6 months and have refereed at least 6 sessions. Must complete Admin. Referee Test and all Administrative Official apprentice requirements.

VI. Certified Timer (Must be at least 11 years old)

1. Must attend pre-meet briefing. Performance will be monitored by Chief Timer and/or Referee during the meet.
2. Must Take and pass USA Timer's test and satisfactory performance at one meet.
3. Renewal is based on satisfactory performance.

VII. Additional Requirements for All Officials

1. Must attend an official's clinic or briefing prior to initial Stroke & Turn certification.
2. Renewal must test and/or attend clinic at your highest level once every two (2) years.
3. May not officiate at a session in which they are competing or coaching.
4. Anyone, regardless of their current officiating certification level, may train and be certified as an admin official. The only stipulation is that the admin official may not act in another capacity (such as a stroke and turn) at any given meet. But you could be an admin official at one meet and then a Starter, or Deck Ref at another, assuming you hold all those certifications.

VIII. Additional Requirements for All Apprentice Officials

1. All Apprentice sessions must be completed within one (1) year of successful completion of the relevant USA Swimming on-line tests.
2. All Apprentice sessions must be completed at USA Swimming sanctioned or approved Meets. The exception being a USA Swimming Apprentice session may be completed at a YMCA Meet, if the Mentor is also a USA Swimming certified Official.
3. To officiate as an Official at an LSC Championship Meet, the Official must have officiated at least six (6) sessions at his/her certified level, at two (2) different meets hosted by at least two (2) different clubs in the last year. These sessions must have followed certification at the level at which the Official seeks an assignment at an LSC Championship Meet. All officials are encouraged to attend the meetings and possibly help with order of finish or other tasks as assigned.
4. No Stroke/Turn Judge apprentice session may be completed at an LSC Championship Meet.
5. A Starter/Referee apprentice session may be completed at an LSC Championship Meet, but only with the permission of the North Dakota Swimming Officials Chair.
6. Disqualification slips may be written by an Apprentice under the supervision of the Mentor. However, an Apprentice may not function solely as a writer of disqualification slips for an apprenticeship session.
7. All officials must complete a USA Level 2 Background Check & Safe Sport Training every two (2) years.