



## Reciprocity for YMCA/USA Swimming Officials Certification

The purpose of this policy is to facilitate the process whereby YMCA certified Officials can become USA Swimming certified Officials. While acknowledging the experience of certified YMCA officials, the essential requirements to become a USA Swimming Official must be comparable to current USA Swimming certification standards. These requirements are:

1. Complete the USA Swimming Non-Athlete Registration form, to be sent to the Wisconsin Swimming Operations Manager, address listed on form, along with the application fee.
2. Complete the Annual Wisconsin Swimming Officials registration, found on [www.wisconsinswimming.org](http://www.wisconsinswimming.org).
3. Successful completion of the appropriate clinic, if required.
4. Successful completion of the required Certification test(s).
5. Completion of the required Apprentice sessions.
6. Complete a background check, found on [www.usaswimming.org](http://www.usaswimming.org).
7. Complete Athlete Protection Training, found on [www.usaswimming.org](http://www.usaswimming.org)
8. Complete an approved concussion training, see current options on [www.wisconsinswimming.org](http://www.wisconsinswimming.org).

You may apply for the highest level of certification you currently hold with the YMCA. In other words, a YMCA Starter or Referee does not need to become a certified USA Swimming Stroke and Turn Official prior to becoming a USA Swimming Starter/Referee. Please keep in mind, in Wisconsin Swimming, dual certification as a Starter and Referee is required

This policy is derived, in part, from the following document: "USA Swimming Officials' Committee and YMCA Officials' Committee Agreement for Reciprocity in Regards to Certification". This document can be located on the Officials page of the USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)).

### **Policy Overview**

1. 1.. Since September, 2006, the YMCA adopted the USA Swimming certification tests, with the addition of YMCA Core Values questions. The USA Swimming test format is required.
2. The Wisconsin Swimming LSC Officials' Chair has access to tests taken on the USA Swimming Officials' Page test site, but not those taken on the YMCA website. Therefore, proof of successful completion of the test must be submitted to the Wisconsin Swimming Official's Chair (listed on the Wisconsin Swimming website, [www.wisconsinswimming.org](http://www.wisconsinswimming.org) ). This proof may consist of a copy of your test, verification from your YMCA Instructor, or a copy of your current YMCA Officials' card.

3. YMCA Officials need to submit a copy of their meet summary log to the Wisconsin Swimming Officials' Chair when applying to become a USA Swimming Official. Sessions will be counted based off the previous 12 months. Once USA Swimming certification is achieved, all sessions worked at USA Swimming meets will be entered for you in the USA Swimming Officials' Online Tracking System.
4. The number of apprentice sessions that need to be completed is based on the experience of the YMCA Official. **Apprentice sessions must be completed at two or more meets, not all at one meet.**

### Stroke/Turn Officials

	YMCA LEVEL I 4 SESSIONS OR LESS	YMCA LEVEL I 5 SESSIONS OR MORE
USA Swimming Non-Athlete fee and application	Required	Required
Wisconsin Swimming Registration	Required	Required
New Officials' Clinic (with YMCA and USA Swimming Instructors)	Optional	Optional
Test *	Required every 3 years by the YMCA	Required every 3 years by the YMCA
Apprentice Sessions**	4	2

\* YMCA adopted the USA Swimming certification tests in September, 2006. Prior to that, the YMCA had its own tests. The USA Swimming version of the certification tests is required.

\*\* Must be mentored by a USA Swimming or YMCA/USA Swimming certified official. **Sessions must be completed at two or more meets, not all at one meet.**

### Starter/Referee Officials

	YMCA LEVEL II 6 SESSIONS OR LESS	YMCA LEVEL II 7 SESSIONS OR MORE
USA Swimming Non-Athlete fee and application	Required	Required
Wisconsin Swimming Registration	Required	Required
New Officials' Clinic (with YMCA and USA Swimming Instructors)	Optional	Optional
Test *	Referee Starter Admin Referee Clerk of Course Timing Judge All Required	Referee Starter Admin Referee Clerk of Course Timing Judge All Required
Apprentice Sessions**	5 Starter 6 Referee	2 Starter 3 Referee

\* YMCA adopted the USA Swimming certification tests in September, 2006. Prior to that, the YMCA had its own tests. The USA Swimming version of the certification tests is required.

\*\* Must be mentored by a USA Swimming or YMCA/USA Swimming certified official. **Sessions must be completed at two or more meets, not all at one meet.**

### Admin Official – Level 1

	YMCA ADMIN OFFICIAL 4 SESSIONS OR LESS	YMCA ADMIN OFFICIAL 5 SESSIONS OR MORE
USA Swimming Non-Athlete fee and application	Required	Required
Wisconsin Swimming Registration	Required	Required

New Officials' Clinic (with YMCA and USA Swimming Instructors)	Optional	Optional
Test *	Timer Timing Judge Clerk of Course	Timer Timing Judge Clerk of Course
Apprentice Sessions**	2	1

\* YMCA adopted the USA Swimming certification tests in September, 2006. Prior to that, the YMCA had its own tests. The USA Swimming version of the certification tests is required.

\*\* Must be mentored by a USA Swimming or YMCA/USA Swimming certified official. **Sessions must be completed at two or more meets, not all at one meet.**

**Recertification:**

1. All USA Swimming certified Officials must complete an **annual** USA Swimming Non-Athlete Registration and fee.
2. All USA Swimming certified Officials must complete an **annual** WI Swimming Registration on [www.wisconsinswimming.org](http://www.wisconsinswimming.org).
3. **In the fall of every even year, all** USA Swimming certified Officials must either attend a Recertification Clinic or take the **Recertification** Stroke/Turn or Starter/Referee test **on the USA Swimming website**, not the YMCA website.
4. Stroke/Turn officials must officiate **4 sessions annually** to maintain certification.
5. Starter/Referee Officials must officiate **6 sessions annually** to maintain certification.
6. These sessions can be 50% YMCA and 50% USA Swimming sessions. USA Swimming sessions are recorded for you in the USA Swimming Online Tracking System. YMCA sessions are not entered into OTS. YMCA Officials should enter their YMCA sessions into the My Activity section of the OTS system. Please ask your instructor, the Wisconsin Swimming Officials' Chair or any member of the Wisconsin Swimming Officials for help, if needed. There is an instruction guide on the USA Swimming Officials page regarding the OTS system.
7. Six (6) sessions must be officiated after completing the required apprentice sessions prior to becoming eligible to officiate at an LSC Championship Meet.

**Additional Reminders:**

All Officials are expected to attend the pre-session Officials' meeting 30-60 minutes (depending on the meet) prior to the start of the session.

If you have any questions about this process, please contact your USA Swimming Instructor, the Wisconsin Swimming Officials' Chair, or any member of the Wisconsin Swimming Officials' Committee.

On behalf of USA Swimming, Wisconsin Swimming, Wisconsin Swimming Officials and Athletes, thank you for your investment in becoming a USA Swimming Official. We welcome your participation and look forward to working with you on deck.

**Wisconsin Swimming Officials' Committee**

**Established: March 16, 2010**

**Revised: April 20, 2020**