**Certification Requirements Checklist**

*Complete and email with scans/pictures of all on deck training cards to* *ilswimofficials@ilswim.org*

|  |  |  |  |
| --- | --- | --- | --- |
| Official’s Name:  |  | Club: |  |
| Official’s Email Address:  |  |

**I am applying for certification at the following level:**

|  |  |
| --- | --- |
|[ ]  Administrative Official |[ ]  Starter |
|[ ]  Stroke and Turn Judge |[ ]  Referee |

**Online Test Results:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Test Name** | **Date Taken** (mm/dd/yy) | **Test Score (%)** |
|[ ]  Certification – Administrative Official |  |  |
|[ ]  Certification – Stroke & Turn/Timer |  |  |
|[ ]  Certification – Starter |  |  |
|[ ]  Certification - Referee |  |  |

*For Administrative Officials who took the earlier (Timer/Timing Judge/Clerk of Course) test series:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Test Name** | **Date Taken** | **Test Score** |
|[ ]  Certification – Clerk of Course |  |  |
|[ ]  Certification – Timer |  |  |
|[ ]  Certification – Timing Judge |  |  |

**Summary of On Deck Evaluations:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#**\* | **Date**(mm/dd/yy) | **Meet** | **Meet Session # of # Total**(x/y) | **Trainer** | **Start Time** | **Finish Time** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

\****Session requirements***:

* Training sessions at all levels must be at least two (2) hours in length, have all four strokes contested (IM counts as four strokes) and have a minimum of 20 heats.
* *Administrative Official:* Three (3) training sessions required from 2 meets, one at a multi-session meet, with at least 2 different trainers.
* *Stroke and Turn Judge*: Four (4) training sessions required from 3 meets with at least 2 different trainers.
* *Starter:* Five (5) training sessions required from 3 meets with at least 2 trainers.
* *Referee:* Six (6) training sessions required from 3 meets with at least 2 trainers.
* Training sessions done outside of our LSC with a certified trainer from another LSC shall not exceed 50% of evaluations.
* All trainers must have a minimum of 12 months certified in the position being trained (time as a trainee does not count).