Referees –

This use of this form will provide the necessary details for recertifying your referee credentials. Please fully complete the form and email to [Ilswimofficials@ilswim.org](mailto:Ilswimofficials@ilswim.org) no later than January 15. Forms received by January 15 will be processed by January 31 to ensure there is no gap in your credentials; forms received after January 15 will be processed but may not be processed by January 31, resulting in a potential gap where you are not credentialed to be on deck. Incomplete forms will be returned without processing. Please direct questions to [Ilswimofficials@ilswim.org](mailto:Ilswimofficials@ilswim.org).

|  |  |  |  |
| --- | --- | --- | --- |
| **Official’s Name:** |  | **Club:** |  |
| **Official’s Email Address:** |  | | |
| **Official’s Phone Number:** |  | | |

**Referee recertification requirements:**

* Work a minimum of 10 sessions during the calendar year
* Earn at least 6 CEUs during the calendar year
* In even years, take the referee re-certification test or attend an ISI sponsored re-certification clinic

|  |  |
| --- | --- |
|  | Number of sessions worked during the calendar year. |
|  | Number of CEUs earned ***and documented*** in the CEU Recap section. All CEUs need to earned during the calendar year. ***Note:*** *You need not document more than 6!* |
|  | **For even numbered years**, Re-certification test score OR date Re-certification clinic was attended |

**CEU Recap supported by documentation below:**

|  |  |
| --- | --- |
| **# of CEUs** | **Type of CEU** |
|  | * **Running a large meet as the meet referee.** *2 CEUs* per meet. (A large meet is defined as a meet held a minimum of 2 days, with at least 3 sessions, with at least 6 officials per session.)   + CEUs are granted for running large meets because the meet referee should be more focused on running the meet as a leader rather than a direct participant, providing training and mentorship as appropriate. |
|  | * **Clinician at an ISI sponsored officials’ clinic**. *3 CEUs per clinic.*   + Leading a clinic, sharing knowledge and skills, answering questions, being forced to re-evaluate one’s perspective from a brand new official’s perspective – this is a tremendous opportunity to continue to grow as an official. |
|  | * **Participation at an ISI sponsored recertification clinic**. *3 CEUs* |
|  | * **Participation at an Illinois Swimming or USA Swimming Championship meet**. *2 CEUs per session*   + Participation includes attendance at the officials’ briefing. Development and refreshing yourself in championship meet protocol. USA Swimming championship meets include Grand Prix, Nationals, Junior Nationals, US Open, and any trials-class meet.   Illinois Swimming championships include Regional, Age Group, and Senior Champs. |
|  | * **Assignment as an evaluator at an Officials Qualifying Meet.** *2 CEUs per session*.   + Not to overlap with participation at an Illinois Swimming or USA Swimming Championship meet (i.e., officials do not get credit for both). |
|  | * **Participation at an Illinois YMCA State Championship meet**. *2 CEUs per session.*   + Participation includes attendance at the officials’ briefing. Development and refreshing oneself in championship meet protocol is the goal. |
|  | * **Training another official on deck.** – *1 CEU per session with a maximum of 2*.   + The trainer must be 100% focused on training and have no other on deck responsibilities. The meet referee shall record the session for the trainer as a ‘TR’ in OTS.   + Training officials on deck is always important. The goal is to provide an opportunity for high quality training, as the trainer will have no other responsibilities. |
|  | * **Practicing your craft of being an official – working more than double the minimum required sessions.** *For every 4 sessions over 20 in the swim season, 1 CEU with a maximum of 3*.   + Working many meets gives you an opportunity to practice what you know and refine skills. |
|  | * **Take and pass the Administrative Official test during the calendar year** – *2 CEUs.*   + The administrative official test is new and provides an excellent continuing education opportunity as it covers the facets of timer, timing judge, and clerk of course in detail. |
|  | **Total CEUs (6 are required for recertification)** |

**Supporting Documentation (required):**

**Note:** To add rows for each subsection except running a meet, simply tab from the last column in the prior row and a new row is created. If more rows are needed for running a large meet, copy the first 4 rows and paste.

**Running a large meet as the meet referee.** Copy the referee sanction report from OTS – if you have not provided the information per the [requested format](https://www.teamunify.com/ilslsc/UserFiles/File/MeetCertificationChange-3.docx), put it in the correct format prior to submission.

|  |  |
| --- | --- |
| **Meet Name** |  |
| **Meet Dates** |  |
| **# of Sessions** |  |
| **Referee report copied and pasted here:** | |
| **Meet Name** |  |
| **Meet Dates** |  |
| **# of Sessions** |  |

**Clinician at an ISI sponsored officials clinic:**

|  |  |
| --- | --- |
| Date of Clinic | Clinician Role |
|  |  |

**Participation at an ISI or** **USA Swimming Championship Meet:**

|  |  |  |
| --- | --- | --- |
| **Meet Date** | **# of Sessions** | **Championship Meet Name** |
|  |  |  |

**Assignment as an evaluator at an Officials Qualifying Meet (OQM):**

|  |  |  |
| --- | --- | --- |
| **Meet Date** | **# of Sessions** | **Officials Qualifying Meet Name/Location** |
|  |  |  |

**Participation at an Illinois YMCA State Championship Meet:**

|  |  |  |
| --- | --- | --- |
| **Meet Date** | **# of Sessions** | **YMCA State Championship Meet Name/Location** |
|  |  |  |

**Training another official on deck:**

|  |  |  |
| --- | --- | --- |
| **Meet Date** | **Session #** | **Meet Name/Location** |
|  |  |  |

**Working more than 20 sessions per OTS.** Please note that you can set the dates for your history in OTS to conform to the certification time period and copy that information from OTS rather than re-typing by selecting and copying the rows of information from ‘My History’ on OTS, highlight the entire empty row below by clicking the cursor in the margin to the left of the empty row, then select ‘Merge Table’ from your paste options.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meet Name** | **LSC** | **Meet Date** | **Meet Type** | **Level** | **Positions/**  **Sessions** | **# of Evals** | **Actions** |
|  |  |  |  |  |  |  |  |

**Taking and passing the Administrative Official test:**

Paste the acknowledgement email received from USA Swimming for passing the test: