



Illinois Swimming Officials Committee

Referee Recertification Form

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 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.

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 be 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
	<ul style="list-style-type: none"> • 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.) <ul style="list-style-type: none"> ○ 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.
	<ul style="list-style-type: none"> • Clinician at an ISI sponsored officials' clinic. 3 CEUs per clinic. <ul style="list-style-type: none"> ○ 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.
	<ul style="list-style-type: none"> • Participation at an ISI sponsored recertification clinic. 3 CEUs <ul style="list-style-type: none"> ○ Even years only, no carry-over
	<ul style="list-style-type: none"> • Participation at an Illinois Swimming or USA Swimming Championship meet. 2 CEUs per session <ul style="list-style-type: none"> ○ Participation includes attendance at the officials' briefing.



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Referee Recertification Form

	<p>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.</p>
	<ul style="list-style-type: none"> • Assignment as an evaluator at an Officials Qualifying Meet. 2 CEUs per session. <ul style="list-style-type: none"> ○ Not to overlap with participation at an Illinois Swimming or USA Swimming Championship meet (i.e., officials do not get credit for both).
	<ul style="list-style-type: none"> • Participation at an Illinois YMCA State Championship meet. 2 CEUs per session. <ul style="list-style-type: none"> ○ Participation includes attendance at the officials' briefing. Development and refreshing oneself in championship meet protocol is the goal.
	<ul style="list-style-type: none"> • Training another official on deck. – 1 CEU per session with a maximum of 2. <ul style="list-style-type: none"> ○ 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.
	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ Working many meets gives you an opportunity to practice what you know and refine skills.
	<ul style="list-style-type: none"> • Take and pass the Administrative Official test during the calendar year – 2 CEUs. <ul style="list-style-type: none"> ○ 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.
	<p>Total CEUs (6 are required for recertification)</p>

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.



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Referee Recertification Form

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, 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



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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.

Taking and passing the Administrative Official test:

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