**Certification Requirements Checklist**

*Complete and email with scans/pictures of all on deck training cards to* [*ilswimofficials@ilswim.org*](mailto: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 |  |  |

**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 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |

\****Session requirements***:

* Training sessions at all levels must have all four strokes contested (IM counts as four strokes) and have a minimum of 20 heats, Starter and Referee sessions must have 25 heats. AO, ST, and SR training sessions must be at least two (2) hours in length, DR must be three (3) hours in length.
* *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, with 25 starts minimum at each session
* *Referee:* Six (6) training sessions required from 4 meets with at least 3 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), except referee trainers who must have been certified in position for 24 months. The 5th or 6th DR training session must be completed with a certified trainer (CT designation).