



## Policies and Procedures

Subject: Policies related to officials

Document Number: 251  
Version Number: 7

Effective Date: Before March 2014  
Last Revision: October 18, 2021

### Table of Contents

1. POLICY OVERVIEW .....	2
2. PURPOSE OF POLICY .....	2
3. DEFINITIONS.....	2
4. OFFICIALS POLICIES.....	2
4.1. Volunteers.....	2
4.2. Championship Travel Reimbursement .....	2
4.3. Coach Officials.....	3
4.4. Officiating Hours .....	3
4.5. Club Athlete to Officials Preferred Ratio .....	3
4.6. Enough Officials to Conduct Meets .....	3
4.7. Responsibility to Provide Officials .....	3
5. BECOMING A STROKE AND TURN JUDGE .....	3
6. STROKE AND TURN JUDGE RECERTIFICATION .....	4
7. BECOMING A CHIEF JUDGE.....	5
8. CHIEF JUDGE RECERTIFICATION.....	5
9. BECOMING A STARTER.....	5
10. STARTER RECERTIFICATION .....	6
11. BECOMING A REFEREE (R1, R2, R3) .....	6
12. REFEREE RECERTIFICATION.....	6
13. BECOMING AND ADMINISTRATIVE OFFICIAL .....	6
14. ADMINISTRATIVE OFFICIAL RECERTIFICATION .....	7
15. BECOMING AN ADMINISTRATIVE REFEREE .....	7
16. RELATED DOCUMENTS AND FORMS .....	7
17. NOTIFICATION.....	7
18. DISTRIBUTION OF POLICY AND UPDATING.....	7

## 1. POLICY OVERVIEW

- 1.1. Sections one (1) through three (3) give general information about the policy
- 1.2. Section four (4) lists specific policies related to Utah Swimming officials
- 1.3. Sections five (5) through fifteen (15) give requirements to become, or recertify in specific official positions including,
  - 1.3.1. Stroke and Turn Judge
  - 1.3.2. Chief Judge
  - 1.3.3. Starter
  - 1.3.4. Referee
  - 1.3.5. Administrative Official
  - 1.3.6. Administrative Referee
- 1.4. Section sixteen (16) lists documents and forms related to officiating
- 1.5. Sections seventeen (17) and eighteen (18) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

## 2. PURPOSE OF POLICY

- 1.1. Goal: To ensure volunteers receive the information and support they need to perform the role of an official at meets and meet hosts understand their responsibility to provide adequate, certified officials at their meets.

## 3. DEFINITIONS

- 3.1. **“Certified”** USA Swimming and Utah Swimming require officials to complete specific requirements before working in the capacity of Stroke and Turn Judge, Starter, Referee and Administrative Official or Referee. After completing the requirements and receiving notice of advancement, an official is then certified to work in that position. USA Swimming also requires officials to show credentials, proof of specific certifications.
- 3.2. **“LSC”** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.3. **“Official”** Person certified to act in the capacity of Referee, Starter, Administrative Official, Chief Judge or Stroke and Turn Judge at the meet. USA Swimming rules state that meet officials must be Non-Athlete Members of the organization.
- 3.4. **“OTS”** Officials Tracking System found on the USA Swimming website. Tracks all training, certification, and meets an official works at the local and national level.
- 3.5. **“OQM”** Officials Qualifying Meet A meet that is sanctioned and designated for National certification.

## 4. OFFICIALS POLICIES

### 4.1. Volunteers

Utah Swimming uses volunteer officials. They may not receive monetary compensation for officiating. Reimbursement of incurred expenses, thank-you gifts, and waiver of swimmer entry fees are allowed.

### 4.2. Championship Travel Reimbursement

UTSI certified officials intending on working sectional meets, the Western Zones Meets, and higher-level meets, may apply to the Officials Chair for consideration to receive supplementary funding to help defray some of the incurred expenses. Preference will be given to those who have not previously officiated at this level and may be adjusted

according to funding available and numbers applying for reimbursement. Officials must work **at least 4** sessions at the meet for reimbursement consideration. Submission of receipt(s) showing incurred expenses, which have not been reimbursed or covered through another means, are required.

#### 4.3. Coach Officials

Any registered, certified Coach Member of Utah Swimming may not officiate at any meet where athlete members of their club are swimming.

#### 4.4. Officiating Hours

Officiating: Hours worked, and thereafter recorded in USA Swimming's OTS, may be accumulated at either UTSI Swimming/USA Swimming or Utah Masters Swimming/USMS sanctioned events.

#### 4.5. Club Athlete to Officials Preferred Ratio

Clubs should strive for a 20:1 swimmer to official ratio.

#### 4.6. Enough Officials to Conduct Meets

Any Meet Sanctioned or Approved by the Utah LSC must be conducted in compliance with USA Swimming Rules in that it must be administered and observed by a sufficient number of LSC officials certified for the positions of Referee, Starter, Administrative Official and Stroke and/or Turn Judge(s).

#### 4.7. Responsibility to Provide Officials

As our officials operate on a volunteer basis, it is the responsibility of the hosting Club to recruit and provide the required minimum number of officials. The Meet Director or designee, whose contact information is published on the Meet Announcement, will act as the contact person for officials volunteering to work the meet. The hosting team may alternatively provide an internet link for a volunteer sign-up page, or other such measure, to record the names and assignments of officials planning to work the meet. At the time teams submit entries, they should include a list of officials from their team who are planning on officiating at that meet. If further individual contacts need to be made for official recruiting purposes, the UTSI website maintains a current list of certified officials and their contact information. The Officials Chair also maintains an email distribution list for all UTSI certified officials, as the Member Communications Coordinator does for team contacts and/or officials, and they may assist in sending out email "blasts" requesting officials to volunteer for the meet. The lists of officials committing to work at the meet shall be shared with the Meet Referee.

4.7.1. Alternatively, it is the prerogative of the Meet Referee to assume responsibility for the recruitment and positional assigning of officials for their meet.

## 5. BECOMING A STROKE AND TURN JUDGE

- 5.1. **Age** - Shall be eighteen (18) years of age.
- 5.2. **Prerequisite experience** – none required
- 5.3. **Clinic** – Shall participate in training clinic prior to the beginning of on-deck training.
- 5.4. **Tests** - Shall take, and pass with eighty percent (80%) or better, the USA Swimming Stroke and Turn Judge test available online at [www.usaswimming.org](http://www.usaswimming.org).
- 5.5. **Registration** - Shall be currently registered member of USA Swimming. (Registration, Level II background check, concussion protocol training, and athlete protection course should be completed before second session of on- deck training.) May have an apprentice registration during training but must have completed the USA Swimming Non-Athlete registration before observation can be scheduled. Consult with team to become registered.

- 5.6. **Training** - Shall complete a minimum of 24 hours of on deck training under the supervision of a USA certified Stroke and Turn Judge. The hours involved for observation can be included as part of the 24 hours. Training to be accomplished in the following manner:
- 5.6.1. **Procedural Training** - The trainee shall shadow a trainer for 1 session, learning Deck Protocol, Jurisdiction, Stroke and Turn Disqualifications, Observation Techniques, etc., with emphasis on listening and learning deck procedures. This can be completed at dual, developmental, invitational, or prelims of championship format meets.
- 5.6.2. **Technical Training** - The trainee shall serve the remaining training hours as a training partner with a certified Stroke and Turn Judge. While the trainer is ultimately responsible for disqualifications made on deck, the trainee will work with the trainer, sharing jurisdiction, raising the hand upon seeing an infraction, and reporting it to the trainer-partner for discussion. If the trainer did not raise their hand, there will be no disqualification. The trainer will be acting as a personal Chief Judge for the trainee, asking all the pertinent questions as a Chief Judge would do. Training must be done under the supervision of at least two different trainers.
- 5.6.2.1. **Meet Selection** – Technical Training should be completed at meets where “No Times” are allowed. No more than one session of total training shall be completed at meets in which qualifying times are required of swimmers.
- 5.6.2.2. **Trainer Guidance** – At the end of each session, the trainer shall make notes or discuss with the referee the trainee’s progress.
- 5.6.2.3. **Referee Guidance** - The Referee of the training meet shall be available to the trainee at the conclusion of every session for a short Q & A period.
- 5.7. **Advancement Approval** – Upon completion of required technical training hours the Trainee will submit a request for Observation to the Officials Chair, who will coordinate arrangements with a Meet Referee. After the final observation, upon receipt of a recommendation for advancement from the Referee, the trainee shall return the required working hours history and final observation papers signed by the Referee to the UTSI Officials Chair.
- 5.8. **Time Limit** - The trainee has six months from the date of the first on-deck training to complete training, unless hardship circumstances exist. They may apply for an extension to the Official’s Chair.
- 5.9. **Observation** - During observation, the trainee will work on the deck as a stroke and turn judge, making all appropriate disqualification calls, with supervision of a certified Official who is approved by the Meet Referee to conduct observation. After the observation meet, the supervising official will make recommendations to the Meet Referee for one of the following: 1. certification, 2. another observation, or 3. additional training. The Meet Referee will send their recommendation to the UTSI Officials Committee, care of the Officials Chair. The observation must be completed at a meet where “No Times” are allowed and must be approved in advance by the UTSI Officials Chair.
- 5.10. **Certification Challenge** –In unusual circumstances, individuals can challenge certification and complete the observation phase prior to completing the minimum 24 hours of training. This might be based on an individual having a strong background knowledge of the rules (i.e. prior swimmer, swim coach/instructor, etc.), or on a referee recommendation to the UTSI Officials Chair that the candidate is ready for final observation. A review of trainer and referee comments will be made by the UTSI Officials Committee to determine if certification challenge is appropriate.

## 6. STROKE AND TURN JUDGE RECERTIFICATION

- 6.1. Shall work a minimum of four (4) sessions per year in Stroke and Turn or higher capacity.
- 6.2. Shall take a UTSI Stroke and Turn Recertification Clinic at least once every two (2) years or participate in a National Certification Meet and attend all pre-meet briefings. (This is recommended every year.)

- 6.3. Shall take and pass with eighty percent (80%) or better, the online Stroke & Turn re-certification test once every two (2) years.
- 6.4. Shall be based on USA Swimming membership in good standing, current credentials, and satisfactory performance.

## 7. BECOMING A CHIEF JUDGE

- 7.1. UTSI Referees have the discretion to utilize any certified Stroke and Turn Judge present at their meet to act in the position of Chief Judge.
- 7.2. LSC-level certification as a Chief Judge is not presently required for advancement to an LSC Starter or Referee position.
- 7.3. **Age** – Shall be eighteen (18) years of age.
- 7.4. **Prerequisite experience** – To be evaluated for certification as a Chief Judge, an official must have worked at least 6 sessions as a Stroke and Turn Judge.
- 7.5. **Clinic** – Recommend attendance of a Chief Judge training clinic if available.
- 7.6. Shall demonstrate familiarity with radio and disqualification reporting protocols.
- 7.7. **Training and Evaluation** – Shall work a minimum of 4 sessions at an LSC Championship or OQM in a Chief Judge position and be recommended by the Referee for certification.
  - 7.7.1. An OQM evaluation recommendation for N2 (national) certification as a Chief Judge will automatically fulfill the requirements for LSC certification.

## 8. CHIEF JUDGE RECERTIFICATION

- 8.1. Shall work a minimum of four (4) sessions per year in Chief Judge or higher capacity.
- 8.2. Shall be based on USA Swimming membership in good standing, current credentials, and satisfactory performance.

## 9. BECOMING A STARTER

- 9.1. **Age** – Shall be eighteen (18) years of age.
- 9.2. **Prerequisite experience** - Shall have worked as a certified stroke and turn judge for a minimum of twelve (12) sessions. The Officials Chair of UTSI Swimming shall recommend all Starter trainee candidates to the UTSI Officials Committee for acceptance into the training program.
- 9.3. **Clinic** - Shall attend a UTSI Starter Clinic before on deck training.
- 9.4. **Tests** - Shall take and pass with eighty percent (80%) or better, the online version of the USA Swimming Starter Test.
- 9.5. **Training** - Shall begin training on deck at meets where “No Times” are allowed. There shall be a certified starter (S2) and referee (minimum R2) present.
  - 9.5.1. Shall serve a minimum of five (5) sessions in at least three (3) separate meets from two (2) different clubs, under the direction of two (2) different referees, who are approved by the Officials Chair.
- 9.6. **Advancement Approval** - The trainee will be certified as a level 1 Starter at the recommendation of the UTSI Officials Chair and acceptance of the UTSI Officials Committee. (Note: S1 starters may start for all non-scored meets). A starter will be certified as a level 2 starter upon the recommendation of the UTSI Officials Chair and acceptance of the UTSI Officials Committee after the level 1 starter has shown the skills and knowledge of all the rules pertaining to the position of starter. Level 1 starters shall not be allowed to start at scored meets.

## 10. STARTER RECERTIFICATION

- 10.1. Shall work a minimum of four (4) sessions per year in at least three (3) separate meets each year in the position of starter or higher capacity.
- 10.2. Shall take and pass with eighty percent (80%) or better, the online Starter re-certification test every two (2) years.
- 10.3. Shall attend Referee/Starter training update clinics at least once every two (2) years.
- 10.4. Shall be based on USA Swimming membership in good standing, current credentials, and satisfactory performance.

## 11. BECOMING A REFEREE (R1, R2, R3)

- 11.1. **Age** - Shall be twenty-one (21) years of age.
- 11.2. **Prerequisite experience** - Shall have worked as a certified Stroke & Turn Judge or Starter for a minimum of one year. Shall have worked as a certified S2 Starter. The Officials Chairperson of UTSI Swimming shall recommend all Referee trainee candidates to the UTSI Officials Committee for acceptance into the training program.
- 11.3. **Clinic** - Shall take a UTSI Referee Clinic before on deck training.
- 11.4. **Tests** - Shall take and pass with eighty percent (80%) or better, the online version of the USA Stroke & Turn/Timer, Timing Judge, Clerk of Course, Administrative, Starter and Referee tests.
- 11.5. **Further background requirements** - must be familiar with the positions of Administrative Official, Announcer, Clerk of Course, Starter, Stroke & Turn Judge, Timer, Timing Judge and Meet Marshall.
- 11.6. **Training** - On-deck training shall be done under the supervision of an R3 Referee. Must work a minimum of six (6) sessions with two (2) different referees, two (2) different clubs, to be considered for certification as a R1 Referee. (Note: Our R1 level Referee certification is for a Referee who is expected to obtain further training but who is certified to gain the experience of being the "Referee in charge" by acting as Meet and Deck Referees running Intrasquad and dual level meets). Must train a minimum of 6 additional sessions plus one session each with an Administrative Official (AO) and a Timing Equipment Operator (TEO) to be eligible for consideration for advancement to the R2 Referee level. These sessions must be done with at least three (3) different training Referees, two (2) different clubs. (Note: R2 level Referees are certified to act as Meet and/or Deck Referee for non-scored meets.)
- 11.7. **Advancement Approval** - Referee certification and advancement require the recommendation of the UTSI Officials Chair and acceptance of the UTSI Officials Committee after the candidate has shown the skills and knowledge of the rules and responsibilities pertaining to that position. (Note: R3 level Referees are certified to act as Meet and/or Deck Referee for any meet. Any R3 Referee may act as a Referee-trainer for those approved for training.)

## 12. REFEREE RECERTIFICATION

- 12.1. Shall work a minimum of six (6) sessions per year, in at least three (3) separate meets in Starter or higher capacity with at least one session as Referee.
- 12.2. Shall take and pass with an eighty percent (80%) or better, the online re-certification tests pertaining to the position of referee once every two (2) years.
- 12.3. Shall attend Referee/Starter recertification training/update clinics at least once every two (2) years.
- 12.4. Shall be based on USA Swimming membership in good standing, current credentials, and satisfactory performance.

## 13. BECOMING AND ADMINISTRATIVE OFFICIAL

- 13.1. **Age** - Shall be eighteen (18) years of age.

- 13.2. **Prerequisite experience** - none required
- 13.3. **Clinic** – Shall take the Administrative Official Clinic
- 13.4. **Tests** – Shall take and pass with eighty percent (80%) or better, the online version of the USA Swimming Timer, Timing Judge, Clerk of Course and Administrative tests prior to apprenticing.
- 13.5. **Registration** – Shall be currently registered with USA Swimming in good standing with valid Level II background check, Concussion protocol training (CPT), and Athlete Protection Training (APT).
- 13.6. **Training** – a minimum of 4 sessions with at least 2 different certified Administrative Officials, from two different clubs (may include one session as Timing Equipment Operator, this should be the final session of observation). Certification after satisfactory performance at one meet.

## 14. ADMINISTRATIVE OFFICIAL RECERTIFICATION

- 14.1. Shall take and pass with an eighty percent (80%) or better, the online re-certification tests pertaining to the position of AO once every two (2) years.
- 14.2. Shall attend AO recertification training/update clinics at least once every two (2) years.
- 14.3. Shall be based on USA Swimming membership in good standing, current credentials, and satisfactory performance.

## 15. BECOMING AN ADMINISTRATIVE REFEREE

- 15.1. Must obtain certification as an R3 Referee and have also certified as an Administrative Official.

## 16. RELATED DOCUMENTS AND FORMS

- 16.1. Current forms used by officials at meets are available at [www.swimutah.com](http://www.swimutah.com) > Officials, and [www.usaswimming.org/officials](http://www.usaswimming.org/officials)
- 16.2. *Online Referee Report* to be completed by meet referee after every meet worked is available at [www.swimutah.com](http://www.swimutah.com) > Officials
- 16.3. Training Records and Applications to become an official are available at [www.swimutah.com](http://www.swimutah.com) > Officials
- 16.4. USA Swimming *Officials Tracking System* (OTS): [www.usaswimming.org/ots](http://www.usaswimming.org/ots) Contact previous Officials Chair or USA Swimming for administrative access

## 17. NOTIFICATION

- 17.1. Requirements to become an official, or location of Officials Policy, will be listed on any training records or forms
- 17.2. Requirements to become an official will be taught in training clinics
- 17.3. The Officials Chair may refer those with questions about certification to the policy
- 17.4. New Officials Chairs will be made aware of this policy during Board of Directors training.

## 18. DISTRIBUTION OF POLICY AND UPDATING

- 18.1. The Officials Policy shall be posted on the Utah Swimming Policies and Procedures page.
- 18.2. A link to the policy shall appear on the *Officials Page* of the Utah Swimming website.
- 18.3. Annually, the Officials Chair or designee will review policy and update as needed.
- 18.4. Annually, the Officials Chair or designee will ensure training and any related information posted on the website or published are congruent with current policy. Also, ensure requirements under *Notification* section are met.

#251 Officials Policy 10/18/2021

Change Log				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	Pre 3/2014	Pre-existing/Entire Policy	3/2014 P&P Manual	BOD
2	2014	Updated/Unknown	Wane Oviatt	BOD
3	2018	Updated/Unknown	Wane Oviatt	BOD
4	11-12-2019	Formatting changes. Updates to requirements/ Becoming a Stroke and Turn Judge (Registration); Becoming a Referee (Training); Administrative Official (Recertification)	Cathy Vaughan, Carri Oviatt, Alicia Simon	BOD
5	2-9-2021	Updated or clarified most certification or recertification requirements. Changed pronouns to gender neutral, standardized headings, and modified <i>Notification</i> and <i>Distribution and Updating of Policy</i> sections.	Alicia Simon, Officials Committee, and Cathy Vaughan	BOD
6	5-11-2021	Updated Referee Training section by adding required sessions worked with AO and TEO.	Officials Committee	BOD
7	10/18/2021	Updated wording	Serena Werner	BOD