Article 418 – Officials’ Chair

418.1 The Officials’ Chair is appointed by the General Chairman with the advice and consent of the Board of Directors. The Officials’ Chair must have a minimum of five years’ experience as a certified Referee and must have, at a minimum, current N2 Referee certification and preferably will have current N3 DR, SR, and CJ certifications.

418.2 The members of the Officials’ Committee are appointed by the Officials’ Chair with the advice and consent of the Administrative Vice-Chair. With the exception of the Athlete Representatives, all committee members must be certified officials in good standing and they will be appointed for two-year, renewable terms. The Committee will consist of the following: The Officials’ Chair, ~~the Area Chairs, the recent past Officials’ Chair, the Administrative Vice-Chairman, and at least one appointed athlete representative to the committee~~, a New Officials’ Training Coordinator, an Advancement and Certification Coordinator, an At-Large member, and two Athlete Representatives. The Administrative Vice-Chair will have a voice on the Committee but no vote. The New Officials’ Training Coordinator and the Advancement and Certification Coordinator must have a minimum of three years’ experience as a certified Referee and must have, at a minimum, current N2 DR certification and preferably will have current N3 DR, SR, and CJ certifications. The At-Large member must, at a minimum, be certified as a Stroke and Turn Judge within the LSC.

~~418.3 The Metro Officials areas are:~~

~~.1 Suffolk~~

~~.2 New York City~~

~~.3 Hudson Valley South~~

~~.4 Hudson Valley North~~

~~.5 Nassau~~

~~And functional areas: Recruiting, Education and Advancement~~

418.4 The Officials’ Committee governs as a body entrusted with the interpretation of the USA Swimming Rules and the way Metropolitan Certified Officials ~~conducts him/herself~~ conduct themselves whenever they are representing USA Swimming and Metropolitan Swimming. ~~within the pool venue~~. The Officials’ Committee will also serve in any other capacity deemed necessary by Metro and its duties will include any other activities deemed appropriate by the Committee. Specific responsibilities of the Officials Committee will include but are not limited to:

.1 Training, advancing, and critiquing officials

.2 Determining officials’ certification status

.3 Setting the agenda for and running officials’ clinics

.4 Conducting rules discussions

.5 Reviewing charges brought against any official and determining penalties if appropriate in accordance with the procedures set forth in the USA Swimming document “General Guidelines for Discipline and Decertification.”

.6 The Committee shall hold quarterly meetings, and will meet at other times when deemed necessary.

~~418.5 The Area Chairs will be appointed by the Officials’ Chair in consultation with the Administrative Vice-Chairman. Generally, the minimum requirements for Area Chair are 3 years’ experience as a Referee and current national certification at the N2 level or above.~~

~~418.6 Area Chairs are responsible for the following within their own area:~~

~~.1 Critiquing officials, especially at championship meets. They should consider whether the official possesses a sound command of the technical rules of swimming and: a) was at the meet a minimum 60 minutes prior to start, b) was properly attired, c) demonstrated a sound understanding of deck protocol, and d) was in the proper position to make calls. In critiquing Meet and Deck Referees, Area Chairs should also consider whether the deck was adequately staffed with all relevant personnel and whether the deck was set up in accordance with Metro’s established policies and practices. They should also consider whether the Meet Referee entered the meet into OTS in a timely fashion following its conclusion.~~

~~.2 Help to ensure that each meet has the required number of officials with the necessary certifications. a). Meet directors may choose officials, but the selections must be approved by the Meet Referee or Area Chair.~~

~~.3 Regularly review the LSC certifications of all officials in their area to ensure that officials have worked the minimum number of sessions, have attended all required clinics, and have met the testing requirements.~~

~~.4 Set up their area’s meets in OTS~~

~~.5 Attend a minimum of three meetings per year. Topics on the agenda will include a) meet critiques, b) officials’ certification, and c) discussion of rules~~

418.7 Requirements for becoming a Stroke & Turn Judge are: a) be at least 18 years old, b) attend a stroke & turn clinic for apprentice officials, c) take the Stroke & Turn Judge on-line test d) receive a score of 80% or better, e) complete six apprentice sessions on at least two different decks under the supervision of a certified Stroke & Turn Judge or higher-level official, f) complete athlete protection requirements, including courses and background checks as determined by USA Swimming. Apprentice Stroke and Turn Judges must attend a stroke and turn clinic and must have either their temporary or regular registration on file in the Metro office before they can begin their on-deck apprentice training. Once certified, the official must work an additional 3 sessions during their initial year to maintain their status as a Certified Stroke & Turn Judge.

418.8 To maintain Stroke & Turn certification an official must work a) a minimum of 6 sessions per year as a Stroke & Turn judge or higher level, b) attend a mandatory Stroke & Turn Judge recertification clinic in designated years, and c) pass in designated years the recertification test with score of no less than 85%. With a score below standard, the official must re-take the initial exam and receive a score of no less than 90% to maintain Stroke & Turn Judge status. For LSC certifications to be renewed, the clinic and test requirements must be successfully completed by December 1st in designated clinic and test years.

418.9 To become a Starter, an official must be a certified Stroke and Turn Judge ~~for a minimum of one year~~ and must have worked a minimum of 16 sessions as a Stroke and Turn Judge before seeking advancement. The official must then submit a request to the Area Chair requesting to advance to Starter apprentice and receive a positive response from the Area Chair. Requirements for becoming a Starter are: a) be at least 20 years old, b) attend a Starter clinic c) take the Starter exam and receive a score of 85% or better, and d) work 8 sessions on deck as Starter, at least one of which has to be a session that includes 10 and Under swimmers. At sessions in which apprentice Starter is part of the Starter rotation, the apprentice Starter must start a minimum of 25 heats to be given credit for the session. At the completion of each apprentice session, the certified Starter who mentored the apprentice during the session will submit to the Advancement Coordinator and the apprentice, a Starter observation form. ~~Either during the eighth session, or after completing eight sessions, the Starter apprentice must be observed by the Officials’ Chair, an Area Chair, or an approved Starter evaluator. Upon the Starter apprentice’s successful completion of the above requirements, the Area Chair will notify the Officials’ Chair so that the newly certified Starter’s LSC certifications can be updated.~~ After completing six sessions, a Starter apprentice must receive two positive observation reports from two designated Starter mentor/evaluators in order to be advanced to certified Starter. Starter apprentice sessions count towards the total number of sessions done per year. Certification must be completed within one year from the start of the apprenticeship and is subject to the renewal requirements outlined in section 418.8 above.

418.10 To maintain Starter certification, an official must a) work a minimum of 16 sessions per year with at least 8 sessions as Starter, and b) pass the Starter recertification exam in testing years with a score of no less than 85%. Failure to fulfill these requirements will result in the Starter having her or his Starter certification revoked.

418.11 To advance to Referee, an official must be a certified Starter ~~for a minimum of one full year, and~~ and must have worked a minimum of 24 sessions as a Stroke and Turn Judge and/or Starter, including at sessions with 10 and Under swimmers and at least two sessions at either long- or short-course Senior Mets or another Metro-run meet in the year preceding their request to advance. An official seeking to advance to Referee needs to make her or his desire to advance known to ~~her or his Area Chair~~ the Advancement and Certification Coordinator, who will review her or his record and, if the official seeking to advance to Referee meets the required criteria, the Coordinator ~~record warrants it, will then nominate her or him to the Officials’ Chair as a candidate for advancement. After receiving a nomination from an Area Chair, the Officials’ Chair will review the nominee’s record and will consult with the nominating Area Chair. If, after consulting with the Area Chair and other senior officials as necessary, the Officials’ Chair determines that the nominee possesses the necessary skills and experience to be a suitable candidate for advancement to Referee, the Officials’ Chair~~ will extend a formal written invitation to the nominated official to begin his or her Referee Apprenticeship. Referee apprentices must work a minimum of 8 sessions, under at least two certified Referees on at least two different pool decks and they must take and pass the Referee test with a score of no less than 90%. At the completion of each apprentice session, the certified Referee who mentored the apprentice during the session will submit to the Advancement Coordinator and the apprentice a Referee observation form. After completing six sessions, a Referee apprentice must receive two positive observation reports from two designated Referee mentor/evaluators in order to be advanced to certified Referee. ~~The Referee apprentice’s eighth session (or a subsequent session) must be completed under the observation of either the Officials’ Chair or one of the Area Chairs. Once the Apprentice Referee has completed 8 sessions and has met the requirement that he or she be observed in the eighth (or a subsequent session) by the Officials’ Chair or an Area Chair, he or she will supply the Officials’ Chair with the names of the Referees under whom she or he apprenticed. The Officials’ Chair will then ask each of these Referees to complete an apprentice Referee Observation report. Once these reports are returned to the Officials’ Chair, she or he will take them into consideration in determine whether he or she will either advance the apprentice to certified Referee (if the Referee Observation reports are favorable) or ask him or her to complete further apprentice sessions (if the Referee Observation reports indicate that further training is warranted).~~ Referee apprentice sessions count towards the total number of sessions required per year. Certification must be completed within one year from the time the apprenticeship begins. ~~Certification requires positive reports by at least two of the certified Referees who helped train the Referee apprentice during his or her apprenticeship and a positive report on the final observation conducted by an Area Chair or the Officials’ Chair. The Officials’ Chair must sign-off on all advancements to Referee.~~

418.12 To maintain Referee certification, an official must a) work a minimum of 16 sessions per year with at least 8 sessions as Referee or Meet Referee, b) attend the mandatory annual Referee clinic, c) work a minimum of two sessions each year at a Metro-run meet such as long-course or short-course Senior Mets, and d) pass the Referee re-certification exam with a score of no less than 90% in test years. The test must be taken and passed by December 1st in designated testing years. Failure to fulfill these requirements will result in the Referee having her or his Referee certification revoked.

418.13 To be a Relay Take-off Judge you must be a certified for Stroke & Turn Judge.

418.14 To be a Chief Judge you must be at least 20 years old and be a currently certified for Stroke & Turn Judge with at least one year of experience and a minimum of 12 sessions as a certified Stroke and Turn Judge.

418.15 To become an Administrative Referee, you must have a minimum of three years’ experience as a Deck Referee, must pass the Administrative Referee exam with a minimum score of 90%. The Officials’ Chair must sign-off on all advancements to Administrative Referee.

418.16 Meet Referees are required to enter meet information into the USA Swimming Officials Tracking System (OTS) within 14 days of the end of the meet.

418.17 When an official is charged with not performing their duties properly, the Officials’ Committee shall follow the General Guidelines for Discipline and De-Certification as outlined by the Officials Committee of USA Swimming.