



I. Introduction

- A. Midwestern Swimming, Inc. (MWS) is one of 59 Local Swim Committees (LSC) in the United States, operating under the general governance of USA Swimming, which is the National Governing Body.
- B. Each LSC functions under its own set of By-Laws, documented in accordance with USA Swimming Policies, Rules, and Regulations. In general, no LSC Policy, Rule, etc. may be more stringent and/or constraining than those of the National Body.
- C. This document addresses only the matter of recruiting, training, and certifying deck Officials in MWS. To that end it codifies how individuals are initially certified, how progression may be achieved, and how, once certified, Officials maintain their status.
- D. In MWS, Officials are managed and governed by a seven member Officials Committee, elected by the Officials within MWS.
- E. As of January 1, 2011, the Official's Committee is comprised of the following individuals:

<i>Name</i>	<i>Position</i>	<i>Area</i>	<i>LSC Certification</i>	<i>E-mail Address</i>
Scot Sorensen	Chair		Referee	scotsorensen@cox.net
Vacant	Member #1	Western		
Gary Kuhn	Member #2	At-Large	Referee	gnkuhn@cox.net
Betsy Purcell	Member #3	Omaha	Referee	epurcell@eacg.com
Mary Losee	Member #4	At-Large	S&T	marylosee@cox.net
Tony Storer	Member #5	Lincoln	Referee	tony@quadistech.com
Dean Burger	Member #6	Northeast	Referee	dmburger@midamerican.com

II. Reciprocal Certifications:

- A. MWS will grant full reciprocity to currently certified Officials coming from another LSC, provided the previous organization has policies in place that are similar to those in MWS.
- B. Officials requesting reciprocal certification must be prepared to present appropriate, current documentation attesting to their level of competence / certification in the previous LSC.
- C. They must also be prepared to present documentation attesting to their current USA Swimming registration status.

III. Fees, Terms, and Other Costs:

- A. The annual USA Swimming non-athlete membership fee is currently (2011) \$53.00
 - 1. Memberships expire on December 31 of each year.
 - 2. Renewals may be submitted anytime between September 1 and December 31 of the expiration year.
 - 3. If the membership (and its associated certification) is not renewed by March 31st of the year following expiration, both the certification and the membership will be lost and the entire certification process may have to be begun anew, at the discretion of the MWS Officials Committee, to include any or all of the following:
 - i. Re-entry into the certification program
 - ii. Possible re-progression through the categories
 - iii. Re-examination
 - iv. Requests for a waiver of the policies concerning lapsed membership/certification must be submitted to the MWS Officials Chair in writing, in a timely manner, and will not be considered except in the most unusual of circumstances.

IV. Categories of Officials in MWS:

- A. Deck Officials are categorized in the following manner:
 - 1. Referee
 - 2. Starter
 - 3. Stroke & Turn JudgeBy definition, Officials certified in any category also accrue coincident certification in all lower categories.
- B. In order to be certified in ANY capacity as a Deck Official in MWS, individuals must first become active, non-athlete members of USA Swimming.
- C. Once certified, that membership must remain current as long as the Official is active and is a condition of renewal.
- D. There can be serious insurance repercussions if USA Swimming membership of a MWS Deck Certified Official is allowed to lapse, but remains active on deck.

V. Initial Certification as a Stroke & Turn Judge:

- A. Prospective Officials must **first** attend an Officials clinic approved by the MWS Officials Chair.
 - 1. Several such clinics are conducted throughout the LSC each year and are generally publicized well in advance.
- B. Prospective Officials must then take the necessary USA Swimming online tests (open book) and score a minimum of 80%.
 - 1. All Officials tests are completed online from the Official's section of the USA Swimming website at: www.usaswimming.org.
 - 2. Tests must be completed within 60 days of clinic attendance. If this time constraint is not met, the process must be begun anew.
- C. MWS Minimum Standards for Officiating detail the process by which an apprentice completes the necessary requirements for certification.
- D. Official certification will then only occur when the candidate becomes a non-athlete member of USA Swimming.
 - 1. Most clubs have the necessary USA Swimming form to effect non-athlete membership or it may be downloaded from the Officials page of the MWS website.
 - 2. A criminal background check is required for all non-athlete members of USA Swimming. Information on this process is available on the USA Swimming website.
 - 3. Membership in USA Swimming also ensures the provision of a current Rule Book.

VI. Certification as a Starter:

- A. Stroke and Turn Judges may progress to become Starters according to MWS Minimum Standards for Officials.
- B. They must attend a Starter's clinic.
- C. They must function in an apprentice role for a minimum of five (5) sessions encompassing at least two (2) separate meets.
- D. They must take and score a minimum of 80% on the appropriate Starter's examinations.

VII. Certification as a Referee:

- A. Candidates for certification as a Referee must have been previously certified as a Stroke and Turn Judge and as a Starter for a minimum of one calendar year.
- B. They must attend a Referee's Clinic.
- C. They must function in an apprentice role for a minimum of six (6) sessions encompassing at least three (3) separate meets.
- D. They must take and score a minimum of 80% on the appropriate Referee's examinations.

VIII. Chief Judge and Relay Take-off Judge:

- A. There are no criteria, progressions, or certifications.
- B. Normally viewed as extensions of the Stroke & Turn Judge's domain.

IX. Uniforms and Appearance:

- A. The “normal” deck uniform in MWS is white shirts or blouses (collared and sleeved) and khaki trousers, skirts, or Bermuda-length shorts, and white socks/shoes.
- B. At the discretion of the Meet Referee, the uniform may be changed for Championship Finals sessions.
- C. Jeans and “short” shorts are never considered appropriate at any time or under any circumstances.

X. Accouterments:

- A. Each newly certified MWS S&T Official will be provided one Officials polo shirt and nametag at no cost. Additional shirts and nametags are available from the MWS Officials website.
- B. All MWS Officials in all categories are REQUIRED to display their current USA Swimming and MWS membership credentials at all times when performing duties as an Official.
 - 1. It is the responsibility of the Meet Referee to ensure this requirement is met and she/he MUST not allow improperly or inadequately credentialed individuals to be on deck at any time.

XI. Minimum Participation and Other Recurring Requirements:

- A. In order to maintain active, current certification in MWS, all Officials must meet the MWS Minimum Standards of Officiating.
- B. Each biennium, all MWS certified Officials must successfully pass (minimum 80%) the appropriate online Officials test specific to her/his level of certification and attend an approved Officials clinic.

XII. MWS Officials Roster:

- A. The MWS Officials Chair will compile and maintain a roster of all active Officials.
- B. The roster will be posted on the MWS Officials website and updated regularly.
- C. If the roster is to be of significant benefit, all errors of omission and requests for additions or deletions must be forwarded to the MWS Officials Chair in a prompt and accurate fashion.

XIII. National Certifications:

- A. National Certification is acquired by following the guidelines specified by USA Swimming National Officials Committee.
 - 1. Please visit the USA Swimming website (Officials) at: www.usaswimming.org.

XIV. MWS Certification Levels:

- A. MWS certification levels within the OTS consist of the following:
1. "Qualified" – has met all standards for ongoing officiating
 2. "Provisional" – has not met session standards for ongoing officiating and recertification
 - i) "Provisional" certification will be valid through December 31 of the next calendar year
 - ii) The Official must meet the MWS Minimum Standards session requirements for their certification level during the next calendar year
 - iii) Once the Official has fulfilled the session requirements for the next calendar year, they shall contact the Officials Chair directly. The Official's certification will then change to "Qualified". Once this change occurs, the "Qualified" certification will lapse in two calendar years, the date it would have done so without "Provisional" status.
 - iv) This 12-month grace period provides the Official an opportunity to demonstrate their compliance with MWS standards. If the Official has not met the level-appropriate session requirements at the end of the "Provisional" year, their certification will lapse.