

NEW JERSEY SWIMMING OFFICIALS CERTIFICATION REQUIREMENTS

September 1, 2019

This document outlines the certification process for officials within the New Jersey LSC (Local Swimming Committee). We want to provide the best officials possible at all meets so that the swimmers will have the best opportunity to succeed in the pool. We also want to be sure that we provide a comprehensive training program so that our officials will be able to succeed at the tasks to which they are assigned.

In addition, we want a recognized process whereby officials can "move up" in position from stroke and turn judge, to chief judge, to starter and referee. It is important that our officials are prepared to deal with the situations that arise during a meet and enjoy the meet as much as the swimmers, parents and coaches.

The following sections set forth the specifications for each certification level. Each level has participation requirements, which involve working at meets sanctioned or approved by New Jersey Swimming or USA Swimming. A table at the bottom of this document summarizes the requirements and lists the testing requirements for each position.

Prospective Stroke & Turn Judges

To become a stroke & turn judge, a candidate must:

- Attend a Stroke & Turn training clinic in NJ. This can be a USA-S course or a YMCA Level I or Level II course
- Pass the tests for that position **within 30 days of taking the clinic**. Again, this can be either the USA-S or YMCA test so that duplication will not be required.
- Be a member of USA Swimming
- Be at least 18 years old

Upon successful completion of the above class and testing, a New Jersey Swimming apprentice official's card will be issued to each successful candidate.

The apprentice will be required to participate in: a total of four (4) USA-S meet sessions in at least two (2) different NJ Swimming sanctioned or approved meets; or a combined total of six (6) meet sessions of which up to three (3) can be from YMCA meets, including dual meets. ***These meet sessions must be completed within 6 months of clinic attendance.***

Apprentice Stroke & Turn officials may not work at championship meets. **Championship meets are defined as: JO's, Senior States, Junior States, Holiday Classic, the Speedo Winter Invitational, and Short Course 13 & Over Silver and Bronze Championships.**

This participation will involve working with a certified stroke & turn judge or higher-level official. The apprentice may not make calls or disqualifications but will accompany the experienced official during the meet as a training session. The referee should sign the apprentice card for each complete session at which the apprentice worked.

Upon completion of the apprentice sessions, the apprentice should send a photocopy of both sides of the apprentice official's card to the New Jersey Swimming Certification Coordinator. An updated New Jersey Swimming official's certification card will then be issued and sent along with a "New Jersey Swimming Official" patch.

For already certified YMCA officials, the apprenticeship can be waived if the candidate has been YMCA certified for at least one year, presents a copy of his/her meet record experience report and has a letter of recommendation from his/her USA or YMCA Team Swimming Officials Coordinator stating that he/she has worked as an official in a minimum of four (4) USA-S meet sessions during the year or that he/she worked at a total of six (6) meet sessions during the year, of which three sessions (3) can be from dual meets.

Prospective Administrative Officials

To become an Administrative Official, the candidate must:

- Attend an Administrative Official clinic in NJ, (this can be a USA-S or YMCA clinic) and pass the tests for that position **within 30 days of clinic attendance**
- Be a member of USA Swimming
- Be at least 18 years old

Upon successful completion of the above class and test, a New Jersey Swimming apprentice official's card will be issued.

The apprentice will be required to participate in a total of three (3) sessions in a NJ Swimming sanctioned or approved meet. *This must be completed within 6 months of clinic attendance.* The referee should sign the apprentice card for each complete session at which the apprentice worked.

Upon completion of the three apprentice sessions, the apprentice should send a photocopy of both sides of his/her apprentice official's card to the New Jersey Swimming Certification Coordinator. An updated New Jersey Swimming official's certification card will be issued and sent along with a "New Jersey Swimming Official" patch.

Prospective Chief Judges

Certified Stroke & Turn officials may apply for the CJ's Training Clinic upon satisfying the following prerequisites:

- Must be certified as a stroke and turn official at least one year and worked a total of at least 10 sessions at 5 different NJ sanctioned or approved meets (no more than half of these sessions at approved meets).
- Be a member of USA swimming
- Be at least 18 years old
- Attend a USA-S CJ training clinic (classroom and applicable on-deck training)

- Pass the relevant tests (Recertification Stroke & Turn/Timer, Recertification Starter as well as the Certification or Recertification Clerk of Course Test for Stroke & Turn Judges or the Certification or Recertification Timing Judge tests for starters **within 30 days of clinic attendance**)
- Be evaluated in the role by a Meet Referee at three sessions over at least two meets and receive recommendations for full certification on those evaluations.
- As part of the above evaluations, be evaluated on successfully giving a stroke briefing for at least one of the sessions.

While officials are encouraged to further their training and education to better serve the athletes, it is not necessary to be a certified Chief Judge to serve in that capacity at any meet.

Prospective Starters

Certified Stroke & Turn or CJ officials may apply for the Starter's Training Clinic upon satisfying the following prerequisites:

- Must be certified as a stroke and turn official for at least two winter (short course) seasons and worked a total of at least 20 sessions at 10 different NJ Swimming sanctioned or approved meets (no more than half of these sessions at approved meets)
- Receive a recommendation from the head coach of their team
- Attend a USA-S Starter training clinic (classroom and applicable on-deck training)
- Pass the tests for that position **within 30 days of clinic attendance**
- Be a member of USA swimming
- Be at least 18 years old

A New Jersey Swimming official's card will be issued indicating that the official is an apprentice starter upon completion of the above requirements.

The apprentice will be required to work in a total of five (5) sessions in at least two (2) different NJ Swimming sanctioned or approved meets (one session must be at a Bronze or Mini-meet). All apprentice sessions must be completed within 6 months of clinic attendance. The apprentice may work only one session per day in that role. An apprentice starter may not work with an apprentice referee. **In order for an apprentice starter to receive credit for a session they must start a minimum of 40 heats.** Apprentice starters may not work as starters at championship meets. **Championship meets are defined as: JO's, Senior States, Junior States, Holiday Classic, the Speedo Winter Invitational, and Short Course 13 & Over Silver and Bronze Championships.**

Each apprentice session must be observed, and an observation form must be completed for each session by the observer. The last observation must be conducted by any Officials Committee member or one of the following individuals:

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|---|---|
| • Val Gibson (vhgswimming@msn.com) | • Roni Sawin (ronisawin2@aol.com) |
| • Ann Leaver (annleaver@yahoo.com) | • Steve Sawin (spsawin@aol.com) |
| • Paul O'Connor (pauloconnornj@aol.com) | • Keith Scott (keithrscott56@gmail.com) |

Note that Observers who are not members of the Officials Committee may not conduct a final observation on a prospective candidate affiliated with their own team.

The apprentice must receive a recommendation for full certification from a Committee member or other person named above in order to complete his or her apprenticeship. At that point, copies of all observation forms should be sent to the New Jersey Swimming Certification Coordinator. An updated NJS official's certification card will be issued and sent to the official.

Prospective Referees

Certified Starters may apply for the Referee's Training Clinic upon satisfying the following prerequisites:

- Attend chief judge clinic and be certified as a chief judge. (This requirement will be effective beginning with the Spring 2020 Referee's Training Clinic.)
- Certified as a starter for at least one (1) year and worked a minimum of 8 sessions as a starter.
- Worked a total of ten (10) meet sessions over five (5) NJ Swimming sanctioned or approved meets, within the prior 12 months of the Referee's Training Clinic
- Receive a recommendation from the head coach of their team
- Attend a USA-S Referee training clinic
- Pass the tests for that position **within 30 days of clinic attendance**
- Be a member of USA swimming
- Be at least 21 years old

A New Jersey Swimming official's card will be issued indicating that the official is an apprentice referee upon completion of the above requirements.

The apprentice will be required to work in a total of six (6) sessions in at least three (3) different NJ Swimming sanctioned or approved meets (one session must be at a Bronze or Mini-meet). All apprentice sessions must be completed within 6 months of clinic attendance. The apprentice may work only one session per day in that role. An apprentice referee may not work with an apprentice starter. **In order for an apprentice referee to receive credit for a session, they must work for at least 2 hours at the post of referee.** Apprentice referees may not work as referees at championship meets. **Championship meets are defined as: JO's, Senior States, Junior States, Holiday Classic, the Speedo Winter Invitational, and Short Course 13 & Over Silver and Bronze Championships.**

Each apprentice session must be observed, and an observation form must be completed for each session by the observer. The last observation must be conducted by any Officials Committee member or one of the following individuals:

- Val Gibson (vhgswimming@msn.com)
- Ann Leaver (annleaver@yahoo.com)
- Paul O'Connor (pauloconnornj@aol.com)
- Roni Sawin (ronisawin2@aol.com)
- Steve Sawin (spsawin@aol.com)
- Keith Scott (keithrscott56@gmail.com)

Note that Observers who are not members of the Officials Committee may not conduct a final observation on a prospective candidate affiliated with their own team.

The apprentice must receive a recommendation for full certification from a Committee member or other person named above in order to complete his or her apprenticeship. At that point, copies of all observation forms should be sent to the New Jersey Swimming Certification Coordinator. An updated NJS official's certification card will be issued and sent to the official.

Prospective Meet Referees

Certified Referees may apply to act as a Meet Referee upon satisfying the following prerequisites:

- Worked as a fully certified referee for a minimum of 12 months and worked a total of at least 10 sessions at 5 or more different NJ Swimming sanctioned or approved meets over that time period (no more than half of these sessions may be at approved meets). One of the 10 sessions must be at a Bronze or Mini meet
- Worked as an apprentice meet referee at two meets
- Worked for at least one full day as an Administrative Referee at a prelims/finals meet
- Receive a recommendation from the head coach of their team
- Be a member of USA swimming
- Be at least 21 years old

A New Jersey Swimming official's card will be issued indicating that the official is qualified as a meet referee upon completion of the above requirements.

The apprentice must receive a recommendation for full certification from both mentoring meet referees in order to complete his or her apprenticeship. At that point, copies of all observation forms should be sent to the New Jersey Swimming Certification Coordinator. An updated NJS official's certification card will be issued and sent to the official.

Renewals for Currently Certified Officials

- Attendance at an appropriate official's clinic and passing the associated tests is required every three years.
- Annual renewal of USA-S membership by sending application, check, meet experience record and clinic registration form (where applicable) to the New Jersey Swimming Certification Coordinator
- Completion of the Athlete Protection Course annually
- Level 2 Background Check updated every two (2) years

The clinic requirements for a stroke & turn judge can be satisfied by attending a USA-S course or a YMCA Level I or II clinic listed on the NJS web site.

Re-certifying chief judges must meet the criteria for stroke & turn judges or starters, as applicable and have worked at least two meet sessions in the role of the chief judge.

Re-certifying starters and referees can satisfy their clinic requirements by attending a USA-S course or a YMCA Level II clinic listed on the NJS web site.

Recertifying meet referees must follow the same criteria as deck referees.

Annual renewals are dependent on minimum participation by the official based on their officiating position. These requirements are listed below. While participation at national, sectional, and zone meets conducted outside of the LSC is encouraged, sessions worked at these meets will not count towards the LSC requirements listed below. Approved and Observed meets within the LSC may count for up to 50% of the LSC session requirement, e.g., the YMCA State, Silver, Bronze and 8 & Under Championship meets.

For annual renewal of USA-S membership: Please send the application, your check, made payable to NJ Swimming, and a copy of both sides of the official's certification card indicating the sessions worked during the past calendar year, or your Meets History Report from OTS, to the New Jersey Swimming Certification Coordinator. **It is recommended that all the paper work be sent by Dec. 1st for the following year's membership.** (Note: Apprentice sessions do not fulfill this annual renewal requirement). A renewal New Jersey Swimming official's certification card will be issued and sent by return mail.

The meet participation requirements for renewal of credentials are as follows:

- Stroke & Turn (Level 5): Six (6) sessions in at least two (2) different NJ Swimming sanctioned or approved meets.
- Administrative Official (Level A/O): Four (4) sessions in a NJ Swimming sanctioned or approved meets.
- Chief Judge (Level 4): Six (6) sessions in at least two (2) different NJ Swimming sanctioned or approved meets, with at least two of those sessions as a chief judge. At least one of these six sessions must be at a bronze level meet or mini-meet.
- Starter (Level 3): Six (6) sessions in at least two (2) different NJ Swimming sanctioned or approved meets with at least four (4) sessions as starter. At least one of these six sessions must be at a bronze level meet or mini-meet. Such designation is noted at the top of the meet announcements. Also included would be the Bronze Championships series, which includes the 8/U Championship, 9-10 Championship(s) as well as the Bronze championship(s).
- Referee (Level 1): Eight (8) sessions in at least three (3) different NJ Swimming sanctioned or approved meets with at least four (4) as referee or starter with a minimum of two (2) as starter and two (2) as referee. At least one of these eight sessions must be at a bronze level meet or mini-meet. Such designation is noted at the top of the meet announcements. Also included would be the Bronze Championships series, which includes the 8/U Championship, 9-10 Championship(s) as well as the Bronze championship(s).
- Meet Referee (Level 1) – Same as for deck referees above.
- YMCA Approved Invitational Meets and YMCA Championship Meets may be used to satisfy up to half of the above meet participation requirements.

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SUMMARY TABLE

Position	Prerequisites							Requirement	
	USA Member	Age	Recert Cycle	Clinic	Tests	Sessions in Prior Position	Addn Requirement	Sessions*	Bronze/Mini Meet
Apprentice S&T	Yes	18		USA New S&T NJ Y Level I or II	Certification S&T/Timer			4 sessions - 2 meets	
S&T	Yes	18	3	USA Recert S&T NJ Y Level I or II	Re-certification S&T/Timer Certification CoC (1st recert) or Re-Certification CoC			6 sessions - 2 meets	
Apprentice AO	Yes	18		USA AO Clinic NJ Y AO Clinic	AO test			3 sessions - 1 meet	
AO	Yes	18	3	USA AO Clinic NJ Y AO Clinic	AO test			4 sessions - 1 meet	
Apprentice CJ	Yes	18	3	USA New CJ	Re-certification S&T/Timer CJ Test Re-cert Starter/CoC for S&T OR Cert/re-cert Timing Judge for starters	S&T for 1 year 10 sessions/ 5 meets		3 sessions - 2 meets	
CJ	Yes	18	3	USA New CJ	CJ test	S&T for 1 year 10 sessions/ 5 meets		6 sessions - 2 meets	1
Apprentice Starter	Yes	18		USA New Starter	Re-certification S&T/Timer Certification Timing Judge Certification Starter	S&T for 2 winter seasons, worked 20 sessions/ 10 meets	recommendation from head coach	5 sessions - 2 meets	1
Starter	Yes	18	3	USA Recert Starter NJ Y Level II	Re-certification Starter			6 sessions - 2 meets (4 as starter)	1
Apprentice Referee	Yes	21		USA New Referee	Re-certification Starter Certification Admin Certification Referee	10 sessions (8 as starter) in 5 meets in past year	recommendation from head coach	6 sessions - 3 meets	1
Referee	Yes	21	3	USA Recert Referee NJ Y Level II	Re-certification Referee Re-certification Admin			8 sessions - 3 meets (4 as ref or starter, with min of 2 as ref and 2 as starter)	1
Apprentice Meet Referee	Yes	21		n/a	n/a	Referee in 10 sessions/5 meets (1 bronze or mini) Admin referee at a prelims/finals meet in 12 months	recommendation from head coach	n/a	1

* Only sessions within the NJ LSC count toward meeting requirements. Approved meets and observed meets may count for up to half of the session requirement for certified officials, e.g., YMCA State, Silvers, Bronze and 8 & Under Championship meets.
Apprentice sessions for all positions other than S&T must be at NJ LSC sanctioned meets.

September 1, 2019