



FLORIDA SWIMMING

STROKE & TURN JUDGE

CLINIC PACKET



STROKE & TURN CLINIC PACKET

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Introduction

Welcome to the work of swim officiating! This packet contains all of the information you need to become an entry level swim official. If you have any questions, your clinic instructor or Area Officials Representative will be happy to help you.

Why Be An Official?

There are lots of great reasons to become a swim official:

1. We need you! Maybe it looks to you like we have plenty of folks on deck but the fact is that most meets we have about half the number of folks we need to effectively officiate!
2. Contribute meaningfully to the sport! Sitting in the stands is better than not showing up for your children, but becoming an official demonstrates to them the kind of parent you are-caring and active.
3. Great view! You are right there at the point of the action.
4. Hospitality! At most meets you are 'fed and watered' to your heart's content.
5. Camaraderie! Meet and make friends with lots of other folks from all over your area and the state, and enjoy the energy and spirit of the official's group.
6. We are NOT little league. In swimming, unlike many sports, we pay for professional coaching and rely on volunteer officials. This is the way it should be; not the other way around!

What Do Stroke And Turn Judges Do?

The officials help the coaches and swimmers by maintaining a fair competitive environment. Stroke and Turn Judges will observe swimmers after the start and report any violations of the stroke and turn rules to the Referee. Officials should never incorrectly report a violation of rules as it is expected that all reports are based upon 100% certainty that what is reported as a disqualification is a violation of the rules. The swimmers ALWAYS get the benefit of the doubt!

Officials-levels

Swimming officials are divided into several levels, and once you have become a Stroke & Turn judge you can choose to progress to additional levels if you wish. There is no level more important than Stroke & Turn but you learn additional skills at each level. The additional levels are:

Starter

Chief Judge (this position is not certified at the LSC level but is at the National level)

Deck Referee

Meet Referee

Administrative Official

BECOMING A CERTIFIED OFFICIAL

Steps

1. Attend a clinic conducted by a Certified Clinic Instructor.
2. Open an account on USA Swimming's web site:
 - a. Go to the USA Swimming web site at usaswimming.org. Click "Sign In" in the upper right-hand corner and then on the next page, click "Sign Up".
 - b. VERY IMPORTANT! After you click "Sign Up" you will be asked to enter information. Make sure that you click the "Link My Account To USA Swimming Membership" button on the right. You can only do this after you submit your non-athlete registration.
 - c. Take the online Stroke & Turn/Timer test. You must have created an account before you can take the test.

*******YOU DO NOT HAVE TO TAKE THE TEST TO START APPRENTICING*******

3. Complete the Apprentice Official Application form (Appendix A). Give this form to the Meet Referee at the first session you apprentice. You cannot work on deck until this form has been submitted.

You have 60 days from the initial training date to complete your apprenticeship.

At the end of the 60 days you must register with USA Swimming, submit to a Level II background check and view the Athlete Protection webinar. All of these items are available through the USA Swimming Website in the Officials' section.

4. In order to be certified you must work a minimum of 20 hours on deck as an apprentice. Your progress will be recorded on the Stroke & Turn Judge Application form (Appendix B). Upon completion of the apprentice requirements the Meet Referee will review the form with you and make a recommendation. If approved, email the form to your area representative.
5. Upon completion of your apprenticeship and to be certified as an official you must:
 - a. Submit a Non-Athlete Registration Application form (Appendix C) to Florida Swimming. Registration affords you insurance in your capacity on the deck as an official or apprentice or when volunteering for other meet duties for your club, as well as a USA Swimming Rulebook, a membership card, and a Florida Swimming certification card showing you have met the requirements to be an apprentice official.
 - b. Submit to a Level II background check. The check is accessed by going to the USA Swimming website. Go to Member Resources>Officials and scroll down to background check.
 - c. View the Athlete Protection webinar. Go to Member Resources>Officials and scroll to Athlete Protection.

Stroke & Turn/Timer Test

The Certification-Stroke & Turn/Timer test is an online test administered by USA Swimming. It is an open book test with no time limit. All the rules you need to answer the questions can be found online at Member Resources>Officials>Education & Training. Under Rules & Regulations you will find the current and past rule books. The relevant rules for the test can also be found in Appendix D at the end of this packet. Make sure you use the correct rule book specified in the testing area. A score of 80% or higher is required to pass the test.

Start out by opening your internet browser and go to USA Swimming at: <http://www.usaswimming.org>, then:

1. After you sign in, click on the "For You" tab.
2. Click on the "Officials" marker.
3. Scroll down until you see "Resources for Officials" and find the picture captioned "Official Online testing".
4. Follow the instructions on the next page. Scroll down to the bottom and click on "Start Online Test". Remember to select the Certification Test and not the Re-certification test.

If you can't complete the test in one session you can Logoff, come back later and continue. ALWAYS logoff when you are exiting. To come back in you just click on the "Sign In" link in the upper right corner of the screen and do steps 1, 2, and 3 and select the test. The test will resume where you left off.

Sample Test Questions

1. In the breaststroke, after the start and after each turn, in what position shall the body be kept?
 - A. In any position.
 - B. Past vertical towards the breast.
 - C. On the breast.

The correct answer is C. The second part of the question asks for the rule.

There is one reference for this question. Which reference covers these rules?

- A. 101.2.2
- B. 101.2.3
- C. 101.2.4
- D. 101.2.1
- E. 101.2.5

The correct answer is A.

Now see how you do. Remember some questions ask for more than one reference. The rules can be found online at usaswimming.org under Member Resources/Education & Training/Rules & Regulations.

2. In the breaststroke: How shall the hands be pushed forward together from the breast? They may be on, under, or over the water.
 - A. They shall be on or under the water.
 - B. They shall be under the water.
 - C. They shall be on the surface of the water.

There is one reference for this question. Which reference covers these rules?

- A. 101.2.1
- B. 101.2.2
- C. 101.2.3
- D. 101.2.4
- E. 101.2.5

3. In the butterfly: At each turn and at the finish, what is required to make a legal touch or finish?
 - A. The swimmer shall touch the wall simultaneously with both hands on the wall or starting block.
 - B. The swimmer shall touch the wall simultaneously with both hands below the water surface.
 - C. The swimmer shall touch the wall simultaneously with both hands at the surface of the water.
 - D. The swimmer shall touch the wall simultaneously with both hands at, above or below the water surface.

There are two references for this question. Which references cover these rules? Note that the question asks about the touch AND the finish.

- A. 101.3.2
- B. 101.3.3
- C. 101.3.4
- D. 101.3.5
- E. 101.3.1

Apprenticeship

A key component of your training is the time you spend on deck being mentored by an experienced official. In order to be certified you must apprentice at least 20 hours on deck at no fewer than 2 USA Swimming sanctioned meets. You must also have been mentored by at least 3 different USA certified Stroke & Turn officials. A record of your progress will be maintained on the Stroke & Turn Judge Application form (Appendix B). Some general rules to follow while apprenticing:

1. When you have identified a meet you wish to work, contact the meet referee listed on the meet announcement letter. The meet announcement letters can be found online at the Florida Swimming website. Advise them you wish to apprentice and find out when the officials' briefing is to be held. In most cases you can simply show up at a meet an hour ahead of the start of the session and introduce yourself to the meet referee. Make sure you bring your Apprentice Official Application (Appendix A) when you arrive for your first apprentice session and give it to the meet referee.
2. Normal attire for officials is white polo shirt over navy shorts, skort, or pants. However, apprentices are not required to wear this attire while apprenticing.
3. Feel free to ask questions. The mentor is there to guide you through the process. Remember, however, that an apprentice cannot make calls. If you observe an infraction, you can discuss it with your mentor.
4. At the conclusion of the session make sure your mentor and the meet referee sign (print) their names on the Stroke & Turn Application (Appendix B). They will record the hours worked and notate the appropriate activities. When you have reached your 20 hours, you will meet with the meet referee or their designee and review the Stroke & Turn Apprentice Study Guide & Graduation Review Outline (Appendix D). The referee will make a recommendation based upon their review of the Application, Outline, and meeting with you.
5. If the referee has recommended that you be certified, email the Stroke & Turn Application to your area representative (the contact information is on the form and in Appendix E). If you have not already done so, submit your Non Athlete Registration, view the Athlete Protection webinar, and request the Level II Background check. Once these steps are complete, you will be mailed your Registration and Certification cards.

Florida Swimming Stroke/Turn Judge Guidelines

General

Well run meets and good competitive results are directly related to good officiating. Thorough knowledge of the rules, coupled with fair and consistent application of them, makes a good official. To confidently work on deck, a Stroke & Turn Judge must study the rules, attend training sessions and work regularly at meets.

Officials should always keep in mind that the swimmers have worked hard to achieve their successes. Officials must apply the rules intelligently at all times, using common sense and good judgment. The rules of swimming are intended to provide fair and equitable conditions of competition. Officials must work hard to fully understand the rules and their responsibilities in applying them.

One dominant principle must prevail:

"The Official's role is to ensure fairness to all competitors, giving the benefit of the doubt, in every instance, to the swimmer."

The rules of swimming define the acceptable form for each stroke. Variations of form are possible and may still comply with the letter of the rules. "Ugly isn't necessarily illegal."

We're "certified" to make calls when appropriate - it's a responsibility - we need to be professional and confident in what we see and how we interpret the rule(s) without having the flexibility to alter how we enforce the rules - Example: referees cannot alter the rules and tell stroke judges not to disqualify certain age groups - we are obligated to uphold rules fairly for all.

Basic Concepts

1. **Take officiating seriously and work hard at it.** Competitors have a right to expect officials to know the rules and interpret them correctly, fairly and courteously.
 - a. Study USA Swimming's official rulebook.
 - b. Uniformly interpret and apply rules regardless of the level or age of athletes.
 - c. Call violations as seen, don't guess or anticipate.
 - d. Be fair and consistent, always give the swimmer the benefit of any doubt.
2. **Work regularly at the job.**
 - a. Officials need practice, just as competitors do.
 - b. Working regularly builds confidence.
 - c. Attend training sessions regularly to keep up with rule changes and new interpretations.
3. **Be professional in manner.**
 - a. Fairness to all competitors must dictate actions.
 - b. Make decisions quickly and decisively.
 - c. Control your emotions.
 - d. Don't fraternize with swimmers, coaches or spectators while on duty during competition.
 - e. Admit a mistake if wrong.

Attire and Equipment

1. The proper uniform identifies you as an official and projects a professional image on the deck. The approved uniform for FS Officials is navy blue shorts, slacks or skirts (no blue jeans) with white polo type shirts (no muscle shirts) and predominantly white or black shoes. A white or straw hat with no logos is preferred, if you wish to wear one.
2. The USA Swimming membership card is to be worn. Nametags are not required but are helpful.
3. Have a copy of the USA Swimming Rule book to consult, if necessary.
4. Bring a clipboard and pens or pencils. Also helpful are sunscreen lotion, rainwear and D.Q. slips.
5. You will need a communications radio. The preferred radios are the "Motorola type" of walkie-talkies. The type with 22 channels and 38 (or s) privacy codes are what we use. You can get them in many places. You can buy 2 almost as cheap as one, the ones pictured are rechargeable. You will also need a headset with a microphone. Many types are available-- the types that have a 'boom mic' are preferable for clear communications.

Assignment of Duties

1. Arrive at the meet and report to the Meet Referee at least 1 hour before the start or in time for the Officials Briefing. Look for others dressed in navy and white, and hospitality is a good place to start.
2. There will be a designated meeting time and place for officials, at which you will be given a Heat Sheet, DQ slips, and your assignment for that session.
3. You will also be given any special instructions or information the Referee may have for that particular meet such as jurisdiction area, DQ slip procedures, relief officials or event breaks.
4. Depending on the pool plan or type of meet, you may be assigned as a Stroke & Turn Judge or as a Stroke Judge (side of pool) or Turn Judge (ends of pool).
5. Turn Judges are positioned on the ends of the pool to allow them to see the pool wall and touch pads. They should be positioned so as to observe all lanes in their jurisdiction as assigned by the Meet Referee equally, in fairness to all swimmers. Ensure that, when turning or finishing, the swimmer complies with the turning and finishing rules applicable to the stroke used.
6. As a Stroke Judge you walk the side assigned to you, observing the jurisdiction assigned by the Meet Referee and pacing yourself to be just behind the last swimmer. Ensure that the rules relating to the style of swimming designated for the event are being observed.
7. If assigned to be a Relay Take-off Judge, be sure you are familiar with the rules for a single or dual confirmation of an early take-off, as well as the procedure to be followed. Ensure that a relay swimmer does not leave the starting platform before the preceding swimmer has touched the end of the pool.

Disqualification Guidelines

1. Can be made only by the official within whose jurisdiction the infraction has been committed and must be based on personal observation.
2. Give the swimmer the benefit of ANY doubt.
3. Any swimmer who acts in an unsafe or unsportsmanlike manner observed by the Stroke/Turn Judge may be considered for disciplinary action at the Referee's discretion.
4. Swimming across lanes does not disqualify a swimmer unless interference occurs at the Referee's discretion. However, the stroke/turn judge should report any observed interference to the Referee. The swimmer must start and finish in the same lane.

5. Standing on the pool's bottom during a freestyle race shall not disqualify a swimmer unless he leaves the pool or walks or springs from the bottom. (NOTE: standing on the bottom after the start and before the finish of any other stroke shall constitute a disqualification.)

Disqualification Procedures

1. Upon observing an infraction of the rules, immediately raise a hand until recognized by the Referee, or for about 20 seconds, whichever comes first.
2. Next, mark the heat and lane of the swimmer and make a note of the infraction on your Heat Sheet.
3. Then, if you have been instructed to use a headset, call in the infraction as instructed.
4. Continue to observe your lanes. Complete the DQ slip when all your swimmers are out of your jurisdiction or at the end of the event or after you have been relieved by another official who takes over observation of your jurisdiction, while you complete the DQ slip (Appendix G).
5. Be certain that the proper heat, lane and swimmer are marked on the DQ slip and the slip is marked correctly to reflect the infraction you called in.
6. Be alert to any changes of swimmers announced.
7. Follow the DQ handling procedure requested by the Referee in the Officials meeting.
8. The finish end judges may have the added responsibility to inform the swimmer of a confirmed DQ. If a swimmer is not notified, please inform the referee. To inform swimmers of a DQ, all that is necessary is to make them aware of the infraction as called in and tell them to talk to their coach. Do not coach a swimmer after a DQ, as to how it should have been done. Do inform swimmers of a DQ with sensitivity towards their feelings and age.
9. Be prepared to accurately answer the "3 Questions" from the Chief Judge or the Referee, if asked, with the language of the rulebook - "Where were you? (Jurisdiction)," "What did you see? (Description)," and "What rule was broken? (Infraction)." Do not take it as a personal offense if your DQ call is overturned - you did your job and the Referee must do their job, too.
10. The Referee, Chief Judge or designated official must make every reasonable effort to seek out the swimmer or his coach and inform the individual of the reason for the disqualification. Never suggest to a swimmer or coach that a swimmer "came close" to being disqualified, "close" is perfectly legal!

A PHILOSOPHY OF OFFICIATING

It is not very difficult to acquire the technical knowledge required to judge the strokes and turns or finishes. A judge will gain that knowledge and become proficient with practice. The challenge however, is to apply that knowledge ***professionally***. This includes not falling into any of the "mental traps" that can ensnare us, such as:

1. Advantage vs. Disadvantage

A violation of the rules should be noted and the competitor disqualified whether an advantage is gained or not. Our role is to note violations of the swimming rules, not to determine the effect of violations.

2. The "Twice Theory."

Some judges feel they should wait until an infraction happens more than once before they call it. They rationalize this position in all sorts of ways. However, there is no basis for waiting to see an infraction happen twice. The official must simply be certain of what he saw and make the call as soon as it is observed. If there is any doubt about the violation, then don't make the call! Continue to give all the competitors uniform coverage in observing their performance.

3. "We don't disqualify 8 & Unders or 10 & Unders"

People who take this position often rationalize it by saying they don't want to cause "mental trauma" to a youngster. They usually go on to say they have no problems "with older swimmers" While this may sound good, it is in error. First, it views the judge's role as punitive. That's completely wrong. Rather, a disqualification should be viewed as a) "protecting the other athletes" in the competition, and b) "educating" the athlete who commits the infraction so he/she won't do it again. Secondly, it assumes that everyone in the identified age group is a "beginner" while those in the older age groups are "experienced" and, therefore, should be held to a stricter standard. Yet, this is also often erroneous. In any event, experience is irrelevant. Finally, the idea that disqualifying an 8 & Under will "traumatize the child's psyche" is ludicrous. It clearly ignores the fact that youngsters are constantly being corrected during their early, formative years; that's how they learn.

4. Don't Infer (Extrapolate)

Succinctly put, this simply means: you can only call what you see, NOT what you think you might have seen in a brief glance. You must actually see the swimmer miss the wall with his right hand on the turn, not assume he missed it because, by the time you looked, he was touching the wall with his left hand and was already turning. You must actually see the breaststroker take the second arm pull and be past the widest part of that second stroke before his head surfaces, not assume that it took two pulls to get that far out in the pool when you saw his head surface. Another way of putting this: **don't look for reasons to disqualify**. If you see the infraction and it is clear, report it, but if you are uncertain, remember that the benefit of any doubt must go to the athlete.

Conduct

1. Respect and support all decisions of the Referee and your fellow officials. Do not critique or correct other officials on what you may or may not have seen in their jurisdictions. Never call to any other official's attention, any swimmers technique or ask for advice as to a DQ. If you are not sure, do not make the call.
2. If parents have questions, refer them to their coach. If coaches have questions, and they are simply inquiries such as 'was that my swimmer that got disqualified?', answer them if you have time. If they question the accuracy of a call or have comments, politely refer them to the Meet Referee; do not discuss decisions with them. Always act like a professional.

Judging Swimmers With Physical Disabilities

1. Only judge a swimmer as if they have a disability if instructed to do so by the referee.
2. Judge, in accordance with USA Swimming rules, any part of the body that is used.
3. Do not judge a part of the body that cannot be used.
4. Base your judgment on actual rule, not the swimmer's technique.

Reminders

1. Make a note of any swimmers' actions which you were not sure of the call, (and therefore did not call). At the appropriate time, ask the Referee for the interpretation of that section of the rules.
2. Your Clinic Instructor and certified officials on deck will cover with you the stroke and turn rules and procedures. Be sure to ask questions if you do not understand what is being said.
3. Finally, as you Apprentice for Certification, it is recommended that you reread and review these Guidelines occasionally, to make them a part of your advancement.

RADIO ETIQUETTE & USAGE GUIDELINES

Objective:

Officials using headsets or radios should communicate in a very exact manner and process. Improper usage of headsets or radios only serves to discredit the officials using them in the eyes and ears of those listening or using the radios. Radios or headsets are used by many meet volunteers and workers and are even used by some coaches. There are no limits on who might purchase a radio and be on deck, in the stands or in the pool vicinity.

General Usage Process:

1. Radios are used strictly for efficiently or quickly calling in a disqualification to make sure that the swimmer(s) are notified clearly and in a consistent manner.
2. Radios should never be used to call attention to a swimmer. This means that one official should not use the headset to ask other officials to observe a swimmers stroke, turn or finish.
3. Radios should never be used to tell jokes or off color stories of any kind.
4. Abusive language of any kind, in any language, should never be used on radios.
5. Radios should never be used to discuss a disqualification or any incident regarding the swimming competition.
6. Radios should never be used to talk about any coach, swimmer, volunteer or any situation dealing with meet operations.
7. Radios today have a "voice activated" switch which picks up any audible activity and can cause embarrassing situations. Therefore, use radios only in the "manual" mode and check for proper position before usage.
8. All calls should be simple and clear. Use the language from the DQ slip or rules as a guide.

Suggested Radio Process – Stroke and Turn:

The Officials should communicate in a very succinct and consistent manner, such as:

OFFICIAL – "Possible disqualification, event _____, heat _____, lane _____, turn/start end, for _____"

REFEREE – "Confirm possible disqualification for event _____, heat _____, lane _____, turn/start end, for _____" please notify the swimmer."

OFFICIAL – "I will notify the swimmer."

OFFICIAL – "Swimmer has been notified."

REFEREE – "Thank you."

If at a meet with more than one course, always identify the course at the beginning of the radio call.

Appendix

The following information and forms are the items you will need to complete your apprenticeship.

Additional copies can be downloaded and printed from the FL Swimming web site.

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Florida Swimming, Inc.
Member of USA Swimming, Inc.
214 E. Washington St., Suite B, Minneola, FL 34715
(O) 352-242-5145 (F) 352-242-5245
(E) FLSOffice2@aol.com



MEMBERSHIP REQUIREMENT CHECKLIST FOR NON-ATHLETE MEMBERS

Non-athletes should complete and mail a non-athlete membership application to the address printed on the application form. Memberships are processed by Florida Swimming. Application forms can be found on our Florida Swimming web site (www.floridaswimming.org).

OFFICIALS

- Non-Athlete Membership Application & Payment submitted.
- Acxiom Level 2 Criminal Background Check (www.usaswimming.org/backgroundcheck)
- Athlete Protection Training course (www.usaswimming.org/protect)

Current and previous members can access the course at any time. New non-athlete members must register through Florida Swimming before getting access to this online course, which takes approximately 60 minutes to complete and is offered at no charge. New members cannot initiate the course until their membership application has been processed by Florida Swimming, so it is recommended that new members wait ten days after mailing their application before attempting to log in to take the course. Once their membership application has been processed, the log in procedure can be completed. (An error message will appear during the log in if the new member's application hasn't been processed yet.)

Florida Swimming will be notified automatically when you have passed the background check and online athlete protection training. Once all membership requirements have been met, Florida Swimming will mail a membership card to you.

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USA SWIMMING
2019 APPRENTICE OFFICIAL APPLICATION
LSC: Florida Swimming, Inc.

INITIAL TRAINING SESSION DATE:

PLEASE PRINT LEGIBLY COMPLETE ALL INFORMATION TO ENSURE THAT CONTACT INFORMATION IS CORRECT AND UP TO DATE:

LAST NAME LEGAL FIRST NAME MIDDLE NAME

Have you ever been a member of USA Swimming under a different last name? If yes, please provide that name: _____

Previously registered with USA Swimming? Yes No If registered in a different LSC, which LSC: _____

PREFERRED NAME DATE OF BIRTH (MO/DAY/YR) SEX (M/F) CLUB CODE CLUB NAME

(Bill, Beth, Scooter, Liz, Bobby) If not affiliated with a club, enter "Unattached"

MAILING ADDRESS

CITY STATE ZIP CODE

AREA CODE TELEPHONE NO. AREA CODE TELEPHONE NO. E-MAIL ADDRESS

HOME MOBILE

THIS APPRENTICE OFFICIAL STATUS EXPIRES 60 DAYS FROM THE DATE OF THE INITIAL TRAINING SESSION. CONTACT YOUR LSC OFFICIALS CHAIR FOR FURTHER INSTRUCTIONS.

MAIL OR EMAIL APPLICATION TO:

Florida Swimming, Inc.
 214 E. Washington St., Suite B
 Minneola, FL 34715
FLSOffice2@aol.com

LSC OFFICIALS CHAIR:

Florida Swimming Officials Committee Contact Info:
 Chair: Roger Deary - dearyr@comcast.net
 or
 Vice-Chair: Cary Showalter - cshowalter@showtechsolutions.com

Prior to Beginning to Apprentice as Stroke & Turn or Administrative Official:

- Attend a clinic conducted by a Certified Clinic Instructor(CCI)
- Complete and submit this form prior to Apprenticeship on deck. Keep a copy for your records. This form should be given either to the Clinic Instructor at the time of the clinic or to the Meet Referee prior to your first apprenticeship session at a meet.
- Create a User Account on the USA Swimming website and Take and Pass (80% score) the online exam

Apprenticeship cannot begin until this form is submitted.

Requirements for Certification as Stroke & Turn or Administrative Officials:

- Once the Apprenticeship period is complete or prior to the 60-day grace period for USA Swimming Membership for apprentice officials has expired, you will need to submit a new Non-Athlete Membership Application along with the appropriate fee to the Florida Swimming Registrar whose contact information is listed on the form. Apprentice Officials cannot work on deck if the temporary status expires (after 60 days) as they will not be insured. The Non Athlete Membership Application and fee must be submitted to Florida Swimming in order to continue working on the pool deck.
- Submit and pay for the Level 2 Background Check, which can be found on the USA Swimming website: <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1678&Alias=Rainbow&Lang=en-US>
- View and answer questions for the Athlete Protection Training program, found on the USA Swimming website: <https://www.usaswimming.org/DesktopDefault.aspx?TabId=2193&Alias=Rainbow&Lang=en>.

Following these steps above will allow your Apprenticeship period to be extended once all the clearances have been completed and you have received a new membership card.

If your Apprenticeship is completed during the sixty (60) day Apprentice Official Membership grace period, you must complete the full certification steps, as well as submit your Apprenticeship Log to your Area Representative. In return you will receive your Florida Swimming Officials Certification through your *Deck Pass*, which will allow you to volunteer as a certified official.

AREA REP AREA REP EMAIL

Questions? Please ask your clinic instructor or Area Representative. Thank you for volunteering.

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USA SWIMMING

2019 NON-ATHLETE REGISTRATION APPLICATION LSC: FLORIDA SWIMMING, INC.

PLEASE PRINT LEGIBLY COMPLETE ALL INFORMATION TO ENSURE THAT CONTACT INFORMATION IS CORRECT AND UP TO DATE:

LAST NAME	LEGAL FIRST NAME	MIDDLE NAME

Have you ever been a member of USA Swimming under a different last name? If yes, please provide that name: _____

Previously registered with USA Swimming? Yes No If registered in a different LSC, which LSC: _____

PREFERRED NAME	DATE OF BIRTH (MO/DAY/YR)	SEX (M-F)	CLUB CODE	CLUB NAME
	(Required)			If not affiliated with a club, enter "Unattached"

MAILING ADDRESS

CITY	STATE	ZIP CODE
		-

AREA CODE	TELEPHONE NO.	AREA CODE	TELEPHONE NO.	EXTENSION	AREA CODE	TELEPHONE NO.
HOME		WORK			MOBILE	

E-MAIL ADDRESS

IF ANY OF THE ABOVE INFORMATION CHANGES DURING THE YEAR – PLEASE NOTIFY YOUR LSC REGISTRATION/MEMBERSHIP PERSON OF THE CHANGES

RACE AND ETHNICITY (OPTIONAL): *You may check up to two choices*

- Q. Black or African American
- S. White
- U. American Indian & Alaska Native
- W. Native Hawaiian & Other Pacific Islander
- R. Asian
- T. Hispanic or Latino
- V. Some Other Race

CITIZENSHIP/FINA:

U.S. Citizen: Yes No
 Are you a member of another FINA federation: Yes No
 If Yes, which federation: _____

- Check if you would like to learn more about the USA Swimming Foundation's initiatives
- Check if you would like to receive the electronic USA Swimming Newsletter

MEMBERSHIP CODE: *Check all that apply*

- Coach-Full Time** (Employed full time as a coach)
- Coach-Part Time** (Primary employment is NOT coaching)
- Certified Official** (Starter, Stroke & Turn, Meet Referee, Administrative, etc.)
- Other** (Chaperone, Meet Director, Meet Manager, etc.)

Requires a Background Check & Athlete Protection Training
 Requires a Background Check & Athlete Protection Training
 Requires a Background Check & Athlete Protection Training
 Requires a Background Check & Athlete Protection Training

If coach, primary age group that you coach (may be more than one): 10-Un 11-12 13-14 15-18 19+ Masters

ALL NON-ATHLETES must have a current USA Swimming Background Check and Athlete Protection Training
 BGC at www.usaswimming.org/backgroundcheck APT at www.usaswimming.org/protect
COACHES: Also requires current CPR/AED & Safety Training for Swim Coaches certifications
EDUCATION REQUIREMENT FOR COACHES at usaswimming.org/FOC:
 • An individual registering as a coach for the first time must complete the online Foundations of Coaching 101 test prior to becoming a Coach Member.
 • Prior to registering as a coach for the second year, the online tests for Foundations of Coaching 201 and Rules and Regulations must be completed.
ACCEPTABLE SAFETY REQUIREMENT COURSES AND ONLINE TESTS ARE AVAILABLE AT www.usaswimming.org/coachmember

By becoming a member of USA Swimming, I hereby agree to abide by the rules, regulations and Code of Conduct of USA Swimming.

Signature _____ Date _____

By signing this application I verify that the above is true and correct.

MAKE CHECK PAYABLE TO:

FLORIDASWIMMING, INC.

MAIL APPLICATION & PAYMENT TO:

FLORIDA SWIMMING, INC.
 214 E. WASHINGTON ST., SUITE B
 MINNEOLA, FL 34715
 (O) 352-242-5145 (E) FLSSOFFICE2@AOL.COM

2019 REGISTRATION FEE
 September 1, 2018 through December 31, 2019
 USA Swimming Fee + LSC Fee = **TOTAL DUE**

<input type="checkbox"/> Individual	\$58.00	+ \$17.00	=	\$75.00
<input type="checkbox"/> Life	\$1,000.00	+ \$10.00	=	\$1010.00

FOR LSC REGISTRAR USE ONLY: REGISTRATION DATE _____

BGC _____ APT _____ STSC _____ LG _____ + ONLINE ST TEST _____
 CPR _____ FOC 101 _____ FOC 201 _____ Rules & Regs _____ Y Principles _____

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INSTRUCTIONS

SECTION 1-RECORD OF APPRENTICE SESSIONS/HOURS WORKED

1. Bring this from with you to all meets where you intend to apprentice. Introduce yourself to the Meet Referee and sign in as "ST APP". You will be assigned to work with an experienced Stroke & Turn Judge who will serve as your mentor during the session.
2. The Meet Referee or designee shall record the sessions and hours worked. Those hours generally correspond to the session's duration. To be certified as a Stroke & Turn Judge you must apprentice at least 20 hours on deck at no fewer than 2 USA Swimming sanctioned meets. You must also have been mentored by at least 3 different USA Swimming certified Stroke & Turn Officials.
3. Mentors/Referees please remember to print your names.

SECTION 2-APPRENTICE ACTIVITIES

1. Apprentices should experience all facets of the Stroke & Turn position. Meet Referees should insure that apprentices accompany mentors who are assigned to the various positions on deck. Mentors should check off each activity experienced by the apprentice during the session. Only the first such time need be recorded.

SECTION 3-MENTOR COMMENTS

1. While not mandatory, mentors should provide feedback, both verbal and written, to their apprentices. Use this section to comment on the apprentice's progress and note any additional work needed. You can use the following check list in drafting your comments:

The apprentice exhibited an understanding of the role of Stroke & Turn Judge
The apprentice understood the rules
The apprentice exhibited the appropriate demeanor
The apprentice was attentive
The apprentice observed and/or reported infractions to me

SECTION 4-DESIGNATED REFEREE REVIEW

1. The Graduation Outline can be found on the last 2 pages of the Stroke & Turn Clinic Packet.

GENERAL INSTRUCTIONS

Upon completion of the certification requirements email a copy of this form to your area representative.

AREA	REPRESENTATIVE	EMAIL
1	Jeff Breault	shotputdaddy@gmail.com
2	Mike Brewer	Brewmike29@gmail.com
3	John Jansen	swimarea3@gmail.com
4	Doug Garthwait	dgarthwait@comcast.net
5	Tim Jacobson	flswimfive@gmail.com
6	Joe Glennon	joeglennon@comcast.net

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**FLORIDA SWIMMING
STROKE & TURN JUDGE APPLICATION**

NAME: _____ AREA: _____ TEAM: _____

EMAIL: _____ PHONE: _____

DATE ONLINE EXAM: CERTIFICATION-STROKE & TURN/TIMER COMPLETED: _____

DATE OF CLINIC: _____ INSTRUCTOR: _____

SECTION 1-RECORD OF APPRENTICE SESSIONS/HOURS WORKED

Date	Meet Name	Referee (please print)		Mentor (please print)		Hours
		Name	Initial	Name	Initial	

SECTION 2-APPRENTICE ACTIVITIES

Apprentice Activities

- Attended stroke and turn briefing
- Worked with mentor at all positions on deck:
 - Start
 - Turn
 - Side/Stroke
 - 15 meter
 - Relay take off
 - Wrap around observing toes during backstroke start
- Observed all strokes
 - Butterfly Breaststroke Backstroke Freestyle IM IM Relay Freestyle Relay
- Observed mentor making calls
- Prepared Disqualification Report
- Reported infractions to mentor and explained using appropriate language
- Observed mentor notifying swimmer of infraction
- Observed mentor using radio; Discussed radio protocol with mentor

SECTION 3-MENTOR COMMENTS

Mentor Initials	
Date	

Mentor Initials	
Date	

Mentor Initials	
Date	

Mentor Initials	
Date	

Mentor Initials	
Date	

SECTION 4-DESIGNATED REFEREE REVIEW

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 1. Graduation Review Outline was completed with me: | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. This person feels they need more deck time before being certified: | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I feel this person needs more deck time before being certified: | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. It is my opinion that this person is ready to be certified as a S/T Judge: | <input type="checkbox"/> | <input type="checkbox"/> |

Signed: _____ Date: _____

STROKE & TURN APPRENTICE STUDY GUIDE & GRADUATION REVIEW OUTLINE

I. General

A. Professionalism

1. Proper Appearance
2. Assignment of Duties
3. Sign-in upon arrival at the pool
4. Report promptly for the officials' meeting when announced
5. If you sign in for a session you are expected to show up on time, work the entire session, and report to your assigned position on time.

B. Equipment

1. Radio
2. Rules
3. Clipboard
4. Pen/pencil
5. DQ forms
6. USA Swimming Non-Athlete Registration Card

C. Attentiveness

1. Clarity and accuracy of reporting DQ's
2. Never cheer for a swimmer
3. Call all infractions regardless of the swimmer's age.
4. Benefit of the doubt always goes to the swimmer.
5. Respect and support all decisions of the Referee and you fellow officials.
6. Jurisdictions-Set by Meet Referee
 - a. Short Course
 - b. Long Course
7. Positioning & Procedures
 - a. Start End
 - b. Turn End

II. Disqualifications

A. Procedure - in suggested order

1. Observe - the swimmer always gets the benefit of the doubt.
2. Immediately raise hand and keep it up for 10 to 20 seconds.
3. Note on heat sheet-including notes such as which hand touched first (if non-simultaneous touch is call).
4. Communicate on radio (guidelines in clinic packet).
5. Write DQ slip; include all pertinent information.
6. Notify the swimmer at the end of the heat (or as directed for that meet).

B. Communications with swimmers

1. Friendly, compassionate.
2. "You disqualified yourself by..."
3. Inform, don't coach.

C. Confirmation/Inquiries

1. The Chief Judge, Referee or his/her other designee may question you regarding a call.
 - a. Do not take this as a rebuke. Referees often need to get more information and may want to know what you saw, where you saw it, and what rule was broken.
 - b. This is, and should be a common practice.
2. Inquiries from parents/coaches
 - a. Parents - politely ask them to ask their child's coach if they have any questions.
 - b. Coaches - if they just want to be informed as to what the call was, feel free to tell them if you have time. If they want to discuss the infraction, politely ask them to talk to the Referee.

STROKE & TURN APPRENTICE STUDY GUIDE & GRADUATION REVIEW OUTLINE

- III. Judging the Swimmer - As a Stroke and Turn Judge, you will need to know and understand all the applicable rules for each stroke and event.
- A. Butterfly
 - B. Back
 - C. Breast
 - D. Free
 - E. Individual Medley
 - 1. Order of strokes
 - 2. Finish rules at the end of each stroke
 - 3. In Individual Medley (and Medley Relay) - Freestyle - stroke other than the first three
 - F. Relay Take Off Judging
 - 1. Positioning
 - 2. Single confirm procedure
 - 3. Double confirm procedure
 - 4. Toenails to fingernails
 - G. Swimmers with a Disability - ***Referee will inform you if a swimmer in your lane(s) has a disability.***

FLORIDA SWIMMING

OFFICIALS' COMMITTEE CONTACT INFORMATION

Officials' Chair

Roger Deary
dearyr@comcast.net

Officials' Vice-Chair

Cary Showalter
cshowalter@showtechsolutions.com

Area 1 Representative

Jeff Breault
shotputdaddy@gmail.com

Counties: Alachua, Nassau, Duval, Clay, Columbia, Baker, Union, Bradford, St. Johns, Putnam, and Flagler

Area 2 Representative

Mike Brewer
Brewmike29@gmail.com

Counties: Marion, Sumter, Lake, Orange, Seminole, and Osceola

Area 3 Representative

John Jansen
swimarea3@gmail.com

Counties: Citrus, Pasco, Polk, Pinellas, Hernando, and Hillsborough

Area 4 Representative

Doug Garthwait
dgarthwait@comcast.net

Counties: Gadsden, Leon, Madison, Levy, Gulf, Lafayette, Dixie, Jefferson, Hamilton, Liberty, Wakulla, Suwannee, Gilchrist, Taylor and Franklin

Area 5 Representative

John King
oldswimmerjohn@gmail.com

Counties: Manatee, Hardee, Highlands, Sarasota, DeSoto, Glades, Charlotte, Lee, Hendry and Collier

Area 6 Representative

Joe Glennon
joeglennon@comcast.net

Counties: Volusia, Brevard, Okeechobee, Indian River, St. Lucie and Martin

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DISQUALIFICATION REPORT



EVENT # _____ HEAT _____ LANE _____

SWIMMER _____ TEAM _____

BUTTERFLY START _____ SWIM _____ TURN _____ FINISH _____

KICK: ALTERNATING (1A) _____ BREAST (1B) _____ SCISSORS (1C) _____

ARMS: NON-SIMULTANEOUS (1E) _____ UNDERWATER RECOVERY (1F) _____

TOUCH: ONE HAND (1J) _____ NOT SEPARATED (1K) _____
NON-SIMULTANEOUS (1L) _____ NO TOUCH (1M) _____

NOT TOWARD THE BREAST OFF WALL (1N) _____

HEAD DID NOT BREAK SURFACE BY 15M (1P) _____ RE-SUBMERGED (1R) _____

OTHER (1T): _____

BACKSTROKE START _____ SWIM _____ TURN _____ FINISH _____

NO TOUCH AT TURN (2A) # _____

PAST VERTICAL AT TURN:

DELAY INITIATING ARM PULL (2B) _____ DELAY INITIATING TURN (2C) _____

MULTIPLE STROKES (2D) _____

TOES OVER LIP OF GUTTER AFTER THE START (2E) _____

HEAD DID NOT BREAK SURFACE BY 15M (2F) _____ RE-SUBMERGED (2G) _____

NOT ON BACK OFF WALL (2H) _____

SHOULDERS PAST VERTICAL TOWARDS THE BREAST (2L) _____

OTHER (2T): _____

BREASTROKE START _____ SWIM _____ TURN _____ FINISH _____

KICK: ALTERNATING (3A) _____ BUTTERFLY (3B) _____ SCISSORS (3C) _____

ARMS: PAST HIPLINE (3D) _____ NON-SIMULTANEOUS (3E) _____

TWO STROKES UNDER (3F) _____ NOT IN SAME HORIZONTAL PLANE (3G) _____

ELBOWS RECOVERED OVER WATER (3H) _____

TOUCH: ONE HAND (3J) _____ NOT SEPARATED (3K) _____

NON-SIMULTANEOUS (3L) _____ NO TOUCH (3M) _____

NOT TOWARD THE BREAST OFF WALL (3N) _____

CYCLE: KICK BEFORE PULL (3P) _____ HEAD NOT UP (3R) _____

DOUBLE PULLS/KICKS (3S) _____

OTHER (3T): _____

FREESTYLE

NO TOUCH AT TURN (4A) # _____

HEAD DID NOT BREAK SURFACE BY 15M (4B) _____ RE-SUBMERGED (4C) _____

INDIVIDUAL MEDLEY

STROKE INFRACTION(S) (5A) # _____

OUT OF SEQUENCE (5B) _____

RELAYS

STROKE INFRACTION (6A-B) # _____ SWIMMER # _____

EARLY TAKE OFF SWIMMER (6F-H) # _____

CHANGED ORDER (6L): SWIMMER _____ STROKE _____

OTHER (6T) _____

MISCELLANEOUS

FALSE START (7A) _____ DECLARED FALSE START (7B) _____

DID NOT FINISH (7C) _____ DELAY OF MEET (7D) _____

OTHER (7T): _____

JUDGE: _____
(print name clearly)

REFEREE: _____
(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH