



**KY Swimming**  
**Officials Certification – Recertification Handbook**

## KY SWIMMING CERTIFICATION and RECERTIFICATION REQUIREMENTS

The certification for all levels must be completed within 1 year of clinic and test

Recertification must be completed by end of each calendar year

### “Wet” Side Certification and Recertification

Stroke & Turn Judge (ST)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Attend initial S&amp;T training clinic</li> <li>• Complete Stroke &amp; Turn/Timer test with a grade of 80%</li> <li>• Complete 4 apprenticeships with multiple trainers who have at least 1 year’s experience as a S&amp;T Judge</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> </ul> <p style="margin-left: 20px;">Complete and submit USA Swimming Non-athlete Registration, Level II Background Check, and Athlete Protection Training</p>
	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Complete requirements determined by Officials Committee – either clinic attendance or on-line test, alternating years</li> <li>• Work a minimum of 4 sessions per year in S&amp;T capacity or higher</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>• Recertification must be completed by end of each calendar year</li> </ul>
Starter (SR)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Attend Starter training clinic</li> <li>• Hold S&amp;T Judge certification for 1 year; have worked as a S&amp;T Judge for at least 5 documented sessions</li> <li>• Complete Starter test with a grade of 80%</li> <li>• Complete 5 apprenticeships, at a minimum of 2 different meets, with multiple trainers having at least 1 year’s experience as Starter</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>
	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Complete requirements determined by Officials Committee – either clinic attendance or on-line test, alternating years</li> <li>• Work a minimum of 4 sessions per year in Starter capacity or higher</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>• Recertification must be completed by end of each calendar year</li> </ul>
Deck Referee (DR)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Attend Deck Referee training clinic</li> <li>• Hold S&amp;T Judge certification</li> <li>• Hold Starter's certification for 1 year; have worked as a Starter for at least 5 documented sessions</li> <li>• Complete Referee web-based test with a grade of 80%</li> <li>• Complete 6 apprenticeships, at minimum of 3 different sanctioned meets, with multiple trainers who have at least 1 year's experience as a Referee</li> </ul>

	<ul style="list-style-type: none"> <li>• Must complete apprenticeships within 1 year of clinic and test</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul> <p style="text-align: center;"><b>RECERTIFICATION</b></p> <ul style="list-style-type: none"> <li>• Complete requirements determined by Officials Committee – either clinic attendance or on-line test, alternating years)</li> <li>• Work a minimum of 6 sessions per year at the Starter or Referee level with at least 3 sessions at Deck Referee level</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>• Recertification must be completed by end of each calendar year</li> </ul>
Administrative Referee (AR)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Fulfill all requirements for the position of Deck Referee</li> <li>• Hold Referee's certification for 1 year; have worked as a Referee for at least 10 documented sessions</li> <li>• Complete Administrative Referee test with a grade of 80%</li> <li>• Be proficient in the operation of the Electronic Timer and Meet Manager software</li> <li>• Have a working knowledge of the rules of meet operations</li> <li>• Have a working knowledge of the Meet Director's position</li> <li>• Complete 6 apprenticeships, at minimum of 3 different sanctioned meets, (with at least 1 meet being a prelim/final meet), with multiple trainers who have at least 1 year's experience as an Administrative Referee or Administrative Official</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> <li>• Apprenticeship available at State Championship meets</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul> <p style="text-align: center;"><b>RECERTIFICATION</b></p> <ul style="list-style-type: none"> <li>• Complete requirements determined by Officials Committee – either clinic attendance or on-line test, alternating years)</li> <li>• Work a minimum of 6 sessions per year at the Referee level level with at least 2 sessions at Admin Referee level</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>• Recertification must be completed by end of each calendar year</li> </ul>
Open Water Judge (OJ)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Must be certified as a USA Swimming official at any level</li> <li>• Must complete the current open book test on USA Swimming's website with a score of 80% on the sections covering: OPEN WATER</li> <li>• Upon satisfactory completion of the test, the Official must attend an Open Water Officials' Clinic (Pre-session Official Briefing) and work one sanctioned Open Water Meet</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>

	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Must renew the USA Swimming membership annually</li> <li>• Must recertify as a USA Swimming official at any level</li> <li>• Must provide proof of working at least one meet as an Open Water Official once every two years</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>

**“Dry” Side Certification and Recertification**

<b>POSITION</b>	<b>CERTIFICATION</b>
Timing Judge (TJ)	<ul style="list-style-type: none"> <li>• Attend Timing Judge training clinic</li> <li>• Complete Timer and Timing Judge tests with a grade of 80%</li> <li>• Complete 4 apprenticeships, 2 at Electronic Timer and 2 at Computer, with multiple trainers who have at least 1 years’ experience as a Timing Judge</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> <li>• Apprenticeship available at State Championship meets</li> <li>• Complete and submit USA Swimming Non-athlete Registration, Level II Background Check, and Athlete Protection Training</li> </ul>
	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Complete the on-line Timing Judge Recertification test</li> <li>• Work a minimum of 4 sessions per year (2 at Timing Console and 2 at Computer)</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> <li>• Recertification must be completed by end of each calendar year</li> </ul>
Administrative Official (AO)	<b>CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>• Attend Administrative Official training clinic</li> <li>• Fulfill all requirements for the position of Timing Judge</li> <li>• Hold Timing Judge certification for 1 year; have worked as the Timing Console operator and Timing Judge for at least 4 documented sessions EACH (for a total of 8 sessions) in the past 18 months</li> <li>• Complete Administrative Official test with a grade of 80%</li> <li>• Complete Stroke &amp; Turn/Timer test with a grade of 80%</li> <li>• Be proficient in the operation of the Electronic Timer and Meet Manager software</li> <li>• Have a working knowledge of the rules of meet operations</li> <li>• Have a working knowledge of the Meet Director's position</li> <li>• Complete 6 apprenticeships ( 2 at Timing Judge; 4 at Administrative Official with at least 2 sessions from a prelim/final meet), at minimum of 3 different sanctioned meets, with multiple trainers who have at least 1 years’ experience as an Administrative Official or Administrative Referee</li> <li>• Must complete apprenticeships within 1 year of clinic and test</li> <li>• Apprenticeship available at State Championship meets</li> <li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li> </ul>

	<b>RECERTIFICATION</b>
	<ul style="list-style-type: none"><li>• Complete the on-line Administrative Official Recertification test</li><li>• Work a minimum of 6 sessions per year at the Timing Judge level with at least 2 sessions at Admin Official level</li><li>• USA Swimming Non-athlete Registration, Background Check, and Athlete Protection Training must be current</li><li>• Recertification must be completed by end of each calendar year</li></ul>