**YMCA and USA Swimming Officials Structure and Training Information**

**YMCA Officials**

**Required Officials needed at Swim Meets**

***Non-Championship Swim Meets:*** At least two (2) YMCA Certified officials are present for the conduct of any closed YMCA meet and the meet is conducted under YMCA rules. USA Swimming Certified Officials may assist with the officiating at such meets, provided that there are at least two YMCA Certified Officials, one of whom is the Referee.

***Championship Meets:*** *The meet is to be conducted by a minimum of three certified officials, at least two of whom are certified YMCA Swim Officials and one of whom is a YMCA Level 2 Swim Official and this individual acts as the Meet Referee.*

**Role Overview and how to become certified**

***Level I Officials Overview:***

* Level I Certified Officials are trained to take on the roles of a stroke & turn judge, place judge, relay take-off judge, timer or scorer.
* Entry level certification for officiating YMCA Swim Meets

***To become a Level I Official:***

* Candidates must be associated with a recognized YMCA competitive swimming and diving program.
* Approval from the Executive Director of the YMCA sponsoring the candidate, or his/her designee, is required for any person to take a clinic and become a YMCA Certified Swim Official.
* Attend a YMCA Level I Officials Training by registering through the YMCA Learning Career and Development Center at <https://lcdc.yexchange.org/>

***Level II Officials Overview:***

* Level II Certified Officials are authorized to act as referees, starters and chief judges, in addition to any of the Level I positions.

***To become a Level II Official:***

* To be eligible, an official has to have served at least one year as a YMCA Certified Level I Official and have worked at least eight meet sessions as a certified official.
* Candidates must be associated with a recognized YMCA competitive swimming and diving program.
* Attend a YMCA Level II Officials Training Course by registering through the YMCA Learning Career and Development Center at <https://lcdc.yexchange.org/>
* Approval from the Executive Director of the YMCA sponsoring the candidate, or his/her designee, is required for any person to take a clinic and become a YMCA Certified Swim Official.

YMCA Swim Officials certifications are valid for three years and individual proof of current certification must be available at all meets. Individuals re-certify by attending the appropriate YMCA Swim Official course. Re-certification also requires that the official has worked at least 12 sessions on deck as a certified official during the three-year certification period. Up to one half of the session requirement may be satisfied by working on deck as a certified official at USA Swimming meets.

Officials and Directors can track validation and expiration of official certifications by visiting <http://www.ymcacompetitiveswim.org/YMCAOfficialsExpiration.asp>. Database does not keep record of how many meets an official has officiated at. That is held to the responsibility of the Official.

**USA Swimming Officials**

**Minimum Number of Officials Required for Dual Meets**

1 Referee, who may also act as a stroke and turn judge

1 Starter

1 Other stroke and turn judge (may be the Starter)

1 Announcer

3 Timers per lane (one minimum if automatic timing equipment with touch pads is used)

1 Administrative Official

1 Place Judge

Relay take-off judges (if applicable)

Timing Equipment Operators (as needed)

Marshal(s) (number determined by the LSC)

**Minimum Standards for Certifications**

***Guidelines:*** Sessions referred to should be of duration to assure sufficient time to observe a significant number of swimmers and should contain a complete schedule of events to provide the opportunity to observe all strokes. The Local Swimming Committee (LSC) may set minimum standards for additional positions such as Referee (Non-Starter), Clerk of Course, Timing Judge, Equipment Operator, etc..

Any exceptions to these standards must be approved by the National Officials Chair.

***Timer:***

* 3 Categories: Chief Timer, Head Lane Timer, and Lane Timers.
* Uses manual stop watches and/or lane buttons to get back up times incase of computer system failure.
* Must be at least 11 years of age or older
* Certification by passing USA Timer’s test and satisfactory performance at one meet.
	+ Performance monitored by Chief Timer and/or Referee during a meet.
	+ Can renew certification based on satisfactory of performance

***Administrative Official:***

* Reports directly to the Referee (or Administrative Referee) and may supervise/direct the following positions on the “dry” side of the meet. They can not act in any other officiating capacity and can not be a participating swimmer or coach.
* Administrative officials may serve in one or more of the following positions:
	+ Entry and Registration Personnel
	+ Clerk of Course
	+ Timing System Operator
	+ Scoring Personnel
	+ Timing Judge
	+ Meet Management Software Operator
* The Administrative Official may choose to supervise the designated positions as long as volunteers fill in the designated positions.
* Must be at least 18 years of age or older.
* Education and training requires candidate to take the USA Administrative Official Test.
	+ Also will include on the deck apprenticeship with at least one mentor (who has a minimum of one year certification as Administrative Official, Administrative Referee or Referee) for a minimum of two sessions.
* Certification by passing USA Administrative Official test and satisfactory performance at one meet.
	+ Must also be a member of USA Swimming, pass the Level 2 Background Check, and complete the online Athlete Protection Training before officiating as Administrative Official.
	+ During certification, must work a minimum of four sessions per year with at least one of them being the administrative official.
* Renewal of Certification:
	+ Administrative Official Clinic and/or recertification test.
	+ Must meet the minimum required meets with at least one of the meets officiating as the administrative official.
	+ Must maintain USA membership and satisfactory performance.

***Stroke and Turn Judge / Relay and Take-Off Judge / Place Judge***

* Has jurisdiction over the swimmers immediately after the race has begun.
* Must be at least 18 years of age or older.
* Education and training requires candidate to take the USA Swimming Stroke and Turn Judge Test.
	+ Also will include on the deck apprenticeship with at least two mentors (who have a minimum of one year certification as Stroke and Turn Judge certification) for a minimum of four sessions. *Cannot make a disqualification during those sessions.*
* Will be evaluated by evaluator/mentor and/or referee to be reported to LSC Officials Chair or their designee.
* Must be a member of USA Swimming, pass Level 2 Background Check, and complete the online Athlete Protection Training before officiating
* Must complete certification within one year from date of Clinic Training.
* Must work a minimum of four sessions per year in Stroke and Turn or higher capacity to maintain certification.
* Renewal of Certification:
	+ Clinic, pre-meeting briefing and/or test.
	+ Continuation of USA Swimming Membership and satisfactory performance.
* May act in more than one officiating capacity only when sufficient qualified officials are not available, but no one may simultaneously time and judge the order of finish.

***Chief Judge***

* Assign and supervises all activities of all judges.
* Must be certified under the Stroke and Turn Judge Certification
* Considered part of Stroke and Turn Judge
* Must have a minimum of one year experience as a certified Stroke and Turn Judge
* Renewal: Same as Stroke and Turn Judge
* May act in more than one officiating capacity only when sufficient qualified officials are not available, but no one may simultaneously time and judge the order of finish.

***Starter:***

* Announces each event and the heat. Assumes full control of the swimmers until a fair start has been achieved.
* Must be at least 18 years of age or older
* Must attend designated clinic, be a current member of USA Swimming, pass the Level 2 Background check, and complete Athlete Protection Training.
* Must take the USA Swimming Starters Test
* Must serve a minimum of five sessions on the deck and 2 different meets with at least two different mentors approved by the LSC Officials Chair or their designee.
* Must have worked as certified Stroke and Turn Judge for a minimum of five sessions.
* Certification based on recommendation of the mentor(s) and/or Referee(s)
* Renewal of Certification:
	+ Clinic, pre-meet briefing and/or test
	+ Must work a minimum of four sessions per year in Starter or higher capacity to maintain certification.
	+ Continuation of USA Swimming Membership and satisfactory performance.
* May act in more than one officiating capacity only when sufficient qualified officials are not available, but no one may simultaneously time and judge the order of finish.

***Referee:***

* Has full authority over all officials and shall assign and instruct them; shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by said rules; can overrule any meet offi­cial on a point of rule interpretation, or on a judgment decision pertaining to an action which the Referee has personally observed.
* Must be at least 21 years of age or older
* Must attend referee’s clinic and apprentice on the deck for a minimum of six session and three sanctioned meets with at least two different referees.
	+ Recommend being familiar with the positions of Announcer, Clerk of Course, Starter, Stroke and Turn Judge, Chief Judge, Timer, Timing Judge, and Meet Marshall.
* Must have previous certification as a Stroke and Turn Judge or Start for a minimum of one year.
* Must pass USA Swimming Officials tests (Stroke and Turn/Timer, Timing Judge, Clerk of Course, Administrative, and Referee) with a grade of at least 80% within the past 24 months and be a current member of USA Swimming.
* Certification based on recommendation of the mentor(s) and/or Referee(s).
* Renewal of Certification:
	+ Must attend clinic an/or take tests every three years.
	+ Must work a minimum of six sessions per year in Starter or higher capacity with at least one session as Referee to maintain certification.
	+ Continuation of USA Swimming membership and evaluation by the LSC Officials Chair or their designee.

Officials can track their progress by using USA Swimming’s Officials Tracking System (OTS). Users are able to:

* View history to see system tracked meet and activity participation and ability to add items not tracked by the system.
* User can review their evaluations from others at Officials Qualifying Meets (OQM)
* Search for meets to officiate locally and throughout the entire U.S.
* Submit new or renewal applications for National Officials Certification in one or more positions.
* Review and monitor the progress of previously submitted applications and to edit applications you have not yet submitted.
* Officials can view and/or print a current certification card any time by clicking the "My Certification Card" link.

**Officials Reciprocity YMCA and USA Agreement**

See USA Swimming Officials’ Committee and YMCA Officials’ Committee Agreement for Reciprocity in Regards to Certification at [www.usaswimming.org](http://www.usaswimming.org) for further information.

* Those who are certified in USA Swimming Officials can replace YMCA Official positions in YMCA meets as long as the swim meet has its minimum required YMCA Officials. If this occurs, it does not mean this would grant the participant YMCA Official’s Certification. Those interested would need to go through the “bridged” training process.
* Those YMCA Officials looking to officiate at USA Swim Meets cannot do so without proper certification. They must go through their LSC and/or USA Swimming Officials Chair

**YMCA Certified Official seeking USA Swimming Officials Certification:**

* Will need to contact local USA Swimming Officials Chair to communicate desire to be USA certified.
	+ Proof of current certification and recommendations from other officials who are familiar with you abilities and experience will be requested.
* Each reciprocity case may be different based on desired officials position and discussion with the USA Swimming Officials Chair.
* As per the Iowa LSC, Y officials looking to become certified in USAS N1 Official Certifications, participants must:
	+ Attend a General USAS Officiating Clinic.
	+ Complete 1 apprenticeship session at a USAS sanctioned meet.
	+ Register with USAS as a Non-Athlete Member.
	+ Complete their Background Check on the USAS website.
	+ Complete the Safe Sport Athlete Protection Training on the USAS website.
	+ Mail/email their completed Apprentice Form to Iowa Swimming's Officials Chair.

**USA-S Certified Official Seeking YMCA Certification:**

* Attend appropriate level YMCA Clinic.
	+ For a fully certified USA-S official who has officiated for at least one year and having worked at least eight meet sessions, may go directly to Level II.
* Pass appropriate YMCA Level test.
	+ Those USA-S Certified Officials who have recently taken the USA-S test (within a three month period) will only have to answer a small portion of the test regarding YMCA Values and Rules.
	+ Stroke and Turn Officials and Starters will have to take the full Level II Certification Test, as they are seeking certification as a Referee and Starter.
	+ Referees will only have to take the Level II Recertification Test.
* For experienced USA-S Certified Officials, it is recommended that Local YMCA Swim League requirements be waived.

**YMCA Officials Recertification:**

* Certification valid for 3 years
* Must attend clinic and pass the appropriate re-certification test.
* Requires a minimum of 12 sessions worked over a three year period
	+ Those USA-A certified – up to one half of the required sessions may be satisfied at USA-S meets.

**USA-S Officials Recertification:**

* An LSC may require testing, meet experience or a combination of both, as well as other requirements for re-certification.
* Re-certification recommended every 3 years
* YMCA meets do count up to one half of the requirement of “meet/sessions” served.