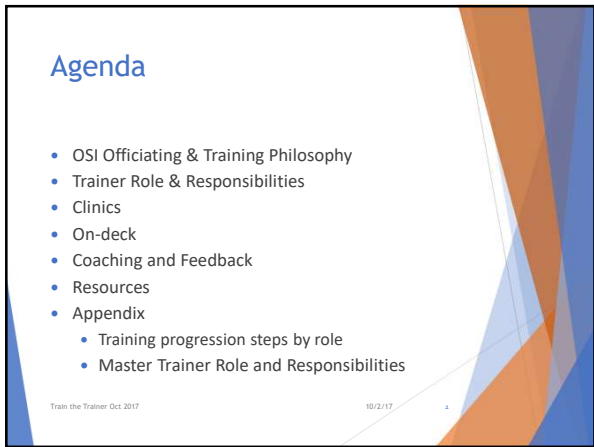
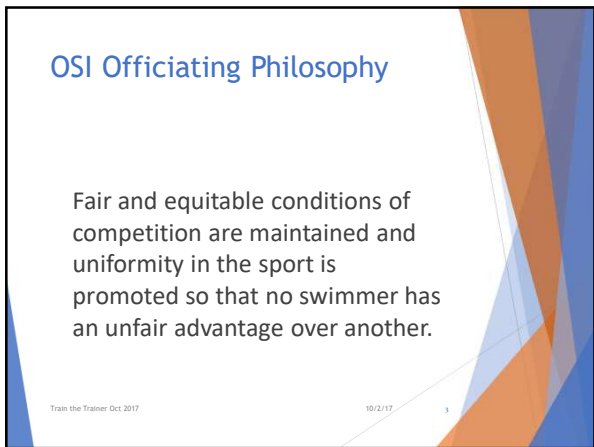


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2



3

WHAT DOES THAT MEAN?

- ▶ One set of rules applies to all swimmers, regardless of age or skill level.* The rules determine what is or isn't allowed.
 - ▶ Ugly swims can be legal
 - ▶ We *observe* swims, we do not *inspect*.
 - ▶ Do not *infer* or *extrapolate* from observations.
- ▶ Show impartiality and professionalism on deck.
- ▶ ***Swimmers always get the benefit of the doubt!***

* Swimmers with disabilities are accommodated.

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OSI Training Philosophy

Deliver high-quality, consistent training to produce *and* retain qualified, confident officials.

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OSI Training Philosophy

Trainers are:

- ▶ *Stewards* of OSI Training philosophy and *guardians* of officiating quality.
- ▶ Prepare, encourage, and support trainees and provide them with honest feedback.

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Trainer Traits

- ▶ Friendly, skilled mentor
- ▶ Extensive experience and knowledgeable about rules, protocols, expectations.
- ▶ Positively shares knowledge in small bites.
- ▶ Builds confidence in others
- ▶ Simplifies and demystifies training
- ▶ Suspends ego

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Trainer Requirements

- ▶ For each position:
 - ▶ Worked a minimum of 12 sessions at OSI sanctioned meets
 - One year and 20 sessions to become an Administrative Official, Starter or Deck Referee Trainer
 - Encouraged, not required: History of working at multiple locations
 - ▶ Endorsements required for each position (Referee or Area Officials Chair)
 - Provide the name of the reference when signing up for clinic
 - ▶ Attend Train-the-Trainer Clinic
 - ▶ Must observe a position-specific training clinic (S&T, Starter, etc.) after attending Train-the-Trainer Clinic
- ▶ Must understand training progression

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Trainer Recertification

- ▶ Minimum of four training opportunities in a 2 year recertification period
- ▶ Training opportunities can include:
 - ▶ Present training clinics
 - ▶ At Meets:
 - ▶ On-deck mentoring
 - ▶ **IMPORTANT:** If not entered in OTS, you can enter as an "Other Activity."

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Three Primary Training Tracks

1. Clinic presentations
 1. Optional but highly encouraged!
 2. Do not have to be planned in advance. Can be done opportunistically at a meet (S&T, SR, ET)
2. On-deck mentoring. (Doesn't necessarily end with formal training process. Newer officials still may want or need a little help and encouragement.)
3. At-meet "info sessions" in between sessions with evaluators or other senior officials.

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Clinic Mechanics

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Pre-Clinic Preparations

- ▶ Arrange facility
 - ▶ May be scheduled presentation, or impromptu during a meet
- ▶ Notify OSI office for posting
- ▶ Recruit! Notify your club, nearby clubs, other area officials. Whenever practicable, team up with a nearby club.
- ▶ Notify Area Chair for set up in OTS*
 - ▶ Area Officials Chair or Training Coordinator

* Immediately following an impromptu training.

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Pre-Clinic Preparations

- ▶ Gather and review training material from OSI website or office
 - ▶ PowerPoint presentation (electronic or hardcopy)
 - ▶ Defined handouts
 - ▶ Download and/or test USA Swimming training videos
 - ▶ Ensure sufficient copies for all attendees
 - ▶ Use current materials!

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Pre-Clinic Preparation

- ▶ Review the material
- ▶ Review any applicable Rules Interpretations or Situations (USA Swimming Website)
- ▶ Download applicable videos or test hotspot use
- ▶ Venue have wi-fi? Surrounding noise? Etc, etc.
- ▶ Will participating clubs handle non-athlete registrations?

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Pre-Clinic Preparation

- ▶ Do a practice dry run. Plan to:
 - ▶ Prompt discussion! Cover the highlights, not every point.
 - ▶ Slide detail is provided for reference by presenters and clinic attendees.
 - ▶ DO NOT JUST READ THE SLIDES! THAT'S BORING AND WASTES ATTENDEES' (ALL OF WHOM CAN READ) TIME!
 - ▶ Use slides as a *guide*, and make it your own presentation.
 - ▶ Target total presentation + Q&A to <60 minutes!
 - ▶ Use USA Swimming's excellent videos! This is expected for S&T and Starter trainings. Use these rather than spend a lot of time on technical rules that brand new official likely cannot picture.

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Presenting the Clinic

- ▶ Introductions
 - ▶ Name, club, icebreaker, why each person attending
 - ▶ What's driving a person to become an official?
- ▶ Clinic attendance form/log
- ▶ Defined handouts
 - ▶ For S&T and ET, include copies of technical rules for their reference until rulebook sent by mail.
- ▶ PowerPoint presentation
 - ▶ Electronic or hard copy (notes pages preferred)
- ▶ Review training log and expectations
- ▶ Sign off on clinic attendance on trainees' log
- ▶ Pass out registration forms if ET or S&T

Optional - can accept fees and forward to OSI office

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Registration FAQs

- ▶ Membership in USA Swimming provides protection through group insurance
- ▶ Membership pays costs of providing programs and services to swimmers and volunteers
- ▶ *Must be in place* prior to on deck training
- ▶ New registrants: Remind to use legal name. Use of nicknames or "Americanized" names can significantly delay background check.

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Athlete Protection

- ▶ Requirements to protect athletes
 - ▶ Background screen
 - ▶ Athlete protection training
- ▶ Must be completed prior to on deck training

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Minor Athlete Abuse Prevention Policy (MAAPS)

- ▶ MAAPS governed by law and is not optional. MAAPS rules protect athletes - *and you*.
- ▶ MAAPS training and FAQs on USA Swimming websites.
- ▶ Some basic rules for officials:
 - ▶ Officials cannot be alone with an athlete or athletes. Do not enter a locker room alone.
 - ▶ All 1:1 must be "observable and interruptable"; another adult always must be present.
 - ▶ Massages of athletes *only* by licensed professionals.
 - ▶ If you see something, say something!

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All Officials Must Complete Concussion Protocol Training

- ▶ Two free online trainings available, NHFS/CDC highly recommended.
 - ▶ <https://nfhslearn.com/courses/61151/concussion-in-sports>
 - ▶ Upon completion, send PDF certificate to your Area Officials Chair
- ▶ **Basic Rule:** If the athlete may have suffered a concussion, must be removed from competition and practice until cleared by an appropriate medical professional.
- ▶ **Immediately** notify Lifeguard and Deck Referee or Meet Referee if you observe a possible concussion.
- ▶ See *Concussion Training* for more info!

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Optional for Stroke and Turn

Live demonstrations of technical strokes and common violations:

- ▶ Requires prior arrangement with swimmers' coach. Coach must be on deck during demonstration for USA Swimming insurance purposes.

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Post-Clinic Responsibilities

Critical!

Follow up with attendees by email and/or (if you will see them) in person!

- ▶ Do they have questions about process or material?
- ▶ How are they doing? Progressing? Any (perceived) roadblocks?
- ▶ Background check and A/P done?

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On Deck Mentoring

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Mentoring is not:

- ▶ A technique to use on others
- ▶ Giving advice – “telling”
- ▶ Offering “constructive criticism”
- ▶ Demonstrating our expertise to someone else

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Mentoring is:

- ▶ A practice and discipline to improve performance
- ▶ Honest dialogue
- ▶ Based on mutual inquiry
- ▶ Input from a person who has different experience or information

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Tips for successful mentoring

- ▶ Ask the person what her/his concerns might be
- ▶ Be frank and positive when discussing areas for improvement
- ▶ Discuss and clarify what could be done differently
- ▶ Monitor your reaction to mistakes carefully
- ▶ Stress the key role of mistakes in the personal learning process -- "we've all been there"

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On Deck: Pre-Meet/Pre-Session

- ▶ If you are planning to work a meet, then email the Meet Ref in advance and let them know you are available as a Trainer. This is especially important early in the SC and LC seasons, when there tend to be a lot of new trainees! Refs will thank you!
- ▶ Identify yourself on the sign-in sheet (or, if available, pre-meet sign up) as a trainer and in what position(s)
- ▶ When assigned a trainee:
 - ▶ Brief meeting with the trainee prior to going on deck
 - ▶ Ask to see training log to identify where they are in the process
 - ▶ Discuss with the Trainee about what they are comfortable with/what's going well and what they want to work on that day.
 - ▶ Review expected deck protocol, agree on how you'll work together
 - ▶ Try to put them at ease, share your training story. "We've all been there..."

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On Deck: Pre-session

- ▶ Discuss roles during the session
 - ▶ Stroke and Turn
 - ▶ Who will raise hand during session
 - ▶ How you will observe swims with them
 - ▶ Writing slips (start this in first session, even though the new S&T is not yet initiating calls)
 - ▶ Certified official/trainer must initial in addition to trainee
 - ▶ Electronic Timing
 - ▶ Is the trainee running the console or observing?
 - ▶ Trainer will review the trainee's paperwork
 - ▶ Etc – Starter, Referee
 - ▶ Roles can change during the course of a session

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On Deck: During session

- ▶ Mentor and coach
 - ▶ Don't expect trainee to know what you know
 - ▶ Encourage trainee to ask questions
 - ▶ Trainees learning by doing
 - ▶ Use rulebook language to describe what you observe
- ▶ Model desired behavior
 - ▶ Friendly, calm, and positive
 - ▶ Interact effectively with other officials
 - ▶ Be reliable
 - ▶ Avoid gestures on deck

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On Deck: During session

- ▶ Mentor and coach
 - ▶ Initial steps – trainee is observing you.
 - ▶ Talk about what you are observing/doing
 - ▶ S&T examples:
 - ▶ Why you are standing where you are, stepping up/back
 - ▶ What you expect a proficient swimmer to do
 - ▶ E.g. Butterfly: "I expect to see the swimmer's arms moving simultaneously and recovering over the water."
 - ▶ How to observe turns... "After I see the swimmer's feet leave the wall, then I look up to observe body position."
 - ▶ Small bites! One or two things at a time.

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On Deck: During session

- ▶ Mentor and coach
 - ▶ Initial steps – trainee is observing you.
 - ▶ Talk about you are observing/doing as you do it.
 - ▶ Starter examples:
 - ▶ Explain why you have chosen your spot to stand
 - ▶ Explain backstroke Start observation
 - ▶ What you are observing near end of a heat, i.e. picking up finish placement, readiness of next-heat swimmers.

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On Deck: During session

- ▶ Mentor and coach Referee Trainees
 - ▶ Referee trainees are expected, based on track record, recommendations and approval of Area Officials Chairs, to be especially proficient and knowledgeable officials.
 - ▶ On-deck training more of an ongoing conversation than other positions. "Bite sizes" still apply, e.g.:
 - ▶ Begin with DQ slip processing/logging.
 - ▶ Review of Session heat sheet: Where are opportunities to correct missed swims? Process if one occurs, ET/AO coordination.
 - ▶ Observing a heat – where to stand, things to look for
 - ▶ Whistles – when? (Pacing with announcer)

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On Deck: During session

- ▶ Mentor and coach
 - ▶ Trainee is working position
 - ▶ Ask Trainee to verbalize what they are observing/doing as they do it. Encourage questions!
 - ▶ Prompting questions/suggestions:
 - ▶ So how was that? Anything you noticed? Wow, backstroke turns can be tricky, can't they?
 - ▶ It's really important to step to the edge so you can see the swimmer's feet leave off the wall.
 - ▶ How did the swimmers react to your "Take your mark"?
 - ▶ "Wow, that was a *really good* start. Nice tone and pace."
 - ▶ "As soon as they are set, send 'em."

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Post-Session

- ▶ Provide candid, balanced feedback to the trainee
- ▶ Avoid empty praise: "You're doing great. See you next time!"
- ▶ Start and end with positive feedback on something they are doing well! Give one, maybe two, things to work on.
- ▶ Sign and initial all relevant areas
 - ▶ **Do not just pass Trainee to next stage if they are not ready!** Too often Trainees get to final evaluations until some gives them specific items to improve. Frustrates trainees and other trainers.
 - ▶ Ask Trainee how they think they are doing. People often self-identify need for additional training. These are great conversations!
- ▶ Encourage the trainee to continue the process and explain next steps
- ▶ **Thank them**, ease concerns, and tell them you hope to see them on deck again soon

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Progression and Evaluation

- ▶ When determining whether a trainee is ready to move to the next stage, remember:
 - ▶ The trainee will not be as proficient as you
 - ▶ They should be progressing in their knowledge and abilities
- ▶ Trainee is ready to test when:
 - ▶ They have completed all required elements
 - ▶ The trainee is confident working solo and continues to gain experience and confidence

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Feedback Steps

- ▶ Observe behavior
- ▶ Remember any concerns identified by the trainee
- ▶ Describe your observations
 - ▶ Focus on behavior, not person
 - ▶ Be as clear and brief as possible
 - ▶ Avoid evaluative, judgmental statements
 - ▶ Provide positive reinforcement
- ▶ Set the tone for a discussion, not a monologue
- ▶ Don't overload the trainee with constant feedback

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Resources

- ▶ Oregon Swimming, Inc. website
 - ▶ <http://www.oregonswimming.org>
 - ▶ Officials
 - ▶ Training forms
 - ▶ List of trainers
- ▶ USA Swimming website
 - ▶ <http://www.usaswimming.org>
 - ▶ Officials Tracking System

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If All Else Fails - ASK

- ▶ Use all resources available
 - ▶ Other officials
 - ▶ Referees
 - ▶ Area Officials Chair
 - ▶ Officials Chair
 - ▶ Training Coordinator

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Thank you!

See you on deck

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***Appendix:
Position-Specific Training Progression**

*Provided as reference, optional to present based on clinic interest

- ▶ Stroke and Turn
- ▶ Starter
- ▶ Referee
- ▶ Electronic Timer
- ▶ Administrative Official

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Stroke & Turn

- ▶ Stage One: Clinic
- ▶ Stage Two: On-deck Orientation (Sessions 1-2)
 - ▶ Tour of the working deck with Referee or designee
 - ▶ Trainer introduces "range of skills" (focus on procedures and rules)
 - ▶ Trainee observes and does not make disqualification calls
 - ▶ *Trainee writes DQ slips and makes heat sheet notes*

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Stroke & Turn

- ▶ Stage Three: Guided Practice (Minimum 3 sessions)
 - ▶ Trainee takes on more responsibility as deemed appropriate by official, e.g., raises hand and writes up DQ slip. Trainer Official must also see infraction and sign off on DQ slip
 - ▶ Progress and self-evaluation discussed at end of guided practice with trainer or Referee prior to advancement
 - ▶ Additional sessions are sometimes needed

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Stroke & Turn

- ▶ Stage Four: Evaluation
 - ▶ Two successful evaluations with OSI Certified Trainers
 - ▶ During evaluation sessions trainee assumes full responsibility while directly observed by trainer
 - ▶ If trainee is ready to test, trainer signs off on training record

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Starter

- ▶ Prerequisite: Minimum of one year and at least 10 sessions as Stroke and Turn
- ▶ Stage One: Introductory Clinic
- ▶ Stage Two: Hardware Setup and Starting Only
 - ▶ Sessions 1 and 2
 - ▶ Equipment set-up and testing
 - ▶ Voice control/false starts only, no order of finish (OOF)

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Starter

- ▶ Stage Three: Full Function Guided Practice
 - ▶ Full function (including OOF), authority at discretion of Trainer or Referee
 - ▶ Minimum of six sessions
 - ▶ Minimum of three different meets
 - ▶ Minimum of three sessions each 12 & under and 13 & over
 - ▶ A given session can only fulfill one category requirement, 12 & under or 13 & over

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Starter

- ▶ Final Evaluation
 - ▶ Two Successful evaluations
 - ▶ Two different OSI Certified Trainers
 - ▶ Two different sessions

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Referee

- ▶ Prerequisite: Minimum of one year and at least ten sessions as Starter
- ▶ Stage 1 – Introductory Clinic
 - ▶ Completed before on-deck training
 - ▶ Stages 2, 3 and 4 can be done in any order

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Referee

- ▶ Stage 2 - Deck Referee (Minimum of 8 sessions)
 - ▶ Minimum of four different Referees, at more than one pool
 - ▶ DQ slips: Minimum of 6 hours processing DQ slips at meets with 12 & under events and BC swimmers; including:
 - ▶ Investigating DQs, filling out a DQ log, communicating the DQs to coaches
 - ▶ Can be at an ABC or a BC meet but must be under at least two different Referees
 - ▶ Whistle starts only: One session blowing the whistle while under the direct supervision of a Referee
 - ▶ Trainer observes for false starts!

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Referee

- ▶ Stage 2 - Deck Referee
 - ▶ Guided Practice
 - ▶ Minimum 4 sessions total
 - ▶ At least 2 different meets
 - ▶ One session doing whistle starts and DQs under direct Referee supervision
 - ▶ Minimum 3 sessions of limited supervision
 - ▶ At least one session heavy with BC swimmers

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Referee

- ▶ Stage 3 - Electronic Timing and Hy-Tek Meet Management Operations
 - ▶ Scheduled with a trainer at any time during the training period
 - ▶ Two sessions at different meets working as an ET supervised by 2 different ET Officials
 - ▶ Time split between console and paperwork
 - ▶ One session at a BC meet, or heavy with BC swimmers
 - ▶ One session performing computer operations with the Hy-Tek Meet Manager, under supervision

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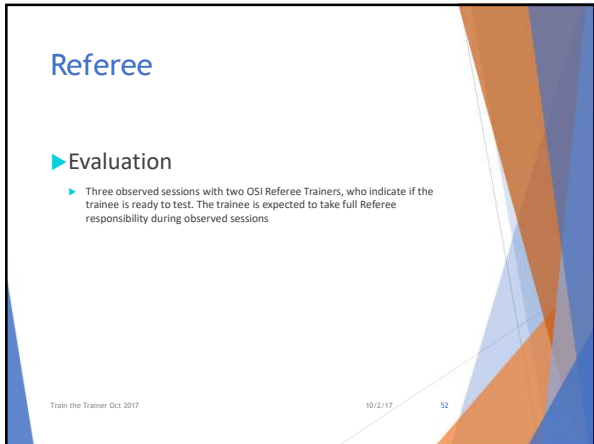
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Referee

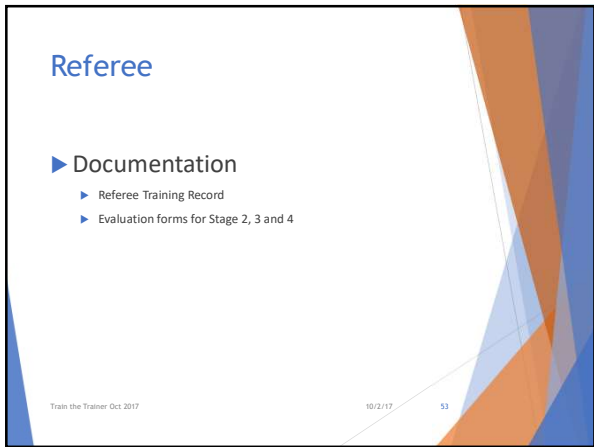
- ▶ Stage 4 - Officials and Coaches Meetings
 - ▶ Minimum of 2 meets
 - ▶ Scheduled with a trainer at any time during the training period)
 - The trainee must complete a minimum of:
 - ▶ Two officials' stroke briefings
 - ▶ Two jurisdiction briefings
 - ▶ Two deck rotations
 - ▶ One coaches' meeting

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Electronic Timer

▶ Training Requirements

- ▶ Clinic attendance prior to training on deck
- ▶ Introductory session (deck tour) by Referee
- ▶ Minimum of 10 hours console and 10 hours time verification
- ▶ At least two of first six hours must be with ET Trainer
- ▶ Two 12 and under meets (could be heavy in 12 and under; at Referee's discretion)
- ▶ One session must be at a non-home meet
- ▶ Heat or lane malfunction
- ▶ Hy-tec operation

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Electronic Timer

▶ Final Evaluation

- ▶ Two consecutive positive recommendations to test from 2 different certified Electronic Timer Officials.
- ▶ Trainers strongly preferred but not required!

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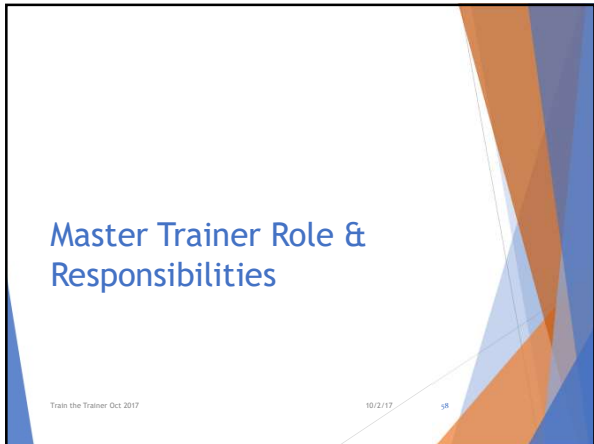
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Administrative Official

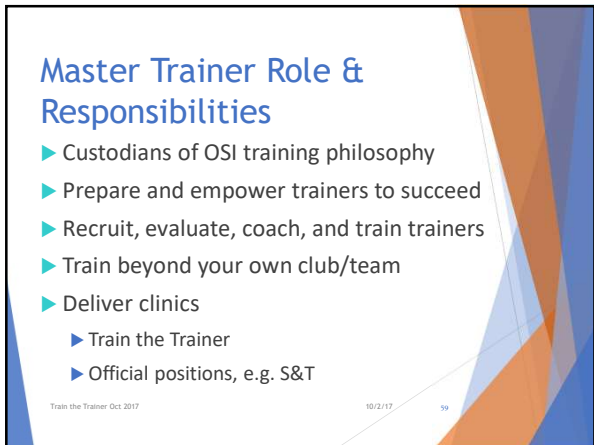
- ▶ Prerequisite: A minimum of 8 sessions as an OSI certified Electronic Timing Official
- ▶ Stage 1 – Introductory Clinic
- ▶ Stage 2 – Set up mock meets in Meet Manager
- ▶ Stage 3 – Import entries, seed and create meet reports
- ▶ Stage 4 – Four hours using Meet Manager during a meet, demonstrating a group of skills

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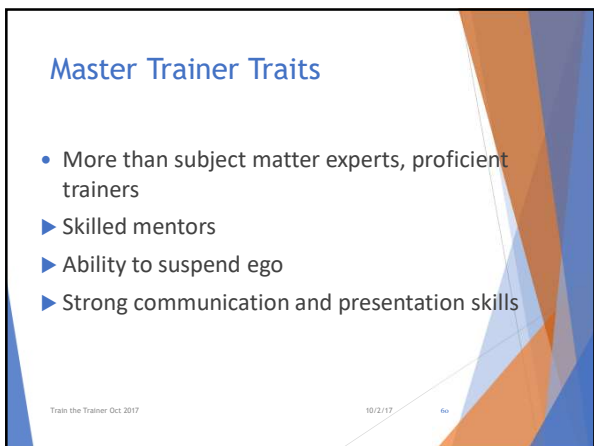
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To become Master Trainer

- ▶ Trainer for minimum of one year
- ▶ Officials Chair endorsement to become a Master Trainer
 - ▶ Officials Chair will seek feedback from AOCs and Referees
- ▶ Observe Master Trainer present Trainer clinic
- ▶ Present Trainer clinic with MT present to evaluate
 - ▶ MT submits positive recommendation to Officials Chair
- ▶ Must completely understand:
 - ▶ Train the Trainer material
 - ▶ How to certify for all positions

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To recertify as Master Trainer

- ▶ In a two year recertification period
 - ▶ Four training opportunities to recertify as a trainer
 - ▶ Deliver a minimum of two clinics of any type
 - ▶ Attend recertification clinic

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