

GA Swimming Officials Certifications & Advancements Criteria



Overview

This document is designed to help individuals with interest to acquire, maintain, advance, and recertify as USA Swimming Officials in the GA LSC.

- Fast-Track advancement procedures require approval from the GA Swimming Officials Chair.
- We recommend that new officials download the USA Swimming app to their smartphones for quick access to their credentials. (Apple/Android)

Helpful Web Pages

- [USA Swimming](#)
- [Georgia Swimming LSC](#)
- [Home Page GA Swimming Officials](#)
- [USA Rules & Regulations](#)
- [USA Online Testing](#)
- [USA Background Check](#)
- [Athlete Protection Training](#)
- [Concussion Protocol Training](#)

Helpful Emails

GA Officials Training Chair gaofficialstraining@gaswim.org
GA Officials Certification Chair gaswimcertification@gaswim.org
GA Officials Registrar registrar@gaswim.org
GA Officials Chair officials@gaswim.org
GA Sanctions Coordinator sanctions@gaswim.org
GA Times Coordinator swims@gaswim.org

USA Swimming Certifications Available in GA LSC

Each is an active link within this document.

[Stroke & Turn Judge](#)

[Administrative Official](#)

[Chief Judge](#)

[Starter](#)

[Deck Referee](#)

[Administrative Referee](#)

[Officials Trainer](#)

[Automatic Timing Equipment Operator](#)

[Meet Referee](#)



GA Swimming Officials Certifications & Advancements Criteria

Stroke & Turn Judge (ST) Certification		
Pre-requisites (Requirements)	Certification Requirements	Re-Certification Requirements
<ul style="list-style-type: none"> • Be at least 18* years old. (*may not officiate and compete in the same session.) • Satisfactorily complete USA Swimming Level 2 background check • Satisfactorily complete USA Swimming Athlete Protection Training (APT). • Complete CDC or NFHS Concussion Training. Email completed form to registrar@gaswim.org • Be registered as an "Apprentice Official" or "Official" member of USA Swimming, Inc • Possess a current USA Swimming Rule Book. (Online version) 	<ul style="list-style-type: none"> • Contact the Training Coordinator: Request access to the clinic. • Complete the authorized GA Stroke & Turn (ST) Clinic. • Take and pass (with a minimum score of 80%) the USA Swimming online Stroke & Turn Certification Test (Open Book Test) • Email test results to the Training Coordinator • Apprentice as ST for a total of 5 sessions at 2 different sanctioned / approved meets under the direct supervision of Certified ST Judges who have been certified for a minimum of 1 year, (preferably 5 different ST Judges). <p>NOTE: An apprentice may receive a maximum of 2 apprentice sessions from USA Sanctioned out-of-state meet(s).</p> <ul style="list-style-type: none"> • Complete the Apprentice Form with Training Card, for each session worked. Have the Meet referee sign in ink. • Send Completed Apprentice Form with Training Card to: <ol style="list-style-type: none"> 1. Training Coordinator 2. Certification Coordinator 3. Keep a copy and take it with you to meets until your updated credentials are available on the USA Swimming website & app. • Certification requirements must be completed within one year to the date of the clinic and the certification is good for two calendar years. 	<ul style="list-style-type: none"> • Be a current "Certified Official" member of USA Swimming, Inc. • Possess a current USA Swimming Rule Book. (Online version) • Work a minimum of 12 post-certification sessions in 2 years as ST Judge w/competency satisfying the Meet Referee. This shall include attending the recommended officials briefing prior to each session. • If these three requirements are NOT met, the applicant shall either watch the online ST class or the full new Certification requirements shall apply. (As decided by Officials, Certification, & Training Chairs) • Re-Certification is good for two years.



GA Swimming Officials Certifications & Advancements Criteria

Administrative Official (AO) Certification		
Pre-requisites (Requirements)	Certification Requirements	Re-Certification Requirements
<ul style="list-style-type: none"> • Be at least 18* years old. (*may not officiate and compete in the same session.) • Satisfactorily complete USA Swimming Level 2 background check • Satisfactorily complete USA Swimming Athlete Protection Training (APT). • Complete CDC or NFHS Concussion Training. Email completed form to registrar@gaswim.org • Be registered as an “Apprentice Official” or “Official” member of USA Swimming, Inc • Possess a current USA Swimming Rule Book. (Online version) 	<ul style="list-style-type: none"> • Contact the Training Coordinator: Request access to the clinic. • Complete the authorized GA Administrative Official Clinic. • Take and pass (with a minimum score of 80%) the USA Swimming online Administrative Official Test (Open Rule Book Test) <ul style="list-style-type: none"> ◦ Email test results to the Training Coordinator • Apprentice as AO for a total of 5 sessions at 2 different sanctioned / approved meets under the direct supervision of Certified AO who have been certified for a minimum of 1 year, (preferably 5 different AOs). <p>NOTE: An apprentice may receive a maximum of 2 apprentice sessions from USA Sanctioned out-of-state meet(s).</p> <ul style="list-style-type: none"> • Complete the Apprentice Form with Training Card, for each session worked. Have the Meet referee sign in ink. • Send Completed Apprentice Form with Training Card to: <ol style="list-style-type: none"> 1. Training Coordinator 2. Certification Coordinator 3. Keep a copy and take it with you to meets until your updated credentials are available on the USA Swimming website & app. • Certification requirements must be completed within one year to the date of the clinic and the certification is good for two calendar years. 	<ul style="list-style-type: none"> • Be a current “Certified Official” member of USA Swimming, Inc. • Possess a current USA Swimming Rule Book. (Online version) • Work a minimum of 12 post-certification sessions in 2 years as AO Judge w/competency satisfying the Meet Referee. This shall include attending the recommended officials briefing prior to each session. • If these three requirements are NOT met, the applicant shall either watch the online AO class or the full new Certification requirements shall apply. (As decided by Officials, Certification, & Training Chairs) • Re-Certification is good for two years.



GA Swimming Officials Certifications & Advancements Criteria

Chief Judge (CJ) Certification		
Pre-requisites (Requirements)	Certification Requirements	Re-Certification Requirements
<ul style="list-style-type: none"> Be at least 18* years old. (*may not officiate and compete in the same session.) Be a current “Certified Official” member of USA Swimming, Inc. Possess a current USA Swimming Rule Book. (Online version) Previous certification as ST with 18 post-certification sessions satisfactorily completed, including sessions from both SC & LC meets. Submit Request for Advancement Form to the Training Coordinator AND be recommended in writing for this Level by two Referees who have been certified for 1 year. Request must be accompanied by two Advancement Checkout forms, completed by the referring Referees. 	<ul style="list-style-type: none"> Contact the Training Coordinator: Request access to the clinic. Complete the authorized GA Chief Judge Clinic. Take and pass (with a minimum score of 85%) the Chief Judge Test – Link to this test comes from Training Coordinator. <ul style="list-style-type: none"> Email test results to the Training Coordinator Apprentice as CJ for a total of 6 sessions at 3 different sanctioned / approved meets under the direct supervision of 2 different Referee’s having at least 1 year of certified experience. Complete the following skills twice during your apprenticeship: <ol style="list-style-type: none"> Stroke Briefing, Protocol Briefing (including radio), Jurisdiction Briefing, Deck Set Complete the Apprentice Form with Training Card, for each session worked. Have the Meet referee sign in ink. Send Completed Apprentice Form with Training Card to: <ol style="list-style-type: none"> Training Coordinator Certification Coordinator Keep a copy and take it with you to meets until your updated credentials are available on the USA Swimming website & app. Certification requirements must be completed within one year to the date of the clinic and the certification is good for two calendar years. 	<ul style="list-style-type: none"> Be a current “Certified Official” member of USA Swimming, Inc. Possess a current USA Swimming Rule Book. (Online version) Work a minimum of 8 sessions in 2 years as ST Judge and 8 sessions as a CJ with competency satisfying the Meet Referee. If these three requirements are NOT met, the applicant shall either watch the online CJ class or the full new Certification requirements shall apply. (As decided by Officials, Certification, & Training Chairs) Re-Certification is good for two years and will also recertify as ST Judge.

GA Swimming Officials Certifications & Advancements Criteria



Starter Certification

Pre-requisites (Requirements)	Certification Requirements	Re-Certification Requirements
<ul style="list-style-type: none"> • Be at least 18* years old. (*may not officiate and compete in the same session.) • Be a current “Certified Official” member of USA Swimming, Inc. • Possess a current USA Swimming Rule Book. (Online version) • Previous certification as ST with 18 post-certification sessions satisfactorily completed as ST and/or CJ, including sessions from both SC & LC meets. • Submit Request for Advancement Form to the Training Coordinator AND be recommended in writing for this Level by two Referees who have been certified for 1 year. • Request must be accompanied by two Advancement Checkout forms, completed by the referring Referees. 	<ul style="list-style-type: none"> • Contact the Training Coordinator: Request access to the clinic. • Complete the authorized GA Starter Clinic. • Take and pass (with a minimum score of 85%) the USA Swimming online Starter Test <ul style="list-style-type: none"> ◦ Email test results to the Training Coordinator • Apprentice as Starter for a total of 8 sessions at 3 different sanctioned / approved meets under the direct supervision of 3 different Referee’s having at least 1 year of certified experience. (State Championship Meets are not available for apprenticing.) • Complete the Apprentice Form with Training Card, for each session worked. Have the Meet referee sign in ink. • Send Completed Apprentice Form with Training Card to: <ol style="list-style-type: none"> 1. Training Coordinator 2. Certification Coordinator 3. Keep a copy and take it with you to meets until your updated credentials are available on the USA Swimming website & app. • Certification requirements must be completed within one year to the date of the clinic and the certification is good for two calendar years. 	<ul style="list-style-type: none"> • Be a current “Certified Official” member of USA Swimming, Inc. • Possess a current USA Swimming Rule Book. (Online version) • Work a minimum of 16 sessions in 2 years as a Starter with competency satisfying the Meet Referee. • If these three requirements are NOT met, the applicant shall either watch the online Starter class or the full new Certification requirements shall apply. (As decided by Officials, Certification, & Training Chairs) • Re-Certification is good for two years and will also recertify as ST Judge.



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Deck Referee Certification		
Pre-requisites (Requirements)	Certification Requirements	Re-Certification Requirements
<ul style="list-style-type: none"> Be at least 21* years old. (*may not officiate and compete in the same session.) Be a current “Certified Official” member of USA Swimming, Inc. Possess a current USA Swimming Rule Book. (Online version) Be certified as a Starter for 12 calendar months with 12 post-certification Starter sessions. Be certified as a CJ with 6 post-certification CJ sessions. Submit Request for Advancement Form to the Training Coordinator AND be recommended in writing for this Level by two Referees who have been certified for a minimum of 1 year. Request must be accompanied by two Advancement Checkout forms, completed by the referring Referees. <p>Fast Tack: Previous certification as Starter for a minimum of 6 calendar months with a minimum of 12 post-certification Starter sessions satisfactorily completed, including sessions from both SC & LC meets, & prelim & final sessions. Previous certification as Chief Judge with a minimum of 8 post-certification CJ sessions satisfactorily completed.</p> <ul style="list-style-type: none"> Submit Request for Fast-Track Advancement Form to the Officials Chair AND be recommended in writing for this Level by two Referees who have been certified for a minimum of 1 year. Request must be accompanied by two Advancement Checkout forms, completed by the referring Referees. 	<ul style="list-style-type: none"> Contact the Training Coordinator: Request access to the clinic. Complete the authorized GA Deck Referee Clinic. Take and pass (with a minimum score of 90%) the USA Swimming online Deck Referee Test <ul style="list-style-type: none"> Email test results to the Training Coordinator Apprentice as a DR for at least 9 sessions at 4 different GA Swimming/GA Master’s Swimming sanctioned / approved meets, under the direct supervision of 3 different Certified Referees. See meet information for availability to apprentice at State Championship Meets. Complete the Apprentice Form with Training Card, for each session worked. Have the Meet referee sign in ink. Send Completed Apprentice Form with Training Card to: <ol style="list-style-type: none"> Training Coordinator Certification Coordinator Keep a copy and take it with you to meets until your updated credentials are available on the USA Swimming website & app. Certification requirements must be completed within one year to the date of the clinic and the certification is good for two calendar years. 	<ul style="list-style-type: none"> Be a current “Certified Official” member of USA Swimming, Inc. Possess a current USA Swimming Rule Book. (Online version) Work a minimum of 18 sessions in 2 years. If these three requirements are NOT met, the applicant shall either watch the online DR class or the full new Certification requirements shall apply. (As decided by Officials, Certification, & Training Chairs) Re-Certification is good for two years.

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Administrative Referee Certification		
Pre-requisites (Requirements)	Certification Requirements	Re-Certification Requirements
<ul style="list-style-type: none"> • Be at least 21* years old. (*may not officiate and compete in the same session.) • Be a current “Certified Official” member of USA Swimming, Inc. • Possess a current USA Swimming Rule Book. (Online version) • Completed DR certifications and worked a minimum of 6 post-certification sessions as a DR. • A request for advancement form is not required. 	<ul style="list-style-type: none"> • Contact the Training Coordinator: Request access to the clinic. • Complete the authorized GA Administrative Referee Clinic and AO Online Clinic. • Take and pass (with a minimum score of 90%) the USA Swimming online AR, AO, & Timing Judge Test. <ul style="list-style-type: none"> ◦ Email tests results to the Training Coordinator • Apprentice as an AR for at least 5 sessions at 2 different meets, under the direct supervision of 2 different Certified Administrative Referees. (2 sessions must be Prelim sessions of a Prelim/Finals format) • Complete the Apprentice Form with Training Card, for each session worked. Have the Meet referee sign in ink. • Send Completed Apprentice Form with Training Card to: <ol style="list-style-type: none"> 1. Training Coordinator 2. Certification Coordinator 3. Keep a copy and take it with you to meets until your updated credentials are available on the USA Swimming website & app. • Certification requirements must be completed within one year to the date of the clinic and the certification is good for two calendar years. 	<ul style="list-style-type: none"> • Be a current “Certified Official” member of USA Swimming, Inc. • Possess a current USA Swimming Rule Book. (Online version) • Work a minimum of 18 sessions in 2 years. • If these three requirements are NOT met, the applicant shall either watch the online DR class or the full new Certification requirements shall apply. (As decided by Officials, Certification, & Training Chairs) • Re-Certification is good for two years.



GA Swimming Officials Certifications & Advancements Criteria

Officials Trainer Certification		
Pre-requisites (Requirements)	Certification Requirements	Re-Certification Requirements
<ul style="list-style-type: none"> Be at least 21* years old. (*may not officiate and compete in the same session.) Be a current “Certified Official” member of USA Swimming, Inc. Possess a current USA Swimming Rule Book. (Online version) Previous certification as DR & AR for a minimum of 12 calendar months during which, a minimum of 12 full sessions have been satisfactorily completed as either a DR, AR, or a combination of both. **An AO who has been in this role for (3) three years and a minimum of 36 total sessions may go through the certification process to become a trainer for Administrative Officials if they can meet requirement below. Submit Request for Advancement Form to the Training Coordinator AND be recommended in writing for this Level by a Referee who has been certified for a minimum of 1 year. 	<ul style="list-style-type: none"> Contact the Training Coordinator & the Officials Chair Start with teaching S & T Judge and /or Administrative Official (Entry Level Trainer) Coordinate with the LSC Officials Training Coordinator to receive the LSC approved Stroke and Turn Judge and Administrative Official Training Programs Find a mentor/trainer to work with. The Training Coordinator will help you find one. Advise the LSC Officials Training Coordinator in advance of conducting clinic. An experienced trainer (minimum of one (1) year as certified trainer) must observe/evaluate your first and second clinic to offer advice as necessary and encourage continuity of training. <ol style="list-style-type: none"> Watch /Observe one training session/ Assist in a training session. Completely run a 2nd/3rd training session while observed. Complete the Apprentice Form appropriately and have the Training Observer/Evaluator sign in ink. The evaluator must advise the Training Coordinator (via email) that you are ready to begin training independently or they can recommend more apprentice sessions. Send Completed Apprentice Form to: <ol style="list-style-type: none"> Training Coordinator Certification Coordinator Certification requirements must be completed within one year to the date of the clinic and the certification is good for two calendar years. 	<ul style="list-style-type: none"> Be a current “Certified Official” member of USA Swimming, Inc. Possess a current USA Swimming Rule Book. (Online version) Stay Current and in touch with Training Coordinator, Certification Coordinator, and LSC Officials Chair concerning changes in certification requirements and rules. If the applicant has not fulfilled these 4 requirements, the Certification requirements apply. Re-Certification is good for two years.

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Automatic Timing Equipment Operator Certification		
Pre-requisites (Requirements)	Certification Requirements	Re-Certification Requirements
<ul style="list-style-type: none"> • Be at least 18* years old. (*may not officiate and compete in the same session.) • Satisfactorily complete USA Swimming Level 2 background check • Satisfactorily complete USA Swimming Athlete Protection Training (APT). • Complete CDC or NFHS Concussion Training. Email completed form to registrar@gaswim.org • Be registered as an “Apprentice Official” or “Official” member of USA Swimming, Inc • Possess a current USA Swimming Rule Book. (Online version) 	<ul style="list-style-type: none"> • Contact the Training Coordinator: Request access to the clinic. • Attend an Automatic Timing Equipment Operators Clinic taught by a certified Georgia Swimming ATO Trainer. • Take and pass (with a minimum score of 80%) the USA Swimming online Timer, Clerk of Course, and Timing Judge Test (Open Rule Book Test) <ul style="list-style-type: none"> ◦ Email test results to the Training Coordinator • Apprentice as an Automatic Timing Equipment Operator for at least 10 sessions at Georgia Swimming/Georgia Masters Swimming sanctioned / approved meets, under the direct supervision of a Georgia Swimming credentialed Automatic Timing Equipment Operator. <p>NOTE: An apprentice may receive a maximum of 2 apprentice sessions from USA Sanctioned out-of-state meet(s).</p> <ul style="list-style-type: none"> • Complete the Apprentice Form for each session worked. Have the Meet referee sign in ink. • Send Completed Apprentice Form with Training Card to: <ol style="list-style-type: none"> 1. Training Coordinator 2. Certification Coordinator 3. Keep a copy and take it with you to meets until your updated credentials are available on the USA Swimming website & app. • Certification requirements must be completed within one year to the date of the clinic and the certification is good for two calendar years. 	<ul style="list-style-type: none"> • Possess a current “Georgia Swimming Trained ATO” card • Possess a current USA Swimming Rule Book. (Online version) • Work a minimum of 16 sessions in 2 years. • If these three requirements are NOT met, the Certification requirements shall apply. (As decided by Officials, Certification, & Training Chairs) • Re-Certification is good for two years.



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Meet Referee Certification		
Pre-requisites (Requirements)	Certification Requirements	Re-Certification Requirements
<ul style="list-style-type: none"> • Be at least 21* years old. (*may not officiate and compete in the same session.) • Be a current “Certified Official” member of USA Swimming, Inc. • Possess a current USA Swimming Rule Book. (Online version) • Previous certification as Deck Referee & Administrative Referee for a minimum of 6 calendar months during which a minimum of 12 full sessions have been satisfactorily completed as either a Deck Referee, Administrative Referee, or a combination of both. • Submit Request for Advancement Form to the Training Coordinator AND be recommended in writing for this Level by two Referees who have been certified for a minimum of 1 year. Request must be accompanied by two Advancement Checkout forms, completed by the referring Referees. • As of May 1st, 2023 all Officials with AR & DR certifications will be grandfathered a MR certification. 	<ul style="list-style-type: none"> • Contact the Training Coordinator: Request access to the clinic. • Complete the authorized GA Meet Referee Clinic. • Take and pass (with a minimum score of 90%) the GA meet Referee Test. Link to this test comes from Training Coordinator. <ul style="list-style-type: none"> ◦ Email test results to the Training Coordinator • Apprentice/ shadow a complete meet (at least 2 sessions long) with a Meet Referee who has been Meet Referee for a minimum of one [1] year. • Have this Meet Referee write an email letter of recommendation following the meet to the Training Coordinator and the Officials Chair. • To be a Meet Referee at a State level meet or higher: <ol style="list-style-type: none"> 1. Must be a N2 or N3 DR 2. Must serve as a Jr Meet Ref at a State level meet or higher. ❖ Anyone certified as a deck referee for at least 6 months can be a MR for a local club meet or a small dual meet at the discretion of the Sanctions chair and the Officials chair. 	<ul style="list-style-type: none"> • Be a current “Certified Official” member of USA Swimming, Inc. • Possess a current USA Swimming Rule Book. (Online version) • Work a minimum of 18 sessions in 2 years. • If these three requirements are NOT met, the applicant shall either watch the online DR class or the full new Certification requirements shall apply. (As decided by Officials, Certification, & Training Chairs) • Re-Certification is good for two years.