

**GEORGIA SWIMMING INC.**  
**OFFICIALS CERTIFICATION AND RE-CERTIFICATION PROCEDURES**

**Certification: Stroke & Turn / Timer**

**A. Pre-requisites (Requirements)**

1. Be at least 18\* years old. (\*may not officiate and compete in the same session.)
2. Satisfactorily complete USA Swimming Level 2 background check
3. Satisfactorily complete USA Swimming Athlete Protection Training
4. Be a current "Certified Official" member of USA Swimming, Inc
5. Possess a current USA Swimming Rule Book. (PDF version available online)

**B. Certification Requirements**

1. Attend a Stroke & Turn Clinic taught by a Georgia Certified Referee.
  - i. On Line Web based classes available. <http://www.gaofficials.org>
  - ii. Self-Directed Class with one on one time with Certified Referee/Trainer available. <http://www.gaofficials.org/stroke-and-turn.html>
2. Take and pass the USA Swimming on line Stroke & Turn / Timer exam with a minimum score of 80% located at: <https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>
3. Turn the completed exam into the Certified Trainer under whom you trained with.
4. Have the Trainer sign your Apprentice Form as indicated thereon.
5. Apprentice as S & T for a total of 5 sessions at 2 different sanctioned / approved meets under the direct supervision of Certified S & T Judges who have been certified for a minimum of 1 year, (preferably 5 different S&T Judges). {NOTE: No more than 2 apprentice sessions may be credited from out-of-state meet(s).}
6. Complete the Apprentice Form appropriately and have the Meet Referee for that meet sign in ink.
7. Upon completion mail/email the completed Apprentice Form to:
  - i. Your Trainer
  - ii. Clarice Wasmuth (Training Coordinator) [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
  - iii. Doug Kintz (Certification Coordinator) [cdkintz@earthlink.net](mailto:cdkintz@earthlink.net)
  - iv. Keep a copy & take with you to meets until you receive a pdf certification card by email.
8. Certification must be completed within one [1] year of the date of the clinic.
9. This Certification will be good for two [2] years.

**C. Re-Certification Requirements**

1. Be a current "Certified Official" member of USA Swimming, Inc. (Yearly Fee and update process)
2. Possess a current USA Swimming Rule Book. (PDF available online)
3. Work a minimum of 12 full sessions in 2 years as S & T Judge w/competency satisfying the Meet Referee. This shall include attending the recommended 1 hr. officials briefing prior to each session. (These work efforts shall be documented on the Meet Officials Form)
4. If these 3 requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the Certification requirements shall apply.
5. Re-Certification will be good for two {2} years.

## **Certification: Administrative Official**

### **A. Pre-requisites (Requirements)**

1. Be at least 18\* years old. (\*may not officiate and compete in the same session.)
2. Satisfactorily complete USA Swimming Level 2 background check
3. Satisfactorily complete USA Swimming Athlete Protection Training
4. Be a current "Certified Official" member of USA Swimming, Inc
5. Possess a current USA Swimming Rule Book. (PDF version available online)

### **B. Certification Requirements**

1. Attend an Administrative Official training course taught by a Georgia Certified Referee.
  - i. On Line Web based classes available. <http://www.gaofficials.org>
2. Take & pass the USA Swimming on line Administrative Official exam with a minimum score of 80 % located at: <https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>
3. Turn the completed exam into the Certified Trainer under whom you trained with.
4. Have the Trainer sign your Apprentice Form as indicated thereon.
5. Apprentice as an Administrative Official at five [5] sessions (two [2] sessions must be Prelim sessions of a Prelim/Finals format) at a Georgia Swimming/Georgia Masters Swimming sanctioned / approved meet under the direct supervision of a certified Administrative Official, or certified Administrative Referee.
6. Complete the Apprentice Form appropriately and have the Meet Referee for that meet sign in ink.
7. Upon completion mail/email the completed Apprentice Form to:
  - i. Your Trainer
  - ii. Clarice Wasmuth (Training Coordinator) [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
  - iii. Doug Kintz (Certification Coordinator) [cdkintz@earthlink.net](mailto:cdkintz@earthlink.net)
  - iv. Keep a copy & take with you to meets until you receive a pdf certification card by email.
8. Certification must be completed within one [1] year of the date of the clinic.
9. This Certification will be good for two [2] years.

### **C. Re-Certification Requirements**

1. Be a current "Certified Official" member of USA Swimming, Inc. (Yearly Fee and update process)
2. Possess a current USA Swimming Rule Book. (PDF available online)
3. Work a minimum of ten [10] sessions of which a minimum of four [4] must be completed at Prelim sessions at a Prelim/Final format meet, w/competency satisfying the Meet Referee, over a two [2] year period.
4. If these three {3} requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the Certification requirements shall apply.
5. Re-Certification will be good for two {2} years.

## **Certification: Starter**

### **A. Pre-requisites (Requirements)**

1. Be at least 18\* years old. (\*may not officiate and compete in the same session.)
2. Be a current "Certified Official" member of USA Swimming, Inc
3. Possess a current USA Swimming Rule Book. (PDF version available online)
4. Previous certification as S&T Judge for a minimum of 12 calendar months during which a minimum of 12 full sessions have been satisfactorily completed.
5. Submit Request for Advancement Form to the Training Coordinator or be recommended in writing for this Level by a Referee who has been certified for a minimum of 1 year.

### **B. Certification Requirements**

1. Attend an Starter training course taught by a Georgia Certified Referee.
  - i. On Line Web based classes available. <http://www.gaofficials.org>
  - ii. Class can be requested by contacting Training Coordinator. [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
2. Take & pass the USA Swimming on line Starter exam with a minimum score of 85% located at: <https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>
3. Turn the completed exam into the Certified Trainer under whom you trained with.
4. Have the Trainer sign your Apprentice Form as indicated thereon.
5. Apprentice as a Starter for eight [8] sessions at three [3] different Georgia Swimming/Georgia Masters Swimming sanctioned / approved meets under the direct supervision of three [3] different Certified Starters or Referee's having at least 1 year of certified experience. (State Championship Meets are not available for apprenticing.)
6. Complete the Apprentice Form appropriately and have the Meet Referee for that meet sign in ink.
7. Upon completion mail/email the completed Apprentice Form to:
  - i. Your Trainer
  - ii. Clarice Wasmuth (Training Coordinator) [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
  - iii. Doug Kintz (Certification Coordinator) [cdkintz@earthlink.net](mailto:cdkintz@earthlink.net)
  - iv. Keep a copy & take with you to meets until you receive a pdf certification card by email.
8. Certification must be completed within one [1] year of the date of the clinic.
9. This Certification will be good for two [2] years.

### **C. Re-Certification Requirements**

1. Be a current "Certified Official" member of USA Swimming, Inc. (Yearly Fee and update process)
2. Possess a current USA Swimming Rule Book. (PDF available online)
3. Work a minimum of sixteen [16] sessions in 2 years as Starter, w/competency satisfying the Meet Referee.
4. If these three {3} requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the Certification requirements shall apply.
5. Re-Certification will be good for two {2} years.

## **Certification: Deck Referee**

### **A. Pre-requisites (Requirements)**

1. Be at least 21\* years old. (\*may not officiate and compete in the same session.)
2. Be a current “Certified Official” member of USA Swimming, Inc
3. Possess a current USA Swimming Rule Book. (PDF version available online)
4. Previous certification as Starter for a minimum of 12 calendar months during which a minimum of 12 full sessions have been satisfactorily completed.
5. 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.
  - i. (Form counts for both Deck Referee & Administrative Referee advancement)

### **B. Certification Requirements**

1. Attend an Deck Referee training course taught by a Georgia Certified Referee.
  - i. On Line Web based classes available. <http://www.gaofficials.org>
  - ii. Class can be requested by contacting Training Coordinator. [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
2. Take & pass the USA Swimming on line Deck Referee exam with a minimum score of 90% located at: <https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>
3. Turn the completed exam into the Certified Trainer under whom you trained with.
4. Have the Trainer sign your Apprentice Form as indicated thereon.
5. Apprentice as a Deck Referee for at least nine [9] sessions at three [3] different Georgia Swimming/Georgia Masters Swimming sanctioned / approved meets, under the direct supervision of three [3] different Certified Referees. See meet information for availability to apprentice at State Championship Meets.
6. Complete the Apprentice Form appropriately and have the Meet Referee for that session sign in ink
7. Upon completion mail/email the completed Apprentice Form to:
  - i. Your Trainer
  - ii. Clarice Wasmuth (Training Coordinator) [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
  - iii. Doug Kintz (Certification Coordinator) [cdkintz@earthlink.net](mailto:cdkintz@earthlink.net)
  - iv. Keep a copy & take with you to meets until you receive a pdf certification card by email.
8. Certification must be completed within one [1] year of the date of the clinic.
9. This Certification will be good for two [2] years.

### **C. Re-Certification Requirements**

1. Be a current “Certified Official” member of USA Swimming, Inc. (Yearly Fee and update process)
2. Possess a current USA Swimming Rule Book. (PDF available online)
3. Work a minimum of eighteen (18) sessions in 2 years.
4. If these three {3} requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the CERTIFICATION requirements shall apply.
5. Re-Certification will be good for two {2} years.

## **Certification: Administrative Referee**

### **A. Pre-requisites (Requirements)**

1. Be at least 21\* years old. (\*may not officiate and compete in the same session.)
2. Be a current "Certified Official" member of USA Swimming, Inc
3. Possess a current USA Swimming Rule Book. (PDF version available online)
4. Previous certification as Starter for a minimum of 12 calendar months during which a minimum of 12 full sessions have been satisfactorily completed.
5. 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.
  - i. (Form counts for both Deck Referee & Administrative Referee advancement)

### **B. Certification Requirements**

1. Attend an Administrative Referee training course taught by a Georgia Certified Referee.
  - i. May done in person and at a meet with trainer.
  - ii. Class can be requested by contacting Training Coordinator. [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
2. Take & pass the USA Swimming on line Administrative Referee & the Administrative Official exam with a minimum score of 90% located at: <https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>
3. Turn the completed exam into the Certified Trainer under whom you trained with.
4. Have the Trainer sign your Apprentice Form as indicated thereon.
5. Apprentice as an Administrative Referee for at least five [5] sessions at two [2] different meets, under the direct supervision of two [2] different Certified Administrative Referees. (two [2] sessions must be Prelim sessions of a Prelim/Finals format)
6. Complete the Apprentice Form appropriately and have the Meet Referee for that session sign in ink.
7. Upon completion mail/email the completed Apprentice Form to:
  - i. Your Trainer
  - ii. Clarice Wasmuth (Training Coordinator) [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
  - iii. Doug Kintz (Certification Coordinator) [cdkintz@earthlink.net](mailto:cdkintz@earthlink.net)
  - iv. Keep a copy & take with you to meets until you receive a pdf certification card by email.
8. Certification must be completed within one [1] year of the date of the clinic.
9. This Certification will be good for two [2] years.

### **C. Re-Certification Requirements**

1. Be a current "Certified Official" member of USA Swimming, Inc. (Yearly Fee and update process)
2. Possess a current USA Swimming Rule Book. (PDF available online)
3. Work a minimum of eighteen (18) sessions in 2 years.
4. If these three {3} requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the CERTIFICATION requirements shall apply.
5. Re-Certification will be good for two {2} years.

**Meet Referee is not a Certification but the following are strong recommendations before a meet will be sanctioned with you as a Meet Referee.**

**A. Pre-requisites (Requirements)**

1. Be at least 21\* years old. (\*may not officiate and compete in the same session.)
2. Be a current “Certified Official” member of USA Swimming, Inc
3. Possess a current USA Swimming Rule Book. (PDF version available online)
4. 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.
5. Request Meet Referee Power Point presentation from Training Coordinator.  
[cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
6. Take & pass the current GA Swimming Meet Information test. This test can be acquired by contacting the training coordinator.
  - i. Turn in test to training coordinator
7. 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.
  - i. Have this Meet Referee write an email letter of recommendation following the Meet to the Training Coordinator.

**Certification: Officials Trainer**

**A. Pre-requisites (Requirements)**

1. Be at least 21\* years old. (\*may not officiate and compete in the same session.)
2. Be a current “Certified Official” member of USA Swimming, Inc
3. Possess a current USA Swimming Rule Book. (PDF version available online)
4. Previous certification as Deck Referee & Administrative Referee for a minimum of 12 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.
5. \*\*An Administrative Official who has been in this role for (3) three years and a minimum of 36 total sessions may go through certification process to become a trainer for Administrative Officials if they can meet requirement #6 below.
6. 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.

**B. Certification Requirements (Stroke & Turn Judge Trainer & Administrative Official Trainer)**

1. Start with teaching S & T Judge and /or Administrative Official (Entry Level Trainer)
2. Coordinate with the LSC Officials Training Coordinator to receive the LSC approved Stroke and Turn Judge/Timer and Administrative Official Training Programs
3. Find a mentor/trainer to work with. The Training Coordinator will help you find one.
4. 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.
  - i. Watch /Observe one training session/ Assist in a training session.

- ii. Completely run a 2<sup>nd</sup>/3<sup>rd</sup> training session while observed.
- 5. Complete the Apprentice Form appropriately and have the Training Observer/Evaluator sign in ink.
- 6. The evaluator must advise the Training Coordinator (via email) that you are ready to begin training independently or they can recommend more apprentice sessions.
- 7. Upon completion mail/email the completed Apprentice Form to:
  - i. Your Trainer/Evaluator
  - ii. Clarice Wasmuth (Training Coordinator) [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
  - iii. Doug Kintz (Certification Coordinator) [cdkintz@earthlink.net](mailto:cdkintz@earthlink.net)
- 8. Keep a copy until you receive a pdf certification card by email.
- 9. This Certification will be good for two [2] years.

**C. Certification Requirements (Starter, Deck Referee, Administrative Referee, Trainer, Automatic Timing Equipment Operator Trainer)**

- 1. Coordinate with the LSC Officials Training Coordinator to receive the LSC approved Official Training Programs.
- 2. Find a mentor/trainer to work with for the training classes you would like to teach.
  - i. The Training Coordinator will help you find one. [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
- 3. 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.
  - i. Assist a Certified Trainer with at least two [2] clinics at the level you intend to train.
  - ii. Watch /Observe one training session/ Assist in a training session.
  - iii. Completely run a 2<sup>nd</sup>/3<sup>rd</sup> training session while observed.
- 4. Complete the Apprentice Form appropriately and have the Training Observer/Evaluator sign in ink.
- 5. The evaluator must advise the Training Coordinator (via email) that you are ready to begin training independently or they can recommend more apprentice sessions.
- 6. Upon completion mail/email the completed Apprentice Form to:
  - i. Your Trainer/Evaluator
  - ii. Clarice Wasmuth (Training Coordinator) [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
  - iii. Doug Kintz (Certification Coordinator) [cdkintz@earthlink.net](mailto:cdkintz@earthlink.net)
- 7. Keep a copy until you receive a pdf certification card by email.
- 8. This Certification will be good for two [2] years.

**D. Re-Certification Requirements**

- 1. Be a current "Certified Official" member of USA Swimming, Inc. (Yearly Fee and update process)
- 2. Possess a current USA Swimming Rule Book. (PDF available online)
- 3. Teach at least two [2] Officials Certification Clinics in two [2] years.
  - i. Recommended at least one class of each type you teach in 1 year.
- 4. Stay Current and in touch with Training Coordinator, Certification Coordinator, and LSC Officials Chair concerning changes in certification requirements and rules.
- 5. If the applicant has not fulfilled these four [4] requirements; the CERTIFICATION requirements apply.
- 6. Re-Certification will be good for two {2} years.

## **Certification: Automatic Timing Equipment Operator**

### **A. Pre-requisites (Requirements)**

1. Be at least 18\* years old (\* may not officiate and compete in the same Meet.)
2. Be a current Non-Athlete member of USA Swimming, Inc
3. Satisfactorily complete USA Swimming Level 2 background check
4. Possess a current USA Swimming Rule Book. (PDF version available online)

### **B. Certification Requirements**

1. Attend an Automatic Timing Equipment Operators Clinic taught by a certified Georgia Swimming ATO Trainer.
2. Take & pass the current USA Swimming Timer, Clerk of Course, and Timing Judge tests with a minimum score of 80% located at: <https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>
3. Turn the Tests into the Certified Trainer under whom you matriculated. (NOTE:The Trainer shall retain the test for a period of NOT LESS THAN two [2] calendar years.)
4. Apprentice as an Automatic Timing Equipment Operator for at least ten [10] sessions at Georgia Swimming/Georgia Masters Swimming sanctioned / approved meets, under the direct supervision of a Georgia Swimming credentialed Automatic Timing Equipment Operator.
5. Complete the Apprentice Form appropriately and have the Meet Referee for that session sign in ink
6. Upon completion mail/email the completed Apprentice Form to:
  - i. Your Trainer
  - ii. Clarice Wasmuth (Training Coordinator) [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
  - iii. Doug Kintz (Certification Coordinator) [cdkintz@earthlink.net](mailto:cdkintz@earthlink.net)
  - iv. Keep a copy & take with you to meets until you receive a pdf certification card by email.
7. Certification must be completed within one [1] year of the date of the clinic.
8. This Certification will be good for two [2] years.

### **C. Re-Certification Requirements**

1. Possess a current USA Swimming Rule Book. (PDF available online).
2. Work a minimum of sixteen [16] sessions, w/competency satisfying the Meet Referee, over a two [2] year period.
3. If the applicant has not fulfilled these three [3] requirements; the CERTIFICATION requirements apply.
4. Possess a current "Georgia Swimming Trained ATO" card
5. Re-Certification will be good for two [2] years.