

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. Complete CDC or NFHS Concussion Training. Email completed form to Ed Saltzman
swimsalt@bellsouth.net
5. Be a current "Certified Official" member of USA Swimming, Inc
6. Possess a current USA Swimming Rule Book. (PDF version available online)

B. Certification Requirements

1. Listen to a recorded Stroke & Turn Clinic taught by a Georgia Certified Referee/trainer.
 - i. Class can be requested and sent to individuals by contacting Training Coordinator.
gaofficialstraining@gaswim.org
2. Take and pass the USA Swimming online Stroke & Turn / Timer exam with a minimum score of 80% located at: [Online Testing \(usaswimming.org\)](https://www.usaswimming.org)
3. Turn the completed exam into gaofficialstraining@gaswim.org
4. 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) that have a USA Sanction.}
5. Complete the Apprentice Form appropriately and have the Meet Referee for that meet sign in ink.
6. Upon completion mail/email the completed Apprentice Form to:
 - i. Training Coordinator gaofficialstraining@gaswim.org
 - ii. Doug Kintz (Certification Coordinator) cdkintz@earthlink.net
 - iii. 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. Be a current "Certified Official" member of USA Swimming, Inc. **(Yearly Fee and update process)**
2. APT yearly and background check every two years.
3. Possess a current USA Swimming Rule Book. (PDF available online)
4. 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.
5. If these 4 requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the Certification requirements shall apply.
6. 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. Complete CDC or NFHS Concussion Training. Email completed form to Ed Saltzman swimsalt@bellsouth.net
5. Be a current "Certified Official" member of USA Swimming, Inc
6. Possess a current USA Swimming Rule Book. (PDF version available online)

B. Certification Requirements

1. Listen to a recorded administrative Official Clinic taught by a Georgia Certified Referee/trainer.
 - i. Class can be requested and sent to individuals by contacting Training Coordinator. gaofficialstraining@gaswim.org
2. Take & pass the USA Swimming online Administrative Official exam with a minimum score of 80 % located at: [Online Testing \(usaswimming.org\)](http://usaswimming.org)
3. Turn the completed exam into Clarice Wasmuth cwasmuth@comcast.net
4. 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.
5. Complete the Apprentice Form appropriately and have the Meet Referee for that meet sign in ink.
6. Upon completion mail/email the completed Apprentice Form to:
 - i. Training Coordinator gaofficialstraining@gaswim.org
 - ii. Doug Kintz (Certification Coordinator) cdkintz@earthlink.net
 - iii. 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. Be a current "Certified Official" member of USA Swimming, Inc. (**Yearly Fee and update process**)
2. APT yearly and background check every two years.
3. Possess a current USA Swimming Rule Book. (PDF available online)
4. 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.
5. If these three {4} requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the Certification requirements shall apply.
6. Re-Certification will be good for two {2} years.

Certification: Chief Judge

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 and 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.
6. Any N2 CJ or N2 DR as of 9/01/2021 will be grandfathered in for this certification.

B. Certification Requirements

1. Listen to a recorded Chief Judge Clinic taught by a Georgia Certified Referee/trainer.
 - i. Class can be requested and sent to individuals by contacting Training Coordinator.
gaofficialstraining@gaswim.org
2. You will be emailed a link to a test after you complete observing the class. You will need to have a passing score of 85% or higher to receive an apprentice form.
3. You will receive an apprentice form which must be signed by the Meet Referee for every session you apprentice.
4. Apprentice as a Chief Judge for six [6] sessions at three [3] different Georgia Swimming/Georgia Masters Swimming sanctioned / approved meets under the direct supervision of two [2] different Referee's having at least 1 year of certified experience.
5. You must complete 2 each of the following skills while apprenticing: Stroke Briefing, Jurisdiction Briefing, Protocol Briefing (including radio), and Deck set.
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. Training Coordinator gaofficialstraining@gaswim.org
 - ii. Doug Kintz (Certification Coordinator) cdkintz@earthlink.net
 - iii. 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. APT yearly and background check every two years.
3. Possess a current USA Swimming Rule Book. (PDF available online)
4. Work a minimum of eight [8] sessions in 2 years as Stroke & Turn & eight [8] as Chief Judge, w/competency satisfying the Meet Referee.
5. If these 4 requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the Certification requirements shall apply.
6. Re-Certification will be good for two {2} years.

Certification: Starter

D. 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 and a minimum of 18 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.

E. Certification Requirements

1. Listen to a recorded Starter Clinic taught by a Georgia Certified Referee/trainer.
 - i. Class can be requested and sent to individuals by contacting Training Coordinator. gaofficialstraining@gaswim.org Take & pass the USA Swimming online Starter exam with a minimum score of 85% located at: [Online Testing \(usaswimming.org\)](https://usaswimming.org)
2. Turn the completed exam into gaofficialstraining@gaswim.org
3. 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.)
4. Complete the Apprentice Form appropriately and have the Meet Referee for that meet sign in ink.
5. Upon completion mail/email the completed Apprentice Form to:
 - i. Training Coordinator gaofficialstraining@gaswim.org
 - ii. Doug Kintz (Certification Coordinator) cdkintz@earthlink.net
 - iii. Keep a copy & take with you to meets until you receive a pdf certification card by email.
6. Certification must be completed within one [1] year of the date of the clinic.
7. This Certification will be good for two [2] years.

F. Re-Certification Requirements

1. Be a current "Certified Official" member of USA Swimming, Inc. (Yearly Fee and update process)
2. APT yearly and background check every two years.
3. Possess a current USA Swimming Rule Book. (PDF available online)
4. Work a minimum of sixteen [16] sessions in 2 years as Starter, w/competency satisfying the Meet Referee.
5. If these three {4} requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the Certification requirements shall apply.
6. 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 and a minimum of 12 full Starter sessions and 6 full CJ sessions (beginning in 2022) have been satisfactorily completed since the completion of Starter certification.
5. 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.
 - i. (Form counts for both Deck Referee & Administrative Referee advancement)

B. Certification Requirements

1. Listen to a recorded Deck Referee Clinic taught by a Georgia Certified Referee/trainer.
 - i. Class can be requested and sent to individuals by contacting Training Coordinator.
gaofficialstraining@gaswim.org
2. Take & pass the USA Swimming on line Deck Referee exam with a minimum score of 90% located at: [Online Testing \(usaswimming.org\)](https://usaswimming.org)
3. Turn the completed exam into gaofficialstraining@gaswim.org
4. Apprentice as a Deck Referee for at least nine [9] sessions at four [4] 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.
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. Training Coordinator gaofficialstraining@gaswim.org
 - ii. Doug Kintz (Certification Coordinator) cdkintz@earthlink.net
 - iii. 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. Be a current "Certified Official" member of USA Swimming, Inc. (Yearly Fee and update process)
2. APT yearly and background check every two years.
3. Possess a current USA Swimming Rule Book. (PDF available online)
4. Work a minimum of eighteen (18) sessions in 2 years.
5. If these three {4} requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the CERTIFICATION requirements shall apply.
6. 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 Deck Referee for a minimum of 6 calendar months during which a minimum of 12 full sessions as deck referee have been satisfactorily completed.
5. 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.
 - 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 Admin Referee Trainer.
 - i. May done in person and at a meet with trainer.
 - ii. Class may be requested by contacting Training Coordinator.
gaofficialstraining@gaswim.org
2. Take & pass the USA Swimming online Administrative Referee & the Administrative Official exam with a minimum score of 90% located at: [Online Testing \(usaswimming.org\)](https://usaswimming.org)
3. Turn the completed exam into gaofficialstraining@gaswim.org
4. 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)
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. Training Coordinator gaofficialstraining@gaswim.org
 - ii. Doug Kintz (Certification Coordinator) cdkintz@earthlink.net
 - iii. 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. Be a current "Certified Official" member of USA Swimming, Inc. (Yearly Fee and update process)
2. APT yearly and background check every two years.
3. Possess a current USA Swimming Rule Book. (PDF available online)
4. Work a minimum of eighteen (18) sessions in 2 years.
5. If these three {4} requirements are NOT fulfilled; the applicant shall either attend a Re-Certification Class or the CERTIFICATION requirements shall apply.
6. 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.
gaofficialstraining@gaswim.org
6. 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: 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. Class can be requested by contacting Training Coordinator. gaofficialstraining@gaswim.org
3. Take & pass the current USA Swimming Timer, Clerk of Course, and Timing Judge tests with a minimum score of 80% located at: [Online Testing \(usaswimming.org\)](http://www.usaswimming.org)
4. 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.)
5. 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.
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. Training Coordinator gaofficialstraining@gaswim.org
 - iii. Doug Kintz (Certification Coordinator) 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. 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. APT yearly and background check every two years.
6. Re-Certification will be good for two [2] years.