

CERTIFICATION

STROKE & TURN / TIMER

A. PRE-REQUISITE REQUIREMENT[s]

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.

B. CERTIFICATION REQUIREMENT[s]

1. Attend a Stroke & Turn Clinic taught by a Georgia Certified Referee.
2. Take & pass the current written Stroke & Turn / Timer exam with a minimum score of 80 %.
3. Turn the completed exam into the Certified Trainer under whom you matriculated.
{NOTE: Referee shall retain the test for a period of NOT LESS THAN two [2] calendar years.}
4. Have the Trainer sign your Apprentice Form as indicated thereon.
5. Apprentice as S & T for a total of five [5] sessions at two [2] different sanctioned / approved meets under the direct supervision of Certified S & T Judges who have been certified for a minimum of one [1] year, **(preferably five [5] different S&T Judges)**. **{NOTE: No more than two [2] apprentice sessions may be credited from out-of-state meet(s).}**
6. Complete the Apprentice Form appropriately and have the Referee for that session sign in ink.
7. Upon completion mail the completed Apprentice Form to the Certification Coordinator with a copy to your trainer, **(suggest keeping a copy)**
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 REQUIREMENT[s]

1. Be a current **“Certified Official”** member of USA Swimming, Inc.
2. Possess a current USA Swimming Rule Book.
3. Work a minimum of twelve [12] full sessions in two [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 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 OFFICIAL

A. PRE-REQUISITE REQUIREMENT[s]

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.

B. CERTIFICATION REQUIREMENT[s]

1. Attend an approved ADMINISTRATIVE OFFICIAL training course taught by a Georgia Certified Trainer.
2. Take & pass the current written Administrative Official exam with a minimum score of 80%.
3. Turn ALL exams taken into the Certified Trainer under whom you matriculated. **(NOTE: Trainer shall retain the test for a period of NOT LESS THAN two [2] calendar years.)**
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 Apprentice Form appropriately and have the Meet Referee[s] sign in ink.
6. Upon completion mail the Apprentice Form to the Certification Coordinator with a copy to your trainer, **(suggest keeping a copy)**
7. Certification must be completed within one [1] year of the date of the clinic.
8. **Initial Certification will be good for two {2} years.**

C. RE-CERTIFICATION REQUIREMENT[s]

1. Be a current **“Certified Official”** member of USA Swimming, Inc.
2. Possess a current USA Swimming Rule Book.
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 the applicant has not fulfilled these three [3] requirements; the CERTIFICATION requirements apply.
5. **Re-Certification will be good for two [2] years.**

GEORGIA SWIMMING INC.

OFFICIALS CERTIFICATION AND RE-CERTIFICATION PROCEDURES

Page 3 of 8

Approved: April 19, 2015

CERTIFICATION

STARTER

A. PRE-REQUISITE REQUIREMENT[s]

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.
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 REQUIREMENT[s]

1. Attend an approved STARTER training session taught by a Georgia Certified Trainer.
2. Take & pass the current written Starter exam with a minimum score of 85%.
3. Turn the completed exam 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 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.**)
5. Complete Apprentice Form appropriately and have the Referee for that session sign in ink.
6. Upon completion mail the Apprentice Form to the Certification Coordinator with a copy to your trainer, (**suggest keeping a copy**)
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 REQUIREMENT[s]

1. Be a current "**Certified Official**" member of USA Swimming, Inc.
2. Possess a current USA Swimming Rule Book.
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

ADMINISTRATIVE REFEREE

A. PRE-REQUISITE REQUIREMENT[s]

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.
4. **Previous certification as STARTER for a minimum of 12 calander months during which a minimum of 12 full sessions have been satisfactorily completed.**
5. **Be recommended in writing** for this Level by a Referee who has been certified for a minimum of 1 year

B. CERTIFICATION REQUIREMENT[s]

1. Attend an approved REFEREE-ADMIN training session taught by a Georgia Certified Trainer.
2. Take & pass the current written Referee and Administrative Official exams ,not previously taken, with a minimum score of 90 %
3. Turn the exams into the Certified Trainer under whom you matriculated. ***(NOTE: Trainer shall retain the test for a period of NOT LESS THAN two [2] calendar years.)***
4. 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.***
5. Apprentice as a **Administrative Referee** for at least four [4] sessions at two [2] different meets, under the direct supervision of two [2] different Certified Administrative Referees.
6. Complete Apprentice Forms appropriately and have Meet Referee sign in ink.
7. **Take & pass the current GA Swimming Meet Information test.**
8. Upon completion mail the test and Apprentice Form to the Certification Coordinator with a copy to your trainer, ***(suggest keeping a copy).***
9. Certification must be completed within one [1] year of the date of the clinic.
10. ***This Certification will be good for two {2} years.***

C. RE-CERTIFICATION REQUIREMENT[s]

1. Be a current **“Certified Official”** member of USA Swimming, Inc.
2. Possess a current USA Swimming Rule Book.
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 ENTRY LEVEL OFFICIALS TRAINER

**Entry Level Officials Training Certification is Limited to
Stroke & Turn Judge and Administrative Officials Training Only**

A. PRE-REQUISITE REQUIREMENT[s]

1. Be at least 21 years old
2. Be a current **Certified Official** member of USA Swimming, Inc.
3. Possess a current USA Swimming Rule Book.
4. Have current certification as an Administrative Referee
5. **Submit Request for Advancement Form** to the LSC 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 REQUIREMENT[s]

1. Coordinate with the LSC Officials Training Coordinator to receive the LSC approved Stroke and Turn Judge/Timer and Administrative Official Training programs.
2. Advise the LSC Officials Training Coordinator in advance of conducting clinic. It is highly desired that an experienced trainer (minimum of one (1) year as certified trainer) observe/evaluate your first or second clinic to offer advise as necessary and ensure continuity of training .
3. Complete the Apprentice Form appropriately and have the Training Observer/Evaluator sign in ink.
4. Upon completion mail the Apprentice Form to the Certification Coordinator with a copy to the LSC Training Coordinator your trainer, **(suggest you keep a copy)**
5. ***Certification will be good for two [2] years.***

C. RE-CERTIFICATION REQUIREMENT[s]

1. Be a current "Certified Official" member of United States Swimming, Inc.
2. Possess a current USA Swimming Rule Book.
3. Teach at least two [2] Officials Certification Clinics in two [2] years.
4. If the applicant has not fulfilled these three [3] requirements; the CERTIFICATION requirements apply.
5. ***Re-Certification will be good for two {2} years.***

**Entry Level Officials Training Certification is Limited to
Stroke & Turn Judge and Administrative Officials Training Only**

CERTIFICATION LSC OFFICIALS TRAINER

A. PRE-REQUISITE REQUIREMENT[s]

1. Be at least 21 years old
2. Be a current **Certified Official** member of USA Swimming, Inc.
3. Possess a current USA Swimming Rule Book.
4. Have current certification as an Administrative Referee
5. **Be recommended in writing** for this Level by a Trainer/Referee, Georgia Officials Committee Chairperson, or LSC Training Coordinator

B. CERTIFICATION REQUIREMENT[s]

1. Be Certified and eligible for Re-Certification at the level or above the level you intend to train.
2. Attend a Trainers Clinic
3. Assist a Certified Trainer with at least two [2] clinics at the level you intend to train
4. Complete the Apprentice Form appropriately and have the Trainer[s] sign in ink.
5. Upon completion mail the Apprentice Form to the Certification Coordinator with a copy to your trainer, ***(suggest keeping a copy)***
6. ***Certification will be good for two [2] years.***

C. RE-CERTIFICATION REQUIREMENT[s]

1. Be a current "Certified Official" member of United States Swimming, Inc.
2. Possess a current USA Swimming Rule Book.
3. Teach at least two [2] Officials Certification Clinics in two [2] years.
4. If the applicant has not fulfilled these three [3] requirements; the CERTIFICATION requirements apply.
5. ***Re-Certification will be good for two {2} years.***

CERTIFICATION

CLERK OF COURSE

(No Longer Offered as Separate Certification)

A. PRE-REQUISITE REQUIREMENT[s]

1. Be at least 21* years old (** may not officiate and compete in the same Meet.*)
2. Satisfactorily complete USA Swimming Level 1 background check
3. Be a current **Non-Athlete “Other”** member of USA Swimming, Inc.
4. Possess a current USA Swimming Rule Book.

B. CERTIFICATION REQUIREMENT[s]

1. Attend an approved CLERK OF COURSE training course taught by a Georgia Certified Trainer.
2. Take & pass the current written Clerk of Course, and Administrator exams with a minimum score of 80%.
3. Turn ALL exams taken into the Certified Trainer under whom you matriculated. **(NOTE: Trainer shall retain the test for a period of NOT LESS THAN two [2] calendar years.)**
4. Apprentice as an Clerk of Course 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 Clerk of Course, or certified Administrative Referee.
5. Complete Apprentice Form appropriately and have the Meet Referee[s] sign in ink.
6. Upon completion mail the Apprentice Form to the Certification Coordinator with a copy to your trainer, **(suggest keeping a copy)**
7. Certification must be completed within one [1] year of the date of the clinic.
8. ***Initial Certification will be good for two {2} years.***

C. RE-CERTIFICATION REQUIREMENT[s]

1. Be a current **Non-Athlete “Other”** member of USA Swimming, Inc.
2. Possess a current USA Swimming Rule Book.
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 the applicant has not fulfilled these three [3] requirements; the CERTIFICATION requirements apply.
5. ***Re-Certification will be good for two [2] years.***

(No Longer Offered as Separate Certification)

(ATO CERTIFICATION NOT USA-S REQUIREMENT)

CERTIFICATION AUTOMATIC TIMING EQUIPMENT OPERATOR

A. PRE-REQUISITE REQUIREMENT[s]

1. Be at least 18 years old
2. Possess a current USA Swimming Rule Book.

B. CERTIFICATION REQUIREMENT[s]

1. Attend an Automatic Timing Equipment Operators Clinic taught by an appropriately 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%
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 a 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 Apprentice Form appropriately and have Meet Referee sign in ink.
6. Upon completion mail the Apprentice Form to the Certification Coordinator with a copy to your trainer, (suggest keeping a copy)
7. Certification must be completed within one [1] year of the date of the clinic.
8. ***Certification will be good for two [2] years.***

C. RE-CERTIFICATION REQUIREMENT[s]

1. Possess a current USA Swimming Rule Book.
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.***

(ATO CERTIFICATION NOT USA-S REQUIREMENT)