



Potomac Valley Swimming Guide for New Officials



- *Welcome!*
 - This optional presentation will get you acclimated to officiating in Potomac Valley
 - The material is a combination of slide deck and short videos
 - Listen to an introductory welcome [here](#)
- Feedback is appreciated. Please provide feedback to clinics@pvswim.org



Certification Requirements

- The next few slides cover typical certification requirements and voluntary training for new officials
 - Stroke and Turn Certification
 - Stroke and Turn Judge Junior Official
 - Administrative Official Certification
 - Hy-tek Computer Operator Voluntary Training
 - Electronic Timing System Operator Voluntary Training
- Listen to accompanying audio [here](#)
- This material can be found at <https://www.pvswim.org/officials-certification>

Stroke and Turn Certification Requirements

Prerequisites (need to be completed before you can begin on deck training):

- Age - 18 years or older
- Register as a USA Swimming member as an official (not parent) via USA Swimming website (#1 on [PVS Officials Registration Instructions](#))
- Complete USA Swimming requirements to be in good standing
 - Complete Background Check
 - Complete Athlete Protection Training
 - Complete Concussion Protocol Training
- Note that PVS does NOT utilize the "Apprentice Official" membership category.

Certification Requirements (completed within one year of clinic attendance):

- Complete and pass both the USA Swimming *Foundations of Officiating* course **and** the *Stroke and Turn Certification* course on the [USA Swimming University](#).
- Minimum 4 apprentice sessions (not including observed meets) completed within one year from the month of the Stroke and Turn Judge Clinic (note that apprentices cannot make unsupervised disqualification calls). Freestyle only sessions do not count.
 - At least two different meets
 - Completion of [Stroke & Turn Evaluation Form](#) after each session affirming satisfactory performance
 - Evaluation Session may be done any time after the 3rd apprentice session ([Potential evaluators](#))
 - Note that if evaluation is not successful, the evaluator must submit to the apprentice a written action plan within two weeks and copy the Officials Chair.
 - *Members who have five plus years of USA Swimming experience as a 13&O athlete or coach member need only complete half of the on-deck apprentice session requirements provided they show competency in the position, at the discretion of the LSC Officials Chair or designee.*
- After successful completion of evaluation, submit [Certification Request Form](#).
- Certification until: December 31st two years after the year of certification if the certification occurred between January 1st and June 30th of the year of certification. December 31st three years after the year of certification if the certification occurred between July 1st and December 31st of the year of certification

<https://www.pvswim.org/officials-stroketurn-cert>

Junior Official (Stroke and Turn Judge) Certification – Effective 9/2024

Certification Requirements (completed within one year of clinic attendance):

- Age - 16-17 years old
- Member of USA Swimming including the following:
 - Complete *Safe Sport for Youth Athletes (13-17) Training* on the USA Swimming University.
 - Complete *Concussion Protocol Training*
- Complete and pass both the USA Swimming *Foundations of Officiating* course **and** the *Stroke and Turn Certification* course on the USA Swimming University.
- Minimum 4 apprentice sessions (not including observed meets) completed within one year from the month of the Stroke & Turn Judge Clinic (note that apprentices cannot make unsupervised disqualification calls). Freestyle only sessions do not count.
 - At least two different meets
 - Completion of Stroke & Turn Evaluation Form after each session affirming satisfactory performance
 - Evaluation Session may be done any time after the 3rd apprentice session (Potential evaluators)
 - Note that if evaluation is not successful, the evaluator must submit to the apprentice a written action plan within two weeks and copy the Officials Chair.
- After successful completion of evaluation, submit Certification Request Form.
- Certification: good until age 18. May officiate in competition below LSC Championships for 12 & Under athletes. Certification converts to certified Stroke and Turn Official once all adult membership requirements have been met.

<https://www.pvswim.org/officials-junior-cert>

Administrative Official Certification Requirements

Prerequisites (need to be completed before you can begin on deck training):

- Age - 18 years or older
- Register as a USA Swimming member as an official (not parent) via USA Swimming website (#1 on [PVS Officials Registration Instructions](#))
- Complete USA Swimming requirements to be in good standing
 - Complete Background Check
 - Complete Athlete Protection Training
 - Complete Concussion Protocol Training

Certification Requirements (completed within one year of clinic attendance):

- Complete and pass the USA Swimming *Foundations of Officiating* course on the [USA Swimming University](#) if new to USA Swimming.
- Complete and pass the *Administrative Official Certification Course* on the [USA Swimming University](#).
- Minimum of four apprentice sessions at sanctioned or approved meets
 - At least two different meets
 - Completion of [Administrative Official Evaluation Form](#) after each session affirming satisfactory performance
 - Evaluation Session may be done any time after the 3rd apprentice session ([Evaluator List](#)). **Evaluation session should be at a meet using automatic timing (touchpads).**
 - Note that if evaluation is not successful, the evaluator must submit to the apprentice a written action plan within two weeks and copy the Officials Chair.
- Must complete certification within one year of month of the clinic
- After successful completion of evaluation, submit the [Certification Request Form](#).
- Certification until: December 31st two years after the year of certification if the certification occurred between January 1st and June 30th of the year of certification. December 31st three years after the year of certification if the certification occurred between July 1st and December 31st of the year of certification

<https://www.pvswim.org/officials-admin-cert>

Junior Administrative Official Certification Requirements

Prerequisites include the following:

- Age - 16-17 years old
- Register as a premium athlete member
- Complete Safe Sport for Youth Athletes (age 13-17) Training
- Complete Concussion Protocol Training

Certification Requirements:

- Complete and pass the Administrative Official certification course on USA Swimming University
- Complete the same on-deck training as adult trainees
- Once the junior official turns 18, must complete Athlete Protection Training and a Background Check to become an Administrative Official

<https://www.pvswim.org/officials-junioradmin-cert>

Computer Operator and Timing System Operator

- Computer Operators and Timing System operators are critical to running a successful meet!
- As stated earlier, voluntary training is available for both of these positions
- Details are on the following slides

Hy-tek Computer Operator Voluntary Training

Per USA Swimming rules as of 1 Feb 2024, there is no Computer Operator certification. This volunteer training program can be used to learn about the Computer Operator position and gain experience before working the position on your own.

If you choose to use this as a building block towards becoming a certified Administrative Official (AO), some of your computer operator training sessions may count toward AO certification. Please review the Administrative Official certification requirements.

Voluntary Training:

- Complete the Timing System Operator Training ([online](#))
- Review the [training materials](#) for Computer Operator
- Work apprentice sessions as a Hy-Tek Computer Operator.
 - It is recommended to apprentice at multiple meets with multiple mentors.
 - Use the [Computer Operator Evaluation Form](#) as a guide for the skills need to be successful at the position.
 - If you choose to do four mentoring sessions and an evaluation session, [submit a copy](#) of your completed Computer Operator Evaluation Form after your last evaluation/mentoring session.

It is suggested that you work the position regularly to maintain your skills.

<https://www.pvswim.org/officials-computer-train>

Timing System Operator Voluntary Training

Per USA Swimming rules as of 1 Feb 2024, there is no Timing System Operator certification. This volunteer training program can be used to learn about the Timing System Operator position and gain experience before working the position on your own.

If you choose to use this as a building block towards becoming a certified Administrative Official (AO), some of your timing system operator training sessions may count toward AO certification. Please review the Administrative Official certification requirements.

Voluntary Training:

- Complete the Timing System Operator Training ([online](#))
- Review the [training materials](#) for Timing System Operator
- Work apprentice sessions as a Timing System Operator.
 - It is recommended to apprentice at multiple meets with multiple mentors.
 - Use the [ETS Evaluation Form](#) as a guide for the skills need to be successful at the position.
 - If you choose to do four mentoring sessions and an evaluation session, [submit a copy](#) of your completed Timing System Operator Evaluation Form after your last evaluation/mentoring session.

It is suggested that you work the position regularly to maintain your skills.

<https://www.pvswim.org/officials-timing-train>

Web Site

- The PVS web site is a great resource, just head over to pvswim.org



Clinics

- Clinics for Stroke and Turn and Administrative Official are available at [USA Swimming University](#)
- The Foundations of Officiating course is required for both first time Stroke and Turn and Administrative Official
- You need a USA Swimming account prior to taking USA Swimming University clinics
- Click [here](#) for accompanying audio

Registration Elements

- Click each item to launch a video
 - [USA Swimming Registration](#)
 - [Background Check](#)
 - [Athlete Protection Training](#)
 - [Concussion Protocol Training](#)
- <https://www.pvswim.org/officials-registration>

Accessing Clinics

- USA Swimming University clinics can be accessed once you have registered and have a USA Swimming account
- Click [here](#) for a video to see how to access USA Swimming University clinics

PVS-Officials List

- There is a Google group that is used to disseminate information about upcoming meets, including links to sign up
- You can join the group from the Officials page of the PVS website: <https://www.pvswim.org/officials>



SUBSCRIBE: PVS Officials Email List

Press the Subscribe button to sign up

Viewing Meet Information and Signing Up to Work Meets

- The Meet Announcement is the document that governs the meet. Each meet will have a Meet Announcement.
- The schedule of meets can be viewed at <https://www.pvswim.org/meets>
- Click [here](#) for a video that walks through a Meet Announcement and the process for signing up to work a meet

S&T Apprentice Sessions and Evaluation

- You can start your apprentice sessions after you've completed USA Swimming Registration Elements
- Completing the online Foundations of Officiating and Stroke and Turn clinics is not required prior to beginning on-deck apprentice sessions
 - But doing so early in the process is recommended
- Four apprentice sessions are required at a minimum of two different meets
- The fourth session can be your evaluation session if you feel you are ready
- Click [here](#) for a video

Administrative Official Apprentice Sessions and Evaluation

- You can start your apprentice sessions after you've completed USA Swimming Registration Elements and the Foundations of Officiating and Administrative Official clinics
- Four apprentice sessions are required at a minimum of two different meets
- The fourth session can be your evaluation session if you feel you are ready
- Click [here](#) for a video

Apprentice Sessions - Reminders

- Remember to sign up at least a week in advance, the more notice the better
- Arrive at the start of warm-ups
- Sign in on the sign-in sheet. Add your name if it is not already there
- Attire: white polo shirt over blue shorts, skirt or trousers
- S&T apprentices: attend the stroke briefing, don't be afraid to ask questions
- Admin Official apprentices: report to the table
- You will be paired with a mentor – don't be afraid to pick their brain!
- Don't forget your evaluation form – bring it to each apprentice session.

Tracking Your Sessions

- A history of the sessions you've worked (including apprentice sessions) are tracked in the USA Swimming Officials Tracking System (OTS)
- Click here for a [video](#) that provides a tour of OTS

Thank You!

- Thank you for viewing this material. We hope you find it useful
- Please direct certification questions to Paul Jampole, our Certification Officer at OfficialsCertification@pvswim.org
- You can also contact our LSC Officials Chair, Barb Ship at OfficialsChair@pvswim.org
- Thank you for your interest in becoming an official! We look forward to seeing you on deck!