

OFFICIALS – RE-ENTRY POLICY

Purpose:

This policy defines the requirements and procedures for a previously certified North Carolina Swimming (NCS) official requesting to re-join NCS and USA Swimming as a certified official. This policy is maintained by the NCS Officials' Committee.

General Requirements

- An individual, who has not been certified as a NCS or USA Swimming official for eighteen (18) months or less, may be able to re-enter at their previous NCS certification(s) after completing the steps outlined in this policy.
- An individual, who has not been certified as a NCS or USA Swimming official for greater than eighteen (18) months, must re-enter at the Stroke and Turn apprentice level and must follow the current policy and procedures outlined in the NCS Certification and Advancement program.

Certification Procedures:

- An individual shall obtain a written recommendation from a current NCS certified referee who has at least two (2) years experience and is in good standing with NCS. This recommendation shall be emailed to the NCS Officials Chair and should include a statement of their personal experience of the individuals' existing officiating skills at the certification level being requested.
 - Upon receipt of the recommendation, the NCS Officials Chair and Committee will review the request. The NCS Officials Chair (or designee) will send an email to the individual confirming receipt, approval to begin the recertification process, and specify the requirements necessary to complete the process.
- The individual, upon notification to proceed with the recertification process, shall:
 - Register with USA Swimming as a non-athlete member.
 - Complete the required Level 2 background check through USA Swimming.
 - Complete the athlete protection/safe sport education through USA Swimming.
 - Complete the appropriate USA Swimming on-line test with a score of 80% or better for their requested certification level(s) as listed:
 - Stroke and Turn
 - Recertification-Stroke & Turn/Timer
 - Administrative Official
 - Recertification-Clerk
 - Recertification-Timing Judge
 - Recertification-Timer
 - Starter
 - Recertification-Starter
 - Referee
 - Recertification-Referee

OFFICIALS – RE-ENTRY POLICY

- Upon completion of the previous steps, the individual shall send an email to the NCS Officials Chair (or designee) indicating the steps are complete. The NCS Officials Chair (or designee) will set up the individual as an apprentice for the appropriate certification level and will receive an official's certification card from USA Swimming. The individual is not permitted to work on deck until these steps have been completed.
- The NCS Officials Chair (or designee) will arrange for the individual to complete the applicable on-deck evaluation(s) as indicated below with an evaluator. The evaluation session must include each of the strokes competed and at least one relay event. A written recommendation by the evaluator, signed by the evaluator and meet referee, shall be emailed to the NCS Officials Chair (or designee). Negative feedback from the evaluations may require additional and positive evaluation(s).
 - Stroke and Turn – One evaluation session
 - Administrative Official – One evaluation session
 - Starter – Two evaluation sessions:
 - One evaluation as a stroke and turn judge
 - One evaluation as a starter. The individual shall conduct the timer's meeting, be the primary starter for the session, and have no less than 50 starts.
 - Referee – Four evaluation sessions:
 - One session as an administrative official
 - One evaluation as a stroke and turn judge
 - One evaluation as a starter. The individual shall conduct the timer's meeting, be the primary starter for the session, and have no less than 50 starts.
 - One evaluation as a deck referee. This session may include specific activities as directed by the NCS Officials Chair (or designee). As a minimum, the individual shall complete the official assignments and conduct the stroke briefing.
- Once all the evaluations are completed satisfactorily and received by the NCS Officials Chair, the chair (or designee) will update the individual from apprentice to certified status. The individual will receive an email for the NCS Officials Chair (or designee) stating that the process is complete and will receive an official's certification card from USA Swimming.
- Congratulations and welcome back! The-entry process is now complete.