

OFFICIALS – ADMINISTRATIVE OFFICIAL CERTIFICATION PROGRAM

Purpose:

The purpose of this policy is to establish the requirements and guidelines for becoming and recertifying as a North Carolina Swimming Administrative Official. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

Requirements to become Administrative Official:

- **Prerequisite**
 - Be at least 18 years of age
 - Register with USA Swimming as a non-athlete member (USA membership is a requirement to officiate on deck)
 - Complete a Level II background check
 - Complete the Athlete Protection Training Course
- **Education**
 - Attend a North Carolina Swimming administrative official clinic. Current scheduled clinics are posted on the North Carolina Swimming website.
 - It is highly recommended that the apprentice also attend a Meet Manager clinic.
 - Satisfactorily complete the USA Swimming Timing, Clerk, Administrative, and Timing Judge certification tests (not the Re-certification) with a score of 80% or better, prior to completing the apprenticeship.
- **Training**
 - ALL CERTIFICATIONS MUST BE COMPLETED WITHIN 12 MONTHS OF THE CLINIC DATE.
 - Work a minimum of 4 sessions with a mentor (assigned by the Meet Referee; the mentor must be a referee and have a minimum of 2 years experience).
 - After each session, the meet referee and/or mentor shall conduct a review of the session with the apprentice and discuss the ratings and/or comments provided on the On Deck Apprenticeship Record (attached).
 - Each session must be documented on the On Deck Apprenticeship Record and signed by the mentor and meet referee.
 - After all 4 sessions in the apprenticeship are completed; the apprentice will email a copy of their On Deck Apprenticeship Record(s) to trainingcoordinator@ncswim.org.
 - Once the NCS Training coordinator verifies that the apprentice has met all requirements satisfactorily, including the reviews, he/she will enter the official into OTS as a certified administrative official. The NCS certification card will be available at www.usaswimming.org.
 - The NCS Training coordinator will notify the apprentice that he/she has completed the apprenticeship and is certified and will order a name badge for the new official.

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Recertification Requirements:

To recertify as a North Carolina Swimming Administrative Official, the official must complete the following:

- **Annually (calendar year)**
 - Officiate at a minimum of 6 sessions at USA sanctioned or approved meets.
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - Renew their USA Swimming registration as a non-athlete member.
 - Maintain a current Level II background check
 - Maintain current athlete protection education requirements
- **Tri-annually (every 3 years)**
 - Along with the annual requirements, satisfactorily complete the USA Swimming Timing, Clerk, Administrative, and Timing Judge re-certification tests with a score of 80% or better.
 - Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year.

Attachments:

On-Deck Apprenticeship Record



ADMIN OFFICIAL - ON DECK APPRENTICESHIP RECORD

APPRENTICE NAME: _____ TEAM: _____

ADDRESS: _____ CITY, ZIP: _____

EMAIL: _____

CLINIC DATE: _____ CLINIC INSTRUCTOR: _____

Rating System:
P= Proficient to perform unsupervised
I= Improved during session but still needs more training/experience
N= Needs More Training/Experience
X=Failed to satisfactorily perform the necessary function
N/A=Not observed or not applicable to this meet

	Understands positive check in	Understands scratch procedures	Capable of deck seeding	Can adjust swimmers in MM (Optional)	Prepares heat sheets in MM (Optional)	Prepares timer sheets in MM (Optional)	Reviews & enters DQs in MM including codes (Optional)	Understands timing console printouts	Manually calculates lane malfunctions	Calculations lane malfunction in MM	Manually calculates heat malfunctions	Calculations heat malfunction in MM (Optional)	Prints results in MM (Optional)	Professional manner	Mentor's Comments
Session 1 -Print name Mentor: _____ Date: _____ Meet Ref: _____															
Session 2 -Print name Mentor: _____ Date: _____ Meet Ref: _____															
Session 3 -Print name Mentor: _____ Date: _____ Meet Ref: _____															

<p>Rating System: P= Proficient to perform unsupervised I= Improved during session but still needs more training/experience N= Needs More Training/Experience X=Failed to satisfactorily perform the necessary function N/A=Not observed or not applicable to this meet</p>	Understands positive check in	Understands scratch procedures	Capable of deck seeding	Can adjust swimmers in MM (Optional)	Prepares heat sheets in MM (Optional)	Prepares timer sheets in MM (Optional)	Reviews & enters DQs in MM including codes (Optional)	Understands timing console printouts	Manually calculates lane malfunctions	Calculations lane malfunction in MM	Manually calculates heat malfunctions	Calculations heat malfunction in MM (Optional)	Prints results in MM (Optional)	Professional manner	Mentor's Comments
<p>Session 4-Print name Mentor: _____ Date: _____ Meet Ref: _____</p>															

(If additional sessions are required, attach another page.)

<p>MEET REFEREE AT FINAL SESSION: Name: _____ Date: _____</p> <p>Recommend for certification? YES NO</p> <p>If no, what specific skills need to be developed or improved? _____</p> <p>_____</p> <p>_____</p>

VERY IMPORTANT

- Apprentices are responsible for receiving written feedback from the meet referee and/or mentor after each session.
- After all 4 sessions are completed, the apprentice shall email the completed On Deck Apprenticeship Record to trainingcoordinator@ncswim.org