

OFFICIALS – ADMINISTRATIVE OFFICIAL CERTIFICATION PROGRAM

Purpose:

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 within 60 days of your clinic date. (USA membership is a requirement to officiate on deck)
 - Complete a Level II background check within 60 days of your clinic date.
 - Complete the Athlete Protection Training Course within 60 days of your clinic date.
- **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 Administrative Official certification test (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 or a current administrative official with a minimum one year of experience (at least 6 sessions worked).
 - 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.
 - For officials who are also a stroke and turn and/or starter, 1 of your 6 sessions must be at this level.
 - 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 Administrative Official 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
 - As an option for recertification, The Officials Committee may offer recertification clinics in lieu of on line testing as an option.