



NCS Referee's Guide to Conducting a Stroke & Turn Clinic

When you schedule a USA Swimming Stroke & Turn Certification Clinic please take advantage of these resources so we provide consistent and comprehensive training throughout our LSC.

- Please notify your clinic date, time and location to;
Mike Hoffer Chairman of the Officials Committee (Mike.Hoffer@NCswim.org) and
Colleen Gillan Judges Training Chair (JudgesTrainingChair@NCswim.org)
Bill Martin (BillMartin@NCswim.org)

- Please review and plan to show the USA Swimming training video, "Officiating Swimming", during your clinic. Mike Hoffer has a projector and a copy of the video that he can ship to you for your clinic. Email Mike to make those arrangements two weeks prior to your clinic.

- The following documents have been created for your use. These documents are available in the Officials section on www.NCswim.org. Sometimes documents will be updated or improved so please check to ensure that you have the latest versions of each prior to conducting a clinic. Each document has a version number for easy reference:
 - a. Clinic Roster. (Print one copy.) Collect contact information for participants in your clinic. Please have your participant print legibly.
 - b. NCS Officials Training Handbook. (Print one for each participant.) This document summarizes the rules and other information about being certified in North Carolina. It is intended to be a discussion guide for you as well as a take-home reference for your clinic participants. Depending on the length of your clinic, you may have to prioritize sections you will cover in the clinic and sections that the apprentices should read on their own. The last page of the document is the latest version of the DQ slip for you to reference and use during the stroke instruction portion of your clinic.
 - c. USAS S&T Clinic Test Participant's Test. (Print one for each participant.) Rather than taking the test online, your clinic participants will work with you and the group to complete the test. Please review the questions and answers to confirm their basic understanding of the rules. Participants are not required to turn in their tests but may keep them for future study. They are welcome to take the test online too but are not required to do so.
 - d. USAS S&T Clinic Test Referee's Answer Key. (Print one for yourself.) This key indicates the correct answers for the stroke and turn questions. The rule book references are also provided for your benefit as well as USAS's study aid suggestions.
 - e. USAS Non-Athlete Membership Form. (Print one for each participant.) All apprentice judges are encouraged to join USAS so that their sessions can be tracked in OTS. There will be no blue cards. Encourage apprentices to submit their membership applications as soon as possible, but prior to their 5 session. Instructions for completing the application are printed on the form. The form is also available on the Registration page at www.NCswim.org. Note membership fee is now \$53.
 - f. Athlete Protection Program: All registered officials are required to take the course found on the USA Swimming Web-site go to usaswimming.org / Membership resources / Program & Services-Safe Sport / Training and Education / Athlete Protection Training Course.
 - g. Background Check: Inform the participants that a background check is required by all officials. The cost is \$39 and is separate from the registration fees. Go to usaswimming.org / Membership resources / Program & Services-Safe Sport / Screening and Selection / Background Checks / Initiate background check.
 - h. Clinic Evaluation Form. (Print one for each participant.) Provide this form to your participants to collect their feedback on the clinic. If you receive substantive feedback that will be helpful to other referees and future clinics, please forward it to Mike Hoffer or the officials committee.

After your clinic is complete, please provide a scan of your clinic roster to the Judges Training Chair. If you have other clinic materials that you think would be helpful to other referees, please forward them to

Chairman of the Officials Committee. Thank you for volunteering your time and expertise to train new judges.