Oregon Swimming, Inc.

Referee Training Requirements

Overview

During the training process the referee trainee will become proficient in the following areas:

Technical Competency - Have an understanding and the knowledge to appropriately apply the rules for Stroke and Turn, Starter, Electronic Timing, Chief Judge, and Deck Referee so as to provide for fair and equitable competition. This includes knowing what questions to ask and the appropriate procedures in working with other officials. Before becoming certified as a Referee, the trainee must be qualified as an OSI Stroke and Turn Trainer and should seriously consider becoming a Starter Trainer as well.

Administrative Function - This area includes all the activities which the referee may be involved with during the following aspects of the meet:

Pre-meet
- Review meet info
- Interaction with meet director
- Establishing time lines

Meet
- Warm-up
- Deck set-up
- Safety
- Officials assignments
- Officials and Coaches meetings
- Meet starting on time
- Problem resolution
- Proactive approach
- Observance of meet venue requirements
- Special procedures to be followed

Post-meet
- Availability to verify results
- Location of meet material
- Check-in with ET, computer, and other meet personnel
- Being available following the meet
- Entering officials' session count in OTS.

Interpersonal skills – During their training the trainee will be expected to demonstrate and refine their skills in the following area:

- Management (coaching and mentoring, conflict resolution, modeling behavior)
- Public relations (interactions with parents, coaches, and swimmers)
- Safety (safety procedures, insurance forms, inclement weather)

Professionalism - This is an area where the trainee must continuously focus and continue to improve upon. Some of the traits the Meet Referee should be aware of and always lead by example are with their:

- Demeanor
- Attitude
- Communication skills

Qualities of a Referee – ultimately these qualities of a successful leader and mentor include:

Calm, alert, fair, knowledgeable, confident, experienced, proactive, professional, team player, good delegator, good communicator

Instructions for Trainee and Trainer

The Referee training is of a progressive nature. To satisfactorily complete a component, the evaluator must indicate that the observed traits in the evaluation matrix are in the "demonstrating competence" area. The trainer will sign and date the evaluation to indicate that the evaluation was discussed with the trainee. The last two positive evaluation matrix sheets, and certification log must be retained by the trainee and submitted to the Area Official Chair prior to approval for taking the on-line examination.

Minimum Requirements for Candidates for Referee Trainee

- Must have a referral from a member of the Officials Committee
- Be certified by OSI as a Starter for a minimum of one (1) year, with at least twenty (20) sessions of starting experience prior to taking referee clinic; ten (10) of these sessions must be heavy in B/C swimmers.
- Be at least a Stroke and Turn trainer. (Starter Trainer qualification should be seriously considered)
- If a non-starting Referee (issued only under unusual circumstances) the candidate must be certified as a Stroke and Turn official for a minimum of three (3) years and must have completed the Starter training with the actual starting time devoted to observing starts and discussing them with the Deck Referee/Referee.
- Must have worked a minimum of four sessions as a Chief Judge: two prelims and two finals sessions at an OSI Championship (or higher level other championship meet approved by the OSI Officials Chair) within approximately one (1) year of commencing Referee training..

Referee Minimum Training Requirements

The referee training is broken down into four areas and further elaborated in the following sections. All referee training should be scheduled with the appropriate referee or other official prior to the meet.

- Deck Referee - Minimum of eight (8) sessions.

- Electronic Timing - Minimum of 8 hours, or current OSI ET or Admin Official certification.   (At least 3 of these hours must be at two different meets).

- Meet Manager Operations - Minimum of 4 hours, or current OSI Admin Official certification. (These hours must be at two different meets)

- Additional Duties - Candidate must conduct two (2) stroke/turn and jurisdictional briefings, plan a minimum of two (2) deck rotations, and conduct a coaches meeting.

- Only OSI sanctioned meets may be used for training purposes.

- Prior to the completion of training, the referee trainee is expected to download and read the Administrative Referee guidelines from the USA Swimming web site. Some of the procedures may be slightly different, but the philosophy is the same.

- At the end of the training, the trainee is expected to take charge of at least two (2) sessions at a swim meet under the guidance of an OSI Meet Referee Trainer. It is the responsibility of the trainee to approach a Meet Referee Trainer prior to the meet and arrange with them for this training.

Training

Introductory Clinic

The trainee must complete the OSI referee clinic before any other training stage can be completed. Stages 2 to 4 can be completed in any order.

Deck Referee (Minimum of 8 sessions)

The trainee must complete a minimum of 8 sessons while working with a minimum of **4 different referees**, at more than one pool. During this portion of the training, the trainee must complete the following activities:

DQ slips:

- Minimum of 6 hours processing DQ slips, including:
    - Investigating DQs
    - Filling out a DQ log
    - Communicating the DQs to coaches
- These six hours must be done at meet sessions that have 12 & under events. Can be at an ABC meet or a BC meet but **must** be under at least two (2) different referees.

Whistle starts: 2 hours blowing the whistle and observing the starts while under the direct supervision of the meet referee.

Guided Practice: (8 hours total) 4 hours (2 hours minimum at an ABC meet) handling the whistles and DQs under direct supervision plus 4 hours of limited supervision.

Electronic Timing and Hy-Tek Meet Manager Operations (Minimum of 12 hours)

- The trainee must spend at least 8 hours with an **electronic timing trainer** (the 8 hours must be spread over at least 2 separate meets with 4 hours at a BC meet, or a meet heavy with BC swimmers). The training will include an introduction to the equipment, with the majority of the hours spent on paper work and timing resolutions.
- The referee candidate will work a minimum of 4 hours with the **Hy-Tek Meet Manager operator** performing the computer operations under supervision.

The trainee must demonstrate they are familiar with the following activities in Hy-Tek:

- Adding swimmers
- Adding heats
- Importing times
- Moving swimmers between heats
- Manually entering heat times
- Judge's decsion

Officials and Coaches Meetings (Minimum of 2 meets)

The trainee must successfully complete a minimum of two (2) officials stroke briefings, two (2)
jurisdiction briefings, two (2) deck rotations, and one (1) coaches meeting, and one (1) during the training period. These may be scheduled with a referee trainer at any time during the training period.

Evaluation (Minimum of 2 sessions with 2 different Meet Referee Trainers)

The trainee is expected to take charge of all aspects of at least 2 sessions of a swim meet under the guidance of the meet referee during this evaluation period. It is the responsibility of the trainee to approach a Meet Referee Trainer prior to the meet and arrange with them for this training/evaluation.
Trainees require two consecutive positive endorsements, by different Meet Referee Trainers, before being eligible to test.

Documentation

At each session worked, the referee, referee trainer, ET trainer, or Hy-Tek operator will fill out and discuss with you an evaluation indicating your progression toward demonstrating competence in a number of areas.

It is your responsibility to provide the evaluation forms to the trainer or evaluator.

The last two positive evaluation forms should be saved and submitted to your Area Officials Chair (AOC) along with your training log. Your AOC will then authorize you to take the on-line test. The trainee is responsible for getting the forms to the trainer if they leave the session or meet before the trainer/evaluator can complete the evaluation.

Testing

After completion of training and approval from their AOC the trainee takes the Referee, Administrative Referee, Clerk of Course and Timing Judge certification online tests.