



Oregon Swimming, Inc.

Official's Certification Requirements

General Overview

1. Attend an ET or S&T clinic (can be before or after registration) prior to working on deck.
2. Register with Oregon Swimming /USA Swimming.
3. Pass a background check with USA Swimming.
4. Complete USA Swimming online Athlete Protection Training.
5. Complete Concussion Training (CDC or NFHS course)
6. Print Trainee credentials using the Officials Tracking System.
7. Purchase your uniform (black shorts/skirt, white polo, black tennis shoes).
8. Begin volunteering at meets

Electronic Timing

1. Electronic Timer Clinic.
2. Deck tour with Referee.
3. Minimum 20m hours of training, over at least 5 sessions.
 - a. At least 2 of the first 6 hours must be with an OSI certified ET Trainer
 - b. 10 observed hours on timing console
 - c. 10 observed hours on times verification.
 - d. Two sessions at sanctioned 12 & under meets
 - e. Work at least one session at a non-home meet
4. Successfully complete a heat malfunction calculation by hand
5. Become familiar with the differences between Colorado Data Systems and Daktronics Timing Consoles.
6. Work 1 session with the Hy-Tek operator. (does not count as one of the 5 ET sessions)
7. Two consecutive positive recommendations from 2 different certified Electronic Timing Officials
 - a. Recommendations do not need to be from OSI certified ET Trainers
 - b. ET officials who have been certified for at least one year
 - c. Different meet sessions after the above time and session minimums are met.
8. Submit training record and last two positive evaluation criteria to Electronic Timing Chair for approval to test.
9. Pass online Timing Judge certification test. (80%)

Stroke & Turn:

1. Stroke and Turn clinic.
2. Seven full sessions at OSI sanctioned meets working closely with an OSI S&T official. None of these sessions may be all freestyle events.
 - a. Minimum of 3 different meets.
 - b. Three sessions must include judging relay exchanges.
 - c. Two sessions must include A swimmers, 2 must include B swimmers, and 2 must include C swimmers.
 - d. Two sessions must include 10 and under swimmers.
 - e. Two sessions must include 13 and over swimmers.
 - f. Trainee must work with at least 5 different OSI certified officials.

3. Stage 1 - Introductory Clinic
 - a. Introduced to the philosophy of officiating
 - b. Summary of rules and procedures
 - c. Optional video or pool observation time.
 - d. Registration fees must be paid and credentials printed before trainee can work on deck.
4. Stage 2 - On Deck Orientation (Meet Sessions 1-2)
 - a. Training must begin within 90 days of attendance of the introductory clinic
 - b. Deck tour with Referee, or designee, observing all positions (including Electronic Timing) and general workings of meet at any time during the first two meet sessions
 - c. Trainee works with certified trainer during first and/or second session
 - i. If trainer not available trainee may work with a Certified Official for 1 session.
 - d. Trainee makes no calls while observing swims.
 - e. Trainer introduces range of skills as trainee develops knowledge, especially regarding procedures and rules.
5. Stage 3: Guided Practice (Meet Sessions 3-5)
 - a. Trainee works with an OSI Trainer or Certified Official.
 - b. Trainee progressively takes on increasing responsibility.
 - c. Trainee may begin making calls and completing DQ slips, as the Trainer/Official deems appropriate (Certified Official signature or initials required).
 - d. The Certified Official must also see the infraction for the call to be made.
 - e. The trainee should self-assess performance on an on-going basis.
 - f. At the end of Stage 3, the trainee discusses progress to date with the Deck Mentor
 - g. If Trainee is ready to progress to Evaluation Mentor signs the training log.
 - h. If Trainee is not ready to progress, one or more additional sessions are recommended.
6. Stage 4: Evaluation (Meet Sessions 6-7)
 - a. Trainee works two sessions independently, each alongside a different OSI Certified Trainer
 - b. Can be an ABC, BC or C meet.
 - c. Each Trainer must independently verify that the Trainee is ready for testing.
7. Submit training log to Area Officials Chair for approval to test
8. Pass online Stroke and Turn/Timer certification test. (80%)

Starter:

1. Starter Clinic
2. Ten full sessions prior to final evaluation at OSI sanctioned meets working closely with an OSI Starter or Referee.
 - a. Minimum 3 sessions at ABC or BC meets.
 - b. Sessions equally divided between 12&U and 13&O.
3. Stage 1 - Introductory Clinic.
 - a. Training must begin within 90 days of attendance of clinic.
4. Stage 2 - hardware set up and starting only.
 - a. Trainee becomes familiar with the timing equipment set up and testing.
 - b. Two sessions doing voice control and/or false starts only.
 - c. Trainee is not responsible for order of finish.
5. Stage 3 - Full function and guided practice
 - a. Minimum of 8 sessions with increasing authority at discretion of Trainer and Referee

6. Stage 4 - Evaluation
 - a. Trainee works two sessions independently, each with a different OSI Certified Starter Trainer
 - b. ABC, BC or C meet.
 - c. Sessions may be at the same meet.
 - d. Each trainer must independently verify that the trainee is ready for final test.
4. Submit training log to Area Officials Chair for approval to test.
5. Pass Online Starter certification test (80%)

Referee:

1. Stage 1 - Referee Clinic
 - a. Must be prior to any other training
 - b. Stages 2-4 can be completed in any order
2. Stage 2 - Deck Referee
 - a. Minimum of 4 different supervising Referees
 - b. DQ slip processing, 6 hours minimum at ABC or BC meets with 12&U events under at least 2 different referees
 - c. Investigating DQ's
 - d. Filling out a DQ log
 - e. Communicating DQ's to coaches
 - f. Whistle Starts, 2 hours minimum
 - g. Guided Practice handling whistles and DQ slips
 - h. Four hours under direct supervision
 - i. Four hours of limited supervision
 - j. Evaluation, 12 hours under the supervision of at least 2 OSI Referee Trainers
 - k. Take charge of all aspects of at least 2 sessions
 - l. Two consecutive positive endorsements from different Referee Trainers prior to testing
3. Stage 3 - Electronic Timing and Hy-Tek Meet Manager Operations
 - a. Minimum of 8 hours with an Electronic Timer Trainer
 - b. Two separate meets
 - c. Four hours at a BC meet (or heavy in BC swimmers)
 - d. Majority of time spent on paperwork
 - e. At least 4 hours with the Hy-Tek Meet Manager operator
 - f. Adding swimmers
 - g. Adding heats
 - h. Importing times
 - i. Moving swimmers between heats
 - j. Manually entering heat times
 - k. Judge's decision
4. Stage 4 - Officials and coaches meetings
 - a. Two Stroke briefings
 - b. Two Jurisdiction briefings
 - c. One Deck rotation
 - d. One Coaches meeting
5. Submit training log to Area Officials Chair for approval to test.
6. Pass online certification tests
 - a. Referee
 - b. Administrative Referee
 - c. Clerk of Course
 - d. Timing Judge

Administrative Official:

1. Administrative Official Clinic
2. Using Hy-Tek Meet Manager: Successfully set up a basic meet and create an event file using provided meet announcement
3. Successfully set up a prelims-finals meet using provided meet announcement
4. Successfully import entries, seed and generate appropriate reports for a meet
5. Complete a minimum of 4 hours of Meet Manager operations
 - a. Adding swimmers
 - b. Adding heats
 - c. Importing times
 - d. Importing times for combined heats
 - e. Moving swimmers between heats
 - f. Manually entering heat times
 - g. Judges decision
6. Create pdf results report
7. Export results for Team Manager or SWIMS
8. Submit training log to Administrative Official/Electronic Timing Chair for approval to test
9. Pass the Administrative Official online certification test (80%)