

Metropolitan Swimming Officiating

Goal: The goal of officiating in Metropolitan Swimming is to provide fair and safe competition for the swimmers so that all swimmers, parents, coaches and officials may have an enjoyable experience. To facilitate this goal, the following guidelines have been adopted and endorsed by Metropolitan Swimming, Inc. (Metro).

I Staffing a meet with officials: When a meet sanction is applied for, the Meet Director and Meet Referee must be named on the application. The Meet Referee has the overall responsibility for the competition in a meet and should work closely with the Meet Director to assist with the background details as well. A Meet Referee must have the required certification and approval of the respective Area Chairperson.

- A. The Meet Director shall staff the meet with volunteer officials from the host team first. The Meet Director should confer with the Meet Referee on this and may even delegate this duty to the Meet Referee.
- B. Requests for volunteer officials from entering teams can be made, but not required; this could be included in the meet material. A roster of the volunteer officials shall be submitted to the Area Chair at least 3 weeks in advance of the first day of the meet, in order to assure that the personnel are current in their certifications and registrations.
- C. If there is not a sufficient number of volunteer officials, the Meet Director shall contact the Area Chair no less than 2 (two) weeks before the meet.
- D. Failing this, two weeks before the meet, the Area Chair shall make a courtesy call to the meet host to ask if the team needs any officials. If there is a need for officials, the Area Chair will assign the necessary officials, who will be paid at the rate of \$60.00 per session.
- E. The Area Chair may request that certain officials be used in specific positions in order for them to fulfill Metro officiating requirements.

II The recommended number of officials required to staff a meet:

- A. Short Course - Metro recommends a minimum of 4 officials per session/per course in a pool with 6 lanes or fewer; a minimum of 5 per session/per course in a pool with 7 or more lanes. The following must be filled and not combined: Referee, Starter and two of the Stroke and Turn officials. Having more than this minimum is encouraged, to allow for breaks etc.
- B. Long Course - Metro recommended minimums are 5 in 6 or fewer lanes, 6 in 7 or more lanes, in order to cover the longer course. Positions to be filled are: Referee, Starter and three Stroke and Turn officials. If the meet calls for heats to be started at both ends of the pool, then two Referees and two Starters shall be used.
- C. Championships - To help ensure uninterrupted swimming during a long session, Metro recommends two Referees and Starters, as well as a Meet Referee. If there are enough officials to allow, then at least two Chief Judges should be used, one for each end of the racing course.

III Meet protocol:

- A. All officials accepting an assignment for a meet must be currently registered members of USA Swimming and their membership cards must be on display while they are on deck. They should also wear a certification patch and have a card issued by their Area Chair that indicates their current level of certification.
- B. All officials reporting to work a meet should be asked to present their credentials, and if they cannot produce them, they should be asked to leave the deck.
- C. Officials should report at least ½ (one half) hour before the scheduled start of a session. At Championship meets, they must attend the scheduled briefing before each session.

- D. All officials are required to wear the appropriate uniform at a meet. The uniform includes a clean, white, collared shirt tucked in and free of any team logo; navy blue shorts, pants, or skirt; white socks and sneakers (not sandals). Long pants or skirts are required for the finals session of any trials and finals meet. Hats should only be worn at outdoor venues to protect from the sun.
- E. *Any official who accepts an invitation or assignment to work a meet is responsible to perform that service. Failure to appear is grounds for imposition of a \$50.00 fine, censure, return to probationary status or suspension for a definite or indefinite period of time, depending on the findings of the Officials' Committee.*

IV Certification requirements: The following table is an outline of the requirements to achieve or maintain certification in Metro:

Level	Requirements	Frequency
All local (Metro) certifications are "N1"	Take & pass online test for level sought and then to renew ~	Every two years
N1, Initial certification	Minimum age = 18. Attend clinic	Once a year
Stroke & Turn	Serve under supervision in 6 meet sessions under at least two different Referees; at least 2 different meets	
Probatioary	Must serve one year before advancing Cannot make a disqualification during the 6 initial sessions Probationary sessions count toward yearly total. Min. age = 18; must attend clinic; Score 80+ on exam. Exam should be taken online Complete deck training with S&T Certified level or higher Must work under two different Referees Must complete certification within one year from date of clinic	
Certified	Must fulfill Probationary then will become certified one year after clinic anniversary date.	
Experienced	Must serve at least 6 sessions at certified level in one year. Request the Area Chair to set up observation of at least 2 sessions by different mentors.	
Starter Probationary	Min. age = 20; must attend clinic for starters Must have attained Experienced S&T before requesting to move up Must submit a letter to Area Chair requesting to move up Take Starter exam and score at least 80% Must work 8 sessions with trainer(s) approved by Area Chair Training must be with at least two different Experienced Starter or Refs Work one session of the eight as the only starter.	
Certified	Must complete Probationary within 1 year of Starter Clinic Based on recommendations of Experienced Starters or Referees.	
Experienced	Must work at least 8 sessions as Certified, in at least 2 different meets with at least two different Referees within a year. Must work at least 2 Metro Championship sessions in a year.	

Referee Probationary	<p>Must be Exp.S&T or Certified Starter. Submit letter requesting Probationary status.</p> <p>Must receive approval from Area Chair to train.</p> <p>Must be familiar with ALL deck officiating positions.</p> <p>Must take all required exams and score at least 80%</p> <p>Must attend a Referee's clinic & apprentice a minimum of 8 sessions at 2 different meets.</p> <p>Must work with at least two different Cert'd or Exp'd Referees.</p>
Referee Certified	<p>Based on completion of education and recommendation by at least two referee trainers.</p> <p>Must work at least 2 Metro Championship sessions in a year.</p> <p>Must complete certification within one year of clinic date.</p>
Experienced	<p>Must work at least 8 sessions as Certified, in at least 2 different meets within a year.</p> <p>Must work at least 2 Metro Championship sessions in a year.</p> <p>Must attend clinic; take exam</p> <p>Evaluation by Area Chair.</p>
Relay Take off	All requirements are the same as for Stroke and Turn.
Chief Judge	<p>Min. age = 20</p> <p>All requirements are the same as for Certified Referee.</p>
Referee - Non Starter	<p>Min. age = 21</p> <p>All requirements are the same as for Referee levels</p>
Meet Director	<p>Must be a non athlete member of Metro and USA Swimming</p> <p>Must take Admin clinic every three years</p> <p>Must take online Admin test every three years</p> <p>Must be timely and complete in sending reports</p>
Timer	Must attend pre-session briefing
Marshall	<p>Must be a non athlete member of Metro and USA Swimming</p> <p>Must attend training as offered</p>

Note: Stroke and Turn officials must volunteer to work at least one Metro Championship or National level session each year. Starters, Chief Judges and Referees must volunteer at two Metro Championship or National level sessions per year, **in their certification**, to remain certified.

V USA Swimming Official certification levels (effective June 2005)

A. N1 - This is certification at the LSC level

- S & T, Starter, Referee - **Probationary:** beginning level of position. S/T may not make actual calls yet. Must work with/under an "Experienced" official.
- S & T, Starter, Referee - **Certified:** Ready for assignment to position in a meet.
- S & T, Starter, Referee - **Experienced:** can mentor others. Ready to advance toward N₂ in position.
- Additional: Administrative Referee, Chief Judge, Marshall, Meet Director, Announcer, Clerk of Course, Timing Equipment Operator, Computer Operator/Recorder

B. N2 - National Level 2 is the former National Certification

C. N3 - National Level 3 is the former National Championship Certification