

# New Officials Clinic Outline

October 2010

**This outline may be printed for each attendant. Additionally, please print all items in #3 below as a packet.**

1. Introduction
  - a. Introduce yourself and give certification level, etc and any official position held (officials chairman, etc)
2. Thank your clinic attendees for their commitment to the sport of swimming
  - a. Return received is more than your investment
    - i. Meets will no longer be boring – you will be involved
    - ii. You will realize a more full relationship with your child
    - iii. You will be “on the deck” where all the action takes place
3. Introduce handout package and briefly comment about each form
  - a. Package Contents
    - i. USA and Indiana Swimming Non-Athlete Application
    - ii. Indiana Officials Standards
    - iii. Test Website linked on Indiana Swimming Website
    - iv. Meet Officials & Coaches Sign In – provided by Meet Host
    - v. Officials Position Assignment Form
    - vi. Recommended Stroke Briefing
    - vii. IS Disqualification Form
    - viii. Relay Takeoff Form
4. Golden Rule: The benefit of the doubt ALWAYS goes to the swimmer!
  - a. Only call what you see, not what you do not see (i.e. one hand touch)
  - b. Never discuss a swimmer’s action with another official just prior to making a call
  - c. Do not call a violation if you are unsure
  - d. Always ask questions
  - e. Scan lanes, even when empty. Do not focus on one or two swimmers
5. Discuss Pool Layout and positions of deck officials
  - a. Officials required
    - i. Referee, Starter, S/T, etc.
  - b. Officials positioning
  - c. Rotation
  - d. Hospitality
6. Show Video
  - a. Read stroke rules for each stroke BEFORE viewing the video for that stroke and discuss any rule changes not yet shown in the videos
  - b. Stop during the video and explain as necessary.

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7. Discuss Attire and Responsibilities for Officiating
  - a. Shirts, pants/shorts, shoes, credentials
  - b. Using your official's credentials appropriately is very important and should not be abused. Below are some of the don'ts: DO NOT use it ...
    - To gain deck access when you are not participating in the meet.
    - To gain free access to the stands.
    - To use hospitality when not working as an official.
  - c. Protocol while on duty, look professional
  
8. Pre-Meet Check-in
  - a. Sign-in Sheet
  - b. Notify Meet Referee (especially if you are apprenticing)
  - c. Officials Meeting
    - stroke briefing
    - jurisdiction
    - DQ procedure
    - specific rotation
    - Etc.
  
9. Disqualification Procedure
  - a. Raise your hand
  - b. Referee or Chief Judge will come over and ask;
    - i. What lane?
    - ii. Where were you standing?
    - iii. What did you observe?
    - iv. What does the rule say?
  - c. When you are sure you saw an infraction but unsure of the exact rule wording or jurisdiction, make the call. Discussion with CJ or referee will follow. (having a DQ form for reference in your pocket will tend to eliminate this situation)
  - d. Officiate every meet the same and enforce all rules continually (consistency)
  - e. CJ or referee will complete DQ form. YOU need be sure to check that it actually indicates what you observed.
  
10. Administrative functions
  - a. Briefly explain each function: Computer operators, timing console operators, timing judges, clerk of course
  - b. General procedures set by meet entry letter: scratches, event order, scoring, etc.
  - c. Seeding of events (prelim/finals or timed finals)
    - i. See attached seeding charts
  - d. Resolution of lane/heat malfunctions
    - i. See attached timing resolution examples

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11. After the meet or session
  - a. Each session counts toward fulfillment of apprentice sessions or recertification requirements, regardless of length of session or events swum.
  - b. The Meet Referee or designee will input the sessions worked into the USA Official's Tracking System (OTS).
  
12. Taking the tests
  - a. You will be required to register on the USA Swimming website prior to taking any tests
  - b. Download a copy of the rulebook or simply toggle back and forth on the web. It is helpful to keep that window open and complete the tests in a separate window. You may also print the pages you need instead of using an online copy. Refer to "How to Become an IS Official" for page references, found on the IS website.
  - c. Select the online test to be taken. Tests to be taken:
    - i. Technical – Stroke and turn/Timer
    - ii. Admin – Clerk of Course, Timing Judge
    - iii. Technical/Admin – Stroke and Turn/Timer, Clerk of Course, Timing Judge
    - iv. **DO NOT TAKE ADMINISTRATIVE TEST**
  - d. Complete the online test and submit for grading. You can save and continue later if you desire. Be sure to complete all questions completely, especially if you start and stop multiple times.
  - e. The test results will be sent to the test taker and to IS.
  - f. Upon receipt of ALL required test results, fees and application forms; IS will process the application and send the Non-Athlete Card.
  
13. Completing application forms
  - a. Complete the Non-Athlete Registration Application and remit with fees to Indiana Swimming office per form
  
14. Apprentice Sessions
  - a. You **may apprentice** prior to receiving your non-athlete registration card; however to officiate you will need your non-athlete card. Once you have completed all your apprentice sessions, you need to contact/email your Regional Official's Chair so they may change your status from apprentice to certified in OTS.
  
15. Background Screening

Further instructions will be published on the IS website and emailed to current officials once we receive the process from USA Swimming on the Background Screening process.
  
16. Enjoy yourself and remember we really do need you in order to provide a professional and enjoyable environment for our children to swim in.