

# INDIANA OFFICIAL STANDARDS

*Revised December 2009*

**All officials (except Timers) MUST be USA swimming members and re-new their USA swimming membership each year.**

Upon becoming a certain level official you are then eligible to work any of the other positions of a higher level.

## TIMER

Age limitation - 11 years old

Attend the pre-meet briefing held by the Head Timer

**Requirements for each position must be met sequentially as listed below.**

## TECHNICAL and/or ADMINISTRATIVE

**Administrative** – (Clerk of Course, Timing System Operator, Meet Director, Scoring/Recorder, Head Timer)

1. Minimum age of 18
2. Must attend a formal clinic given by a Referee
3. Must pass the following 3 USA Swimming online tests – **Timer (80%), Timing Judge (80%) and Clerk of Course (80%)** (Complete these tests within 45 days of clinic) and then submit IN Officials Application form and fees to Indiana Swimming Office
4. Must serve as an apprentice for 4 sessions

**Technical** - (Stroke & Turn Judge, Chief Judge)

1. Minimum age of 18
2. Must attend a formal clinic given by a Referee
3. Must pass the following USA Swimming online test - **Stroke & Turn/Timer (80%)** (Complete these tests within 45 days of clinic) and then submit IN Officials Application form and fees Indiana Swimming Office
4. Must serve as an apprentice for 4 sessions; minimum 3 sessions at technical and 1 at administrative for dual technical/administrative level

### To renew:

- Must work a minimum of 6 sessions per year for Technical or 4 sessions for Admin only. If renewing for Technical/Admin, must work minimum of 6 sessions with at least one being admin. Apprentice sessions do not count for the 6 session renew requirement.
- **MUST work 1 session for meet not hosted by home club.**
- Must attend official's briefings at all meets worked

## STARTER:

1. Must hold at least Technical certification or Technical/Admin for 1 year from the date of certification before applying for upgrade.
2. Must view Starter video (available from your Officials Committee Regional Rep). Can be done concurrently with step 3.
3. Must pass the following USA Swimming online **Starter Test (85%)**. May not begin this step more than 45 days prior to serving one full year as Technical or Tech/Admin official.
4. Submit updated IN Officials Application form and fees for upgrade to Indiana Swimming Office and must apprentice at least 5 sessions and be approved during this apprenticeship at least 5 sessions

### To renew:

- Must work a minimum of 6 sessions per year, minimum 4 sessions as starter.
- **MUST work 1 session for meet not hosted by home club.**
- Must attend official's briefings at all meets worked

## REFEREE:

Minimum requirement: Minimum age 21 and must have completed one year as Technical or Technical/Admin and one year as a Starter before upgrading to Referee.

1. Must pass the USA Swimming online tests - **Timing Judge (80%), Clerk of Course (80%), Administrative (90%) and Referee (90%)**.
2. Must complete the Officials Committee Regional Rep issued essay questions no more than 45 days prior to serving one full year with Starter Certification.
3. Must obtain Officials Committee Regional Rep issued evaluation/recommendations from 2 different Referees and 1 Coach, all must be from teams other than official's home team.
4. Submit updated IN Officials Application form and fees for upgrade to Indiana Swimming Office and must apprentice 6 sessions (after completing the above requirements) with at least 2 different Referees.

### To renew:

- Must work a minimum of 8 sessions (Apprentice sessions do not count for the 8 session requirement)
  - \* *Conducting a Stroke & Turn/Administrative Clinic for new officials may be substituted as a session worked.*
  - At least 3 sessions as Referee
  - At least 1 session must be at State Level Meet or higher (*Divisionals, Age Group State, Senior State, Zone, Sectionals or Nationals*)
- Must attend 1 Referee Clinic per year  
(Offered 6-7 times a year - both long & short course Age Group State & Senior State meets and usually all Divisional sites)

***It is the responsibility of the Referees to conduct the Officials Briefings at all meets and review all USA swimming stroke rules.***