

INDIANA OFFICIAL STANDARDS / PROCESS

Revised November 2011

All officials **MUST** be 18 years of age and retain an annual membership to USA Swimming as a non-athlete member.
Timers do not have to be officials.

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

**Requirements for each position must be met sequentially as listed below and completed within 180 days.
Contact your Area Official's Rep when upgrading to a higher certification for OTS to be updated.**

Area 1

George Behrens
219-923-5039
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Area 2

Tim Frain
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timbigdaddy35@aol.com

STATE CHAIR

Dick Duncan
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dickd46@aol.com

Area 3

John Hiester
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Jhiester1234@gmail.com

Area 4

Eliot VanVelzen
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OTS Administrator

Lucy Duncan
317-946-1371
Lucyuss@aol.com

TECHNICAL and/or ADMINISTRATIVE

Technical - (Stroke & Turn Judge, Chief Judge)

1. Must attend a formal clinic given by a Referee
2. Must pass the USA Swimming online test: **Stroke and Turn/Timer (80%) within 45 days of the clinic.**
3. Must submit complete non-athlete registration form and submit to Indiana Swimming with required fees.
4. Must complete Background Check through USA Swimming website – www.usaswimming.org/backgroundcheck
5. Must complete Online Athlete Protection Course on USA Swimming website (cannot access until #3 is received in IN Swimming offices) – www.usaswimming.org/APT.
6. Upon receipt of USA non-athlete membership card (required for deck access), must complete 4 apprentice sessions for technical only or minimum of 3 sessions at technical and 1 at administrative for technical/administrative certification.

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

1. Must attend a formal clinic given by a Referee
2. Must pass the USA Swimming online tests: **Timer, Timing Judge, and Clerk of Course (80%) within 45 days of the clinic.**
3. Must submit complete non-athlete registration form and submit to Indiana Swimming with required fees.
4. Must complete Background Check through USA Swimming website – www.usaswimming.org/backgroundcheck
5. Must complete Online Athlete Protection Course on USA Swimming website (cannot access until #3 is received in IN Swimming offices) – www.usaswimming.org/APT.
6. Upon receipt of USA non-athlete membership card (required for deck access), must complete 4 apprentice sessions.

*Meet Director does not need to be an official. However, as per USA Swimming rules, the Meet Director is required to be a non-athlete members and have completed #3, #4 & #5 under the Admin level above. An official who is a Meet Director will earn admin sessions for being Meet Director.

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. Recommend viewing of Starter video available from Official's Committee member.
3. Must pass the USA Swimming online test: **Starter (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 non-athlete application along with applicable upgrade fees to Indiana Swimming. If you have paid for current year's membership, you only pay the upgrade official fees (and optional name badge if desired).
5. Must apprentice at least 5 sessions and be approved during this apprenticeship.

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 essay questions obtained from the Area Official's Rep (see page 1) no more than 45 days prior to serving one full year with Starter Certification.
3. Must obtain evaluation/recommendations from 2 different Referees and 1 Coach. All must be from teams other than official's home team. These evaluations may be obtained from your Area Officials Rep or any Officials Committee member (see page 1)
4. Submit updated non-athlete application along with applicable upgrade fees to Indiana Swimming. If you have paid for current year's membership, you only pay the upgrade official fees (and optional name badge if desired).
5. 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 Referee to conduct the Officials Briefings to review all USA swimming stroke rules at all meets.

HOW TO PRINT YOUR INDIANA OFFICIALS CERTIFICATION CARD:

1. Create an account on USA Swimming website (www.usaswimming.org) – Top Right – Sign In. If you have never created an account, there are instructions on how to do so.
If you have an account that you created to link/track your swimmer's results, you will have to create a separate account under a 2nd email to link your own non-athlete membership information.
2. Once signed in, hover over MEMBER RESOURCES at the top, then OFFICIALS 1st item OFFICIALS TRACKING SYSTEM (click on Officials Tracking System)
3. To print our IN Officials Certification card, please click on "My Certification Card" in the left margin. Any questions regarding your certification should be directed to your Area Rep and the OTS Coordinator (page 1). Your Area Officials Rep and/or the OTS Coordinator is also whom you should contact if you are missing volunteer sessions from your history (VIEW MY HISTORY).