



South Texas Swimming, Inc.

Policies and Procedures Governing Officials



Effective date: February 23, 2009

Preamble

In many respects swimming is like no other sport. Its nearest "relative" is probably track, which is most often conducted outdoors and encompasses a rather large area of real estate. Swimming, on the other hand, is often conducted in indoor facilities, none of which is longer than 50-meters. It also takes place in a medium for which human beings are not generally well adapted.

However, like all other sports, swimming requires officials to not only promote and ensure fairness in the competition, but also to foster efficiency and timeliness in the management of the competition. Unlike most other sports, swimming officials are, by and large; almost always volunteers and perhaps as many as 80% of them are parents of swimmers.

Officiating is a very valuable and rewarding activity, which eliminates the boredom of sitting in the stands during meets. Officiating allows you to be very close to the action and stay involved. However, the primary reason to become an official is to promote and ensure the fairness and consistency that is necessary within the sport.

South Texas has always been relatively fortunate in having a cadre of long-time officials who have chosen to stay with the sport regardless of the fact their children no longer participate. Several have had no member of their family involved for more than 25 years, but they continue to give of their time and experience. The continued presence of these dedicated officials is one of the major reasons why South Texas has a well-deserved reputation for excellence in meet officiating and management.

As you will learn further on in this document, becoming and remaining a swimming official is not a completely simple matter. As with most endeavors, becoming a confident and effective official takes some dedication and perseverance. It also requires time, effort, a willingness to learn and a certain degree of patience. It should not be entered into unless one is willing and able to devote an adequate amount of time and effort. "Part time" or "occasional" officials rarely become confident or competent. However, there are systems in place to help you achieve both confidence and competence, and senior officials are always available to guide and mentor you as needed or desired.

There are some modest costs involved in becoming and remaining an official, but most are tax deductible, provided proper records are maintained. In addition, it is currently possible for active officials to have at least a portion of their USA Swimming (USA-S) annual membership fee reimbursed. Some teams will also reimburse at least a portion, if not all of these expenses.

Swimmers as a group are among the most self-disciplined athletes one is likely to encounter. It is a lifetime sport and it is essential that competitors learn the technical aspects of the strokes at an early age. It is for that reason that competent officials are a virtual imperative. As such, you are in many ways shaping their character and even though it is somewhat unusual to be complimented as an official, it is nonetheless true that your efforts are appreciated and meaningful in many intangible ways.

I. Introduction

- A. South Texas Swimming, Inc. (STSI) is one of 59 Local Swim Committees (LSC) in the United States, operating under the general governance of USA-S, which is the National Governing Body for United States Competitive Swimming. STSI has jurisdiction for that portion of the State of Texas bounded on the west by and including the counties of Val Verde, Sutton, and Schleicher; on the north by and including the counties of Menard, Mason, Llano, Burnet, Lampasas, and Bell; and on the east by and including the counties of Milam, Burleson, Washington, Austin, Fayette, Lavaca, Jackson, and Calhoun.
- B. Each LSC functions under its own set of By Laws that are documented in accordance with USA-S Policies, Rules and Regulations; which in general state that no LSC Policy, Rule, etc. may be more stringent and / or constraining than those of the National Body.

- C. This document addresses the matters of recruiting, training, certifying and retraining deck officials in STSI. To that end it codifies how individuals are initially certified, how progression may be achieved, and how, once certified; officials may maintain their status.
- D. In STSI, Swimming Officials are managed and governed by a five-member Official's Committee, appointed by the Official's Committee Chair.
 - 1. The Official's Committee Chair is appointed by the STSI Administrative Vice-Chair with the advice and consent of the Executive Board.
- E. As of February 22, 2009, the Official's Committee was comprised of the following individuals:

Name		City	LSC Certification	E-mail Address
Miguel Gonzalez	Member	McAllen	Referee	gonzalezma@panam.edu
Pat O'Connell	Member	Corpus Christi	Referee	patoc@jjoconnell.com
Ron Zolno	Member	Austin	Referee	rzolno@brsgroup.com
Scott Jenkins	Member	San Antonio	Referee	sjenkins03@earthlink.net
Rog Graham	Chair	San Antonio	Referee	stsiofficials@satx.rr.com

II. Reciprocal Certifications:

- A. STSI grants full reciprocity to currently Certified Officials coming from other LSCs, provided the losing organization has policies in place that are at least similar to those in STSI.
- B. Officials requesting reciprocal certification must provide appropriate, current documentation attesting to their level of competence / certification in the previous LSC to the STSI Official's Committee Chair.
 - 1. Their current USA-S Registration status must also be verifiable.

III. Fees, Terms, and Other Costs:

- A. All membership fees and certain other expenses are tax deductible, provided complete and accurate records are maintained.
- B. The annual USA-S Membership fee is currently (as of February 2009) \$60.00
 - 1. Memberships expire on December 31st of each year.
 - 2. Renewals may be submitted any time after September 30th and until the expiration date.
 - 3. As of February 22, 2009, Life Memberships are available for a one-time payment of \$1,010.00
- C. USA-S Registration Fee Reimbursement
 - 1. Beginning on January 1, 2009, and extending until February 28, 2009 (59 days, dates inclusive), and for the same period each successive year; STSI will reimburse most STSI Certified Officials fifty dollars (\$50.00) if requested to do so, provided all of the following requirements are met:
 - 2. All requesting officials must:
 - a. Be a current member, in good standing, of USA Swimming. This status must be positively verifiable via the SWIMS Database - **OR** - a photocopy of the current USA Swimming ID card must be provided.
 - b. Be currently registered with STSI and certified in one of the following categories. This status must be positively verifiable via the STSI Officials On-line Roster.

- 1) Referee
 - 2) Referee / Non starter
 - 3) Starter
 - 4) Stroke and Turn Judge
 - 5) Administrative Referee
- a. Submit a formal request through the proper channels utilizing the "Request for Registration Reimbursement Form" available for download from the STSI Official's Home page.
 - b. Submit documentary evidence of minimum deck participation for the previous calendar year as specified in § XII. of this document, beginning on page eight (8).
 - 1) The data provided must be verifiable from Referee's Reports on file.
 - c. Provide a current, accurate, valid and complete mailing address, including a nine digit Zip Code; e-mail address and preferred telephone number.
 - d. Submit any request for reimbursement in such a manner as to ensure its receipt by the LSC Treasurer within the 59-day time frame specified in § 3. C. 1. above.
 - e. Allow up to 45 days for processing of requests.
 - f. Cash any reimbursement check within 90 days of its execution date.
3. SUNSET CLAUSE: Unless and until specifically re-authorized by the STSI House of Delegates, this program will expire on March 1, 2011.
 4. APPROVAL: Approved by the STSI House of Delegates on October 12, 2008 and noted in the official minutes.
- D. The STSI Official's membership / certification **biannual** fee is \$10.00.
1. STSI Official's memberships / certifications expire on December 31 of each even numbered year.
 2. Renewals may be submitted anytime between September 1st and December 31st of each even numbered year.
 - a. Early submissions are encouraged in order to avoid lapses in USA-S insurance coverage.
 3. The initial fee for new officials entering after January 1st of even numbered years is \$5.00 and their membership / certification will expire on December 31st of that same year.
 - a. Fee is not pro-rated during any given year.
 4. If the membership (and its associated Certification) is not renewed by January 31st of the year following expiration, both the certification and the membership will be lost and the entire process may have to be begun anew, at the discretion of the LSC Official's Committee; to include any or all of the following:
 - a. Re-entry into the certification program
 - b. Possible re-progression through the categories
 - c. Re-examination
 - d. National Certifications jeopardized
 5. Requests for a waiver of the policies concerning lapsed membership / certification must be submitted to the LSC Official's Chair in writing, in a timely manner, and will not be considered except in the most unusual of circumstances.
 - a. Requests for such waiver will require a 60% (3) vote of the Official's Committee in order to be granted.

IV. Categories of Officials in STSI:

- A. STSI Swimming Officials are categorized in the following manner:
1. Referee
 2. Referee / non-starter
 3. Starter
 5. Stroke and Turn Judge
 6. Referee / Administrative
- a. By definition, officials certified in any category also accrue coincident certification in all lower categories.
 - b. Currently (02/23/09) there are no formal certification and / or progression policies for Administrative Referees.
 1. The LSC Official's Chair may, however, provide documented certification at her / his discretion when circumstances and / or situations warrant doing so.
- B. As an imperative prerequisite to becoming certified in ANY capacity as a Deck Official or Administrative Referee in STSI, individuals must become active, non-athlete members of USA-S.
- C. Once registered, that membership must remain current as long as the official is active and is a condition of any and all renewals.
1. There can be serious insurance / legal repercussions if the USA-S Membership of an STSI Deck Certified Official is allowed to lapse, but the individual remains active on deck.

V. Initial Certification in STSI:

- A. Prospective Officials must attend an Official's Clinic approved by the STSI Official's Chair and become non-athlete members of USA Swimming.
1. Several clinics are conducted throughout the LSC each year and are generally publicized via various Web Sites well in advance.
- B. No further actions can be initiated until such time as the candidate official becomes a member of USA-S.
1. Most Clubs and venues have the necessary USA-S Form to effect non-athlete membership or it may be downloaded from the STSI Official's Home Page of the LSC's Web Site.
 2. Membership in USA-S also ensures the provision of a current Rule Book.
- C. Once USA-S Membership has been achieved and confirmed (individual is listed in the SWIMS Database), prospective officials must also take the USA-S Stroke and Turn Official's Examination (open book) and score a minimum of 70% correct answers.
1. All Official's examinations may be obtained via a download from the Official's Section of the USA Swimming Web Site at: www.usaswimming.org.
 - a. The examinations may also be taken on-line, which in most cases will be the preferable mode.
 - b. The Official's Chair will *normally* be notified of the results of examinations taken on-line.
 2. For individuals who chose to download, completed examinations must be submitted to the LSC Official's Chair or to an individual designated within the candidate's geographical area.
 3. Examinations must be completed within 90 days of clinic attendance.
 - a. If this time constraint is not met, the process must be begun anew.

- D. The final step is to acquire certification as a TRAINEE in STSI.
1. This is normally accomplished by submitting the STSI Registration Form (found on the Official's Home Page of the STSI Web Site) to the Official's Chair along with the required fee.
 2. As soon as the data have been verified, applicants will be provided with a mini-Rule Book, a Deck Log, a printed copy of this document and TRAINEE Credentials with an expiration date of approximately five months in the future.
 3. Because of potential insurance issues, TRAINEES are not normally allowed on deck until properly credentialed by both USA-S and STSI. However, USA-S has ruled that Meet Referees are allowed some discretion in this regard.
- E. The LSC Official's Chair will then certify the candidate as a Trainee.
1. TRAINEE Certifications expire at the end of five months, approximately 150 days.
 2. TRAINEES are normally not permitted to impose disqualifications.

VI. Certification as a Stroke and Turn Judge (first fully qualified position):

- A. All of the previously outlined requirements must have been met.
- B. TRAINEES must acquire a **minimum** of **25** hours of deck time under the **direct** supervision of more experienced and fully certified officials.
1. A log (provided by the Official's Chair) must be kept of the hours on deck and each session or meet worked must be noted and signed by the Meet Referee.
 2. Not all meets are acceptable for attaining deck experience during the TRAINEE phase. When in doubt, confirm it with the LSC Official's Chair or a local Official's Committee member.
 3. Acceptable and non-acceptable meets:
 - a. All USA-S Sanctioned or Approved competition is acceptable.
 - b. High school and collegiate competitions are acceptable *IF — and only IF —* the Meet Referee is USA-S / LSC Certified.
 - 1) Under such circumstances, TRAINEES must make the Meet Referee aware of their status and presence on deck.
 - c. USA Masters Sanctioned competitions are acceptable *IF — and only IF —* the Meet Referee is USA-S / LSC Certified.
 - 1) Under such circumstances, TRAINEES must make the Meet Referee aware of their status and presence on deck.
 - d. Except for Divisional Championships and All Star competition, even with USA-S / LSC Certified Meet Referees, Summer League Meets generally **ARE NOT** acceptable under most circumstances.
 - 1) Summer League dual, triangular, and similar competitions where the Meet Referee may or may not be USA-S / LSC Certified ARE NOT acceptable.
 - 2) An exception may be possible on those rare occasions when Summer League competitions are Sanctioned or Approved, at the discretion of the Official's Chair.
 - e. Open water competition IS NOT acceptable.

4. When **25** hours of supervised deck experience have been accrued, the log must be signed and dated by a currently certified STSI Referee and submitted to the LSC Official's Chair.
 5. If all is in order, and with the written concurrence of an STSI Certified Referee in the geographical area noted on the Deck Log, the candidate will be certified as a Stroke and Turn Judge in STSI.
- C. Under "normal" and "ideal" circumstances, TRAINEES may not make disqualifications, subject to the discretion of the Meet Referee as circumstances may dictate.
 - D. TRAINEES must acquire the necessary deck hours and submit the data to the STSI Official's Chair within **150** days (approximately five months) of being certified as a TRAINEE.
 1. A failure to meet this time constraint will require that the entire TRAINEE process be begun anew.

VII. Certification as a Starter:

- A. Stroke and Turn Judges cannot progress to become Starters until they have exhibited satisfactory, reliable, and unbiased performance for **two years** (24 months) after being initially certified as a Stroke and turn Judge in STSI.
 1. Candidates must view the USA Swimming Starter's Video and demonstrate a working knowledge of the associated Discussion Points.
 2. In addition, they must function in an apprentice Starter's role for a minimum of eight (8) sessions encompassing at least six (6) separate meets.
 3. Their performance must be observed by a minimum of three different STSI Certified Referees over the 24 month period.
- B. They must attend a Starter's Clinic Session or enter into to a one-on-one session with an experienced Referee designated by the LSC Official's Chair.
- C. They must take and score a minimum of 70% on the USA-S Starter's examination.
- D. They must receive satisfactory recommendations from at least **three** currently certified, active STSI Referees.
 1. Candidates must complete and submit to the Official's Committee Chair, the Starter / Referee Certification Form found on the STSI Official's Home Page of the STSI Web Site.
- E. Certification as a STSI Starter by the LSC Official's Chair will then follow.

VIII. Certification as a Referee:

- A. Candidates for certification as a Referee must have been previously certified as a Stroke and Turn Judge and / or Starter for a minimum of three calendar years (36 months).
- B. They must attend a Referee's Clinic, which may be a one-on-one session with a, experienced Certified Referee approved by the LSC Official's Chair.
- C. They must function in an apprentice Referee role for a minimum of ten (10) sessions encompassing at least eight (8) separate meets.
- D. They must take and score a minimum of 70% on the Referee's examination.
- E. They must then have the positive recommendation of at least three (3) LSC Certified Referees.
 1. Candidates must complete and submit to the completed Official's Committee Chair, the Starter / Referee Certification Form found on the STSI Official's Home Page of the STSI Web Site.

- F. When these requirements have been satisfied, a candidate will be certified as an STSI Referee by the LSC Official's Chair.
- G. In STSI, there are Certified Referees who, for whatever reasons, do not act as Starters. The LSC Official's Chair will certify such individuals as such, but they are not permitted to start and they nevertheless must pass the Referee's examination in the normal fashion.

IX. Chief Judges:

- A. In STSI there is no separate category defined for Chief Judges, nor is there a progression or formal certification process.
 - 1. They will therefore come from the ranks of Stroke and Turn Judges, Starters and Referees.
- B. Chief Judges are essential members of the deck team at larger and / or higher level competitions.
- C. Meet Referees are strongly advised to select only well experienced and highly qualified individuals for these roles.
- D. Ideally they should be certified Referees, but circumstances and resource assets make dictate other wise and Referees are cautioned to choose carefully.

X. Finish and Relay Take-off Judges:

- A. There are no criteria, progressions, or certifications.
- B. Viewed in STSI as extensions of the Stroke and Turn Judge's domain.

XI. Dress Code and Appearance:

- A. The "normal" or "default" deck uniform in STSI is white shirts or blouses and navy blue trousers, skirts, or Bermuda-length shorts.
- B. At the discretion of the Meet Referee, the color scheme may be reversed for Championship Finals sessions.
 - 1. Also at the discretion of the Meet Referee, navy blue blazers, white shirts, mostly red four-in-hand ties, and white trousers / skirts may be specified for selected or all deck officials at some Championship finals sessions.
 - 2. Shorts of any sort are never considered appropriate for Championship Finals sessions.
- C. Jeans and "short" shorts are never considered appropriate at any time or under any circumstances.
- D. At certain high-level competitions, the Meet Referee and / or the sponsor may specify a different uniform. The relevant Meet Information will normally include any such specifications.

XII. Accouterments:

- A. Each newly Certified STSI Stroke and Turn Official will be provided one official's patch at no cost. Additional patches are available from the LSC Official's Chair at \$5.00 each.
- B. All STSI Officials in all categories are required to prominently display their current USA-S Membership and STSI Certification Credentials at most all times when performing duties as an official.
 - 1. At certain high level competitions (Junior / Senior Nationals, etc) this requirement may be waived.
 - 2. When it is a requirement, it is the responsibility of the Meet Referee to ensure this requirement is met and she / he MUST not allow improperly or inadequately credentialed individuals to be on deck at any time.

- C. Name tags are provided at no cost to STSI Officials Certified as Stroke and Turn Judges or higher. The acquisition of an individual name tag may take up to 30 days for newly certified Stroke and Turn Judges.
 - 1. Replacement name tags may be obtained at a cost of \$10.00 each.
 - 2. The wearing of name tags while on deck at **all** Sanctioned or Approved competitions is strongly encouraged.

XIII. Minimum Participation and Other Recurring Requirements:

- A. There are *NO* minimum requirements for Administrative Referees in STSI.
 - 1. However, Administrative Referees are certified by and at the discretion of the Official's Committee Chair. Therefore, at any time it becomes apparent, for whatever reason, that such individuals are no longer competent and / or capable, etc.; such certifications may be unilaterally withdrawn without recourse.
- B. In order to maintain an active, current Certification in STSI, all other officials must meet the following mini-imum participation / activity requirements:
 - 1. Stroke and Turn Judges and Starters must actively work on deck a minimum of eight (8) meet sessions *per year*, i.e., sixteen (16) sessions per Certification biennium.
 - a. Hours accumulated as a TRAINEE may NOT be included.
 - 2. Referees must actively work ten (10) meet sessions *per year*, i.e., twenty (20) sessions per Certification biennium.
- C. Acceptable and non-acceptable meets:
 - 1. All USA-S Sanctioned or Approved competitions are acceptable
 - 2. High school and collegiate competitions are acceptable *IF — and only IF —* the Meet Referee is USA-S / LSC Certified.
 - 3. USA Masters Sanctioned competitions are acceptable *IF — and only IF —* the Meet Referee is USA-S / LSC Certified.
 - 4. Except for Divisional Championships and All Star competition where the Meet Referee is USA-S / LSC Certified, Summer League Meets ARE NOT generally acceptable under any circumstances.
 - a. An exception may be possible on those rare occasions when Summer League competitions are Sanctioned and / or Approved, at the discretion of the Official's Chair.
 - 5. Open water competition IS NOT acceptable.
- D. Each biennium (two years), all STSI Certified Officials must take and pass (minimum 70%) the current USA-S Official's Examination specific to her / his level of Certification — *OR* — attend an LSC approved Official's Clinic.
- E. Each STSI Official is required to maintain a personal log of her / his deck activity, to be submitted to the LSC Official's Chair at the time biannual re-certification is sought.
 - 1. The log need not be formal or sophisticated, but it **MUST** indicate the sessions worked and in what capacity(s) the official was assigned.
 - 2. An appropriate form is available for download on the STSI Official's Home Page of the STSI Web Site.
 - 3. The USA-S Online Tracking System (OTS) may also be utilized and in most cases will be preferable.

- F. Meet Referees are specified in Meet Informations and their USA-S Registration and LSC Certification are part and parcel of the Sanctioning / Approval process by the LSC's Sanctioning Chair.
 - 1. Should a specified Meet Referee fail to appear at a meet twice in a calendar year without ensuring the presence of a properly certified replacement in a timely manner, and advising the Meet Host of same, will result in the immediate revocation of the Referee's credentials.
 - a. The offending individual will also immediately be reclassified as a Starter and no longer allowed to function as a Meet Referee.

XIV. STSI Official's Web Page

- A. An STSI Official's Home Page is maintained and accessible from the STSI Web Site (www.stswim.org).
 - 1. The Home Page includes a general information and news section that is updated as necessary. The monthly USA Swimming Official's Newsletter, when available, is also posted there.
 - 2. There are also a number of forms, etc. of general interest to and use by officials.
 - 3. It is prudent for STSI Officials to periodically check this Home Page to keep abreast of activities regarding officiating in the LSC.
- B. The LSC Official's Chair compiles and maintains a roster of all active and properly credentialed Officials, including Trainees, which is also accessible from the Official's Home Page.
 - 1. The Roster is updated in near real time as necessary to maintain currency.
 - 2. If the Roster is to be of significant benefit, all errors of omission, commission; and requests for additions or deletions must be forwarded to the LSC Official's Chair in a prompt and accurate fashion.
- C. The on-line Roster may be considered by Meet Referees to be "Official" in that individuals listed are currently registered with USA Swimming and properly certified in some capacity by STSI.
 - 1. Individuals who are not listed in the on-line Roster are not permitted on deck at any time as an official.
 - 2. It is the Meet Referees responsibility to ensure that only properly credentialed officials are allowed on deck

XV. Officiating Etiquette and Philosophy:

- A. USA Swimming Rules and Regulations are to be enforced as written
 - 1. Although STSI does have certain administrative policies that are in addition to the USA Swimming Rules and Regulations, official interpretations will be given where doubt exists by contacting the South Texas Swimming Officials Committee, in writing.
- B. Deck Officials must never "warn" swimmers. A violation either occurred or it didn't. A warning constitutes coaching and officials are present to officiate — not coach.
 - 1. It is axiomatic in swim officiating that, when any doubt exists, the advantage always goes to the swimmer.
- C. Special attention must be given to TRAINEES in any kind of supervised status. Sound, knowledgeable training will help ensure the development and maintenance of competent and reliable officials.
- D. It is the duty and responsibility of the Meet Referee to ensure that fully qualified, competent officials are assigned to positions where the authority to disqualify may be exercised.

- E. Deck Officials must exercise great care to ensure that not even a perception of bias is exhibited, e.g., cheering for a swimmer in the water.
- F. In all cases it is prudent to remember the Meet Referee is the final authority on deck and if one is unable to provide complete support, including gracious acceptance when over ruled, do not officiate!
- G. Deck Officials must never engage in cell phone conversations while performing their duties on deck.
 - 1. It is always preferable that cell phones not be visibly carried on deck by active officials.
- H. Deck Officials must never enter into any but the briefest discussion with coaches concerning violations, disqualifications, judgment calls or rule interpretations.
 - 1. Always answer polite inquiries in a brief and professional manner. One answer should be sufficient.
 - 2. Coaches who persist should be referred to the Meet Referee, and must never be permitted to become hostile, arrogant or abusive.
 - a. Such incidents must be promptly referred to the Meet Referee and the LSC Official's Chair must be notified in writing after the meet has been concluded.
 - b. Mechanisms exist to deal with such occurrences and should be utilized to whatever extent necessary to deal with any given situation.
 - 3. Parents or other spectators must never be allowed on deck to interfere with or question calls and / or decisions of officials.
 - 4. It is the responsibility of all deck officials to keep the deck clear of coaches, spectators, and swimmers. If problems are encountered, consult the Meet Referee for assistance.
 - 5. There is no dishonor or disgrace in the withdrawal of a disqualification. If you have second thoughts, discuss it with the Meet Referee. There is almost always a way to do it within practical time limits.
- I. Arrive at least thirty minutes before the start of the meet, appropriately dressed and ready to officiate.
 - 1. Report to the Meet Referee to receive assignments, remain on deck and fulfill your duties to the best of your ability.
- J. Never, under any circumstances, leave the deck without notifying the Meet Referee.
- K. Meet Referees must make a conscious effort to rotate deck assignments during a meet session in order to preclude boredom from repetitive routine, provide adequate breaks and to schedule officials in their area of expertise to the maximum extent possible.
 - 1. However, officials should refrain from complaining about assignments and preferred duties.
 - 2. Competent officiating at all positions is necessary to remain current on all rules and to provide adequate training.
- L. Meet and Deck Referees must exercise proper and effective supervision over assigned deck personnel, especially TRAINEES!
- M. STSI Officials, regardless of their level of certification, should not expect to be specifically "invited" to work at meets.
 - 1. All meets in the LSC (and a few outside) have their respective Meet Informations posted on one or more Web Sites.

2. It is incumbent on each individual official to keep informed about which meets are being held at which venues and when.
 - a. In most cases, they then can personally decide at which meets they choose to work and simply "show up."
 - b. There are only rarely enough officials at any given meet and help is always needed.
3. There are some high level meets that require officials to "apply" to officiate. The necessary information is generally available from the posted Meet Information or from the Official's Section of the USA-S Web Site
4. Meet Referees at the larger meets almost always prefer to have some idea of who is going to be available on deck and some Meet Informations contain specific guidelines regarding this.
 - a. It is, however, still incumbent on individual officials to exercise the personal responsibility necessary to ensure they are properly informed and then to govern themselves accordingly.
5. At any time additional information and / or clarification is needed; the Meet Referee is always listed in the Meet Information along with her / his e-mail address and telephone number. One should never hesitate to make contact.

XVI. National Certifications:

- A. The objective of the National Certification Program for Officials is to develop officials who are competent, current and consistent from the LSC level meet to the highest level in our sport through a progressive training program based on an accumulation of experience acquired by specific meet attendance, mentoring and constructive evaluation.
- B. There are two levels of National Certification for each of five positions:
 1. Stroke and Turn Judge
 2. Chief Judge
 3. Starter
 4. Deck Referee
 5. Administrative Referee.
- C. **N2:** The first National level in a position is administered by the National Officials Committee and recognizes that an official is experienced and has been evaluated as capable of working the position at Sectional, Zone, Grand Prix and similar high level meets.
- D. **N3:** The second, and highest, National level in a position, is administered by the National Officials Committee and recognizes that an official has the experience, skills and knowledge to be considered for selection to work National Championship level meets in the position.
- E. For more information about the National Certification Program, either ask a senior official in your area, or check the online site at:

<http://tinyurl.com/bjr9uo>

XVII. National Time Verification (NTV) Program:

- A. The NTV Program is managed entirely by USA-S, with the support of Chairs in each LSC.
- B. USA-S / STSI Certified Referees who may have occasion to Referee High School and / or Collegiate Meets that have been Approved for Observation by USA-S, should familiarize themselves with the operational aspects of the Program by contacting the LSC NTV Chair and / or visiting:

<http://tinyurl.com/8og5wr>

Prepared by:
Colonel R. B. Graham, USAF, Retired
Chairman, Official's Committee
South Texas Swimming, Inc.



Date signed: February 18, 2009

APPROVED BY THE SOUTH TEXAS SWIMMING, INC. EXECUTIVE BOARD ON FEBRUARY 20, 2009

Approved by:
Frank P. Swigon
General Chairman
South Texas Swimming, Inc.



Date signed: February 22, 2009