

TRAINER GUIDE

OFFICIALS RESOURCES

Become familiar with the USA Swimming website, since this site contains useful up-to-date information for officials. The link is <http://www.usaswimming.org>.

To get to the Officials part of the USA Swimming website, click on the “Member Resources” tab and then “Officials”. The main Officials page contains many useful page links, including the following:

- Test & National Certification – allows officials to print or take an online test
- Education & Training – contains useful officiating articles
- Applications & Forms – contains some forms that are useful for admin

Within Education & Training is “Education & Training Resources”, which includes training resources for Admin Officials.

STEPS TO BECOME AN OFFICIAL

1. Register with USA Swimming as an official (trainee can register as an apprentice official, which is free but good for only 60 days)
2. Take and pass the Admin Official open book online test (do this PRIOR to working sessions)
3. Participate and demonstrate knowledge of the administrative processes for Clerk of Course, the timing equipment (Colorado), and the scoring equipment (Hy-Tek) during training sessions; at least one meet must be a prelims/finals meet
4. Attend a formal CCS Admin Official clinic
5. Take Athlete Protection Training
6. Participate in a *Level II* background check

MINIMUM OF 1 (ONE) SESSION: Timing Equipment (Colorado)

Trainee will actually run the Colorado. Trainee will know how to do a manual start and how to finish arm lanes and adjust touches. Trainee will be able to identify a good printout (with backup times) from a bad one.

MINIMUM OF 1 (ONE) SESSION: Clerk of Course (Prelims/Finals Meet)


Trainee will perform the duties of Clerk of Course. Trainee will check-in swimmers, close events for seeding (including adding event totals to the check back sheet), handle scratches for finals, handle “no shows”, and know how to handle a tie during prelims.

MINIMUM OF 2 (TWO) SESSIONS: Scoring Computer (Hy-Tek)

1. SEEDING/SETUP: Trainee will know how to print check-in and “check-back” sheets and run the Exceptions Reports. Trainee will participate in seeding events and know how to check that swimmers have been scratched and totals are correct. Trainee will also add relays (or know how to add relays). Trainee will know how to add a swim-off event and a time trial event. Trainee will know how to break a tie.
2. RESULTS/SCORING: Trainee will participate in detecting and resolving bad times. Trainee will perform “Get Times” and understand the importance of the correct race number and how to get a race from the Colorado based on race number. Trainee will understand the process of identifying and fixing bad times. Trainee will understand how to verify that the results are correct. Trainee will

understand the difference between a true “no show” and a swimmer who should not have been seeded, including what to do to show the correct results using Hy-Tek. Trainee should understand how to read the DQ slip (the one below is old).

DISQUALIFICATION REPORT



EVENT # _____ HEAT _____ LANE _____
SWIMMER _____

BREASTSTROKE
 DURING: START _____ SWIM _____ TURN _____ FINISH _____
 10 KICK: ALTERNATING _____ BUTTERFLY _____ SCISSORS _____
 11 ARMS: NON-SIMULTANEOUS _____ TWO STROKES UNDER _____
 NOT IN SAME HORIZONTAL PLANE _____ PAST HIPLINE _____
 12 ELBOWS RECOVERED OVER WATER _____
 14 CYCLE: HEAD NOT UP _____ DOUBLE PULLS/KICKS _____
 15 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____
 16 NOT TOWARD THE BREAST OFF WALL _____
 19 OTHER _____

BUTTERFLY
 DURING: START _____ SWIM _____ TURN _____ FINISH _____
 20 KICK: ALTERNATING _____ BREAST _____ SCISSORS _____
 21 ARMS: NON-SIMULTANEOUS _____ UNDERWATER RECOV. _____
 23 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____
 24 NOT TOWARD THE BREAST OFF WALL _____
 25 HEAD DID NOT BREAK SURFACE BY 15M _____
 29 OTHER _____

BACKSTROKE
 DURING: START _____ SWIM _____ TURN _____ FINISH _____
 30 TOES OVER LIP OF GUTTER AFTER START _____
 31 HEAD DID NOT BREAK SURFACE BY 15M _____
 32 NOT ON BACK OFF WALL _____
 33 NO TOUCH AT TURN _____
 34 PAST VERTICAL AT TURN:
 DELAY INITIATING ARM PULL _____ MULTIPLE STROKES _____
 DELAY INITIATING TURN _____
 35 SHOULDERS PAST VERTICAL _____
 36 COMPLETELY SUBMERGED PRIOR TO TURN OR FINISH _____
 39 OTHER _____

INDIVIDUAL MEDLEY
 41 STROKE INFRACTION(S) # _____
 42 OUT OF SEQUENCE _____

FREESTYLE
 50 NO TOUCH TURN # _____
 51 HEAD DID NOT BREAK SURFACE BY 15M _____

RELAYS
 70 STROKE INFRACTION # _____ SWIMMER # _____
 71 EARLY TAKE OFF-SWIMMER # _____
 72 CHANGED ORDER: SWIMMER _____ STROKE _____

OTHER
 60 FALSE START _____ 61 DELAY OF MEET _____
 62 DID NOT FINISH _____ 63 DECLARED FALSE START _____
 69 OTHER _____

JUDGE: _____
 (print name clearly)

REFEREE: _____
 (print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH _____

rev. (02/10)

SWIMMER/COACH

TRAINEE

TIMING EQUIPMENT (Colorado) – minimum of one session required

Date(s): _____, _____, _____

Trainer: _____, _____, _____

Official Signoff: Training Date: _____ Trainer: _____

TRAINEE COMMENTS:

Observations:

Questions:

TRAINER COMMENTS:

Observations:

Questions:

CLERK OF COURSE – minimum of one session required (signoff must be at Prelims/Finals meet)

Prelims/Finals Meet: _____

Date(s): _____, _____, _____

Trainer: _____, _____, _____

Official Signoff: Training Date: _____ Trainer: _____

TRAINEE COMMENTS:

Observations:

Questions:

TRAINER COMMENTS:

Observations:

Questions:

SCORING COMPUTER (Hy-Tek) – minimum of one session required for SEEDING/SETUP

Date(s): _____, _____, _____

Trainer: _____, _____, _____

Official Signoff: Training Date: _____ Trainer: _____

TRAINEE COMMENTS:

Observations:

Questions:

TRAINER COMMENTS:

Observations:

Questions:

SCORING COMPUTER (Hy-Tek) – minimum of one session required for RESULTS/SCORING

Date(s): _____, _____, _____

Trainer: _____, _____, _____

Official Signoff: Training Date: _____ Trainer: _____

TRAINEE COMMENTS:

Observations:

Questions:

TRAINER COMMENTS:

Observations:

Questions:
