# October 2025 Train the Trainer

## Agenda

- What's New
- OSI Swimming officiating
- Trainer Role and Responsibilities
- USA Swimming Training Summary
  - Stroke & Turn Official
  - Administrative Official
  - Starter
  - Deck Referee
- Q&A

#### What's New

- Referee Online Certification Course (April 2025)
  - Starter and AO Online Certification Courses (October 2024)
- Updated <u>Oregon Swimming Training logs</u> for S&T, AO, SR, & DR apprentices (September 2025)

TRAINING LOG

Trainer? (Y/N)

Trainer? (Y/N)

LSC

AME

AME

- Please use the Oregon Swimming forms.
- Look for the Oregon Swimming logo.
- How to Become an Official
- Stroke and Turn from Start to Finish
- Backstroke Finish Interpretation
- Self-Assessment on Rules for Individual Strokes and Relays
- Administrative Official Performance Requirements Checklist

#### What's New – Oregon Swimming Training page

**Backstroke Finish Interpretation** 

#### Stroke and Turn: From Start to Finish March 19, 2025 67. Approaching the finish of the backstroke, a swimmer likes to submerge themself Before the Meet..... completely underwater when coming into the finish past the flags, as they know that it Day of the Meet..... will allow him to achieve a faster finish. Is this legal? Protocols and Jurisdiction... **Performance Requirements Checklist** Jurisdiction..... Recommended Resolution: Yes, if the swimmer is determined to be reaching for the finish. The 1. Understands the pre-meet entry and registration process. Short Course..... rule states: "Once some part of the swimmer's head has passed the 5-meter mark (long course ☐ See Additional Advanced Training Checklist Long Course..... and short course meters) or 5-yard mark (short course yards) immediately prior to reaching for 2. Arrives at the meet with necessary equipment and supplies, or has arranged for them. ☐ Name tag / badges visible Backstroke Start..... the finish ☐ Wear proper uniform as outlined in the Meet Announcement Empty Lanes or Uneven 101.4.2 How to Become a Certified 3. Understands the rules and procedures for the meet set out in the Meet Announcement. Freestyle..... ☐ Read through the Meet Announcement prior to meet **USA Swimming Official** In Lane Observation..... 4. Develop an understanding of the rules as outlined in the USA Swimming Rulebook for deter 68.While Protocols..... ☐ Use Times Reconciliation Flow Chart and Documenting Official Time and DQ Slips OSI reference Start End - Stroke and Tu interest in becoming a new USA Swimming official! New officials begin as either a 5. Introduced to meet set-up in meet management software to include Turn End - Turn Judge... ficial or as an Administrative Official. Consider talking with your team's coach or Question 1/1 ☐ Turn on, Set-up & Test Console Timing System als about this, and then choose one role. Below are the steps for becoming a USA Stroke Judge..... Select a topic and click or tap **Submit**. and Turn Official or Administrative Official in Oregon. Relay Exchanges..... ☐ Verify specifications per Meet Announcement; ie: # of lanes. ☐ Send meet file to the Console Timing System Reporting an Infraction. Breaststroke est the unique registration link from your club, and use the link to register as a Rules and Interpretation and How to Write the Call..... fficial with USA Swimming. Butterfly Ouestion 12/15 thlete, Official log into USA Swimming and complete the steps below Butterfly. At each turn and at the finish of the race, the Backstroke touch shall be made with \_\_\_\_ at, above, or below the water Freestyle during a medley event..... meet: level Training – hints for trainers and trainees..... (Rulebook: 101.3.4, 101.3.5) Freestyle Check. any part of the swimmer IM and Relay ciating. both hands separated and simultaneously both hands, first one hand and then the other

## OSI Officiating Philosophy

 Fair and equitable conditions of competition are maintained and uniformity in the sport promoted so that no swimmer has an unfair advantage over another.

#### What Does this Mean?

- One set of rules applies to all swimmers, regardless of age or skill level.\* The rules determine what is or isn't allowed.
  - Ugly swims can be legal
  - We <u>observe</u> swims, we do not <u>inspect</u>.
  - Do not infer or extrapolate from observations.
- Show impartiality and professionalism on deck.
- Swimmers always get the benefit of the doubt.

## OSI Training Philosophy

- **Deliver high-quality**, consistent training to produce *αnd* retain qualified, confident officials.
- Prepare, encourage, and support trainees and provide them with honest feedback.

#### Trainer Traits

- Friendly, skilled mentor. Interested in helping others develop.
- Extensive experience and knowledgeable about the rules, protocols, and expectations
- Positively shares knowledge in small bites.
- Builds confidence in others
- Suspends ego.

#### Teaching, Learning | Training Logs & Feedback

- What is teaching?
- What is learning?
- What is Teaching-as-Learning Bias?
  - This occurs when educators/trainers assume that because they are explaining or demonstrating something, learners/apprentices are absorbing the material effectively, without verifying understanding through assessments or feedback.
- What is the purpose of a training log?
  - A training log reflects the <u>observed</u> <u>learning</u> of an <u>apprentice</u> (not an account of what the Trainer did).
  - Strive to avoid Teaching-as-Learning Bias. Focus on observed learning of an apprentice. Use training log comments to guide next steps in learning.

#### Trainer Recommendations

- S&T Trainer: Worked a minimum of 12 sessions in the S&T role at OSI sanctioned meets. Certified S&T for 1 year.
- SR, AO, DR Trainer: Worked a minimum of 20 sessions in the role at OSI sanctioned meets. Certified in the role for 1 year.
- Worked at multiple pools
- Endorsed by referee or area officials chair
- Attend Train the Trainer clinic
- Watch online position specific clinics S&T, AO, SR, DR
- Understands the key progression in training
  - Reference Oregon training reference materials.
- At sign-in, let the Meet Referee know that you are a trainer.

#### Training Opportunities

- Virtual or in person clinic (as a supplement to the required USA online courses)
- On-deck Mentoring
  - Doesn't necessarily end with formal training process
  - All officials learn something new at each meet and from each other.
- Meet info sessions
  - Between sessions with evaluators or senior officials
  - Stroke briefing
  - Situation analysis

# MAAPP (Minor Athlete Abuse Prevention Policy)

- MAAPP governed by laws and is not optional. MAAPP rules protect athletes – and you
- MAAPP training and FAQs in USA Swimming websites.
- Some basic rules for Officials
  - Official's have restrooms separate from athletes. Do not enter a locker room alone.
  - All 1:1 must be "observable and interruptible"; another adult always must be present.
  - Massages on athletes only by licensed professionals.
  - If you see something, say something!

#### USA Swimming Officiating Standards

- USA Swimming Officials Certification Standards (April 2024)
- The standards are being implemented expressly to facilitate the ability of <u>officials to officiate in LSCs other than the one they received their</u> <u>certification</u>
  - Ensure a clear and consistent knowledge of the rules.
  - Provide sufficient time in training to assure familiarity with all levels of competition.
  - Provide opportunity to work on the deck and advance through the certification process.
  - Allow automatic acceptance of officials' certifications between all LSCs.
  - Ensure professionalism and teamwork while in attendance at a swim event both on and off the deck
- USA Swimming Officials Certification Standards FAQs (June 2025)

#### S&T Apprentice Prerequisites

- 1. Setup a separate <u>USA swimming account</u> for Officiating
  - Instructions on setting up a USA Swimming Account
- USAS non-athlete registration (request unique registration link from your club)
  - Use legal name to help keep background check on track.
  - Choose official
  - Pay membership and select official
- 3. Complete the <u>Foundations of Officiating</u> and <u>Stroke & Turn</u> <u>Certification</u> courses.
  - Stroke and Turn test (>=80%), complete the survey
- 4. Complete a Level 2 Background Check
- 5. Complete Athlete Protection Training
- 6. Complete Concussion Protocol Training
- 7. Apprentices are recommended to email the Meet Referee ahead of a meet

#### Junior S&T Official — 16/17 year olds

• "By allowing 16–17-year-old members to serve in the capacity of a junior meet official, it will generate a new pipeline to the officiating community and offer an opportunity for student athletes to expand their role within USA Swimming."

#### • Requirements:

- Stroke and Turn Judge Certification Course, complete the survey
- Safe Sport for Youth Athletes (13-17) Training
   \*\*Replaces APT Training until age 18\*\*
- No Background Check (Under 18)
- Concussion Protocol Training
- "Officiating in sessions limited to 12& Under where not entered to compete"

#### S&T Deck Mentoring

- <u>S&T Training Loq</u>, <u>S&T Profession Document</u>
- Official must demonstrate knowledge of the rules and the performance requirements.
- Apprentice can choose to do additional sessions.
- ✓ If an official has not demonstrated the necessary competency after completing the required training and apprentice sessions, the Area Officials Chair shall provide the official with a <u>written action plan</u> outlining the steps needed to successfully obtain certification.
  - An Action Plan is individualized based on the apprentices needs and provided within 2 weeks of submission of certification record to the Area Officials Chair.
- Area Officials Chair may request more information from Trainers.
  - If someone is not progressing, it might make sense to give the AOC a heads up and thoughts on what would be helpful as an action plan for the Apprentice Official.

Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)	LSC LSC LSC LSC LSC LSC
Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  ining, Concussion Trainin  /:	LSC LSC LSC LSC
Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  ining, Concussion Trainin  /:	LSC LSC LSC
Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  ining, Concussion Trainin  /:	LSC LSC LSC
Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  ining, Concussion Trainin  /:	LSC LSC
Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  ining, Concussion Trainin  :	LSC LSC
Trainer? (Y/N)  Trainer? (Y/N)  Trainer? (Y/N)  ining, Concussion Trainin  :	LSC LSC
Trainer? (Y/N)  Trainer? (Y/N)  ining, Concussion Trainin  /:	LSC
Trainer? (Y/N)  Trainer? (Y/N)  ining, Concussion Trainin  /:	LSC
Trainer? (Y/N)  ining, Concussion Trainin  /: meets with a trainer. OR	LSC
Trainer? (Y/N)  ining, Concussion Trainin  /: meets with a trainer. OR	
ining, Concussion Trainin  /: ! meets with a trainer. OR	
ining, Concussion Trainin  /: ! meets with a trainer. OR	
y: ! meets with a trainer. OR	g
y: ! meets with a trainer. OR	g
y: ! meets with a trainer. OR	5
meets with a trainer. OR	
meets with a trainer. OR	
	Coach or
for Certification	
AR sign-off for each session	n.
ed	/II.
	/
d protocols.	
ick, turn, and finish for bu	itterfly.
ick, turn, and finish for ba	ckstroke.
turn, and finish for breast	stroke.
icks, turn, and finish for f	
all is not appropriate.	
g USA Swimming ruleboo	k language.
essional Document.	
	ick, turn, and finish for ba turn, and finish for breast icks, turn, and finish for fi all is not appropriate. g USA Swimming ruleboo

## S&T Training Log

TRAINEE NAME	- 14	TEAM	-5410	SWIMMING
SESSION 1: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 2: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 3: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 4: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 5: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 6: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
177		Apprenticeship Requirements		
USA Swimmi	ng Member, Foundations	of Officiating Course, Background Check, A	PT Training, Concussion Trainin	g
Date attende	d a Stroke and Turn clinic			
Date passed	the USA Swimming ST Ce	rtification test with an 80% and completed :	survey:	

### S&T Training Log

Each session is an evaluation as well as a training session. S&T apprentice can not make disqualifications. Y-Yes = Official is ready to be on deck without additional training sessions

It is OK for apprentices to do extra sessions. Work together each session to determine progression.

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Certification Performance Requirements for Certification  Evaluated during each apprentice session by evaluator and MR sign-off for each session.  Y-Yes, N-No, ND - Not Demonstrated
						Arrives on time, prepared with necessary personal equipment, in proper and professional uniform.
	-0					Is respectful of other officials, coaches, meet volunteers, spectators, and athletes.
	- 58				Ų	Understands and can independently apply proper positioning on deck.
						Understands and can independently apply communicated jurisdictions and protocols.
30 - 10	-76			- 3		Understands and can independently apply the rules for the start, stroke, kick, turn, and finish for butterfly.
86 88	- 33					Understands and can independently apply the rules for the start, stroke, kick, turn, and finish for backstroke.
	- (3)					Understands and independently apply the rules for the start, stroke, kick, turn, and finish for breaststroke.
	- 33					Understands and can independently apply the rules for the start, stroke, kicks, turn, and finish for freestyle.
	-55			-	Ę	Understands and can independently apply the rules for relays.
						Understands and can independently apply the rules for individual medley.
86 30	337					Is comfortable making calls as appropriate and also understands when a call is not appropriate.
						Can correctly communicate a disqualification and what was observed using USA Swimming rulebook language.
						Always gives the swimmer the benefit of the doubt.
96 49	- 10					Understands performance criteria as outlined in Stroke & Turn Judge Professional Document.
						Understands USA Swimming Safe Sport and MAAPP rules.

## S&T Training Log

Print Name (not a signature)

	Signoff Comments	
Printed Name of MR (session 1)	Printed Name of MR (session 2)	
Printed Name of MR (session 3)	Printed Name of MR (session 4)	
Printed Name of Wik (session 5)	Trince Italic of Wit (30331011 4)	
Printed Name of MR (session 5)	Printed Name of MR (session 6)	
	Printed Name of MR (session 6)	

#### Comments

- Space for comments on the back of all training logs
- Plan time at session end for feedback and completion of the training log, including the addition of comments.
  - Identify what went well at the session.
  - Discuss and then write specific goals for the apprentice to accomplish the next apprentice session.
- Comments may be the most part of the training log.

Session 1 Comments:		
and the state of t		
Session 2 Comments:		
Session 3 Comments:		
Jession 5 Comments.		
Session 4 Comments:		
Session 5 Comments:		
Si 6 C		
Session 6 Comments:		

#### S&T Deck Mentoring – Best Practices

- Oregon Reference Material Legacy OSI S&T Log
  - Relay exchanges every opportunity
  - Different Levels of Swimmers
    - A swimmers / B swimmers / C swimmers
  - Different age groups
    - 10&U / 11-14 / 13&O
  - Multiple different trainers
  - Multiple different pools
- Apprentice read S&T rules before each session
- Apprentice fill out DQ slips. Trainer prints their name.
- Bottom line: Apprentice official must demonstrate knowledge even if they don't have these experiences.

# Pre-session Mentoring - All Apprentice Roles/Positions

- Sit down with the apprentice and understand
  - What would they like to focus on and get out of this session? Any specific questions?
  - Review training log, assess together where the apprentice is in their training progression.
  - How would they like the training on deck to proceed.
    - Newer apprentices may want to have you describe the rules and processes
    - More experienced apprentices may want you to ask them questions and have them explain the rules, processes, and scenarios.
    - The most experienced apprentice may just want to talk to you about rules, processes, and scenarios with no prompting
    - For S&T apprentices, plan for who will be raising their hand.
  - "We've all been there"
- All apprentices: Training log, access to the rules, access to the Professional Document, Legacy OSI training log (supplemental), and supplemental resources on the Training web page

# Mentoring During the Session - All Apprentice Roles/Positions

- Newer apprentices:
  - Break down the rules and processes into small pieces and focus on only one piece at a time.
  - S&T: Describe rule(s) you are thinking about as the swimmer approaches, describe what you observed
  - Protocol and position during the meet, as applicable
- Experienced apprentices :
  - Ask what rule(s), processes, and scenarios the apprentice is thinking about during the event.
  - Gently insert additional considerations
  - S&T apprentice can raise hand but the mentor needs to see the violation. S&T apprentice can't make calls.
  - Provide feedback to apprentice based on observations.
- Most advanced (rarely):
  - Progressively have the apprentice go through a stroke briefing with limited prompting, as applicable. Official should be able to complete the stroke briefing for all strokes and relays. Likely only for recently experienced swimmers and coaches (2 session signoff)
- All feedback should occur during the session to allow the apprentice official to work on developing the skill during the session.
- Use Rulebook language

# Feedback steps - All Apprentice Roles/Positions

- Observe the behavior
- Remember any concerns identified by the apprentice
- Describe you observation
  - Focus on the behavior and not the person
  - Be as clear and brief as possible
  - Avoid evaluative, judgmental statements
  - Provide positive reinforcement
- Set the tone for the dialog, not a monolog
- Don't overload the apprentice with constant feedback

# Mentoring After the Session - - All Apprentice Roles/Positions

- Ask the apprentice official their thoughts on the session.
- Ask deeper questions for understanding (not leading) if needed.
- Apprentice will likely remember the areas that they did well and where they need to focus next time. If so, you have done a great job.
- May need to gently add in either areas that the apprentice did really well but didn't remember or other areas that were discussed.
- Fill in the checklist honestly and provide reasons for your answers so that the apprentice can learn from the experience or engage in dialog on areas that they perceived differently than you for each of you to gain a better understanding.
- Review with the meet referee and have them print their name.
- All sessions need to be entered into OTS by Meet Referee.

# Administrative Official Apprentice Prerequisites

- 1. Setup a separate <u>USA swimming account</u> for Officiating
  - Instructions on setting up a USA Swimming Account
- USAS non-athlete registration (request unique registration link from your club)
  - Use legal name to help keep background check on track.
  - Choose official
  - Pay membership and select official
- 3. Complete the <u>Foundations of Officiating</u> and <u>Administrative Official</u> <u>Certification Course</u>
  - Pass AO test (>=80%), complete the survey
- 4. Complete a Level 2 Background Check
- 5. Complete Athlete Protection Training
- 6. Complete Concussion Protocol Training
- 7. Apprentices are recommended to email the Meet Referee ahead of a meet and identify themselves as an apprentice at signin.

#### Administrative Official

- <u>Training Log</u>, <u>AO Professional document</u>
- Apprentice can choose to do extra sessions.
- Official must demonstrate knowledge of the rules and the performance requirements.
- If an official has not demonstrated the necessary competency after completing the required training and apprentice sessions, the Administrative Officials Chair shall provide the official with a written action plan outlining the steps needed to successfully obtain certification.
- Area Officials Chair may request more information from Trainers.
  - If someone is not progressing, it might make sense to give the AOC a heads up and thoughts on what would be helpful as an action plan for the Apprentice Official.

ADMINISTRATIVE OFFICIAL	L CERTIFICATION	AE CO
TRAINEE NAME / TEAM		SWIMMING
SESSION 1: DATE / MEET / TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSION 2: DATE / MEET / TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSION 3: DATE / MEET / TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSION 4: DATE / MEET / TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSION 5: DATE / MEET / TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSION 6: DATE / MEET / TRAINER'S NAME	Trainer (Y or N)	/ LSC
USA Swimming Member, Foundations of Official certifications test with a score of 8I  Apprentice as an Administrative Official for at least 4 training sessions over 2 meet  Certification Performance Requirem  Y = Yes, N = No, ND = Not  Session Trainers fill-in all the boxes with Y=Yes, N=No, ND=Not  ** Use the companion Performance Requirements chec  1. Understands the pre-meet entry and registration process.  2. Arrives at the meet with necessary equipment and supplies,  3. Understands the rules and procedures for the meet set out in the US of the Set out in the US	ts with a trainer(s) ments for Certification t Demonstrated Not Demonstrated; training must be approved and si cklist as a definition and guide.  or has arranged for them. in the Meet Announcement SA Swimming Rulebook for determination of offi o include software connection selection between rate heat sheets. timer sheets. flowchart correctly. Notice> USAS video core event.	icial time. n computer and timing
12. Observes a heat malfunction resolution. 13. Understands the timing system used and its limitations. Can 14. Understands scoring program used and its limitations. Can 15. Understands the role and duties of the Clerk of Course. 16. Understands the role of the Referee and includes the Refer 17. Works well with other officials, timing system and meet ma 18. Works well with coaches and athletes. 19. Understands the importance of participating in many levels 20. Understands performance criteria as outlined in Administra 21. Understands USA Swimming Safe Sport and MAAPP rules.	operate basic functions of systems if necessary.  ree in decision making as appropriate.  anagement program operators.  Is and types of meet as an Administrative Official	
Name of MR (session 1)  Name of MR (session 2)  Name of MR (session 3)  Name of MR (session 3)  Administrative Official Co	R (Session 5) R (Session 6) Certification	
When complete, scan and email this form to the OSI Admin Official Chair. AO Chair will review Recommend Certification as Adm		9/24/20

#### Administrative Official Training Log

		ADMINISTRATIVE OFFICIAL CERTIFICAT	TION	QE CO
TRAINEE NAME		/ TEAM		0 0 2
				SWIMMING
SESSION 1: DATE	/ MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSION 2: DATE	/ MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSION 3: DATE	/ MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSION 4: DATE	/ MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSION 5: DATE	/ MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
SESSION 6: DATE	/ MEET	/ TRAINER'S NAME	Trainer (Y or N)	/ LSC
(Y/N)		Apprenticeship Requirements (Y/N)		
	177 177 177 177	ns of Officiating Course, Background Check, APT Training, Concu		
		ive Official certifications test with a score of 80% or more Date		0
Apprentice as an A	dministrative Offi	cial for at least 4 training sessions over 2 meets with a trainer(s	5)	

#### Administrative Official

Y-Yes = Official is ready to be on deck without additional training sessions

It is OK for apprentices to do extra sessions. Work together each session to determine progression.

	_				
Understands the pre-meet	t entry and registration process.				
Arrives at the meet with n	necessary equipment and supplies, or has arranged for them.				
Understands the rules and	d procedures for the meet set out in the Meet Announcement				
Develops an understandin	ng of the rules as outlined in the USA Swimming Rulebook for d	determination of official time.			
Introduced to meet set-up	in meet management software to include software connectio	n selection between computer and timing			
Uses appropriate procedu	Jses appropriate procedures for timely preparation of accurate heat sheets.				
Jses appropriate procedures for timely preparation of lane timer sheets.					
Accurately performs timing resolutions for each heat.					
Observes computer operator move swimmers around in an event.					
Records and reconciles DQ and NS.					
Reviews, checks and finalizes all results & any timing adjustments/corrections for each event.					
Observes a heat malfunct	tion resolution.				
Understands the timing sy	ystem used and its limitations. Can operate basic functions of	systems if necessary.			
Understands scoring prog	ram used and its limitations. Can operate basic functions of sy	ystems if necessary.			
Understands the role and	duties of the Clerk of Course.	8			
Understands the role of th	he Referee and includes the Referee in decision making as app	propriate.			
Works well with other offi	icials, timing system and meet management program operator	rs.			
Works well with coaches	and athletes.				
Inderstands the importan	nce of participating in many levels and types of meet as an Adr	ministrative Official.			
Understands performance	criteria as outlined in Administrative Official Professional Do	cument.			
	ing Safe Sport and MAAPP rules.				
panion checklist – Ar	nne Stansell				

#### AO – Companion Checklist (p1)

#### **Performance Requirements Checklist**



	Understands the pre-meet entry and registration process.  ☐ See Additional Advanced Training Checklist
	Arrives at the meet with necessary equipment and supplies, or has arranged for them.  Name tag / badges visible  Wear proper uniform as outlined in the Meet Announcement
	Understands the rules and procedures for the meet set out in the Meet Announcement.  ☐ Read through the Meet Announcement prior to meet
0000	Develop an understanding of the rules as outlined in the USA Swimming Rulebook for determination of official time.  Use Times Reconciliation Flow Chart and Documenting Official Time and DQ Slips OSI reference materials
	Introduced to meet set-up in meet management software to include software connection between computer and timing.  Turn on, Set-up & Test Console Timing System Set Time and Date Verify specifications per Meet Announcement; ie: # of lanes, lane order, event lengths Send meet file to the Console Timing System
	Uses appropriate procedures for timely preparation of accurate heat sheet.  □ Print heat sheets in a variety of formats (Console format, referee format, etc)
	Uses appropriate procedures for timely preparation of lane timer sheets.  ☐ Lane Timer sheets ☐ Counting sheets
	Accurately performs timing resolutions for each heat. ****USAS training video correction: 1 button can confirm a pad NOT average buttons  Use Times Reconciliation Flow Chart and Documenting Official Time and DQ Slips to determine official time
	Observes computer operator move swimmers around in an event.  o Move swimmers o Add/Delete heats o Scratch swimmers
0.	Records and reconciles DQ and NS.  Use Documenting DQ Slips OSI Quick Reference Material for accuracy Properly document console sheet, DQ slip and Times Verification paperwork
1.	Reviews, checks and finalizes all results & any timing adjustments/corrections for each event.  Review Console sheet against the Results List and check mark the following:  - Number of DQ's & accuracy of each name  - Number of NS's and accuracy of each name  - All manually entered times are accurate  - Relay Names listed and accurate  - Observe Number of Ties (would indicate same data was used in multiple heats)
2.	Observes a heat malfunction resolution.

## AO – Companion Checklist (p2)

<ol> <li>Understands the timing system use necessary.</li> </ol>	d and its limitations. Can ope	rate basic functions of systems if
☐ Oregon Timing Systems: Colora	do 6. Colorado Gen7. Daktro	nics (OmniSport 2000)
☐ Perform the follow:	- Store/Print, Reset	-Turn lanes on/off
- Advance heats/events	- Combine heats/events	
<ul> <li>Appropriate markings→ F, NS</li> </ul>		3 3 7
<ol> <li>Understands the scoring program unecessary.</li> </ol>	sed and its limitations. Can o	perate basic functions of systems if
☐ Perform the follow using Hytek I	Meet Manager:	
- Import times ("Get Times")	- Print Calc sheet	- Set up Swim Off
- Document DQ's & NS's	- Print Award labels	- Set up Initial Distance event
- Print results (List/Scored)	- Judges Decision	
- Manually enter final times	- Obtain High Point Repo	rt
- Print forms needed by referee		
15. Understands the role and duties of t	the Clerk of Course.	
☐ 102.19 —Manage positi	ve check-ins	-Manage scratches
16. Understands the role of Referee and  Advise referee on all timing, swi		
17. Works well with other officials, timin	g system and meet managen	nent program operators.
18. Works well with coaches and athlete		
To. Works well with coaches and attrict		
<ol> <li>Understands the importance of part Official. –Recommend working a</li> </ol>		ypes of meets as an Administrative commend working a 12 & Under meet
20. Understands performance criteria a	s outlined in Administrative O	Official Professional Document
21. Understands USA Swimming Safe S	Sport and MAAPP rules.	
	01 - 111-4	
Additional Advanced Training		
This training is in addition to the basic AC		The state of the s
egistration process. Make arrangements	s with the LSC Certifier for thi	s training.
Date: Build a Basic Timed Final I	/Prolim/Fine	Build an Advanced Meet als-Championship)
Create/Manage Meet Folder for all meet	documents	Manage Meet Folder for all meet documents
Create an Event File for other teams		or Input Time Standards
Import Entries into Meet Manager		an Event File for other teams
Review Exception Report for each team	□ Import 6	Entries into Meet Manager
☐ Create Entry List and Fee Report for each ☐ Seed the meet	Review	max entry Exceptions and Time Standard
Create Pre-Meet documents for Referee	approval	Entry List and Fee Report for each team
-Session Report, Heat Sheet		nly Timed Final Events
		Pre-meet documents for Referee approval n Report, Heat Sheet
	☐ Print Ch	neck-in reports for each team (for deck events)
		S Scratches and seed for Final

#### Starter Pre-Requisites & Training Log

Trainer can be the Deck Referee.

**		STARTER TRAINING LOG		ECA
TRAINEE NAME		TEAM		SWIMMING
SESSION 1: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 2: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 3: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 4: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 5: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 6: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
		Apprenticeship Requirements		
Certified Stro ST certification	ke & Turn Judge for a m	ninimum of 3 months. Worked at least 4 ses	sions at a minimum of 2	meets since
USA Swimmi	ng Member Number:			
Date attende	d Starter training clinic:			
Date passed	the USA Swimming Start	ter certification test with an 80% and comp	leted survey:	
Referee. OR		aining sessions total, over 2 meets with 2 to bers with 5+ years of USA Swimming exper iner.		800.0

#### Starter Mentoring

- Training Log
- <u>Starter Professional Document</u>
- Official must demonstrate knowledge of the rules and the performance requirements.
- Apprentice can choose to do additional sessions.
- If an official has not demonstrated the necessary competency after completing the required training and apprentice sessions, the Area Officials Chair shall provide the official with a <u>written action plan</u> outlining the steps needed to successfully obtain certification.
  - An Action Plan is individualized based on the apprentices needs and provided within 2 weeks of submission of certification record to the Area Officials Chair.
- Area Officials Chair may request more information from Trainers.
  - If someone is not progressing, it might make sense to give the AOC a heads up and thoughts on what would be helpful as an action plan for the Apprentice Official.

TR/	AIN	EE N	IAN	AF.			STARTER TRAINING LOG TEAM		4 E CO
IIV	MIN	LLI	(All	IL.			ILAM		SWIMMING
EC	cin	ON 1	. D.	\TE		MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
LS	SIU	JIV 1	· UI	AIL		MILLI	TRAINER 3 NAIVIE	mamer: (1/14)	LSC
ES	SIC	ON 2	: D/	ATE		MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
						111111	0.47		
ES	SIC	ON 3	: D/	ATE		MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
ES	SIC	ON 4	: D/	ATE		MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
EC	cic	ON 5	. D	\TE		MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
ES	SIU	כ אות	. UI	AI E		MICCI	TRAINER 3 NAIVIE	Hamer: (1/14)	LSC
ES	SIC	ON 6	: D/	ATE		MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
							111		
							Apprenticeship Requirements		
_		Ce	rtifi	ed	Str		inimum of 3 months. Worked at least 4 se	ssions at a minimum of :	2 meets since
		ST	cer	tifi	cati	on.			
		US	A S	win	nmi	ing Member Number:			
		Da	te a	tte	nde	ed Starter training clinic:		11.01	
		Da	te p	ass	sed	the USA Swimming Start	er certification test with an 80% and comp	oleted survey:	
		Ap	pre	nti	ce a	s Starter for at least 4 tra	aining sessions total, over 2 meets with 2 t	rainers. Trainer can be t	he Deck
							bers with 5+ years of USA Swimming expe		
		at	leas	st 2	tra	ining sessions with a trai	ner.		
1	12	33		15		Certif	cation Performance Requiremen	nts for Certification	L.
ession	session	Session	Session	Session	Session	Evaluated durin	ng each apprentice session by evaluator ar	nd MR sign-off for each s	ession.
Sac	Ses	Ses	Ses	ses	Ses		Y-Yes, N-No, ND - Not Demonst	trated	
	01.500				(S.CO).	Arrives on-time, prepare	ed with necessary personal equipment and	d properly & professiona	Illy attired
2				- 3		Knows the rules for star			
-				- 4			ndependently start swimmers across a wid	10 1 W. 1	iciency
56			2	250			ing protocols and procedures (distance co		
81	_			- 30			ependently start swimmers with disabiliti	es	
	_			-			for a hearing impaired swimmer vard and backstroke starts		
	_		2 3	-8					
23	_		. 1	- 30		Understands how the st	arting system operates le starting position on deck for both forwa	ed and back starts	
			i 6	- 10			communicate and interact with the DR (po	The state of the s	nmars ats 1
23				- 30	Н		prior to each heat; comfortable holding		
ä				7			with necessary volume		
							delivering TYM and starting signal		
				- 77		Understands the use of			
10			8 6	10		teller and all the second and	ces the False Start Protocol		
						Always gives the benefit	of the doubt to the swimmer.	11111	
2				8		Understands performan	ce criteria as outlined in Starter Profession	nal Document	
						Understands USA Swim	ming Safe Sport and MAAPP rules.		
						111111111111111111111111111111111111111	Signoff Comments		
_	_	_		_	_	IR (session 1)	Printed Name of MR (session 2	•	
_			_			IR (session 3)	Printed Name of MR (session	-	
ri	nte					IR (session 5)	Printed Name of MR (session	6)	
		Re	co	m	me	end Certification as	Starter (Y/N)		
		100	mal	oto	co	an and email to your Are	a Officials Chair to certify training is comp	lete	20250921

#### Starter Training Log

Y-Yes = Official is ready to be on deck without additional training sessions

It is OK for apprentices to do extra sessions. Work together each session to determine progression.

n 1	n 2	n 3	n 4	n 5	9 u	Certification Performance Requirements for Certification
sio	sio	sio	Sio	Sio	Sio	Evaluated during each apprentice session by evaluator and MR sign-off for each session.
Ses	Session	Session	Session	Session	Ses	Y-Yes, N-No, ND - Not Demonstrated
		S	2 33 3 53	50 50 31 50	5 50 3 50	Arrives on-time, prepared with necessary personal equipment and properly & professionally attired
		50 - 121 25 - 50	50 - 15 31 - 55	8 — 12 3 — 16		Knows the rules for starting
						Demonstrate ability to independently start swimmers across a wide range of age and proficiency
	0.5 2.5	0.5 2.0	25 26	83 24	35 20	Understands basic starting protocols and procedures (distance counting, OOF, etc.)
		0.5	25 26		83 - 80	Understands how to independently start swimmers with disabilities
	63 64	53 12	83 - 20	33 74	85 - 24	Demonstrates the start for a hearing impaired swimmer
- 103 - 10	63 (4	0.5 7.0	35 70	85 24	85 82	Demonstrates both forward and backstroke starts
	<b>3</b> (3)	S S	S S	8 8	S	Understands how the starting system operates
	e e	S S	e e	8 8	6 6	Establishes a comfortable starting position on deck for both forward and back starts
916 - T	e e	s - S	S - S	ss	0 18	Demonstrates ability to communicate and interact with the DR (positioning, inserting swimmers, etc)
	3 3	S S	e e	8 8	6 6	Prepared and in position prior to each heat; comfortable holding microphone and securing cord
	S S	S S	e e	S - S	S - S	Delivers TYM calmly and with necessary volume
	9 9	S S		S - S	s	Shows PATIENCE before delivering TYM and starting signal
9 8 78	<b>3 3</b>	E E	S - 13			Understands the use of Other Commands
912 3				3 - 3		Understands and practices the False Start Protocol
g (2) - '2)			2 2	S - S		Always gives the benefit of the doubt to the swimmer.
			0 0	0-0	6 6	Understands performance criteria as outlined in Starter Professional Document
						Understands USA Swimming Safe Sport and MAAPP rules.

#### Starter – Before the Session

- Refer to previous slides on mentoring before, during and after the session
- Setup Equipment
- Check timing equipment with AO
- Timer Briefing

## Timer Briefing

#### Thank you for your assistance with Timing

Please be aware of the applicable MAAPP requirements – They are specific to this meet.

- This meet is conducted according to current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy. Make sure all interactions with athletes are observable and interruptible. Deck changing is prohibited. Report instances of deck changing to the meet referee/meet director. There is a separate locker room/restroom for athletes and all other adults. Make sure that you are only using the facility marked for you
- Do not text or use cell phone while behind the blocks If needed, ask the swimmer their name to verify the correct swimmer is in the lane.

#### Before the race begins:

- Check to see if swimmer is present Clear the Stopwatch
- When the light on the starter box flashes, START your watch

#### While swimmer is in the water:

- Check the watch to make sure it is running. If there is a malfunction WAVE the watch in the air to get a replacement from the head timer.
- As the swimmer approaches the finish, stand directly over the finish wall to observe the touch, at that touch stop the watch. If your athlete is the last to finish, you may need to remember the times, clear the watch and begin again.

#### After the finish:

- Record the watch times
- Get ready for the next heat. If your athlete is the last to finish, please remember the times and write them down after the next heat is in'the water

## Starter – During the session

- Voice control
- 2. False starts
- 3. Order of Finish once feel comfortable with the above.

#### Starter – Best Practices

- Oregon Swimming reference Legacy OSI SR training log
- Progression
  - Equipment setup and testing, Timer Briefing
  - Voice Control
  - False starts. What is a False Start
  - Work with starter as they feel comfortable to move towards fully owning the starting position
- Experiences
  - Different pools
  - 12&U, 13&O
  - ABC, BC
- Bottom line: Apprentice Starter must demonstrate knowledge even if they don't have these experiences.

#### Deck Referee

- <u>Training Log</u>, <u>DR Professional Document</u>
- Refer to previous slides on mentoring before, during and after the session
- Apprentice can choose to do extra sessions.
- Official must demonstrate knowledge of the rules and the performance requirements.
- ✓ If an official has not demonstrated the necessary competency after completing the required training and apprentice sessions, the Area Officials Chair shall provide the official with a <u>written action plan</u> outlining the steps needed to successfully obtain certification.
  - An Action Plan is individualized based on the apprentices needs and provided within 2 weeks of submission of certification record to the Area Officials Chair.
- Area Officials Chair may request more information from Trainers.
  - If someone is not progressing, it might make sense to give the AOC a heads up and thoughts on what would be helpful as an action plan for the Apprentice Official

TRAIN					REFEREE TRAINING LOG		ECO			
•	NEE N	IAM			TEAM	6	WIMMING			
SESSI	ON 1	: DAI	Έ	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC			
SESSI	ON 2	: DAT	E	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC			
				- Company		113413414141	/ <del>27</del> 7075			
SESSI	ON 3	: DAT	E	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC			
SESSI	ON 4	: DAT	E	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC			
SESSI	ON 5	: DAT	E	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC			
SESSI	ON 6	: DAT	Έ	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC			
					Apprenticeship Requirements					
	Ce	rtifie	d St	roke & Turn Judge (Y/N)						
	Ce	rtifie	d St	arter (Y/N)						
	_			dministrative Official (Y/	(N)					
	_			ning Member (Y/N)						
				ed Referee training clin		1.6				
	-			An annual and the second second	feree certification test with an 80% and com	Contract of the Contract of th				
	Ap				training sessions total, over 2 meets with 2					
2 00	n 3	n 4	0 0		fication Performance Requiremen		11			
Session	ession	ession	ession	Evaluated du	ring each apprentice session by evaluator a		ision.			
S S	Sel	Se	2		Y-Yes, N-No, ND - Not Demonstrated					
	24	3 3			s of AO, Announcer, Clerk of Course, SR, S& ortance of an accurate Meet Announcement		et Marshal			
+	127		+		ortance of an accurate Meet Announcement ortance of heat intervals and meet cadence.					
+			+		ful communication with coaches, athletes, a					
1	2	++			ots problems as they arise.	and officials				
1			Ť	Mentors other official						
-	94	3 3	4	The state of the s	onsibilities of the Deck Referee and the Mee	t Referee				
14	(3)	1	11		mer the benefit of the doubt.					
					ortance of participating in many levels and to	ypes of meet as a Referee.				
					ance criteria as outlined in Referee Profession					
					mming Safe Sport and MAAPP rules.	The second secon				
- 1					Signoff Comments					

#### Deck Referee – Requirements

		REFEREE TRAINING LOG		ECA
TRAINEE NAME		TEAM	6	<b>2</b>
SESSION 1: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 2: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 3: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 4: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 5: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
SESSION 6: DATE	MEET	TRAINER'S NAME	Trainer? (Y/N)	LSC
		Apprenticeship Requirements		
Certified St	roke & Turn Judge (Y/N)	College Man		
Certified Sta	arter (Y/N)			
Certified Ad	lministrative Official (Y/	N)		
USA Swimm	ing Member (Y/N)			
Date attend	ed Referee training clini	c:		
Date passed	the USA Swimming Ref	eree certification test with an 80% and comp	leted survey:	
Apprentice a	as Referee for at least 4	training sessions total, over 2 meets with 2 to	rainers.	

#### Deck Referee – Performance Requirements

Y-Yes = Official is ready to be on deck without additional training sessions
It is OK for apprentices to do extra sessions. Work together each session to determine progression.

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Certification Performance Requirements for Certification  Evaluated during each apprentice session by evaluator and MR sign-off for each session.  Y-Yes, N-No, ND - Not Demonstrated
						Familiar with positions of AO, Announcer, Clerk of Course, SR, S&T Judge, CJ, Timer, and Meet Marshal.
						Understands the importance of an accurate Meet Announcement.
(1) (1) (2)						Understands the importance of heat intervals and meet cadence.
						Demonstrates respectful communication with coaches, athletes, and officials
50 KL			. 33			Effectively troubleshoots problems as they arise.
						Mentors other officials.
(d) (b) —						Understands the responsibilities of the Deck Referee and the Meet Referee.
	000					Always gives the swimmer the benefit of the doubt.
			- 60			Understands the importance of participating in many levels and types of meet as a Referee.
6) 87			- 59			Understands performance criteria as outlined in Referee Professional Document
						Understands USA Swimming Safe Sport and MAAPP rules.

#### Deck Referee – Best Practices

- Oregon Training Reference <u>Legacy OSI Referee Training Log</u>
- Experiences
  - 1. DQ slip processing ABC or BC meet and 12&U events
  - 2. Whistle starts
  - 3. Whistle starts with DQ processing
- Other experiences
  - Multiple pools and multiple mentors. Seek out the most experienced referees.
  - Pre-meet safety check, etc.
  - Official's briefing recommend for each training session
  - Jurisdiction
  - Deck Rotation
  - Coaches meeting attend and maybe last session present
  - Pre-meet email exchanges
  - Meet Announcement review including sanction requirements (rule 202.4.11)
  - Sanction requirements (rule 202.4)
  - CJ experience(s)
  - OTS entry
  - Running your own meet

#### Summary Outline

- What's New
- OSI Swimming officiating
- Trainer Role and Responsibilities
- USA Swimming Training Summary
  - Stroke & Turn Official
  - Administrative Official
  - Starter
  - Deck Referee

# Train the Trainer

O&A

Please scan, click, or tap the QR code to provide feedback on this presentation.

