

(Information in **red** is recommended as a hand-out;

Information in standard text is reference material for the trainer and is available to all on the website.)

Orientation

- Virginia Swimming/USA Swimming Registration Form
- Virginia Swimming Introduction to Officiating (presentation)
- USA Swimming Rule Book **or copy**
- **Officials Positions Descriptions**
- 10 Points of Self Evaluation
- **Virginia Swimming Recommended Practice – Officials Attire**
- Virginia Swimming Recommended Practice – Staffing Championship Meets
- **Virginia Swimming Officials Certification / Re-Certification Requirements**

Timer

- **Virginia Swimming Timer Certification (presentation)**
- USA Swimming Officials Manual – Timing
- **Virginia Swimming Timers Instructions Briefing**

Starter

- USA Swimming Starter Video/DVD
- **Virginia Swimming Starter Certification (presentation)**
- USA Swimming Rule Book **or copy**
- USA Swimming Officials Manual – Starter
- Starter Protocol and Philosophy
- **Deck Referee and Starter Guidelines**
- Virginia Swimming Whistle Start Procedures
- Virginia Swimming Timers Instructions Briefing
- USA Swimming Situations and Resolutions - Starter
- **Virginia Swimming SCY/LCM Lap Counter Sheet**
- **Virginia Swimming Apprentice Training Record – Starter**

Stroke and Turn Judge

- USA Swimming Stroke and Turn Video/DVD
- USA Swimming Rule Book **or copy**
- **Virginia Swimming Stroke and Turn Judge Certification (presentation)**
- Virginia Swimming Help Cards (S&T Judges)
- USA Swimming Officials Manual – Stroke and Turn Judge
- USA Swimming Officials Video Script
- **Virginia Swimming Recommended Stroke Briefing**
- **Virginia Swimming Recommended Jurisdictions**
- Relay Take-Off Judging Briefing
- USA Swimming Situations and Resolutions – S&T Judge
- **USA Swimming Rules Committee Interpretations**
- **Virginia Swimming Recommended Practices – How to Fill Out the DQ Slip**
- Virginia Swimming Recommended Practices – Handling Disqualifications
- Virginia Swimming Recommended Practices – Use of the Chief Judge
- **USA Swimming DQ Slip**
- Virginia Swimming Relay Take-Off Ballot
- **Virginia Swimming Apprentice Training Record – Stroke and Turn Judge**

Timing System Operator

- Virginia Swimming Timing System Operator Certification (presentation)
- USA Swimming Rule Book **or copy**
- Timing Console (prime cable, pad, buttons, start console, and tester, if available)
- Training Pad (if equipment is not available)
- Example CTS/DAK Printouts (from a real meet)
- CTS/DAK Manuals (CD/online)
- **Virginia Swimming Apprentice Training Record – Timing System Operator**

Timing Judge

- Virginia Swimming Timing Judge Certification (presentation)
- USA Swimming Rule Book or copy
- USA Swimming Officials Manual – Timing Judge
- Example CTS/DAK Printouts (from a real meet)
- Example Lane Timer Slips / Cards (from a real meet)
- Virginia Swimming Timing Judge Manual
- Virginia Swimming Responsibilities of Different Officials Involved in Determining the Official Time
- Virginia Swimming Time Adjustment Factor Guidelines
- USA Swimming Situations and Resolutions – Meet/Admin Referee
- USA Swimming DQ Slip
- Virginia Swimming Relay Take-Off Ballot
- Virginia Swimming Apprentice Training Record – Timing Judge

Recorder

- Virginia Swimming Recorder Certification (presentation)
- USA Swimming Rule Book or copy
- Computer / MM Software
- Copy of VSI MM for practice at home
- Floppy Disks/CD/Memory Stick
- Example Database (from a real meet)
- Example CTS/DAK Printouts (from a real meet)
- Example Reports (PS, HS, TL, Results, etc) (from a real meet)
- Virginia Swimming Computer Change Form
- Virginia Swimming No Show Log
- Virginia Swimming Re-Entry Log
- Virginia Swimming Scratch Log
- Virginia Swimming Apprentice Training Record – Recorder

Clerk of Course

- Virginia Swimming Clerk of Course Certification (presentation)
- USA Swimming Rule Book or copy
- Example Lane Timer Cards (from several regular/relay heats of a real meet)
- Example Lane Timer Slips (from several regular heats of a real meet)
- Example Psych Sheet (from a session of real meet)
- Example Heat Sheet (from a session of real meet)
- Example Positive Check-In Sheets (from a real meet)
- USA Swimming Situations and Resolutions – Meet/Admin Referee
- Seeding Cheat Sheet
- Virginia Swimming Computer Change Form
- Virginia Swimming No Show Log
- Virginia Swimming Re-Entry Log
- Virginia Swimming Scratch Form
- Virginia Swimming Scratch Log
- Virginia Swimming Apprentice Training Record – Clerk of Course