



## Recommended Outline for Officials Orientation / Training Clinics



VIRGINIA  
SWIMMING

- I. Opening Remarks
  - A. Introduction to Swim Organizations (roles and responsibilities, relationship to rules)
    1. FINA
    2. USA Swimming
    3. Virginia Swimming
      - Roles of Officials Committee, Region/District Chairs, Team Chairs
    4. Other Organizations (NCAA, HS, YMCA, AAU, SL, etc)
  - B. Officiating swimming
    1. Philosophy of Officiating (Why we do it, What's our job, How we approach it, What it takes to be a good official?)
    2. Types of Officials (roles and responsibilities)
    3. Officials Required to Conduct a Swim Meet (how it all comes together)
    4. Volunteering to Work (expectations, how to sign-up)
    5. Working Championship Meets (requirement, sign-up procedures, training)
    6. Uniform (training, certified-regular meet, certified-championship meet)
  - C. Certification/Re-certification Requirements
    1. Why do we have them, Who establishes them, What are they (basics for each position)?
    2. Training Procedures (objectives, Meet Referee's role, training cards, trainers, expectations, how to sign-up)
    3. Probation/Progression
    4. Record Keeping
- II. Administer Timer's Test (Must be completed online prior to beginning training on deck)
- III. Collect USA Swimming/VSI Registration Forms / Verify Registration and Issue Officials Training Cards, as appropriate
- IV. Break-out into Training Sessions for Specific Positions (**Make sure each skill on training cards is covered!**)
  - A. Stroke and Turn Judge
    1. Philosophy/Responsibilities
    2. Show the USA Swimming Training Video and use the accompanying outline
      - Discuss rules and violations covered in the video (easiest to do after each section)
    3. Mechanics
      - Positioning (Stroke Judge, Turn Judge, S&T Judge)
      - Deck Coverage / Rotation
      - Jurisdiction
      - Normal deck protocol
      - Championship deck protocol
    4. Making Calls
      - How/When
      - Filling out the DQ Slip
      - Processing (CJ, 3 Ws, DR, AR, Coach)
      - Overturned Calls
    5. Judging Swimmers with Disabilities

6. Chief Judge
  - Role and Responsibilities
  - Reviewing Calls and Making Recommendations
  - Radio Protocol
7. Review Certification Requirements and Training Procedures
8. Administer S&T Judge Test (Must be completed online prior to beginning training on deck)
- B. Starter
  1. Philosophy / Responsibilities
  2. Show the USA Swimming Training Video and use the accompanying outline
    - Discuss rules and violations covered in the video (easiest to do after each section)
  3. Mechanics
    - Equipment Set-up, Testing, and Troubleshooting
    - Positioning / Working with your Referee
    - Protocol / Script (Whistle Starts, No Recall False Starts, Overhead Starts, Championship meets)
    - False Starts
    - Distance Events
  4. Starting Swimmers with Disabilities
  5. Timer's Briefing
  6. Review Certification Requirements and Training Procedures
  7. Administer Starter Test (Must be completed online prior to beginning training on deck)
- C. Admin Positions (as a minimum, 1 and 2 should be done as a group)
  1. Roles / Responsibilities
  2. How the three work together under direction of the Referee
  3. Timing System Operator
    - Equipment Set-up, Testing, and Troubleshooting
    - Meet Set-up (including session download)
    - Run a race, store/print, recall a race
    - Normal problems and solutions
    - Manual Start
  4. Timing Judge
    - Determining the Official Time
    - Making Timing Adjustments
    - Working with the Recorder
  5. Recorder
    - Meet Set-up (review MM layout)
    - Running the Meet (the Run Screen)
    - Inputting/Obtaining Official Times
    - Timing Adjustments, Working with the Timing Judge
    - Publishing Results
    - Setting up/Printing Reports
    - Adds/Scratches
    - Producing Heat Sheets
  6. Review Certification Requirements and Training Procedures
  7. Administer Test for Timing Judge (Must be completed online prior to certification)