



# PVS Club Officials Chairs Meeting

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# Job of Club Officials Chair

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- Officials Recruiting
- Support throughout the Certification Process
- Officials Retention
- Mentoring
- Meet Staffing
- Officials Tracking System



# USA Swimming

## Minimum Required Officials

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.3 For all swimming meets or time trials except dual meets there should not be fewer than the following officiating positions filled or approved by the LSC in authority. Officials other than the Referee and Administrative Official may act in more than one officiating capacity only when sufficient qualified officials are not available, but no one may simultaneously time and judge the order of finish. An LSC House of Delegates may establish additional minimum requirements.

1 Referee

1 Starter

3 Timers per lane (one minimum if automatic equipment with touchpads is used)

1 Clerk of Course (if applicable)

1 Place Judge (2 are preferred)

2 Stroke Judges and 2 Turn Judges or 2 Stroke & Turn Judges

Relay Take-off Judges (if applicable)

1 Administrative Official

1 Announcer

Timing Equipment Operators (as needed)

Marshal(s) (number determined by the LSC)



# Minimum Required Officials for PVS Clubs

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## O-7. Fines on Clubs for Insufficient Certified Officials

### Registration and Participation Requirements:

Teams with 1-25 Swimmers	No Requirement
Teams with 26- 50 Swimmers	1 Official
Teams with 51- 75 Swimmers	2 Officials
Teams with 76- 100 Swimmers	3 Officials
Per each additional 30 swimmers (or portion of 30)	1 official

Only officials that are registered with USA Swimming will be counted towards the minimum required number of officials. This count of officials will be made on May 1 (the end of the SC season). (04/13)

### Penalties-

For each official that a team is short      \$200



# Recruiting Officials

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- Parents Meetings
- Club Email Lists
- Personal Invitations
  - Look for parents that show interest
  - Timers & other volunteers
- The Club Owner should be part of the process

Recruitment, Retention & Reciprocity

From the USA Swimming Website



# The Certification Process

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- Clinic
  - Entry Level Positions
    - Stroke & Turn Judge (wet side)
    - Hy-Tek and Timing System Operator (dry side)
- Registration must be complete before on-deck apprentice sessions
  - Online registration and payment (PVS Website)
  - Background Screen (USA Swimming Website)
  - Athlete Protection Training (USA Swimming Website)



# The Certification Process (cont.)

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- On-Deck Apprentice Sessions
  - Use the minimum number of sessions as a baseline. The apprentice is encouraged to complete enough apprentice sessions until he/she is confident in the position
  - Apprentice should contact the Meet Officials Contact to schedule an apprentice session (this is a must for any position other than S&T Judge)
- Complete the USA Swimming Online Tests



# The Certification Process (cont.)

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- **New Training and Evaluation Forms**
  - Starter, Chief Judge & Administrative Official
- **Schedule the Evaluation Session**
  - The Club Officials Chair can help find an evaluator
  - Allow plenty of lead time - dependent on availability of evaluator and adequate meet staffing
- **Application for Certification**
  - Test scores are automatically entered into OTS (except CJ)
  - Send to the Certification Officer
    - Signed Training Card
    - Evaluation Form





# Registration & Certification

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- Many officials confuse these two terms
- Registration (every year)
  - USA Swimming requirement
  - Includes Background Screen and Athlete Protection Training
- Certification (every two years)
  - Certified by PVS for USA-S as trained for a position
  - Requires registration
  - Each LSC sets certification requirements





# Helping Officials Through the Certification Process

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- Follow up after the clinics
  - Help answer questions about the registration & apprentice process
- Follow up during the apprentice process
  - Provide encouragement
  - Do you have any questions?
  - Have you completed your tests yet?



# Retention of Officials

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- There will always be turn-over of officials
- Recognition – Let them know they are appreciated
  - End of year parties
  - Stuff: shirts, cups, key chains, etc.
  - “Thank You”, “Thank You”, “Thank You”
- Reminders about expiring certifications
  - The PVS Officials Chair can provide this information
- Encourage them to consider additional certifications
  - S&T -> SR or CJ, SR & CJ -> Ref, CO or TO -> AO



# Mentoring

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- Lead by Example
  - Working meets other than those your club hosts
  - Working all positions, not just those at your highest certification level
- Encouragement/Teaching
- Recognize that each individual official has their own level of competence and commitment
  - Every official can find their niche
  - Some have more interest than others
  - Some have more time to commit than others



# Meet Staffing

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- Work with the meet referee
- Dry-side positions are very important
  - AO, CO, TO
- Assigned deck positions
  - CJ, SR, DR
- Apprentice officials
- Evaluation sessions
- Other Officials Chairs may ask for your help staffing their meets
- The best way to get other Officials Chairs to support your meet is to support their meet



# Entering Meet Sessions into the Officials Tracking System

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- It is important that officials get credit for the sessions they work
- Both the meet referee and the host club officials chair have access to the meet in OTS
- Work with the meet referee to decide who is going to enter the sessions in OTS
- Hold onto the sign-in sheets in case there are any questions
- Try to complete the process within a few days (does not need to happen the day after the meet)



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# How can the Officials Committee Help You?