

**Subject:** Officials Newsletter: End of Year Requirements

**From:** USA Swimming <officials@usaswimming.org>

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USA Swimming Officials Newsletter | December 2019



## OFFICIALS NEWSLETTER

### The Rearview Mirror

Only days after submitting my first newsletter item as your new Chair of the National Officials Committee last December, I was in China for the World SC Championships. It has been quite a year!

Based on feedback through a survey completed by your LSC Officials Chairs and those attending 2018 winter national meets, the committee moved forward in developing initiatives for 2019. The central themes for the targeted goals were culture, communication, and education. A great deal of work was done to increase transparency and inclusiveness to affect culture. An example of the transformation can be found in the way the Olympic Trials deck crew was selected from those names submitted by your LSC Officials Chairs. Succession Planning became a central part of our culture that will help to strengthen our ranks in both numbers and skill level. In addition to these, we followed the recommendations to celebrate our successes, and there were many that were highlighted at the 2019 Convention. The committee is scheduled to get started on the next stages of planning during the second weekend of January 2020.

We want to take this time to thank three members who are going off the committee, Jim Holcomb (BD), Scott Mengelkoch (ND) and one of our athlete reps – Jack Swanson (MN). We are so grateful for their work and recognize they have all contributed an immeasurable amount to the group, and to all of you on a broader scale. At the same time, we would like to welcome Jason Johnson (NT), Curtis Myers (MV) and our newest athlete rep – Rhys Winter (UT) to the committee. It should be another exciting year!

Please enjoy the holidays and thank you for all that you do for the athletes of USA Swimming!

*Kathleen Scandary*  
Chair, National Officials Committee

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### End of Year Reminders

As we approach the end of the year, we wanted to remind you of some housekeeping items.

**MEMBERSHIP REGISTRATION** – officials must register as a non-athlete member of USA

Swimming every year. Registration is done through your Local Swimming Committee, not at HQ. Please contact your LSC registrar if you have questions about registration.

You may notice in Deck Pass that you have a new “grey” membership card for 2020 (if you have registered for 2020). The new card is slightly larger and will print in grey with a large “2020” in the background. It will also allow up to 12 LSC certification positions to be displayed on the card (if you hold more than 12 certs, they can be viewed from your deck pass dashboard). National certifications will be shown on the left hand side of the card as before.

The VALID TO date on the top part of the card is a reflection of the EARLIEST expiration date of your membership requirements. So, for example, if your background check expires 4/30/2020, your VALID TO date will show as 4/30/2020 even though you may have registered for 2020. The new Concussion Training Protocol requirement will also be shown as “met” or “not met” on the new card (after Jan 15 when CPT requirements will be enforced).

**BACKGROUND CHECK** – check your deck pass to determine when your background check is due to expire. Background checks are on a two-year cycle for renewal (expiring two years from the date they were initiated) so that could be in the middle of the year for you. Make sure you allow a couple of weeks for processing if you need to renew. Questions? Contact [backgroundchecks@usaswimming.org](mailto:backgroundchecks@usaswimming.org).

**ATHLETE PROTECTION TRAINING** – this is now an annual requirement for all non-athlete members as well as athlete members who are 18 or older. The course can be found [here](#) and will take about 90 minutes to complete the first time (subsequent renewals next year will be a shorter course). The expiration cycle is exactly one year from the date of completion. If you take the course on 12/20/19, then your APT expiration date will be 12/20/20. If you have any questions on APT, please send a note to [learn@usaswimming.org](mailto:learn@usaswimming.org). The staff monitoring that email will be able to access the back end of the system and assist you.

**CONCUSSION PROTOCOL TRAINING** – this is a new requirement for all officials and coaches for 2020. You only need to complete the training once, unless your state requires you to renew it more often (or you are officiating or coaching in a state with different requirements). The links to the course can be found on the [main officials page](#). Once you have completed the course, save the completion certificate and send it to your LSC registrar to add it to your record. It will be shown as “met” on your deck pass (after the Jan 15 enforcement date).

**OFFICIATING CERTIFICATIONS** – all LSC certifications are handled by the LSC Officials Chair or his designee (area rep for example). Expiration dates for LSC officiating certifications are independent of membership requirement expiration dates and may vary depending on what your LSC requires for certification. Check your deck pass to see when your LSC officiating certifications expire and check your LSC website or with your LSC officials chair to determine what you may need to do to renew your certifications.

**BLUE OXFORDS** – the Winter Junior National meets were the last time we will use the blue oxford shirts for officials on the national deck. For 2020 national meets, officials will wear the white polo and/or the meet shirt provided by the host for both prelims and finals. Black pants or skirts, black socks and black shoes will continue to be the uniform for national meets.

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### **Pettigrew Award Presented to Melissa Hellervik-Bing**

Congratulations to Melissa Hellervik-Bing who most deservedly was given the Pettigrew Award at convention this year. Melissa’s tireless work in designing and developing the mentoring and evaluation program for officials has had far reaching effects. As the professionalism of USA Swimming’s officials has increased, the athletes have benefitted – a clear win-win for all!



The Diversity, Equity and Inclusion department has come up with some best practices and meet “scripts” that will assist you in running inclusive meets. Please visit the [Diversity Resource page](#) and click on “Meet Scripts” for this resource.

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### **DQ Slip Revision July 2019 – Reference Notes**

The DQ slip was revised this summer (current version is available from SwimOutlet and on the USA Swimming website). The codes on the current USA Swimming DQ slip match up with the latest version of Meet Manager 7.0. There were a number of DQs on the slip that do not have a code in Hy-Tek. The decision was to keep the old code on the slip rather than delete it so it would prompt the computer operator to at least classify the DQ in Meet Manager. This would provide a complete DQ log/report from MM should someone want the data.

We understand from Hy-Tek that they do not have enough room on the drop-down menu to list all the DQ items that are on the USA Swimming DQ slip. Consequently, there will always be some items on the DQ slip that will not be in the Hy-Tek DQ drop-down menu until Hy-Tek makes changes to the software.

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### **Evaluations at National Meets**

The NOC evaluation subcommittee would like to refresh and share information regarding evaluation expectation at national level meets. To that end, they have created a [resource](#) outlining what officials can expect regarding evaluation at the various levels of national meets. Please review it so you are familiar with the current process for evaluation.

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### **Meet Juries - Part One**

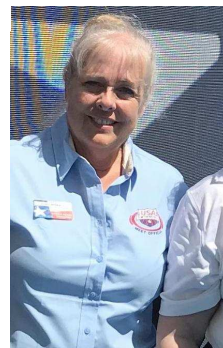
When should you use a meet jury? How is a meet jury formed? What matters can a meet jury consider? Our Rules Chairman, Clark Hammond, has outlined the answers to these and other meet jury questions [here](#).

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### **Officials' Excellence Award November 2019**

*Traci Johnson - North Texas Swimming*

Traci Johnson is an official with North Texas Swimming. She has been officiating for over 9 years and currently is a Meet Referee. Traci is also a member of the LSC Officials Committee and is one of the key evaluators specializing in the positions of Starter, Deck Referee, Meet Referee and Admin Referee. She has mentored countless number of officials within North Texas over the years and continues to encourage parents to become officials. She has worked numerous national-level meets as Stroke and Turn as well as serving on the assigned team.



Traci also wears the hat of LSC Treasurer and is a member of the National Convention Education Committee. Traci is well respected as an official and a great role model. She also has earned the respect of the coaches within North Texas.

**Congratulations Traci and thank you for your service!**

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