

Bermuda Amateur Swimming Association Official Certification System

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PROCEDURES FOR CERTIFICATION:

Please refer to the notes following the procedures for details of Clinics, Deck Experience, Deck Evaluations and other information.

LEVEL I:

1. Complete the Level 1 clinic for Timekeeper and Safety Marshall. Complete at least 1 deck experience in Timekeeping and obtain 1 successful deck evaluation in Timekeeping.

LEVEL II:

1. Certify in Level I;
2. Complete the clinic for Judge of Stroke/Inspector of Turns and shadow each of Strokes and Turns for one complete session each, at a Development meet or higher (Note this requirement is due to the importance of the Strokes and Turns position and the belief that all Officials should have the basic knowledge of the swimming strokes and the position); AND
3. Certify in any 2 of the following Level II positions according to requirements below. (Note –each Level II position requires its own certification. Two certifications are required to obtain Level II, one of which can be Strokes and Turns).
 - Judge of Stroke/Inspector of Turns (counts as 1 position)
 - Clerk of Course
 - Chief Timekeeper
 - Starter
 - Chief Finish Judge
 - Chief Judge Electronics
 - Recorder Scorer (Computer Operator)
 - Meet Coordinator/Meet Manager

To certify for:

- **Judge of Stroke/Inspector of Turns (counts as 1 position)**
Complete the clinic;
Obtain deck experience in each of Strokes and Turns for 2 complete sessions each, at a Development meet or higher (i.e. 4 in total), AND
Obtain 1 successful deck evaluation in each of Strokes and Turns (i.e. 2 in total) at a Standard meet or higher.

To certify for any of:

- **Clerk of Course**
- **Chief Timekeeper**
- **Starter**
- **Meet Coordinator/Meet Manager**

Complete the clinic:

Obtain deck experience in the position for at least 2 complete sessions at a Development meet or higher, AND

Obtain 1 successful deck evaluation in the position at a Standard meet or higher.

To certify for any one of:

- **Chief Finish Judge (Console Operator)**
- **Chief Judge Electronics (Console Operator)**
- **Recorder Scorer (Computer Operator)**

Complete the clinics for **ALL** of these 3 positions (because these positions are so inter-related); Obtain deck experience in any one position for at least 2 complete sessions at a Development meet or higher, AND

Obtain 1 successful deck evaluation in the position at a Standard meet or higher (Note, must obtain deck experience and deck evaluation in each position to certify in each one)

LEVEL III:

1. Certify in Level II;
2. Complete the clinics for **all** of the positions listed under Level II;
3. Certify in three additional positions listed under Level II by obtaining 1 successful deck evaluation in each position; AND
4. Conduct a Level I or Level II clinic

LEVEL IV:

1. Certify in Level III;
2. Complete the Referee clinic;
3. Obtain a minimum of 2 successful deck experiences as a Referee at a Standard meet or higher;
4. Obtain 2 successful deck experiences at a Championship meet (i.e. 4 sessions in total);
5. Obtain 1 successful deck evaluation in the position by another Level IV official; AND
6. Conduct a minimum of 2 Level II clinics.

PROCESS FOR AWARDING LEVELS

The Officials Committee (or other Committee designated by BASA) will maintain records of completed clinics, deck experience, and deck evaluations at BASA meets. Upon completion of the requirements for any level of certification by an official, the Officials Committee shall award the Certification to the official. The Officials Committee will use the Ontario Swimming Officials Association ("OSOA") data base for tracking clinics and deck evaluations. Once registered, officials will be able to access their information on the OSOA website.

CLINICS

Clinics may be done online (from the OSOA website where available) and must include completing the related questionnaire/test, or clinics may be done at a BASA-approved in-person clinic.

DECK EXPERIENCE

Deck experience can be obtained by fulfilling the position for a complete session at a Development, Standard or Championship meet. Shadowing a position does not count as deck experience, however a person should shadow a position for as many times as they feel they need to feel comfortable taking on the position.

DECK EVALUATIONS

Deck evaluations can be requested from the Referee at the start of any Standard or Championship meet. The Referee (or other person designated by the Referee) will conduct the evaluation and will complete an evaluation form after the meet. Persons requesting evaluations for any Level II position must have at least 2 Deck Experiences in the position being evaluated at a Development meet or higher (Note – for Level I Timekeeping, only one Deck Experience is required before requesting evaluation, and for Strokes and Turns at least 4 Deck Experiences are required).

MAINTAINING CERTIFICATION:

In order to remain an active Level III or IV Official an official must:

- work a minimum of four sessions over a minimum of two meets in each swim year, at Standard or Championship meets;
- conduct or supervise a Level II clinic in each swim year.

Officials may apply for reinstatement to the Officials Committee who may require certain clinics or on-deck experience to be re-done.

TRANSITION RULES / CREDIT FOR PAST EXPERIENCE:

For LEVEL I and II certifications, requests for exemptions from clinics and deck evaluation requirements, based on experience prior to May 2012, may be made to the Officials Committee. The request must be made in writing to the Officials Committee stating with as much detail as possible the experience obtained (eg. estimated number of times officiated, approximate dates). In addition, it will be expected that the applicant will have recently reviewed the clinic materials that can be found online at www.osoa.ca.

The Officials Committee has the authority to grant exemptions and award Certifications to officials. Each request for exemptions will be reviewed on a case-by-case basis by the Officials Committee whose decision will be final.

OFFICIATING AT INTERNATIONAL MEETS:

In order for BASA to give approval for an official to be considered for officiating at an overseas international meet, the candidate must be at Level II certified or higher, for at least one year. Such approval will be at the discretion of the BASA President.



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Certification

There are 5 levels of swim officiating in Canada. After starting at Level I, you are encouraged to move "up the ladder" through to higher levels of officiating.

Moving up the ladder through the various levels requires a combination of additional clinic instruction, deck experience and deck evaluation.

The certification system is explained below.

- You can view a [35-minute video clinic](#) on the certification and evaluation process prepared exclusively by OSOA.
- You can also download a [11-page summary](#) of the levels of officiating and certification process.

Level I – Red pin

To be certified as a Level I official, you must:

- Be at least 14 years of age
- Take the approved SNC/OSOA introductory clinic, in-person or online.
- Successfully complete the associated questionnaire.

Once you have completed the introductory clinic and quiz, you will be awarded your red pin and given your Official's Record card. Keep the card in a safe and dry place – you are going to use the card to obtain signatures of future clinics and deck evaluation.

Now you are ready to get some deck experience working as a timer.

Level II – White pin

To be certified as a Level II official, you must:

- Be at least 16 years of age
- Be certified as a Level I official and obtained two successful deck evaluations as a timer
- Take the clinics and complete the questionnaires for the Strokes and Turns Judge PLUS one other designated Level II position
- Obtain two successful [deck evaluations](#) for each of these positions.

When you have completed the requirements for Level II, submit your documentation to your Club Officials Chair. The COC will present you with your white pin.

The following positions are designated as Level II positions for the purposes of certification:

- Judge of Strokes / Inspector of Turns / Head Lane Timekeeper
- Clerk of Course
- Chief Timekeeper
- Chief Finish Judge
- Chief Judge Electronics
- Meet Manager
- Recorder/Scorer
- Starter

Level III – Orange pin

To be certified as a Level III official, you must:

- Be certified as a Level II official
- Attend all clinics and complete questionnaires for all designated Level II positions.
- Obtain two successful [deck evaluations](#) for three additional Level II positions

- Conduct a Level I clinic under the direction of a Level V official or at regional clinics
- Take the Referee clinic and complete the questionnaire.

When you have completed the requirements for Level III, inform your Club Officials Chair and seek their help in submitting your documentation to the Regional Officials Representative (ROR) for your region. The ROR is responsible for confirming that all Level III requirements have been met, and awarding the orange pin and name badge.

Your documentation should include:

- Your completed card (or verified on-line record from [osoa.ca](http://www.osoa.ca))
- A log of meets worked ([Sample Log](#))

Note the following:

- Candidates for Level III and above must develop a broad base of experience by officiating at a wide variety of meets at several different pool venues, including double-ended meets
- Once you have certified as a Level III official you are qualified to work as a session referee. You should now seek deck experience as a referee to lay the foundation for your evaluation and certification for Level IV.
- Consider reviewing the [Deck Evaluation Clinic](#) (35 minute video) for greater understanding of the the evaluation process.

Level IV – Senior Official – Green pin

To be certified as a Level IV official you must be successfully evaluated as a Referee. Specifically, you must:

- Serve a minimum of one year as a certified Level III official, during which time you must have worked five meet sessions as a referee.
- Have completed the Referee's clinic within the previous 2 years
- Conduct two clinics for Level II positions under the supervision of a Level V official or at a regional clinic.
- Fully completed all clinics and deck evaluations at Level II/III positions.
- Attend a regional seminar/clinic.
- Complete three favourable personal training records (PTRs) in the position of referee during your time as Level III official. The three PTRs you submit with your request to be evaluated must be from three different meets and completed by three different Master Officials.
- Successfully complete a formal evaluation by two Master Officials while working two sessions as a referee.

The formal evaluation process includes:

- Completion of the first two sections of the [Senior Official Evaluation Form](#) by the candidate
- Evaluation by two Master Officials selected by OSOA over two sessions worked as a referee
- Attendance at a debriefing with the evaluators following the sessions worked.
- Submission of a completed and signed evaluation form to the ROR for OSOA approval.
- Awarding of the green pin by the ROR.

(In the case of an unsuccessful evaluation, the candidate must wait at least 6 month and complete 3 new PTRs before re-applying for evaluation)

In preparation:

- Seek the help of your Regional Officials Representative in obtaining and scheduling PTR observations by qualified senior officials.
- Maintain your log of meets worked
- Select sessions of 3 or more hours for your PTRs – shorter sessions may not be accepted.
- Notify the ROR when you have completed 3 PTRs and are ready to be formally evaluated.
- Know that successful evaluation is not guaranteed; success depends upon the candidate being able to demonstrate the skills and knowledge necessary to be an effective referee.
- Review the [Deck Evaluation Clinic](#) (35 minute video) for greater understanding of the the evaluation process.

Forms involved:

- **Referee's Assessment / Personal Training Record** – This same document is used for both PTR and Evaluation
- **Application for Certification as a Level IV Official**

Level V – Master Official – Blue pin

To be certified as a Level V official you must be successfully evaluated as a Referee OR a Referee and Starter.

At the time of evaluation you must:

- Served a minimum of one year as a senior (Level IV) official at SNC approved meets, officiating at a minimum of five meets approved by your Regional Officials Representative, working three of the following positions: Referee, Starter, Chief Finish Judge or Chief Judge Electronics, Clerk of Course or Meet Manager.
- Have completed the Referee's clinic within the previous 2 years
- Conduct an additional two clinics for Level II positions under the supervision of a Level V official or at a regional clinic.
- Complete three favourable personal training records (PTRs) in the position of referee during your time as Level IV official . The three PTRs you submit with your request to be evaluated must be completed by three different Master Official and be from three different meets, one of which must be out-of-region.
- Worked a minimum of two sessions at a national-level meet.
- When all of the above is complete, evaluation by two Master Officials designated by OSOA while the candidate works two sessions as a referee, or as referee and starter.

The formal evaluation process includes:

- Completion of the first two sections of the **Master Official Evaluation Form** by the candidate
- Evaluation by two Master Officials selected by OSOA over two sessions worked as a referee or as a referee and a starter
- One of the evaluators must be an out-of-region official.
- Attendance at a debriefing with the evaluators following the sessions worked.
- Submission of a completed and signed evaluation form to the ROR for OSOA approval
- Awarding of the blue pin by the ROR.
- Ratification/approval by the OSOA board and the chair of the National Officials Committee of SNC.

(In the case of an unsuccessful evaluation, the candidate must wait at least 6 month and complete 3 new PTRs before re-applying for evaluation)

In preparation:

- Seek the help of your Regional Officials Representative in obtaining and scheduling PTR observations by qualified senior officials.
- Maintain your log of meets worked
- Notify the ROR when you have completed 3 PTRs and are ready to be formally evaluated.
- Know that successful evaluation is not guaranteed; success depends upon the candidate being able to demonstrate the skills and knowledge necessary to be an effective referee.
- Review the **Deck Evaluation Clinic** (35 minute video) for greater understanding of the the evaluation process.

Forms involved:

- **Referee's Assessment / Personal Training Record** - This same document is used for both PTR and Evaluation
- **Application for Certification as a Master Official**



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Official Certification System

Procedure of Certification

LEVEL I - RED PIN

1. Complete the Level 1 clinic for Timekeeper and Safety Marshal.

LEVEL II - WHITE PIN

1. Certify in Level I by obtaining successful deck evaluations in each of Timekeeper and Safety Marshal;
2. Complete the clinic for Judge of Stroke/Inspector of Turns and one other Level II clinic listed below;
3. Certify in those positions by obtaining two successful deck evaluations in each position:

NOTE: There are separate clinics for Chief Finish Judge, Chief Judge Electronics and Recorder Scorer. The clinic for Recorder must be taught as a Level II clinic, either separately or as part of another clinic at the discretion of each provincial section. It is recommended that it be combined with Meet Manager or Chief Finish Judge. Provincial sections may permit certification in the combined CFJ/CJE/RS position in a manner that the provincial section chooses, provided that a candidate works a minimum of two sessions to the satisfaction of the referee, at least one of which must be as a Chief Finish Judge.

- Judge of Stroke/Inspector of Turns (counts as 1 position) - REQUIRED;
- Clerk of Course;
- Chief Timekeeper;
- Meet Manager;
- Chief Finish Judge/Chief Judge Electronics/Recorder Scorer (counts as 1 position);
- Starter.

LEVEL III - ORANGE PIN

1. Certify in Level II;
2. Complete all of the clinics for the positions listed under Level II;
3. Certify in three additional positions listed under Level II by obtaining two successful deck evaluations in each position;
4. Conduct a Level I clinic under the direction of a Level IV or V official.

LEVEL IV - GREEN PIN

1. Successful completion of the following requirements:
 - Certify in all positions listed under Level II;
 - Successfully complete the Referee clinic;
 - Gain experience as a Referee at a minimum of five sessions;
 - Conduct a minimum of two Level II officials clinics within the year of application under the direction of a Level IV or V official;
 - Complete one year of active service as a Level III official.
2. Obtain the approval of the provincial Officials' Chairperson or his delegate to be evaluated;
3. Two successful evaluations in the position of Referee by a Level V official.

LEVEL V - BLUE PIN

1. Complete a minimum of one year of active service as a Level IV official;
 2. Organize, conduct and/or supervise a minimum of two Level II clinics within the year of application;
 3. Two successful evaluations as a Referee, or once as Referee and once as Starter, by a Level V official;
 4. Work a minimum of two sessions at a SNC designated (National) meet at any position;
 5. Provide the information required by the Chairperson of the National Officials' Committee (NOC) for appointment of Master Officials to the provincial Officials' Chairperson.
- If the provincial Officials' Chairperson is satisfied that the candidate has met all requirements, the candidate's name and the required information will be presented to the NOC Chairperson for certification of the candidate as a National Official (Blue Pin).

If the NOC Chairperson certifies the candidate as a national official, a congratulatory letter and Master Official certification card will be sent to the candidate.

MAINTAINING CERTIFICATION

In order to remain an active Master Official in Canada an official must:

- work a minimum of four sessions over a minimum of two meets in each swim year;
- conduct or supervise a clinic in each swim year.

Master Officials who do not work or instruct as required may apply for reinstatement to their provincial chair of officials, who may require certain senior level clinics be re-done.

NOTES

"Certified" means that the clinic card shall be signed and dated by the Referee after working two sessions in that position during an S/NC sanctioned competition. These certification procedures represent the minimum national standards; provincial sections may adopt additional requirements.

Approved by the NOC Committee
2007-10-23

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