



## ***Apprentice Policy for Officials***

***Wisconsin Swimming, Inc.*** (August 15, 2007)

**Purpose:** Establish requirements for Apprentice sessions for certification as a USA Swimming Official.

### **I. Definitions**

1. Apprentice
  - a. An Apprentice is an Official in training who has participated in a “New Officials Training Clinic” for the level for which he/she is working for certification.
2. Advisor
  - a. Each Apprentice Official is assigned an Advisor.
  - b. The Advisor is a USA Swimming certified Official associated with the Apprentice Official’s Club, one of the Clinic Trainers, or another designated certified Official within the Wisconsin LSC.
  - c. The role of the Advisor is guiding the Apprentice through his/her certification in an efficient manner.
  - d. The Advisor offers encouragement and advice to the Apprentice and, as needed, provides assistance with taking the USA Swimming on-line test(s) and scheduling on-deck Apprentice sessions for timely completion his/her certification.
3. Mentor
  - a. The Mentor is the on-deck Official responsible for the education and training of the Apprentice for that Meet session.
  - b. The Mentor must have completed at least six (6) sessions or have comparable experience as a certified Official at least at the same level as the Apprentice is training.

### **II. Stroke and Turn Judge Apprenticeship Requirements**

1. Apprentice for four (4) sessions with at least two (2) different Mentors, preferably four (4) different Mentors; sessions must be completed at two (2) or more different Meets.
2. The Apprentice should wear navy blue shorts, pants, or skirt; and white shirt, white socks, white athletic shoes, and headset, if available.
3. A Stroke and Turn Judge Apprentice session may not be composed exclusively of freestyle events.
4. The Mentor and Apprentice must remain together at all times, i.e., the Apprentice may not have an independent deck assignment.
5. At the fourth session, at the discretion of the Mentor, the Apprentice may make disqualification calls.

- a. The Mentor must be at the side of the Apprentice when the Apprentice is making any call.
  - b. The Mentor must verify any Apprentice's disqualification call. Upon review of the call, the Mentor may over-rule the call of the Apprentice, but the Mentor may not make any disqualification call that is independent of the Apprentice (to avoid over-officiating).
  - c. The Mentor should point out any missed disqualification call. At the discretion of the Mentor, the Mentor may resume control of the position.
6. The Meet Referee of the fourth session will validate completion of the apprenticeship after a discussion with the Mentor of that session.
  7. The Apprentice may request additional sessions or the Referee of the fourth session may require additional session(s), if warranted.
  8. The Apprentice must complete successfully the USA Swimming on-line test, be a USA Swimming non-athlete member, and complete all four apprentice sessions before becoming a certified USA Swimming Stroke and Turn Judge.

### **III. Starter/Referee Apprentice Requirements**

1. The Apprenticeship for Starter/Referee requires:
  - a. Five (5) sessions as Apprentice Starter with at least two (2) different Mentors, preferably four (4) different Mentors; sessions must be completed at two (2) or more different Meets; and
  - b. Six (6) sessions as Apprentice Referee with at least two (2) different Mentors, preferably four (4) different Mentors; sessions must be completed at three (3) or more different Meets.
2. A session comprised only of freestyle events may serve as a Starter or Referee Apprentice session at the discretion of the Meet Referee.
3. The Apprentice should wear navy blue shorts, pants, or skirt; and white shirt, white socks, white athletic shoes, headset, and whistle, if available.
4. The Mentor and Apprentice must remain together at all times, i.e., the Apprentice may not have an independent deck assignment as a Starter or Referee.
5. After three (3) sessions as an Apprentice Starter or Apprentice Referee, at the discretion of the Mentor, the Apprentice may perform the duties of the Starter or Referee position respectively, if under the immediate supervision of the Starter or Referee.
6. The Mentor must remain at the side of the Apprentice when the Apprentice is making any disqualification call.
  - a. The Mentor may over-rule the call of the Apprentice, but may not make any call independent of the Apprentice (to avoid over-officiating).
  - b. The Mentor must concur with any false start or delay of Meet disqualification call.
  - c. The Mentor should point out missed calls. At the discretion of the Mentor, the Mentor may resume control of the position.
7. The Apprentice Referee must participate with the Mentor on all Meet administrative issues.

8. Splitting a Starter or Referee Apprentice session between two Apprentices is permitted (example: one Apprentice completes the female events and the other Apprentice completes the male events).
9. The Mentor of the fifth Starter session and sixth Referee session will validate completion of the respective apprenticeship.
10. The Apprentice may request additional sessions or the Mentor of the last apprenticeship session may require additional session(s), if warranted.
11. An Apprentice must complete all eleven (11) Apprentice sessions as well as the USA Swimming on-line tests, and continue as a USA Swimming non-athlete member, prior to working as a USA Swimming certified Starter or Referee.

#### **IV. Additional Requirements for All Apprentice Officials**

1. An Apprentice may complete one initial Apprentice session, after which he/she must complete the USA Swimming on-line test(s) before participating in any further Apprentice sessions.
2. All Apprentice sessions must be completed within one (1) year of successful completion of the relevant USA Swimming on-line tests.
3. All Apprentice sessions must be completed at USA Swimming sanctioned or approved Meets, except that a USA Swimming Apprentice session may be completed at a YMCA Meet, if the Mentor is also a USA Swimming certified Official.
4. To officiate as an Official at an LSC Championship Meet, the Official must have officiated at least six (6) sessions at his/her certified level, at two (2) different Meets hosted by at least two (2) different clubs in the last year. These sessions must have followed certification at the level at which the Official seeks an assignment at an LSC Championship Meet.
5. No Stroke/Turn Judge apprentice session may be completed at an LSC Championship Meet.
6. A Starter/Referee apprentice session may be completed at an LSC Championship Meet, but only with the permission of the Chair of the Wisconsin Swimming Officials Committee.
7. Disqualification slips may be written by an Apprentice under the supervision of the Mentor. However, an Apprentice may not function solely as a writer of disqualification slips for an apprenticeship session.