

# THE PROFESSIONAL ADMINISTRATIVE REFEREE

## N2 and N3 Certification and Recertification Requirements

### N2 EVALUATION AND NATIONAL CERTIFICATION

#### N2 EVALUATION REQUIREMENTS

- Must be certified by the LSC in the position requested.
- Must be an N2 Deck Referee or LSC Administrative Referee certification and LSC DeckReferee and N2 Stroke & Turn certified.
- Must have worked 16 sessions, as recorded in OTS, at USA Swimming **sanctioned** meets, in that position once certified by the LSC prior to requesting evaluation.
  - All 16 sessions must be at meets with some “check-in” events and at least 8 of those sessions must have been at preliminary/final meets with scratching from finals procedures.
  - Time Trials and manually recorded sessions/meets *will not* count towards this requirement.
- Request evaluation at an Official’s Qualifying Meet (OQM).
- Must work minimum of 4 sessions at that meet.
- Must be evaluated over 3 sessions in that position at that meet.
- Must have worked at least 8 sessions as recorded in OTS in the same position before requesting a re-evaluation.

#### N2 CERTIFICATION REQUIREMENTS

- Must have received a satisfactory N2 evaluation in that position.
- Must have one Teaching Activity and one Learning Activity, both in the last 18 months recorded in OTS.
  - Manually recorded activities in OTS *will* count towards the Teaching and Learning requirements.
- Must apply online for National Certification approval.
  - LSC participation is required, verified after application by your LSC Officials Chair.

#### N2 RECERTIFICATION REQUIREMENTS

- Must maintain LSC Certification and participate in LSC meets, verified by LSC Official’s Chair.
- Recertification evaluation may only be requested within 18 months of position certification expiration.
- Must work minimum of 4 sessions at an Official’s Qualifying Meet (OQM), evaluated over 2 sessions at that meet.
- Must have worked at 3 LSC Championships, Zones, Sectionals, Futures or OQM, minimum of 4 sessions each (only one may be a USA Swimming National Championship meet), in the prior 3 years, in any position.
- Must have at least one teaching and one learning activity in the last 18 months, recorded in OTS.
  - Activity examples include: Clinic, Deck Instruction (mentoring), Swimposium, Officials Committee Meeting
  - Manually recorded activities in OTS will count towards requirements.
- Certification and recertification evaluations may be used for recertification as follows:

# THE PROFESSIONAL ADMINISTRATIVE REFEREE

## N2 and N3 Certification and Recertification Requirements

- Administrative Referee
  - Recertify for Admin Referee, Deck Referee, and Stroke & Turn
- Any advancement or recertification evaluation may be used for recertification for up to 3 years
  - A successful N3i evaluation may be used to recertify N2

### APPLYING FOR N2 (RE) CERTIFICATION

**Candidates are responsible for applying for advancement or recertification through OTS. Candidates should ensure that all requirements as listed below are fulfilled prior to submitting an application.**

- If evaluation/recertification evaluation is satisfactory and in OTS
- All other activity, meet/session and LSC participation requirements are met
- Submit a “National Certification Application” using the Officials Tracking System
  - If recertifying and not advancing in another position, must be within 18 months of certification expiration
- Select **all** positions for which certification/recertification are valid within past 3 years
- Process may take up to 2 weeks before credentials reflect changes

### REINSTATEMENT OF EXPIRED CERTIFICATION

- Expired certifications of less than 3 years: complete the **recertification** requirement for that position.
- Expired certifications exceeding 3 years: complete the **certification requirements and evaluations** for the expired positions
  - i.e., to recertify for N2 Admin Referee; must meet certification requirements and evaluations for Stroke & Turn and Deck Referee and Admin Referee.

# THE PROFESSIONAL ADMINISTRATIVE REFEREE

## N2 and N3 Certification and Recertification Requirements

### N3 EVALUATION and NATIONAL CERTIFICATION

#### N3 EVALUATION REQUIREMENTS

- Must be certified as N2 in the position requested.
- Must be certified N3 Stroke & Turn and N2 Deck Referee prior to requesting N3 evaluation for AR.
- Must have worked at least 8 sessions\*, as recorded in OTS, at USA Swimming **sanctioned** meets since reaching N2 certification in that position prior to requesting an evaluation.
  - Admin Referee sessions must be at meets with some “check-in” events and at least 8 sessions must have been at preliminary/final meets with scratching from finals procedures
  - Time Trials and manually recorded meets/sessions will not count towards this requirement.
- Request evaluation at an Official’s Qualifying Meet.
- Must be evaluated over a minimum 4 sessions in that position at that meet.
- Admin Referee requires 2 satisfactory evaluations (one initial and one final) from 2 different evaluators at 2 different Official’s Qualifying Meets (OQMs).
  - Must have worked at least 8 sessions\* at USA Swimming sanctioned meets in the position between initial and final.
  - Time Trials and manually recorded meets/sessions will not count towards this requirement.
- Final evaluation must be completed within 3 years of initial evaluation.
- Must have worked at least 8 sessions\* in the position before requesting a re-evaluation in the same position.

*\*Sessions should be completed at invites approaching Sectional meet protocol or prelim/final meets.*

#### N3 CERTIFICATION REQUIREMENTS

- Must have satisfactory initial (N3i) and final (N3f) evaluations for N3 certification.
  - An N3i evaluation is not a certification level, but an initial step in a two-part process.
- Must maintain LSC certification and participate in LSC meets, verified by your LSC Official’s Chair.
  - Must have worked at 2 LSC Championships, Zones, Sectionals, Futures or OQMs, minimum of 4 sessions each, in the 2 years prior to application, in any position.
- Must have at least one teaching and one learning activity in the last 18 months, recorded in OTS.
  - Activity examples include: Clinic, Deck Instruction (mentoring), Swimposium, Officials Committee Meeting.
  - Manually recorded activities in OTS will count towards the Teaching and Learning requirements.
- Within the 3 years prior to application, must have received a satisfactory N3 final evaluation in the desired position
- Within the 5 years prior to application, must have worked as an N3 official in any position at one or more USA Swimming National Championship\*\* level meets
- Must apply online for National Certification approval.
  - Application cannot be made until one year after N2 certification in the position.

*\*\*National Championship level meets include Pro Series, Junior National, Senior National, US Open, and Trials class meets.*

# THE PROFESSIONAL ADMINISTRATIVE REFEREE

## N2 and N3 Certification and Recertification Requirements

### N3 RECERTIFICATION REQUIREMENTS

- Must maintain LSC Certification and participate in LSC meets, verified by LSC Official's Chair.
- Recertification evaluation may only be requested within 18 months of position certification expiration.
- Must work minimum of 4 sessions at an Official's Qualifying Meet (OQM), evaluated over 2 sessions at that meet.
- Must have worked at 3 LSC Championships, Zones, Sectionals, Futures or OQM, minimum of 4 sessions each (only one may be a USA Swimming National Championship meet), in the prior 3 years, in any position.
- Must have at least one teaching and one learning activity in the last 18 months, recorded in OTS.
  - Activity examples include: Clinic, Deck Instruction (mentoring), Swimposium, Officials Committee Meeting
  - Manually recorded activities in OTS will count towards requirements.
- Certification and recertification evaluations may be used for recertification as follows:
  - Administrative Referee
    - Recertify for Admin Referee, Deck Referee, and Stroke & Turn
- Advancement or recertification evaluation may be used for recertification for up to 3 years
- National Meet Referees (Junior National, Pro Swim Series, National, US Open, and Trials Championships)
  - Recertify Admin Referee, Deck Referee, Chief Judge and Stroke & Turn
  - Must be within 3 years of the national meet at which they served as Meet Referee

### APPLYING FOR N3 (RE) CERTIFICATION

Candidates are responsible for applying for advancement or recertification through OTS. Candidates should ensure that all requirements as listed below are fulfilled prior to submitting an application.

- If evaluation/recertification evaluation is satisfactory and in OTS
- For a new N3 must have an N3i and N3f evaluation
  - Within the 3 years prior to application, must have received a satisfactory N3 final evaluation in the desired position
  - Within the 5 years prior to application, must have worked as an N3 official in any position at one or more USA Swimming National Championship\*\* level meets
- All other activity, meet/session and LSC participation requirements are met
- Submit a "National Certification Application" using the Officials Tracking System
  - If advancing must have at least one year since advancing to N2 certification in the position
  - If recertifying and not advancing in another position, must be within 18 months of certification expiration
- Select **all** positions for which certification/recertification are valid within past 3 years
- Process may take up to 2 weeks before credentials reflect changes

### REINSTATEMENT OF EXPIRED CERTIFICATION

- Expired certifications of less than 3 years: complete the **recertification** requirement for that position.
- Expired certifications exceeding 3 years: complete the **certification requirements and evaluations** for the expired positions
  - i.e., to recertify for N3 Admin Referee; must meet certification requirements and evaluations for Stroke & Turn and Deck Referee and Admin Referee.