

Advancing to Meet Referee/AR

Before you begin the advancement process to Meet Referee (minimum age 21), you must have been certified as a Deck Referee for a minimum of eight (8) months and worked a minimum of twelve (12) sessions at five (5) meets as Deck Ref. Advancing to Meet Referee requires you do the following, in order, and you must be complete within one year from the clinic date or the process starts over:

1. Maintain USA/CT requirements:
 - Registration for membership annually
 - APT every year
 - Background check level 2 every two years
2. Attend a Connecticut Swimming clinic for New Meet Referees
3. Take the following online *certification* tests in any order: Referee, Clerk of Course, Timing Judge and Administrative Referee — four tests in all — at usaswimming.org. 80% is required to pass each test; you can retake any test, if necessary. **NOTE:** *If you just took these tests for Deck Referee certification and you are still within the 2-year test cycle you do not need to re-take the tests. See the Officials Chair, if needed, to understand timing.*
4. Send ‘*certify me as Meet Referee Trainee*’ email upon completion of the above to start on-deck training (**NOTE:** *it takes approximately one [1] week for the change in status to be processed & recorded do NOT anticipate it sooner*)
5. Print out your Trainee Meet Referee Card from Deck Pass on USA Swimming, ‘Membership Card’
6. Train at the Meet Referee position for a minimum of seven (7) sessions under the supervision of at least three (3) Connecticut Swimming meet referees at a minimum of three (3) meets, plus two (2) admin sessions at a trials/finals meet. Nine (9) total sessions is the minimum; you may feel you need more, or you may be asked to do additional training sessions to insure success. These training sessions must be completed prior to requesting a final evaluation.
 - Referee trainees can only train at USA/Connecticut Swimming sanctioned meets and cannot train at freestyle only meets. This includes working two (2) sessions with the administrative referee at a prelim and finals session of Age Group Championships meet, or similar format meet (cannot train as Meet Referee at any CT Championship meets.)
 - The last Meet Referee session requires a final evaluation by an approved Meet Referee Evaluator. Additionally, the final evaluation requires the trainee to work at least three sessions at one meet under the supervision of the same Meet Referee. At least one week prior to the final meet, the trainee must contact the Officials Chair so they can discuss the training with the host Meet Referee and, if necessary based on staffing, assign an approved Meet Referee Evaluator to the session. If at least one week notification is not provided, the session will need to be done again. The trainee should bring the evaluation checklist (available on ctswim) to their final session. The Meet Referee Evaluator will review the evaluation with the trainee at the conclusion of the final session.
 - At the final session the trainee must run the FULL session. Trainee must assume all the tasks and duties required of a Meet Referee, including but not limited to recruiting officials, reviewing the meet announcement, approving heat sheets, assigning officials, conducting officials meeting and stroke briefing, debriefing S&T Judges about DQs and informing coaches, setting meet protocol, overseeing trainees, supervising AOs/ARs, verifying results, utilizing radios for radio protocol, managing coaches, resolving any meet issues. This full

session CANNOT occur at a Championship meet.

- Your OTS trainee work code is: XM (Meet Referee) or XA (admin role)
7. Be recommended to the Officials Chair by an approved Meet Referee Evaluator after your final sessions. The trainee will need to email the Officials Chair and attach a copy of the evaluation form that was completed by the evaluator.
 8. Be familiar with OTS and complete an exercise assigned by the Officials Chair involving giving credit to officials in OTS for working at a meet.
 9. Send '*certify me as Meet Referee*' email to the officials chair, officials@ctswim.org upon completion of all of the above for training. This email must include a scanned copy of the signed final evaluation form. (*NOTE: it takes approximately one [1] week for the final certification to be processed & recorded; do NOT anticipate it sooner*)
 10. Print out your Official Meet Referee Certification card from Deck Pass on USA Swimming, 'Membership Card'
 11. CONGRATULATIONS!