

# VSI Officials Clinics

## Recommended Outline and Materials

### **ORIENTATION** – All trainees

- Use VSI Official's Handbook to cover:
  - Philosophy
  - Introduction to Officiating
  - Training Guidelines
  - Officials Attire
  - Professional Conduct
  - Certification / Re-Certification Requirements
- Virginia Swimming/USA Swimming Registration Form – required for S&T trainees, recommended for others

### **TIMER CERTIFICATION** – Certification required to train at all other positions

- Review *VSI Timer Certification* handout

### **STROKE & TURN CERTIFICATION**

- VSI Stroke and Turn Judge Apprentice Training Record
- Use *VSI Stroke & Turn – Philosophy, Procedures & Protocols* handout as outline of topics to cover
- View *USA Swimming Stroke and Turn Video/DVD* breaking for questions between strokes
- *USA Swimming Rule Book* will be sent with membership card – also available online
- USA Swimming DQ Slip
- Relay Take-Off Ballot

### **STARTER CERTIFICATION**

- VSI Apprentice Starter Training Record
- Use *VSI Starting Philosophy, Procedures, and Protocols* handout as outline for topics to cover
- View USA Swimming Starter Video/DVD

### **TIMING EQUIPMENT OPERATOR CERTIFICATION**

- VSI Timing System Operator Apprentice Training Record
- Complete Timing Console set-up (prime cable, pad, buttons, start console, and tester, if available) or Timing Console

with Training Pad walk through of functions

- Review *Finding Timing CTS Set Up Problems BEFORE They Occur* handout
- Example Printouts (also available in the *VSI Timing Judge Manual*)
- CTS/DAK Manuals are available on-line and should be printed for reference
- Review *VSI Responsibilities of Different Officials Involved in Determining the Official Time* handout

### **TIMING JUDGE CERTIFICATION**

- VSI Timing Judge Apprentice Training Record
- Should purchase or print relevant sections of *USA Swimming Rule Book*
- Review *Virginia Swimming Timing Judge Manual*
- Review *VSI Responsibilities of Different Officials Involved in Determining the Official Time* handout
- Review *VSI Time Adjustment Factor Guidelines*

### **RECORDER CERTIFICATION**

- VSI Recorder Apprentice Training Record
- Computer with *Meet Manager* to run through functions
- Review *VSI Responsibilities of Different Officials Involved in Determining the Official Time* handout

### **CLERK OF COURSE CERTIFICATION**

- VSI Clerk of Course Apprentice Training Record
- Should purchase or print relevant sections of *USA Swimming Rule Book*
- Review seeding rules
- Example Lane Timer Cards
- Example Lane Timer Slips
- Example Psych Sheet
- Example Heat Sheet
- Example Positive Check-In Sheets

**ADDITIONAL REFERENCE  
MATERIAL AVAILABLE AT**

[www.virginiaswimming.org](http://www.virginiaswimming.org)

**ALL TRAINEES**

- Officials Positions Descriptions
- 10 Points of Self Evaluation

**TIMER CERTIFICATION**

- USA Swimming Officials Manual – Timing
- VSI Timers Instructions Briefing

**STROKE & TURN**

- USA Swimming Officials Manual – Stroke and Turn Judge
- USA Swimming Officials Video Script
- Recommended Stroke Briefing
- Recommended Jurisdictions
- Relay Take-Off Judging Briefing
- USA Swimming Situations and Resolutions – S&T Judge
- USA Swimming Rules Committee Interpretations
- VSI Recommended Practices – How to Fill Out the DQ Slip
- VSI Recommended Practices – Handling Disqualifications
- VSI Recommended Practices – Use of the Chief Judge

**STARTER**

- USA Swimming Officials Manual – Starter
- USA Swimming Situations and Resolutions - Starter
- Lap Counter Sheet – Many versions available

**TIMING EQUIPMENT OPERATOR**

- All CTS and DTS manuals are available on-line

**TIMING JUDGE**

- USA Swimming Officials Manual – Timing Judge
- USA Swimming Situations and Resolutions – Meet/Admin Referee

**RECORDER**

- *Hy-Tek Meet Manager* manual

**CLERK OF COURSE**

- USA Swimming Situations and Resolutions – Meet/Admin Referee