

AMS OFFICIALS GENERAL GUIDELINES

You **MUST** be a registered member of AMS/USA Swimming. Yearly Registration should be done through your club's registration chairperson OR, if you are not going to be affiliated with a club, directly with the AMS Registration Chairperson.

The "**Officials Uniform**" is a white collared top and navy blue bottoms. Tank tops and jeans are NOT acceptable. Shoes, socks and inclement weather gear have specifically not been addressed. Contact the Officials Chair regarding the official "AMS Officials" white collared shirts with the embroidered AMS logo.

The following are the basic guidelines to become an AMS Official:

To become a **stroke and turn judge** you must "shadow" train, on deck, other stroke and turn judges for a minimum of 6 sessions and complete the online Timers test and the Stroke and Turn Judge tests.

To become a **starter** you must be a stroke and turn judge for at least one year and "shadow" train, on deck, with other starters for a minimum of 4 sessions and complete the online Starters' test, Clerk of Course test and Timing Judge test.

To become a **referee** you must be a starter for at least one year and "shadow" train, on deck, a referee for a minimum of six sessions and complete the online Referee test and the Administrative Referee test.

To maintain certification as an **active** AMS official, each official must attend no less than one (1) clinic in an eighteen (18) month period AND work a minimum of eight (8) sessions within the previous 12 months from at least three (3) separate meets. Consideration will be given for meets outside of AMS by the Officials Chair. Failure to meet these minimum standards will require the official to pass re-certification standards prior to being listed on the AMS Officials Roster again.

The logic behind this is to make sure that each official has worked enough sessions on deck to be comfortable with their ability to do their job properly.

Shadow training must be completed at an AMS sanctioned meet officiated by AMS officials. To start training, show up approximately one hour prior to the start of any meet session, in the official uniform, and ask for the deck referee. Let the referee know that you would like to train. You will be given a signature card that you will have each referee sign when you train. You will also, hopefully, receive a mini-rule book. After completing the required "shadow" training sessions, send the card to the Officials Chair, and you can take the appropriate online tests. These tests are open book tests.

Online test:

If you are going to take an online officials test to become a stroke and turn judge, or to upgrade to starter or referee, you will need to connect to www.usaswimming.org and click on the "volunteer" link on the top of the page, then on the "officials" link on the left side, and then on the "officials online test" link also on the left side. You will need to sign in and go through the same log-on system mentioned above again. You will then be able to take the tests, at your leisure, and when completed they will automatically score your test and let you and me know the results. You will be able to see the correct answers for any that you get wrong.

You still need to send the AMS Officials Chair your signed shadow trainees card.

If you are not comfortable with taking the online test, let me know. I should be able to download the tests, and appropriate answer sheets, and you could take that test the old fashion way, with pencil or pen. Do NOT print a test, take it, and send it to me to grade. I will NOT be able to get the answer sheets for your test. The questions, and the order the questions are in, will vary test to test. If you want to take the written test, let me know and I will send you one.

Our local **standard to pass** a test has historically been **90%** minimum. The online standard shows passing at 80%. Until further notice, we will still require a minimum of 90%, with the officials chair reserving the right to accept scores between 80% and 90% on an individual basis. This system will be reviewed by the Officials committee in the future. Remember, these are **open book** tests.

All AMS clubs are required to develop and maintain a **minimum number of currently certified active AMS Officials** according to the following ratio:

For Clubs with 5 to 49 swimmers - a minimum of 1 Official

For Clubs with 50 to 99 swimmers - a minimum of 2 Officials

For Clubs with 100 to 150 swimmers - a minimum of 3 Officials

For Clubs with more than 151 swimmers - a minimum of 4 Officials

We are all volunteers BUT we must look and act as professionally as possible when doing our jobs.

We cannot cheer or show favoritism in any manner.

We MUST always be impartial.

We MUST know the rules and enforce them without prejudice.

We are not machines, but we must do our job in a methodical and unemotional manner.

We must always look out for the safety of our athletes, coaches, fellow officials and spectators.

Know the rules. Do the job. We are here to help our athletes learn the right way to compete, keep them from being disqualified later on as they swim at higher level meets, and make sure that ALL athletes are treated in the same fair manner with no one getting an unfair advantage.

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