

USA Swimming National Officials Certification Certification Matrix

National Certification	Certification and Advancement			Maintenance of Certification		Comments
	Time and Activity	Training ⁷	Evaluation/ Recommendation	Training ⁷	Activity and Evaluation (in 24 months prior to recertification)	
National 1 N1 LSC Official	LSC certifications must comply with "Minimum Requirements"					Eligible to work LSC Meets
National 2 N2 Experienced Official	Min one year at N1 and at least 12 sessions at 6 LSC level meets in the position .	Help train others ¹	LSC Chair ² and National Evaluator ³	Continued training ⁴ and help train others ¹	Maintain LSC certification; at least 12 sessions at 6 LSC level meets. Two officials Qualifying Meets ⁵ .	Suggested min qualification to work regional, zone, sectional and grand prix meets.
National 3 N3 National Championship Eligible Official	Min. one year at N2 , min 12 sessions at 6 LSC level meets and at least 4 sessions in the position at each of two officials Qualifying Meets ⁵	Help train others ¹ . Attend clinic ⁴ .	LSC Chair ² . Positive reports from National Evaluators ³ at two officials Qualifying Meets ⁵ and, for Starter or Referee, Pass Final Evaluations ⁶ .	Attend or teach Clinics ⁴ and train or mentor N1 and N2 officials ¹	Maintain LSC certification; at least 12 sessions at 4 LSC level meets. Two officials Qualifying ⁵ or National Championship meets.	N3 S&T and National Championship Meet experience is also required prior to certification as N3 Chief Judge, Starter, Referee or Administrative Referee .

Footnotes:

1. Assist in training of others by deck mentoring trainee officials.
2. Confirmation by LSC Officials Chair that the official has met all LSC certification requirements, has officiated at the required number of LSC level meets and that the candidate has the qualities and skills necessary for advancement to the National Certification Level. If necessary, other sources may be used to verify an applicant's qualities and skills and LSC certification and participation. **## Interim procedure - applicant certifies that they have met all participation requirements.**
3. An evaluation report by a National Officials Committee approved Evaluator (**National Evaluator**) indicating that the candidate has demonstrated the required qualities and skills over several sessions and recommending the official for advancement.
4. Continued training - attend or, if qualified, teach clinics to improve the quality and skills of officials. Clinics may include teaching introductory clinics to new or advancing LSC officials and attending or teaching, if qualified, clinics at officials "qualifying" or National Championship meets.
5. Officials **Qualifying Meets** may be Regional, Sectional, Zone, Grand Prix or other selected meets that meet the minimum requirements established by, and are approved by, the National Officials Committee (NOC). Evaluations of all officials seeking credit for **N2** or **N3** Certification or Recertification shall be completed by NOC approved Evaluators and submitted to the National Officials Chair by the National Evaluators. The National Officials Chair may substitute other requirements deemed equivalent for applicants with significant geographical restrictions. Time Trials at National Championship Meets may be used for advancement evaluations of N3 Chief Judges, Starters and Referees. To re-certify in **N3 Chief Judge, Starter, Referee and Administrative Referee** positions **at least 4** of the required sessions at officials "qualifying meets" shall be as follows: -
 - **Administrative Referee and Referee:** - at least 2 sessions as Referee or Administrative Referee with any balance of the 4 sessions as Starter or Chief Judge.
 - **Starter:** - at least 2 sessions as starter with any balance of the 4 sessions as Administrative Referee, Referee, Chief Judge or Stroke and Turn Judge.
 - **Chief Judge:** - at least 4 sessions as Chief Judge, Administrative Referee or Referee.
6. Advancement to the position of **N3 Starter** or **N3 Referee** requires specific additional evaluation and testing as outlined in the "**National 3 Starter - Final Evaluation**" and the "**National 3 Referee – Final Evaluation**".
7. All **N2** and **N3** candidates and applicants for recertification shall have reviewed the most recent edition of the Officials Manual and recommended protocol and guidelines posted on the USA Swimming web site.



USA Swimming National Officials Certification

Notes to the Certification Matrix:

- Only **N3** officials, with **current LSC certification** and **participation** may be selected to officiate in any capacity at a National Championship Meet. The National Officials Chair shall verify that applicants are active in LSC type meets in the preceding 24 months and have maintained the applicable skills and qualities before offering an invitation to work a National Championship Meet. The National Officials Chair may verify ability, competence and LSC participation from other sources if an LSC Chair is not responsive or objective or the official is known to work many LSC level meets outside their nominal LSC. **N3** certification is a requirement, not a guarantee, for selection to the National Championship Deck. Current **N3 certification** is recognition that the official has achieved a high level of skill and professionalism in the position **and** contributes to the advancement of the general quality of officiating at all levels in USA Swimming.
- **The National Officials Chair may:**
 - exempt certain **N3** officials selected as “**National Evaluators**” from part of the LSC level meet participation requirements if they provide National Evaluation services at a sufficient number of Qualifying Meets to make up the differential,
 - grant a hiatus to USA Swimming officials who assume executive roles in the administration or governance of USA Swimming or FINA, which do not allow time for participation in the required number of LSC level or Qualifying meets. At the end of the executive role hiatus, the official may resume their highest certification after officiating at a total of 6 sessions at 2, or more, LSC or higher level meets, if they have not already done so in the year before the end of the hiatus.
 - for a swimming official joining USA Swimming with verifiable certification from other swimming organizations, recommend to the Officials Committee: i) recognition of an equivalent level of training, experience and qualifications and, ii) modified requirements for National Certification.
- The National Officials Chair may assign “**National Evaluators**” to certain **Qualifying Meets** where the number of **N3** candidates approved for **Final Referee** and **Final Starter Evaluation** warrants. Generally, **Qualifying Meet** hosts must arrange for qualified **National Evaluators** to be present at their meet.
- It is not necessary to progress through all positions at the **N2** or **N3** level, **however, certification as a N3 Stroke and Turn Judge and working a National Championship Meet as a S&T Judge is required before certification in any other position at the N3 level.**
- **N3 Referees** may be certified as **N3 Administrative Referee** after satisfactory completion of an assignment as the Administrative Referee at a **Qualifying Meet** or as Assistant Administrative Referee at a National Championship Meet and a positive evaluation by a qualified **National Evaluator**. **N2** or **N3 Referees** may be certified **N2 Administrative Referee** after satisfactory completion of an assignment as Assistant or Administrative Referee at a **Qualifying Meet** and a positive evaluation by a National Evaluator and the Meet Referee (can be the same person) and a recommendation from the LSC Officials Chair. It is not necessary for an **N3 Referee** to be certified as an **N2 Administrative Referee** before advancing to **N3 Administrative Referee**.
- Initial certifications in **N2** and **N3** positions will usually expire on either June 30 or December 31 of the year that gives at least two full years and less than 2.5 years of certification. All required activity must take place within the 24 months preceding completion of the application for certification or recertification. Re-certification applications may be submitted up to 6 months prior to expiration. Re-certifications will generally expire 2 years after the expiration date on the expiring certification. If new **N2** or **N3** certification applications do not include the required evaluations to re-certify in **N2** positions that are not being advanced, or in existing **N3** positions, the new expiry date may only be advanced to the next expiry day plus one year. **N1** certification and recertification and durations remain with the LSC.
- **N2** and **N3** Officials whose certification expires may complete the requirements and submit an application for re-certification within 3 months of the lapse (up until March 31 or September 30 as applicable), however the new expiry date will remain 2 years from the expiring date. Failure to recertify within this window will result in the official's National certification, and eligibility to be selected for meets, dropping one National level, e.g. **N3 Referee** will drop to **N2 Referee**, **N3 Starter** to **N2 Starter**, etc. Reinstatement will require full compliance with the advancement requirements.



USA Swimming National Officials Certification

Transitioning

On the introduction of this program, officials with National Certification or National Championship certifications that expire on, or later than, December 31, 2004 will be deemed to have equivalent N2 or N3 certifications as follows:

- All equivalent N2 and N3 certifications expire on December 31, 2007, unless a properly completed application for re certification, or certification in a new position at a higher level, is completed and accepted.
- It is recommended that officials with existing National and National Championship certifications that expire on or before December 31, 2006 complete the requirements and apply for re certification prior to December 31, 2006.
- On the implementation of this program no further National or National Championship - new, renewal or upgrade - certifications will be issued.
- Note that the position of "Referee, Non Starter" is no longer recognized. N2 or N3 Certification will be shown for each position that the official qualifies. The only presumptions are that N2 Chief Judges, Starters, Referees or Administrative Referees are also qualified as N2 Stroke and Turn Judge. Qualification as a N3 Stroke and Turn Judge is a prerequisite to advance to any other N3 qualification.


Equivalent N2 and N3 Certification ↓	Current Certification - National (N) and National Championship (NC)											
	S&T		Chief Judge		Starter		Referee (non starter)		Referee		Admin Referee	
	N	NC	N	NC	N	NC*	N	NC	N	NC	N	NC
S&T	N2	N3	N2	N3	N2	N3	N2	N3	N2	N3	N2	N3
Chief Judge			N2	N3			N2	N3	N2	N3		
Starter					N2	N3*			N2	N3		
Referee							N2	N3	N2	N3		
Administrative Referee											N2	N3

*Includes Officials on the "National Championship Eligible" list i.e. two passing evaluations for Junior National or National Championship standard. Officials with one passing evaluation for Junior National or National Championship standard require only a second passing "final" evaluation from a National Evaluator to receive N3 Starter Certification. Officials previously evaluated at "sectional" standard are eligible for N2 Starter Certification.



USA Swimming National Officials Certification

Re-Certifying

You May Renew as*: 	If Your Current Certifications are:									
	S&T		Chief Judge		Starter		Referee		Administrative Referee	
	N2	N3	N2	N3	N2	N3	N2	N3	N2	N3
S&T	N2	N3	N2	N3	N2	N3	N2	N3	N2	N3
Chief Judge			N2	N3						
Starter					N2	N3				
Referee							N2	N3		
Administrative Referee									N2	N3

* Provided the re-certification position specific requirements for each position are met, e.g. The number of sessions worked as a Starter to re-certify as a Starter. See Notes to the Certification Matrix.
The basic meet participation, training and mentoring activities are required for an individual to re-certify.

