

December 10, 2004

**MEMORANDUM**

**To:** Swim Officials Trainers/Faculty

**From:** Jim Pfarrer, 2003 Chairman- YMCA Competitive Swimming & Diving Advisory Committee  
Augie Mendoza, Associate Director of Sports, YMCA of the USA

**Re:** New Swim Officials course with training design

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**Please read this entire memo carefully. It contains important information related to the administration of the YMCA of the USA's Swim Officials Program.**

**New Training Design**

Effective January 1, 2004 the YMCA of the USA will offer a new course entitled, Swim Officials. It will replace the Swim Officials Level 1 and Swim Officials Level 2 courses. The new course basically merges both courses into one, thus eliminating duplication. This training will be more volunteer friendly and effective in training volunteers to be swim officials in the YMCA competitive swimming program. The course is designed to certify (beginners, currently certified USA, high school and collegiate swim officials) or recertify (currently certified YMCA) individuals, as swim officials in the YMCA's competitive swimming program. The course focuses on events, procedures and the duties/responsibilities of the officials, prior to, during and after a swim meet. Enclosed is the new training design for the new Swim Officials course.

**Please discard the previous designs and use the new one in conducting all future Swim Officials courses.**

**Why the Change?**

The training design was last changed in 1998. Over the ensuing years, it became a document which contained information which was in conflict with the current NCAA Rule Book and thus created confusion. The design was revised by a Swim Officials Faculty Task Team based upon feedback received during the past 2 years from local YMCA's and their volunteers. In addition, it was piloted at various locations. Combining the various levels of volunteers' knowledge, experience, sharing of

ideas and a good teaching methodology should enhance the learning process.

### **Highlights:**

#### **Take home Test**

Upon completion of the course each participant will be given an open book test, to take at home. A score of 80 correct answers must be achieved by each participant on this 100 question take home test, in order to be certified or recertified. The main purpose of the test is to further the participant's learning experience and provide a more in depth understanding of the current NCAA Rule Book through actual question/answer research outside the classroom environment. The test will be updated as needed to remain current. More information is in the training design.

#### **What happens to current Level 1 and 2 certified people?**

Their certifications remain valid until such time that their current certification expires. As in the past, 1) all certifications will continue to be valid for three years; 2) they will need to take this new course before their current certification expires; 3) it is still their responsibility to initiate the renewal process.

#### **What happens in respect to the Level 1 training period which had consisted of working five meets before the Level 1 person could take the Level 2 course?**

The five meet requirement and associated Meet Verification Form has been discontinued. Instead, you should encourage the participants to create and/or attend a Swim Official Mentoring Program and/or Swim Official Committee meeting at their local YMCA and regional level. Aspects of such a program are in your training design. Current Level 1 officials now have the option of a) finishing their 5 meet requirement and then taking the new course or, b) if they feel they are ready, discontinue completing the five meet requirement and take the new course. They should be encouraged to continue the five meet process. There is no need for the participant to present the Meet Verification Form at the new course.

#### **When successfully completing and passing the new course, what duties may the person perform?**

They may perform all duties of a Level 2 swim official. It is still recommended that they utilize a mentoring option described above and in your training design, but, it is still their choice. Keep in mind that everyone's level of learning experience is different.

## **Swim Official Emblem**

The Swim Official Level 1 emblem with one star will no longer be used. Currently certified Level 1 officials may continue to wear the emblem until they either take the new course or their certification expires. The current Swim Official Level 2 emblem with two stars will be used for participants that receive their certification/recertification upon completion of the course.

## **Recertification Process**

Officials will need to re-take the Swim Officials course **before their certification expires** if they desire to be recertified.

The YMCA of the USA does not notify officials that their certifications are expiring. **It will be each official's responsibility to initiate the recertification process.** It would be helpful to remind them as they present their cards when they officiate at meets you are conducting.

## **Certification Cards & Rule Books**

All officials should be required to show their cards when reporting to work at a meet. The referee should check the cards to ensure the certifications are valid. The meet director, referee, and starter should have current NCAA Rule Books with them at the meet in case questions arise regarding the rules. **Please encourage officials to implement and follow these guidelines at all meets. There are additional guidelines in your training design.**

## **Trainer Level Overview:**

### **Trainer Level Certification**

Individuals desiring to become trainers must take the Swim Officials Trainer Level course at a YMCA Program School. They must also take the Program Trainer Orientation course. Please encourage people who are interested in becoming trainers to attend one of the program schools. Further information is in the training design.

### **Certification Expiration**

There is no expiration date on your trainer certification. Your certification will remain valid as long as you conduct one Swim Officials course each year.

### **Planning Guidelines**

Enclosed is a copy of the Planning Guidelines for all YMCA program training events. We hope that you will find this information to be helpful in organizing your swim officials course.

### **Final Remarks!**

All trainers and faculty are expected to use the training design as it is presented and follow the procedures for the program. We are most grateful for your cooperation and support during this transition period. We feel that these changes will significantly enhance our swim officials program.

If you have questions, please contact either Jim Pfarrer 973-887-7925; [bigkahunajp@aol.com](mailto:bigkahunajp@aol.com) or Augie Mendoza 1-800-872-9622 x8842; [augie.mendoza@ymca.net](mailto:augie.mendoza@ymca.net)

cc. Ms. Barbara Taylor  
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