

**Illinois Swimming Meet Certification Form**  
**Submission required by the Meet Referee 48 hours after completion of the meet**



**Instructions:**

- (1) Complete the meet information section with the meet name, etc.
- (2) Identify the start and finish times for each session – if the session had no events for age groups 12 and younger, place an X next to the session number. Any sessions which took longer than 4 hours and did include age groups 12 and younger must have an explanation as to why. Please document the explanation on this form.
- (3) Update the Officials Tracking System (OTS) with information related to officials who worked the meet.
- (4) You may email (your email address will serve as electronic signature), mail, or fax to:
  - a. Email [ilswimoffice@sbcglobal.net](mailto:ilswimoffice@sbcglobal.net) and [ilswimofficials@ilswim.org](mailto:ilswimofficials@ilswim.org)
  - b. Mail: Illinois Swimming  
1400 E. Touhy Avenue  
Suite 245  
Des Plaines, IL 60018
  - c. Fax: 847 824-1726
- (5) Questions on the form should be directed to the officials committee ([ilswimofficials@ilswim.org](mailto:ilswimofficials@ilswim.org))

<b>Meet Name</b>		<b>Sanction Number</b>	
<b>Pool</b>		<b>Date(s)</b>	
<b>Pool Address:</b>		<b>Course (SCY, LCM...)</b>	
<b>Host Team</b>		<b>Meet Director</b>	

Please note the minimum number of officials required for meets per USA-Swimming technical rules:

- (1) Dual meets require a minimum of a USA-Swimming certified referee and a USA-Swimming certified starter
- (2) All other meets require a minimum of a USA-Swimming certified referee, a USA-Swimming certified starter, and a USA-Swimming certified stroke and turn judge.

These are minimums – we all prefer more help than this on the deck! If you find you have not met the minimum requirements, please contact the officials committee chair via email at [ilswimofficials@ilswim.org](mailto:ilswimofficials@ilswim.org).

Please remember to check officials credentials – either before the meet by checking the officials listing on the Illinois Swimming [website](#) or the printed credentials the official brought to the meet. Additionally, if a judge is still in training status but has completed their training sessions, they are not yet certified until they have submitted their evaluations and successfully completed the test. You may have them work the deck as a trainee or contact the officials committee chair and request approval for an exception prior to the meet.

Please document the minimum number of officials below (stroke and turn is N/A for dual meets). You need not note everyone who worked the positions as you will log that information on OTS.

Session	Start Time	Finish Time	Elapsed Time	Deck Referee(s)	Starter(s)	Stroke and Turn Judge(s)
1						
2						
3						
4						
5						
6						
7						
8						
9						

*I certify that this meet was conducted in accordance with USA Swimming and ISI rules, that there were the required minimum number of officials on deck throughout the meet, and that the start and finish times listed are accurate. I also certify that the officials listed are certified USA-Swimming officials. I understand that failure to follow these rules can result in penalties up to and/or including withdrawal of sanctioning for this meet.*

*I have also updated OTS with officials worked sessions information.*

Meet Referee (print name): \_\_\_\_\_

Signature: \_\_\_\_\_