



ILLINOIS
SWIMMING

Officials Renewal and Re-entry Policy

Renewal Certification

ISI Officials renewal certification is a two-part process.

First, officials must submit applications for USA-S Non-athlete registration and the ISI Officials Annual Registration Application. These applications are included in the “*renewal packet*” that ISI distributes prior to start of each short course season (typically August) and are available on-line at the Illinois Swimming website - www.ilswim.org.

Second, officials must document service. In a calendar year, officials must meet the minimum session requirements for their highest level of certification. The sessions shall be attained at ISI sanctioned or approved meets, ISI sanctioned time trials, USA-S National competitions, or meets sanctioned by other LSCs. In addition to this minimum session requirement, Referees are required to earn at least six (6) Continuing Education Units (CEUs) in the following manner:

- a) Meet Referee for an “on-schedule” meet – 2 CEU’s (Administrative Referee also qualifies for 2 CEUs)
- b) Attend officials stroke briefing and work in any capacity at an ISI Championship Meet (Regional or higher) – 3 CEUs/session worked
- c) Attend ISI clinic for Referee certification – 3 CEUs
- d) Serve as an ISI Officials Clinic Instructor – 2 CEUs
- e) Attend other ISI sponsored events approved for credit by officials committee

During the calendar year, officials use session tracking cards to record the date, meet, session, and position worked. The Meet Referee or, at a meet conducted under USA-S/ISI Championship Rules, the Head Chief Judge, shall sign each entry. Officials normally submit session tracking cards when renewing credentials, though they may submit a session tracking card as soon as they have completed the number of sessions required for their specific certification level.

Note: USA-S/ISI official's certification is based on a calendar year. All ISI officials must be current USA-S non-athlete members. For all ISI training sessions, the Meet Referee and each trainer shall have at least two years experience in rank.

New or advancing officials must complete their on-deck training sessions before fulfilling their annual service requirement. Officials attending clinics between

March 1st and the end of the long course season need to complete only 50% of the required sessions (i.e. two (2) sessions for Administrative Judge, five (5) sessions for Judge, Starter and Referee) in the remainder of the calendar year. Officials attending clinics after September 1st may rollover training and/or service sessions to the upcoming calendar year as described below and shall complete the required annual service sessions prior to the end of the subsequent year.

Medical issues or unforeseen circumstances sometimes prevent officials from completing their service sessions. When submitting renewal applications, these officials may include a letter requesting an extension to complete the preceding year's minimum required sessions. The Officials Chair, with concurrence of V.P. Program Operations, will issue a temporary ISI credential that expires on February 15th. During the 46 days from January 1 to February 15, these officials will be required to complete the preceding year's service sessions. As soon as the official submits the proof of service, the Officials Chair will issue a permanent credential and a new session tracking card.

Officials who have failed to work the required sessions after the 46-day extension will be informed that they are decertified and ineligible to officiate in any capacity at any USA-S or ISI sessions. If an official fails to meet the requirements for annual renewal, and proceeds to take a hiatus of one year or more, he/she must follow the Re-entry process.

Re-entry Process

The ISI Officials Re-entry process provides credit for training and service previously completed and is intended to renew interest in rejoining the volunteer ranks of ISI officiating. The re-entry process shall be completed as follows:

- Complete and submit the USA-S Non-athlete registration form and the ISI Officials Annual Registration Application
- Obtain a written recommendation from an ISI Referee with at least two years experience requesting that the official be reinstated at a designated level
- Complete the USA-S on-line officials test(s), and score at least 80%, for the level at which the official is requesting re-entry

Once these steps are completed, the Officials Chair will issue the re-entering official a temporary training card that will allow for participation as a trainee at ISI sanctioned meet sessions as required below.

Position	Evaluation Session Required
Administrative Judge	One (1) @ Admin Judge
Stroke and Turn Judge	One (1) @ Stroke & Turn
Starter	Two (2) Total as listed below: One (1) @ Stroke & Turn Judge One (1) @ Starter
Referee	Four (4) Total as listed below: One (1) @ Admin Judge One (1) @ Stroke & Turn Judge One (1) @ Starter One (1) @ Referee

- 1 Officials re-entering as an Administrative Judge, Stroke & Turn Judge or Starter may complete their training sessions at one (1) meet.
- 2 Officials re-entering as Referee shall complete their training sessions at no fewer than two (2) meets and with two (2) different Meet Referees

Each of the required evaluation sessions shall be documented using the applicable ISI Officials On Deck Training Card. These re-entry evaluation sessions DO NOT require a trainer, but do require observation, written recommendation and signature by the meet referee(s). Negative recommendations/evaluations will require an additional and positive evaluation. The re-entering official is responsible for submitting the completed training cards to the ISI Officials Chair.