

APPENDIX G

OFFICIALS CERTIFICATION POLICY (Housekeeping – January 30, 2022)

Amendments to this Appendix G are the responsibility of the Judges' Board. The Judges' Board can modify this Appendix by recommending changes to the Board of Directors for approval.

ARTICLE 1

1.01 All Officials must be members of USA Artistic Swimming ("USAAS") at the appropriate level, be current in SafeSport training and must have completed the National Center for Safety Initiatives ("NCSI") Background Check (parental consent required for minors under 18 years of age) every 2 years. See Appendix C.

CATEGORIES OF JUDGES:

Figure Judge: May judge figures at the competition for which they are certified.

Association, Regional, Zone, National, USAAS International, FINA/PAQ Judges: May judge routines and figures for which they are certified.

Exception: Should there be a shortage of judges in any category, the Officials Chair in charge or the Administrator of the Judges' Programs ("Judges Administrator") may use lower rated judges to fill vacancies.

1.02 Testing Policies: In order to obtain the specified ratings, the following procedures are required. Candidates who fail written or electronic tests may be retested. A judges' rating is good for 2 years from the date of completion of all requirements for the rating. The rating is good until December 31st of the year of expiration.

A. **Association Rating (Levels 1F, 1, 2F and 2) Requirements:**

1. Minimum: 15 years of age.
2. Fees:
 - a. Training Course and Test: Online course, webinar and test is complimentary. Fees set by and payable to Association for in-person training.
3. Membership: USAAS Membership at the appropriate level.
4. Training Course: Classroom/poolside instruction or online/webinar.
5. Training Materials: USAAS Rulebook and FINA Judges Training Manual.
6. **Level 1F: Association Figure Judge** (Novice, Intermediate and 12 & Under Age Group Figures).
 - a. Written or Electronic Test: Open book, with 2-hour time limit, 90% passing score.
 - b. Identification Test on Basic Body Positions and Transitions for in-person testing, 85% passing score.
 - c. Figure Practice Judging: Pass evaluation of all entries on an entire panel in Novice, Intermediate and 12 & under Age Group Figures at an Association competition.
7. **Level 1: Association Judge** (Novice, Intermediate and 12 & Under Age Group Figures; Novice Free Routines and Intermediate Free Routines with Technical Elements).
 - a. Current Level 1F Judge Certification or actively pursuing Level 1F. Must pass Level 1F before passing Level 1.

- b. Written or Electronic Test: Open book, with 2-hour time limit, 90% passing score.
 - c. Identification Test on Basic Body Positions and Transitions for in-person training, 85% passing score.
 - d. Figure Practice Judging: Pass evaluation of all entries on an entire panel in Novice, Intermediate and 12 & under Age Group Figures at an Association competition.
 - e. Routine Practice Judging: Pass evaluation of an entire routine event in Solo, Duet, and Team in Novice and Intermediate at an Association competition.
8. **Level 2F: Association and Junior Olympic Regional Figure Judge** (13-15 Age Group Figures).
- a. Current Level 1F or 1 Judge Certification or actively pursuing Level 1F or Level 1. Must pass Level 1F or Level 1 before passing Level 2F.
 - b. Written or Electronic Test: Open book, with 2-hour time limit, 90% passing score.
 - c. Identification Test on Advanced Body Positions and Transitions for in-person training, 85% passing score.
 - d. Figure Practice Judging: Pass evaluation of all entries on an entire panel in 13-15 Age Group Figures at an Association or Junior Olympic Regional competition.
9. **Level 2: Association and Junior Olympic Regional Judge** (13-15 Age Group Figures; Junior Technical and Free Routines, and Junior Olympic Free Routines).
- a. Current Level 1 or 2F Judge Certification or actively pursuing Level 1 or Level 2F. Must pass Level 1 or Level 2F before passing Level 2.
 - b. Written or Electronic Test: Open book, with 2-hour time limit, 90% passing score.
 - c. Identification Test on Advanced Body Positions and Transitions for in-person training, 85% passing score.
 - d. Figure Practice Judging: Pass evaluation of all entries on an entire panel in 13-15 Age Group Figures at an Association or Junior Olympic Regional competition. If the candidate has a 2F rating, no figure practice judging is required.
 - e. Routine Practice Judging: Pass evaluation of an entire routine event at the Junior Olympic Association, Junior Olympic Regional, Junior or Senior Association competitions as follows:
 - 13 & over – Free Solo, Free Duet, Free Team, and Free Combination
 - 16 & over – Technical Solo, Technical Duet, and Technical Team
- B. **Zone and Collegiate Regional Rating (Levels 3F and 3) Requirements:**
1. Minimum: 18 years of age.
 2. Fees:
 - a. Training Course and Test: Fees set by Zone or USAAS Board of Directors and payable to Zone or USAAS.
 3. Membership: USAAS Membership at the appropriate level.
 4. Training Course: Classroom/poolside instruction or online/webinar.
 5. Training Materials: USAAS Rulebook and FINA Judges Training Manual.
 6. **Level 3F: Zone and Collegiate Regional Figure Judge** (All Figures)
 - a. Current Level 2F or 2 Judge Certification.
 - b. Written Test: Open book, with 2-hour time limit, 90% passing score. Written tests may be given at or prior to a Zone competition or the Annual Meeting of the Corporation (“USAAS Convention”).
 - c. Figure Practice Judging: Pass evaluation of all entries on an entire panel at a 13-15 Zone Championship.
 - d. Oral Figure Examinations: May occur at any of the competitions listed below, with permission of, and administered by the Zone Officials Chair.

- 13-15 Zone Championship
 - U.S. 13-15 Championship
7. **Level 3: Zone and Collegiate Regional Judge** (Senior Technical Routines, All Routines and Figures).
- a. Current Level 2 Judge Certification.
 - b. Written Test: Open book, with 2-hour time limit, 90% passing score. Written tests may be given at or prior to a Zone competition or USAAS Convention.
 - c. Figure Practice Judging: Pass evaluation of all entries on an entire panel at a 13-15 Zone Championship. If the candidate has a 3F rating, no figure practice judging is required.
 - d. Oral Figure Examinations: May occur at any of the competitions listed below, with permission of, and administered by the Zone Officials Chair.
 - 13-15 Zone Championship
 - U.S. 13-15 Championship

If the candidate has a 3F rating, no oral is required.
 - e. Routine Practice Judging: Pass evaluation of an entire routine event at the Junior or Senior Zone Championship as follows:
 - Technical Solo, Duet, and Team
 - Free Solo, Duet, and Team
 - Free Combination
 - f. Mentoring/Oral Technical and Free Routine Examination: May occur at any of the competitions listed below with permission of, and administered by the Zone Officials Chair. Mentoring/Orals are to cover all categories of judging in Technical and Free Solo, Duet, and Team; and the Free Combination routine event.
 - Junior or Senior Zone Championship
 - U.S. 13-15 Championship
 - U.S. Junior Championship
 - U.S. National Championship
 - 16 & over Age Division at the U.S. Junior Olympic Championship
- C. **National Rating (Levels 4JO/Master and 4) Requirements:**
1. Fees:
 - a. Training Course and Test: Fees set by USAAS Board of Directors and payable to USAAS.
 2. Membership: USAAS Membership at the appropriate level.
 3. Training Course: Classroom/poolside instruction or online/webinar.
 4. Training Materials: USAAS Rulebook and FINA Judges Training Manual.
 5. **Level 4F: National Figure Judge** (All Figures at any National Championship)
 - a. Existing Level 4F Judges may continue. No new candidates will be added. It is recommended that Level 4F Judges move to Level 4 or 4JO/Master.
 6. **Level 4JO/Master: U.S. Junior Olympic/Masters Judge** (All component parts at the U.S. Junior Olympic Championship and the U.S. Masters Championship).
 - a. Current Level 3 Judge Certification.
 - b. Written Test: Open book, with 2-hour time limit, 90% passing score. Written tests may be given, with prior approval from the Judges Administrator, at the following:
 - USAAS Convention
 - U.S. 13-15 Championship
 - U.S. Junior Championship
 - U.S. National Championship
 - 12 & under or 13-15 Age Division at the U.S. Junior Olympic Championship

- c. Figure Practice Judging: Pass evaluation of all entries on an entire panel at any of the competitions listed below:
 - U.S. 13-15 Championship
 - 13-15 Age Division at the U.S. Junior Olympic Championship
 If the candidate has a 4F rating, no figure practice judging is required.
 - d. Oral Figure Examinations: May occur at any of the competitions listed below:
 - U.S. 13-15 Championship
 - 13-15 Age Division at the U.S. Junior Olympic Championship
 If the candidate has a 4F rating, no oral is required.
 - e. Routine Practice Judging: Pass evaluation of an entire routine event at the U.S. Junior Olympic Championship as follows:
 - 16 & over – Technical Solo, Technical Duet, and Technical Team
 - Any age division – Free Solo, Free Duet, and Free Team
 - 13-15 or 16 & over – Free Combination routine event
 - f. Mentoring/Oral Technical and Free Routine Examination: May occur in any combination of routine events in any age division at the U.S. Junior Olympic Championship.
7. **Level 4: National Judge** (All component parts at all National Championships).
- a. Current Level 3 Judge Certification.
 - b. Written Test: Open book, with 2-hour time limit, 90% passing score. Written tests may be given, with prior approval from the Judges Administrator, any of the competitions listed below:
 - USAAS Convention
 - U.S. 13-15 Championship
 - U.S. Junior Championship
 - U.S. National Championship
 - 12 & under or 13-15 Age Division at the U.S. Junior Olympic Championship
 - c. Figure Practice Judging: Pass evaluation of all entries on an entire panel at any of the competitions listed below:
 - U.S. 13-15 Championship
 - 13-15 Age Division at the U.S. Junior Olympic Championship.
 - d. Oral Figure Examinations: May occur at any of the competitions listed below:
 - U.S. 13-15 Championship
 - 13-15 Age Division at the U.S. Junior Olympic Championship.
 If the candidate has a 4F rating, no oral is required.
 - e. Technical Routine Practice Judging: Pass evaluations as follows:
 - An entire Technical routine event in Solo and Duet at the U.S. National Championship.
 - An entire event for each of the remaining required Technical routine events at the U.S. Junior or U.S. National Championship.
 - f. Free Routine Practice Judging: Pass evaluation of an entire routine event as follows:
 - U.S. 13-15 or U.S. Junior or U.S. National Championships – Free Solo, Free Duet, Free Team, and Free Combination
 - g. Mentoring/Oral Technical or Free Routine Examination: May occur in any combination of routine events at any of the competitions listed below:
 - U.S. National Championship
 - U.S. Junior Championship
 - 13-15 or 16 & over Age Division at the U.S. Junior Olympic Championship

D. USAAS International Rating (Level 5) Requirements:

1. Membership: USAAS Membership at the appropriate level.
2. Training Course: FINA Advanced Development School.
3. Training Materials: FINA Judges Training Manual and FINA Handbook.
4. **Level 5: USAAS International Judge** (All Figures and Routines at all National Championships and all National Team Trials).
 - a. Current Level 4 Judge Certification:
 - (1) Application: Once the Level 4 test has been passed for the second time, an application and resume must be sent to the International Relations Committee Chair for consideration (Refer to Appendix N).
 - (2) Testing: Once the application has been approved by the International Relations Committee, the judge must take and pass the FINA Advanced Development School Test. The FINA Advanced Development School test must be passed prior to Level 5 Certification is achieved and before nomination to the FINA/PAQ Judges List. Exception: FINA Advanced Development School attendance is not a requirement if the International Relations Committee Chair has successfully petitioned FINA for the judge's inclusion on the FINA Judges List.
 - (3) Evaluations: The judge must have been successfully evaluated at 3 of the 4 National Championships listed below:
 - U.S. National Championship
 - U.S. Junior Championship
 - U.S. 13-15 Championship
 - U.S. Open Championship

E. FINA and PAQ Rating (Level 6) Requirements:

1. Level 6: FINA and PAQ Judge.

- a. Current Level 5 Judge Certification.
- b. U.S. Citizen.
- c. Meet FINA and PAQ age requirements.
- d. Openings shall be filled by the USAAS International Relations Committee with recommendations from the Judges' Board. Recommendations will be based on evaluations, attendance, cooperation and availability.

F. Evaluator:

1. Evaluator for the U.S. National Championship:

- a. Current FINA Evaluators, past FINA Judges, and/or current FINA Judges.
- b. U.S. Citizen.
- c. Selected by the Judges Administrator and the International Relations Committee Chair.

1.03 Administration of Tests:

A. Written Tests and Practice Judging:

1. The written portion of the Level 1F, 1, 2F, 2, 3F or 3 tests may be given at any convenient time by, or at the direction of, the appropriate Officials Chair. (Levels 1F, 1, 2F and 2 may be taken in electronic version.) Levels 4JO/Master or 4 tests may be given at any National Championship or the USAAS Convention.
2. Candidates must pass the written portion of the test before getting credit for any practice judging. Candidates must be notified of test results within 30 days. The recommended testing order is: written or electronic test, mentoring/oral examination, followed by practice judging. However, a candidate may change the order with the understanding that credit is based upon passing the previous stage. The written or electronic test must be passed first. (Levels 1F, 1, 2F and 2 may be taken in electronic version.)
3. Candidates must pass all sections of the evaluation. Final events and events with fewer than 8 entries may not be used for practice judging.
4. Candidates must have completed the proper current level before advancing to the next level of training and testing.

B. Oral Examination:

1. The candidate must be able to:
 - a. For Figure Oral Examination:
 - (1) Evaluate and rank a minimum of 3 figures performed by 3 or more athletes.
 - (2) Demonstrate knowledge of the following from both the USAAS Rulebook and FINA Manual:
 - (a) Figure Rule III - General Regulations, Guidelines and Criteria for Figure Execution.
 - (b) Figure Rule IV - Basic Positions for Figures.
 - (c) Figure Rule V - Basic Transitions and Movements.
 - (d) Figure Rule VI - Description of Figures for Artistic Swimming.
 - (e) USAAS Rules Officials and Duties, and specifically USAAS Rule OD 2.6.1 Methods of Grading for Figure Competition.
 - (3) Differentiate and assign proportionate scores and explain the reasoning for arriving at their scores.
 - b. For Free or Technical Routine Mentoring/Oral Examination:
 - (1) The candidate will watch an event, demonstrate knowledge, evaluate, score and justify scoring for any combination of routine events in the following categories:
 - Execution, Artistic Impression, and Difficulty - Free Solo, Free Duet, Free Team, and Free Combination routines
 - Execution, Impression, and Elements - Technical Solo, Technical Duet, and Technical Team routines
2. If the candidate does not successfully complete all requirements within 2 years, they must begin that level of testing and training again.
3. Candidates are encouraged to seek mentors.

C. Guidelines for Oral Testing:

1. General Guidelines for all Oral Testing:
 - a. Oral panels shall consist of 1-3 judges, with a comparable or higher judges rating than the candidate and with no affiliation with the candidate or routines/athletes being evaluated.
 - b. For Figure orals, the panel shall consist of 2-3 judges. For routine mentoring/orals, the panel shall consist of 1 judge. For reinstatement of a conditional rating for Levels 4, 5, and 6, the panel shall consist of a minimum of 2 Level 4 and above Judges.
 - c. For National level orals, the panel must consist of examiners holding a National Judges' rating from different Zones (whichever is applicable), not including the Zone of the candidate, where possible. For Zone level orals, the panel must consist of examiners holding a Zone Judge's rating or higher from different Associations (whichever is applicable), not including the Association of the candidate, where possible.
 - d. If the 2-3 judges/examiners cannot administer the entire Figure oral at a competition due to judging other events, etc., 1 judge should be on all events, where possible.
 - e. For all oral testing, explain to the candidate they may either talk through the performance or take notes and discuss afterwards. Be sure to have both the candidate and the Oral Panel record their scores before discussion. The panel may allow time between test performances so the candidate has time to make comments on the performance just viewed and the panel can bring up issues the candidate did not discuss or explain sufficiently.
 - f. Compare the scores, noting the range of scores used and the rankings with the panel.
 - g. Proceed to the next performance and repeat the process.
 - h. Excuse the candidate.
 - i. The panel discusses the test performances and the "lead tester/examiner" makes notes of the strengths and weaknesses of the candidate. The lead tester/examiner reports to the Judges Administrator/Zone Officials Chair and

recommends pass or fail. One of these individuals informs the candidate of the decision.

2. Figure Orals:
 - a. Advise the candidate that they will judge/evaluate a minimum of 3 figures performed by 3 or more athletes.
3. Routine Mentoring/Orals:
 - a. For Free and Technical routines, select routines to be discussed and judged in each category and for each event.
 - b. Select routines from different Zones, different clubs and possibly a wide range of scores. Do not select clubs that the panel or the candidate may be affiliated with, where possible.
 - c. Advise the candidate that they will judge/evaluate routines in each category for each event.

1.04 Maintenance of Specific Rating: Judges who fail to meet the minimum requirements to maintain their current level of certification shall hold their judges' rating on a conditional basis. All judges who become conditional or lapsed will be notified in writing 30 days following the USAAS Convention.

A. Required Attendance:

1. **Association Judges (Levels 1F and 1):**
 - a. Attend and judge a USAAS Association or Collegiate competition at least 2 times per year.
 - b. If there are no judging positions open, practice judge and submit to the Association Officials Chair.
 - c. Attend a Judges Update Clinic every 4 years.
2. **Association and Junior Olympic Regional Judges (Levels 2F and 2):**
 - a. Attend a USAAS Association Championship or Junior Olympic Regional Championship every 2 years.
 - b. Attend and judge a USAAS Association or Collegiate competition at least 2 times per year.
 - c. Attend a Judges Update Clinic every 4 years.
3. **Zone and Collegiate Regional Judges (Levels 3F and 3):**
 - a. Attend 1 Zone Championship every 2 years.
 - b. Attend and judge a USAAS Association or Collegiate Regional competition at least 2 times per year.
 - c. Attend a Judges Update Clinic every 4 years.
4. **National Judges (existing Level 4F):**
 - a. Attend at least 1 National Championship each year. Attend 4 National Championships within an Olympic Quad. These shall include:
 - U.S. Collegiate Championship
 - U.S. 13-15 Championship
 - U.S. Junior Olympic Championship
 - U.S. Masters Championship.The number of competitions required will be prorated for any judge not beginning at the start of the Olympic Quad.
 - b. Attend a Regional or Zone Championship each year.
 - c. Attend a Judges Update Clinic every 4 years.
5. **National Judges (Level 4JO/Master):**
 - a. Attend either the U.S. Junior Olympic Championship or U.S. Masters Championship every year.
 - b. Attend a Regional or Zone Championship each year.
 - c. Attend a Judges Update Clinic every 4 years.
6. **National Judges (Level 4):**
 - a. Attend at least 1 National Championship each year. Attend 5 National Championships within an Olympic Quad. These shall include:
 - U.S. Collegiate Championship
 - U.S. Junior Olympic Championship
 - U.S. Masters Championship

- May include U.S. 13-15, U.S. Junior or U.S. National Championships.

The first 3 must be attended; the other 2 may be any of the 6. The number of competitions required will be prorated for any judge not beginning at the start of the Olympic Quad.

- Attend a Regional or Zone Championship each year.
- Attend a Judges Update Clinic every 4 years.

7. **USAAS International Judges (Level 5):**

- Attend at least 1 National Championship each year. Attend 5 National Championships within an Olympic Quad. These shall include:
 - U.S. 13-15 Championship
 - U.S. Junior Championship
 - U.S. Nationals Championship
 - May include U.S. Collegiate, U.S. Junior Olympic or U.S. Masters Championships.

The first 3 must be attended; the other 2 may be any of the 6.

- Attend a Regional or Zone Championship each year.
- Attend a Judges Update Clinic every 4 years.
- Attend 1 international competition in the Olympic Quad.

8. **FINA and PAQ Judges (Level 6):**

- Attend at least 1 National Championship each year. Attend 5 National Championships within an Olympic Quad. These shall include:
 - U.S. 13-15 Championship
 - U.S. Nationals Championship
 - U.S. Open Championship
 - May include U.S. Collegiate, U.S. Junior, U.S. Junior Olympic or U.S. Masters Championships.

The first 3 must be attended; the other 2 may be any of the 7. If a Level 6 Judge is assigned to judge at least 2 International competitions within an Olympic Quad, the judge needs to attend any 4 of the 7 U.S. Championships (1 per year).

- Attend a Regional or Zone Championship each year.
- Attend a Judges Update Clinic every 4 years.
- Attend competitions necessary to meet FINA and PAQ requirements.

B. **Definition of Certifiable Attendance:**

- The judge must be in attendance, available and willing to judge for a minimum of 2/3 of the events.
 - The competitive year begins on January 1st for determining whether the judge meets the requirements of numbers/kinds of Championships attended/judged.
 - Attendance at 2 of the 4 age groups at the U.S. Junior Olympic Championships will satisfy the requirement.
 - At Association and Regional competition, an event is considered as 12 & under, 13-15, 16-17, and 18-19 in each of the following: Solo, Duet, Mixed Duet, Trio, Team (Technical and Free), and Free Combination, and Figure events. At Zone and National competitions, an event is considered Preliminary Solo, Duet, Mixed Duet, Team, or Free Combination; Technical Solo, Duet, Mixed Duet, or Team; Semifinal Solo, Duet, Mixed Duet, Team, or Free Combination; Final Solo, Duet, Mixed Duet, Team, or Free Combination, and Figures.
5. Exceptions: Current National Team Coaches who hold a Level 4 or higher rating, FINA/PAQ Judges, National Judges (Level 4F, 4JO/Master or 4), and USAAS International Judges (Level 5) may petition the Judges' Board for exceptions to the minimum attendance requirements.
- Judge's work and family obligations shall be considered.
 - Substitutions of 1 Championship for another shall be considered.

C. **Judges Update:**

- All Levels 4F, 4JO/Master, 4 and 5 judges must attend the National Judges Update. All Levels 1-3 judges must attend an Association Update. Level 6 judges

who have taken and passed a FINA Certification Test are not required to attend a National Judges Update. See Section 1.04 G.2 below.

2. National judges (Levels 4F, 4JO/Master, 4 and 5 only) not attending the National Judges Update must attend an Association Update and take the written update test.
3. All judges not attending the current update (National or Association) will need to view videos and take a written test. A written test will be provided by April 1st for a \$50.00 fee. The test is to be taken and returned to the Judges Administrator or Education Director within 30 days of receipt. If the judge does not pass the test (90% passing score), it shall be returned to the judge for correction and must be returned to the Judges Administrator or Education Director for further correction within 2 weeks of receipt of the test. The judge may not officiate at any level as a judge until the written test is passed and reinstatement requirements are met.

D. Evaluations:

1. National Judges are required to meet minimum evaluation standards for each calendar year. The minimum standard is a passing LAR of 70% of all routine events and 70% of all figure events judged, in a given year, with a minimal bias rating.
2. If the minimum standard is not met for routines, or figures, or both, the judge shall be notified in writing by the Judges Administrator and the judge's rating shall become conditional upon review by the Judges' Review Subcommittee.

E. Retesting: Judges are required to take a written test every 2 years until a Retaining Rating is attained. See Appendix G, Article 1, Section 1.05.

F. Conditional Rating: The Conditional rating is effective January 1 of the following year for a period of 1 year. Judges failing to meet the reinstatement requirements as listed in Section 1.04 G below shall have a Lapsed rating.

G. Reinstatement of Conditional Rating: To reinstate the original rating during the conditional period, the judge must satisfy the following requirements:

1. Failure to Meet Attendance Requirements:

- a. For Level 1F: Practice judge a complete Figure event at an Association Championship.
- b. For Level 1: Practice judge 3 events.
- c. For Level 2F: Practice judge a complete Figure event at a Junior Olympic Regional Championship.
- d. For Level 2: Observe 3 events on deck with a mentor at an Association or Junior Olympic Regional Championship or if no mentor is available, practice judge 3 events.
- e. For Level 3F:
 - (1) Practice judge a complete Figure event at a 13-15 Zone Championship.
 - (2) Take an oral exam; if failed, the rating is lapsed.
- f. For Level 3:
 - (1) Practice judge a complete Figure event at a 13-15 Zone Championship.
 - (2) Practice judge 3 events at a Junior or Senior Zone Championship.
 - (3) Take a mentoring/oral exam; if failed, the rating is lapsed.
- g. For existing Level 4F:
 - (1) Practice judge a complete Figure event at the U.S. 13-15 Championship or the U.S. Junior Olympic Championship in the 13-15 Age Division.
 - (2) Take an oral exam; if failed, the rating is lapsed.
- h. For Levels 4, 5, and 6:
 - (1) Practice judge 3 Preliminary routine events on deck at a U.S. 13-15, U.S. Junior or U.S. National Championship.
 - (2) Take a mentoring/oral exam with a minimum of 2 National Judges on the panel; if failed, the rating is lapsed.
 - (3) For not attending a required Regional or Zone Championship in a given year, the judge must take the Level 3 written test.

2. **Failure to Meet Judges Update Requirement:**
 - a. All judges have the opportunity to attend Judges Update Clinics in their associations. If not completed by the specified date, the rating lapses.
 3. **Failure to Meet Minimum Evaluation Standard (See Section 1.04 D above):**
 - a. For Routines:
 - (1) Practice judge 3 Preliminary routine events on deck at a U.S. 13-15, U.S. Junior or U.S. National Championship.
 - (2) Take a mentoring/oral exam with a minimum of 2 National Judges on the panel; if failed, the rating is lapsed.
 - b. For Figures:
 - (1) Practice judge and pass an entire Figure event at a U.S. 13-15 Championship.
 - (2) Take an oral exam; if failed, the rating is lapsed.
- H. **Reinstatement of a Lapsed Rating:** To reinstate a Lapsed rating, the judge must start testing at Level 1 or 1F to the level being reinstated.

1.05 Retaining Judge:

- A. **The Retaining Judge Rating:** Obtained by passing the same level requirements 2 times after receiving the specified rating. For example, a Retaining Zone and Collegiate Regional Judge is one who has passed the Zone and Collegiate Regional requirements 2 times after receiving the Zone and Collegiate Regional rating.
- B. **The Retaining Rating is available only for the following:**
 1. National, USAAS International, FINA, and PAQ Judges – Levels 4F (existing), 4JO/Master, 4, 5, and 6.
 2. Zone and Collegiate Regional Judges – Level 3F and 3.
 3. Association and Junior Olympic Regional Judges – Level 2F and 2.

1.06 Judge Emeritus: A judge who wishes to continue contributing to the sport of artistic swimming, but would prefer to retire from active judging, may elect to become a Judge Emeritus.

- A. **Requirements for Active Judge Emeritus:**
 1. Level 3F, 3, 4F, 4JO/Master, 4, 5, or 6 Retaining Judge.
 2. Must be a member of USAAS at the appropriate level.
 3. Must attend a Zone or National Championship each year.
 4. Must attend a Judges Update Clinic every 4 years.
- B. **Duties may include** – provided above requirements are met (in priority order):
 1. Referee or Vice Referee.
 2. Member of Oral Panel.
 3. Mentor or Observer.
 4. Judge Trainer and/or Tester.
 5. Judge where needed, if agreeable with the Judge Emeritus.
- C. Any Judge Emeritus shall always be welcome in the Official's room and meetings at all Championships. A new Judge Emeritus shall be recognized during the awards ceremony at a National Championship or at the USAAS Convention.

1.07 Requirements for Specific Competitions:

- A. **National Championships:**
 1. It shall be the duty of the Judges Administrator (or appointed representative), and where possible, the members of the Judges' Board, to select judges for all National Championships.
 2. In the absence of the Judges Administrator: Duties shall be transferred to a National Judge(s) appointed by the Judges Administrator.
 3. To be eligible to judge a Final event, a judge must also have been available for the Preliminary and/or Semifinal events.
 4. Judges for Final events may include judges who are unaffiliated with any of the finalists for that event.

B. Zone Championships:

1. It shall be the duty of the Zone Officials Chair (or appointed representative) to select judges for Zone Championships. If the Zone Officials Chair is affiliated, an unaffiliated official shall be appointed by the Zone Officials Chair to assist in selecting judges.
2. In the absence of the Zone Officials Chair: Duties shall be transferred to the Association Officials Chair of the Association in which the Championship is being held. If the Association Officials Chair is affiliated, an unaffiliated official shall be appointed by the Zone Officials Chair.
3. To be eligible to judge a Final event, a judge must also have been available for the Preliminary and/or Semifinal events.

C. Regional Championships:

1. It shall be the duty of the Zone Officials Chair (or appointed representative) to select judges for Regional Championships.
2. In the absence of the Zone Officials Chair: Duties shall be transferred to the Association Officials Chair of the Association in which the Championship is being held. If the Association Officials Chair is affiliated, an unaffiliated official shall be appointed by the Zone Officials Chair.

D. Association Championships:

1. It shall be the duty of the Association Officials Chair (or appointed representative) to select judges for Association Championships. If the Association Officials Chair is affiliated, an unaffiliated official shall be appointed by the Association Officials Chair to assist in selecting judges.
2. In the absence of the Association Officials Chair: Duties shall be transferred to an unaffiliated official appointed by the Association Officials Chair.

1.08 Affiliation: A judge is considered affiliated if they:

- A. Are a paid coach, staff or administrator of a Team.
- B. Are a volunteer coach, staff or administrator of a Team.
- C. Have regularly scheduled attendance at Team practice.
- D. Are a mother, father, sister, or brother of a competitor.
- E. Are within 1 year following separation of activity with a club. See USAAS Rule OD 2.3.3.1.

1.09 Judge Utilization for Figure Competition: Panels for figures shall be balanced by Zone, Association and club, taking into consideration the number of judges to be utilized per club, the number of panels, and the degree of difficulty of the figures. For Selection of Judges, see USAAS Rule OD 2.3.4. Panel assignments shall be posted prior to Figure competition.

1.10 Rated Judges from Other Federations:

- A. Must reside in the USA.
- B. Must petition the Judges' Board.
- C. Present credentials to enter a mentoring program with a USAAS National Judge.
- D. May attain a comparable or higher rating after residing within the jurisdiction of the United States for at least 2 years.
- E. Meet all the requirements of the rating to be attained.

1.11 Judges Mentor Program:

A. Responsibility of a Mentor:

1. Assist a judge candidate with questions, problem areas and other concerns.
2. Encourage and supervise progress in the judge's training. Be a positive influence in the judge's progression.
3. Prepare the judge candidate for the type of competition they will be attending. For example: the environment, expectations.
4. Sit with the judge candidate and talk through routines and figures. This may be done during practice or competition.

5. Encourage the judge candidate to seek the knowledge of other officials who may have expertise in a specific area.
 6. Encourage the judge candidate to advance to the next level.
 7. Stay in contact through the Officials Chair regarding the progress of the judge candidate.
- B. Association and Junior Olympic Regional Level:**
1. The Association Officials Chair shall assign or assist the judge candidate in choosing a mentor.
 2. Assign or select the mentor at the beginning of judge's training.
 3. Mentor volunteers should be experienced Level 2 or higher Judges.
- C. Zone and Collegiate Regional Level:**
1. The Zone Officials Chair shall assign or assist the judge candidate in choosing a mentor.
 2. Mentor volunteers should be experienced Level 3 or higher Judges.
- D. National Level:**
1. The Judges Administrator shall assist in the selection of the mentor for the judge candidate.
 2. Mentor volunteers should be experienced Level 4 or higher Judges.
- E. USAAS International Level:**
1. The Judges Administrator shall assist in the selection of the mentor for the judge candidate.
 2. Mentor volunteers should be experienced Level 5 or 6 Judges.
 3. Level 5 Judges wishing to become a FINA or PAQ (Level 6) Judge shall be assigned a current or past Level 6 mentor.

1.12 Pre-selected Judges Housing:

- A. Pre-selected judging assignments shall be distributed by January of each year to both the National Judges and the competition hosts.
- B. Judges must be in attendance the entire competition in order to receive housing. Special circumstances will be considered by the Judges Administrator.
- C. Judges shall be given a deadline to respond to the Judges Administrator of their intent to attend the competition. If no response is forthcoming by the stated deadline, the Judges Administrator shall assume that the judge will not be in attendance and shall notify the next official in line.
- D. Based on this response, the Judges Administrator shall notify the competition host of the pre-selected judges who will be attending and requiring housing. Judges will not be required to book their own room(s) and shall not contact the host organization. Judges may be assigned up to 3 to a room by the competition host in consultation with the Judges Administrator.
- E. If, due to any unusual circumstance, a judge has needs other than the assignment as stated, the judge shall contact the Judges Administrator with those needs no less than 2 weeks before the competition. Any spouse or significant other shall be required to book and pay for their own space in the hotel.

1.13 Judges' Review Subcommittee Procedure (See USAAS Code, Article 5, Section 5.07 E.2):

- A. Upon the Judges' Review Subcommittee Chair receiving a written request for review of a judge's conduct, the Judges' Review Subcommittee Chair shall refer the matter to the USAAS Executive Director to be processed according to the USAAS Administrative Rules, Code of Ethics (Appendix P) or Whistleblower and Anti-Retaliation Policy (Appendix S).
- B. Upon the Judges' Review Subcommittee Chair receiving a written complaint about a judge's judging performance:
 1. The person accused shall be notified in writing:
 - a. That a complaint has been received, listing the allegations in detail, and;
 - b. That a review of the judging performance is in progress.
 2. The Judges' Review Subcommittee shall review, using any or all of the following, as appropriate:

- a. Conversation with complainant.
 - b. Conversation with individual about whom the complaint was filed to get a response.
 - c. Conversation with others who might have witnessed the event.
 - d. Review of the judges' scores or evaluations for the event(s) in question.
3. The Judges' Review Subcommittee shall make a determination regarding the allegations.
 4. The Judges' Review Subcommittee Chair shall notify all involved in writing about the outcome of the review and any recommendations to follow.
- C. **Procedures:**
1. At all times, the Judges' Review Subcommittee shall adhere to the USAAS Rulebook.
 2. Deliberations shall be confidential.
 3. If complainants are not willing to be identified, the complaint shall not be considered.
 4. The Judges' Review Subcommittee shall address all appropriate complaints regarding a judge's judging performance, regardless of the infraction.
 5. In order to maintain a written record for future reference, all complaints shall be in writing. Responses shall be in writing and put in the records of the Judges' Review Subcommittee.
 6. In the case of complaints regarding biased judging, records of evaluations shall be put in the records of the Judges' Review Subcommittee.

USAAS OFFICIALS LEVELS & RATINGS

FIGURES ONLY LEVEL	JUDGE LEVEL
1F Association Figure Judge	1 Association Judge
Novice Figures	Novice Figures and Routines
Intermediate Figures	Intermediate Figures
12 & Under Age Group Figures	Intermediate Routines
	12 & Under Age Group Figures
2F Association/ Junior Olympic Regional Figure Judge	2 Association/ Junior Olympic Regional Judge
13-15 Age Group Figures	13-15 Age Group Figures
	Junior Technical & Free Routines
	All Junior Olympic Free Routines
3F Zone/ Collegiate Regional Figure Judge	3 Zone/ Collegiate Regional Judge
All Figures (more in depth)	Senior Technical Routines
	All Routines and Figures
4F National Figure Judge (existing)	4JO/Master - U.S. Junior Olympic/ Masters Judge
Applied knowledge	Applied knowledge
All Figures	All Figures and Routines
	4 National Judge
	Applied knowledge
	All Figures and Routines
	5 USAAS International Judge
	International Rules
	6 FINA/ PAQ Judge
	Appointed by USAAS International Relations Committee