

How to Become an Official?

Checklist:

- ☐ account on usaswimming.org
- ☐ USA Swimming Registration as a non-athlete member
- ☐ level II background check (BGC)
- ☐ athlete protection training (APT)
- ☐ concussion protocol training (CPT)
- ☐ Child Abuse and Neglect Reporting Act (CANRA) training
- ☐ online Stroke & Turn test (or admin test)
- ☐ member card printed
- ☐ volunteer at an age group swim meet (shadow, min 4 sessions)
- ☐ work on your own at an age group meet with mentoring (min 4 sessions)
- ☐ attend an officials clinic
- ☐ request an evaluation for a Qualified (aka Level 1-L1) at two age group meets working two days each (total of 4 sessions)

On September 1, 2022, USA Swimming changed their registration process. Some of the steps outlined below will be different, and links may not work. We will update this document once there is more clarity on how to go through the different steps in the new system. In case of question please reach out to the zone2 officials chairs: zone2official@gmail.com

Here are the steps in detail to volunteer and become a certified official.

1. Create an USA-S account with USA Swimming (free)

You need to create an account with **USA Swimming**, unless you have one already.

If you already have an account for your child, you can skip this step.

Visit <https://hub.usaswimming.org/landing>, go to “CREATE A LOGIN” and follow the steps.

2. Join USA Swimming as an official (non-athlete member) - Pacific Swimming LSC. (registration)

All officials need to register as an **official/non-athlete member**. Registration is on an annual basis and needs to be renewed every year. The registration is for you, not your child, it will be in addition. There is a registration fee.

Please contact your club for providing a link for your registration and follow those steps. In case of any questions, your clubs should be able to answer those and assist you.

After being registered, you should be able to see your member card showing “official” when you login to your account on the USA-Swimming website <https://hub.usaswimming.org/landing>.

Renewals of a registration: The registration needs to be renewed every year. In the future, this may or may not be done by your club.

3. Background Check and Online Training

The following steps can be done on any order. It is highly recommended to have completed steps 1 and 2 before continuing. Sign into your USA Swimming account on the USA-Swimming website: <https://hub.usaswimming.org/landing> before you start any of the items below. Go to “Education” on the top right, then select “Course Catalog”. Currently, this is only available on the website but not within the mobile phone app!

When you click on some of the training sessions below and nothing happened, please check if you have **enabled pop-ups** for the website. Your browser may ask you if you want to enable them for this website, please allow pop-ups so that the training will load. Usually, the message comes up somewhere at the top of the website in the browser.

a. Take the USA Swimming level II Background Check.

Select “All Courses”, then choose “Background Check” and follow the instructions. It will take you to another website.

There is a fee for the background check, and it will have an expiration date, at which time it will need to be renewed. Once you become a certified Level 1 stroke and turn official, the cost of your background check can be reimbursed, so please keep a copy of your payment so you can submit to us (zone2official@gmail.com) at a later date.

b. Complete an online Athlete Protection Training course (APT).

There is no cost. Select the “All Courses” tab, and select the correct Athlete Protection (APT) course. Please select the Athlete Protection Training course (not the refresher) the first time doing this training.

Notes:

After completion of the course, it may take several business days before it shows up on your record. It will not show up immediately.

If you have already taken the APT course, it may not show up as an available course until 60 days before the renewal is due.

c. Take and pass an online Concussion Protocol Training course (CPT).

There is no cost. This course only needs to be taken once. Select “All Courses”, then choose “Concussion Protocol Training”. You can take either course, from the CDC or the NHFS. There is no need to take both. If asked, please use the same name as on your registration (no abbreviations or nicknames):

This training does **not** automatically update your records or your deck pass. Please save the certificate of completion that you get by email after completion and send it to our registrar => Laurie@PacSwim.org. You can simply forward the email to our registrar with the certification attached, but please include your name as it appears on your deck pass (or USA-S registration), your club, date of birth and your registration number if possible.

d. Take the online Child Abuse and Neglect Reporting Act (CANRA) training (required for residents of California)

Select “All Courses”, then choose “(CANRA) Mandatory Reporting: Understanding Your Responsibility”

4. **Take the online stroke & turn test.**

As in the previous step, log in on the USA-Swimming website <https://hub.usaswimming.org/landing>, go to Education -> Course Catalog. Select “All” and do the “Stroke and Turn Certification” test. It is recommended to study the at least part 1 of the rule book and in particular article 101 before taking the online test. A link to a pdf file of the rulebook can be found here: <https://www.usaswimming.org/about-usas/governance/rules-policies>. When it tells you after completing the “Stroke and Turn Certification” test to forward the result to your officials chair, please send it to Phil Grant, pgrant@pacswim.org and zone2official@gmail.com. This may not be necessary if it doesn't tell you to do so.

In order to move on to the next step, all previous steps need to be completed.

5. **Print out your Member Card**

Log on to your account on USA-Swimming and print out your “Member Cars”; go to Members -> dashboard, and select “officials” in the “My member cards” area. You can see your current status, everything should be golden, not red. You may have to wait if the concussion protocol training (CPT or CANRA) is still marked as red as “not met” until it is entered in the system. Please print out the card. That card needs to be brought to all swim meets when you're officiating or learning how to officiate and be worn in a visible manner. **You cannot be on deck until all requirements are fulfilled and are current: registration, athlete protection training, background check, CANRA and concussion protocol training.**

6. **Volunteer at a swim meet.**

Officials' uniforms are white shirt/sweater/jacket, blue pants/shorts/skirt, and white shoes. Weather conditions may dictate choice of clothing. Please bring a pen and something to write on.

Pacific swimming uniforms can be ordered from the Pacific Swimming website:

<https://www.pacswim.org/members/zones/officials/apparel-nametags>

Official's clothing can usually also be bought at the Pacific officials' clinic in the fall.

Learning how to officiate should be done at an **age group level meet**, not a senior level meet or championship or other higher level meets. When you get to an age group meet, announce your intention to train as an official to the head referee or chief judge before the meet starts when you arrive there. Usually these people can be found in the corner of the pool where the officials stand to start the meet.

Most officials' meetings are 30 minutes before the start of the meet, but please let the referee or chief judge know as soon as possible, ideally when you arrive at the pool, not just at the official's meeting. Do this at least **1 hour** before the meet starts. Your first few meets you will be assigned as a trainee and shadow an experienced official. Please sign-in on the Official Stroke & Turn clipboard/form and put a **“S” for shadow** into the level column.

It is expected that you will be able to stay for the duration of the swim session. Usually there are breaks, most of the time 30 minutes on, 30 minutes off (break). Please inform the chief judge or

head referee if that is not the case so they can accommodate the request.

7. **Work on deck on your own with mentoring**

When you're feeling comfortable working on your own after **having shadowed for at least 4 sessions** (one session is one day!), please let the chief judge know when you sign-in and ask for mentoring and feedback. Put a "T" for trainee into the level column on the sign-in sheet.

8. **Get two evaluations over the course of two different 2-day meets (4 days total).**

Once you have enough experience on deck (at least 4 sessions shadowing and 4 sessions working on your own) and your mentors feel you are ready to stand alone on deck, ask to be evaluated at an **age group swim meet** on the first day of the meet at the sign-in. You will need to be evaluated over 2 sessions, which is over 2 days (a Saturday and Sunday). You need two such positive evaluations, each over a 2-day meet, to advance to a level 1 stroke and turn official.

Please keep in mind, having two positive evaluations is a necessary but not sufficient criteria to advance to a level 1 Stroke and Turn official. The levels are granted by the official's chairs. You will get an email once you advance and are able to print out your new deck pass. Until this happens, please keep on signing in as trainee (T).

You will need to request an evaluation. Please send a request to the Zone 2 Official Chairs at zone2official@gmail.com at least 10 DAYS PRIOR to the start of the meet at which you would like to be evaluated to see if you are eligible. Requests for evaluations on the "day of" at a Zone 2 meet will not be considered. This is the zone2 protocol for evaluations for any position.

9. **When possible, attend an Official's Clinic**, either the clinic run by Pacific Swimming, or the clinic run by Zone 2. In order to attend a clinic, none of the steps above are required

For officials who only want to work as **admin official** in the office, please complete the steps above but complete the online test for "administrative official" instead of the "stroke and turn" online test. Before coming to a meet please contact the admin, meet referee, or the zone2 chairs prior.

In case of any question please email: zone2official@gmail.com

Other resources:

Zone2 website: <https://sites.google.com/site/pacswimzone2>

Pacific Swimming: <https://www.pacswim.org/members/zones/officials>

USA Swimming: <https://www.usaswimming.org/>

Evaluation forms: <https://www.pacswim.org/members/zones/officials/documents>
(meet referee section)

Advancement criteria: <https://www.pacswim.org/members/zones/officials/general-information>
(Certification - Levels of Officiating)