



New Official's Registration Process

Thank you for becoming an USA Swimming Official!

That was the first step in becoming an Official.

STEP 1: Select an answer that best fits your situation to Register with USA Swimming:

- If you have NEVER been an Official, click [HERE](#)
- If you WERE an Official in 2024, click [HERE](#)
- If you were an Official or USA Swimming Member **PRIOR** to 2023, click [HERE](#)
(This includes former athletes, coaches, board members, etc).

NOTE: It is imperative that you will be a member of USA Swimming before starting your mentoring process. Meet referees can only enter your apprentice sessions in the Official Tracking System (OTS) if you are a USA Swimming member. Only apprentice sessions entered into OTS can be counted toward your required number of apprentice sessions.

STEP 2: Complete registration course requirements:

Once Registration with USA Swimming is complete, you will need to complete Athlete Protection Training (APT), a Background Check (BGC) and Concussion Protocol Training (CPT).

- APT - [Click Here for APT Guidelines and Course Information](#)
- BGC - [Click Here for BGC Information](#)
 - The APT and BGC automatically update in SWIMS 3.0. Please keep a copy of the completion page of each course in case the automatic update does not connect to your profile.
- CPT - [Click Here for CPT Information](#)
 - Send the completion certificate for this course to amyd@wisconsinswimming.org.

For Registration Questions: registration@wisconsinswimming.org

For Official Questions: officialschair@wisconsinswimming.org



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STEP 3: Register with Wisconsin Swimming:

- Click [HERE](#) for directions.

STEP 4: Training and Test:

- USA Swimming is taking over training clinics and will provide an integrated training and testing module. The first module to go live is the Stroke and Turn module. The module will go live on April 1, 2024. The next modules to go live will be Administrative Official and Starter on October 1, 2024, followed by Referee in the spring of 2025. The integrated module (training and test) will be on demand and accessible by logging into your USA Swimming account on the USA Swimming website, and going to the "Education" tab.
- Until the modules go live:
 - Sign up for a training clinic at the Wisconsin Swimming Website ->Events.
 - Take the respective test, which can be accessed by logging into your USA Swimming account on the USA Swimming website.
 - Once you are logged in, click on "Education", go to "Course Catalog", click on the "Official's" circle and scan to find the correct test for your position. All tests are open book!

STEP 5: Apprentice Sessions:

- Finish all required apprentice sessions based on position, having your mentor sign your apprentice form.
- Apprentice Forms:
 - [Administrative Official](#) (4 apprentice sessions required)
 - [Stroke and Turn](#) (4 apprentice sessions required)
 - [Starter](#) (4 apprentice sessions required)
 - [Referee](#) (4 apprentice sessions required)

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- When done, please submit a pdf copy/photo of the completed apprentice form to the certifier at officialstraining@wisconsinswimming.org. Please allow 7 days for this to be updated on your profile.

STEP 6: Login to SWIMS 3.0 at hub.usaswimming.org website and check your membership credentials to confirm your role is listed and you are in good standing.

- To find your credentials click [here](#)
- It will take up to 48 hours for courses you have taken to update in SWIMS 3.0

STEP 7: Purchase Officials Apparel:

- [Officials Polo Shirt Ordering](#)
- [Officials Name Badge Order Form](#)

STEP 8: Get Reimbursement of Fees:

- Upon completion of all requirements: Official's BGC and Name Tag Receipts (PDF of receipt) should be saved and submitted with the member's name and address to finance@wisconsinswimming.org for reimbursement.

FINAL STEP: Congratulations, you are now an "official" OFFICIAL!

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