Thank you for your interest in becoming a swim official. Officials are one of several important jobs in running a meet and the only one that requires training and certification ahead of time.

Perks of serving as an official:

- Observe your swimmer right on deck
- Food is provided at most meets
- No need to "fight" for a volunteering spot, the more the merrier 😊

There are two tracks to get started as an official. One is as a Stroke and Turn (S/T) official. This position works on deck and observes swimmers in the pool to verify that they are swimming the stroke legally. Stroke and Turn officials have the option to continue on to become Starters and Referees. The other official position is Administration Official (AO). Admin Officials work behind the scenes to verify times and disqualifications and results are recorded properly.

The path for certification as is as follows:

1. Optionally sign up for and attend a New Officials Orientation Forum. While this is not required, it is recommended as a way to get more information about being official as well as put you in direct contact with a mentor to help you along the way. A list of forums can be found at https://officials.pns.org/getting-started/clinics/.
2. Complete registration and start background check
    a. Complete non-athlete registration (fee reimbursed by SMAC)
        i. Check the Officials tab of the SMAC website for the necessary link
    b. Complete background check (fee reimbursed by SMAC)
3. Complete required webinars located on the USA Swimming University site. https://university.usaswimming.org/landing
    a. Foundations of Officiating (no fee, if you see a fee make sure you register first)
    b. Stroke and Turn Certification Course (no fee, if you see a fee make sure you register first)
    OR
    c. Foundations of Officiating (no fee, if you see a fee make sure you register first)
    d. Admin Official Certification Course (no fee, if you see a fee make sure you register first)

4. Prior to your first meet as an apprentice official, you must complete the following.
    a. Complete Athlete Protection training (no fee, if you see a fee make sure you register first)
    b. Complete concussion training (no fee, if you see a fee make sure you register first)
        i. Upon completion, concussion training certificate should be emailed to office@pns.org
5. Email all of the above to the PNS Officials Chair at officials@pns.org to get your credentials issued
6. Complete required apprentice sessions. Drop ins are generally accepted but it's a good idea to contact the Meet Referee ahead of time.
7. Become fully certified.
    a. Provide your development forms and test results to the Official's Chair to be recorded in OTS.
    b. Order nametag(s) at https://www.hastyawards.com/catalog/Nametags/136/product/Pacific%20Northwest%20Swimming%20Nametag/431/ (not reimbursed)

Instructions for Reimbursement:
Download and complete the **Volunteer Reimbursement/Check Request Form** from the team website. Full instructions are located at https://www.gomotionapp.com/team/pnscaat/page/booster-club/officials.

If you have any additional questions and to be added to the SMAC officials email list, please contact us at officials@smac.email.

For an online version of this document, with working links, use this QR code: