

## **Becoming a USA Swimming Official**

Thank you for your interest in becoming a USA Swimming Official!

Each team in our zone is required to provide several Officials at every meet they attend. Officials observe each race and use a checklist of USA Swimming rules to determine whether or not a swimmer completes the swim "legally." We cannot put on meets in our zone without providing Officials!

Thank you for signing up to get Certified.

### **Certification Process –**

1. **Attend Training Clinic (1 hour).** Clinics are offered throughout the year and scheduling information will be emailed out every couple of months. Make sure you sign in at the clinic.
2. **On Deck Training (4 meet sessions).** Shadowing experienced officials during meet sessions. Check in to shadow at least 30 minutes before the start of the session to confirm with the head officials. There is an Officials Sign-In sheet in the corner at most CBA Meets. Sign in as a Shadow. It is recommended that you shadow 1-2 sessions to make sure you like being an Official before moving on to next steps. Take the online test to familiarize yourself with the rules to maximize remaining shadow sessions.
3. **Register as a non-athlete member of USA Swimming (complete form & submit).** Non-Athlete Registration is mailed to Pacific Swimming with club code and team name. After you complete the final steps of becoming an official, check with your club to see if they can reimburse the cost of becoming an official. ([Non-Athlete Registration](#))
4. **Take the USA Swimming Officials Test online (approx. 1 hour).** To take the test you must have / create a USA Swimming website user account. ([Officials Test](#)) The test is open book.
5. **Complete "Athlete Protection Training" online.** This must be updated every 2 years. ([Athlete Protection Training](#))
6. **Complete USA Swimming Background Check online.** This must be updated every 2 years. After you are certified, you can submit your receipt and Pacific Swimming will

reimburse this cost. (Background Check)

7. **Complete evaluation for certification as a Level 1 official (4 meet sessions).** This is set up ahead of time with an experienced Official who does testing and certification. Certification is completed at 2 meets, 2 sessions per meet (total 4 sessions). Once certification is complete, you can begin working as a stroke & turn judge.

### **Certified Officials –**

Officials are needed for every sanctioned meet that our swimmers attend. To start, new Officials will be volunteering at entry-level meets like CBA and Intra-squad. As you gain more experience, you may have the opportunity to Officiate at higher level meets like JOs, Far Westerns, etc.

### **To Volunteer –**

Arrive during the meet warm up and check in at the Starter's corner no later than 30 minutes before the start of the session to let the Officials who are running the meet know that you are there to Officiate. You do not need to sign up ahead of time. You will attend a brief "Officials Meeting" prior to the competition start that will outline reminders, where to stand / rotate and answer any questions you may have.

### **Session Tracking –**

After every meet, the Meet Ref logs the name of each Official who volunteered at the meet. Tracking is done through an online system (Officials Tracking System- OTS) and you will be able to login and confirm that your sessions have been properly tracked.

For More Information please refer to these online resources-

<http://www.pacswim.org/members/zones/officials/training-resources>

<http://www.pacswim.org/members/zones/officials>



