



OFFICIALS REGISTRATION & CERTIFICATION PROCEDURE -- 2024

STEP 1: USA Swimming Registration

Using the link provided by your club, you can register yourself as an official through the USA Swimming site. Chances are you already created an USA Swimming account when registering your athletes. Go ahead and log in with the same user and password so your registration will be linked with your athletes. If you do not have the club link, ask your club registrar for the club link (or contact the MW Registrar Leslie Mayo if you have any problems registering) - Leslie Mayo <leslie.mayo1523@gmail.com>

You have to register as either an MW Apprentice Official (that registration is time limited and will have to be upgraded to Official when you certify) or you can register as Official.

If you have not created a login with the new SWIMS platform released 9/1/22, create your new login and attach your previous member record to your new login.

Cost is \$ 80.00. Ask your Club if they will reimburse you. Many do! There will be additional costs for background check- \$39.

STEP 2: USA Swimming Athlete Protection Policy

All Non-Athlete USA Swimming members, including Officials, must complete the following. ***USA Swimming Criminal Background Check*** (regardless of any previous criminal background check you may have completed). There is a \$39 fee for first-time officials.

Take the Athlete Protection course. It takes about 20 minutes.

Take a Concussion Protocol Training course. You can take either the CDC or NFHS versions.

Submit your certificate to MW Registrar Leslie Mayo:

Leslie Mayo <leslie.mayo1523@gmail.com> upon completion. Please note: You should submit this certificate, as your CPT progress is not always recorded in real time on the USA Swimming site.

NOTE: Prior to getting taking your APT training you will need to set up an account on the USA Swimming Site. Simply click sign-in in the upper right hand part of the page. You will also need to have completed your registration as a non-athlete member. Please use the exact same name for registration, background check and APT.

STEP 3: Start Your Training

Complete the Online Training Courses

Complete the "*Foundation of Officiating*" and "*Stroke and Turn Certification and Assessment*" courses found on the USA Swimming website. These can be accessed through the Education - Courses tab once you have logged into your account, or "*USA Swimming University*" located at: www.usaswimming.org - Officials Home- USA Swimming University.

Apprentice On-Deck

The Stroke & Turn is required to work with a full status official for a minimum of **four meet sessions** (not including Time Trials). In order to provide the trainee with the opportunity to work with a number of experienced officials, these four or more meet sessions must be worked at a **minimum of TWO DIFFERENT MEETS**. These work sessions shall be recorded in the Official's Tracking System database via the USA Swimming official's website by the meet referee. **YOU CANNOT APPRENTICE BEFORE BEING A REGISTERED OFFICIAL OR APPRENTICE.** YOU CAN APPRENTICE IF YOU DID NOT TAKE THE Stroke and Turn Certification and assessment yet, but I don't recommend it- as you will not fully benefit from the deck training. If possible, try at a minimum to take the "Foundations of Officiating" before stepping on the deck.

Certification

USA Swimming Certifications – You will have to be certified by one of the approved officials, using a template sent by the Officials Chair. There will be a certifier in your area. Please check with the Officials Chair if you do not know who that certifier is. Please notify the Officials Chair – danmino2000@gmail.com - when you have met the above requirements.

You can **confirm your certifications** you have achieved after you have registered and successfully completed the Criminal Background Check and USA Swimming online Athlete Protection Training module.

Log in you your USA Swimming account

Click "My Official History," under the Officials tab.



APPLICATION FOR CERTIFICATION

Please Print Legibly

Name: _____ Date: _____

Preferred Name: _____

Street-City State-Zip: _____

Phone: (____) _____ E-mail: _____

Club: _____ Other Certified Positions: _____

You must be a member of USA Swimming to receive certification.

Certification desired: Admin Official (AO1) _____ Stoke & Turn _____

Clinic Attended: Date: _____ Location: _____ Instructor: _____

Athlete Protection Training date: _____ Concussion Training date: _____

Background Check Complete date: _____

Shirt Size M _____ W _____ Size _____

Name as you would like it on your nametag _____

Apprenticeship Session Requirements: Stroke & Turn (4)
Administrative Official - AO1 (4)

	Meet Referee	Meet	Date
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

When complete please send to the MWS Officials Chair by email:
Dan Brailita
danmino2000@gmail.com