**Frequently asked questions**

1. ***I want to become an official, but how do I get started?***

First, you participate in a training clinic. A dedicated group of trainers provide online clinics accessible from all parts of the State. All trainings are listed on the Wisconsin Swimming website under “Events” and chose “Events page” from the pull down menu. If you are interested in a training clinic and none is listed, please send an e-mail to the officialschair at [officialschair@wisconsinswimming.org](mailto:officialschair@wisconsinswimming.org).

1. ***I registered for a clinic, but I only got a “pending” confirmation?***

No worries. The training coordinator is checking the registrations regularly. After you registered, you will receive a generic e-mail. Either the day before the training or the day of the training, you will receive an e-mail with log-in information.

1. ***I registered for a clinic, but I cannot participate.***

Please send a note to [officialschair@wisconsinswimming.org](about:blank) and [admin@wisconsinswimming.org](about:blank). You can either stay on the list for the next training or we will reimburse your fee. Your choice.

1. ***Where and how do I register for an official clinic?***

All clinics are posted on the Wisconsin Swimming Website [https://www.teamunify.com/team/czwilsc/page/home](about:blank) under “Events” and chose “Events page” from the pull down menu. They will also be announced in the weekly e-mail to all Wisconsin Swimming members.

1. ***I want to become an official, but there are no clinics listed under “Events” on the Wisconsin Officials Site?***

Please send a note to [officialschair@wisconsinswimming.org](about:blank) indicating the type of clinic you are interested in.

1. ***What is an apprentice membership?***

Think of an apprenticeship as a limited time no-cost (60 day) trial membership with limited rights. Apprentice officials can take their Stroke and Turn or Administrative Official test and can complete apprentice session, however, they are not allowed to complete the background check or complete the athlete protection training.

1. ***How long do I have to complete the requirement to become a certified official.***

You generally have 365 days from the date you completed the clinic to complete all requirements independent of whether you start as apprentice member or non-athlete member. If you start with an apprentice membership, you have a 60 days trial, no cost, membership. If you need more than 60 days, you need to become a non-athlete member in order to continue with your journey to full official certification.

1. ***How does an apprentice member differ from an official, aka non-athlete member?***

A full, non-athlete membership is good for a full calendar year and gives you all rights and privileges of a member, i.e. access to background check, etc. An apprentice membership is for individuals who after taking the clinic and are not sure if officiating is for them. You can inititate membership right after participating in the clinic. All you need to do is either contact your club membership coordinator or register directly with USA Swimming, by going to the USA Swimming Website and going to “Register” at the top right corner of the landing page.

1. ***Why do I have to become a member of USA Swimming and of Wisconsin Swimming?***

In order to be an official, you have to be a member of USA Swimming. Wisconsin Swimming asks you to register for free with Wisconsin Swimming as well, so Wisconsin Swimming is able to keep a database of the members in our local swim committee, Wisconsin Swimming.

1. ***How do I become a member of the Wisconsin Swimming Officials Database?***

Starting for the 2023 registration year, there is a new three step process to register.

Please go to the Wisconsin Swimming Website. You find the pertinent information under the tab “Officials” und “Official Registration” in the pull down menu.

1. ***How do I become a member of USA Swimming?***

Starting for the 2023 registration year, there is a new three step process to register.

Please go to the Wisconsin Swimming Website. You find the pertinent information under the tab “Officials” und “Official Registration” in the pull down menu.

1. ***If I am already a member of USA Swimming, how do I renew my USA Swimming membership?***

Starting for the 2023 registration year, there is a new three step process to register.

Please go to the Wisconsin Swimming Website. You find the pertinent information under the tab “Officials” und “Official Registration” in the pull down menu.

1. ***How can I be on the assigned team for LSC championship meets and what does that actually mean?***

The LSC short course and long course state meets are run by assigned teams. They include depending on the meet a Meet Referee, Administrative Referee, Assistant Administrative Referee, Team Lead Chief Judge, and an Administrative Official. These officials are involved in pre-meet planning and are present for all sessions of the meet. In exchange, they receive a small stipend and are reimbursed for hotel costs. You can indicate interest in an assigned position in the annual Wisconsin Swimming registration and in the following form: <https://docs.google.com/forms/d/e/1FAIpQLSf3UZNf6sm---VJ4cBV0mUSPqSkFj9p5JjncQf79qDpC_68-g/viewform> . For more information, also please check the document “Selection of appointed officials for LSC Championship meets” [https://www.teamunify.com/czwilsc/UserFiles/Image/QuickUpload/official-selection-and-compensation-2022-aug-23-v2\_074196.pdf](about:blank) and “LSC Championship meets: Officials’ responsibilities” [https://www.teamunify.com/czwilsc/UserFiles/File/State%20Meet%20Officials%20Responsibilities.pdf](about:blank).

1. ***What is a national certification?***

There are three levels of certification, the LSC level certification, which you can think of as basic skill level. Then there is the N2 level. In order to obtain an N2 certification, you need to officiate at least 4 sessions at an OQM meet (Official qualifying meet) and be observed by an evaluator. This in not meant to be a test, but is meant to give officials an opportunity to work with an experienced official to get feedback on their performance and improve their skill. Think of it as advanced officiating skills. And then there is N3. With the exception of Stroke and Turn, you have to undergo an initial and a final evaluation for certification. You need an N3 certification if you would like to officiate at higher level meets, such as TYR pro meets, Junior and senior national meets. Think of it as senior officiating level. You find more information and details about national certifications at: [https://www.usaswimming.org/officials/popular-resources/officials-documents](about:blank), [https://www.usaswimming.org/docs/default-source/officialsdocuments/national-certification-and-evaluation/evaluation-and-certification-requirements/n2-evaluation-and-certification-feb-2022.pdf?sfvrsn=a0772432\_6](about:blank), [https://www.usaswimming.org/docs/default-source/officialsdocuments/national-certification-and-evaluation/evaluation-and-certification-requirements/n3-evaluation-and-certification-march-2022.pdf?sfvrsn=a8772432\_8](about:blank) and [https://www.usaswimming.org/docs/default-source/officialsdocuments/national-certification-and-evaluation/evaluation-and-certification-requirements/n2-and-n3-recertification-requirements-feb-2022.pdf?sfvrsn=ac772432\_4](about:blank)

1. ***What do I need to do to renew my credential?***

A general overview of all requirements can be found here: <https://www.teamunify.com/czwilsc/UserFiles/Image/QuickUpload/credentials-in-wi-2021-oct-18_071883.pdf>.

1. ***How can I recognize an outstanding official?***

The officials committee can recognize up to 2 officials per year as “Official of the Year” or award a “Lifetime Achievement award”. Please complete this form [https://www.teamunify.com/czwilsc/UserFiles/Image/QuickUpload/official-of-year-nomination-form-v2\_067710.pdf](about:blank) to suggest an official who in your opinion is deserving of recognition.

1. ***Where do I find apprentice forms?***

Apprentice forms are listed by certification here: [https://www.teamunify.com/team/czwilsc/page/officials/becoming-an-official](about:blank)

1. ***Where do I find USA Swimming online certification and recertification tests?***

Currently, the Official Tracking System is being redesigned. You will receive the certification links in your clinic or you can request the links at [officialschair@wisconsinswimming.org](mailto:officialschair@wisconsinswimming.org).

1. ***How do I initiate a background check?***

By going here: [https://www.usaswimming.org/safe-sport/complete-a-background-check](about:blank). You will need to log in with your new USA membership credentials (see above). Once you have logged in, you will get to an overview page from which to chose the background check. Your initial background check is reimbursable through WI Swimming. Please send a copy of your credit card receipt and/or screen shot showing payment to the LSC treasurer Nancy Drabot at [nancy@wisconsinswimming.org](mailto:nancy@wisconsinswimming.org).

1. ***How do I get to athlete protection training?***

By going here: [https://www.usaswimming.org/resource-center/athlete-protection-training](about:blank) . Please note, starting on September 1, 2023 you have to have a full USA Swimming membership in order to complete the athlete protection training, an apprentice membership does NOT allow you to take the athlete protection training. You will need to log in with your new USA membership credentials (see above). Once you have logged in, you will get to an overview page showing the training sessions available to you. Please note, as of September 19, 2022, the module is not fully functional for all members. The LSC is currently working with USA Swimming to resolve issues.

1. ***How to I get to concussion training?***

By going here: [https://www.usaswimming.org/resource-center/athlete-protection-training](about:blank). When done, please submit the certificate of completion to Angela Monty at admin@wisconsinswimming.org

1. ***What do I do when I completed all steps towards my credential?***

Submit your complete apprentice form to [officialschair@wisconsinswimming.org](about:blank). You will receive a confirmation. If anything is still missing, you will be informed.

1. ***How can I be certified for open water?***

At most open water events you need an Open Water certification. Please take the open water official test and then contact the officials chair at [officialschair@wisconsinswimming.org](about:blank) to receive the certification. Often times, OW events will provide specific requirements that have to be met by officials.

1. ***Why is it that I renewed my USA Swimming membership, but my credential still shows that it expires at the end of this year?***

When you renew your USA Swimming membership you only satisfy 1 of several criteria for renewal of your credential. Once you renewed your USA Swimming membership, a volunteer from the officials committee will review your info and determine if you have met the minimum session requirements for the year or alternatively have taken a recertification test. Every even year (with the exception of 2022 due to the upgrading of the official tracking system), you also need to meet an additional requirement for extension of your credential, the recertification requirement. Since the review is conducted by volunteers, it can take a few weeks until your credential gets updated. If you know you are officiating early in a new calendar year, please renew your membership early, as this triggers the review process for extension of your credential. Please note, even if your USA membership is renewed and you have met the requirements for credential extension, you cannot officiate if your background check and/or athlete protection training is not valid.

1. ***What does it mean to not be in “good standing”.***

In most cases this means that you have not completed the concussion test, and/or your background check and/or athlete protection training are no longer valid. It can also mean that you have not extended your USA Swimming membership.

1. ***Where can I get DQ slips?***

Please go to swimoutlet to order DQ slips. [https://www.swimoutlet.com/products/usa-swimming-disqualification-report-slips-8126335](about:blank)

If they are sold out, you can also print your own. A template is available here: [https://www.teamunify.com/czwilsc/UserFiles/Image/QuickUpload/469789-4-dq-slip-july-2019\_086263.pdf](about:blank)

1. ***Where can I get other swimming forms?***

Most forms are available on the Wisconsin Swimming website under [https://www.teamunify.com/team/czwilsc/page/officials/documents1](about:blank) or on the USA Swimming website under: [https://www.usaswimming.org/officials/popular-resources/officials-documents](about:blank)

1. ***What does recertification mean?***

Usually, every even year, officials need to meet additional requirements (in addition to minimum session requirements) in order to stay certified. In 2022, the requirement was postponed until the spring of 2023, due to the redesign and unavailability of the Official Tracking System. Information about recertification options are available here [https://www.teamunify.com/czwilsc/UserFiles/Image/QuickUpload/credentials-in-wi-2021-oct-18\_071883.pdf](about:blank) and are announced in timely manner.

1. ***How can I check my status as an official?***

Currently not fully available due to redesign of USA Swimming’s Official Tracking System. You can find some information by logging into the USA Swimming Website and by using the new USA Swimming app, which can be downloaded from the Apple App Store and the Google Play Store. Deckpass is no longer available.

1. ***What do I do if I took the athlete protection training, but it does not show up on my profile?***

Ideally, your APT test gets automatically uploaded in your profile after about 24 hours. In the last year, the system has not always worked seamlessly. If your test does not show up in your profile, please contact learn@usaswimming.org.

1. ***What do I do if I have a question about a situation at a swim meet and I did not get a satisfactory answer or I still have questions?***

Always feel free to send a message to the officials chair at [officialschair@wisconsinswimming.org](about:blank). Another good source of information are scenarios at [https://www.usaswimming.org/officials/popular-resources/officials-documents](about:blank)

1. ***What official certifications are there in Wisconsin?***

Wisconsin Swimming offers: Stroke and Turn, Administrative Official Level 1 and 2, Chief Judge, Starter, Referee and upon request Administrative Referee and Open Water credentials.

1. ***What is the Officials Committee?***

The Officials Committee is composed of experience officials who deal with training and certification of officials in Wisconsin, as well as all other issues related to officials in Wisconsin. All members are volunteers, who donate their time and effort to the sport. The current members and their area of responsibility is listed here: [https://www.teamunify.com/team/czwilsc/page/officials/officials-committee](about:blank)