

## Officials' Registration and Renewal of Credentials for 2020

It's time to renew your USA-S membership and your official's credentials for 2020. To do so, please read this e-mail carefully and take the following steps:

Complete the 2020 USA-S Membership application in its entirety.

If you have a new address, telephone number, e-mail address or club affiliation, please highlight it in yellow on the application form. That makes it easy to spot and the changes will get processed expeditiously.

Make your check payable to NJ Swimming. The fee is \$70.00 this year. However, if you had a background screening or updated screening last fall (2018), you can deduct that fee from your 2020 membership fee. If last year was your original screening, then you can deduct \$38, making the fee \$32. If your screening last year was an updated screening, then you can deduct \$18, making the fee \$52.

If you are going to take a deduction for the background screening, enclose a copy of the invoice received last year or a copy of your USA-S official's card showing the BGC expiration date.

Print out your report from OTS or make a copy of your meet record card/sheet showing your sessions worked during 2019 and enclose it with the other documents.

If this is your year to take a clinic and test, give your application, check and meet record documents to your trainer. Once you pass the test, he/she will send that paperwork to me, along with the clinic registration form. This then completes the process to renew your certification. You can tell if you are due for a clinic by looking at the letter I sent you last year; in the lower right quadrant you'll see your level and when you need to take a clinic.

If you need an updated background check, please complete it before submitting your renewal paperwork. That makes it much easier for the NJS Office to complete your USA-S registration and get your new USA-S membership card to you more quickly.

As with the background check, if you need to complete the athlete protection course this year, do that before submitting your paperwork as well. ***(YMCA officials, you are required to take the APT annually starting this year regardless of what your USA-S card says; make sure you take it now for YMCA purposes.)***

For both the background check and the Athlete Protection courses, go to the USA-S web page and click on For You and then on Officials. Scroll down the page and click on the quick link for either the BGC or the APT.

All officials are now required to take a free, on-line concussion protocol class. This is a one-time requirement. You can take either the CDC course or the NFHS course. (If you are an NJ high school official, you have already taken the NFHS course; you don't have to do so again.) You must attach your certificate of completion of the course to the NJS membership application form. Again, go to the USA-S home page, click on "For You" and then on "Officials". Scroll down the page to the concussion training section and click on the CDC or NFHS icon to take the course.

***Please wait until you have all the necessary paperwork together to send your materials to me.*** Also, please do not e-mail some of the paperwork and mail the rest. I am notorious for losing pieces of paper when you send them to me randomly, so I return incomplete applications to you to prevent their loss. Last year I had to return over fifty applications, slowing down the process of getting you your credentials considerably.

***Send your completed paperwork to me, Ed Miller, at 140 Concord Street, New Milford, NJ 07646.***

Do ***not*** send your paperwork to the NJS office. That slows down the process as they have to then send the paperwork to me, and during the crunch time, they rightly work on the athletes first, so your paperwork can sit for some time.

Finally, please try to get your paperwork to me in November or early December so we have time to process it and get you your new credentials before the start of the New Year.

If you have any questions, please contact me.

Thanks for your cooperation.

Ed