

Officials' Registration and Renewal of Credentials for 2022

It's time to renew your USA-S membership and your official's credentials for 2022. **Please note that there is one significant change for this year. You can now pay your dues electronically if you wish. (See instructions below.).**

To register for 2022, please read this memorandum carefully in its entirety and take the following requisite steps:

If you plan to pay your dues by check please follow the instructions below. This option is only available to renewing only officials for this year. It is not available for new officials or for officials taking a clinic and test this year...

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 more expeditiously.

Make your check payable to NJ Swimming. The fee is \$85 this year. However, if you had a background screening or updated screening last fall (2020), you can deduct that fee from your 2022 membership fee. If last year was your original screening, then you can deduct \$38, making the fee \$47. If your screening last year was an updated screening, then you can deduct \$18, making the fee \$67.

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

If you choose to pay electronically, go to the NJ Swimming website (www.njswim.org) and click on Forms Central. Scroll down the page to Officials and select Pay on Line. Then enter the required data and follow the payment instructions. When you have registered, print out a copy of the receipt and include it with the other documents required below. (Including the receipt will greatly speed up the processing for your new cards.) **Please be aware that electronic payment does not update your credentials; that only happens when you receive your updated NJS Official's card**

To pay by check, follow the above instructions but select Pay by Check. Print out and complete the membership application. Attach your check and send it to your trainer or Ed Miller, as appropriate.

For all, please print out your report from OTS or make a copy of your meet record card/sheet showing your sessions worked during 2021 and enclose it with the other documents. **In view of the cancellation of many spring and summer meets due to the pandemic, the Officials' Committee has agreed to relax the session requirements for renewal again for this year.** If you worked at least half of the required sessions (e.g., three sessions for a stroke & turn judge), that will be accepted as meeting the minimum sessions requirement for renewal. If you are still short, you may be able to meet the requirement by working some sessions this fall.

If this is your year to take a clinic and test, give your application and check, or your online payment receipt, and your 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; or you can check on your Deck Pass Dashboard (at www.usaswimming.org/officials) for the date of your last class, unless it was a YMCA class, as they are currently not reflected in Deck Pass.

If you need an updated background check, please do so 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, do so before submitting your paperwork as well.

For both the background check and the Athlete Protection courses, go to the USA-S web page (www.usaswimming.org/officials), scroll down the page and click on the icon for either the BGC or the APT. **You do not have to submit completion certificates for the BGC or APT, as the results are automatically entered into your file.**

All officials are now required to take a free, on-line concussion protocol class. ***This is a one-time requirement; if you took a course last year, you do not have to do it again.*** If you need to take a course, 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 Web page (www.usaswimming.org/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