

# Becoming a ISI Official

This document is designed to walk a brand new official candidate through the process of becoming an Illinois Swimming Official.

## Benefits of Becoming an Official

1. Help support an excellent sport for children and promote a healthy lifestyle for children.
2. Gain a more thorough understanding of swimming in particular, and sports in general.
3. Fulfill volunteer obligations at club meets.
4. Get closer to the action; know what's happening on deck with the "best seat" in the pool.
5. Get mentally and physically engaged during the meet rather than merely "spectating."
6. Be cooler on deck than in the stands.
7. Receive free admission and great hospitality during sessions officiated.

Once you have decided you want to become a Stroke and Turn Judge or an Administrative Official, the following steps will help get you there.

## Step 1: Background Check

As part of the USA Swimming Safe Sport Program, all officials and trainees are required to undertake a criminal background check. You need to have this completed before we can process your application to attend the upcoming clinic.

For more information on the reason for the background check and to submit your background check, please go to the USA Swimming website.

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1678&Alias=Rainbow&Lang=en>

**The Level 2 background check** will cost \$39 and will take about 15 minutes to submit your application online. Please check with your club as many clubs will reimburse you for the cost of the background check.

You will receive an e-mail confirmation upon completion of the application and when the results are available (may take up to 2 weeks). Do not send these results to the Illinois Swimming office. They will receive notification directly from Sterling Infosystems within 72 hours of the completed check.

Step-by-step instruction can be found in Appendix A.

## Step 2: Register for your Clinic

Go to the Illinois Swimming web site and register for the clinic of your choice. Generally clinics are available in September, October, April and May.

The Officials page is at <http://www.ilswim.org/SubTabGeneric.jsp?team=ilslsc&stabid=122748> and there is a section on clinics near the top of the page.

Follow the steps to register. The site will ask you for detailed information on what you want to register for. Step by Step instruction cans be found in Appendix B.

### Step 3: USA Swimming Non-Athlete Memberships

Next, you must become a member of USA Swimming. Fill out the non-athlete registration application available [http://www.ilswim.org/SubTabGeneric.jsp?team=ilslsc&\\_stbid\\_=124500](http://www.ilswim.org/SubTabGeneric.jsp?team=ilslsc&_stbid_=124500)

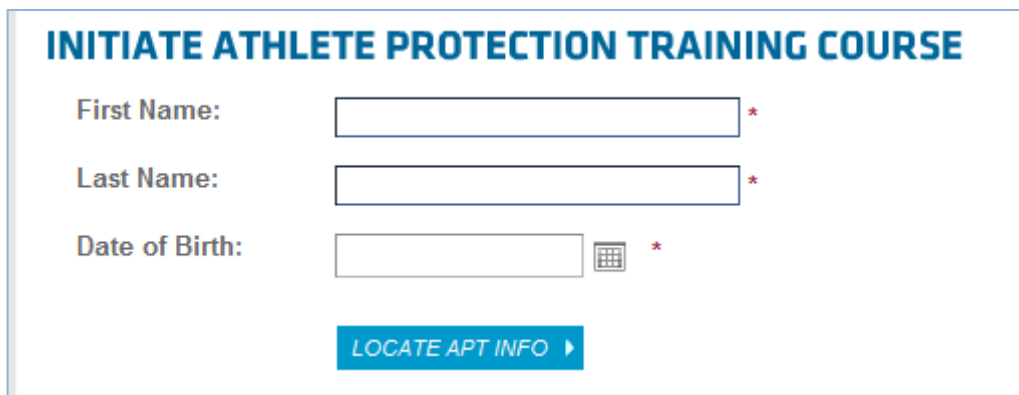
and mail to the Illinois Swimming office, along with a copy of your clinic confirmation, and your \$66 USA Swimming fee and \$30 clinic fee (always check current fees on form). Once again, check with your club as many will reimburse you for both fees.

Payment should be sent to:

Illinois Swimming, Inc  
1400 East Touhy Avenue  
Suite 410  
Des Plaines IL 60018

### Step 4: Complete your Athlete Protection Training


Once you are set up in the USA Swimming Database (*assume two weeks from the date you send in Step 3*), you will need to take the USA Swimming Athlete Protection Course for Coaches and Non-Athlete Members. This is a one-hour online tutorial which can be taken before or after your training clinic, but cannot be taken until you are registered with USA Swimming. The training and an explanation regarding why USA Swimming is offering this training can be found at:



**INITIATE ATHLETE PROTECTION TRAINING COURSE**

First Name:  \*

Last Name:  \*

Date of Birth:   \*

[LOCATE APT INFO](#) ▶

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=2193&Alias=Rainbow&Lang=en>

Fill in your name and birth date, select Locate. If you are registered with USA Swimming, you will receive a response to your request, and you will simply select your name from the list. If you are not in the list, please wait a few more days and try again. If you fail a second time, please contact the Illinois

Swimming office to check on your registration from Step 3. (Remember to wait two weeks from the date you sent this in.)

## Step 5: Attend your Training Clinic

Attend the clinic you registered for.

Remember to print out your clinic handouts and on deck evaluation cards. Both can be found under "Training Resources" at the bottom of: <http://www.ilswim.org/officials/index.htm>

**Training Resources**

- Training and Certification Process
- Certification Requirements Checklist pdf
- Certification Requirements Checklist docx

**Clinic Handouts for Students:**

Stroke & Turn Judge	Administrative Official
<ul style="list-style-type: none"><li>• Stroke and Turn Judge Handout</li><li>• Stroke and Turn Judge Presentation</li><li>• Stroke and Turn Judge On-Deck Evaluation Card</li><li>• Stroke &amp; Turn Judge: The Professional</li></ul>	<ul style="list-style-type: none"><li>• Administrative Official Handout</li><li>• Administrative Official Presentation</li><li>• Administrative Official - Quick Guide for Verifying Times</li><li>• Administrative Official On-Deck Evaluation Card</li><li>• Administrative Referee: The Professional</li></ul>
Starter	Referee
<ul style="list-style-type: none"><li>• Starter Handout</li><li>• Starter Presentation</li><li>• Starter On-Deck Evaluation Card</li><li>• Starter: The Professional</li></ul>	<ul style="list-style-type: none"><li>• Referee Handout</li><li>• Referee Presentation</li><li>• Referee On-Deck Evaluation Card</li><li>• Deck Referee: The Professional</li></ul>

For Stroke and Turn, you will need four on-deck evaluation forms; For Admin Official you will need three forms.

You will be given a mini USA Swimming rulebook at your clinic. However, you will need to reference other sections of the rulebook for your test. The complete online USA Swimming rulebook can be found at:

<http://www.usaswimming.org/Rainbow/Documents/a07fe722-7e73-486a-95cb-7e76c4ba7e06/2013%20Mini%20Rulebook.pdf>

## Step 6: Create a USA Swimming Account

Once you have completed the Athlete Protection course, you create an online account with USA Swimming that will link to your registration records. This account will be used to track all of your

### ACCOUNT LOGIN

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Username

Password

Remember Login

Need to create an account? [Click Here.](#)

Forgot your username or password? [Click Here.](#)

activities with Illinois and USA Swimming in the Officials Tracking System (OTS). It will track meets you have attended, tests you have taken, evaluations you have completed and educational and mentoring events. Information on creating an account can be found in Appendix C.

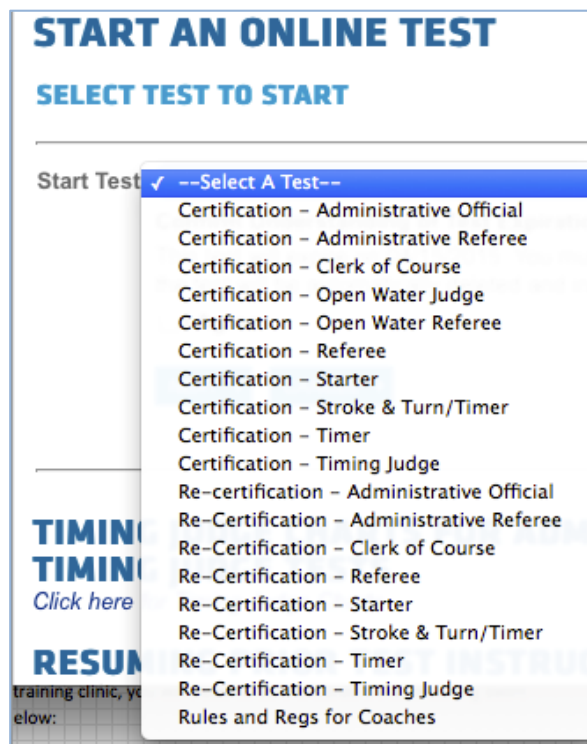
## Step 7a: Online Test

Once you have completed your training clinic, in addition to on deck training sessions, you will need to take an online open book certification test. The test is designed to help you understand the rules, and know where they are located in the rulebook. It will take about 100 minutes to complete. You will need to take either the Certification -- Stroke and Turn/Timer test or the Certification – Administrative Official test.

It is recommended that the test be taken prior to or in close proximity to your first or second training session. The test(s) can be found at:

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1514&Alias=Rainbow&Lang=en>

You will need to complete Step 6 before taking the test.



## Step 7b: On Deck Training

Once you have completed your training clinic, you will need to be mentored on deck during swim events. The requirements are below:

Position	# Training Sessions	Min # of Meets	Min # of Trainers
Stroke and Turn	4	3	2
Administrative Official	3	2	2

**Before you begin your on deck training, you must have completed your background check, USA Swimming registration, and Athlete Protection Course.** To document that you have completed these, please print your Certification Card from the USA Swimming Officials Tracking System. Step-by-step instructions on how to do this can be found in Appendix D.

ILLINOIS Jayne Spittler		B/C Exp: 01/31/15	
SWIMMING		Reg Exp: 12/31/15	
ILLINOIS SWIMMING		APT Exp: 12/31/15	
LSC	Level	Expires	Instr/Eval
Stroke & Turn	C	10/15/2015	
Starter	C	10/15/2015	
Referee/Deck Referee	C	10/15/2015	
Administrative Official	C	10/15/2015	

To ensure that the meet will be staffed appropriately to train you, it is highly recommended that each trainee contact the Meet Referee one to two weeks in advance of a meet to let him/her know your training needs and the sessions you will attend. Contact information for the Meet Referee can be found in the meet packet, usually located on the host team's website, the Illinois Swimming website (<http://www.ilswim.org/meets/index.html>) or from your club's head coach.

***This is an important pre-meet contact.*** There have been cases where officials show up expecting to be trained and the deck is already oversubscribed with trainees, or qualified trainers are not available.

Once accepted for training, please be on deck in appropriate attire one hour before the meet starts. Find the Meet Referee and introduce yourself. Find the sign-in sheet and sign in for the meet, stating you want to be trained. Attend the officials meeting for your assignment and trainer.


At the end of the training session, you will be asked for an on deck evaluation sheet (the ones you printed in Step 5). Complete the top portion of the form and give to your trainer to complete and add comments. The Meet Referee also must sign the form. If you meet the requirements for the session, the Meet Referee will enter your session in OTS (meaning pass). If you did not meet the requirements for the session, the Meet Referee will not record it.

## Step 8: Certification

When you have completed **all** of the steps above:

- 1) Background Check
- 2) USA Swimming Registration
- 3) Athlete Protection Course
- 4) USA Swimming Certification Test
- 5) On Deck Training Sessions

It is time to apply for certification. Download the Certification Requirements Checklist from the Training Resources section of the Officials web page and fill in the requested information.

	<b>Certification Requirements Checklist</b>		
<i>Complete and email with scans/pictures of all on deck training cards to <a href="mailto:ilswimofficials@ilswim.org">ilswimofficials@ilswim.org</a></i>			
Official's Name:		Club:	
Official's Email Address:			
<b>I am applying for certification at the following level:</b>			
<input type="checkbox"/> Administrative Official	<input type="checkbox"/> Starter		
<input type="checkbox"/> Stroke and Turn Judge	<input type="checkbox"/> Referee		
<b>Online Test Results:</b>			
	<b>Test Name</b>	<b>Date Taken</b> (mm/dd/yy)	<b>Test Score (%)</b>
<input type="checkbox"/>	Certification – Administrative Official		
<input type="checkbox"/>	Certification – Stroke & Turn/Timer		
<input type="checkbox"/>	Certification – Starter		
<input type="checkbox"/>	Certification - Referee		

Organize your on deck training session evaluation cards so you can complete this summary:

<b>Summary of On Deck Evaluations:</b>						
#	Date (mm/dd/yy)	Meet	Meet Session # of # Total (x/y)	Trainer	Start Time	Finish Time
1						
2						
3						
4						
5						
6						

Scan or photograph the Checklist and your completed on deck training evaluation forms and attach them to an email to [ilswimofficials@ilswim.org](mailto:ilswimofficials@ilswim.org) requesting a change from trainee to certified status. (NOTE: please limit the size of the email to 5 MB or less; two emails are perfectly acceptable.)

The Officials Committee Certification Coordinator will review your request and review your records in OTS. If everything is in order, your credential status will be changed from trainee (T) to certified (C). **Allow seven-10 days for this review.** All members of the Officials Committee are volunteers, with busy schedules in and out of the swimming world. You will receive an updated USA Swimming officials credential via email from the USA Swimming webmaster. (Please make sure your email address is correct on your USA Swimming account). If you do not receive the e-mail (it may be in your spam folder), you can print the card directly from OTS. (See Appendix D)

Any questions or concerns about your certification request will be directed to you from a member of the Officials Committee seeking clarification as needed.

## Step 8: Credentials

Once you are certified, please print out your Certification Card from OTS and carry it with you when on deck. This card shows your level of certification (or training) within Illinois Swimming and any certifications at the USA Swimming level. It also shows the expiration date of your background check, annual USA Swimming registration and status of your Athlete Protection Training. Meet Referees will ask you to show this credential when you first sign in to work a meet.

# Appendix A

Follow the steps below:

## Step 1.1:

### INITIATE A BACKGROUND CHECK

#### Regular Background Check

Anyone who has been living in the United States for the past 10 years or longer or who has a Social Security Number (SSN) or IRS-issued Individual Taxpayer Identification Number (ITIN) should initiate the background check by clicking the button below.

INITIATE A BACKGROUND CHECK ▶

## Step 1.2:

Choose one of the following options:

BACKGROUND CHECK FOR COACH OR OFFICIAL ▶

## Step 1.3:

We will determine the timing update within 30 days possible, depending on your scheduled monthly update will occur following your notice of resignation.

I have read and understand the *Notice Regarding M*

YES, CONTINUE WITH OTHER NON-ATHLETE CHECK ▶

## Step 1.4:

Welcome To Sterling Infosystems



You have been redirected here to complete a background screening.

Click Enter Below To Enter the Sterling Infosystems Site

ENTER >>



**Step 1.5:**

Please click on the link below to open a printable version of the release.

[Consumer Release - Click Here](#)

I have read and understood the above release and I accept.

**Step 1.6:**

Please click on the link below to open a printable version of the Summary of rights.

[Summary Of Rights Link - Click Here](#)  
[Notice to Users of Consumer Reports Link - Click Here](#)

I have read and/or printed the summary of rights.

**Step 1.7:**

**USA SWIMMING : CONTRACTORS**

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**ORDER information**

First\*\*:

Middle:

Last\*\*:

SSN\*\*:

DOB\*\*:

Maiden:

House #\*\*

Street\*\*:

Apt

City\*\*:

State\*\*:

Zip\*\*:

Phone:

Email\*\*:

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**Level II - Coaches, Officials & Other Specified Members** **Order Price: \$39.00**

Pkg	Product	Reference
13963	5011: Social Security Trace For County Searches	
13963	1160: Enhanced National Criminal	
13963	3020: Sex Offender Registry Check	
13963	6002: Score Report - County Record	

# Appendix B

## Personal Information

\* First Name:

\* Last Name:

\* Email Address:

\* Address 1:

Address 2:

\* City:

\* State:

\* ZIP Code:

\* Phone:

\* Date of Birth?

As a new official, you will register either for the Stroke and Turn Clinic or the Administrative Official Clinic (your choice)

On the form, mark that you are not yet a non-athlete member and you have taken the background check in step 1.

## Clinic Information

\* Clinic Level?

\* Are you a current Non-Athlete Member?

\* Have you taken the USA Swimming Background Check?

\* Club affiliation

Once filled in, click

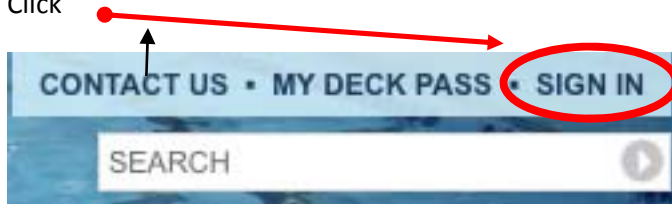


# Appendix C

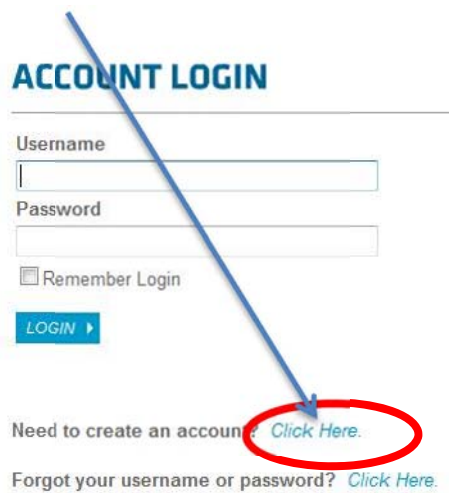
To create an account, go to

<http://www.usaswimming.org/>

Click



Click



Fill in the form and make sure the “I am a registered USA Swimming Member” check box is checked.

A screenshot of the 'CREATE AN ACCOUNT' form. The form includes the following fields: 'Username:', 'Last Name:', 'First Name:', 'Middle Name:', 'Suffix:', 'Email Address:', 'Contact Phone #:', 'USA Swimming Connection:' (a dropdown menu with 'USA Swimming Member' selected), 'Password:', and 'Confirm Password:'. At the bottom, there is a checked checkbox labeled 'I am a registered USA Swimming Member' and two buttons: 'CREATE ACCOUNT' and 'CANCEL'.

You will be asked to match your name and the account will be created. Log and make sure your account works.

The OTS User Guide for Officials can be found at:

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1516&Alias=Rainbow&Lang=en>

## **GUIDELINES FOR USING THE OTS**

*OTS User Guide: Evaluators* 

*OTS User Guide: LSC Users* 

*OTS User Guide: Officials* 

## Appendix D

The Officials Tracking System can be accessed from the USA Swimming website home page using this link: [MEMBER SERVICES>Officials>Officials Tracking System]

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1516&Alias=Rainbow&Lang=en>

You can print your Certification Card and View Your History by clicking the appropriate link below:



Once you click **My Certification Card**, an image of your card will appear on the bottom right of the page. You can either:

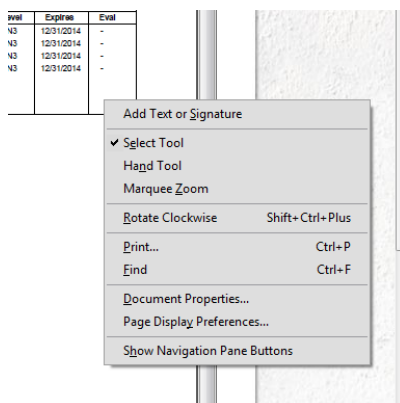
- Click on the link to have a copy of the card e-mailed to yourself (good for MAC users and to save a .pdf on your smartphone).

### OFFICIALS CARD

**Note:** If your card displays 'Invalid' for your B/C Exp, this indicates that you took a Level 1 background check. A Level 2 background check is required for officials.

[Send me an Officials Certification Card Email to Print](#)

- Or, right click on the card image and select print.



Depending on how you have your browser set up, you may be asked to open a .pdf file with your card, or a new window with Adobe Reader and your card will appear.