

Steps to becoming an Official

1. Sign up for a clinic. Stroke and Turn or Administrative Officials

Next one: September 8, 2018, 8:00 AM

<http://events.constantcontact.com/register/event?llr=vrc5xpeab&oeidk=a07efkbi36i83fcc591>

2. Initiate a background check with USA Swimming. The cost is \$36. Save your electronic receipt. Once you are a certified official, NAAC will reimburse you for the fee.

[Background Check](#)

3. Fill out the MD Swimming Officials Registration form and send a check directly to the address on the form (in PA). The fee is \$65. Save a copy of your form and check. Once you have completed all of the requirements and are certified, NAAC will reimburse you. NAAC will pay this for you directly in the future when you are a certified official.

4. Attend the clinic! Download the Rule book!

USA SWIMMING RULEBOOK
[2018 Rulebook](#)

5. Take the online APT course within a few days of submitting your registration form. [APT Course](#)

*You have to wait a few days for your registration to be processed. You should receive an email, but you can also check every few days to see if you can find yourself in the USA Swimming database.

6. Create a USA Swimming online account. You will have to link this to your USA Swimming Official's Account. You will be prompted to link your accounts.

[Register](#)

7. Once all of the above steps have been completed, you are a Stroke and Turn Apprentice. **You cannot go on deck until steps 1-5 are complete.** As an apprentice, you must complete 6 apprentice sessions. This is where you get your NAAC volunteer credits. You sign up for meets in advance through a google doc. Your instructor will tell you about this in your clinic and I send out the information monthly for NAAC's upcoming meets. You are on deck, paired with a certified Stroke & Turn Official, a Chief Judge or Referee. You are given more responsibilities each time and as you feel more comfortable. You can't make any independent calls until you are certified. One apprentice session must be at a meet that is not an NAAC meet. You get 1 away meet volunteer credit as an official for NAAC. When you work an away meet, you have to let me know and I make sure your account is credited.

8. On your 6th session, you may request an evaluation from the meet ref in the notes section on the google doc. He or she observes you and asks you some questions at the end of the meet. He/she will tell you if you are ready to take your tests. You can always do more apprentice sessions if you feel you need more before you ask for an evaluation.

9. Once you have a successful evaluation, you have to take 4 online tests. By this point, you know the rules well, so the tests are not difficult just tedious. On the USA Swimming website, you log into your account and take the certification versions of the following tests:

- Stroke & Turn/Timer Test
- Clerk of Course Test
- Timer Test
- Timing Judge Test

10. Once you have passed all tests with a 90% average for the battery of tests, you are a certified official. Your certification "card" can be viewed on OTS, the Officials Tracking System, on the USA Swimming Website. You should also get the USA-S Deck Pass app on your phone so that your credentials can be viewed by meet refs on deck. MD swimming is no longer providing ID badges to officials.

** Sign up to MSI Google group to receive important information from MD Swimming and the monthly officials newsletter - send an email to msi-officials@googlegroups.com, stating that you are and NAAC apprentice, and your request will be confirmed.

** Download the Deckpass App to show your credentials on your phone

Any questions, please contact Jerilyn Deitch, navalaac.officials@gmail.com or 410-746-5917.