Thank you for expressing interest in becoming a USA Swimming Meet Director / Administrative Official with Metro Swimming! You’ve likely already had the opportunity to discuss this rewarding experience with other MD/AO’s that belong to your club. Here is a quick guide to what you’ll need to do.

Please declare your intent to become a Meet Director by first emailing Dom Boccio ([dom.boccio@metroswimming.org](mailto:dom.boccio@metroswimming.org)) and, if you are attached to a club, copying your team’s head coach and anyone on your team acting in the capacity as an “Officials’ Coordinator.”

**Requirements:**

1. **Register and create and account with USA Swimming**

<https://www.usaswimming.org/register>

1. **In-person Training Seminar**

Attend an approximate 90-minute training seminar on the basics of being a Meet Director / Administrative Official. This will need to be arranged with another local MD/AO. Check [MetroSwimming.org](http://metroswimming.org/) Website for upcoming trainings.

1. **Non-Athlete Registration** – choose “Non-Athlete Registration Form”

Coordinate with your team’s head coach if your team has agreed to cover your registration cost.

<https://www.teamunify.com/team/mrlsc/page/metro-forms/officials-forms>

**Please note that steps 1-3 must be completed before you can be issued the Deck Pass (LSC Certification Card) that will allow you to begin your on-deck training. The following requirements can be completed in any order.**

1. **Background Check**

<https://www.usaswimming.org/background-checks>

Metro will reimburse you for the cost of the background check. See here: <https://form.jotform.com/91287655059165>

1. **SafeSport Athlete Protection Training**

<https://www.usaswimming.org/utility/landing-pages/safe-sport/apt>

1. **Minor Athlete Abuse Prevention**

<https://www.usaswimming.org/utility/landing-pages/minor-athlete-abuse-prevention-policy#sts=MAAPP%20Sample%20forms>

1. **Concussion Training**

CDC <https://www.cdc.gov/headsup/youthsports/training/index.html>

*or* NFHS <https://nfhslearn.com/courses/61129/concussion-in-sports>

1. **Administrative Official’s Test**

Test: Certification – Administrative Official (100 questions, open book, references given)

<https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>

1. **Track your 2 required on-deck apprentice sessions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Date | Meet | Meet Session | Supervising Meet Director |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

1. **Notify Metro Chair, Head Coach, and team’s Official’s Coordinator when you have completed all requirements.**

**Important Websites**

USA Swimming – [www.usaswimming.org](http://www.usaswimming.org)

Metropolitan Swimming – [www.metroswimming.org](http://www.metroswimming.org)

Official’s Tracking System (OTS) <https://www.usaswimming.org/utility/landing-pages/officials/officials-tracking>