

# Apprentice Official Registration

Earlier this year SWIMS and OTS were modified to allow the registration of **Apprentice Officials** before the apprentice became a Non Athlete Member of USA Swimming. Apprentice Official status expires 60 days after the recorded “Start Date”. The Start Date may be no later than the first day the **Apprentice Official** trains on-deck at a swim meet. The LSC Registration Chair and the LSC Officials Committee need to coordinate the Apprentice Official registration so the online systems can be used to properly track the Apprentice’s on deck apprenticeship, activities and tests.

Unless your current LSC practice requires apprentice Stroke and Turn Judges or apprentice Administrative Officials to be current Non-Athlete members (including APT and BCG) prior to “on deck” training, they must register as a non member **Apprentice Officials** prior to stepping on deck as an apprentice.

Once registered, **Apprentice Officials** can be added into meets in OTS. Apprentice Stroke and Turn Judge (XJ) or Apprentice Administrative Official (YA) sessions can then be recorded for them - if the last day of the meet is on, or earlier than, the date the **Apprentice Official** status expires.

Anyone who has ever been a Non Athlete Member, or has ever been registered as an **Apprentice Official**, can be found and added to “Activities” in OTS.

Results of Tests taken by anyone with a username that was ever linked to a Non Athlete Membership or a non member Apprentice Official can also be seen in OTS.

Those who need to register as an **Apprentice Official** are:

1. Non-current Non Athlete Members of USA Swimming who are apprenticing to become certified Stroke and Turn Judges or certified Administrative Officials.

These potential officials can be found in the USA Swimming database and added to “Activities” in the Officials tracking system.

They cannot be added to Meets in the Officials Tracking System unless:

- they are registered as **Apprentice Officials** or
  - become full Non Athlete members with current **Level 1 or 2** BGC and current APT.
2. **Registered**, or previously Registered **Athlete Members** who wish to apprentice to become certified Stroke and Turn Judges or certified Administrative Officials prior to applying for Non Athlete Membership (coach, official or other) of USA Swimming,
  3. Individuals who have never been a member of USA Swimming who wish to start apprenticing as a Stroke and Turn Judges or Administrative Official.

Apprentices for certification as an official in other positions (other than stroke and turn judge and administrative official) defined in the USA Swimming Rules and Regulations and OTS must have current Non Athlete (official, coach or other) Membership.

All Current Non Athlete Members (Officials, Coaches and Other) have access to “My History” in OTS.

**Apprentice Officials** can “link” their USA Swimming website Username to their **Apprentice Official** registration and will have access to “My History” in the Officials Tracking System for 60 days after the registration Start Date. The “link” will be maintained or reactivate when the Apprentice Official registration is converted to Non Athlete Membership.

Currently, some LSCs require all apprentices to register as non-athlete members and complete the BGC and APT prior to a clinic and apprenticing on deck. Apprentice Official registration is not needed in those LSCs.

Some LSCs allow apprentices to attend an introductory clinic and/or take the test before becoming full non-athlete members, but require full non athlete membership before starting “on deck” training. These **LSCs may decide** to register non members at the clinic\* so that “activities” can be recorded and test results linked to them.

Some LSCs allow on deck apprenticing before full non athlete membership is completed. **These LSCs must** register non member apprentices prior to or at the start of the “on deck” apprenticing\*.

- \* The “Start Date” for non-member Apprentice Officials who register at clinics or before the first “on deck” session can be modified by the LSC Registrar to the first day of “on deck” training. This will require some form of communication from the Meet Referee to the LSC registrar.

In any case, Apprentice Officials from 1, 2 and 3 above, must submit a non member **Apprentice Official** application before going “on deck” as an apprentice.

**It is recommended that “Apprentice Official Applications” be distributed to prospective apprentices and forwarded to the LSC registrar by the clinic presenter or Meet Referee.**

**Your LSC registration chair should have the Apprentice Official forms.**

Also, any Apprentice Official **who is not** a Non Athlete Member (with current BGC level 2 and APT) must remain under direct supervision by a Non Athlete – Official Member while on a swim meet deck.

Please note:

OTS is being modified to make it easier to find, and get information on, non member Apprentice Officials. Some are in place now. Others will be completed in mid July.

For help using OTS – call or email Bob Griffiths 813 963 0300, [griffiths.bob@verizon.net](mailto:griffiths.bob@verizon.net)

Some question that have been asked:

Q: What happens to the **Apprentice Official's** OTS record on the 61<sup>st</sup> day if they haven't joined USA Swimming? Does the record go away?

A: The record stays in OTS and the person can be found in SWIMs forever (not sure what the definition of "forever" is! – Some of the OTS database could be purged or put into archive storage at some time; say, records that are more than 30 or 40 years old – but no decision has been made about that yet!)

Q: If the official never joins, does the record remain in OTS forever? What about the training and meets worked? If the official never joins, how long does this information stay in OTS?

A: The person cannot be added **to meets that end after** the "**Apprentice Official**" 60 day period expires **unless** the apprentice completes a full USA Swimming Non Athlete Member as of the last day of the meet. The same applies to anyone with a non-current USA Swimming Non Athlete Membership. Note: Current Non Athlete Members (Official, Coach or Other) must have BGC level 2 for sessions to be recorded in assigned deck positions (Stroke and Turn Judge, Chief Judge, Starter, Deck Referee, Admin Referee, Admin official, Meet Referee, Open Water Judge or Open Water Referee). Those with BGC level 1 can be recorded in the other positions (timer, clerk of course, timing judge, meet manager, etc.).

The expired **Apprentice Official** can be "found" and added to Activities (clinics, meetings, etc.) even after the apprentice official status has expired.

The same applies to previous non athlete members who have not renewed – they can be found and added to Activities (some with "inactive" status cannot be added to meets or activities!)

Once somebody is included in a "Meet" or "Activity" in OTS (including members declared "inactive" after the meet or activity) they can be included in any reports that can be generated within OTS.

Q: Can **Apprentice Officials** access OTS?

A: **Apprentice Officials** can use or create a USA Swimming Website Username and link it to their **Apprentice Official** registration. They will have the same OTS access as any current USA Swimming Non Athlete Member (official, coach or other) during the 60 day period.

It is very important that anybody who joins, or rejoins, USA Swimming be asked if they have ever been a Non Athlete Member (official, coach or other) or been registered as an **Apprentice Official** so that the prior membership record can be updated. This will allow their previous OTS history to be automatically linked to them.