



Lobo Aquatic Club
Procedure to Register as a USA Swimming Official

Update October 27, 2011

Thank you for agreeing to become a USA Swimming Official we are excited about your commitment and we hope you find this a rewarding experience for you and your swimmer.

PLEASE NOTE:

1. All fees for becoming an official will be reimbursed by Lobo Aquatic Club. Please keep copies of your payment receipts and submit those to the Lobo Aquatic Club Treasurer and these will be adjusted on your monthly invoice.
2. For any meet where you officiate, Lobo Aquatic Club will pay the meet fees for your swimmers entered in the meet. This adjustment will be made on your monthly invoice.

The following are the procedures for becoming an official

1. Step 1 - Complete a Non-Athlete USA Registration Form – This will be provided by the Lobo Aquatic Club Registrar. Please see our website at www.swimlobo.com and e-mail the registrar for this form.
2. Step 2 – Return the registration form to the Lobo Aquatic Club Registrar and they will submit the Non-Athlete USA Registration form to the New Mexico Swimming Registrar. Once your USA registration is accepted we will notify you.
3. Step 3 - Once your USA registration is complete go to the USA Swimming website and create an account. [USA Swimming Create an Account](#) . Once your account is created, you will be asked to “find yourself” (type in your name and birth date) and link your USA Swimming Web Account to your USA Swimming Non-Athlete Registration. You should come up as a USA Swimming non-athlete member.
4. Step 4 - Once you create an account please complete the USA Swimming back ground check [USA Swimming - Initiate a Background Check](#). You will receive an e-mail of these results, please send these to the Lobo Aquatic Club Registrar and the Lobo Aquatic Club Officials Representative.
5. Step 5 - Once you complete the background check please complete the Athlete Protection Test [USA Swimming - Athlete Protection Test](#), print out the results and sent them to the Lobo Aquatic Club Registrar and the Lobo Aquatic Club Officials Representative.
6. Step 6 – Contact the Lobo Aquatic Club Officials Representative to schedule a Swimming Official Initial Training/Orientation.



7. Step 7 - Go to the officials page on the USA Swimming Website [USA Swimming - Online Officials Test](#) and take the online Stroke and Turn test. *NOTE:* It is helpful to download a free pdf copy of the USA Swimming Rule Book and keep a copy on your computer/laptop to refer to for the testing. You may start and stop/resume the test as many times as you'd like, but make sure you save the test after you start it or you will be given a new test the next time you begin. The USA Swimming Rule Book can be found on the USA Swimming Website [USA Swimming - Rules & Regulations](#). A hardcopy of this book will be mailed to you by USA Swimming after they receive your registration and every year after that for as long as you continue to renew your yearly registration.
8. Step 8 – Deck Time - Once you have completed Step #1 to Step #7 you will receive a non-athlete certification card through Lobo Aquatics from the New Mexico Swimming Registrar. You do not need to wait for this card to begin your deck time, but you must wear it anytime you are on deck after you receive it. Six Deck time sessions with a certified official are required prior to your advancing to a Qualified Stroke & Turn Official within the New Mexico Local Swimming Committee (“LSC”). The Officials uniform consists of a white polo shirt, blue shorts, and white sneakers. Please ensure you arrive at the start of warm-ups for any meet session you will work and identify yourself to the Meet Referee for further instruction and assignment.
9. Step 9 – Fill out your paperwork for you team to get reimbursed by the NMS LSC for \$20.00 of the background registration fee.
10. Step 10 – Have Fun!

Thank you again for your interest in becoming a USA Swimming Official for Lobo Aquatic Club your commitment to our club and your swimmer is greatly appreciated.

Lobo Aquatic Club Board of Directors