

## Becoming a Stroke and Turn Official

### Summary:

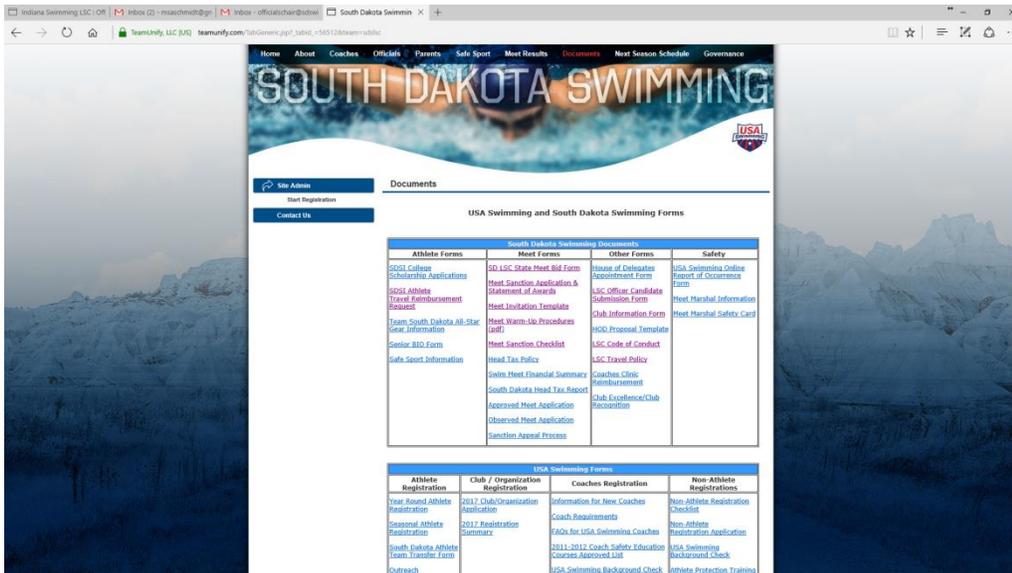
- Step 1: Become a USA Swimming (non-athlete) member
- Step 2: Attend a formal Stroke & Turn Clinic
- Step 3: Pass the Stroke & Turn/Timer test (open book, require 80%)
- Step 4: Shadow as Stroke & Turn trainee at 4 sessions at one or more swim meets
- Step 5: Submit to background check
- Step 6: Complete athlete protection training (APT)
- Step 7: Complete concussion protocol training (CPT)

### Notes:

1. Step 1 required prior to completing Steps 3,5,6 or 7
2. Steps 2-7 do not need to happen in this order

### Step 1: Become a USA Swimming (non-athlete) member (Cost \$67.00)

- go to the Documents tab of the South Dakota Swimming website, <https://www.teamunify.com/TabGeneric.jsp?tabid=56512&team=sdslsc> (Non-Athlete Registration at bottom right)
- View “Non-Athlete Registration Checklist”
- Complete “Non-Athlete Registration Application”
  - Under application membership code, check “Certified Official”
  - Follow instruction on application for where to mail application



### Step 2: Attend a formal Stroke & Turn Clinic

### Step 3: Pass the Stroke & Turn/Timer test

- If you haven't done so, create an account on <http://www.usaswimming.org/register>
- If you've created an account, be sure to link your Web site account to your USA Swimming membership
- Go to <http://www.usaswimming.org/Officials>, then select Officials Online Testing under the Resources for Officials
  - Follow instructions for taking the official's test

Officials Quick Links

- Your [Deck Pass Dashboard](#) has all the information you need on your meets worked, tests, certifications and your membership card.
- [Local Swimming Committee \(LSC\) Officials Chairs](#) - each LSC has an Officials Chair. Find contact information for your chair here.
- [Athlete Protection Training](#) - officials are required to take this training every two years.
- [Background Check](#) - all non-athlete members of USA Swimming must satisfactorily complete a Level 2 background check every two years.
- [National Officials Committee](#) - current members of the National Officials Committee.
- [Rules and Regulations](#) - access the most current Rulebook. Questions regarding USA Swimming Rules and Regulations, or any of the interpretations, may be directed to the Chair of the USA Swimming Rules and Regulations Committee, [Jay Thomas](#).
- [Officials Uniforms](#) - purchase officials attire directly from the vendor. Please allow at least two weeks before the meet for processing and shipping.

RESOURCES FOR OFFICIALS



Officials Online Testing

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OFFICIALS ONLINE TESTING

The USA Swimming National Officials Committee has developed a testing and certification program to ensure the consistency of top-level officiating at meets nationwide. For information on National Certification, please visit the [National Certification page](#).

You can take an online officials test (certification and re-certification) for any of the following:

- Administrative Referee
- Administrative Official
- Clerk
- Referee
- Starter
- Stroke and Turn/Timer
- Timer
- Timing Judge
- Open Water Judge
- Open Water Referee

If you have questions about which test you should take or if your certification has expired, contact your [LSC Officials Chair](#).

ONLINE TESTING INSTRUCTIONS

In order to use this test site, you need to have a USA Swimming website user account. If you already have a website account on [www.usaswimming.org](#), you will need to log in to that account to take your test(s). Use the sign in link in the upper right corner to log in.

NOTE: Please make sure the account you are using is **not linked to your child's** USA Swimming member record. If you had set up a Deck Pass account to access a child's information, you will need to **create a new separate account for yourself** that is **linked to your own USA Swimming member record**.

If you don't already have a USA Swimming website account, create an account first. [Click here](#) (upper right corner) and follow steps to create

Officials Online Testing

Note that any test you start and do not complete by **4/15/2017** will be automatically deleted on **4/15/2017** in order to make updates to the tests to coincide with the 2017 Rulebook. **COMPLETED** tests (from any year) will not be deleted, just incomplete ones.

**PLEASE USE THE 2016 RULEBOOK FOR ALL ONLINE TESTS.**

You may wish to duplicate this tab in your browser or print these instructions so you can refer to them while taking the test.

- Once you are logged in to your USA Swimming website account, click on "Start an Online Test-Click Here" at the bottom of this page.
- Choose the appropriate test from the "Start Test" dropdown menu that appears. **Taking the Timing Judge or Administrative Official test? You MUST DOWNLOAD and PRINT this WORKSHEET** to use with the Timing Judge and the Administrative Official Test.
- Confirm your understanding of the test expiration date by checking "I agree". Click "Next".
- Verify your personal contact information (enter all information requested so that we may contact you if needed) and click on "Save Information and Proceed to Test". Your LSC Officials Chair will receive email notification that you have passed the test, so please enter your LSC correctly.
- You can enter the clinic instructor info if you wish. It is not required.
- Click on "Start Test" (Ignore the "Print Blank Version of Test" button. You will have this option later).
- First test question appears. You can proceed to answer the questions at this point. Answer the question and then click "Next". Proceed to answer all the questions and then "End Test/Submit for Grading".

If you'd like to **PRINT OUT your test to COMPLETE OFFLINE** and then enter your answers later, follow these steps **after the first test question appears**.

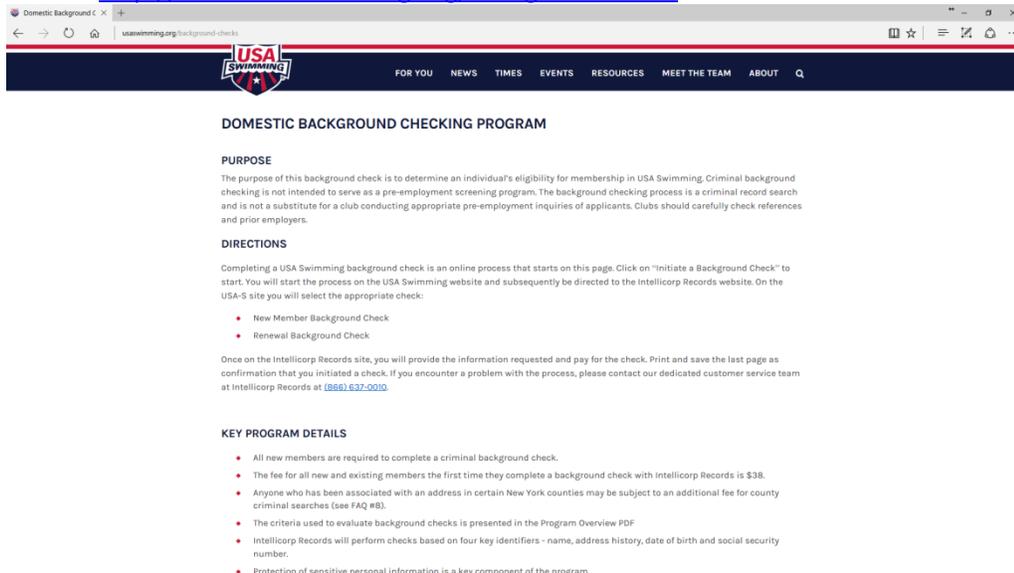
- First test question appears. Click on "Save and Restart Later".
- "Prior Tests" box appears. Select "Print Blank Test" next to the test you are working on.
- After printing your test out, and completing it offline, navigate back to the online testing module. Click on "Start an Online Test".
- "Prior Tests" box appears. Click on "Resume" next to the test you completed offline.
- Verify your personal information again if asked. Then click "Resume Test".
- Proceed to enter your test answers, clicking "Next" after each question.
- Click on "End Test/Submit for Grading" once you have entered all your answers.

**START AN ONLINE TEST - CLICK HERE**

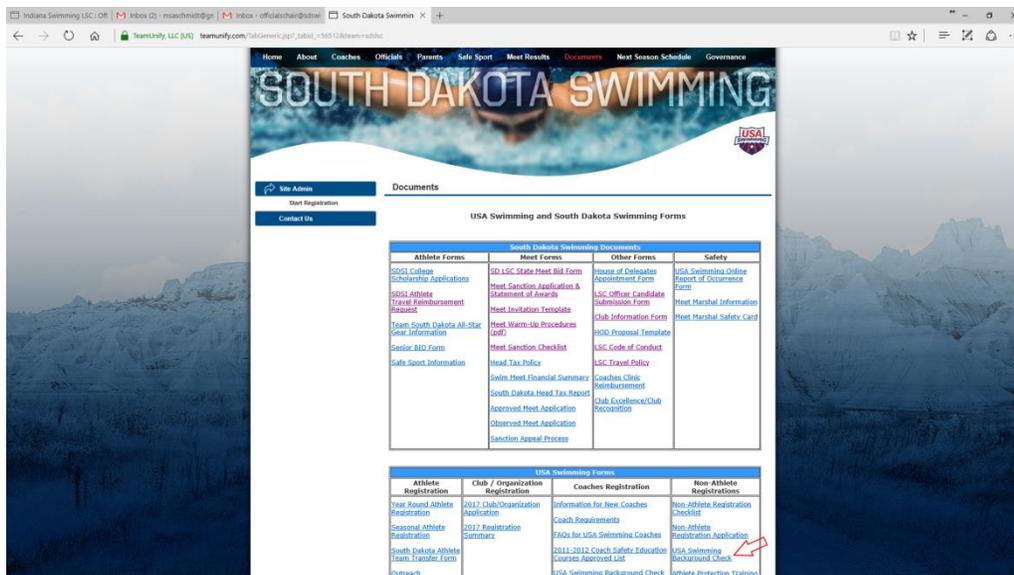
**Step 4: Shadow as Stroke & Turn trainee at 4 sessions at one or more swim meets**

**Step 5: Submit to Background Check (Cost \$38.00)**

- If you haven't done so, create an account on <http://www.usaswimming.org/register>
- If you've created an account, be sure to link your Web site account to your USA Swimming membership
- Go to <http://www.usaswimming.org/backgroundcheck>



- You can also get there via SD Swimming website <https://www.teamunify.com/TabGeneric.jsp?tabid=56512&team=sdslsc> (Non-Athlete Registration at bottom right)
- Click on "USA Swimming Background Check"



**Step 6: Complete Athlete Protection Training (APT)**

- If you haven't done so, create an account on <http://www.usaswimming.org/register>
- If you've created an account, be sure to link your Web site account to your USA Swimming membership
- Go to <http://www.usaswimming.org/APT>

USA SWIMMING

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## ATHLETE PROTECTION TRAINING

Training and Education (small)

### MANDATORY TRAINING FOR NON-ATHLETE MEMBERS

All non-athlete members of USA Swimming are required to complete the Mandatory Education by clicking the link below. New members will be required to have their non-athlete application form and payment processed by their LSC registrar before they can sign in to complete the course.

This course is titled "Establishing and Maintaining Healthy Relationships with Athlete" and is required for all new members including coaches, officials, chaperones, meet directors. If you have registered with USA Swimming for the first time, this is the course you need to take.

For current members seeking to renew their Athlete Protection Training requirement, your course is titled "Athlete Protection Training Renewal."

The course is free of charge and, upon completion, should update in your membership record within 24 hours. Initiate the course by entering your information in the boxes below.

### INSTRUCTIONS FOR COMPLETION

To complete the Athlete Protection Training Course, please follow the directions below:

1. Enter your first name, last name, and birthday. Make sure to use your legal name. Click the **Search** button.
2. When the system finds you, click the "This is Me" link.
3. The system will refresh and return information about your membership. Verify that the information is correct and click the "Athlete Protection Training Course" button.

If you get a "No Results Found" message, one of three things has happened:

1. You may have made a typo on your name or birthday. Double check and resubmit.

### INSTRUCTIONS FOR COMPLETION

To complete the Athlete Protection Training Course, please follow the directions below:

1. Enter your first name, last name, and birthday. Make sure to use your legal name. Click the **Search** button.
2. When the system finds you, click the "This is Me" link.
3. The system will refresh and return information about your membership. Verify that the information is correct and click the "Athlete Protection Training Course" button.

If you get a "No Results Found" message, one of three things has happened:

1. You may have made a typo on your name and birthday. Double check and resubmit.
2. If everything is correct and you are or have ever been a member of USA Swimming, it is possible that there is a typo in your membership information in the USA Swimming database. Contact your LSC registrar.
3. You have never been registered with USA Swimming. You must join through your LSC. New members will be required to have your non-athlete application form and payment processed by your LSC registrar before you can sign in to complete the course.

The course is best viewed on a desktop or laptop computer. It is NOT compatible with tablets, iPads, or mobile devices.

**PARAMETERS**

Last Name

First Name

Birthday

- You can also get there via SD Swimming website <https://www.teamunify.com/TabGeneric.jsp?tabid=56512&team=sdslsc> (Non-Athlete Registration at bottom right)
- Click on "Athlete Protection Training"

USA SWIMMING

Home About Coaches Officials Parents Safe Sport Meet Results Documents Next Season Schedule Governance

USA Admin

Start Registration

Contact Us

### USA Swimming and South Dakota Swimming Forms

| South Dakota Swimming Documents               |                                                 |                                       |                                               |
|-----------------------------------------------|-------------------------------------------------|---------------------------------------|-----------------------------------------------|
| Athlete Forms                                 | Meet Forms                                      | Other Forms                           | Safety                                        |
| SDCL College Scholarship Application          | SD LSC State Meet Bill Form                     | House of Delegates Appointment Form   | USA Swimming Online Report of Occurrence Form |
| SDCL Athlete Travel Reimbursement Request     | Meet Sanction Application & Statement of Assets | LSC Officer Candidate Submission Form | Meet Marshal Information                      |
| Team, State, Dakota All-Star Meet Information | Meet Invitation Template                        | Club Information Form                 | Meet Marshal Safety Card                      |
| Vendor Bill Form                              | Meet Warm-Up Procedures                         | SDCL Proposal Template                |                                               |
| Safe Sport Information                        | Meet Sanction Checklist                         | LSC Code of Conduct                   |                                               |
|                                               | Meet Tax Policy                                 | LSC Travel Policy                     |                                               |
|                                               | Swim Meet Financial Summary                     | Coaches Clinic Reimbursement          |                                               |
|                                               | South Dakota Meet Tax Report                    | Club Excellence/Club Recognition      |                                               |
|                                               | Approved Meet Application                       |                                       |                                               |
|                                               | Observed Meet Application                       |                                       |                                               |
|                                               | Sanction Appeal Process                         |                                       |                                               |

| USA Swimming Forms                        |                                    |                                                        |                                      |
|-------------------------------------------|------------------------------------|--------------------------------------------------------|--------------------------------------|
| Athlete Registration                      | Club / Organization Registration   | Coaches Registration                                   | New Athlete Registrations            |
| New Parent Athlete Registration           | 2017 Club/Organization Application | Information for New Coaches                            | Non-Athlete Registration Checklist   |
| Seasonal Athlete Registration             | 2017 Registration Summary          | Coach Requirements                                     | Non-Athlete Registration Application |
| South Dakota Athlete Health, Travel, Form |                                    | FAQs for USA Swimming Coaches                          | USA Swimming Background Check        |
| Outreach                                  |                                    | 2013-2012 Coach Safety Education Courses Approved List | Athlete Protection Training          |
|                                           |                                    | USA Swimming Background Check                          |                                      |

**Step 7: Complete Concussion Protocol Training (CPT)**

- For USA Swimming membership, officials must successfully complete concussion and head injury education at least once.
- Individual states may require annual or continuing education and officials must abide by the requirements of their home state or states in which they officiate.
- Submit a copy of your Completion Certificate to your LSC registrar ([registration@sdswimming.org](mailto:registration@sdswimming.org)) in order for it to show on your deck pass.
- FAQ's about this requirement can be found [HERE](#).
- Here are the links to popular courses - [CDC Course](#), [NFHS Course](#).