



KY Swimming/USA Swimming Timing Judge Checklist



___ Attend Timing Clinic

- Sign-in
- Complete Apprentice Application form and return to Instructor

___ USA Swimming Non-athlete Registration Application

- Complete and submit, with payment, to KY Swimming (address is on form)
 - Some teams submit and provide payment. Check with your Officials' Rep or Coach as to your teams procedure

___ Complete Background Check

- You have 60 days to complete the Background Check on the usaswimming.org website. After this time, you will not be able to apprentice until after the Background Check has been completed.
- Background Check procedure can be found on the Officials page on the kylsc.org website.
- There is a fee to complete the Background Check.

___ Complete Athlete Protection Training

- You have 60 days to complete the Athlete Protection Training on the usaswimming.org website. After this time, you will not be able to apprentice until after the Athlete Protection Training has been completed.
- Athlete Protection Training procedure can be found on the Officials page on the kylsc.org website.

___ Take Certification Timing Judge test

- Take on-line at usaswimming.org (You can download the Rules and Regulations PDF, located on the About tab)
 - Go to usaswimming.org; set up an account and log-in
 - Select MEMBER RESOURCES from the menu at top of page, then select OFFICIALS
 - From the Official's page, select TESTING & CERTIFICATION from the menu on left
 - Select ONLINE OFFICIALS TEST from menu on left
 - Follow instructions to sign-in; download Timing Judge Test Chart
 - Select CERTIFICATION TIMING JUDGE

___ Apprentice 4 Sessions (2 at Electronic Timer and 2 at Computer)

- Inform Meet Referee of your intention to apprentice, contact info found in the meet information
- MUST have Apprentice Verification Form filled out for each session
- Wear white top, khaki bottoms, white shoes
- Submit completed Apprentice Verification Form
- Keep a copy for yourself
- Scan or take a photo and email to Officials' Chair, Gary Mans, gary.mans@louisville.edu

___ Join KYOFFICIALS YAHOO email group

- Important information is sent to all officials via this email group
- Send an email to kyofficials-subscribe@yahoogroups.com (an email will be sent to you asking you to confirm)

___ Receive Credentials (Must have TWO cards)

- USA Swimming Membership Card (**DOES NOT indicate you are a certified official**)
 - Can also be downloaded on Deck Pass on usaswimming.org
- Kentucky Swimming Official Certification Card (**INDICATES you are a certified official**)
 - Can also be downloaded on Officials Tracking System on usaswimming.org

___ Display Credentials

- Wear all credentials when on deck

___ Timely Completion

- Complete entire process in 1 calendar year

___ Resources

- KYLSC.ORG Officials page. New Official Info found on dropdown menu
- USASWIMMING.ORG – member resources > officials
- Other officials
- Guide to Officiating, Chapter 9 Timing (Provide at the clinic or direct to website)
 - Found on the USA Swimming website under Education and Training Resources.

___ Official Tracking System (OTS)

- Instructions for OTS found on usaswimming.org > member resources > officials > officials tracking system > scroll to bottom and click on OTS User Guide: Officials