



Kentucky Swimming/USA Swimming Stroke & Turn Official's Certification Checklist

All certification items need to be completed within one (1) calendar year

_____ Attend New Officials' Stroke & Turn Clinic

- View USA Swimming Instruction Video (NOTE: Rule not found in video – separated two hand touch in breaststroke & butterfly)

_____ USA Swimming Account

- Go to <https://omr.usaswimming.org/omr/welcome/B54330122E8543> to begin the process.
- If you have not created an account with USA Swimming, see page 2 for instructions on setting up your user ID and password.
- If you have created an account since 9/1/22 and registered your swimmers, do not create another account. Go to the next step.

_____ Register as a Non-Athlete Member

- Go to the URL listed above and login to USA Swimming's website with your user ID and password from the previous step.
- The Welcome screen should show your LSC as Kentucky Swimming and your Club as Unattached. Hit "continue".
- When asked "Who is the membership for?" Select "The membership is for myself". Then complete the form as prompted.
- On the membership types page, scroll down and select "Apprentice Official". No payment is required for apprentice officials.
- Once all of the certification requirements are completed and you are ready to become a full member, your club will provide a registration link and you'll go through the registration process again and pay the membership fee.

_____ Complete a 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.
- You must be registered with USAS to access the background check.
- Login to usaswimming.org. Then go to Education> Course Catalog> All Courses> Background Screening
- There is a \$38 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.
- You must be registered with USAS to access the athlete protection training.
- Login to usaswimming.org. Then go to Education> Course Catalog> All Courses> Athlete Protection Training

_____ Complete Concussion Protocol Training

- Go to kylsc.org, then to Official's section and New Officials Info for links to the concussion training sites.
- When the course is completed, you will receive a certificate via email. Forward a copy of the certificate to kyswim@kylsc.org.

_____ Take Certification Stroke and Turn/Timer test

- Contact Becky Gilpatrick, KY Swimming Officials' Chair, at becky.jo.gil@gmail.com when you are ready to take your test.

_____ Apprentice 4 sessions

- Wear white top, khaki bottoms, white shoes
- Download Apprentice Verification form on kylsc.org "Meet Forms" page
- Inform Meet Referee of your intention to apprentice, contact info found in the meet information
- Attend stroke briefing 45-60 minutes prior to each session – Be sure to SIGN IN
- MUST have Apprentice Verification form filled out by your mentor official for each session
- Apprentice with various ages/levels of swimmers to gain a variety of experience
- Submit your completed Apprentice Verification Form to KY Swimming Officials' Chair. Contact info is below.

Once all of the steps above are completed and your certification has been processed by the KY Swimming Officials Chair, you will receive a name tag and further instructions regarding the credentials you'll need to present when working at meets.

Additional Resources

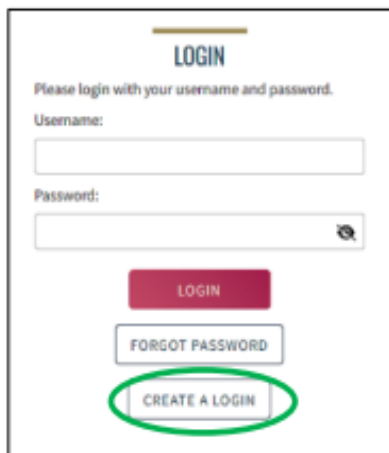
- KYLSC.ORG Officials page. New Official Info found on dropdown menu
- USASWIMMING.ORG – member resources > officials
 - Officials Tracking System (OTS) - CURRENTLY UNDER CONSTRUCTION
- Other officials

- ◊ Clinic Instructor _____
- ◊ Club Lead Official _____
- ◊ KY Swimming Official's Chair Becky Gilpatrick—becky.jo.gil@gmail.com

Instructions for Creating an Account in SWIMS 3.0

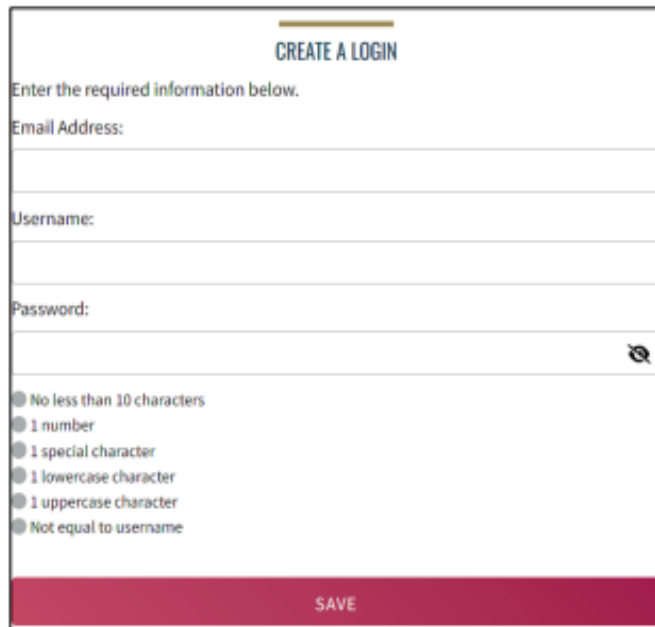
These instructions are just for creating a new login for USA Swimming. This process will **NOT** renew your registration for 2023.

1. On the page that opens you'll need to select **Create a Login**.



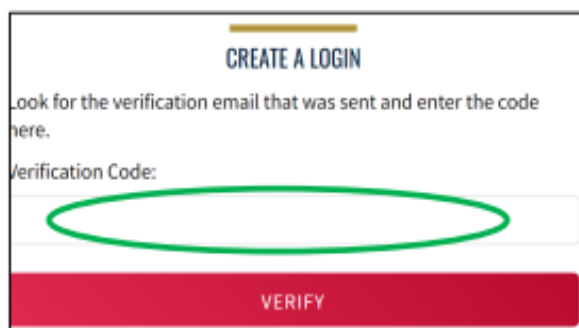
The screenshot shows the 'LOGIN' page with the following elements: a title 'LOGIN', a subtitle 'Please login with your username and password.', a 'Username:' label with an input field, a 'Password:' label with an input field and an eye icon, a red 'LOGIN' button, a 'FORGOT PASSWORD' button, and a 'CREATE A LOGIN' button which is circled in green.

Use a personal email address instead of a shared account. This will be linked to your individual membership or account. Shared or group email addresses such as office@abcde.com should not be used.



The screenshot shows the 'CREATE A LOGIN' page with the following elements: a title 'CREATE A LOGIN', a subtitle 'Enter the required information below.', an 'Email Address:' label with an input field, a 'Username:' label with an input field, a 'Password:' label with an input field and an eye icon, a list of password requirements: 'No less than 10 characters', '1 number', '1 special character', '1 lowercase character', '1 uppercase character', and 'Not equal to username', and a red 'SAVE' button.

2. Check your email inbox for a PingOne verification code. **Copy and paste to the box on the screen.** Click VERIFY. Log in using the username and password you just created.



The screenshot shows the 'CREATE A LOGIN' page with the following elements: a title 'CREATE A LOGIN', a subtitle 'Look for the verification email that was sent and enter the code here.', a 'Verification Code:' label with an input field which is circled in green, and a red 'VERIFY' button.

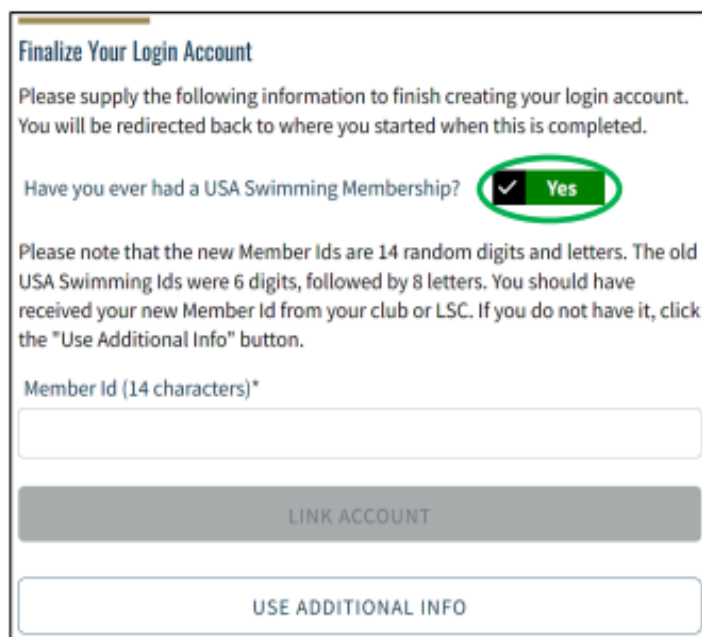
3. **If you have your NEW ID number, enter it into the Member ID box.**

To obtain your member ID, answer the question, "Have you ever been a member of USA Swimming in the past?" If the answer is **YES**, click on the icon to change the box to **YES**.

Select **USE ADDITIONAL INFO**, unless you already have your new ID number.

Enter your name as it is listed on your most recent membership card. If you're unsure how you were registered in the past or your account is not found, **STOP**, and contact kyswim@kylsc.org for help.

4. If you have never been a member of USA Swimming, click the icon to show **NO** and complete the steps shown on the screen. You will automatically be logged into SWIMS 3.0.
5. Your new ID will be emailed to the address shown after the search. Go to your inbox, copy and paste the Member ID in the appropriate field and click, **LINK ACCOUNT**.
If the email address listed is incorrect, contact kyswim@kylsc.org.



The screenshot shows the 'Finalize Your Login Account' page with the following elements: a title 'Finalize Your Login Account', a subtitle 'Please supply the following information to finish creating your login account. You will be redirected back to where you started when this is completed.', a question 'Have you ever had a USA Swimming Membership?' with a 'Yes' button circled in green, a note 'Please note that the new Member Ids are 14 random digits and letters. The old USA Swimming Ids were 6 digits, followed by 8 letters. You should have received your new Member Id from your club or LSC. If you do not have it, click the "Use Additional Info" button.', a 'Member Id (14 characters)*' label with an input field, a 'LINK ACCOUNT' button, and a 'USE ADDITIONAL INFO' button.

The username and password you entered in step 1 is the login for your new account.