



Becoming an Official

There are a few simple steps to becoming an official in the Southeastern LSC. I'll list them below, but only the first two steps need to be accomplished before actually stepping on the pool deck and apprenticing.

1. Pass the on-line stroke & turn test

- Go to www.usaswimming.org
- Upper right, click on 'Sign In'
- Click on Create Account
- Fill in the information with an easily remembered username and password. The email address should be yours, **not your swimmer's**
- Then sign in using that username and password and click on 'Member Resources' / 'Testing & Certification' / 'Online Officials Test'. You will get to a page with a dropdown menu for the different tests. You are interested in the Stroke & Turn Certification test. You will be presented with two part questions. The first requires an answer, the second requires one or more references where you found the answer (you'll need the current rulebook in hand, borrow one if you have to)
- A **TIP**. Answer the first question immediately – doesn't matter what the answer is. Then **SAVE THE TEST**. That freezes that test in the system for you, otherwise, the test will reshuffle questions every time you go back to it. Print the test out then exit the web site. Answer the questions and find all the references on your printed copy, then later, return to the web site and transfer your answers carefully. Once you click on Submit, your test will be graded and you'll receive an email almost immediately, as will the SES Officials' Chair.

2. Register as a non-athlete/official with SES Registration Chair Tom Healey. You can either register as an apprentice, without paying a registration fee or go through the complete registration process as outline in step 5.

3. Attend a stroke & turn clinic given by a member of the SES Officials' Committee
4. Apprentice a minimum of six sessions at two different USAS sanctioned meets. We recommend wearing a shirt other than white while you're apprenticing. This will help differentiate apprentices from certified officials on deck.
5. Steps 3 & 4 can be accomplished in any order and this completes the requirements for certification except for this – You must be registered with USAS as a non-athlete member/official. Registration is in three steps and **MUST** be accomplished *in this order*:
 - a. Register as a non-athlete/official with SES Registration Chair Tom Healey. Use the same email address you used when you created your account on-line. **Wait two weeks**. Go back to the USAS website, sign in with your username and password and link your on-line account with your registration number. Tom cannot issue you a registration card until all three steps are completed, but if you link your account to what your registration number will be – the system will accept it. Registration number is date of birth (2 digit month, 2 digit day, 2 digit year) followed by first three letters of your first name, your middle initial, then the last four letters of your last name. An example – Robert J. Smith, born 15 July 1971 would be 071571robjsmit. Then go to step b.
 - b. On the USAS web site, type in 'background checks' in the search window, then click on the first link that comes up. Scroll down the page and click on 'Initiate Background Check'. You will be required to enter some personal info, then credit card info. After that, you'll wait 2-10 days for the check to be completed. Once you receive a document that says 'Clear/Green' then go onto step c.
 - c. On the USAS web site, type in 'Athlete Protection Training' in the search window top right. Again, click on the first link that is shown, then fill in the info to initiate the training. The APT is setup as a series of videos and pages to read. At the end will be a 10 question test. Don't worry about passing. If you answer a question incorrectly, the system will help you select the correct answer.

Once you have completed these three parts of registration and all of the certification requirements, send an email to one of the members of the SES Officials' Committee. They will review the info and enter you into

the OTS Officials Tracking System as a fully certified official. The first time you become certified, your certification expiration date will be approximately one year (always 1231xx for the year). After that, every time you recertify you will be good for three years.

Remember, the first steps are taking the on-line test and registering as an apprentice, then you can apprentice on deck. Any questions contact Walter Smalley, SES Officials' Committee Chair, wsmalleyses@hotmail.com, 901-486-1782.