

## How to use/find information on the USA Swimming Website

This guide is to help you find information on USA Swimming. You can check the meets you have worked, dates for Athlete Protection Training, test history, registration and certification status. Most of this information is located in the Official Tracking System (OTS) and it also can be found in Deck Pass as well.

In order to access OTS or Deck Pass, you must have an account with USA Swimming's website. To sign in to your USA Swimming go to <https://www.usaswimming.org>

Click on SIGN IN



Clicking on sign in will bring you this screen.

### SIGN IN

Username

Password

SIGN IN

If you do not have an account, then you need to register and set up a log in and password for the USA Swimming website. On the left of the page above, you will see:

To register, click on sign up and this screen will pop up. Fill out all of the information

## REGISTER

**Manage your times; set goals and earn patches for your achievements; bookmark and manage documents; and track your or team performance over time.**



To register, click on sign up and the screen on the next page will open.

## REGISTER

**PROFILE INFORMATION**

**Username**

**Last Name**

**First Name**

**Middle Name**

**Suffix**

**Email Address**

**Contact Phone #**

**USA Swimming Connection**

**Preferences**

Bring me directly to Deck Pass when I login

**Password**

**Confirm Password**

**USA SWIMMING MEMBERSHIP LINK**

If you have a USA Swimming Membership, you can create a link to your membership record and have access to many additional features.

- Personalized information on the My Deck Pass page
- Free access to member portions of the site
- Member discounts at the online store (when offered)

[Link My Account To USA Swimming Membership >](#)

**SHOW ME CONTENT RELEVANT TO A...**

Coach

Official

Parent

Swimmer

Team Leader

None of the above

**SIGN UP**

USERNAME

If you previously set up an account on USA Swimming for one of your swimmers, you MUST create a new account for Officiating. You cannot use the same account.

You can use the same email address, if it is yours, but the USERNAME's must be different.

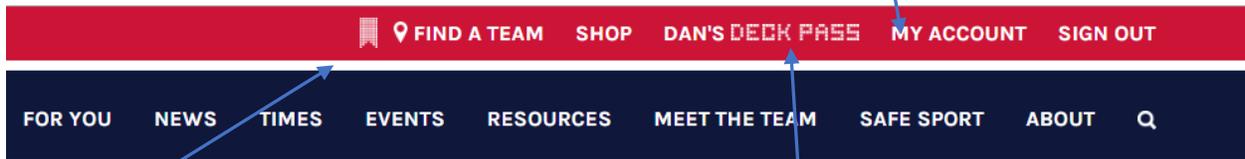
Fill out the information as noted. To the right, there are some radio buttons that you can check, if you want to personalize your information.

Near the bottom, you can check the preference, which will bring you directly into Deck Pass when you sign in. It is your choice. You can change this option later on once your account is activated.

Once you signed into USA Swimming, the header will change to this:

**Access to your USA Swimming Account Information**

This icon allows you to update your contact, login and preferences



**Saved bookmarks**

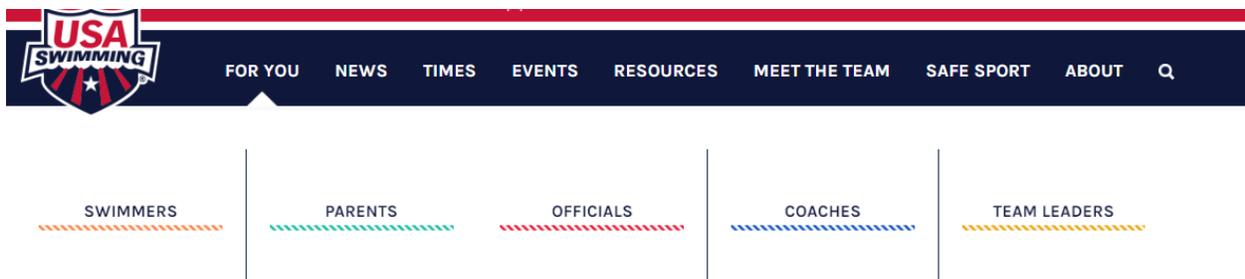
This will allow you to save any content from USA Swimming. If you click it on any page, it will be added as a bookmark.

**Deck Pass**

Clicking on this will provide your registration and certification status



On the second header bar, by clicking on any of the words, provides you with a multitude of dropdown choices. For instance, clicking on FOR YOU provides the following options:



By clicking Deck Pass, the following screen will come up:

**Certification Status**  
Your LSC and National Certifications with expiration dates will appear here

**DECK PASS**

**DAN DEMERS**  
EDIT

**WHAT'S NEW**

- Congratulations! You've earned the 2019 TrueSport Balance patch
- Congratulations! You've earned the 2019 TrueSport Balance patch
- Congratulations! You've earned the 2019 TrueSport Balance patch

**YOUR PATCHES**

**2019 TRUESPORT BALANCE**  
Adding time-saving tips to your busy day can help, not only in school and in the pool, but in life! Take the TrueSport Balance lesson to learn more! Earned On 10/1/2019  
MORE >

**OFFICIALS CERTIFICATIONS**

**LSC**

Stroke & Turn Level: VI	Expires: 12/31/2019
Chief Judge Level: C	Expires: 12/31/2019
Starter Level: VI	Expires: 12/31/2019
Referee/Deck Referee Level: C	Expires: 12/31/2019

**NATIONAL**

Referee/Deck Referee Level: N3	Expires: 12/31/2021
Starter Level: N3	Expires: 12/31/2021
Chief Judge Level: N3	Expires: 12/31/2021
Stroke & Turn Level: N3	Expires: 12/31/2021
Administrative Referee Level: N2	Expires: 6/30/2019

**REGISTRATION STATUS**

**DAN DEMERS**

CURRENT STATUS  
Official

VALID TO DATE  
12/31/2019

REGISTRATION DATE  
9/25/2018

EXPIRATION DATE  
12/31/2019

LSC AND CLUB  
VA-TIDE

USAS ID  
110664DANFDEME

BACKGROUND CHECK  
9/30/2020 - Level 2

ATHLETE PROTECTION TRAINING  
12/31/2019

CONCUSSION PROTOCOL TRAINING (NOT REQUIRED IN ALL STATES)  
Met

MEMBERSHIP CARD >

**OTS Details**

Access your meet and activity history, USA Swimming online tests with these options

**Registration Status**

This area lists the dates when your registration, Background check and Athlete Protection Training expire. Also, if you completed Concussion Training and sent the training certificate to [businessoffice@virginiawimming.org](mailto:businessoffice@virginiawimming.org), it will appear here.

**OTS Details**

Access your meet and activity history, USA Swimming online tests with these options

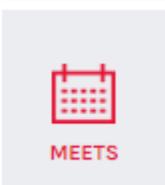
Clicking EDIT under your name will bring you to your account information page as shown on the previous page.

**Membership Card.** If you wish to print out your membership card, you can by accessing this link.



To print, bring you mouse over this window, right click on your mouse and select print. Downloading is also another option and that feature is in the upper right.

## SWIM MEET SESSIONS



Clicking the meets icon to view your swim meet history. You should check periodically to ensure you are appropriately credited with sessions and positions worked. This record is used to verify you meet prerequisites for certification at additional positions, requirements for recertification, and requirements for national certification.

### YOUR SYSTEM TRACKED MEETS

DATE	MEET	LSC	LOCATION	MEET TYPE	LEVEL	POSITIONS/SESSIONS	ACTIONS
OCT 05, 2019	2019 TIDE Indian Summer Speedo Challenge	VA	Virginia Beach, VA	Open Meet	LSC	ST-1 TO-1	
SEP 27, 2019	Old Dominion University vs East Carolina Universit	VA	Norfolk, VA	Observed / Approved Meet	LSC	ST-1	
SEP 21, 2019	ODU Blue-Grey Intrasquad	VA	Norfolk, VA	Observed / Approved Meet	LSC	DR-1	
JUL 18, 2019	2019 VSI Senior LC Championships	VA	Lynchburg, VA	LSC Championship	National Qualifying	AR-8	
JUL 12, 2019	2019 VSI REGIONAL SUMMER AWARDS (TIDE - LSC 1)	VA	Virginia Beach, VA	LSC Championship	LSC	SR-2 DR-4	
MAY 31, 2019	SPEEDO RED, WHITE & BLUE INVITATIONAL A/BB/B/C Me	VA	Virginia Beach, VA	Invitational	LSC	MR-6	
MAY 03, 2019	TIDE WIPE OUT SPEEDO LC CHALLENGE A/BB/B/C Meet	VA	Virginia Beach, VA	Open Meet	LSC	MR-7	
APR 20, 2019	TIDE BLACK & BLUE INTRASQUAD LC Meet	VA	Virginia Beach, VA	Invitational	LSC	AR-1	
MAR 28, 2019	2019 Eastern Zone Southern Region Sectional Meet	VA	Christiansburg, VA	Sectional	National Qualifying	CJ-7	
MAR 28, 2019	2019 Eastern Zone Southern Region Sectional Meet	VA	Christiansburg, VA	Time Trial	LSC	ST-1 CJ-2	

## ACTIVITIES



Clicking the activities icon to view your learning and mentoring activities. You should enter all of your mentoring activities if you train an official for a new position. Learning activities will be entered by an instructor for any clinics, conferences, Swimposium, etc. This record is used to verify you meet prerequisites for National certification.

### YOUR SYSTEM TRACKED OFFICIALS TRACKING ACTIVITIES

DESCRIPTION	TYPE/ POSITION	DATE/ LSC	LOCATION	ROLE	MEET NAME
2019 VSI SWIMPOSIUM	Clinic	Sep 28, 2019 VA	Richmond, VA	Presenter	
LSC OFFICIALS COMMITTEE MEETING	LSC Offl's Committee Mtgs	Aug 22, 2019 VA	Virginia Beach, VA	Participant	
LSC OFFICIALS CHAIRS QUARTERLY CALL	Nat Officials Meetings	Jul 10, 2019 US	Colorado Springs, CO	Participant	
NATIONAL LSC OFFICIALS CHAIRS WORKSHOP	Nat Officials Meetings	Jun 21, 2019 US	Charlotte, NC	Participant	
LSC OFFICIALS COMMITTEE MEETING	LSC Offl's Committee Mtgs	May 15, 2019 VA	Virginia Beach, VA	Participant	
LSC OFFICIALS CHAIRS QUARTERLY CALL	Nat Officials Meetings	Apr 03, 2019 US	Colorado Springs, CO	Student	
OQM NATIONAL CERTIFICATION PROGRAM	Briefing	Mar 02, 2019 VA	Stafford, VA	Instructor	2019 VIRGINIA SWIMMING SC SENIOR CHAMPIONSHIPS
LSC OFFICIALS COMMITTEE MEETING	LSC Offl's Committee Mtgs	Dec 19, 2018 VA	Virginia Beach, VA	Participant	
QUARTERLY OFFICIALS CHAIR CONF CALL	Nat Officials Meetings	Oct 03, 2018 US	Usa Swimming, CO	Participant	
2018 VSI SWIMPOSIUM	Officials Swimposium	Sep 15, 2018 VA	Richmond, VA	Instructor	

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### YOUR OTHER OFFICIALS TRACKING ACTIVITIES

DESCRIPTION	TYPE/ POSITION	DATE/ LSC	LOCATION	ROLE	MEET NAME	ACTIONS
MENTOR	Deck Instruction Chief Judge	Mar 02, 2019 VA	Stafford, VA	Deck Mentor	2019 VSI SC Senior Championships	<a href="#">ADD OTHER ACTIVITY</a> <a href="#">EDIT</a>   <a href="#">DELETE</a>

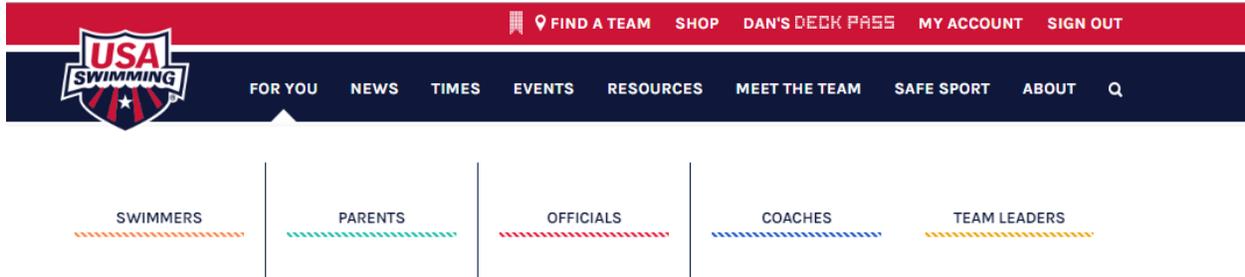
To add a mentoring session, click on ADD OTHER ACTIVITY and fill in the information.

There is also a mobile Deck Pass app available for all cell phones, that you can download on your mobile device and allow you to view the same information.

## Officials Tracking System (OTS) and other Resources for Officials

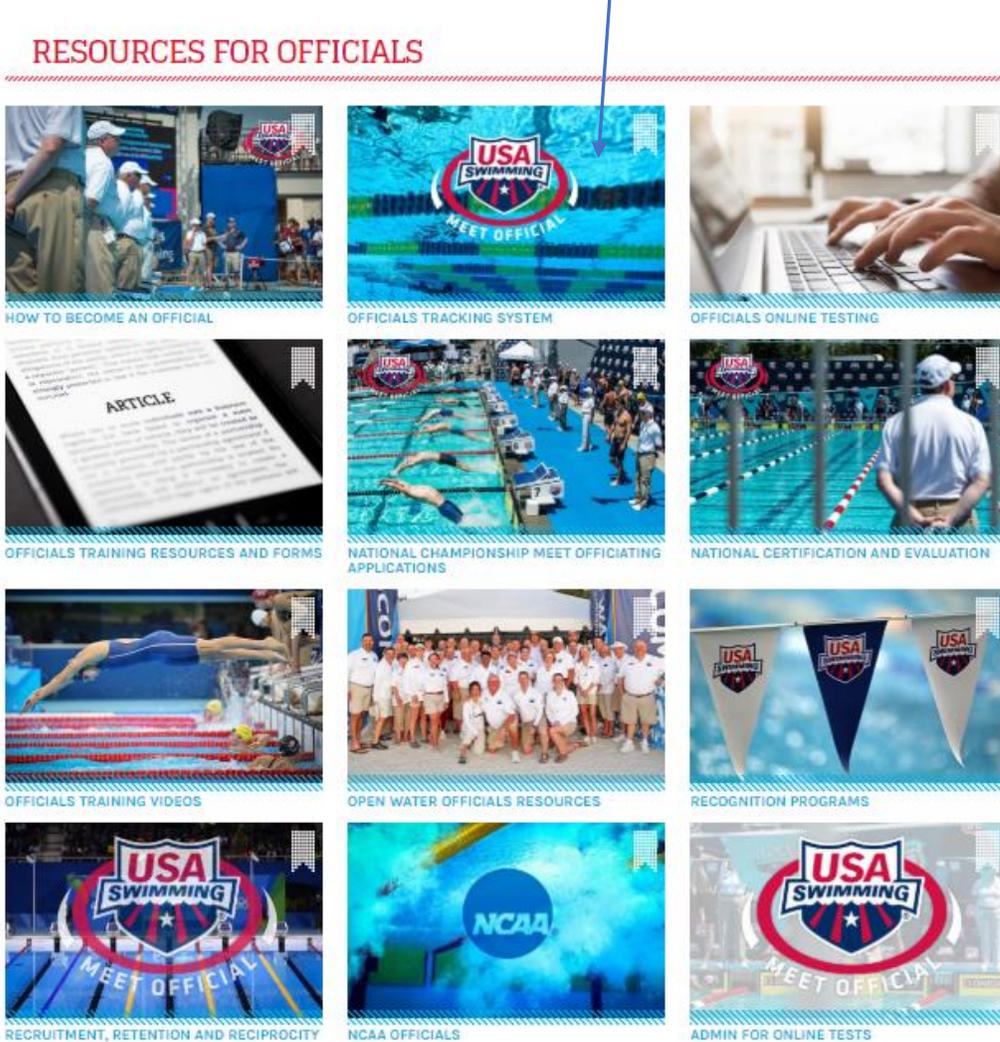
Most of the same information that you find in Deck Pass will be displayed in OTS

On the top banner click on FOR YOU, a dropdown menu will appear and select Officials



Scroll down to RESOURCES FOR OFFICIALS

For OTS, click on the picture that is labeled OFFICIALS TRACKING SYSTEM



You should have access to OTS SECTION 1 which allows you to view your history (activity, completed tests and LSC Certification history), search for meets, evaluations, activities and review prior or complete new application for National Certifications.

## WELCOME TO THE OFFICIALS TRACKING SYSTEM (OTS)

### FOR ALL OFFICIALS

You can view all your officiating activity, evaluations, certifications and test history from your [DECK PASS DASHBOARD](#). You can also **print** your *combined membership/certification card* from your Deck Pass Dashboard.

Depending on your access level, you can also view the OTS Sections listed below to:

- Search for meets and activities in your area or the entire US.
- Submit new or renewal applications for National Officials Certification in one or more positions. You can also review and monitor the progress of previously submitted applications and edit applications you have not yet submitted.
- LSC Officials Chairs and their designees can create meets, add officials to meets and record the sessions worked for each official.
- Meet Referees, once designated, can also add or remove officials and record the sessions worked.
- For OQMs, evaluators can enter evaluations directly into the system which will generate an email to the official.
- LSC Officials Chairs can also generate reports of their officials in several formats using a large number of selection criteria.

If you have a problem accessing any of the links, it might be that you have not renewed your USA Swimming membership (required annually) or have not completed the necessary [Background Check](#) or [Athlete Protection Course](#). OTS is designed for access by current Officials members only. If you have a problem you cannot resolve, have trouble logging in or navigating OTS, email [Gina Mensay](#) at National Headquarters.

## OTS SECTIONS

### SECTION 1

For all Officials - you must be logged in to your account as an official to access the OTS sections below.

[View My History](#)

[Meets and Evaluations](#)

[Activities](#)

[National Certification Application \(not for LSC certification\)](#)

On this page you will also find links to the Background Check and Athlete Protection Training

The other useful links on the RESOURCES FOR OFFICIALS are as follows:



HOW TO BECOME AN OFFICIAL

### HOW TO BECOME AN OFFICIAL

This is a brief introduction from USA Swimming that refers volunteers to their LSC website. VSIs process is defined on the link below, which is the same information you all reviewed during your initial clinic.

<http://www.virginiawimming.com/vsi/Official/OfficTrainings/TrainingInfo.html>



OFFICIALS ONLINE TESTING

## OFFICIALS ONLINE TESTING

Clicking on this icon, will bring you to all of the tests that are available from USA Swimming, screen shot below:

## 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](#).

There are instructions in the middle of the page to make sure your account is not linked to your child's swimming membership record. In other words, you need to have a two or more accounts, one for yourself and the others for each of your swimmers.

Scroll to the bottom of the page, click on START OR RESUME AN ONLINE TEST – CLICK HERE

### START AN ONLINE TEST

#### SELECT TEST TO START

Start Test:

Confirm Understanding of Test Expiration

This test will expire on 04/15/2020. You must complete the test prior to 11:00 PM on 04/15/2020 or the test will be automatically deleted and inaccessible for completion.

I Agree

[NEXT](#)

Where is says, start test, click on the dropdown arrow and select the test you wish to take. Click on the check box next to I Agree, then click on NEXT

You can start a test, save it and come back to it later if you wish. All tests are open book which can be downloaded if you do not have a paper copy for the current year.



OFFICIALS TRAINING RESOURCES AND FORMS

## OFFICIALS TRAINING RESOURCES

This page is periodically updated by USA Swimming. It contains a lot of the forms used at meets, briefing material, checklists, rule interpretations as well as situations and resolutions. The latter is great resource to test your understanding of the rules and benefit of the doubt!

## OFFICIALS TRAINING RESOURCES

LSC AND GENERAL CERTIFICATION GUIDELINES	
OFFICIALS CLINIC AND BRIEFING RESOURCES	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>OW CERTIFICATION MINIMUM STANDARDS 2017</p> </div> <div style="text-align: center;">  <p>MINIMUM STANDARDS 2016</p> </div> </div>
SAFE SPORT FOR OFFICIALS	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>DOWNLOAD</p> </div> <div style="text-align: center;">  <p>DOWNLOAD</p> </div> </div>
SAFETY GUIDELINES AND CHECKLISTS	<div style="text-align: center;">  <p>DISCIPLINE AND DECERTIFICATION GUIDELINES</p> </div>
TIMING ADJUSTMENT RESOURCES	<div style="text-align: center;">  <p>DOWNLOAD</p> </div>
INTERPRETATIONS, LEGISLATION AND BYLAWS	
SITUATIONS AND RESOLUTIONS	

## FORMS FOR OFFICIALS

ADMINISTRATIVE FORMS	
DECK ORGANIZATION	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>DQ SLIP JULY 2019</p> </div> <div style="text-align: center;">  <p>DECK ENTRY FOR PRE-SEEDED MEET</p> </div> </div>
RELAY TAKEOFF FORMS	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>DOWNLOAD</p> </div> <div style="text-align: center;">  <p>DOWNLOAD</p> </div> </div>
SPLIT RECORD FORMS	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>INSTRUCTIONS FOR CLOSE OUTS ON REFEREE HEAT SHEET WITH LOGO</p> </div> <div style="text-align: center;">  <p>INSTRUCTIONS FOR CLOSE OUTS ON REFEREE HEAT SHEET</p> </div> </div>
	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>DOWNLOAD</p> </div> <div style="text-align: center;">  <p>DOWNLOAD</p> </div> </div>



NATIONAL CHAMPIONSHIP MEET OFFICIATING APPLICATIONS

### **NATIONAL CHAMPIONSHIP MEET OFFICIATING APPLICATIONS**

Do you want to work at a National meet? Here is where you go to review which meets are accepting applications. These meets are posted 180 days from the meet date and close out 120 days prior to the meet date. Please read through the material and make sure you have the applicable National Certification.



NATIONAL CERTIFICATION AND EVALUATION

### **NATIONAL CERTIFICATION AND EVALUATION**

This is where you will find all of the information about the National Certification Program. If you have further questions, please contact your club officials chair, District chair or the LSC Officials Chair.



OFFICIALS TRAINING VIDEOS

### **OFFICIAL TRAINING VIDEOS**

This is where you will find all of the USA Swimming Training Videos for each stroke, individual medley and relays. Also, basic video on how to be a Starter. These are the same videos you watched at your initial S&T clinic.



OPEN WATER OFFICIALS RESOURCES

### **OPEN WATER OFFICIALS RESOURCES**

Interested in officiating open water? Here is all of the information pertaining to probably the fastest growing sector within USA Swimming. To work a USA Swimming Open Water Meet you will need to attend a clinic and become certified. At most USA Swimming Open Water Meets, they offer both the clinic and the certification(s).



RECOGNITION PROGRAMS

### **RECOGNITION PROGRAMS**

There are currently two awards from USA Swimming which recognize Officials volunteerism; the Kenneth J. Pettigrew and the Officials Excellence Award. You can nominate an deserving official by contacting the LSC Officials Chair.



RECRUITMENT, RETENTION AND RECIPROCITY

### **RECRUITMENT, RETENTION AND RECIPROCITY**

Here is a valuable resource for retaining and recruiting officials for your club. These are all best practices from different LSCs. Some may work for your club others may provide some of your own ideas on how to become an ambassador for swim officials.



NCAA OFFICIALS

### **NCAA OFFICIALS**

Interested in working NCAA meets? Here is the information on completing the first step which is registering and completing the applicable test(s). After that, talk to some other local officials and inquire who works these meets within VSI and contact them.

## FREQUENTLY ASKED QUESTIONS

### **1. Do I need a USA Swimming Account to take a USA Swimming Test?**

*If you are in training to become an official, yes, you must have your own account to complete the tests. The reason, is that when you have completed the test, your account is linked to your email. A notification of your completion is sent to the LSC Officials Chair, which is then forwarded to your District Chair and VSI Officials Database Coordinator. If a swimmer's name is the account, we will have no idea who took the test. Additionally, your swimmer's account is set up as an athlete, not an official. Also, you will not appear in the Officials Tracking System, nor will the test history.*

### **2. Can I use the account I set up for my swimmer to take the Athlete Protection Training, Concussion Training and Background Check?**

*No for the same reasons as above. Any of that information that you complete using your swimmers account will be linked to their name, not yours. Again, your name will not appear in the Officials Tracking System and there is no way a Meet Referee can verify you have completed all necessary training.*

### **3. I used my first initial and last name for my swimmers account, can I change that and use it for my own account?**

*You can try. First, sign into your swimmers account, then go to MY ACCOUNT to edit. Change the username for their account and then save it. After doing that, recommend completing a test run to make sure it worked. If all good, then create a new account using your first initial and last name.*

### **4. My swimmer is too young to have an email address. Can I use the same email address in both my account and my swimmer's account?**

*Yes, you can use the same email address for multiple accounts.*

### **5. What is the difference between certification and registration? Aren't they the same?**

*Certifications and dates of expiration are managed by your District Chair. The certification runs for the entire calendar year, (e.g. January 1<sup>st</sup> – December 31<sup>st</sup>). They are normally updated in late December, provided you have met all of the recertification requirements. These requirements are listed on the Virginia Swimming Website at <http://www.virginiaswimming.com/vsi/Official/OfficTrainings/TrainingInfo.html>. For each position, there is a link for certification.*

*Registration is your Non-Athlete Membership to USA Swimming. This is managed by the LSC Registrar. Normally, you will receive a blank membership application form from your Club Officials Chair in the Fall to register for the next calendar year. If you do not have one, there is a USA Swimming Non-Athlete Membership form at:*

<http://www.virginiaswimming.com/vsi/Official/Information.html>

**6. Who do I contact if I am missing a session from a meet or missing information?**

*The Meet Referee is responsible for entering all sessions for volunteers and is normally completed 7-14 days after the conclusion of the meet. You can contact your Club Officials Chair and/or District Chair, or you can contact the Meet Referee if your sessions are not posted by then. The Meet Referee's contact information is included in the Meet Invitation. For Virginia Swimming, all meet invites are all located at:*

<http://www.virginiaswimming.com/vsi/Meet/MeetsSchedule.html>

**7. Who do I contact if I have a problem with USA Swimming set up or webpage?**

First contact your Club Officials Chair, if they cannot resolve it, they will contact the District Chair or LSC Officials Chair. One way or another we will find the answer to your question.