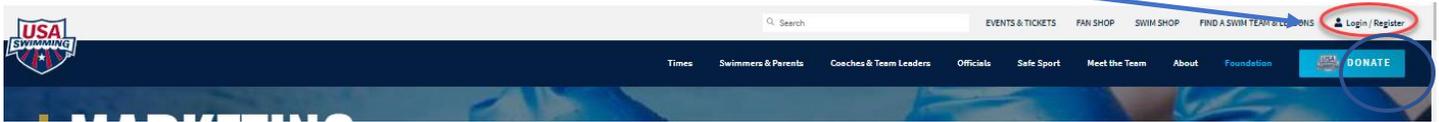


How to use/find information on the USA Swimming Website

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. If you do not have an account, you must create one. Go to <https://www.usaswimming.org>

Click on Login/Register



Click on the Register and it will bring you to this screen.

PROFILE INFORMATION

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suffix	Username	USA Swimming Connection USA Swimming Member
<input type="text"/>	<input type="text"/>	
Email Address	Contact Phone #	Preferences <input type="checkbox"/> Take me to the homepage upon sign in
<input type="text"/>	<input type="text"/>	
Password	Confirm Password	
<input type="text"/>	<input type="text"/>	

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)

SHOW ME CONTENT RELEVANT TO A...

- Coach
- Official
- Parent
- Swimmer
- Team Leader
- None of the above

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. Make sure you do not use your swimmer's email.

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.

On the bottom right, you can check the preference, which will show that content. Also, there is a box above that to check if you want to go to the home page after signing in. If you leave that unchecked, the default is to bring you directly into Deck Pass. You can change this option later once your account is activated.

NOTE:

1. If you are registered already with a non-athlete membership, click link account to membership.

2. For the email, use your email, not one of your swimmers. That is because, any certification like athlete protection, or background check that expires, any test you take a notification will be sent to the email on your account.

DECK PASS

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@virginiaswimming.org, it will appear here.

DATES

IF THE DATES ARE IN **RED**, THEN IT HAS EXPIRED. Re-register, take the APT or Background check. No one can fix these but you.

NOTE ABOUT CERTIFICATIONS

Our LSC Certifications expire in December. If you met all the requirements of the position, your District Chair will update them to the following December at the end of the

Certification Status

To the right, you will find your LSC and National Certifications with expiration dates.

DECK PASS

DAN DEMERS
EDIT

TEAM

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 >](#)

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

[ALL FRIEND ACTIVITY >](#)

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

[ALL CERTIFICATIONS >](#)

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 >](#)

[SEE ALL PATCHES >](#)

Navigation Sidebar:

- [DASHBOARD](#)
- [CERTIFICATIONS](#)
- [ONLINE TESTS](#)
- [MEETS](#)
- [ACTIVITIES](#)
- [PATCHES](#)
- [FRIENDS](#)
- [FAVORITES](#)

OTS Details

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

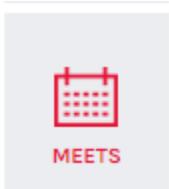
Clicking EDIT under your name will bring you to your account information page as shown on the previous page.

Under Current Status, click 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 Offls 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 Offls 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 Offls 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	

< 1 of 3 pages >

YOUR OTHER OFFICIALS TRACKING ACTIVITIES

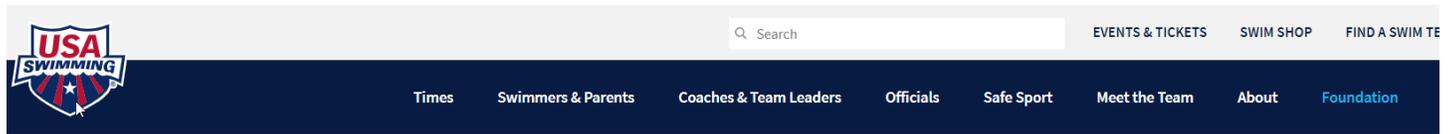
DESCRIPTION	TYPE/ POSITION	DATE/ LSC	LOCATION	ROLE	MEET NAME	ACTIONS
MENTOR	Deck Instruction Chief Judge	Mar 02, 2019 VA	Stafford, VA	Deck Mentor	2019 VSI SC Senior Championships	EDIT DELETE

[ADD OTHER ACTIVITY](#)

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

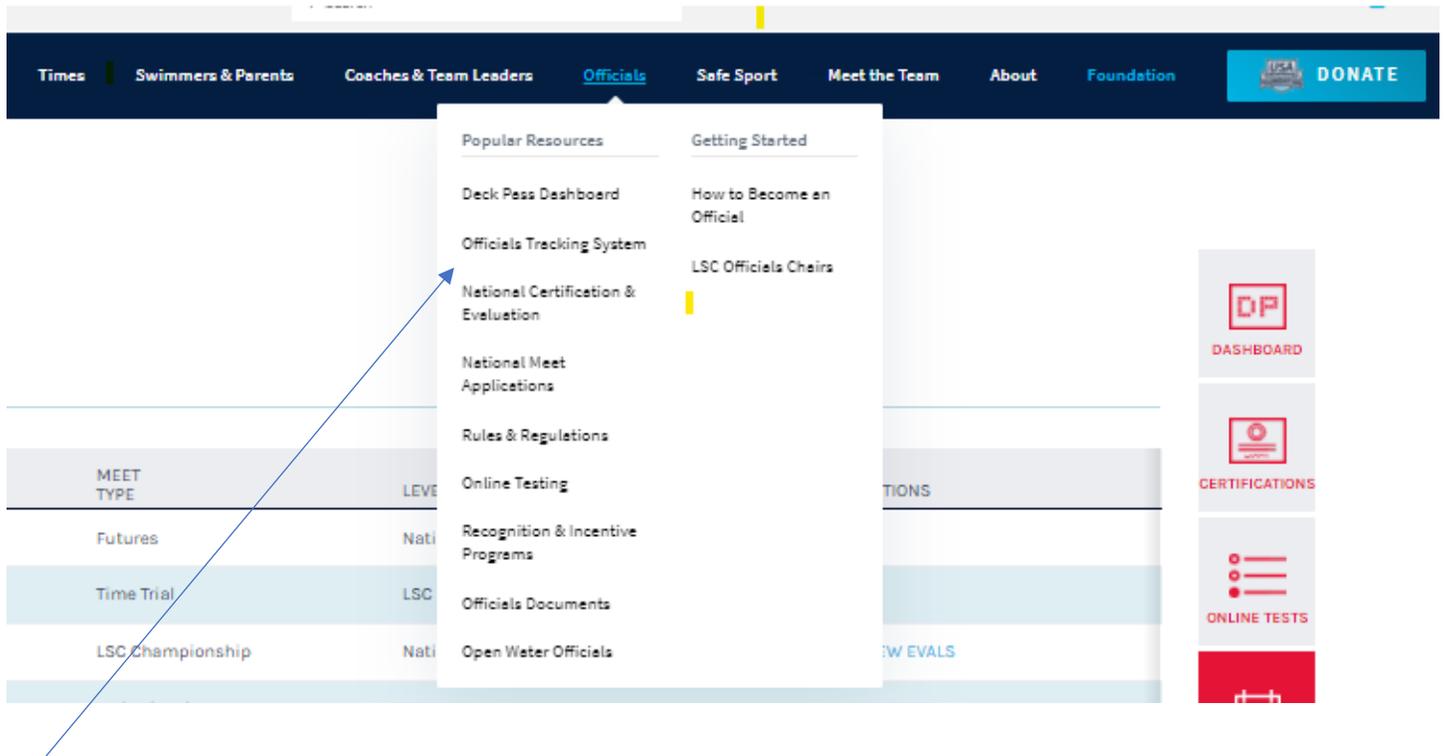
There is also a mobile Deck Pass app available for all cell phones, that you can download on your mobile device and allow you to view the same information.

On the top menu bar lists the different modules on this website.



DECK PASS

If you select **Officials**, these are your choices.

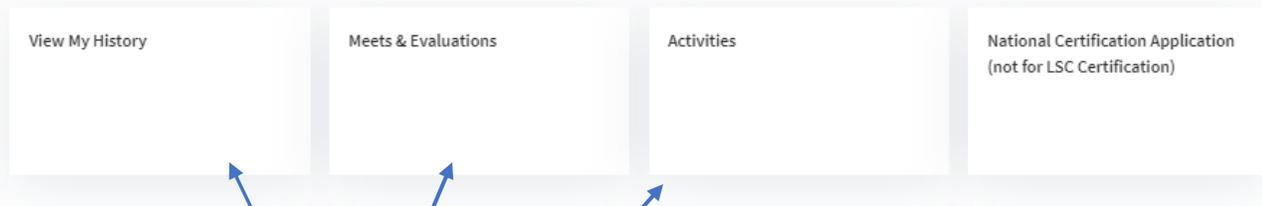


For OTS, click on the submenu labeled **OFFICIALS TRACKING SYSTEM**

Scroll down to **SECTION I** 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.

SECTION 1

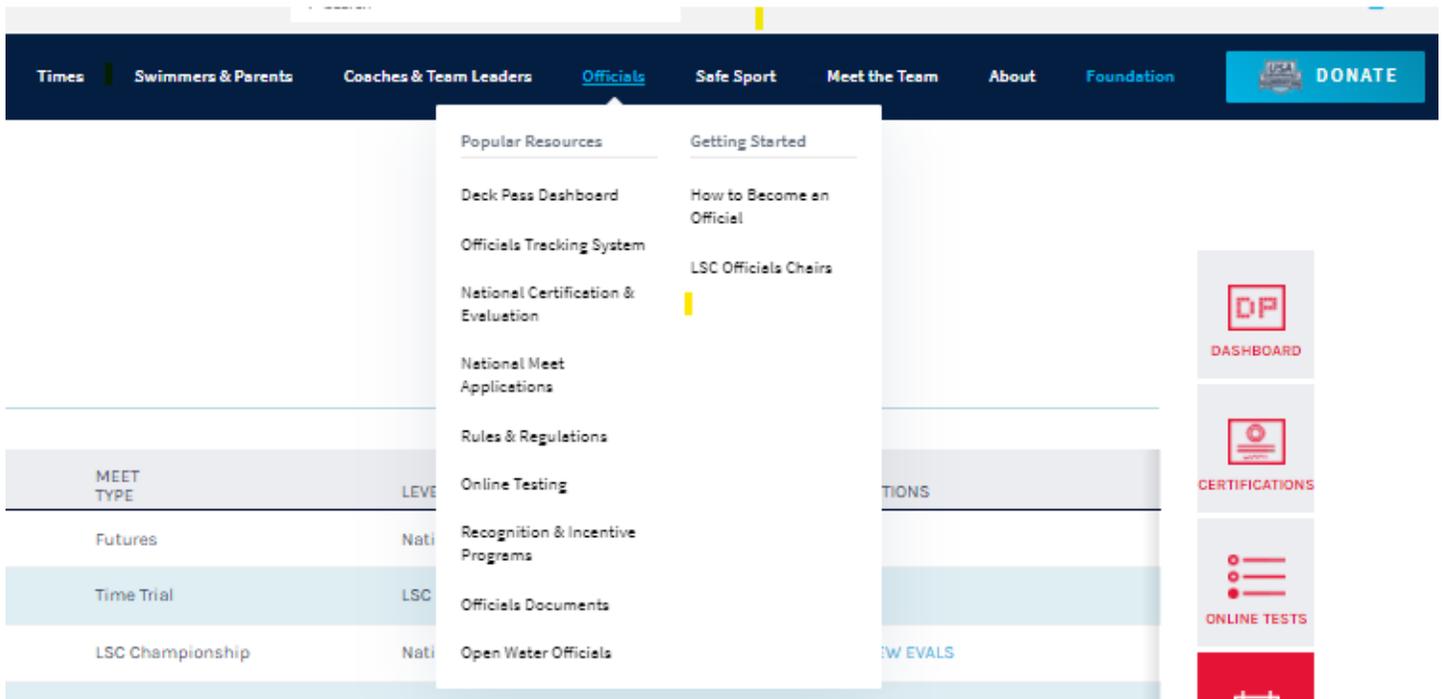
For all Officials - you must be logged in to your account as an official to access the OTS sections below.



Meets and evaluations allow you to search for a specific meet

Activities allows you to view your activities or add. See above section under Deck Pass.

National Certification Application is where you go to apply once you have completed your evaluation. See the handout on the VSI website under National Certification Info on the Officials Training page.



The other useful links on the Officials tab are as follows:

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 official's chair, District chair or the LSC Officials Chair.

NATIONAL MEET 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.

RULES AND REGULATIONS

Here you can download the latest rule book or purchase one.

ONLINE TESTING

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

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.

NATIONAL CERTIFICATION

LSC OFFICIALS CHAIR

2021 RULEBOOK

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/RESUME ONLINE TEST

Where it 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.

NOTE ABOUT TESTS. Every Year in April is when the USA Swimming testing site goes down. They take it down for two reasons, first to update/change test questions. The second is for any new rule changes.

IF YOU HAVE NOT COMPLETED YOUR TEST BY APRIL, IT WILL BE DELETED

RECOGNITION PROGRAMS

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

OFFICIALS DOCUMENTS

This page has a lot of links and is periodically updated by USA Swimming. It contains 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!

OPEN WATER OFFICIALS

Interested in officiating open water? Here is all 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).

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.

<https://www.teamunify.com/team/va/page/officials/official-training>

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 1st – December 31st). They are normally updated in late December, provided you have met all the recertification requirements. These requirements are listed on the Virginia Swimming Website at <https://www.teamunify.com/team/va/page/officials/official-training> 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:

<https://www.teamunify.com/team/va/page/registration>

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:

<https://www.teamunify.com/team/va/page/meets>

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.