

# VIRGINIA SWIMMING OFFICIALS CERTIFICATION REQUIREMENT CHECKLIST

What needs to be completed prior to your certification?

## Initial Education and Training

1. VSI-USA Swimming Orientation Clinic for all new Officials including Admin positions.
  - a) Stroke & Turn Clinic
    - ✓ Classroom (including Zoom) *or*
    - ✓ On-Deck instruction *or*
    - ✓ Strokeandturn.com
  - b) Administrative Official or Timing Equipment Operator
    - ✓ Go to <http://www.pvswim.org/official/officialsclinics.html>
    - ✓ Register and complete the web-based initial training as follows:

Computer-Based Training Clinics - Available Any Time	
<a href="#">Hy-Tek Computer Operator</a>	<a href="#">Register for this clinic</a>
<a href="#">Timing System Operator</a>	<a href="#">Register for this clinic</a>

2. USA-S Membership – These steps must be complete prior to making calls (usually 4<sup>th</sup> training session)
  - ✓ Create USA-S Account- Upper right corner- Sign-in
  - ✓ Register with USA-S Non-Athlete Registration form
  - ✓ Pass the Level-II Background check
  - ✓ Complete the Athlete Protection Course
  - ✓ Complete Concussion Training –NHFS or CDC
3. TEST – Passing grade of 80% or better
  - a) Stroke and Turn/Timer Test
4. On-The Job-Training:
  - Shadow 3 sessions with a trainer/mentor
  - Work 3 sessions making calls with mentor
    - ✓ Before making calls or final sessions (Admin), steps 1-3 must be completed

When completed, submit your certification card to your District Chair- Scanned copy via email is fine.

Additional Information and links:

- [USA Swimming Website](#)
- [Background Check APT Concussion Training Stroke Videos](#)
- [USA Swimming Rule Book](#)
- [Virginia Swimming Website](#)
- [Virginia Swimming Officials Handbook](#)
- [Virginia Swimming Code of Conduct](#)

Contact Information- District Chair: \_\_\_\_\_ Team Chair: \_\_\_\_\_