



Officials Credentials Policy & Procedure Wisconsin Swimming, Inc.

Purpose: To provide an efficient method for Wisconsin LSC officials to be able to obtain, maintain, and display credentials that reflect current qualifications and expiration dates for their certifications and USA Swimming non-athlete membership.

History: In the past, Wisconsin Swimming has provided officials with credentials comprised of their current year USA Swimming Non-Athlete Membership card, which was endorsed on the back by the LSC Officials Committee Chair to show LSC certification status. With the adoption of the USA Swimming Officials Tracking System (OTS), LSC and National level certification status for Wisconsin LSC officials is now tracked in that system. Since Wisconsin Officials may now view or print their USA Swimming Official Certification Card at any time, the process of endorsing USA Swimming Membership Cards with certification status is therefore deemed to be redundant and no longer necessary. Additionally, USA Swimming has adopted additional non-athlete membership requirements, such as Criminal Background Check and Athlete Protection Training. The expiration dates of all certifications and requirements no longer conform to a calendar year basis.

Going Forward: Wisconsin LSC officials will use a copy of their OTS generated USA Swimming Official Certification Card as their primary means of verification of their LSC and National official certification levels needed for serving in assigned positions. These Official Certification Cards also show the expiration dates of the official's USA Swimming registration, Criminal Background Check, and Athlete Protection Training. USA Swimming non-athlete membership cards will no longer be issued to Wisconsin officials. However, officials may view or print that card by signing into their USA Swimming account and going to Deck Pass.

Procedure:

1. On an annual basis, officials must register for USA Swimming Non-Athlete Membership by submitting registration application forms and payment to the LSC Registration Chair.
2. Additionally, USA Swimming Non-Athlete Memberships for officials are not valid beyond the expiration date of their Criminal Background Checks (CBC) and/or Athlete Protection Training (APT). The LSC Registration Chair and/or Officials Committee Chair will endeavor to provide notice to officials of expiration of their Membership requirements. However, officials ultimately are responsible for taking the steps necessary to prevent a lapse in their Membership requirements, including CBC and APT.
3. Prior to issuance of a new or renewed USA Swimming Non-Athlete Membership for officials, the LSC Registration Chair will verify Criminal Background Check and Athlete Protection Training requirements have been fulfilled, and have not expired.
4. The LSC Registration Chair will hold membership applications of officials whose requirements for Non-Athlete Membership as an official have not been met, or are expired.

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5. The LSC Registration Chair will provide officials with plastic ID badge holders suitable for protecting and displaying their USA Swimming Official Certification Card. (Note: USA Swimming prefers avoiding the use of over-the-neck lanyard style credential holders.)
6. When an official’s LSC certification is upgraded, or is renewed as required bi-annually, the LSC Officials Committee Chair will update the USA Swimming OTS, and will cause it to generate an email with a PDF copy of the current USA Swimming Official Certification Card. Similarly, when an official’s National certification is upgraded, this will be reflected in the USA Swimming OTS. Officials may access their Official Certification Card at any time by signing into the USA Swimming web site and going to:

[Home / Member Resources / Officials / Officials Tracking System / My Certification Card](#)

7. Officials are responsible for printing copies of their Certification Card, which should be inserted in the provided ID badge holder.

Official certification expires at earliest of any of the listed **expiration dates**:



B/C Exp - Background Check Expiration Date

Reg Exp - USA Swimming Non-Athlete Registration Expiration Date

APT Exp - Athlete Protection Training Expiration Date

LSC – Wisconsin Swimming official certifications (N1)

National – Advanced (N2 or N3) certifications. (These don’t impact LSC certification status.)

 Pat Doe WISCONSIN SWIMMING UN-W				B/C Exp: 09/30/16 Reg Exp: 12/31/15 APT Exp: 12/31/17	 Pat Doe USA SWIMMING				B/C Exp: 09/30/16 Reg Exp: 12/31/15 APT Exp: 12/31/17
LSC	Level	Expires	Instr/Eval	National	Level	Expires	Eval		
Stroke & Turn	Q	12/31/2016		Stroke & Turn	N3	12/31/2017	-		
Starter	Q	12/31/2016		Chief Judge	N2	12/31/2017	-		
Referee/Deck Referee	Q	12/31/2016		Starter	N2	12/31/2017	-		
Open Water Referee	Q	12/31/2016		Referee/Deck Referee	N2	12/31/2017	-		
Open Water Judge	Q	12/31/2016							
Administrative Official	L2	12/31/2016							

8. Replacement ID badge holders for officials may be sought from the LSC Registration Chair, or an Officials Committee member as needed.
9. Any questions about official’s certification or re-certification should be directed to the LSC Officials Committee Chair.
10. Any questions about USA Swimming Registration should be directed to the LSC Registration Chair.