



**USA SWIMMING**  
**2021 APPRENTICE OFFICIAL APPLICATION**  
**LSC: ALASKA SWIMMING**

**INITIAL TRAINING  
SESSION DATE:**

PLEASE PRINT LEGIBLY • COMPLETE ALL INFORMATION TO ENSURE THAT CONTACT INFORMATION IS CORRECT AND UP TO DATE:

LAST NAME	LEGAL FIRST NAME	MIDDLE NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever been a member of USA Swimming under a different last name? If yes, please provide that name: \_\_\_\_\_

Previously registered with USA Swimming.  Yes  No If registered in a different LSC, which LSC: \_\_\_\_\_

PREFERRED NAME	DATE OF BIRTH (MO/DAY/YR)	SEX (M/F)	CLUB CODE	CLUB NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Bill, Beth, Scooter, Liz, Bobby)

If not affiliated with a club, enter "Unattached"

MAILING ADDRESS

CITY	STATE	ZIP CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

AREA CODE	TELEPHONE NO.	AREA CODE	TELEPHONE NO.	MEMBER'S E-MAIL ADDRESS
HOME <input type="text"/>	<input type="text"/>	MOBILE <input type="text"/>	<input type="text"/>	<input type="text"/>

**THIS APPRENTICE OFFICIAL STATUS EXPIRES 60 DAYS FROM THE DATE OF THE INITIAL TRAINING SESSION. CONTACT YOUR LSC OFFICIALS CHAIR (catherinefoy.alaska@gmail.com) FOR FURTHER INSTRUCTIONS.**

I acknowledge that I have reviewed and agree to abide by rules and regulations of the Minor Athlete Abuse Prevention Policy.  
 By becoming a member of Alaska Swimming, I acknowledge that I have read & will uphold and abide by the Code of Conduct of Alaska Swimming.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEMBERSHIP CHAIR:** AKSwimMembership@gmail.com

**LSC OFFICIALS CHAIR:** catherinefoy.alaska@gmail.com

Dear volunteer,  
 Thanks for your interest in becoming a USA Swimming official! It really does take an army of volunteers to run a swim meet and we appreciate you considering becoming an official. Although the idea can seem a little daunting, don't worry—we will train you. Also, by becoming an official, you are not committed to work at every meet. We are all volunteers. The athletes and parents of the Alaska Swimming community are grateful for any time you can contribute to providing opportunities for sanctioned swimming competitions.  
 There are **eight steps** to becoming a certified USA Swimming official which are outlined on the back of this form. You will also find that your local area referees are a wealth of information. Please contact them for specifics to your club or area. If you have any questions they are unable to answer, feel free to email or call.

~Cathy Foy catherinefoy.alaska@gmail.com, (907) 713-5744.

**HOW TO BECOME AN OFFICIAL:**

**1) Register as an Apprentice Official**  
 By registering as an apprentice official, you are entered into the USA Swimming database. This enables USA Swimming to track your progress to ensure you have completed the requirements to become an official. Once you become a certified official, the database tracks the sessions you have worked, clinics you have attended, training you have provided others, and helps you know when you have had enough experience to apply for the next level of officiating.  
 This is the form for that! 📝 Fill out the information above with an old-fashioned pen and scan and email or give to the Membership Chair, Angela Heaphy, at the email address above.  
 There is no fee associated with this application. However after 60 days, it rolls over into an official's application and your team will be billed. If you have tried it and have decided it is not for you, please cancel your application with Angela Heaphy so your team is not billed.

## 2) Create a USA Swimming Account

Go to [USAswimming.org](http://USAswimming.org) and create an account, (remember to save your username and password). This will allow your progress toward becoming an official to be tracked. The next steps can be completed simultaneously or in any order. Remember to log into your account each time!

## 3) Complete a Background Check

Log in to your USA Swimming account. Follow the link below to have a Level 2 background check completed. There is a fee associated with this, some local clubs cover this fee. Check with your club board of directors. Background checks must be completed every two years. [www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck)

## 4) Complete Athlete Protection Training

Athlete Protection Training is provided through the U.S. Center for SafeSport. The required course is found on the USA Swimming LEARN site and must be renewed annually. [www.usaswimming.org/apt](http://www.usaswimming.org/apt)

## 5) Complete Concussion Protocol Training

Officials must successfully complete concussion and head injury education at least once.. A copy of the certificate you receive must be emailed to [AKSwimMembership@gmail.com](mailto:AKSwimMembership@gmail.com). It is a good idea to keep a copy for your own records, as many organizations are starting to require this training.

Either of the following courses are acceptable. You do not need to take both:

NFHS: <https://nfhslearn.com/courses/concussion-in-sports-2> (If you plan to officiate for high school swimming, this will be required for NFHS certification, too!)

CDC: <https://www.cdc.gov/headsup/youthsports/training>

## 6) Attend a training clinic

This can be attended live in person, or you can contact an Alaska Swimming representative to obtain a code to watch a video from USA Swimming. Find the representative for your area by asking a team coach or representative, looking on the Alaska Swimming website, or by contacting the Officials Chair.

## 7) Complete 4 “walks” shadowing a certified official at a swim meet

Typically, officials’ meetings take place 45 minutes prior to the start of each session of every meet. You should plan to attend the meeting where you will be paired with an official to shadow for the session. You don’t need to make prior arrangements, just come. In order for the walk to count, the session must include the observance of all four strokes. To have your walks recorded, you must have completed your USA Swimming registration or retain a record of the dates you shadowed with the signature of the meet referee.

## 8) Take the Officials Test

A knowledge-based test must be completed online. There is a time limit once the test has begun before the system logs you out--it is quite a long time (several hours). Many people find that they prefer to print the test out and sit down with a rule book to take the test. Once you have completed the printed test, you can go back online and enter your answers.

This is the link for the test. The test must be retaken every two years. <https://www.usaswimming.org/officials/popular-resources/online-testing>

This is the link to the rule book. At this site you may order a full size paper rule book, a mini rule book, or download a digital copy of either.

<https://www.usaswimming.org/rulebook>

## **After completing the above steps, you are ready to become a certified USA Swimming official! Congratulations!**

Now you may register as USA Swimming Nonathlete-Official member

This is basically the same process as step 1, but a different form is completed.

The Non-Athlete membership form is found on the Alaska Swimming website: [www.akswimming.org](http://www.akswimming.org)

There is a fee associated with this application, but many clubs cover this fee for officials affiliated with their clubs. Many clubs also submit their completed registrations as a group. Please ask your team coach, lead official, or a member of your board of directors.

*Thank you again for investing in the Alaska Swimming community!*

*Your time on deck will fulfill required volunteer hours for your club and you will have the satisfaction of knowing that you are truly committed to the success of a wonderful program.*

*Welcome to the Alaska Swimming deck!*