

How to Become an Official with USA Swimming in the Southeastern LSC

We are so glad you are interested in becoming a meet official! Meet Officials help run consistent, high-quality and technically-correct competitions. Meet Officials are imperative to running successful meets. We have many parents on our team who fill different roles, so if you have questions, please let us know.

The first two steps need to be completed before stepping on the pool deck for an apprenticeship:

1. Go to www.usaswimming.org
 - a. Click 'Sign In' in the upper right corner
 - b. Click 'Sign Up' to create an account with your email address
 - c. Once your account is created, sign in with your information
 - d. Click on the 'For You' tab, then choose 'Officials'
 - e. Navigate down to the Resources for Officials and choose 'Officials Online Testing'
*<https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>
*If you plan to take the test now, open the current [Rule Book](#)
 - f. Scroll to the bottom and choose 'Start an Online Test – Click Here'
 - g. If you are a new official, you will choose the Stroke & Turn Certification test from the dropdown menu and choose 'Start Test'; verify your information and proceed

*TIP - The test consists of two-part questions with the first part being the answer, and the second part being the reference in the Rule Book where you found the answer. If you'd like to print the test, fill it out, and then transfer your answers to the website later, go ahead and answer the first question online. Then 'Save' the test, print it out, and exit the website.
 - h. Once you submit the test, it will be graded. You will receive an email, as will the SES Officials' Chairperson.
2. Register as a non-athlete/official with SES Registration Chair Tom Healey. You can either register as an apprentice without paying a registration fee in order to apprentice, then after you apprentice you will need to follow the formal registration steps outlined in step 4.
3. Apprentice a minimum of six sessions at two different USA Swimming sanctioned meets. We recommend wearing a shirt other than white while you're apprenticing. This will help differentiate apprentices from certified officials on deck.
4. Three step registration process:

a. Register as a non-athlete/official with SES Registration Chair Tom Healey. Use the same email address you used when you created your account online. Wait two weeks. Go back to the USA Swimming website, sign in with your username and password, and link your online account with your registration number. Your registration cannot be completed until all three steps are done, but if you link your registration number to what the number will be once assigned, the system will accept it. The registration number is your date of birth (2 digit month, 2 digit day, 2 digit year) followed by the first three letters of your first name, your middle initial, then the first four letters of your last name. Example: Robert J. Smith, born July 15, 1971 would be 071571robjsmit.

b. To complete a new member background check, please complete to the USA Swimming New Member Background Check [here](#). Once the background check is completed, you'll receive an email within 2-10 days with your results. Background checks must be renewed every 24 months.

*For returning officials, please click [here](#) to complete your Background Check renewal.

c. Next, you'll need to complete the Athlete Protection Training. You can find this here: <https://www.usaswimming.org/utility/landing-pages/safe-sport/apt>. The training is setup as a series of videos and pages to read.

Once you have completed the apprenticeship and three step registration process, send an email to one of the members of the SES Officials' Committee (www.seswim.org, then Members/Officials, scroll down to the link for the Officials Committee). They will review the information and enter you into the Officials Tracking System (OTS) as a fully certified official. The first time you become certified, your certification expiration date will be approximately one year. After that, every time you recertify you will be certified for three years. Remember, the first steps are taking the online test and registering as an apprentice, then you can apprentice on deck.

Note: You will no longer receive a registration card. Once you are registered, you can view your registration information on the USA Swimming app – Deck Pass. When you initially setup Deck Pass, you will enter your username and password that you used for your account on the USA Swimming website, then click on 'Member Card' to see your information.

If you have any questions, please contact Coach Nick Lambert at nlambert@ymcabham.org.