



Becoming an Administrative Official

Prerequisites

- Minimum age of 18

Steps Needed to Complete Your Training

You must first register as a member of USA Swimming. Until you have done so, you will not be allowed to begin your on-deck training. The next two sections explain how to register.

Create an account on the USA Swimming website

- You may have already done this if you have registered your child as an athlete member of USA Swimming. If so, you don't need to do so again.
- Go to the USA Swimming website SWIMS at hub.usaswimming.org. Select the "Create Login" button on the Login page.
- Instructions for creating an account are on the righthand side, under "Help," on the login page described above.
- Note: Creating an account and registering as a member are two separate and independent steps; however, you must first create an account before you can register.

Register as either an official (non-athlete member): (registration is required to begin your on-deck training)

- You must register as an official which is a non-athlete member of USA Swimming.
 - \$84 annual fee. Many clubs will reimburse this fee, but each club may have different requirements for doing so. Please check with your individual club.
 - Registration after September 1 of the current year is good through December 31 of the following year.
 - Registration in this category is required prior to certification.
 - Allows tracking of various requirements such as completion of a background check, athlete protection training, concussion protocol training, and any required officials' tests.
- Registration process
 - Must be completed prior to starting your on-deck training and must be done to receive an apprentice training card.

- If you are associated with a club, check with your club registrar to get a registration link. Your club registrar should also be able to provide you with any needed assistance to get you through the registration process.
- If you are not associated with a club, reach out to registrar@ozarkswimming.com to request a registration link.

USA Swimming registration as an Official is not complete until you have completed a background check, athlete protection training, and concussion protocol training. These items must be completed in order for your membership to be in good standing and to be allowed on-deck.

Complete Athlete Protection Training (APT), Background Check (BGC), and Concussion Protocol Training (CPT) (see Appendix for a more detailed explanation of the following steps)

- Log on to your USA Swimming account.
- Click on the “Education – Course Catalog” tab
- Select “Officials” and then “Membership Requirements” in the window that opens.
- Complete the following items.
 - Athlete Protection Training. The results will automatically associate with your membership, but may take up to 24 hours to update.
 - Background Check. The results will automatically associate with your membership, but may take up to 24 hours or more to update.
 - Concussion Protocol Training. Select either the NFHS Course or the CDC Course (your choice). Once finished, you will receive a completion certificate that must be submitted. You can submit this [HERE](#). Although USA Swimming will accept either course, you might want to take the NFHS Course if you plan on officiating high school swimming.

Next, you need to take two online courses that are on the USA Swimming website. The first course, *Foundations of Officiating*, will introduce you to the philosophy of officiating and the expectations of officials at a swim meet. The second course, *Administrative Official Certification Course*, will cover the responsibilities of an Administrative Official.

Complete the on-line USA Swimming *Foundations of Officiating* course and the *Administrative Official Certification Course* and pass the accompanying test (see Appendix for a more detailed explanation of the following steps)

- Log on to your USA Swimming account.
- Click on the “Education – Course Catalog” tab
- Select “Officials” and then “Certification” in the window that opens.
- Complete the “*Foundations of Officiating*” course
- Complete the “*Administrative Official Certification Course*” (an integrated certification course and assessment).

Before starting your on-deck training, you need to obtain an apprentice training card to record the completion of each of the individual requirements for becoming an Administrative Official as well as to track the progress of your on-deck apprentice sessions. You will need to bring this training card with you to your training sessions so that the progress of your training can be recorded.

Obtain an Administrative Official apprentice training card

- Contact Bill Rener (billrener@gmail.com) to request your Administrative Official apprentice training card.

The **final steps** in your training to become a certified Administrative Official are to complete your on-deck training and then to then submit your training card to Bill Rener who will finalize the certification in OTS.

On-Deck Apprentice Sessions

- Complete 4 on-deck training sessions with a basic understanding of each required skill.
- An apprentice may voluntarily request additional training sessions if the apprentice feels that he/she needs additional training to master the required skills.
- If the validating Meet Referee does not believe the apprentice is ready to be certified and the apprentice does not voluntarily agree to additional training sessions, the Meet Referee must provide the Ozark Officials Chair (Jeff McCoskey) and Bill Rener (Officials Coordinator) with specific deficiencies that need to be remedied, and they will provide the apprentice with a written action plan of the steps needed to successfully obtain certification.
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Following Completion of All Off- and On-Deck Training Requirements

- Make a copy of your completed training card and email it to Bill Rener.
- If all certification requirements are met, and barring any rare and unusual circumstances, your certification will be entered into OTS.

Steps Needed to Recertify as an Administrative Official

- Work a minimum of 8 sessions, within a 3-year period, at a minimum of 2 different meets as an Administrative Official or in a role identified under 102.14.1A-D.
- Attend clinic (recommend AO Clinic) every 3 years.
- Pass USA Swimming recertification test.
- Satisfactory performance as an AO.

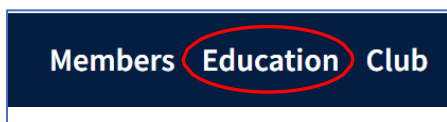
Contact Information

- Ozark Officials Chair Jeff McCoskey: jmack6r@hotmail.com
- Ozark Officials Coordinator Bill Rener: billrener@gmail.com
- Ozark Registrar Trish Grant: registrar@ozarkswimming.com

APPENDIX

Instructions for Completing Membership, Educational, and Testing Requirements for Officials

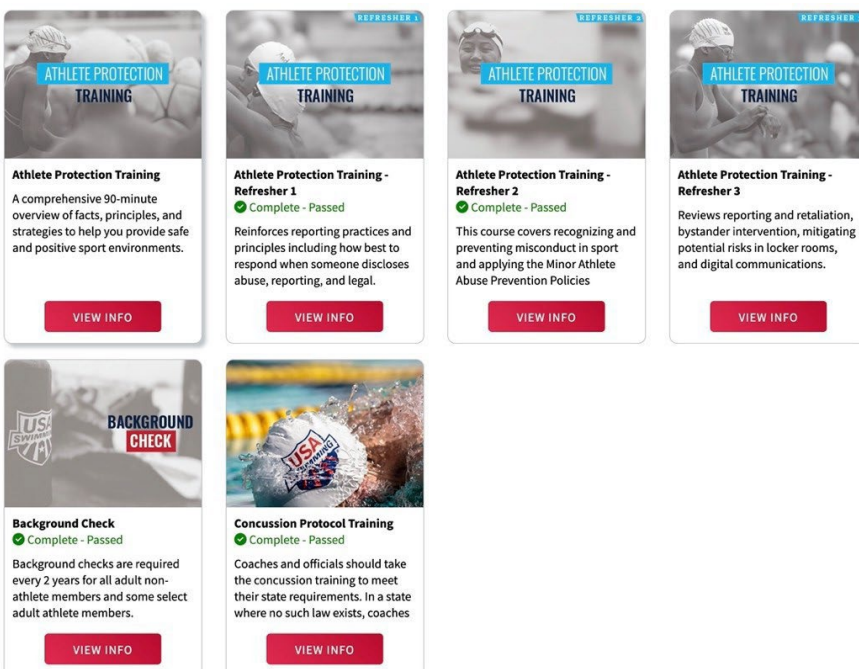
1. Log into your account on the USA Swimming website.
2. Click the Education tab and select Course Catalog



3. In the window that opens, select Officials → Membership Requirements to access Athlete Protection Training (APT), Background Check (BGC), and Concussion Protocol Training (CPT).



4. The required courses will be visible. (The order of the APT courses to be completed over a four-year cycle is Athlete Protection Training, Refresher 1, Refresher 2, Refresher 3. You will only be able to access the course that you need to complete.)



5. Once you complete any course, take a screen shot of the certificate or the final screen that includes the date of completion. This will be helpful if the course fails to update in your record.
6. The background check (once finalized) and APT will automatically update in your record but it may up to 24 hours. If it doesn't match after that, please contact admin@ozarkswimming.com for assistance. That will be the most efficient and effective way to get assistance.
7. The certificate for the Concussion Protocol Training will not automatically update in your record. Please upload that certificate [HERE](#).
8. Next, select Officials → Certification. The *Foundations of Officiating* and *Administrative Official Certification Course* can then be selected here.

The screenshot displays the Ozark Swimming Officials Certification website. At the top, there are six circular icons representing different categories: All, Coaches, Safe Sport, Officials (selected), Athletes, and Parents / Volunteers. Below these icons is a navigation bar with five tabs: All, NCAA, Certification (selected), Recertification, and Membership Requirements. The main content area features a grid of 12 certification exam cards, each with a title, description, and a 'VIEW INFO' button. The cards are arranged in three rows and four columns.

Card Title	Description
Administrative Official Certification	This exam is for those who want to become an Administrative Official.
Administrative Referee Certification	This exam is for those who want to become an Administrative Referee.
Clerk of Course Certification	This exam is for those who want to become a Clerk of Course.
Foundations of Officiating	This is an introductory course to the Officials certifications and is required before moving to your first role-specific course.
Open Water Judge Certification	This exam is for those who want to become an Open Water Judge.
Open Water Referee Certification	This exam is for those who want to become an Open Water Referee.
Referee Certification	This exam is for those who want to become a Referee.
Starter Certification	This exam is for those who want to become a Starter.
Stroke and Turn Certification	This exam is for those who want to become a Stroke and Turn/Timer.
Stroke and Turn Certification Course	This course is required as part of the certification as a Stroke and Turn Judge.
Timer Certification	This exam is for those who want to become a Timer.
Timing Judge Certification	This exam is for those who want to become a Timing Judge.