



Guide to Becoming a USA Swimming Administrative Official (AO)

Thank you for your interest in becoming a USA Swim Official. Without volunteers like you, we would not be able to run the high quality meets that we do. Outlined below are the steps to become an official. If at any time you have questions or need help along the way, please don't hesitate to reach out to a clinic director or to the Niagara Swimming Officials Chair. Again, thank you, and we look forward to seeing you on deck.

Gain an Understanding of the AO Position

Prior to attending a clinic spend at least two (2) sessions becoming familiar with the timing console (Colorado/Daktornics, etc.) and at least two (2) sessions becoming familiar with the meet management software (Hy-Tec, Touchpad, etc.). (There are also occasional opportunities to attend a Hy-Tec class which can count as sessions.)

Attend a Clinic

Clinics are available periodically throughout the year. A clinic is always offered at spring and fall House of Delegates meeting. To find a clinic near you, ask your team's official's contact or your area clinic director, listed here:

<https://www.teamunify.com/team/eznslsc/page/officials-updated/certification>

*** Note the date and place you attended the clinic; you will need this information when you notify the Officials Chair later.*

Create an Account on USA Swimming

Create an account on the USA Swimming website. Be sure you are creating a new account for *yourself* and not using anyone else's account to log into www.usaswimming.org. All of your records are kept here, so this is a critical step!

Take the Exams

Take the certification (not re-certification) exams for "Timer," "Timing Judge," "Clerk of Course," and "Administrative Official. You must pass each with at least 85% score. The test is open-book and really encourages you to read the most important parts of the rulebook as an Administrative Official. Follow the instructions found here:

<https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>

We recommend following the instructions about printing the test out and completing offline. The test does ask you to reference the rulebook often. There is a link to the rulebook on the instructions page.

Become a Non-Athlete Member

Fill out the "Non-Athlete Membership Form" and have it processed with payment through your team's system. This must be processed through your team's Registration Contact. If you are not affiliated with a team (unattached), please send an email to Officials@Niagaraswim.org for assistance.

The fillable .pdf form is here: (be sure to click on **NON-ATHLETE REGISTRATION FORM**)

<https://www.teamunify.com/team/eznslsc/page/membership-info-and-registration-forms>

Non-Athlete Members must also complete

Athlete Protection Training: <https://www.usaswimming.org/resource-center/athlete-protection-training>

Background Check (Level 2): <https://www.usaswimming.org/safe-sport/complete-a-background-check>

Concussion Protocol Training: <https://www.usaswimming.org/officials/concussion-protocol-training>

Link USA Swimming Account to USA Swimming Membership Record

This allows your test records, clinic attendance and in the future the meets you attend to be logged and credited to you. Log into your www.usaswimming.org account then in the upper right hand corner click the “My Account” tab. Click the “Link My Membership Record” box and follow the steps to link to membership to the website. You cannot receive your deck card until this is completed.

Notify Officials Chair You Are Ready to Shadow

As soon as you have passed the exam and become a Non-Athlete Member, send an e-mail to the officials chair at officials@niagaraswim.org requesting your Apprentice (AP) Certification deck pass. *In this e-mail, it is important to include information about the clinic you attended and the four prerequisite computer operator sessions (2 at timing system, 2 at meet management computer)! Your clinic may need to be manually attached to your record.*

Print your Membership Card

If everything is in order you will receive an email with a link to print your card. This allows you to begin on deck training. Bring it with you to every session you attend. This can also be found on the “Deck Pass” Tab of the USA Swimming website on the left side click the “Membership Card” button.

Complete the Two Apprentice Sessions

Attend sessions and observe the process, working with an experienced Administrative Official to gain live, in the meet experience. You must complete your shadow sessions within six months of getting the AP Certification.

Notify Officials Chair Apprentice Session Complete

Verify that the sessions you shadowed are listed in the Officials Tracking System (OTS) on the USA Swimming Website. To do so, log into your www.usaswimming.org account; then click on the “your name’s Deck Pass” on the upper red banner, then the “Meets” button on the right-hand side. (If sessions are not showing, contact the meet referee of any session not showing a week after the session is complete. This allows time to get the meet entered.) Once verified, send an e-mail to Officials@niagaraswim.org that you have completed your four Apprentice Sessions.

Receive and Print Certification Card

If everything is in place, the LSC Official’s Chair will send you a Qualified (Q) Certification.

Log into www.usaswimming.org and print Certification Card. You can also either print your Deck Pass Member Card (Click “My Deck Pass” and then Membership Card) or Bookmark your Deck Pass Page of the USA Swimming website on your smartphone. You need to be able to have your credentials checked when you sign at meets. (Please note many pools have poor cell signal and no Wi-Fi, so if you choose not to bring a paper copy, having the page bookmarked on your smartphone may save you some time!)

Congratulations!

You made it! Put your new skills to work! Hope to see you on deck soon!

Track Your Progress (AO Official)



Name: _____

Club: _____

Prerequisite Sessions:

Timing System Operator

1) _____
Date Session (AM/PM) Host Club

2) _____
Date Session (AM/PM) Host Club

Meet Management Computer Operator

1) _____
Date Session (AM/PM) Host Club

2) _____
Date Session (AM/PM) Host Club

Clinic: _____
Date Location Clinic Director/Instructor

USA Swimming Website Account: _____
email address used

Exams – Administrative Official: Timer: Timing Judge: Clerk of Course:

Non-Athlete Membership Application:

Background Check: Athlete Protection Training: Concussion Protocol Training:

Link Membership to USA Swimming Account:

Email Officials Chair:

Print Deck Pass Card Showing Apprentice Certification:

Shadows (minimum 2 sessions):

1) _____
Date Session (AM/PM) Host Club

2) _____
Date Session (AM/PM) Host Club

Email Officials Chair:

Print Deck Pass Card Showing Qualified Certification:

Any questions along the way, reach out to a clinic director or the officials chair: officials@niagaraswim.org.