



Hawaiian Swimming Becoming an Official



This document is designed to walk a brand-new official candidate through the process of becoming a Hawaiian Swimming Official.

Benefits of Becoming a Hawaiian Swimming Official

1. Help support an excellent sport and promote a healthy lifestyle for children.
2. Gain a more thorough understanding of swimming in particular, and sports in general.
3. Fulfill volunteer obligations at club meets.
4. Get closer to the action; know what's happening on deck with the "best seat" at the pool.
5. Get mentally and physically engaged during the meet rather than merely spectating.
6. Making new friends.
7. Great hospitality food.

Once you have decided you want to become a Stroke and Turn Judge or a Timing Judge, the following steps will help get you there.

Step 1: USA Swimming Non-Athlete Memberships

You must register ONLINE via your team's registration link. You will need to create an account, click new membership, and OFFICIAL as your option. There is a fee of \$88. Most clubs will reimburse you for this fee.

Step 2: Background Check

As part of the USA Swimming Safe Sport Program, all officials and trainees are required to undertake a criminal background check. You need to have this completed before the Official's Chair can process your certification once all requirements are complete.

USA Swimming is committed to the safety of athletes and participants involved in sport. The purpose of the USA Swimming background check program is to protect persons at risk, including, but not limited to, minors and vulnerable adults. Criminal background checking is not intended to serve as a pre-employment screening program. Clubs should carefully check references and prior employers.

Once you have your USA Swimming online account, on your member dashboard, click on **EDUCATION** on the top of the page. Then click course catalog. Next, on the left, click **ALL**



HAWAIIAN SWIMMING

Hawaiian Swimming Becoming an Official



HAWAIIAN SWIMMING

COURSES. Scroll down to see **BACKGROUND** check. This will take you to where you will begin your background check. There is a cost.

The background check will take about 5 minutes to submit your application online. The swim club you represent may reimburse you for the cost of the background check. You will receive an e-mail confirmation upon completion of the application and when the results are available (may take up to 2 weeks). Do not send these results to Hawaiian Swimming or the Official's Chair.

Background checks must be renewed every 24 months. If you do not renew your background check within 30 days of its expiration, you will need to complete the new member background check.

Step 3: Complete your Athlete Protection Training

Once you are set up in the USA Swimming Database, you will need to take the USA Swimming Athlete Protection Course for Coaches and Non-Athlete Members. This is a one-hour online tutorial which can be taken before or after your training sessions but cannot be taken until you are registered with USA Swimming.

Under the same **ALL COURSES** tab, you can access the course. Takes about an hour. Save your certificate once completed. The course is free of charge and, upon completion, should update in your membership record within 24 hours. Must complete prior to being certified.

This needs to be done every year.

Step 4: Concussion Training Protocol

The State of Hawaii requires officials to take a concussion training protocol assessment each year. We recommend completing the NFHS course. It takes about an hour. You can find this course here:

[Concussion Training Protocol course](#)

Upon completion, download your certificate and email it to both Stephanie Monahan samonahan17@gmail.com and Gwenn Tomiyoshi jackel@hawaiiantel.net. Gwenn will need to enter this manually into the SWIMS Database. This test must be completed once per year.



HAWAIIAN SWIMMING

Hawaiian Swimming Becoming an Official



HAWAIIAN SWIMMING

Step 5a: Online Test

In addition to on deck training sessions, you will need to take an online open book certification test. You can access the online rulebook by going here:

https://www.usaswimming.org/docs/default-source/governance/governance-lsc-website/rules_policies/2022-rulebook-updated-v2.pdf

The test is designed to help you understand the rules and know where they are located in the rulebook. It will take about 100 minutes to complete. You will need to take either the Certification -- Stroke and Turn/Timer test or the Certification – Timing Judge. It is recommended that the test be taken prior to or near your third or fourth training session. You will need to complete Step 4 before taking the test. For the time being, these tests are taken using Google Forms. Your results must be emailed to Stephanie Monahan samonahan17@gmail.com to receive credit.

<https://www.usaswimming.org/officials/popular-resources/online-testing>

Step 5b: On Deck Training

You will need to be mentored on deck during swim events. The minimum requirements are below:

POSITION	# TRAINING SESSIONS	MIN # OF MEETS	MIN # OF TRAINERS
Stroke & Turn	4	2	2
Timing Judge	4	2	2

Please note that it is often necessary to complete more than the minimum session requirement prior to being certified. Before you end your on-deck training, you must have completed your background check, USA Swimming registration, Athlete Protection Course and Concussion Protocol Training.

To ensure that the meet will be staffed appropriately to train you, it is highly recommended that each trainee contact the Meet Referee, one to two weeks in advance of a meet to let him or her know your training needs and the sessions you will attend. The name of the meet referee may be found on the meet information or ask your club coach.

This is an important pre-meet contact. There have been cases where officials show up expecting to be trained and the deck is already oversubscribed with trainees, or qualified



HAWAIIAN SWIMMING

Hawaiian Swimming Becoming an Official



HAWAIIAN SWIMMING

trainers are not available. Once accepted for training, please be on deck in appropriate attire one hour before the meet starts. Find the Meet Referee and introduce yourself. Find the sign-in sheet and sign in for the meet, stating you want to be trained. Attend the officials meeting for your assignment and trainer.

Step 6: Certification

When you have completed **all** of the steps above:

1. Background Check
2. USA Swimming Registration
3. Athlete Protection Course
4. Concussion Training Protocol
5. USA Swimming Certification Test
6. On Deck Training Sessions

Please let your island's referee know you have completed all the requirements. They should then let the Official's Chair, Stephanie Monahan, know you are ready to be certified. She will go into the OTS and give you your certification. You will then receive an email from USA Swimming stating your certification has been updated.

Step 7: Uniform

Once you have completed all of the above, you will now be expected to wear a specific uniform. For our meets, we require a white polo type shirt, khaki shorts, skort, skirt, or long pants, and white shoes and socks. Often at our championship meets, there will be a session or two where we will wear an Aloha style shirt.

WELCOME TO OUR HAWAIIAN SWIMMING OFFICIAL'S OHANA!!!!