



**NEW
ENGLAND
SWIMMING**

How to Become a New England Swimming Official

The Steps to Become a Stroke and Turn Judge or Administrative Official

Whether you want to become a stroke and turn official with New England Swimming and work the “wet” side of the deck or stay on the “dry” side as a new administrative official, this document provides step-by-step instruction on how to register and complete the necessary requirements to officiate within our Local Swim Committee, or “LSC”.

While this document may appear lengthy and intimidating, it is intended to provide detailed instructions and to answer (hopefully!) all of your questions.

Register with USA Swimming

This is a yearly requirement and includes an annual membership fee

Official Membership

1. Go to hub.usaswimming.org. If you already have a parent login, use the same login to access your account. If you do not have your own USA Swimming login, select CREATE USERNAME and follow the prompts to set up your username and password.
2. If you plan to be an Official affiliated with a club, contact that club for their team registration link. While logged into your account, follow the instructions in the link and register yourself as an Official. You will know you are registered when you pay the fee and when your dashboard reflects your membership card.
3. If you would like to register as Unattached, email Moriah at registrarnes@gmail.com and she will send you the UN registration link.
4. Once your registration is paid for you must complete the following USA Swimming membership requirements:
 - a. Background check - can be found in your USA Swimming account under EDUCATION. Must renew every two years and there is a fee.
 - b. Athlete Protection Training- can be found in your USA Swimming account under EDUCATION. Must renew every year and no fee
 - c. Concussion Course - list of accepted courses can be found [HERE](#). You only need one course certificate and it never expires. Email the certificate to Moriah registrarnes@gmail.com.
5. You are cleared to be on deck when these items are cleared and your account is in good standing.

Apprentice Official

- This is a 60-day trial option for anyone wanting to try being an Official before paying the membership fees.
- To sign up as an Apprentice Official follow steps 1-3 above and during the registration process select Apprentice Official as your membership type.
- You have 60 days from the day you sign up to go back into your account and upgrade to an Official membership and pay the fee.
- Once you are registered as an Official, you must complete the items in step 4 above.

Any questions on registration and/or membership requirements should be directed to Moriah, the Registrar for New England Swimming at registrarnes@gmail.com

Official's Certification Requirements

Courses you must complete to become certified at the various levels of Officiating

1. Log into your USA Swimming Account. You do NOT have to be a registered member to access these courses, but you do have to have a login account.
2. Complete the Foundations of Officiating online course. This course should be completed regardless of the position in which you are seeking to be certified (this module is fairly quick)
3. Complete the Stroke and Turn online course. This course should be completed if you are seeking to become a stroke and turn official and observe officials on the deck
4. Pass the Stroke and Turn online Certification Assessment. The online test is part of the Stroke and Turn online course and you must pass with an 80% score or greater. The assessment includes specifics on the technical rules of swimming and the process to follow when identifying an infraction. You can retake the assessment as many times as needed until achieving a score of 80% or better

Link your USA Swimming Account to your USA Swimming Membership Record

1. Log into your www.usaswimming.org account.
2. In the upper right-hand corner, click the "My Account" tab.
3. Click the "Link My Membership Record" box.
4. Follow the steps to link your membership.

This allows your test records, clinic attendance and, in the future, the meets you officiate to be logged and credited to your record. You cannot receive your deck card until this is completed.

Apprentice Training

1. You must be an Official in good standing, or an Apprentice Official before being on deck where you will be paired with an official already certified in the position to provide training. At a minimum, you must apprentice for four (4) training sessions total over two

(2) different meets. This must be done within 1 year from the date you finish this online course.

2. Download the USA Swimming app to your phone and find your USA Swimming Membership card in your online account or in the mobile app before going on deck.
3. Don't forget your list of terms or concepts from the course. Be prepared to ask questions and clarify anything you still need help understanding.
4. [Notify the Officials Chair](#) once you have completed your apprentice training to have your status changed from "apprentice" to "certified" in the position.

Demonstration of Satisfactory Performance

1. To complete the certification, you must demonstrate satisfactory performance of the requirements needed on deck. Once successful, your apprenticeship will be signed off by a certifier. [The Professional Stroke and Turn Official - or - The Eyes of the Referee](#) is a great document found on the USA Swimming website

Certification Card

1. Once all sessions are listed in the Officials Tracking System, or OTS, on the USA Swimming website, [notify the LSC Officials Chair](#) at that your apprenticeship is complete so your certification can be qualified. Be sure to cc: both your trainers. Please remember there is nothing automatic in the system; it is your responsibility to put the Officials Chair on notice that you have completed the requirements.

Congratulations! You made it! At this point, you can officiate as a Stroke and Turn Judge at any LSC meet.

Recertification is required every three (3) years. To recertify, you must:

1. Remain a USA Swimming member in good standing.
2. Work a minimum of eight (8) sessions over a three (3) year period at two (2) different meets as a Stroke & Turn Judge or higher capacity.
3. Complete online coursework every 3 years and pass the USA Swimming certification test every 3 years for the highest certification held.
4. Maintain satisfactory performance within your role.

Any questions on officiating and/or certification requirements should be directed to Ken Galica, Officials Chair for New England Swimming at neswimofficials@gmail.com or you can also find more information on the [USA Swimming website](#). Start on the [Officials homepage](#).