

Steps to Become a Utah Swimming Administrative Official (AO)

[See also UTSI Certification Guidelines/Requirements (section 13 for AO)]

- Step 1:** **Register for and then attend an Administrative Official training clinic.**
Check the Officials Page for a schedule of upcoming clinics.
- Step 2:** **Create a login/password at USA Swimming.**
You may have already done this with annual registration with a link from your club. You may already be linked as a parent to your swimmers. Make sure that you see YOUR name listed on the log-in dashboard, not just your swimmer or your spouse.
If you are creating an account for the first time, navigate to usaswimming.org > create log in > follow prompts. Help articles and a video are found on that page.
- Register as an Apprentice Official (Good for 60 days to begin training on-deck).**
Login to your account. Register as an Apprentice Official under My Account.
- Step 3:** **Take the Administrative Official Certification test online.**
Login to your account on usaswimming.org.
Navigate to Education > Course Catalog > Officials > Certification Exams (or Recertification Exams).
The test is open book; you may use the 2024 Rulebook.
You may take the test online or print it off/fill out the test/return online to complete.
You must pass with a score of at least 80%.
Please save a copy of your test date and score.
- Step 4:** **Register as a Non-Athlete Member (after 60 days as Apprentice Official):**
- Register as a USA Non-Athlete member (as an Official)**
Complete the online registration for non-athlete member (with payment) at USA Swimming Registration.
Choose the 'OFFICIAL' option when registering.
Cost: \$95 annual fee in 2024. Check if your club will reimburse you for this.
Expires on December 31st each year.
- Complete a Level 2 Background Check**
Login to your account on usaswimming.org. Navigate to Education > Course Catalog > Officials > Requirements.
Follow instructions to complete Level 2 Background Check.
Cost: There is an initial cost and a reduced renewal cost for the background check. Check if your club reimburses this.
Expires: 2 years from date of completion (need to repeat every 2 years).
Save a copy of your certificate.
- Complete Athlete Protection Training**
Login to your account on usaswimming.org. Navigate to Education > Course Catalog > Officials > Requirements.
Follow instructions to complete Athlete Protection Training.
Cost: Free.
Expires: 12 months from date of completion (need to repeat annually).
Save a copy of your certificate.
- Complete Concussion Protocol Training**
Login to your account on usaswimming.org. Navigate to Education > Course Catalog > Officials > Requirements.
Follow instructions to complete Concussion Protocol Training. You may choose either the NFHS course or the CDC course.
Cost: Free.

No expiration (one-time only course).

Save a copy of your certificate.

Email completed certificate to Utah Swimming at registration@utahswimming.org.

Step 5:

- Get an official's uniform. This is required for administrative officials as well.**

This is a white polo shirt/button-down shirt, black bottoms, and black closed toe shoes.

- Complete a minimum of 4 sessions over two different meets.**

Find sanctioned meets to train at [Utah Swimming Meets](#) and arrange training in advance with Meet Referee and Administrative Official (their contact info in meet papers).

Have the AO you worked with document what you learned/did and sign your training log after each session.

Step 6:

- Submit your training log for approval.**

All previous steps must be completed.

Submit your completed/signed training log to certifier@utahswimming.org.

If satisfactory completion, you will be granted certification as an AO for Utah Swimming.

Step 7:

- Complete all of the above within one year of attending the AO training clinic.**

Step 8:

- Re-certify as an Administrative Official.**

You've done all the hard work – now let's keep you certified as an admin official.

- Recertification needs to be done every three years (as of 2024).
- Work at least 8 sessions within a three year period, as an AO or in a role identified under 102.14.1A-D.
- Attend a clinic every three years (recommended AO clinic).
- Retake and pass USA Swimming Administrative Official recertification test.
- Renew your USA Swimming membership annually with satisfactory performance.
- Consider national certification (N2 national certification is available for AO) after the minimum requirements are met.