

An LBA official or potential will need to do the following:

1. Be cleared to be on deck:

- Registration - As an FYI you will register as an **official**, not apprentice official.

*Your club is **LBA** and your LSC is **MD** and this is done in the same location as where you registered your swimmer(s). You add another registration for yourself as an official.*

Step 1 – Register as an Official

This is an important step in the process because all subsequent training, certifications and apprentice sessions need to be linked to your USA Swimming account.

- [Complete a Level 2 Background Check](#)
- [Complete Athlete Protection Training](#)
- [Complete Concussion Protocol Training](#)
- Ensure all training is up to date = deck pass "in good standing".

These are all done on the [USA Swimming site](#) and LBA will reimburse you for the registration fee and background check fee.

2. Complete certification requirements as specified on the USASwim website. This is the governing document for LSC certifications now.

<https://www.usaswimming.org/officials/how-to-become-an-official>

[certification-standards-apr24.pdf](#)

3. [Clinics - take a clinic for the position that you are working towards](#)

Stroke and turn clinics are now online and are done on-demand (clinic and test combined) and must take both courses:	<ul style="list-style-type: none">• Foundations of Officiating• Stroke and Turn Certification Course
Administrative Official clinic is available online and you will need take the following courses:	<ul style="list-style-type: none">• Foundations of Officiating• Administrative Official Certification Course
*Starter clinic is available online and you will need take the following:	<ul style="list-style-type: none">• Starter Certification Course

*Referee clinic is available online and you will need take the following:	• Referee Certification Course
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*These certifications require you to already be a certified official for 1-2 years.

*Chief Judge. - All positions except for Chief Judge (CJ) have been moved online. Take the MD clinic for the position and online test as required in the certification requirements document. Randy can help in identifying when in-person or virtual clinics are available if interested in this certification.

4. Once an official has completed the requirements and is **ready** to do the position on their own, then they need to "request position advancement" the same as has been done in the past on the mdswim.org website. The **minimum requirements** are just that - minimum. You should do as many apprentice sessions as you need to be comfortable in the position before submitting for advancement. Once a form is submitted, *Brian Montgomery - MD LSC Officials Certification Chair* will review your records and let you know if he has issued a certification or if you still need to meet any of the requirements.

[Apprentice Training Records \(formerly evals\)](#)

Any certified official can be a mentor in a position that they have a certification and can complete the training record for an apprentice. It is highly recommended that mentors be certified in the position for at least one year to be a mentor. However, if there is not an official available that has been certified for one year, then any experienced certified official is acceptable. A training record needs to be submitted for every apprentice session completed. The training record is one of the mechanisms that will be used to assess "satisfactory performance". The "[training record form](#)" can be found on the mdswim website in the same spot that the old evaluations were. Click on "apprentice training record submission". Mentors need to be honest with filling out the record.

Any other questions you may have, please reach out to me,

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