



Steps to becoming an official

Thank you for your interest in becoming a swim official. **Aquajets will pay for or reimburse you for the Non-Athlete Membership and Background Check.**

The next “official” steps are:

1. Complete your Non-Athlete Membership registration via the [USA Swimming Online Member Registration System](#). Save your receipt and send it to [Becky](#).
The login you create here will also be used for the USA Swimming app on your phone.
2. Fill out and pass a [Background Check](#) on the USA Swimming website. After you fill this out and pay online, print the receipt and send it to [Becky](#). She will reimburse you for this.
3. Complete [Athlete Protection Training](#). This is free training that must be completed every year.
4. Complete [Concussion Training](#). This is also free. The one difference is that when you complete this, print the certificate and email a copy to [Tracy](#).
5. There are some great training videos on the [USA Swimming How to Become an Official](#) page. They're down toward the middle/bottom of the page. Watch the Backstroke, Breaststroke, Butterfly, Freestyle, Individual Medley, and Relay Start videos.
6. Shadow for 5 sessions at swim meets. This is the hands-on training. We use [this form](#) to track how many sessions you've shadowed at and what information has been covered. Please email a copy of this completed form to [Jack Swanson](#).
7. Pass the online, OPEN BOOK, official test. It's available on the [USA Swimming Official Testing](#) page. This is literally an open-book test. One suggestion is to print the test, find all the correct answers, and then go back to the online test to fill it out and submit it.
8. Take pictures of every form, certificate, and receipt and email it to [Becky](#). Receipts don't have to, but email copies/pictures of forms and certificates to [Tracy](#).
9. Complete the [Annual Release of Information](#) on the MN Swimming website and send it to [Tracy](#).
10. Download the USA Swimming app and log in with your USA Swimming username and password.

If you have any questions, please contact:

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