

How to Become An Official With USA Swimming and NM Swimming (8/28/25)

Thank you for your interest in becoming a USA Swimming Official. The process for becoming an Official has seven separate requirements. Requirements can be met in any order after registration, completing step 1 is required to open the other online requirements and track apprentice/training sessions.

- 1) Register as a USA Swimming Non-Athlete Member
- 2) Complete Foundations of Officiating Course
- 3) Complete the Stroke and Turn Official Course, or Administrative Official Course for your desired position
- 4) Complete level 2 background check
- 5) Complete Athlete Protection training
- 6) Complete Concussion Protocol Training
- 7) Apprentice on deck for four session

1) Registration As Non-Athlete Member With USA Swimming with an officials role

Registration is renewed annually and is used to access some online required courses and use the officials tracking system to count your sessions, courses, and exams.

To register, contact your team administration to receive their registration link (the same one you used for the parent or athlete account). If you currently have a parent account or an apprentice official account, follow the link again as if starting over, click register myself, search for your account, fill in all required forms, at the roles screen click parent and official if possible or just official. Upon completion you will be required to pay the membership fees for USA Swimming if you have successfully changed your role. If you do not currently have a parent account, follow the team link and create a new account, add official as your role. You should get to the same pay membership screen. An apprentice official role is a free option to begin training. Courses and sessions will be lost if the role is not upgraded to official within 60 days.

2) Complete Foundations of Officiating

Complete the "Foundations of Officiating" on the USA Swimming University. Approximately 30 min. <https://university.usaswimming.org/landing> You can login with a parent account to take this free introduction. It can be found under Education, Course Catalog, Officials as well.

3) Complete Stroke and Turn or Admin Official Course

Stroke and Turn and Admin Official Courses are online at USA Swimming University <https://university.usaswimming.org/landing>, once logged in with an official role, use the

Education tab, Course Catalog, Officials and “Stroke and Turn Certification Course” or Administrative Officials Certification Course. A Course is required once every three years.

4) Background Check

Once logged into your account with an officials role, <https://university.usaswimming.org/landing> Use the Education Tab under “all” to go to the external “Background Check” site. There is a fee for this and it must be renewed every two years.

5) Athlete Protection Training

Once logged into your account with an officials role, <https://university.usaswimming.org/landing> Use the Education Tab under “Safe Sport,” take “Athlete Protection Training.” It is recommended to save a copy of your complete screen in case it does not automatically update.

6) Complete the Concussion Protocol Training

Once logged into your account with an officials role, Use the Education Tab under “Officials” to take the “Concussion Protocol Training”. This links to two options; either course is acceptable. This will not automatically upload to your account and a copy of the completion should be sent to the NM Swimming Office, Kathy Beaudet at nmregs@comcast.net. This training is completed only one time.

7) Apprentice on Deck

You must apprentice at least four (4) sessions from at least two (2) meets for Stroke and Turn or Administrative Official Certification. Sessions must be at a USA Sanctioned Event and include strokes and/or relays, and must not be time trials or freestyle only sessions. When you apprentice, you will be on deck and work with experienced officials watching the swimmers and training in the implementation and application of the rules from the rule book. When you arrive at the swim meet, go onto the deck and ask for the Meet Referee or go to the officials meeting (usually 30-60 prior to the start of the session). Sign in or introduce yourself as an apprentice. Officials uniform is generally a white collared shirt, navy shorts, skirt, or pants and white shoes that will get wet. While training you are not required to have a uniform or a USA card that lists you in good standing. You will be required to have a USA registration with an officials or apprentice official role prior to training on deck. If after four (4) sessions you want more experience before becoming certified official feel free to continue apprenticing until you feel you are ready.

Once all requirements are met please submit the online google form below or from the officials page on the New Mexico Swimming Web Site to have your certification added.

<https://forms.gle/UTBzDgQhJ1MS6s8N9>

If you have any questions please contact us at officials@nmswimming.org.