



How to Become an Official



Entry Level

Colorado System Operator
Hy-tek Operator
Stroke and Turn

Advanced

Administrative Official
Chief Judge
Starter
Referee

Benefits to being a MSSC Deck Official:

- ⇒ \$250 Deduction from MSSC fees after working 10 sessions as a certified official (5 sessions must be at MSSC hosted meets).
- ⇒ Expenses associated with certification, training and officiating may be tax deductible.
- ⇒ Best seat in the house!!

More Information available on the Potomac Valley Swimming website: www.pvswim.org

1 Requirement for Certification

All Deck Officials must be at least 18 years old, attend a PVS Sanctioned Clinic, work a minimum of three (3) to five (5) sessions and complete your certification within one (1) year.

Entry level positions include: Stroke and Turn Judge, Hy-tek (computer) operator, and Colorado Timing System Operator

2 Attend Clinic

Go to www.pvswim.org. And, click on Officials to view the most up to date list of clinics.

3 Register with PVS Swimming and USA Swimming

Before your on-deck apprentice sessions, you must register as a non-athlete with USA Swimming.

Go to the account you created on USA Swimming website, and click on yourself to register as "Official". Pay the fee and submit email to MSSC for reimbursement. Once you have completed the certification, MSSC will reimburse the fee.

4 Background Check, Athlete Protection and Concussion Protocols

Background Check – USA Swimming Registration requires a background check. Link to the background check process is available on your USA Swimming account. **There is a fee**, however you can be reimbursed by PVS. Go to www.pvswim.org/official/registration for more details.

Athlete Protection and Concussion Protocol Training are offered through your USA Swimming account. Both are **free** and take about one hour each

5 Complete Apprentice Sessions

Each position requires you to successfully complete a number of apprentice sessions at several swim meets. Make sure to have your Training form (download from PVS website) signed by the referee after those sessions.

NOTE: You are encouraged to complete this step simultaneously with Step 6.

6 Complete USA Swimming Test

Stroke and Turn, Chief Judge, Starter, Administrative Official and Referee tests are taken online on the USA Swimming website.

Stroke and Turn Judges require a written test with a score of at least 85%

7 Complete Evaluation Readiness Request

All positions require you to be evaluated at your final training session. Steps 1-6 must be completed prior to the evaluation session. And, the Evaluation Readiness Request form must be submitted and approved by the PVS Certifications Officer.

8 Complete Your Final Check-out Sessions

You are responsible for arranging your final evaluation. Contact one of the [Officials Designated to Perform Evaluations](#) for your position to set up your evaluation.

NOTE: This should be done well in advance of the meet where you want to be evaluated as it has to be coordinated with the meet referee.

8 Send Your Training and Evaluation Form to the PVS Certification Officer

Your test scores are automatically sent to the PVS Certification Officer. You must send by email, your Training Form to prove you worked the required number of training sessions.

The email is officialscertification@pvswim.org

PVS Certification Officer

Kelly Rowell
OfficialsCertification@pvswim.org