



## Kentucky Swimming/USA Swimming New Official's Certification Checklist

The certification requirements below may be completed in any order. However, all items need to be completed within one (1) calendar year.

- \_\_\_\_\_ Create an account on USA Swimming's website— [usaswimming.org](http://usaswimming.org)
  - If you have created an account since 9/1/22 and registered your swimmers, do not create another account. Go to the next step.
  - If you have never had an account with USAS, go to the USAS website and click on "Login" to create your user ID/password. There are step-by-step instructions on KY Swimming's website if you need help. [Kylsc.org](http://kylsc.org) > Officials > New Official Info.
  
- \_\_\_\_\_ Register for Membership with USA Swimming - Must be completed before you work at a meet as an apprentice official.
  - Go to KY Swimming's new official page: [kylsc.org](http://kylsc.org) > Officials > New Official Info and click on the USA Swimming registration link. Be sure to sign in on USA Swimming's website with your user ID and password (previous step) before registering.
  - The Welcome screen should show your LSC as Kentucky Swimming and your Club as Unattached. Hit "continue".
  - When asked "Who is the membership for?" Select "The membership is for myself". Then complete the form as prompted.
  - On the membership types page, scroll down and select "Apprentice Official".
  - **Apprentices are only allowed 60 days of free membership.** Prior to expiration of the 60 day period, you must become a full member (\$78 paid registration) to continue progressing toward certification. The paid membership type is "Non-Athlete Official".
  
- \_\_\_\_\_ Complete a Background Check
  - You have 60 days to complete the Background Check on the [usaswimming.org](http://usaswimming.org) website. After this time, you will not be able to apprentice until after the Background Check has been completed.
  - You must be registered with USAS to access the background check.
  - Login to [usaswimming.org](http://usaswimming.org). Then go to Education> Course Catalog> All Courses> Background Screening
  - There is a \$38 fee to complete the Background Check.
  
- \_\_\_\_\_ Complete Athlete Protection Training
  - You have 60 days to complete the Athlete Protection Training on the [usaswimming.org](http://usaswimming.org) website. After this time, you will not be able to apprentice until after the Athlete Protection Training has been completed.
  - You must be registered with USAS to access the athlete protection training.
  - Login to [usaswimming.org](http://usaswimming.org). Then go to Education> Course Catalog> All Courses> Athlete Protection Training
  
- \_\_\_\_\_ Complete Concussion Protocol Training
  - Go to [kylsc.org](http://kylsc.org) > Officials > New Officials Info for links to two concussion training sites. Choose one.
  - When the course is completed, you will receive a certificate via email. Forward a copy of the certificate to [kyswim@kylsc.org](mailto:kyswim@kylsc.org).
  
- \_\_\_\_\_ Complete the online training courses
  - Go to USA Swimming's website and sign in. Then navigate to the Education tab > Course Catalog > Officials > Certification
  - Take two courses specific to the certification you are working to obtain:
    - ◊ To become a Stroke and Turn official, take "Foundations of Officiating" and "Stroke and Turn Certification"
    - ◊ To become an Administrative official, take "Foundations of Officiating" and "Administrative Official Certification"
  - When you finish the exam, take a screen shot of the score and email it to the New Officials Coordinator listed below.
  
- \_\_\_\_\_ Apprentice 4 sessions - *Make sure you've registered with USA Swimming before starting this step. See above.*
  - Wear white top, khaki bottoms, white shoes
  - Print an Apprentice Verification form off of KY Swimming's website. Go to [kylsc.org](http://kylsc.org) > Officials > Officials Meet Forms
    - ◊ Stroke and Turn—print "Apprentice Verification Form ST"
    - ◊ Administrative Official—print "Apprentice Verification form TJ"
  - Inform the Meet Referee of your intention to apprentice, contact info is in the meet information on KY Swimming's website
  - Arrive 60 minutes prior to each session and attend the officials' meeting – Be sure to SIGN IN
  - MUST have Apprentice Verification form filled out *by your mentor* official for each session
  - Apprentice with various ages/levels of swimmers to gain a variety of experience
  - Submit your completed Apprentice Verification Form to KY Swimming's New Officials Coordinator. Contact info is below.

Once all of the steps above are completed and your certification has been processed by KY Swimming, you will receive a name tag and further instructions regarding the credentials you'll need to present when working at meets.

### Officiating Points of Contact for Assistance

- Club Lead Official \_\_\_\_\_
- KYLSC New Official's Coord. [Becky Gilpatrick—becky.jo.gil@gmail.com](mailto:becky.jo.gil@gmail.com)
- KYLSC Officials Chair [Jason Brown—kylscoc@gmail.com](mailto:jason.brown@kylscoc@gmail.com)