



## KY Swimming/USA Swimming Timing Judge Clinic Outline for Instructors

- **Inform Officials' Chair and KY Swimming Executive Secretary of scheduled Stroke & Turn Clinic**
- **Handouts Provided at the Clinic (or direct to location on website)**
  - Timing Judge Checklist (kylsc.org Clinic Documents page)
  - Apprentice Application form
  - Non-athlete Registration form (kylsc.org Officials page)
  - Apprentice Verification form (kylsc.org Clinic Documents page)
  - Guide to Officiating, Chapter 9 Timing (kylsc.org Clinic Documents page)
- **Sign-in**
  - Please email Officials' Chair a copy of the sign-in sheet. Save a copy for yourself
- **Attend Timing Clinic**
  - Sign-in
  - Complete Apprentice Application form and return to Instructor
- **USA Swimming Non-athlete Registration Application**
  - Complete and submit, with payment, to KY Swimming (address is on form)
    - Some teams submit and provide payment. Check with your Officials' Rep or Coach as to your teams procedure
- **Complete 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.
  - Background Check procedure can be found on the Officials page on the [kylsc.org](http://kylsc.org) website.
  - There is a 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.
  - Athlete Protection Training procedure can be found on the Officials page on the [kylsc.org](http://kylsc.org) website.
- **Present Timing Judge Power Point Presentation**
  - Supply a handout of presentation
- **Take Certification Timing Judge test**
  - Take on-line at [usaswimming.org](http://usaswimming.org) (You can download the Rules and Regulations PDF, located on the About tab)
    - Go to [usaswimming.org](http://usaswimming.org); set up an account and log-in
    - Select MEMBER RESOURCES from the menu at top of page, then select OFFICIALS
    - From the Official's page, select TESTING & CERTIFICATION from the menu on left
    - Select ONLINE OFFICIALS TEST from menu on left
    - Follow instructions to sign-in; download Timing Judge Test Chart
    - Select CERTIFICATION TIMING JUDGE
- **Apprentice 4 Sessions (2 at Electronic Timer and 2 at Computer)**
  - Inform Meet Referee of your intention to apprentice, contact info found in the meet information
  - MUST have Apprentice Verification Form filled out for each session
  - Apprentice with various ages/levels of swimmers
  - Wear white top, khaki bottoms, white shoes
  - Submit completed Apprentice Verification Form
  - Keep a copy for yourself
  - Scan or take a photo and email to Officials' Chair, Gary Mans, [gary.mans@louisville.edu](mailto:gary.mans@louisville.edu)
- **Join KYOFFICIALS YAHOO email group**
  - Important information is sent to all officials via this email group
  - Send an email to [kyofficials-subscribe@yahoogroups.com](mailto:kyofficials-subscribe@yahoogroups.com) (an email will be sent to you asking you to confirm)
- **Receive Credentials (Must have TWO cards)**
  - USA Swimming Membership Card (**DOES NOT indicate you are a certified official**)
    - Can also be downloaded on Deck Pass on [usaswimming.org](http://usaswimming.org)
  - Kentucky Swimming Official Certification Card (**INDICATES you are a certified official**)
    - Can also be downloaded on Officials Tracking System on [usaswimming.org](http://usaswimming.org)
- **Display Credentials**
  - Wear all credentials when on deck
- **Timely Completion**

- Complete entire process in 1 calendar year
- **Resources**
  - KYLSC.ORG Officials page. New Official Info found on dropdown menu
  - USASWIMMING.ORG – member resources > officials
  - Other officials
  - Guide to Officiating, Chapter 9 Timing (Provide at the clinic or direct to website)
    - Found on the KY Swimming website under Clinic Documents.
- **Official Tracking System (OTS)**
  - Instructions for OTS found on [usaswimming.org](http://usaswimming.org) > member resources > officials > officials tracking system > scroll to bottom and click on OTS User Guide: Officials
- **Enter the clinic into OTS**
  - You will need to wait about a week for the Executive Secretary to enter the apprentices into OTS
  - In the meantime, you can add the names of the participants on the “Activity Information” tab in the Report box.
  - Member Resources > Officials Tracking System > Activities > Put in the date of the clinic and KY Swimming from the LSC Drop Down menu > Search
  - Click on Participant tab > Click on Add Participants > Enter Last Names (put comma between each name) and KY Swimming from the LSC Drop Down menu > Under Non-Athlete Type, check boxes “All” and “Include Apprentices” > Search
  - Check box next to name of participant (student should already be included) > Click Add Selected Participants > Click Return To Participant List
  - Check for accuracy then click Save
  - You can generate a report for your files if you wish