



Kentucky Swimming/USA Swimming Timing Judge Official's Certification Checklist

All certification items need to be completed within one (1) calendar year

_____ Attend New Officials' Timing Judge Clinic

_____ USA Swimming Account

- Go to <https://omr.usaswimming.org/omr/welcome/B54330122E8543> to begin the process.
- If you have not created an account with USA Swimming, see page 2 for instructions on setting up your user ID and password.
- If you have created an account since 9/1/22 and registered your swimmers, do not create another account. Go to the next step.

_____ Register as a Non-Athlete Member

- Go to the URL listed above and login to USA Swimming's website with your user ID and password from the previous step.
- 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". No payment is required for apprentice officials.
- Once all of the certification requirements are completed and you are ready to become a full member, your club will provide a registration link and you'll go through the registration process again and pay the membership fee.

_____ Complete a Background Check

- You have 60 days to complete the Background Check on the 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. 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 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. Then go to Education> Course Catalog> All Courses> Athlete Protection Training

_____ Complete Concussion Protocol Training

- Go to kylsc.org, then to Official's section and New Officials Info for links to the concussion training sites.
- When the course is completed, you will receive a certificate via email. Forward a copy of the certificate to kyswim@kylsc.org.

_____ Take Certification Timing Judge test

- Contact Becky Gilpatrick, KY Swimming Officials' Chair, at becky.jo.gil@gmail.com when you are ready to take your test.

_____ Apprentice 4 sessions

- Wear white top, khaki bottoms, white shoes
- Take your TJ Apprentice form with you. It must be filled out for each session worked.
- Inform Meet Referee of your intention to apprentice, contact info found in the meet information
- Be sure to SIGN IN for each session worked.
- Report to the computer table to begin work 30-45 minutes prior to each session – MUST have Apprentice Verification form filled out by your mentor official for each session
- Work 2 sessions at the Electronic Timer Console and 2 sessions at the Meet Manager Computer/Laptop
- Submit completed Apprentice Verification Form to the KY Swimming Officials' Chair, Becky Gilpatrick becky.jo.gil@gmail.com

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

Additional Resources

- KYLSC.ORG Officials page. New Timing Judge info and forms at kylsc.org > Officials > Timing Judge Info
- USASWIMMING.ORG – member resources > officials
 - Officials Tracking System (OTS) - CURRENTLY UNDER CONSTRUCTION
- Other officials
 - ◇ Clinic Instructor _____
 - ◇ Club Lead Official _____
 - ◇ KY Swimming Official's Chair Becky Gilpatrick—becky.jo.gil@gmail.com