



Kentucky Swimming/USA Swimming Timing Judge 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

_____ Attend New Officials' Timing Judge Clinic

_____ Create an account on USA Swimming's website — 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 not created an account with USA Swimming, see page 2 for instructions on setting up your user ID and password.

_____ Register for Membership with USA Swimming—*Must be completed before your work at a meet as an apprentice official.*

- Go to KY Swimming's new official page: kylsc.org > Officials > New Official Info and click on the USA Swimming registration link.
- 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".
- Apprentices are allowed 60 days of free membership. Prior to expiration of the 60-day period, you must become a full member (\$73 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 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 > 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.

_____ Take Certification Timing Judge test

- Go to USA Swimming's website and sign in. Then navigate to the Education tab > Course Catalog > Officials Certification Exams > Timing Judge Certification exam.
- 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
- 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's New Officials Coordinator. Contact info is below.

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.

Officiating Points of Contact for Assistance

- Clinic Instructor _____
- Club Lead Official _____
- KYLSC New Officials' Coord. Becky Gilpatrick—becky.io.gil@gmail.com
- KYLSC Officials' Chair _____