

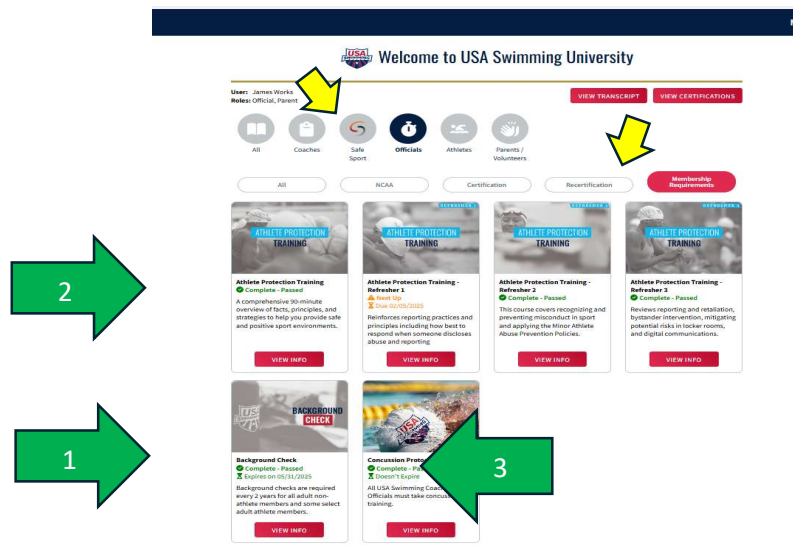
Steps to become a SES Swim Official:

2/17/2025

1. Have your Swim Team Membership Manager send you a registration link or ask Brian Haddad, SES Administrator, southeasternswimming@hotmail.com, for a link if you wish to be unattached to a team.
2. Go to the link you are sent and either Register Yourself as a New Member (Non-Athlete Official) or Add New Role to Existing Member and add Official. Do not try to add to an existing child's membership.
3. Pay the annual registration fee to become an official, Memberships are good until December 31st each year.
4. Let your Officials Committee Area Representative (See the Officials Committee Section for areas and representative contacts), know you are becoming as Stroke and Turn Judge (wet side official) or Administrative Official (dry side official) so they can track your apprenticeship in the USA Swimming Officials Tracking System (OTS).
5. Once registered as non-athlete, login in usaswimming.org and access the "Education" and select "Course Catalog" tab on the tool bar.



Pick the "Officials" Button and the "Membership Requirements" Tab.



6. Complete items 1- Background Check (required every two years. Initial cost \$38, subsequent is \$19) and 2- Athlete Protection Training (APT) first thing. Item 3 – Concussion Protocol Training is linked to a CDC site that can hang up while progressing through the training. There is also an option to complete by going to the NFHS site <https://nfhslearn.com/courses?role=official>. Once you complete this training, by any means (or if you have completed for another sport) you must email the certificate provided to SES Administrator Brian Haddad, at southeasternswimming@hotmail.com so he can update your record. This one-time training does not automatically update when completed.

Per Southeast Swimming LSC Officials Standards the following is required to become certified as a Stroke and Turn Judge or Administrative Official

POSITION MINIMUM STANDARD REQUIREMENTS		
Education & Training	Evaluation & Certification	Renewal
STROKE & TURN JUDGE (Minimum Age 18)		
• Non-Athlete Member of USA Swimming • Pass Foundations of Officiating Course • Pass Stroke and Turn Certification and Assessment Course • Apprentice as a Stroke and Turn Judge for at least 4 training sessions at a minimum of 2 meets with a trainer. • EXPERIENCED OPTION: Coach or Athlete members with 5+ years USA Swimming experience - Apprentice as a Stroke and Turn Judge for at least 2 training session with a trainer. • Satisfactory Performance.	• Apprenticeship signed off by a Certifier. • Must complete Certification within one (1) year from the month completing Stroke and Turn Certification and Assessment Course. • May officiate in any LSC meet.	• Work a minimum of 8 qualified recertification sessions, within a 3-year period, at a minimum of 2 different meets in Stroke and Turn or higher capacity. • Pass Certification and Assessment Course for the highest certification held every 3 years. • Satisfactory performance.
ADMINISTRATIVE OFFICIAL (Minimum Age 18)		
• Non-Athlete Member of USA Swimming • Pass Foundations of Officiating Course • Pass Administrative Official Certification and Assessment Course • Apprentice as an Administrative Official for at least 4 training sessions at a minimum of 2 meets with a trainer • Satisfactory Performance.	• Apprenticeship signed off by a Certifier. • Must complete Certification within one (1) year from the month completing Administrative Official Certification Course. • May officiate in any AO Role at any meet.	• Work at least eight (8) qualified recertification Sessions, within a 3-year period, as an AO, or role identified under 102.14.1A-D. • Pass Administrative Official Certification and Assessment Course every 3 years • Satisfactory performance as AO.

7. To Complete your education required go back to the Course Catalog, pick the Officials button and and and choose the 'Certification Tab'.

The screenshot shows the USA Swimming University website. At the top, there's a navigation bar with 'All', 'Coaches', 'Safe Sport', 'Officials', and 'Parents / Volunteers'. The 'Officials' button is highlighted with a yellow arrow. Below this is a filter bar with 'All', 'NCAA', 'Certification', 'Recertification', and 'Membership Requirements'. The 'Certification' tab is highlighted with a green arrow labeled '5B'. Below the filter bar is a grid of course cards. The 'Foundations of Officiating' card is highlighted with a green arrow labeled '4'. The 'Stroke and Turn' card is highlighted with a green arrow labeled '5A'.

8. You will be required to complete two modules under “certification” tab: Item 4 “Foundations of Officiating” and Item 5A “Stroke and Turn Certification Course”. For our Administrative Officials you will complete Item 5B “Administrative Officials Certification Course” instead of the Stroke and Turn Course. There is a charge for these courses if you are not a current member of USAS.
9. Both courses will include a test.

One steps 1 – 5 are complete you can begin your on-deck apprenticeship sessions but is it highly encouraged to complete 7 and 8.

10. You are required to complete a minimum four (4) apprentice sessions from two meets with different mentors. EX: AM session then PM session is two sessions. You can do more than four if you do not feel comfortable.
 - a. Prior to the meet, contact the Meet Ref and notify them of your interest in apprenticing to confirm availability. Let MR know sessions, days, and special requests. The attire for SES is white shoes and tops with navy bottoms. We request Stroke and Turn Apprentices not wear white shirts. It may vary with other LSC's. Confirm with MR.
 - b. Print the Southeastern Swimming Stroke and Turn Certification form or Administrative Official Certification form from the SES Officials Home Page
<https://www.gomotionapp.com/team/szsslsc/page/members/officials>.
This document provides areas to be experienced and observed while apprenticing and checklist for tasks required for certification. When session is completed ensure the MR signs your form for sessions worked.
 - c. Following each meet, enter Officials Tracking System (OTS) and verify you received credit for your sessions. The LSC Area Rep will review OTS records to ensure requirements have been completed. If incorrect, notify the MR to correct.

After completing all requirements let your Area Representative know so they can update your status to certified in OTS. The Area Representative may ask you to scan or take photo of the Certification Form and send it to them for record.