



Becoming a Timing Equipment Operator

Summary of Steps to Certification (v. 02/21/2025)

Thank you for your interest in becoming a Virginia Swimming Timing Equipment Operator. This document is meant to provide you with an outline of what you need to do to be listed as a trained Timing Equipment Operator. If you have not already done so, please review the [Virginia Swimming New Apprentice Official FAQ](#).

Certification as a Timing Equipment Operator is not a required to volunteer at this position; however, most individuals wanting to serve in this position will greatly benefit from the training. Completing an apprenticeship as a Timing Equipment Operator will give you the knowledge and skills needed to confidently run the automatic timing system at your club's meets.

Prerequisites

- Minimum age of 18

Steps Needed to Complete Your Training

You do not have to be a member of USA Swimming to complete any of the training modules, but you must have an account.

Create an account on the USA Swimming website

- You may have already done this if you have registered your child as an athlete member of USA Swimming. If so, you don't need to do so again.
- Go to the USA Swimming website (usaswimming.org) homepage, click on the little torso icon in the upper righthand portion of the page, and then select the "Create Login" button on the Login page.
- Instructions for creating an account are on the righthand side, under "Help," on the login page described above.

Take the *Foundations of Officiating* course, which will introduce you to the philosophy of officiating and the expectations of officials at a swim meet. Next, review the PVS Timing System Operator self-paced training guide.

Complete the on-line USA Swimming Foundations of Officiating course (see Appendix for a more detailed explanation of the following steps)

- Logon to your USA Swimming account.
- Click on the "Education – Course Catalog" tab
- Select "Officials" and then "Certification" in the window that opens.

- Complete the “*Foundations of Officiating*” course

Review the PVS Timing System Operator self-paced training guide

- [Click here to view the guide.](#)

Before starting your on-deck training, you need to obtain an apprentice training card to record the completion of each of the individual requirements for becoming a Timing Equipment Operator as well as to track the progress of your on-deck apprentice sessions. You will need to bring this training card with you so that the progress of your training can be recorded.

Obtain a Timing Equipment Operator apprentice training card

- [Follow this link](#) to request your Timing Equipment Operator apprentice training card (please allow up to one week to receive this card via email).

The final steps in your training to become a certified Timing Equipment Operator are to complete your on-deck training and then to submit your training card to your District Chair who will finalize the certification in OTS.

On-Deck Apprentice Sessions

- Complete 4 on-deck training sessions with a basic understanding of each required skill.
- An apprentice may voluntarily request additional training sessions if the apprentice feels that he/she needs additional training to master the required skills.
- If the validating Meet Referee does not believe the apprentice is ready to be certified and the apprentice does not voluntarily agree to additional training sessions, the Meet Referee must provide the VSI Officials Chair and corresponding District Chair with specific deficiencies that need to be remedied, and the VSI Officials Chair or District Chair will provide the apprentice with a written action plan of the steps needed to successfully obtain certification.

Following Completion of All Off- and On-Deck Training Requirements

- Make a copy of your completed training card and email it to your district officials chair (see email links below).
- If all certification requirements are met, and barring any rare and unusual circumstances, your District Chair will enter your certification into the Virginia Swimming Timing Equipment Operators Database.

Steps Needed to Remain on the Trained Timing Equipment Operator List

- Work a minimum of 8 sessions, within a 3-year period, at a minimum of 2 different meets as a Timing Equipment Operator.
- Satisfactory performance.

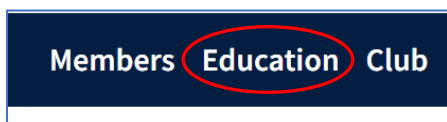
Contact Information

- [Click on this link](#) to find email contact information for the VSI District Officials Chairs and the VSI Club Officials Chairs.
- The VSI Officials Chair can be contacted at officialschair@virginiawimming.org.

APPENDIX

Instructions for Completing Membership Requirements for Non-Athlete Members (Officials)

1. Log into your account on the USA Swimming website.
2. Click the Education tab and select Course Catalog



3. To view the *Foundations of Officiating* course, select Officials → Certification and then select the course.

