



Becoming an Administrative Official

Summary of Steps to Certification (v. 04/02/2024)

Thank you for your interest in becoming a USA Swimming Administrative Official. This document is meant to provide you with an outline of what you need to do to become certified. If you have not already done so, please review the [Virginia Swimming New Apprentice Official FAQ](#).

Prerequisites

- Minimum age of 18

Steps Needed to Complete Your Training

You must first register as a member of USA Swimming. Until you have done so, you will not be allowed to begin your on-deck training. The next two sections explain how to register.

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.
- Note: Creating an account and registering as a member are two separate and independent steps; however, you must first create an account before you can register.

Register as either an apprentice official or as a non-athlete member (registration in either category is required to begin your on-deck training)

- If you are not already an official, you may register as an apprentice official. Non-athlete apprentice official registration facts:
 - Free. This can be a good choice if you'd like to test the waters, so to speak, before fully committing.
 - Registration in this category is valid for 60 days. To continue training after 60 days, or to become certified, you will need to upgrade to a non-athlete member of USA Swimming before your apprentice official period ends. There is an option in your member account to do this.
 - Allows tracking of various requirements such as completion of a background check, athlete protection training, concussion protocol training, and any required officials' tests.

- You may also initially register as a non-athlete member (official category) of USA Swimming and will have to do so prior to your apprentice official registration period expiring. Non-athlete member (official category) registration facts:
 - \$78 annual fee. Many clubs will reimburse this fee, but each club may have different requirements for doing so.
 - Registration after September 1 of the current year is good through December 31 of the following year.
 - Registration in this category is required prior to certification.
 - Allows tracking of various requirements such as completion of a background check, athlete protection training, concussion protocol training, and any required officials' tests.
- Registration process
 - Must be completed prior to starting your on-deck training and must be done to receive an apprentice training card.
 - If you are associated with a club, check with your club registrar to get a registration link. Your club registrar should also be able to provide you with any needed assistance to get you through the registration process.
 - If you are not associated with a club, reach out to businessoffice@virginiawimming.org to request a registration link. The business office will be able to provide you with any needed assistance to get you through the registration process.

USA Swimming registration as a Non-Athlete member (official category) is not complete until you have completed a background check, athlete protection training, and concussion protocol training. These items are not required if you register as an Apprentice Official; however, these items will need to be completed when you convert your Apprentice Official Membership to a Non-Athlete Membership (official category). When registered as a Non-Athlete member (official category), these items must be completed in order for your membership to be in good standing and to be allowed on-deck.

Complete Athlete Protection Training (APT), Background Check (BGC), and concussion Protocol Training (CPT) (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 “Requirements” in the window that opens.
- Complete the following items.
 - Athlete Protection Training. The results will automatically associate with your membership, but may take up to 24 hours to update.
 - Background Check. The results will automatically associate with your membership, but may take up to 24 hours or more to update.
 - Concussion Protocol Training. Select either the NFHS Course or the CDC Course (your choice). Once finished, you will receive a completion certificate that must be submitted to businessoffice@virginiawimming.org. Although USA Swimming will

accept either course, you might want to take the NFHS Course if you plan on officiating high school swimming.

Next, you need to complete two courses and one testing assessment. The first course, *Foundations of Officiating*, is an online course offered on the USA Swimming website. This course will introduce you to the philosophy of officiating and the expectations of officials at a swim meet. The second course, *Administrative Official*, is offered via Zoom. Finally, you will need to complete the online USA Swimming *Administrative Official Certification* exam.

Complete the on-line USA Swimming *Foundations of Officiating* course and the online USA Swimming *Administrative Official Certification Exam* (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
- Complete the “Administrative Official Certification” exam (it is recommended that you take the exam after you take the *Administrative Official* training course)

Complete the Administrative Official Training course

- See the VSI website [Officials Training page](#) for a schedule of upcoming courses.

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 an Administrative Official as well as to track the progress of your on-deck apprentice sessions. You will need to bring this training card with you to your training sessions so that the progress of your training can be recorded.

Obtain an Administrative Official apprentice training card

- [Follow this link](#) to request your Administrative Official 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 Administrative Official 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 OTS.

Steps Needed to Recertify as an Administrative Official

- Work a minimum of 8 sessions, within a 3-year period, at a minimum of 2 different meets as an Administrative Official or in a role identified under 102.14.1A-D.
- Attend clinic (recommend AO Clinic) every 3 years.
- Pass USA Swimming recertification test.
- Satisfactory performance as an AO.

Contact Information

VIRGINIA SWIMMING OFFICIALS CHAIR	Michael Sizemore	officialschair@virginiawimming.org
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DISTRICT / CLUB OFFICIALS CHAIRS	NAME	EMAIL
SOUTHWEST DISTRICT		
<i>DISTRICT CHAIRS</i>	<i>Beth Arnold (North) George Zolovick (South)</i>	arnoldeaa@gmail.com gzolovick@gmail.com
ACAC	--Open--	
BASS-North	Dee Viel	swimmingviels@gmail.com
BASS-South	Cos Difazio	cos.difazio@gmail.com
BASS-C'ville	Carrington Grossman	carrington.grossman@gmail.com
BHSC	--Open--	
CAST	--Open--	
CCA	Doug McLaughlin	dmclaughlin628@yahoo.com
CA-Y	Lisa Bendall	Lbendall75@gmail.com
FCFY	--Open--	
FUAC	--Open--	
GATR-R (Roanoke)	Courtney Bolling	Chbolling1@gmail.com
GATR-V (Harrisonburg)	Beth Arnold	arnoldeaa@gmail.com
HAVA	--Open--	
HOKI	Mike Grim	Mgrim10@gmail.com
LAC	Scott Mahland	mahlands@gmail.com
LASO	--Open--	
LY	Kris Sennett	ksennett@liberty.edu
PRVT	--Open--	
SMAC	--Open--	
STRM	Craig Charley	Craig.ryan.charley@gmail.com
VABR	Shelley Archer	ssykes@ymcavbr.org
WFS	-Open--	
WW	--Open--	
YMST	--Open--	

NORTHERN DISTRICT		
DISTRICT CHAIR	<i>Annemarie Juhlin</i>	ajuhlin@msn.com
PWSC	Annemarie Juhlin	ajuhlin@msn.com
RAYS	Bill Fairfax	Billf574@gmail.com
STAT	CJ Ackins	Gostatswim.officials@gmail.com
STLH	--Open--	
TORP	--Open--	
TSU	Heather Crampton	Bugher1967@verizon.net
VSTP	Jessica DeJong	jepdejong@comcast.net
WST	Kelly Warnagiris	kelly@warnagiris.org

CENTRAL DISTRICT		
DISTRICT CHAIR	<i>Bob Rustin</i>	Brustin55@gmail.com
DC	Josh Zubris	Jzubris1@gmail.com
HNVR	John Stevens	Stevensjohna@hotmail.com
NOVA	Emily Fagan	emilyfagan@comcast.net
PSDN	Jonathan Fauth	jefauth@gmail.com
QSTS	Dan Brown	Danielbrown02@gmail.com
RCR	--Open--	
SRVA	Rebecca Quicke	rebecca.quicke@swimrichmond.org

SOUTHEAST DISTRICT		
DISTRICT CHAIR	<i>Genny Kimbel</i>	gennykimbel@gmail.com
757	Jose Aponte	officialchair@757swim.com
CGBD	Chris LaFlamme	cdlaf1@gmail.com
CVAC	--Open--	
ECAT	Jennifer Tep-Cuadro	Jstuck21@yahoo.com
HVAC	--Open--	
ODAC	Alex Bergren	my4redheads@gmail.com
SPAR	--Open--	
TIDE	Todd Stowell	todd@toddstowell.com
VPYS	--Open--	
WAC	Michael Burrows	Mburrows6@gmail.com
YOBX	--Open--	

ADDITIONAL CONTACTS		
OFFICIALS TRACKING SYSTEM	Bill Fairfax	officialsroster@virginiaswimming.org
CLINIC INSTRUCTORS	Dan Demers Kevin Hogan Genny Kimbel Michael Sizemore	ddemers3@cox.net hogan.kevin.t@gmail.com gennykimbel@gmail.com officialschair@virginiaswimming.org

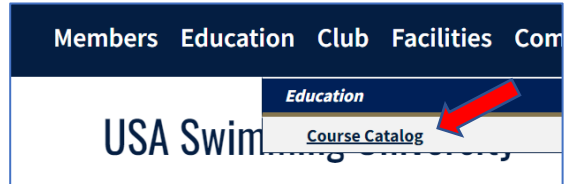
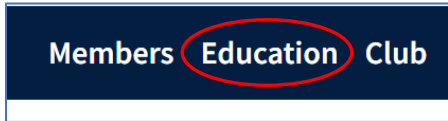
Questions Regarding		
TOPIC	SEND TO	EMAIL
Concussion Training Certificate	Mary Turner or Emily Fagan	vaswimreg@gmail.com
Registration Problems	Mary Turner or Emily Fagan	vaswimreg@gmail.com
APT Problems	Mary Turner or Emily Fagan	vaswimreg@gmail.com

If you experience any problems with a link in this handout, please contact the VSI Officials Chair at officialschair@virginiaswimming.org.

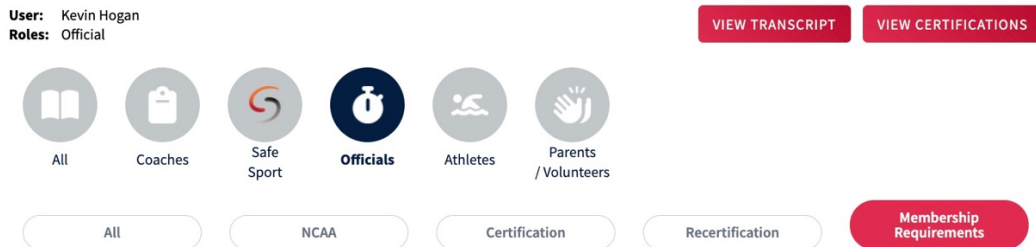
APPENDIX

Instructions for Completing Membership, Educational, and Testing Requirements for Non-Athlete Members (Officials)

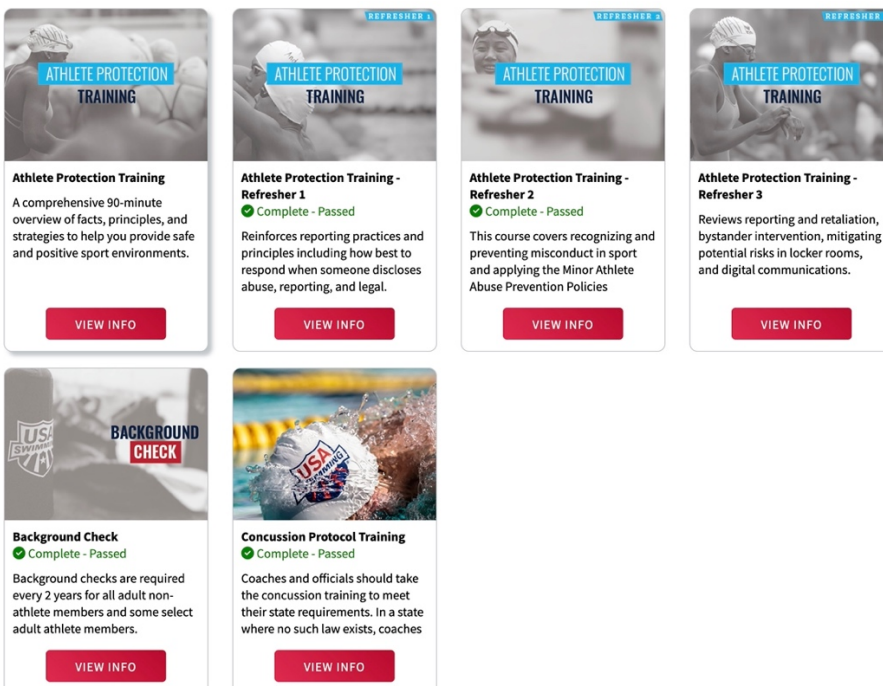
1. Log into your account on the USA Swimming website.
2. Click the Education tab and select Course Catalog



3. In the window that opens, select Officials → Membership Requirements to access Athlete Protection Training (APT), Background Check (BGC), and Concussion Protocol Training (CPT).



4. The required courses will be visible. (The order of the APT courses to be completed over a four-year cycle is Athlete Protection Training, Refresher 1, Refresher 2, Refresher 3. You will only be able to access the course that you need to complete.)



5. Once you complete any course, take a screen shot of the certificate or the final screen that includes the date of completion. This will be helpful if the course fails to update in your record.
6. The background check (once finalized) and APT will automatically update in your record but it may up to 24 hours. If it doesn't match after that, please contact businessoffice@virginiawimming.org for assistance. That will be the most efficient and effective way to get assistance.
7. The certificate for the Concussion Protocol Training will not automatically update in your record. Please send a copy of that certificate to businessoffice@virginiawimming.org so that it can be added.
8. Next, select Officials → Certification. The *Foundations of Officiating* and *Administrative Official Certification* exam can then be selected here.

The screenshot shows the 'Certification' section of the Virginia Swimming website. At the top, there are six circular icons representing different user roles: All, Coaches, Safe Sport, Officials, Athletes, and Parents / Volunteers. Below these icons is a horizontal filter bar with five buttons: 'All', 'NCAA', 'Certification' (which is highlighted in red), 'Recertification', and 'Membership Requirements'. The main area contains a grid of 12 certification exam cards. Each card features a header image with a swimmer or official, a title, a brief description, and a red 'VIEW INFO' button. The cards are as follows:

- Administrative Official Certification:** This exam is for those who want to become an Administrative Official.
- Administrative Referee Certification:** This exam is for those who want to become an Administrative Referee.
- Clerk of Course Certification:** This exam is for those who want to become a Clerk of Course.
- Foundations of Officiating:** This is an introductory course to the Officials certifications and is required before moving to your first role-specific course.
- Open Water Judge Certification:** This exam is for those who want to become an Open Water Judge.
- Open Water Referee Certification:** This exam is for those who want to become an Open Water Referee.
- Referee Certification:** This exam is for those who want to become a Referee.
- Starter Certification:** This exam is for those who want to become a Starter.
- Stroke and Turn Certification:** This exam is for those who want to become a Stroke and Turn/Timer.
- Stroke and Turn Certification Course:** This course is required as part of the certification as a Stroke and Turn Judge.
- Timer Certification:** This exam is for those who want to become a Timer.
- Timing Judge Certification:** This exam is for those who want to become a Timing Judge.