

VIRGINIA SWIMMING OFFICIALS CERTIFICATION REQUIREMENT CHECKLIST

What needs to be completed prior to your certification?

Initial Education and Training

1. VSI-USA Swimming Orientation Clinic for all new Officials including Admin positions.
 - a) Stroke & Turn Clinic
 - ✓ Classroom (including Zoom) *or*
 - ✓ On-Deck instruction *or*
 - ✓ Strokeandturn.com
 - b) Administrative Official or Timing Equipment Operator
 - ✓ Go to <http://www.pvswim.org/official/officialsclinics.html>
 - ✓ Register and complete the web-based initial training as follows:

Computer-Based Training Clinics - Available Any Time	
Hy-Tek Computer Operator	Register for this clinic
Timing System Operator	Register for this clinic

2. USA-S Membership – These steps must be complete prior to making calls (usually 4th training session)
 - ✓ Create USA-S Account- Upper right corner- Sign-in
 - ✓ Register with USA-S Non-Athlete Registration form
 - ✓ Pass the Level-II Background check
 - ✓ Complete the Athlete Protection Course
 - ✓ Complete Concussion Training –NHFS or CDC
3. TEST – Passing grade of 80% or better
 - a) Stroke and Turn/Timer Test
4. On-The Job-Training:
 - Shadow 3 sessions with a trainer/mentor
 - Work 3 sessions making calls with mentor
 - ✓ Before making calls or final sessions (Admin), steps 1-3 must be completed

When completed, submit your certification card to your District Chair- Scanned copy via email is fine.

Additional Information and links:

- [USA Swimming Website](#)
- [Background Check APT Concussion Training Stroke Videos](#)
- [USA Swimming Rule Book](#)
- [Virginia Swimming Website](#)
- [Virginia Swimming Officials Handbook](#)
- [Virginia Swimming Code of Conduct](#)

Contact Information- District Chair: _____ Team Chair: _____