



VSI Initial Clinic for Stroke & Turn Officials, Administrative Officials, and Timing Equipment Operators

Summary of Next Steps to Certification (v. 09/19/2023b)

Thank you for your interest in becoming a USA Swimming Stroke and Turn Judge, Administrative Official, or Timing Equipment Operator. We have all been in your shoes and completely understand that you may be overwhelmed by the amount of information you have received and what you need to do next. This document is meant to provide you with an outline of what you need to do and a list of the resources you can use to find further information.

The clinic that you just completed gave you an introduction to the overall structure of officiating, regardless of position, within Virginia Swimming.

For Stroke and Turn Judge (S&T) trainees, this was then followed with a comprehensive overview of the rules of swimming and how S&T Judges function on deck.

Administrative Official (AO) and Timing Equipment Operator (TEO) trainees need to take a further position-specific on-line clinic by signing up through the link on the Virginia Swimming Officials Training page. These clinics, offered through Potomac Valley Swimming and found at [PVS Website - Officials Clinics 2023-2024 \(pvsweb.org\)](https://pvsweb.org/OfficialsClinics2023-2024), satisfy the requirement for a Virginia Swimming (VSI)-approved training clinic.

IMPORTANT NOTE

Beginning September 1, 2022, USA Swimming implemented a new database system referred to as SWIMS 3.0. Use of the new database has brought about major changes in how member registration (athlete and non-athlete) is done, in how various member requirements are tracked (e.g., athlete protection training, concussion protocol training), how testing is conducted, and how activities are tracked. At this point, the registration component is active for officials and training officials and a rudimentary certification and activity tracking component has recently become active. Other components will be added in the upcoming months, but in the meantime, we ask you to be patient as we do our best to keep you informed about how things are changing.

Training Card

Included with this document is your training card, which should be printed and brought with you to each of your training sessions. This card is used to track your apprentice sessions and your completion of other requirements as detailed below. Once all the training requirements have been completed and documented, you will then send a copy of it to your district chair who will then certify you. Please remember that your certification is not complete until your district chair issues the certification.

Off-Deck Steps Needed to Complete Your Training

Once you have completed the introductory clinic as well as an initial S&T clinic, AO clinic, or TEO clinic, you can begin your "hands on" training. All of the following steps **MUST** be completed **PRIOR** to your fourth training session for S&T, AO, or TEO. Although these steps do

not have to be completed prior to your first 3 training sessions, completing the registration process as soon as possible will make it easier for us to track your training progress.

1. Create an account on the USA Swimming website

- ☐ You may have already done this if you have registered your child for either the 2022-2023 season or the current 2023-2024 season. 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.*

2. Register as either an apprentice official or as a non-athlete member

- ☐ 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 is valid for 60 days. The clock starts running from the day you register so don't register and then wait weeks before you do your first training walk or you won't derive much benefit from this option.
 - Will need to upgrade to a non-athlete member of USA Swimming before your apprentice official period ends or your registration becomes inactive. 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 (test tracking has not yet been added).
- ☐ You may also initially register as a non-athlete member of USA Swimming and will have to do so prior to your apprentice official registration period expiring. Non-athlete official registration facts:
 - \$78 fee. Many clubs will reimburse this fee, but all have different requirements for doing so. You will have to contact your club to find out if and how they reimburse the fee.
 - Registration after September 1 of the current year is good through December 31 of the following year.
 - Allows tracking of various requirements such as completion of a background check, athlete protection training, concussion protocol training, and any required officials' tests (test tracking has not yet been added).
- ☐ Registration process
 - Completing the registration process as early as possible will facilitate tracking your training sessions within the Officials Tracking System database.

- 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@virginiawswimming.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.
3. Complete a background check, athlete protection training, and concussion protocol training (see **Appendix** for a more detailed explanation of the following steps)
- Logon to your USA Swimming account (see appendix for a more detailed explanation of the following steps).
 - Click on the “Education – Course Catalog” tab
 - Select “Officials” and then “Requirements” in the window that opens.
 - The following items must be completed prior to your fourth on-deck training session.
 - i. Background Check. The results will automatically associate with your membership, but may take up to 24 hours to update.
 - ii. Athlete Protection Training. The results will automatically associate with your membership, but may take up to 24 hours to update.
 - iii. 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@virginiawswimming.org. Although USA Swimming will accept either course, you might want to take the NFHS Course if you plan on officiating high school swimming.
4. Pass (80% or greater score) the applicable position-specific test(s)
- Logon to your USA Swimming account (the steps that follow are similar to those in #3 above).
 - Click on the “Education – Course Catalog” tab
 - Select “Officials” and then “Certification Exams” in the window that opens.
 - Take the applicable test(s) as follows:
 - i. Stroke and Turn Judge
 - 1. Stroke and Turn Certification test
 - ii. Administrative Official
 - 1. Administrative Official Certification test
 - 2. Timing Judge Certification test
 - iii. Timing Equipment Operator
 - 1. Timer Certification test
 - Send a copy of your test score results to your district chair (see email link below), officialschair@virginiawswimming.org, and officialsroster@virginiawswimming.org.

5. Additional clinics needed

- ☐ Administrative Official—complete the AO on-line, self-paced training course developed by Potomac Valley. This [link](#) will get you started. Once completed, send proof of completion to your district officials chair (see email link below), officialschair@virginiawimming.org, and officialsroster@virginiawimming.org.
- ☐ Timing Equipment Operator—complete the TEO on-line, self-paced training course developed by Potomac Valley. This [link](#) will get you started. Once completed, send proof of completion to your district officials chair (see email link below), officialschair@virginiawimming.org, and officialsroster@virginiawimming.org.

On-Deck Steps Needed to Complete Your Training

1. Stroke and Turn Judge

- ☐ Complete 3 on-deck training walks with mastery of each skill demonstrated
- ☐ Complete a minimum of 3 on-deck training walks where you are observed while making calls
- ☐ Obtain validating referee signature after satisfactory completion of all on-deck requirements

2. Administrative Official

- ☐ Complete 4 on-deck training sessions as a computer operator and timing judge
- ☐ Complete 2 on-deck training sessions as a timing system operator
- ☐ Complete a final training session as an AO (combined duties of computer operator and timing judge) where all of the duties of the position are satisfactorily performed
- ☐ Obtain validating referee signature after satisfactory completion of all on-deck requirements

3. Timing Equipment Operator

- ☐ Complete 4 on-deck training sessions as a timing equipment operator
- ☐ Complete 1 on-deck training session as an AO/recorder
- ☐ Complete a final training session as an TEO where all of the duties of the position are satisfactorily performed
- ☐ Obtain validating referee signature after satisfactory completion of all on-deck requirements

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

1. Make a copy of your completed training card and email it to your district officials chair (see email link below)
2. If all certification requirements are met, and barring any rare and unusual circumstances, your district chair will enter your certification into OTS.

Checklist

- ☐ Complete Introduction to Officiating clinic (live or Zoom)
- ☐ Complete position-specific clinic
 - Stroke and Turn
 - Live or Zoom clinic
 - Administrative Official
 - Complete PVS on-line clinic (forward results to district chair, officialschair@virginiawswimming.org, and officialsroster@virginiawswimming.org)
 - Timing Equipment Operator
 - Complete PVS on-line clinic (forward results to district chair, officialschair@virginiawswimming.org, and officialsroster@virginiawswimming.org)
- ☐ Create an account on the USA Swimming website (if not already done)
- ☐ Register on the USA Swimming website as an apprentice official (valid for 60 days) or as an official (registration after September 1 of the current year is good through December of the following year) and maintain active registration
- ☐ Complete Background Check
- ☐ Complete Athlete Protection Training
- ☐ Complete Concussion Protocol Training
- ☐ Complete and pass (80% or greater) the applicable test(s) **PRIOR** to the fourth training session
 - Stroke and Turn Judge
 - Stroke and Turn certification test
 - Administrative Official
 - Administrative Official test
 - Timing Judge certification test
 - Timing Equipment Operator
 - Timer test
- ☐ Complete on-deck training and obtain referee recommendation for certification
- ☐ Send a copy of the completed training card along with signature of the referee recommending certification to your district chair (see email link below), officialschair@virginiawswimming.org, and officialsroster@virginiawswimming.org
- ☐ District chair signs off on certification (in all but very unusual circumstances) and updates the training record in OTS to signify certification

Additional Resources

The videos viewed in the clinic for the individual strokes, the individual medley, and the relays are all available as YouTube videos and can all be found at this [link](#). You can review the videos as often as needed to help refresh and expand your knowledge of the rules.

The USA Swimming Rulebook (2023) can be downloaded as a PDF from this [link](#). You'll want to read through the relevant sections before you begin your on-deck training and have it available when you complete your tests.

There are several resources available to assist you as you train to become a S&T, AO, or TEO official. Extensive resources for officiating can be found on the USA-S website at: usaswimming.org.

To get started, we recommend the resources available at the Virginia Swimming website at: <https://www.teamunify.com/team/va/page/officials/official-training>

Official's Training	
How To Become A Certified Official	General
• New Officials Orientation (updated 3-26-23) • VSI Officials Certification Checklist • VSI Officials' Training Clinics - updated 9-8-23 • APT Instructions	• VSI Training Records * • VSI Officials Handbook (updated 11-8-21) • VSI Officiating Standards of Conduct • USA Swimming Rulebook • Official's Guide for Swimmers w/ disabilities
Stroke and Turn Judge (S&T)	Timing Equipment Operator (TEO)
• Philosophy, Procedures, and Protocols • S&T Clinic Presentation 3/23 version • Stroke Videos • Situations & Resolutions - S&T • S&T Certification • How to Fill Out the DQ Slip	• TEO Certification • CTS System 6 Operating Manual • CTS Equipment Care/Set Up Training Videos • DAKTRONICS System Operator Manual • Daktronics Omnisport 2000 Pro Manual • Instructions for TEO-CTS Clinic
Chief Judge(CJ)	Administrative Official (AO)
• CJ Training Manual Revised March 2023 • CJ Clinic Presentation Revised March 2023 • CJ Certification • Chief Judge Official Assignments Worksheet	• Administrative Official Clinic • Administrative Official Certification • Hy-Tek Meet Manager 7 Manual • Hy-Tek Meet Manager 6 Manual • Instructions for Meet Manager - AO Clinic

Under *How to become a Certified Official* you will find the following information:

- ☐ *New Officials Orientation*: A link to the slide deck that was presented in the Introductory Clinic
- ☐ *VSI Officials Certification Checklist*: This document.
- ☐ *APT, Background Check, and Concussion Protocol Training Instructions*: Expanded details on how to complete these elements of becoming an official

Under *General* you will find the following information which should be reviewed by all officials:

- ☐ *VSI Officials Handbook*: General information regarding officiating including certification and recertification requirements

- *VSI Officiating Standards of Conduct*
- *USA Swimming Rulebook*: You can download the rulebook from the USA Swimming website for free and you will need it to take your test
- *Official's Guide for Swimmers with disabilities*

Under *Stroke and Turn Judge (S&T)* you will find the following information:

- *Philosophy, Procedures, and Protocols*: A general guide to Stroke and Turn officiating
- *S&T Clinic Presentation*: A link to the slide deck for the S&T Clinic
- *Stroke Videos*: A link to the stroke videos that we reviewed in the clinic
- *Situations & Resolutions - S&T*: Test your S&T knowledge by reviewing specific situations along with its resolution
- *S&T Certification*: Certification requirements to become a S&T Official
- *How to fill out a DQ Slip*: Your guide to what information goes where

Under *Timing Equipment Operator* you will find the following information

- *TEO Certification*: Certification requirements to become a TEO
- *Daktronics and Colorado Timing operating system manuals*: – these are the manufacturer's manuals for different timing systems that are in use.
- *Instructions for TEO-CTS clinic*: Virginia Swimming uses the on-line, self-paced training course developed by Potomac Valley. This [link](#) will get you started.

Under *Administrative Official*

- *Administrative Official Certification*: Certification requirement to become an AO
- *Hy-Tek Meet Manager 6, 7, and 8 Manuals*: Reference books for the version of software you are using at meets
- *Instructions for Meet Manager – AO Clinic*: Virginia Swimming uses the on-line, self-paced training course developed by Potomac Valley. This [link](#) will get you started.

Last Words

We recognize that this may initially seem like a lot for new officials, especially with the evolving USA Swimming website. We have prepared this document as a one-stop shopping guide to help you through the process and quickly find the information.

Please do not hesitate to contact your club chair, your district chair, or your clinic instructor. If you do not have the email address of your club chair, they can be found at in the table below or at the following link: [Virginia Swimming Team Chairs](#)

The District Chair emails are listed in the table below or at the following link: [Virginia Swimming Officials Committee](#)

Again, we are all here to help you through the process.

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
BASS-North	Dee Viel	swimmingviels@gmail.com
BASS-South	Cos Difazio	cos.difazio@gmail.com
BASS-C'ville	Carrington Grossman	carrington.grossman@gmail.com
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
LY	Kris Sennett	ksennett@liberty.edu
PRVT	--Open--	
SMAC	--Open--	
STRM	Craig Charley	Craig.ryan.charley@gmail.com
VABR	Shelley Archer	ssykes@ymcavbr.org
WW	--Open--	
YMST	--Open--	

NORTHERN DISTRICT		
<i>DISTRICT CHAIR</i>	<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.com
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	cdlafl@gmail.com
CVAC	--Open--	
ECAT	Jennifer Tep-Cuadro	Jstuck21@yahoo.com
ODAC	Alex Bergren	my4redheads@gmail.com
TIDE	Todd Stowell	todd@toddstowell.com
VPYS	--Open--	
WAC	Michael Burrows	m.burrows.cox.net
YOBX	--Open--	

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

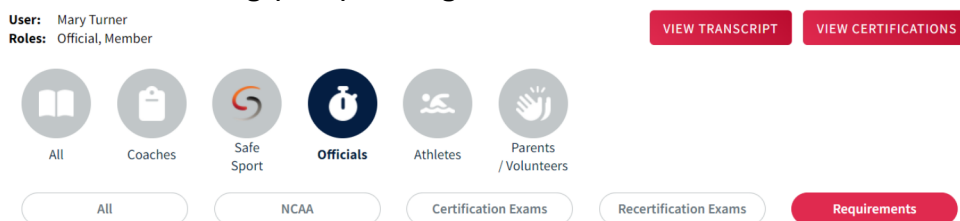
APPENDIX

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

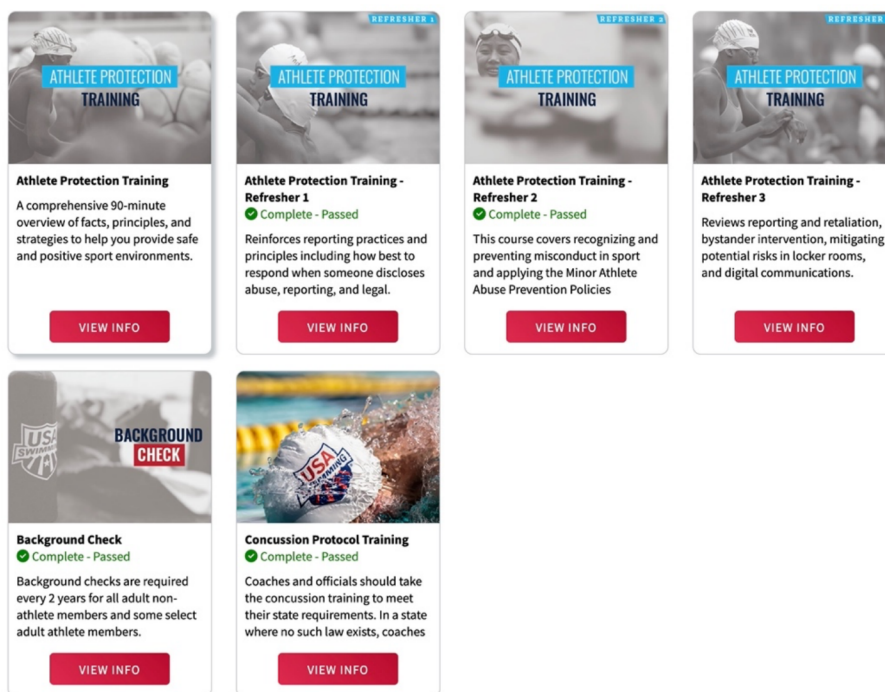
1. Log into your account on the USA Swimming website.
2. Click the Education tab and select Course Catalog



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



4. The required courses will be visible. (The order of the APT courses to be completed over a four-year cycle is SafeSport Trained Core Course, 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@virginiaswimming.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@virginiaswimming.org so that it can be added.
8. To complete any required tests, select Officials → Certification Exams. The available tests will then be displayed as tiles that you can then select to complete any of the required tests.

