

Officiate with Wave Aquatics



Pacific
Northwest
Swimming
(PNS)



USA
Swimming



Agenda

- Why Become an Official
- How to Become an Official
- How to Volunteer to Officiate
- How to Maintain Your Knowledge and Skills
- How to Maintain Your Certification
- Backup



Photo Credit: <https://www.si-swimming.com/officials/>



Why Become an Official

- Front row view of Wave swimmers
- Without Officials, Wave swimmers times wouldn't count
- More engaging than waiting in bleachers / car / home
- The fulfillment of volunteering
 - Easy to get volunteer hours
 - Many volunteer hours available
- Learn something new
- Help Wave swimmers to progress
- Parent officials are very friendly to work with
- Allows us to host meets at JAC. Without volunteer officials, we would be forced to travel more and further away (PNS region from Bellingham to Forks to Chehalis).
- It's easy to get started, it doesn't take long to become qualified, and growth continues throughout your officiating career
- Wave will reimburse you for some certification costs after you are fully certified (keep your receipts)
 - Reimbursable Costs: Clinic Fee, Background Check Fee, USA Swimming Registration
- Swim meet hosts provide snack and drinks for Officials
- Some companies do corporate matching for volunteer hours - Annual Fundraiser



Photo Credit: <https://westernkansasswimclub.wordpress.com/officials/>



Officiating Options for Beginners

Stroke and Turn Judge

“Wet Side”

Ensures compliance with rules relating to each stroke during the swim, at turns and finishes



Photo Credit: <http://www.mvpdolphins.com/volunteer-opportunities>

Administrative Official

“Dry Side”

Ensures compliance with administrative rules regarding entries, timing and order of finish

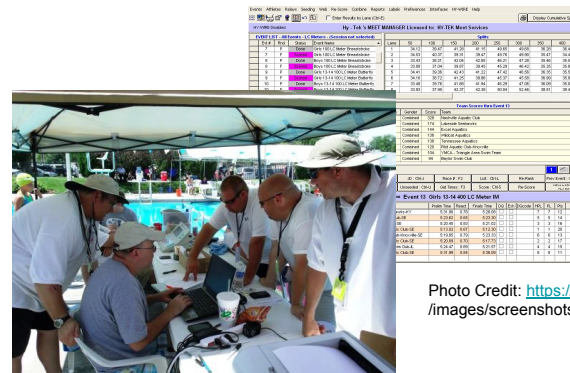
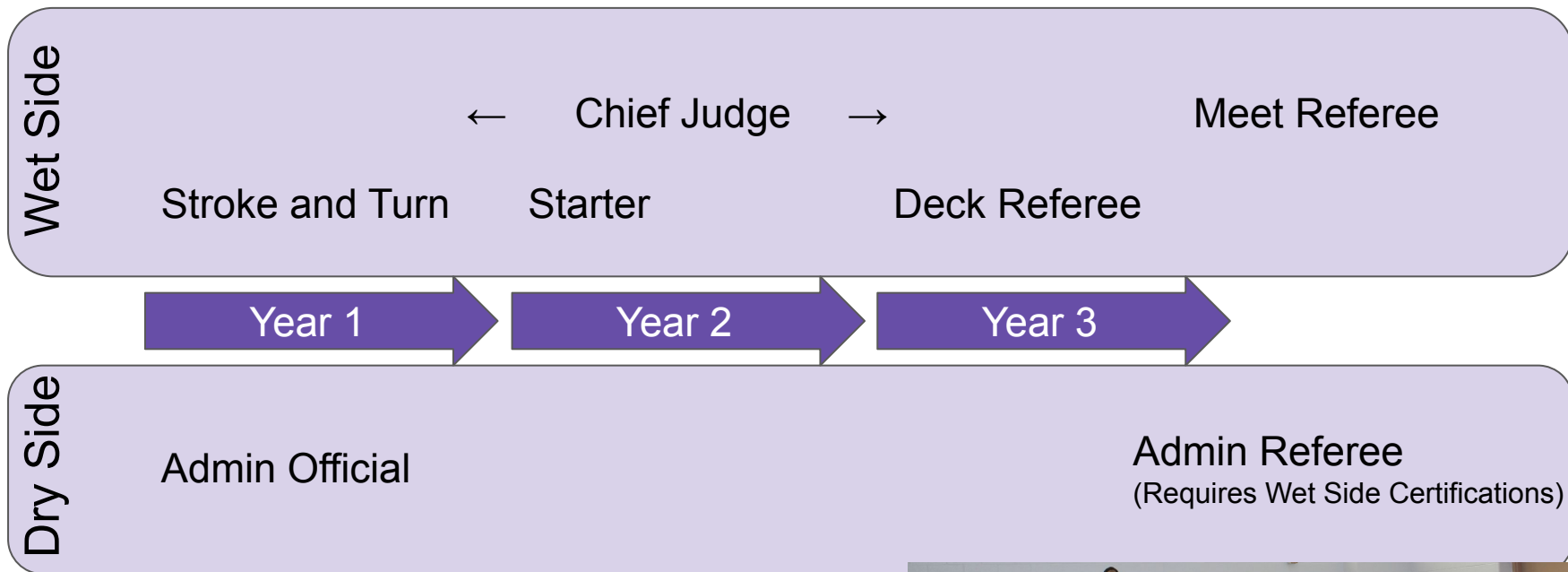


Photo Credit: <https://westernkansasswimclub.wordpress.com/officials/>

Photo Credit: <https://hylek.active.com/images/screenshots/runmenu.gif>

Officiating Progression Opportunities





How to become an Official

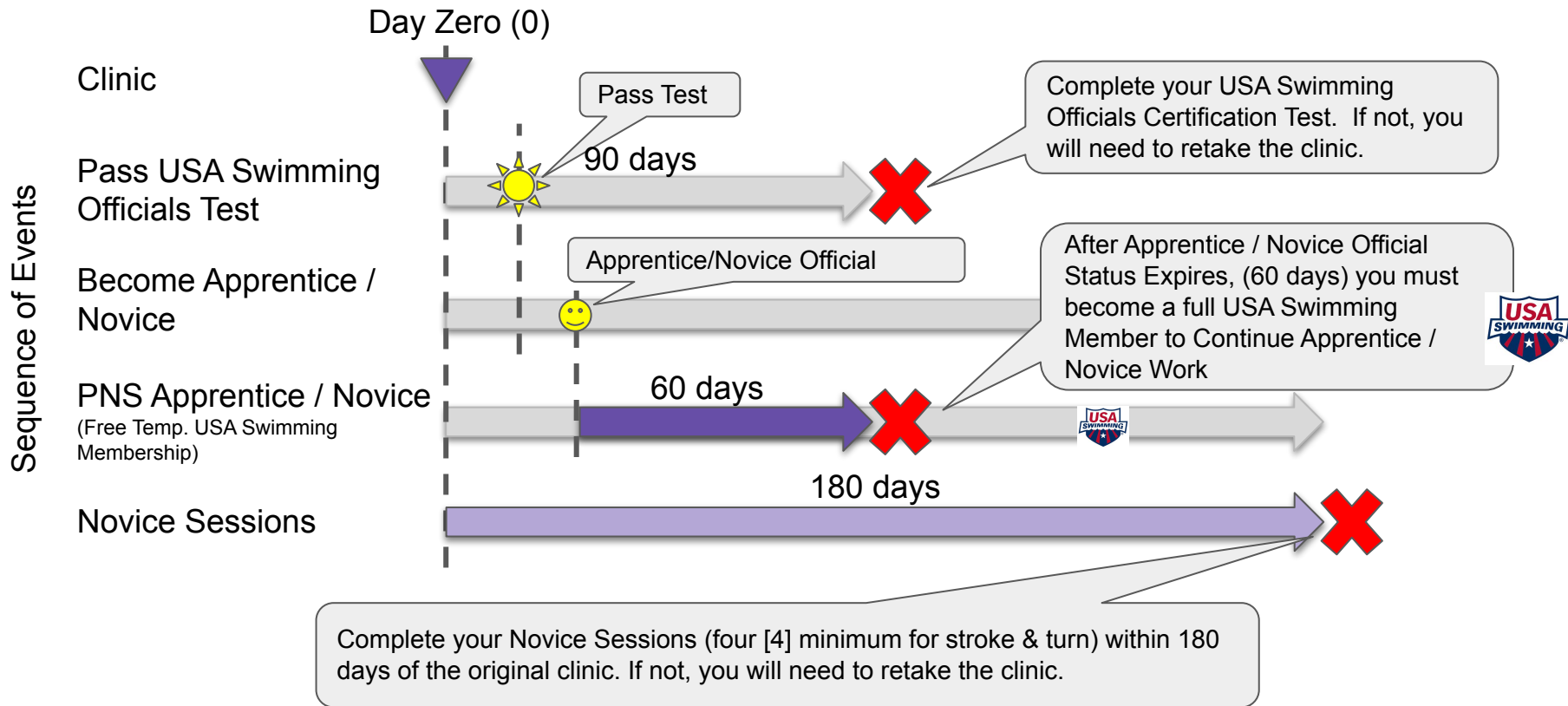
<p>Step 1:</p>	<p>Attend USA Swimming, Stroke & Turn or Administrative Official Clinic hosted by Pacific Northwest Swimming (PNS)</p> <p>https://www.teamunify.com/team/pnws2/page/officials/clinics</p>	<ul style="list-style-type: none">• Find a time that works in your schedule• Register online for your preferred clinic• Pay Clinic fee• Attend Clinic• Follow the Clinicians instructions <p>https://www.teamunify.com/team/pnws2/page/officials/clinics</p>
<p>Step 2:</p>	<p>Pass the USA Swimming Stroke & Turn or Administrative Official Open Book Test</p> <p>https://university.usaswimming.org/landing</p>	<ul style="list-style-type: none">• Login / Create USA Swimming account<ul style="list-style-type: none">◦ If you have already registered your swimmer, login to your Wave associated USA Swimming parent account before taking the test.◦ If you don't have a Wave associated USA Swimming parent account, click on this link to begin the process of setting up a Wave associated USA Swimming Parent Account for the '23-'24 season.◦ https://omr.usaswimming.org/omr/welcome/D1D04E86A5B16C• Take and Pass the USA Swimming Certification Test (within 3 months of Clinic)• Go to USA Swimming Online Tests,<ul style="list-style-type: none">◦ Click on "Officials"◦ Click on "Certification Tests"◦ Scroll to the correct test and click on it.



How to become an Official

<p>Step 3:</p>	<p>Become an Novice / Apprentice Official</p> <p>Notify Wave that you've become a Novice Official</p>	<ul style="list-style-type: none">• Send your test results to your PNS Clinician• They will provide you with instructions on how to gain 60 day free PNS Apprentice / Novice status• You will get 60 days as an Apprentice to "Try Out" Officiating. After 60 days, you will have to register with USA Swimming to continue.• Notify the Wave Official Chair, officials@waveaquatics.org of becoming a Novice
<p>Step 4:</p>	<p>Complete your Novice work</p> <ul style="list-style-type: none">• "Official Novice Record"• https://www.teamunify.com/pnws2/UserFiles/File/Officials/novice-record_044327.pdf	<ul style="list-style-type: none">• Send an email to Meet Referee to work as a Novice.• Complete at least four (4) "Novice" sessions.• Learn directly from seasoned Officials• Print the "Official Novice Record" and gather feedback from Mentors and Referees• When you are proficient...<ul style="list-style-type: none">○ For Stroke & Turn, Referee will note "Ready for Certification",○ For AO, Referee will note "Ready for Observation"○ For AO, arrange observation novice session.• Mail / E-mail a copy of completed Novice Log to your Clinician (within 180 days of clinic)• Clinician will send you an email confirming your certification completion that you can take to meets until the USA Swimming system catches up to show you fully certified.

Apprentice/Novice Related Timeline





How to become an Official

Step 5a:	<p>Become USA Swimming Member:</p> <p>Join USA Swimming as a non-athlete member.</p> <p>https://www.teamunify.com/team/news2/page/officials/usa-registration</p>	<ul style="list-style-type: none">● Follow the USA Swimming Membership Registration process to become a “non-athlete member”<ul style="list-style-type: none">○ If you have already registered your swimmer, login to your Wave associated USA Swimming parent account.○ If you don’t have a Wave associated USA Swimming parent account, click on this link to begin the process of setting up a Wave associated USA Swimming parent account for the ‘23-’24 season.○ https://omr.usaswimming.org/omr/welcome/D1D04E86A5B16C● Pay USA Swimming non-athlete member fee
Step 5b:	<p>Complete Background Check</p>	<ul style="list-style-type: none">● Complete USA Swimming background check and pay for processing <p>https://www.usaswimming.org/safe-sport/complete-a-background-check</p>
Step 5c:	<p>Complete Additional Training</p>	<ol style="list-style-type: none">1. Complete USA Swimming Athlete Protection Training https://www.usaswimming.org/resource-center/athlete-protection-training2. Complete Concussion Protocol Training https://www.usaswimming.org/officials/concussion-protocol-training

How to become an Official

<p>Step 6:</p>	<p>Create a Certification Card</p>	<ul style="list-style-type: none"> ● Go to USA Swimming, login to your account. ● Print it out our USA Swimming Membership Card (reduce size to about business card size) ● Take it with you to EVERY meet. ● For Stroke & Turn: Wear it attached to your waist <p>https://hub.usaswimming.org/landing</p> <ul style="list-style-type: none"> ● ALSO - Print out you LSC Certifications and bring to every meet. <p>https://member.usaswimming.org/ots/official/lsc/certifications</p>
<p>Step 7:</p>	<p>Order a Name Tag</p>	<ul style="list-style-type: none"> ● Order a PNS Name Tag ● Wear your Name Tag to Meets <p>https://www.hastyawards.com/catalog/Nametags/136/product/Pacific%20Northwest%20Swimming%20Nametag/431/?_ga=2.91245146.1123239137.1663005820-1178540350.1635270747</p>



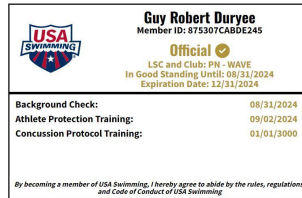
Notify Wave that You Are Certified

Please email the following screen captures to Guy & Mike at officials@waveaquatics.org so we can add you to the Wave's Officials roster and be put on the email notifications that are specific to only Wave officials.

(you need to log into your USA Swimming account first)

Your USA Swimming Official Member card -
<https://hub.usaswimming.org/landing/official>

Official Member Card



Your USA Swimming LSC Certifications -
<https://member.usaswimming.org/ots/official/lscertifications>

My Official History

Official Name: Guy Duryee Email Address:
Member ID: 875307CABDE245 Role: Official

[LSC Certifications](#) [Natl Cert History](#) [Meet History](#)

LSC Certifications

Total Sessions Worked in Sanctioned Meet Regardless of Certification: 209

Show All LSC Certification History? [No](#) [X](#)

POSITION	LSC	SESSIONS WORKED	CERTIFICATION LEVEL	EFFECTIVE DATE	EXPIRATION DATE
Stroke & Turn - ST	Pacific Northwest	134	Certified	11/22/2018	12/31/2024
Starter - SR	Pacific Northwest	14	Certified	11/20/2022	12/31/2024
Administrative Official - AO	Pacific Northwest	0	Certified	07/30/2023	12/31/2024
Meet Referee - MR	Pacific Northwest	0	Apprentice	09/26/2023	07/31/2024

Request Reimbursement

Email screenshots of the following to Steven at boosters@waveaquatics.org for reimbursement.

1. Screenshot of current USA Swimming Member Card & LSC Certification

Official Member Card

USA SWIMMING
Official Member Card

Guy Robert Duryee
Member ID: 875307CABDE245

Official

LSC and Club: PN - WAVE
In Good Standing Until: 08/31/2024
Expiration Dates: 12/31/2024

Background Check:	08/31/2024
Athlete Protection Training:	09/02/2024
Concussion Protocol Training:	01/01/2000

By becoming a member of USA Swimming, I hereby agree to abide by the rules, regulations, and Code of Conduct of USA Swimming.

My Official History

Official Name: Guy Duryee
Member ID: 875307CABDE245
Email Address:
Role: Official

[LSC Certifications](#) [Mail Cert History](#) [Web History](#)

LSC Certifications

Total Sessions Worked in Sanctioned Meet Regardless of Certification: 206 [Show All LSC Certification History!](#)

POSITION	LSC	SESSIONS WORKED	CERTIFICATION LEVEL	EFFECTIVE DATE	EXPIRATION DATE
Stroke & Turn - ST	Pacific Northwest	134	Certified	11/22/2018	12/31/2024
Starter - SR	Pacific Northwest	14	Certified	11/20/2022	12/31/2024
Administrative Official - AO	Pacific Northwest	0	Certified	07/30/2023	12/31/2024
Meet Referee - MR	Pacific Northwest	0	Apprentice	09/26/2023	07/31/2024

2. Screenshots of **receipts** for ...
 - USA Swimming Clinic
 - Background Check
 - USA Swimming Registration

USA Swimming Official Uniform

- Navy blue slacks, shorts or skirts (no denim)
- White polo shirt
 - Wave Provides one Official shirt after Certification is attained
 - You can buy a USA Swimming “Meet Official” shirt
- Rubber-soled white shoes and white socks
- Certification Card
- Name Tag
 - Optional, but highly recommended

https://www.gomotionapp.com/pnws2/UserFiles/File/Officials/Policy/uniform_013604.pdf



Photo Credit: <http://www.easternzoneswimming.org/officials.html>

Some championship meets give shirts to officials that volunteer for half or more sessions. Read the meet announcement for details.



How to Volunteer to Officiate

- Pay attention to upcoming Swim Meets
 - Watch WAVE Emails
 - Monitor the WAVE Events page
 - <https://www.teamunify.com/team/wave/page/events#/team-events/upcoming>
 - Monitor the PNS Events page for Swim Meets Sponsored by other Swim Clubs
 - <https://www.teamunify.com/team/pnws2/page/events#/team-events/upcoming>
 - Read the Meet Announcements (see backup slides for how to read Meet announcements)
- A month to a week prior to meet date, send Email to the Meet Referee to volunteer for a meet.
 - Meet Referee's E-Mail is posted on every meet announcement.
 - Tell the Meet Referee your full name, your USA Swimming ID (14 digit alpha-numeric), what club you are with, your level of certification, and what sessions you're available for.
- For Wave Sponsored meets:
 - At Juanita we cap the number of allowed officials.
 - First, make sure you have approval from the Meet Referee to Officiate
 - Then sign up on the "OFFICIALS ONLY" Wave Aquatics Job sign up Page
 - <https://www.teamunify.com/team/wave/controller/cms/admin/index?team=wave#/calendar-team-events>



Wave Service Hours & PNS Sessions

Wave Service Hours

Official participation counts, regardless of location, toward your family's Wave Aquatic service obligation (*as long as there is a Wave sign-up*).

- [Wave Service Hours Policy](#)

PNS / USA Swim Sessions

Any sessions you officiate, counts toward the requirement for the 20 sessions per 2 year period to maintain your certification

PNS / USA Swim

Need Officials at Every Meet

Officials are desperately needed at nearly every swim meet throughout PNS. Please volunteer for any meet your child attends.





How to Maintain Your **Stroke & Turn** Knowledge and Skills

Come prepared for and actively participate in the mandatory Officials meeting before every session. Bring a pen for writing.

Re-Read the USA Swimming Stroke and Turn Briefing (Once per Meet)

- https://www.gomotionapp.com/pnws2/UserFiles/Image/QuickUpload/officials-briefing-jan-2023_032798.pdf

Re-Watch the USA Swimming Stroke and Turn Videos (Once every 3-5 Meets)

- <https://www.youtube.com/playlist?list=PLJUznzZd1j8Urx4pxOW9gYFCzrWMB0jgx>

Re-Read the USA Swimming Stroke and Turn Rules (Once every 5-10 Meets)

- Rules 101.2 - 101.7
- https://www.usaswimming.org/docs/default-source/governance/governance-lsc-website/rules_policies/rulebooks/2023-rulebook.pdf

Read USA Swimming Stroke and Turn Situations and Resolutions (Once every 10-20 Meets)

- <https://www.usaswimming.org/docs/default-source/officialsdocuments/officials-training-resources/situations-and-resolutions/stroke-and-turn-situations-and-resolutions-revised-3-20-2018.pdf>



How to Maintain Your *Administrative Official (AO)* Knowledge and Skills

The best way to maintain your knowledge & skills is to just work swim meets. This keeps your knowledge fresh and relevant as you are putting what you know to practice.

Plan to arrive 15-30 minutes before other officials, at the posted warmups time or a little earlier, as AOs must prepared paperwork for the binders

Review the meet announcement before coming to a meet

Come prepared for and actively participate in the mandatory Officials meeting before every session



How to Maintain Your *Certification*

- Track your work on USA Swimming Official Tracking System (OTS) Page
 - Currently down while in transition to SWIMS 3.0
 - <https://member.usaswimming.org/ots/official/meethistory>
- Officiating at any PNS / USA Swimming meet qualifies for your work history
- Work a minimum of 20 meet sessions of USA Swimming / Masters, sanctioned, approved, or observed in the 24 months prior to your recertification clinic date.
 1. Complete online open book test for Recertification
 - a. Recertification – “Stroke & Turn/Timer”
 - b. Recertification – “Administrative Official”.
 2. Attend a [USA Swimming Recertification Clinic](#).
 - a. Give your instructor your current [USA Swimming OTS log of sessions worked](#), and confirmation of “passed” recertification test.
 - b. Full Policy here... <https://www.teamunify.com/team/pnws2/page/officials/policy>



Key WAVE Contacts

Name	Role	E-Mail
Chad Winkle	Wave Aquatics Executive Director	ChadWinkle@WAVEAquatics.org
Steven Blackmon	Wave Aquatics Booster President	boosters@waveaquatics.org
Guy Duryee	Wave Aquatics - Official Liaison	officials@waveaquatics.org
Mike Hansen	Wave Aquatics - Official Liaison	officials@waveaquatics.org



Additional Web Resources

Stroke and Turn Judge

[USA Swimming Stroke and Turn Judge Officials Training Videos](#)

[USA Swimming Stroke and Turn Situations and Resolutions](#)

[USA Swimming Stroke and Turn Briefing](#)

[The “Professional” Stroke & Turn Official](#)

[USA Swimming 2023 Rulebook](#)

Administrative Official

[The “Professional” Administrative Official](#)

[USA Swimming 2023 Rulebook](#)





Additional Web Resources

General Resources

[PNS Main Officials Page](#)

[PNS Clinics](#)

[PNS Officials Policy](#)

[PNS / USA Swimming Annual Registration](#)

[PNS Officials Resources](#)

[PNS Name Tag Order](#)

[USA Swimming Meet Official Shirts](#)

[USA Swimming Background Check](#)

[Athlete Protection Training](#)

[Concussion Training](#)

[PNS Roster of Officials](#)

Thanks For Officiating



Pacific
Northwest
Swimming
(PNS)



USA
Swimming





Backup

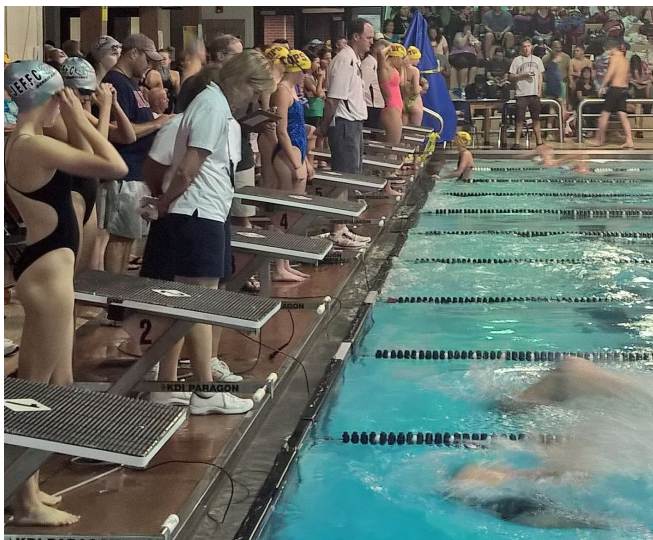


Photo Credit:
<https://www.teamunify.com/team/wzcolsc/page/officials-corner/becoming-an-official>

How to Read a Meet Announcement

The Meet Sanction Number

The Meet Address



Pacific Northwest Swimming
 2022 PN WAVE February Invitational -- Sanction #2202-SP07
 Juanita Aquatic Center – Juanita High School
 10601 NE 132nd Street, Kirkland, Washington
 Hosted by WAVE Aquatics



Dates of Meet

Held under sanction of Pacific Northwest Swimming, Inc., and USA Swimming.
 This sanction is issued based on the current Washington State guidelines for Water Recreation Facilities and the allowance of swimming. Should guidelines change prior to the meet, the sanction may be revoked.

The Swim Team Sponsor

Time for Officials Meeting

SCHEDULES	FRIDAY, FEBRUARY 25, 2022	SATURDAY, FEBRUARY 26, 2022	SUNDAY, FEBRUARY 27, 2022
Coaches' Meeting	Friday: 4:45 PM Others will be announced as needed		
Officials' Meetings	Start of warm-ups		
Warm-ups	4:00 PM	Session 2: 7:00 AM Subsequent sessions: immediately following conclusion of previous session	Session 5: 7:00 AM Subsequent sessions: immediately following conclusion of previous session
Timed Finals	5:00 PM	Session 2: 8:00 AM Subsequent sessions: 45 minutes after start of warm-ups	Session 5: 8:00 AM Subsequent sessions: 45 minutes after start of warm-ups

Competition Start Times

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable. USA Swimming, Inc. cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading



How to Read a Meet Announcement

USA Swimming, inc., cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming sanctioned events. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in a USA Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

BY ATTENDING OR PARTICIPATING IN THIS COMPETITION, YOU VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH EXPOSURE TO COVID-19 AND FOREVER RELEASE AND HOLD HARMLESS USA SWIMMING AND PACIFIC NORTHWEST SWIMMING AND EACH OF THEIR OFFICERS, DIRECTORS AGENTS, EMPLOYEES OR OTHER REPRESENTATIVES FROM ANY LIABILITY OR CLAIMS INCLUDING FOR PERSONAL INJURIES, DEATH, DISEASE OR PROPERTY LOSSES, OR ANY OTHER LOSS, INCLUDING BUT NOT LIMITED TO CLAIMS OF NEGLIGENCE AND GIVE UP ANY CLAIMS YOU MAY HAVE TO SEEK DAMAGES, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN IN CONNECTION WITH EXPOSURE, INFECTION, AND/OR SPREAD OF COVID-19 RELATED TO THE PARTICIPATION IN THIS COMPETITION.

Meet
Director

MEET DIRECTOR:

- Alan Cardwell
• alancardwell@waveaquatics.org
• (425) 503-1327

MEET REFEREE:

- David Guffey
• dguffey10@comcast.net

FACILITY

- 25 yard, 6-lane competitive pool
- Starting end 12.0 feet deep; turning end 5.0 feet deep
- The competition course has not been certified in accordance with 104.2.2C (4).
- Warm-up pool in the shallow end
- Spectator viewing: competition will be live-streamed
- Electronic timing system w/6-lane readout
- Heat Sheets will be posted: Results on PNS web site

Meet Referee

ELIGIBILITY & ENTRY INFORMATION:

- This meet is an invitational. Teams interested in an invitation should contact the Meet Director. An invitation does not guarantee acceptance due to facility and timeline constraints.
- All swimmers must be registered with USA Swimming through the host or an invited team. Neither on-deck USA Swimming registration nor on-deck transfer will be permitted.
- Age groups are based on the age of the swimmer as of the first day of the meet.
- Each swimmer may enter up to seven (7) events but no more than three (3) per day. Entries exceeding this limit will be scratched without notification, and entry fees for entry count limitation scratches will not be refunded. See Order of Events for additional information, including event ages and other parameters.
- Deck entries will not be allowed.
- **All USA Swimming registration numbers will be verified with the PNS registration database.**



How to Read a Meet Announcement

2022 PN WAVE FEBRUARY INVITATIONAL ORDER OF EVENTS

Day of Week

Schedule / Order of Events

Event Number

Session 1 - Friday Night

- 1 500 Free (9&O)
- 2 400 IM (11&O)
- 3 200 IM (10&U)

Event Name

Session 2 - Saturday Mixed 13&O

- 4 500 Free
- 5 100 Back
- 6 200 Breast
- 7 200 Free
- 8 100 Fly

Session Age Group

Gender

Session 5 - Sunday Mixed 13&O

- 23 200 Fly
- 24 100 Breast
- 25 100 Free
- 26 200 Back
- 27 200 IM

Session Age Group

Session 3 - Saturday Mixed 10-12

- 9 500 Free
- 10 100 Back
- 11 50 Breast
- 12 100 Fly
- 13 50 Free
- 14 200 Breast (11-12 only)
- 15 100 IM

Session Age Group

Session 6 - Sunday Mixed 10-12

- 28 100 Free
- 29 50 Back
- 30 200 Back (11-12 only)
- 31 100 Breast
- 32 200 Fly (11-12 only)
- 33 50 Fly
- 34 200 IM (11-12 only)

Session Age Group

Session Age Group

Session 4 - Saturday Mixed 9&U

- 16 100 Free

Session 7 - Sunday Mixed 9&U

- 35 200 Free

Session Age Group



How to Read a Meet Timeline

Wave Aquatics HY-TEK's MEET MANAGER 8.0 - 2022 Page 3

2022 PN Wave February Invitational - 2/25/2022 to 2/27/2022
Session Report

Session: 3 Saturday Midday Mixed 10-12 year old Events
Day of Meet: 2 Starts at 11:00 AM Heat Interval: 35 Seconds / Back +15 Seconds

Event	Entries	Heats	Starts at
9 Mixed 10-12 200 Freestyle	42	7	11:00 AM
10 Mixed 10-12 100 Backstroke	61	11	11:26 AM
11 Mixed 10-12 50 Breaststroke	110	19	11:54 AM
12 Mixed 10-12 100 Butterfly	17	3	12:21 PM
13 Mixed 10-12 50 Freestyle	106	18	12:28 PM
14 Mixed 11-12 200 Breaststroke	21	4	12:51 PM
15 Mixed 10-12 100 IM	72	12	01:07 PM
Swimmers Counts for Warm Ups: 148	====	====	
Entry / Heat Totals:	429	74	
Finish Time			01:33 PM

Number of Heats

Session Start Time

Session Number

Age Group

Event Number

Event Name

Event Start Time

Event Start Time

Gender

Session End Time

Requirements to Become an Official (as of 9/21/23)

“Dry Side”

- II. Administrative Official (“AO” – Dry side):
 - A. Must be of at least 18 years of age
 - B. Attend a training clinic conducted by an approved instructor. Pay \$15.00 clinic fee.
 - C. Complete and pass the open book online test within 90 days following the clinic date
 - 1. Certification – “Administrative Official”
 - D. Complete “apprentice official” registration with USA Swimming prior to beginning on deck “novice” sessions (see**note)

**NOTE: This is a 60-day registration only. When (or before) it expires, you must:

- 1. Send in your non-athlete registration to USA Swimming and the non-athlete fee
 - 2. Complete the background check.
 - 3. Complete the online Athlete Protection Training
 - 4. Complete Online Concussion Training
- E. Work a minimum of 4 PNS sanctioned and/or approved meet sessions as a “Novice AO”
 - 1. Sessions shall consist of at least 2 meets run by different referees.
 - 2. Oversight and instruction shall be provided by a minimum of 2 different mentors.
 - F. After receiving a recommendation from the meet or training referee that you are ready for advancement, make arrangements with the clinic instructor to be observed by a PNS observer for certification as an AO. Certification will be issued upon passing observation and all requirements are met.

“Wet Side”

- IV. Stroke & Turn Judge : (S&T):
 - A. Must be of at least 18 years of age
 - B. Attend a training clinic conducted by an approved instructor. Pay \$15.00 clinic fee.
 - C. Complete and pass the open book online test within 90 days following the clinic date
 - 1. Certification – “Stroke & Turn/Timer”
 - D. Complete “apprentice official” registration with USA Swimming prior to beginning on deck “novice” sessions (see**note)

**NOTE: This is a 60-day registration only. When (or before) it expires, you must:

- 1. Send in your non-athlete registration to USA Swimming and the non-athlete fee
 - 2. Complete the background check.
 - 3. Complete the online Athlete Protection Training
 - 4. Complete Online Concussion Training
- E. Work a minimum of 4 PNS sanctioned and/or approved meet sessions as a “Novice Stroke & Turn” and obtain the recommendation of the meet referee to be certified within 6 months following the clinic date.
 - 1. Sessions shall consist of at least 2 meets run by different referees.
 - 2. Oversight and instruction shall be provided by a minimum of 2 different mentors.
 - F. Novice experience should include sessions with different age groups.

Wave Aquatics Benefits for Officials

(Upon Completion of USA Swimming Full Certification)

- Reimbursable Costs: (as of 9/21/23)
 - Clinic Fee - \$15.00
 - Background Check Fee - \$28.00
 - USA Swimming Membership Registration - \$81.00
 - You must provide receipts proving payment
 - To Request Reimbursement...
 - Email screenshots of the following to Steven at boosters@waveaquatics.org for reimbursement.
 - Screenshot of current USA Swimming Member Card & LSC Certification
 - Email Screenshots of **receipts** for ...
 - USA Swimming Clinic
 - Background Check
 - USA Swimming Registration
- Wave Aquatics Officials Polo Shirt
 - Shirt orders are processed twice (2 times) a year.
 - Please email your size information to Steven at boosters@waveaquatics.org and you will be added to the next shirt order.
- Volunteer Participation at meets with Wave Officials signups counts toward your Wave Service Hour Obligations
- Snack / Drinks

How to Take a USA Swimming Certification Test

1. Log into your USA Swimming Account,
2. Go to this page - <https://university.usaswimming.org/landing>
3. Under "Welcome to USA Swimming University", click on the "Officials" icon in the list
4. In the next row under the "Officials" icon, click on "Certification Exams"
5. Scroll down to the test you want to take and click on "View Info".
 - a. Ex. "Stroke and Turn Certification"
 - b. Ex. "Administrative Official Certification"
6. Click on "Start"

How to Add “Apprentice Official” to a USA Swimming “Parent” Account

Part 1 of 5

- Make sure you are logged OUT of USA Swimming
- Close your web browser
- Open your web browser
- Go to the USA Swimming Registration web page for the Wave Aquatics team (link provided by Erin Dunn at Wave Aquatics) -
- <<< for ‘23-’24 season, link is below >>>

<https://omr.usaswimming.org/omr/welcome/D1D04E86A5B16C>

- Login with your USA Swimming Parent account
- Follow the instructions to complete the USA Swimming 2024 registration.
 - USA Swimming 2024 Registration for Returning Swimmers
 - Here is the link for the 2024 USA Swimming registration-
 - <https://omr.usaswimming.org/omr/welcome/D1D04E86A5B16C>
 - Here is the Membership Renewal Guide:
 - <https://d1mq96lozckz37.cloudfront.net/users/62ab42522e085d147399bdd3/62ab42542e085d147399bd/dc/articleAttachments/MemberRenewalGuide1693577328077.pdf>
- Make sure you have completed USA Swimming 2024 registration for everyone on your USA Swimming account.

How to Add “Apprentice Official” to a USA Swimming “Parent” Account

Part 2 of 5

- Log out of USA Swimming
- Go to this web site (link provided by Erin Dunn at Wave Aquatics) - <<< for '23-'24 season, link is below >>>
 - <https://omr.usaswimming.org/omr/welcome/D1D04E86A5B16C>
- Login with your USA Swimming Parent account
- In the "Add New Role to Existing Member" section...

Click 'Add New Role to Existing Member' to register an *existing member* with USA Swimming. This registration is associated with

LSC: **Pacific Northwest (PN)**
Club: **Wave Aquatics (WAVE)**
LSC Contact: **Melissa Stiner (office@pns.org)**

If this is not the registration option that you intended, please get the correct link from your coach before starting your registration.

ADD NEW ROLE TO EXISTING MEMBER

- Click on the Red Button "Add New Role to Existing Member"
 - If this option is not available, please start over.
- In the Popup window, Click on the "SELECT" button next to the Parent account which needs to have "Apprentice Official" added.

How to Add "Apprentice Official" to a USA Swimming "Parent" Account

Part 3 of 5

- In the Popup window, Click on the "SELECT" button next to the Parent account which needs to have "Apprentice Official" added.
 - If this option is not available, please start over.

Add New Role to Existing Member - Select Member ✕

NAME	COMP. CATEGORY	BIRTH DATE	
Swimmer 1		mm / dd / yyyy	<input type="button" value="SELECT"/>
Parent 1		mm / dd / yyyy	<input type="button" value="SELECT"/>

- Click on the check box next to "Apprentice Official" and then click on "SAVE".

Add New Role to Existing Member - Select Role ✕

Selected Existing Member: Guy Robert Durjee

A "Team is Renewing" message and a disabled checkbox below indicate that the team has opted to handle renewing the membership themselves. For these memberships, no further action is needed at this time. Please contact your team with any questions.

USA Swimming Membership Select Memberships

MEMBERSHIP NAME	EXPIRATION DATE		
Apprentice Official	12/31/2024	<input type="checkbox"/>	Details
Premium Athlete	12/31/2024	<input type="checkbox"/>	Details

- Complete any remaining information to complete the "Add New Role to Existing Member" process.
- Log out of USA Swimming

How to Add “Apprentice Official” to a USA Swimming “Parent” Account

Part 4 of 5

- Go to page - <https://hub.usaswimming.org/landing>
- Log into your USA Swimming with your Parent account.
- In the main part of the web page by your account avatar, look for the row between your Name, and your "Member ID: [14 digit alpha-numeric value]" ...



Parent 1
Official, Parent
Member ID: 123456ABCDE987

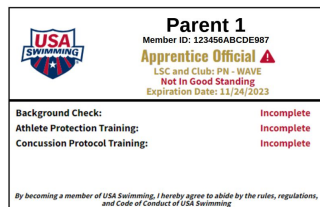
- If it says "Parent" only, go back and try again.
- If it says "Official, Parent", you completed your USA Swimming "Apprentice Official" account setup successfully.
- ... Continue on next page

How to Add “Apprentice Official” to a USA Swimming “Parent” Account

- You can also check one other way...
- Go to this page - <https://hub.usaswimming.org/landing/official>
- You should see an Official Member Card like the one below. (The dates will be different and some will be missing). It should say “Apprentice Official”

Part 5 of 5

Official Member Card



- Notify your USA Swimming clinician that this step has been completed and ask for guidance on the next step.

NOTE: Don't worry if the final step shows "**Not in Good Standing**" since that is expected for an apprentice / novice at this stage. The red colored bold "**Not in Good Standing**" message and "**Incomplete**" message is expected while you are doing Apprentice / Novice sessions because USA Swimming doesn't require an Apprentice / Novice ...

- To pay for full one year USA Swimming Membership
- To pay for and complete background check, pay for USA swimming full membership,
- Complete the Athlete Protection Training (APT)
- Do concussion protocol training ...

... until after you complete all of your Novice sessions and you are recommended for full certification. If you intend to become a certified official, it is fine to fulfill all of those requirements early.

How to Sign Up for Novice Sessions

1. Go to the list of upcoming swim meets -
 1. Either Wave meets - <https://www.teamunify.com/team/wave/page/events#/team-events/upcoming>
 2. Or any PNS meets - <https://www.gomotionapp.com/team/pnws2/page/events#/team-events/upcoming>
2. Click on the meet that works for your schedule.
3. Click on the "Meet Announcement" PDF file.
4. In the "Meet Announcement" PDF file, scroll down to find the name / email address of the "Meet Referee"
5. Between a month prior to the meet date and one week prior to the meet date, send an email to the Meet Referee to request to do Novice / Apprentice Session(s).
6. In the email to the Meet Referee provide them with the following details...
 1. Your full name (as it appears on your USA Swimming Account)
 2. Your USA Swimming ID (14 digit alpha-numeric)
 3. What swim team / club you are with
 4. What Official Role(s) you are certified for / to work at the meet (Ex. Stroke & Turn, or AO)
 5. Let them know you are Novice
 6. What session(s) want to work
7. Wait for the Meet Referee to grant you permission to attend the meet as a Novice
8. Arrive at the swim meet early enough to attend the Officials' Meeting (Officials' Meeting is posted on the "Meet Announcement" PDF.
9. The Meet Referee will pair you up with a Mentor and the mentor will teach you how to officiate.
10. At the end of the session your Mentor and the Meet Referee explain the Official Novice Record and will fill out most of it for you. The parts they don't fill out for you, they will explain to you how to fill it out.

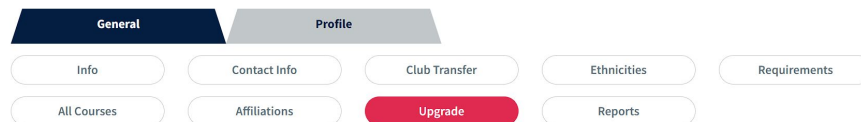
Convert “Apprentice Official” USAS account to “Official”

Part 1 of 2

If you have completed all of your certification requirements, take these steps to convert your USA Swimming (USAS) account to “Official” status.

If your 60 day free USA Swimming membership is **still active...**

1. Log on to your USA Swimming account.
2. Either...
 - a. Go to My Account > General Info
 - b. On the Info page, click on the button: "Upgrade"
3. Or ..
 - a. Go to <https://member.usaswimming.org/member/upgrade>
4. From the list of “Membership(s) Eligible For Upgrade” click on the name of the Official.



Upgrade Membership

Membership(s) Eligible For Upgrade

TEAM	CURRENT MEMBERSHIP (PRICE)	UPGRADED MEMBERSHIP (PRICE)	UPGRADED EXPIRATION DATE	PRICE DIFFERENCE
------	----------------------------	-----------------------------	--------------------------	------------------

5. Click on “Upgrade Selected Memberships” button.
6. Complete the remaining steps.

Convert “Apprentice Official” USAS account to “Official”

Part 2 of 2

If you have completed all of your certification requirements, take these steps to convert your USA Swimming (USAS) account to “Official” status.

If your 60 day free USA Swimming membership has **expired...**

1. Log out of your USA Swimming account.
2. Go to the USA Swimming Registration web page for the Wave Aquatics team (link provided by Erin Dunn at Wave Aquatics) - - <<< for ‘23-’24 season, link is below >>>

<https://omr.usaswimming.org/omr/welcome/D1D04E86A5B16C>

3. Sign in with your USA Swimming account
4. On the “USA Swimming Online Member Registration” page
5. Scroll down to “Renew Eligible Memberships” section.

Renew Eligible Memberships
This renewal registration is associated with
LSC: Pacific Northwest (PN)
Club: Wave Aquatics (WAVE)
LSC Contact: Melissa Stiner (office@pns.org)

CONFUSED? CLICK HERE

ADD FAMILY MEMBER **REGISTER NEW MEMBER**

NAME	COMP. CATEGORY	BIRTH DATE	PRIOR MEMBERSHIP (EXPIRES)	RENEWAL MEMBERSHIP (EXPIRES)	TRANSFER? SELECT
------	----------------	------------	-------------------------------	------------------------------------	------------------

6. Find the Name of the expired account, and under the “Select” column, click on the dark blue box to Renew.
7. Complete the remaining steps.

How to Check for upcoming Credential Expiration

1. Log into your USA Swimming Account
2. Go to page - <https://hub.usaswimming.org/landing/official>
 - a. Check all of the dates on the card to confirm that none have expired
 - b. If any are near expiring, take action to renew so you can continue to Officiate.
3. Go to page - <https://member.usaswimming.org/ots/official/lscertifications>
 - a. Under “Position” find your USA Swimming certification
 - b. Find your “Effective Date” and add two years to that date. That is the date when the certification for that position will expire.
 - c. If it is near expiring, take action to renew so you can continue to Officiate.
 - i. NOTE: Confusingly, the “Expiration Date” on this page is when your USA Swimming Membership will expire, not when your certification for a “Position” will expire.
4. Also check the [PNS Roster of Officials](#)
 - a. Go to page - <https://www.gomotionapp.com/team/pnws2/page/officials/rosters-of-officials>
 - b. Click on the latest file [Ex. “[Bi-Weekly PNS Officials](#)” *(updated mm/dd/yyyy)*]
 - c. Find your name in the sheet and make sure that your certification is up to date in the PNS records.
 - d. Take action to correct any upcoming expirations.
5. Meet Referees are not permitted to allow Officials with expired credentials to work at USA Swimming meets. If you show up with expired credentials, you will not be allowed to work.

How to Track Your Wave Service (Volunteer) Hours

The only accurate way to see your WAVE volunteer hours is as follows:

1. Log in to your Wave Aquatics account on Team Unifyfy.
2. Go to My Account under where it says Hello (your name) in the upper right.
3. On the left side navigation panel, hover over My Account and select Invoices & Payments.
4. Next click on the Service Hours tab.
5. This tab will always show what jobs were processed and what the system shows you worked.