

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
- 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: Background Check Fee, USA Swimming Registration
- Swim meet hosts provide meal, snacks, 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

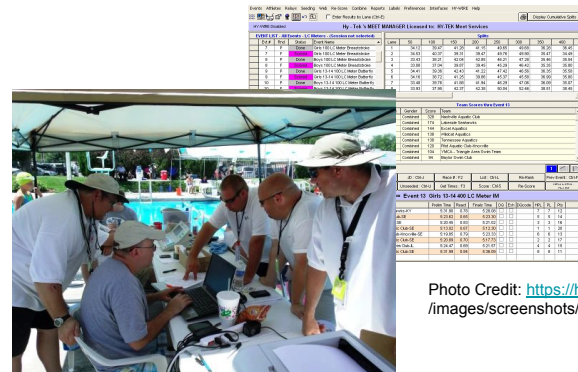
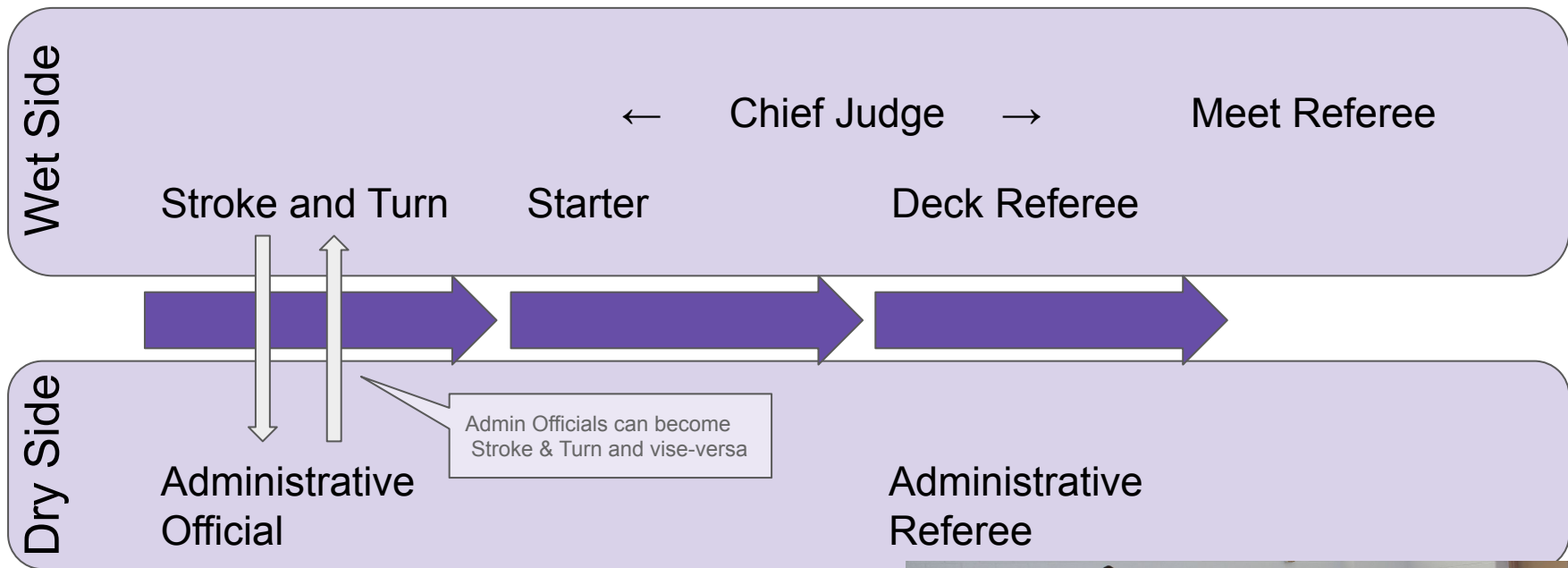


Photo Credit: <https://hytek.active.com/images/screenshots/runmenu.gif>

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

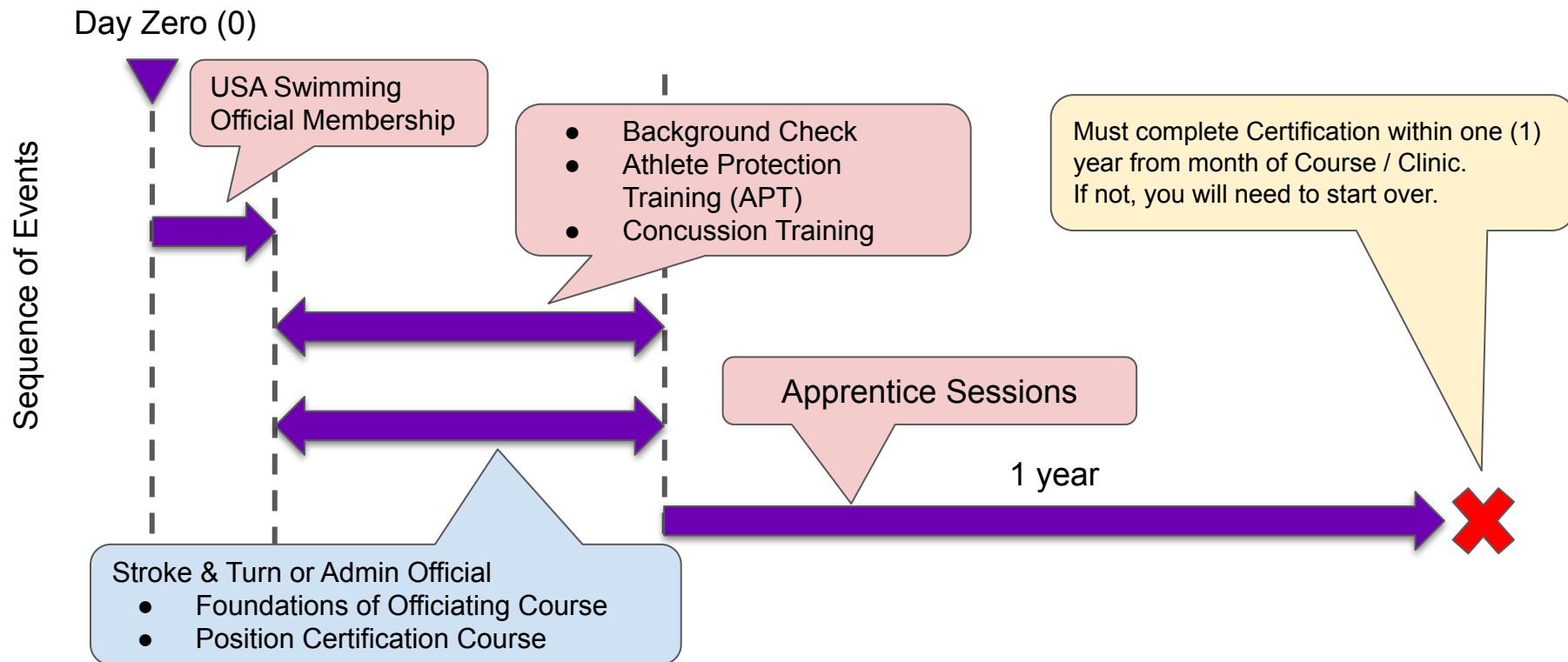
Officiating Progression Opportunities



How to Become an Official (High Level)

- Become a USA Swimming Non-Athlete Member
- Take some courses and open book tests
- Gather Uniform for doing your Apprentice sessions
- Once qualified, become an apprentice learn how to be an official at swim meets from experienced trainers
- Get signed Off
- Gather Uniform & Items for Officiating
- Begin your journey as a fully certified USA Swim Official

Timeline





How to become a Stroke & Turn Official (ST)

Education & Training	Prerequisite • Minimum Age 18 (Junior Official Cert. open to 16-17 year olds) Membership • Must be a Non-Athlete Member of USA Swimming with Official type Membership Training / Test • Complete USA Swimming Foundations of Officiating Course & Test • Complete USA Swimming Stroke and Turn Certification Course & Test ◦ Notify the Wave Official Chair, officials@waveaquatics.org that you have started the process of becoming an Official. Apprenticeship • Prerequisites: ◦ USA Swimming Background Check Certification ◦ USA Swimming Athlete Protection Certification ◦ USA Swimming Approved Concussion Protocol Certification • Apprentice a minimum of four (4) Training Sessions total over two (2) different meets with two (2) different trainers and two (2) different meet referees • Document each Apprenticeship session on a separate page of the the PNS Stroke & Turn Development and Certification Form • <i>Cannot make a disqualification during the apprentice Sessions</i> • Evaluation Criteria: ◦ Satisfactory Performance	Helps / Guides in Backup USA Swimming Membership Foundations of Officiating Stroke & Turn Certification Course Background Check Athlete Protection Training (APT) Concussion Training Stroke & Turn Development and Certification Form
Evaluation & Certification	Sign Off • Send copies of your Development Plan sheets to "officials@pns.org" and a Certifier will be assigned • Apprenticeship signed off by a Certifier Time Limits • Must complete Certification within one (1) year from month of Clinic Upon Completion • May officiate in any ST role at any Pacific Northwest Swim meet	



How to become a Administrative Official (AO)

Education & Training	Prerequisite • Minimum Age 18 Membership • Must be a Non-Athlete Member of USA Swimming with Official type Membership Training / Test • Complete USA Swimming Foundations of Officiating Course & Test • Complete USA Swimming Administrative Official Certification Course & Test ◦ Notify the Wave Official Chair, officials@waveaquatics.org that you have started the process of becoming an Official. Apprenticeship • Prerequisites: ◦ USA Swimming Background Check Certification ◦ USA Swimming Athlete Protection Certification ◦ USA Swimming Approved Concussion Protocol Certification • Apprentice as an Administrative Official for at least four (4) Training Sessions over two (2) meets with with two (2) different trainers and two (2) different meet referees. • Document each Apprenticeship session on a separate page of the the PNS Admin Official Development and Certification Form • Evaluation Criteria: ◦ Satisfactory Performance	Helps / Guides in Backup USA Swimming Membership Foundations of Officiating Administrative Official Certification Course Background Check Athlete Protection Training (APT) Concussion Training Admin Official Development and Certification Form
Evaluation & Certification	Sign Off • Send copies of your Development Plan sheets to "officials@pns.org" and a Certifier will be assigned • Apprenticeship signed off by a Certifier Time Limits • Must complete Certification within one (1) year from month of Clinic Upon Completion • May officiate in any AO role at any Pacific Northwest Swim meet	

USA Swimming Official Uniform

- Navy blue slacks, shorts or skirts (no denim)
- White polo shirt
 - Wave Provides one Official shirt after Certification is attained
(shirt orders placed twice a year)
 - [You can buy a USA Swimming "Meet Official" shirt](#)
- Rubber-soled white (closed toe) shoes and white socks
- Certification Card
- Name Tag
 - Optional, but highly recommended

<https://officials.pns.org/wp-content/uploads/2024/11/Uniform.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 Sign Up for Apprentice 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 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. What swim team / club you are with
 3. What Official Role(s) you are looking for apprentice for at the meet (Ex. Stroke & Turn, or AO)
 4. Let them know you are Apprentice
 5. What session(s) want to work
7. Wait for the Meet Referee to grant you permission to attend the meet as a Apprentice (Meet Referee must have enough trainers to accept apprentices)
8. Print out a fresh copy of the Apprentice Development and Certification Form form for your position prior to the meet.
 1. Either → [Stroke & Turn Development and Certification Form](#)
 2. OR → [Admin Official Development and Certification Form](#)
9. Arrive at the swim meet early enough to attend the Officials' Meeting (Officials' Meeting is posted on the "Meet Announcement" PDF.)
10. The Meet Referee will pair you up with a trainer and they will teach you how to officiate.
11. At the end of the session your trainer and the Meet Referee explain the Official Apprentice Development and Certification Form 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.



Development Plan

- Print out one (1) copy for each apprentice session. Bring it with you to your apprentice session.
- Review the development plan prior to the session.
- Ask questions of the Trainer.
- Show / Tell the trainer your level of understanding of the rules and guidelines
- Work with the Trainer to fill out the Development Plan at the end of the session.
- Have the Trainer and Meet Referee sign off. Once all training sessions are complete, the Apprentice should send a copy (clear photo screen shot OK) of ALL completed Development Forms to the PNS Officials Chair “officials@pns.org”.
- The PNS Officials Chair will assign the Apprentice to a Certifier to complete the Certification process.

Stroke & Turn

Stroke and Turn - Development and Certification Form					
One Form should be used for each session worked					
Trainer Instructions: (1) Have apprentice complete self reflection; (2) Check one box in each line for the first 4 categories; and (3) Check any appropriate boxes in the Recommendations for improvement category.					
Meet:	Date:	Session#:			
Stroke & Turn (S&T) / Apprentice S&T:		Meet Ref:			
Trainer:					
Self Reflection: S&T or Apprentice's thoughts on the session and development:					
Objective:	This form is used to communicate certification requirements and clarify developmental areas for S&T and Apprentice S&T. Note: Items marked with an asterisk (*) are required for certification.				
Category	Certification Requirements and Recommended Developmental Areas				
Preparation at meet before session starts	*Arrives on time for sessions & shifts	☐	☐	☐	☐
	Checks in with Meet Ref (or Designated), presents proof of current credentials	☐	☐	☐	☐
	Dresses appropriately and is prepared to officiate (turns off/mutes cell phone)	☐	☐	☐	☐
	Understands the pre-meet entry and registration process	☐	☐	☐	☐
	Demonstrates/Describes how to process entry cards	☐	☐	☐	☐
	*Reviews the rules & procedures set out in the meet announcement	☐	☐	☐	☐
	*Demonstrates/Describes the post-race check-in/medal events process	☐	☐	☐	☐
	*Demonstrates/Describes the processing of deck entries	☐	☐	☐	☐
	*Prepares and distributes heat sheets / timer sheets	☐	☐	☐	☐
	*Conducts/Oversees/Endorses the running of times meeting	☐	☐	☐	☐
Notes:					
Understands & Applies the Rules	*Understands and accurately applies the rules for Backstroke	☐	☐	☐	☐
	*Understands and accurately applies the rules for Breaststroke	☐	☐	☐	☐
	*Understands and accurately applies the rules for Butterfly	☐	☐	☐	☐
	*Understands and accurately applies the rules for Freestyle	☐	☐	☐	☐
	*Understands and accurately applies the rules for Individual Medley	☐	☐	☐	☐
	*Understands and accurately applies the rules for Relays	☐	☐	☐	☐
Notes:					

[Stroke & Turn Development and Certification Form](#)
(as of Sep.'25)

Admin. Official

Administrative Official - Development and Certification Form					
One Form should be used for each session worked					
Trainer Instructions: (1) Have apprentice complete self reflection; (2) Check one box in each line for the first 4 categories; and (3) Check any appropriate boxes in the Recommendations for improvement category.					
Meet:	Date:	Session#:			
Admin Official (AO) / Apprentice AO:		Meet Ref:			
Trainer:					
Self Reflection: AO or Apprentice's thoughts on the session and development:					
Overview:	This form is used to communicate certification requirements and clarify developmental areas for AO and Apprentice AO. Note: Items marked with an asterisk (*) are required for certification.				
Category	Certification Requirements and Recommended Developmental Areas				
Preparation at meet before session starts	*Arrives on time for sessions & shifts	☐	☐	☐	☐
	*Checks in with Meet Ref (or Designated) and presents proof of current credentials	☐	☐	☐	☐
	Dresses appropriately and is prepared to officiate (turns off/mutes cell phone)	☐	☐	☐	☐
	Understands the pre-meet entry and registration process	☐	☐	☐	☐
	Demonstrates/Describes how to process entry cards	☐	☐	☐	☐
	*Reviews the rules & procedures set out in the meet announcement	☐	☐	☐	☐
	*Demonstrates/Describes the post-race check-in/medal events process	☐	☐	☐	☐
	*Demonstrates/Describes the processing of deck entries	☐	☐	☐	☐
	*Prepares and distributes heat sheets / timer sheets	☐	☐	☐	☐
	*Conducts/Oversees/Endorses the running of times meeting	☐	☐	☐	☐
Notes:					
During the Meet	*Understands and demonstrates how to role of the AO at a swim meet	☐	☐	☐	☐
	*Understands and knows the USAF rules and official interpretation	☐	☐	☐	☐
	*Demonstrates how to process timing adjustments	☐	☐	☐	☐
	*Understands the primary, secondary and tertiary timing systems	☐	☐	☐	☐
	*Demonstrates how to process DQ tips and no shows (NS)	☐	☐	☐	☐
	*Demonstrates/Describes the accurate process	☐	☐	☐	☐
	*Demonstrates how to process lane adjustments	☐	☐	☐	☐
	*Demonstrates/Describes how to setup lanes for a preliminary/relay meet	☐	☐	☐	☐

[Admin Official Development and Certification Form](#)
(as of Sep.'25)

Notify Wave that Your 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>



Your USA Swimming LSC Certifications -

Go to:

<https://hub.usaswimming.org/landing/official>

From here click on "Officials" in the menu bar,
And from the drop-down, click on "My Official History"
(login required)

My Official History

Official Name: < USA Swim Official Name Here >
Member ID: ABCD1234567890

Email Address: < USA Swim Official E-Mail Address Here >
Role: Official

LSC Certifications

Natl Cert History

Meet History

Evaluations

Official Reports

LSC Certifications

Total Sessions Worked in Sanctioned Meet Regardless of Certification: 253

Show All LSC Certification History? ☒ No

POSITION	SESSIONS WORKED	CERTIFICATION LEVEL	EFFECTIVE DATE	EXPIRATION DATE
Starter - SR	0	LSC Certified	11/20/2022	12/31/2026
Stroke & Turn - ST	0	LSC Certified	11/22/2018	12/31/2026
Administrative Official - AO	0	LSC Certified	07/30/2023	12/31/2026
Deck Referee - DR	16	LSC Apprentice	09/26/2023	07/31/2024
Deck Referee - DR	0	LSC Certified	03/23/2024	12/31/2026

Request Reimbursement

After you are fully certified with USA Swimming & PNS...

Email screenshots of the following to the Kim Dang <kimdang@waveaquatics.org> and CC: <officials@waveaquatics.org> for reimbursement.

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



My Official History

Official Name: < USA Swim Official Name Here > Email Address: < USA Swim Official E-Mail Address Here >
Member ID: ABCD1234567890 Role: Official

LSC Certifications Meet History Evaluations Official Reports

LSC Certifications

Total Sessions Worked in Sanctioned Meet Regardless of Certification: 203 Show All LSC Certification History? **No**

POSITION	SESSIONS WORKED	CERTIFICATION LEVEL	EFFECTIVE DATE	EXPIRATION DATE
Starter - SR	0	LSC Certified	11/20/2022	12/31/2026
Stroke & Turn - ST	0	LSC Certified	11/22/2018	12/31/2026
Administrative Official - AO	0	LSC Certified	07/30/2023	12/31/2026
Deck Referee - DR	16	LSC Apprentice	09/26/2023	07/31/2024
Deck Referee - DR	0	LSC Certified	03/31/2024	12/31/2026

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

Prepare to Officiate

Print your Certification Cards	- Go to USA Swimming, login to your account. - Print out your USA Swimming Membership Card (reduce size to about business card size) https://hub.usaswimming.org/landing/official - Print out your LSC Certifications and bring to every meet. From the page above, click on “Officials” in the menu bar, and click on “My Official History” (login required) - Take them with you to EVERY meet. - For Stroke & Turn: Wear it attached to your waist
Order a Name Tag	- Order a PNS Name Tag - Choose “Engraving” option https://www.hastyawards.com/catalog/Nametags/136/product/Pacific%20Northwest%20Swimming%20Nametag/431/?_ga=2.91245146.1123239137.1663005820-1178540350.1635270747 - Wear your Name Tag to Meets





How to Sign up 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, what club you are with, your highest level of certification, and what session(s) you're available for, if you are an apprentice, be sure to specify that.
- 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 (usually via email, or online sign-up)
 - Then sign up on the "OFFICIALS ONLY" Wave Aquatics Job sign up Page

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 8 sessions per 3 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.





Key WAVE Contacts

Name	Role	E-Mail
Chad Winkle	Wave Aquatics Head Coach	ChadWinkle@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 2025 Rulebook](#)

Administrative Official

[The “Professional” Administrative Official](#)

[USA Swimming 2025 Rulebook](#)





Additional Web Resources

General Resources

[PNS Main Officials Page](#)

[PNS Clinics](#)

[PNS Officials Policy](#)

[PNS / USA Swimming Annual Registration](#)

[PNS Officials Resources](#)

[PNS Training Material](#)

[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

Send emails to officials@waveaquatics.org



Pacific
Northwest
Swimming
(PNS)



USA
Swimming





Backup FAQ

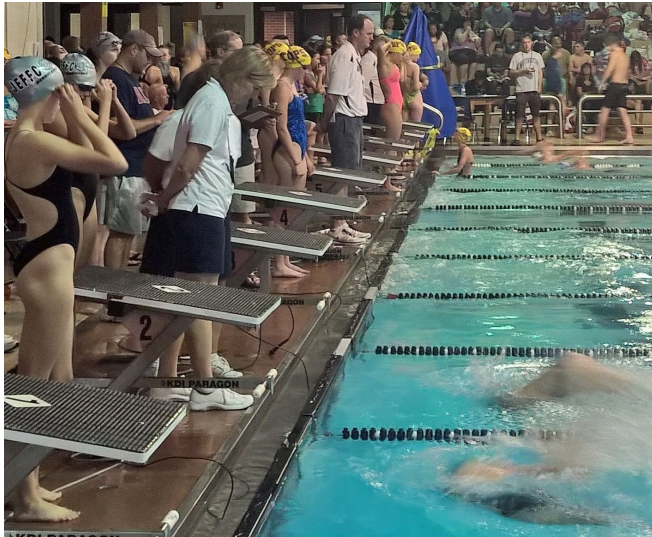


Photo Credit:
<https://www.teamunify.com/team/wzcolsc/page/officials-corner/becoming-an-official>

Wave Aquatics Benefits for Officials

(Upon Completion of USA Swimming Full Certification)

- Reimbursable Costs: (as of 9/21/24)
 - Background Check Fee - \$38.00
 - USA Swimming Membership Registration - \$81.00
 - You must provide receipts proving payment
 - To Request Reimbursement...
 - Email screenshots of the following to Kim Dang <kimdang@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 shirt size information to Erin Dunn <erindunn@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



USA Swimming Membership (1)

Step 1 - USA Swimming (Parent) Account

- If you haven't set up a parent / non-athlete USA Swimming account yet, follow this guide to set up your account for the first time.
- **How to Create a Parent Account**
 - <https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/swims-documents/members/how-do-i-create-a-parent-account.pdf>
 - Don't put in any athlete information in this step, this account is only for the parent / non-athlete.

(If you already have an account, skip to step 2).

How do I create a parent ("main") user account?

Parent Account Information:

- Parents need to create their own "parent" (i.e. "main") account where they can add their children.
- A parent/main account is required **BEFORE** children are registered. It does not matter whether the parent is an Athlete, Official, or neither one. Parents **MUST** have a parent account before they can register their children.
- A parent account is not a membership. It is a SWIMS login.
- The parent account exists so that parents can manage their children's information, registrations, and renewals.
- The parent account creation process does not include club registration links.
- Children under 16 cannot register for themselves. Parents will log into their parent accounts to register their children.

To create your parent account, first navigate to hub.usaswimming.org and click 'Create a Login' in the bottom right corner.

Login

Please login with your username and password.

Username

HelloWorld

Password

LOGIN

[FORGOT USERNAME](#)

[FORGOT PASSWORD](#)

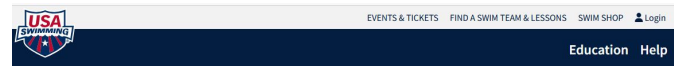
[CREATE A LOGIN](#)



USA Swimming Membership (2)

Step 2 - Begin USA Swimming Membership Process

- Get current year's annual Wave Aquatics unique USA Swimming Online Member Registration (OMR) Registration hyperlink from Wave Aquatics coach or registrar.
 - The Wave Aquatics OMR hyperlink
 - <https://omr.usaswimming.org/omr/welcome/BCB34D72A9A7FC>
- If you are currently logged into USA Swimming, **log out**
- Click on the Team OMR link that Wave provided.
 - <https://omr.usaswimming.org/omr/welcome/BCB34D72A9A7FC>
- You will be directed to a “USA Swimming Online Member Registration” page.
- Click on the LOGIN button
- On the login page, login with your USA Swimming Parent / Non-Athlete account



USA Swimming Online Member Registration

Welcome

You are currently not logged in to the USA Swimming site. Click the 'Login' button below to be redirected to a screen that will allow you to login or create a login. After you have logged in, you will be redirected back to this page and allowed to continue the Online Member Registration process.

LOGIN



Login

Please login with your username and password.

Username

Unlock 1Password

Password

LOGIN

[FORGOT USERNAME](#)

[FORGOT PASSWORD](#)

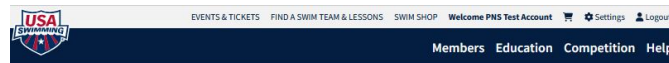
[CREATE A LOGIN](#)



USA Swimming Membership (3)

Step 3 -

- Find “Create New Memberships” section.
- Click the "Register New Member" link,
 - (do not click "Add Family Member")
- You will be redirected to a new page “Who is the membership for?”
- Choose "I Am Registering Myself"



USA Swimming Online Member Registration

Welcome

Create New Memberships

Click "Register New Member" to register a new 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.

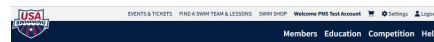
[REGISTER NEW MEMBER](#)

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](#)



USA Swimming Online Member Registration

Who is the membership for?

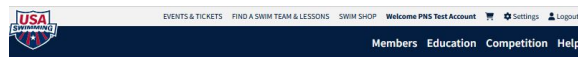




USA Swimming Membership (4)

Step 4 - Fill in your personal information (not your child athlete)

- Fill in the “About Member” info, then “Member / Emergency Contact” info
- For “Membership” type, choose “Official”
 - Do **NOT** choose “Apprentice Official” because PNS requires full “Official” membership prior to beginning apprentice sessions
- Fill in the “Ethnicity”, then “Gender”
- On the Membership Summary page, make sure that the everything is correct and that the “Membership” type is “Official”
- Checkout
- Pay for the registration



USA Swimming Online Member Registration

Registration For: PNS Test Account Test Account for PNS

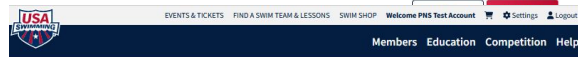
- ✓ About Member
- ✓ Member Contact
- * **Membership**
(complete other steps first)
- x Ethnicity
(complete other steps first)
- x Gender
(complete other steps first)
- x Member Summary
(complete other steps first)

Membership

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.

Select Memberships

MEMBERSHIP NAME	EXPIRATION DATE		Details
Coach	12/31/2024	☐	Details
Official	12/31/2024	☒	Details
Official membership for 18 & Over officials. If you purchase this membership, you will be able to purchase any other non-affiliate for no additional cost.			
Other	12/31/2024	☐	Details
Premium Athlete	12/31/2024	☐	Details
Apprentice Official	10/24/2024	☐	Details
Season 2 Athlete	06/28/2024	☐	Details



USA Swimming Online Member Registration

Registration For: PNS Test Account Test Account for PNS

- ✓ About Member
- ✓ Member Contact
- ✓ **Membership**
- ✓ Ethnicity
- ✓ Gender
- * **Member Summary**

Member Summary

Please review this information. If you would like to correct any of it, please click the edit icon near the information that you would like to change, or you can click links in the left side navigation box.

If you have additional people to register, please click the "Add Another Member" button. If not, please click on the "Check Out" button, which will take you to the payment page.

New Athlete ☒

Member ID: [Redacted] Full Name: [Redacted] DOB: [Redacted] US Citizen: Yes

Ethnicity: [Redacted]

Competition Category: [Redacted] Gender Identity: [Redacted]

Member Contact ☒

Email: [Redacted] Phone: [Redacted] Address: [Redacted]

Emergency Contact ☒

Full Name: [Redacted] Email: [Redacted] Phone: [Redacted] Address: [Redacted]

Membership ☒ **Official**

EXP 12/31/2024 Details

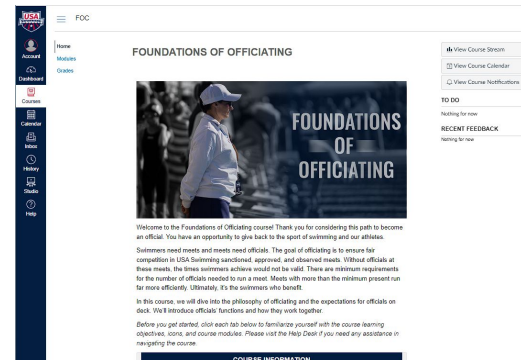
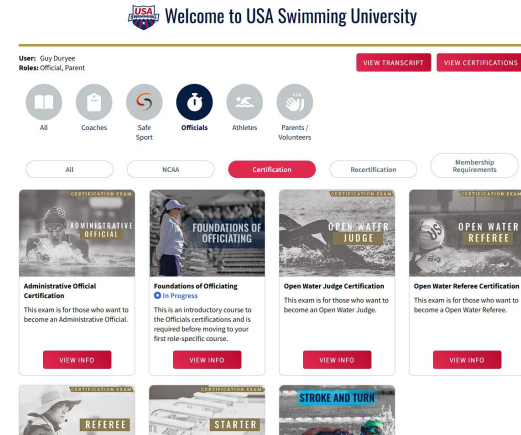
BACK ADD ANOTHER MEMBER CHECK OUT



Foundations of Officiating Course

Here are details on how to take the Foundations of Officiating Course and Test

1. Go to the USA Swimming University page... <https://university.usaswimming.org/landing>
2. Log In with your USA Swimming credentials
 - a. If you don't have USA Swimming account yet, register for a new account by clicking on "Login", then click on "CREATE A LOGIN".
3. Once Logged in to USA Swimming, you will be redirected back to the USA Swimming University page ...
4. Click on "Officials"
5. Click on "Certification"
6. Under "Foundations of Officiating", click on "VIEW INFO"
7. To Register / Enroll and begin the content, click on "START"
8. You will be redirected to the "Foundations of Officiating" page
9. Complete all course content
10. Proceed to the included Open Book Test (Passing is 80% or greater)
11. Once you are done with the test you must continue through a few extra screens after the test before you will get full credit for completing the course...
 - a. NPS Survey
 - b. Reflection Survey
 - c. Course Wrap Up





Stroke and Turn Certification Course

Here are details on how to take the Stroke and Turn Certification Course and Test

1. Go to the USA Swimming University page... <https://university.usaswimming.org/landing>
2. Log In with your USA Swimming credentials
 - a. If you don't have USA Swimming account yet, register for a new account by clicking on "Login", then click on "CREATE A LOGIN".
3. Once Logged in to USA Swimming, you will be redirected back to the USA Swimming University page ...
4. Click on "Officials"
5. Click on "Certification"
6. Under "Stroke and Turn Certification Course", click on "VIEW INFO"
7. To Register / Enroll and begin the content, click on "START"
8. You will be redirected to the "Stroke and Turn Certification Course" page
9. Complete all course content
10. Proceed to the included Open Book Test (Passing is 80% or greater)
 - a. Helpful Content for Open Book Test
 - i. [2025 USA Swimming Rules and Regulations](https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/governance/governance-lsc-webs-ite/rules_policies/rulebooks/2025-rulebook.pdf)
 - https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/governance/governance-lsc-webs-ite/rules_policies/rulebooks/2025-rulebook.pdf
 - ii. [Stroke and Turn Situations and Resolutions](https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/officialsdocuments/officials-training-resources/situations-and-resolutions/situations-and-resolutions-stroke-and-turn.pdf)
 - <https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/officialsdocuments/officials-training-resources/situations-and-resolutions/situations-and-resolutions-stroke-and-turn.pdf>
11. Once you are done with the test you must continue through a few extra screens after the test before you will get full credit for completing the course...
 - a. NPS Survey
 - b. Reflection Survey
 - c. Course Wrap Up
12. The course also recommends downloading this support document... "STEPS TO BECOME A STROKE AND TURN JUDGE.PDF" for additional support.

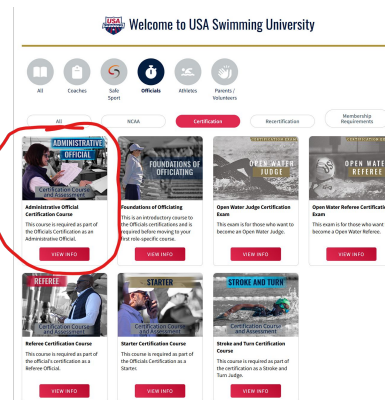
The screenshot displays the USA Swimming University website. The top navigation bar includes links for Events & Tickets, Find a Swim Team & Lessons, Swim Shop, Welcome Day, and a login/register section. Below the navigation bar, a banner reads "Welcome to USA Swimming University". A central menu features icons for All, Coaches, Safe Sport, Officials, Athletes, and Parents/Volunteers. The "Officials" section is highlighted, showing a grid of certification courses: Administrative Official, Foundations of Officiating, Open Water Judge, Open Water Referee, Referee, Starter, and Stroke and Turn. The "Stroke and Turn" course is selected, showing a "VIEW INFO" button. Below this, a sidebar on the left lists "Home", "About", "Courses", "Resources", "Contact", "FAQ", and "Privacy". The main content area for the "STROKE AND TURN CERTIFICATION COURSE" includes a video player with the title "STROKE AND TURN" and a description: "Welcome to the Stroke and Turn Judge certification course. Thank you for continuing on this path of officiating. The sport of swimming needs you, but most importantly, the athletes need you. The goal of officiating is to ensure fair competition in USA Swimming sanctioned, approved, and observed meets. Without officials at these meets, the finest swimmers achieve would not be valid. As you begin the process of becoming a Stroke and Turn Judge, we'll review some of the basics of officiating, dive deep into the technical rules of swimming, and help you build the skills needed on deck. Click 'Resources' to explore the Stroke and Turn Resources page at any time before, during, and after the course." A "RESOURCES" button is located at the bottom right.



Admin. Official (AO) Certification Course

Here are details on how to take the Administrative Official (AO) Certification Course and Test

1. Go to the USA Swimming University page... <https://university.usaswimming.org/landing>
2. Log In with your USA Swimming credentials
 - a. If you don't have USA Swimming account yet, register for a new account by clicking on "Login", then click on "CREATE A LOGIN".
3. Once Logged in to USA Swimming, you will be redirected back to the USA Swimming University page ...
4. Click on "Officials"
5. Click on "Certification"
6. Under "Administrative Official Certification Course", click on "VIEW INFO"
7. To Register / Enroll and begin the content, click on "START"
8. You will be redirected to the "Administrative Official Certification Course" page
9. Complete all course content
10. Proceed to the included Open Book Test (Passing is 80% or greater)
 - a. Helpful Content for Open Book Test
 - i. [2025 USA Swimming Rules and Regulations](#)
 - https://websitesdevsa.blob.core.windows.net/sitefinity/docs/default-source/governance/governance-lsc-websites/rules_policies/rulebooks/2025-rulebook.pdf
11. Once you are done with the test you must continue through a few extra screens after the test before you will get full credit for completing the course...
 - a. NPS Survey
 - b. Reflection Survey
 - c. Course Wrap Up



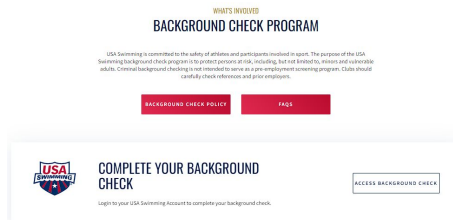


Other Mandatory Items / Training

Here are details on other Mandatory Training

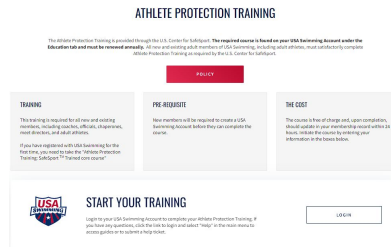
USA Swimming Background Check

- Go to the USA Swimming background check page...
 - <https://www.usaswimming.org/safe-sport/complete-a-background-check>
- Log In with your USA Swimming credentials
- Fill out all details and submit background check



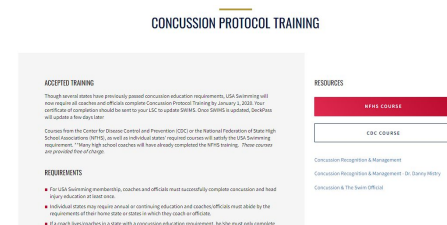
Athlete Protection Training (APT)

- Go to the USA Swimming Athlete Protection Training (APT) page...
 - <https://www.usaswimming.org/resource-center/athlete-protection-training>
- Log In with your USA Swimming credentials
- Complete the Athlete Protection Training (APT)



Concussion Protocol Training

- Go to the USA Swimming Concussion Protocol Training page...
 - <https://www.usaswimming.org/officials/concussion-protocol-training>
- Log In with your USA Swimming credentials
- Complete the Concussion Protocol Training
- Send Email to office@pns.org when complete to have your USA Swimming Officials





USA Swimming Official Membership Card

Your USA Swimming Official Member card -

<https://hub.usaswimming.org/landing/official>

	< USA Swim Official Name Here > Member ID: ABCD1234567890 Official  LSC and Club: PN - WAVE In Good Standing Until: 08/31/2024 Expiration Date: 12/31/2024
Background Check:	08/31/2024
Athlete Protection Training:	09/02/2024
Concussion Protocol Training:	01/01/3000
By becoming a member of USA Swimming, I hereby agree to abide by the rules, regulations, and Code of Conduct of USA Swimming	



LSC Certifications Card

- Go to: <https://hub.usaswimming.org/landing/official>
- From here, Click on “Officials” in the menu bar,
- And from the drop-down, click on “My Official History”
- (login required)

My Official History

Official Name: < USA Swim Official Name Here >

Email Address: < USA Swim Official E-Mail Address Here >

Member ID: ABCD1234567890

Role: Official

LSC Certifications

Natl Cert History

Meet History

Evaluations

Official Reports

LSC Certifications

Total Sessions Worked in Sanctioned Meet Regardless of Certification: 253

Show All LSC Certification History?

No



POSITION	SESSIONS WORKED	CERTIFICATION LEVEL	EFFECTIVE DATE	EXPIRATION DATE
Starter - SR	0	LSC Certified	11/20/2022	12/31/2026
Stroke & Turn - ST	0	LSC Certified	11/22/2018	12/31/2026
Administrative Official - AO	0	LSC Certified	07/30/2023	12/31/2026
Deck Referee - DR	16	LSC Apprentice	09/26/2023	07/31/2024
Deck Referee - DR	0	LSC Certified	03/23/2024	12/31/2026



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://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/officialsdocuments/officials-training-resources/clinic-resources/officials-briefing.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, and 102.21
- https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/governance/governance-lsc-website/rules_policies/rulebooks/2025-rulebook.pdf

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

- <https://websitedevsa.blob.core.windows.net/sitefinity/docs/default-source/officialsdocuments/officials-training-resources/situations-and-resolutions/situations-and-resolutions-stroke-and-turn.pdf>



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

The best way to maintain your knowledge & skills is to regularly 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 entire 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
 - Go to:
 - <https://hub.usaswimming.org/landing/official>
 - Login
 - Click on “Officials” in the menu bar, and from the drop-down, click on “My Official History” to see your LSC Certifications
 - On the “My Official History”, page click on the “Meet History” button to see your work / session history.
- Officiating at any PNS / USA Swimming meet qualifies for your work history
- Work a minimum of eight (8) meet sessions of USA Swimming in three (3) years.
- Recertification:
 1. Stroke & Turn
 - a. Re-Take the USA Swimming “Stroke and Turn Certification Course”
 2. Admin Official (AO)
 - a. Re-Take the USA Swimming “Administrative Official Certification Course”



Recertification (every 3 years)

Stroke & Turn Recertification	Administrative Official Recertification
Sessions • Worked a minimum of eight (8) Qualified Recertification Sessions, within a three (3) year period, at a minimum of two (2) different meets in Stroke & Turn or higher capacity.	Sessions • Worked at least eight (8) Qualified Recertification Sessions, within a three (3) year period, as an AO, or in a role identified under 102.14.1A-D.
Training / Test • Re-Take the USA Swimming “Stroke and Turn Certification Course”	Training / Test • Re-Take the USA Swimming “Administrative Official Certification Course”
Evaluation Criteria • Satisfactory Performance	Evaluation Criteria • Satisfactory Performance

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. From page - <https://hub.usaswimming.org/landing/official>
 - a. Login.
 - b. Then click on “Officials” in the menu bar
 - c. From the drop-down, click on “My Official History” to see your **LSC Certifications**
 - i. Under “Position” find your USA Swimming certification
 - ii. Find your “Expiration Date”. That is the date when the certification for that position will expire.
 - iii. If it is near expiring, take action to renew so you can continue to Officiate.
4. 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 Read a Meet Announcement

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



The Meet Sanction Number

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 for swimming.
Should guidelines change prior to the meet, the sanction may be revoked.

The Swim Team Sponsor

Competition Start Times

SCHEDULES	FRIDAY, FEBRUARY 25, 2022	SATURDAY, FEBRUARY 26, 2022	SUNDAY, FEBRUARY 27, 2022
Coaches' Meeting	Friday: 4:45 PM		
Officials' Meetings	Others will be announced as needed		
	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

Time for Officials Meeting

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

Event Name

Gender

Session Age Group

Session Age Group

Session Age Group

Session Age Group

Session Age Group

Session Age Group

Session 1 - Friday Night

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

Session 2 - Saturday Mixed 13&O

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

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 4 - Saturday Mixed 9&U

- 16 100 Free

Session 5 - Sunday Mixed 13&O

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

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 7 - Sunday Mixed 9&U

- 35 200 Free



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

Session Number

Age Group

Event Number

Event Name

Session Start Time

Number of Heats

Event Start Time

Event Start Time

Gender

Session End Time

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 Unify.
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.