

WHAT IS REQUIRED TO BECOME A S&T OFFICIAL:

1. Four (4) Sessions of observing another S&T official on deck
2. Seven (7) hours of you being observed by another S&T official while you make the calls
3. Passing the Stroke & Turn test on the USA Swimming Web Site
4. Submitting USA Non-Athlete Registration, through your team, with the associated fee
(NOTE: make sure you 'check' the "officials" box on that form, it makes it easier to find you in the data base)
5. Completing a Level 2 background check
6. View and pass the associated test on the 'Athlete Protection Training' video which is located on the USA web site

Although you can do these in any order you want, the important thing you can not change is that your USA Non-Athlete Registration must be submitted and processed by USA Swimming in order for you to be able to log on to the USA Swimming website in order to view the Athlete Protection Training video.

ALSO – there is always one case every year, where our team has had to prove that an applicant submitted the back ground check, completed the APT, or something – Please, Please, Please print off each "completion" page when you have completed each step. There will come a time when you will need that – I guarantee it!!!!

To take the Stroke & Turn Test:

1. Go to USASwimming.Org
2. On the navigation bar on the top of the page, go to the third one "MEMBER RESOURCES"
3. On "MEMBER RESOURCES" a drop down screen will come up, go to "OFFICIALS" heading and click on it
4. When that page comes up, on the LEFT hand side of your screen under the "Testing & Certification" click on the "Online Officials Test"
5. When that new page opens on the Right, follow the 'INSTRUCTIONS TO SIGN IN TO TAKE THE OFFICIALS TEST'.
6. If you have never signed into the USA Swimming web page (which I am guessing you have not) you will need to follow the link in item #1. Which says 'create an account'

The only test you are going to take is the "Stroke & Turn/Timer" test. Make sure you read the "CRITICAL TEST TAKING INFORMATION" before starting your test.

The important thing to remember is that you will download (and print off) the test, use the current rules book and then you will re-log on into the account you made and 'resume' the test. I am thinking that the stroke and turn test is probably around 40 questions or so. It is really not that hard.

To Complete your Criminal Back Ground Check

1. Go to USASwimming.Org
2. On the navigation bar on the top of the page, go to the third one "MEMBER RESOURCES"
3. On "MEMBER RESOURCES" a drop down screen will come up, go to "OFFICIALS" heading and click on it
4. When that page comes up, scroll down and on that page you will see headings that refer to "Background Check for Officials"

There are two different levels of background checks (for Coaches/Officials (LEVEL 2) and then a different one for non-athletes). You must request the level 2 check, which is \$39.00. They only take credit cards. So, when you pay this, please print off the screen denoting that payment has been made, WSI will reimburse you this cost.

Additionally – when you have submitted your request for the check, you will get a screen that says something to that effect = PRINT THAT OFF. You may need it if your background check gets lost or can't be found.

It will take about 4 days to get your results back. VERY IMPORTANT – save that email with your results (mine went to my Spam file, so please make sure to be watching for it). Make sure it is in a safe spot in case they your results cannot be found. Also, the team will need a copy of it to put in our files.

To Complete the Athlete Protection Training Video

NOTE: YOU CAN NOT TAKE THIS UNTIL YOUR USA REGISTRATION HAS BEEN SUBMITTED AND PROCESSED

1. Go to USASwimming.Org
2. On the navigation bar on the top of the page, go to the third one "MEMBER RESOURCES"
3. On "MEMBER RESOURCES" a drop down screen will come up, go to "OFFICIALS" heading and click on it
4. When that page comes up, scroll down and on that page you will see headings that refer to "Athlete Protection Training Required for Officials"

This is like a 30 – 45 minute video and 20 questions or so. I think when I did it, it took me less than an hour to finish the entire process. When you log on, they will give you your 'user' name (or something like that), in the past it has a combination of letters and numbers and possibly references WY – Write down and save this number somewhere, in case you get logged off during the video/test process - you will need this number to re-access where you were.

Once you take the test and pass it – PLEASE print off something saying that you passed it. Again, we have had WY Swimming tell us that our coaches were missing it, when in fact it was done, and it was only this printed confirmation page which kept the coach from having to take it again.