



OFFICIAL's Non-Athlete REGISTRATION CHECKLIST

To become a registered Official, complete each step in the order listed.

New OFFICIALS

1. Create a new USA Swimming account at <https://hub.usaswimming.org/landing>
2. Request a USA Swimming Registration link from your club and complete the application (unattached athletes must request the link from Snake River Swimming's Registrar). Select Non-Athlete Coach Membership on the application.
3. Complete USA Swimming's Background Check by logging into your account, clicking the Education tab, then Course Catalog.
4. Complete the Athlete Protection Training (APT) by logging into your account, clicking the Education tab, then Course Catalog.
5. ***Effective January 1, 2020, all officials must complete Concussion Protocol Training;*** Courses from the Center for Disease Control and Prevention (CDC) or the National Federation of State High School Associations (NFHS); individual states' required courses will satisfy the USA Swimming requirement. You must forward a copy of your certification to the Snake River Registrar. You may also access this course by logging into your account, clicking the Education tab, then Course Catalog. ***You must submit a copy of your Concussion Protocol Certificate to the Snake River Swimming Registrar.***

New non-athlete members must register before getting access to the online courses, which are offered at no charge.

Your LSC will be notified automatically when you have passed the background check, and again when you have completed the online Athlete Protection Training.

6. *Forward copies of completed training record and log sheet to the Snake River Swimming Official's Chairman.*

Renewing OFFICIALS *must:*

1. Verify your Background Check and Athlete Protection Training are current; if not, update before submitting renewal application.