



How to Become a Swim Official

This document is intended walk a brand new official candidate through an overview of the process of becoming a North Carolina Swimming Official. Details are explained in the clinic and while apprenticing.

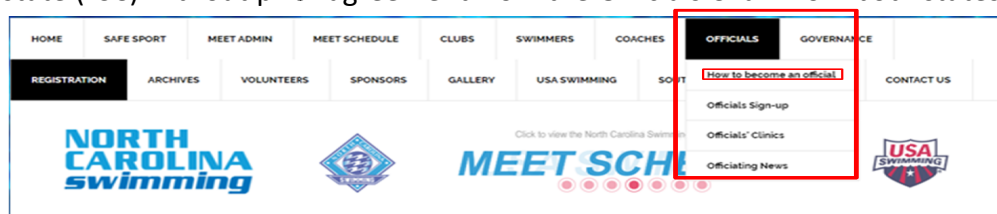
Benefits of Becoming a Swimming Official for North Carolina Swimming

1. Help support an excellent sport and promote a healthy lifestyle for children.
2. Gain a more thorough understanding of swimming in particular, and sports in general.
3. Get closer to the action; know what's happening on deck with the "best seat" in the pool.
4. Get mentally and physically engaged during the meet rather than merely "spectating."
5. Meet volunteering obligations, make new friends and enjoy the FREE hospitality.

Once you have decided to be a **Stroke & Turn Judge** or an **Administrative Official**, follow these steps:

Step 1: Attend a NCS Stroke & Turn Clinic or Administrative Official Clinic

Clinics are held periodically across NC and schedules available on the [NCS website http://swimnc.com/](http://swimnc.com/). They are FREE and with no obligation other than your time (typically two hours). In the clinic, the Steps 2-6 below will be reviewed in detail, as well as a thorough rule review. If you do not see a clinic offered, please contact either a referee from your club or the NCS Officials Chair at officialschair@ncswim.org. Please do not attend a clinic in another state (LSC) without prior agreement from the Officials Chair from both states.



Step 2: Try it out on Deck (within the first 60 days after your clinic)

- At your clinic, you will be given an On Deck Training Record which you should always have with you
- We want you to come out to a meet and give this a test drive
- You will be allowed to be on deck as an apprentice for 2 sessions before registration
- There is no requirement to "BE AN EXPERT" after attending a clinic
- You will be assigned a mentor while on deck to review rules and the flow of activity on deck
- We know this can be intimidating, please remember, all officials started as apprentices
- Although not required, we recommend you notify the Meet Referee if you would like to attend a meet
 - The Meet Referee's contact information can be found in the sanctioned meet information
 - Access <https://swimnc.com/category/meets/> for info on sanctioned meets
- The recommended uniform is a white shirt, navy blue shorts, skort, skirt, or long pants, and white shoes
 - Always check the meet information for any meet specific uniforms

Step 3: On Deck Training

You will need to be mentored on deck during swim sessions. The requirements are below:

POSITION	# TRAINING SESSIONS	MIN # OF MEETS	MIN # OF TRAINERS
Stroke & Turn	6	2	2
Administrative Official	4	1	1*

**Training must be with an AR or AO with more than 6 sessions in previous year*

Before completing your training or within 60 days of your clinic - whichever is first, you must complete:

❖ (1) Registration – (2) Background Check – (3) Athlete Protection Course – (4) Concussion Protocol Training

To document that you have completed these (highlighted), please print your Membership Card from the USA Swimming Officials Tracking System (see step 6 below)

NOTE: Except for Concussion Protocol Training this info is available on the USA Swimming "DECK PASS" app.

Step 4A: USA Swimming Non-Athlete Memberships

You must become a member of USA Swimming using the form from the NC Swimming Website.

- The **Non-Athlete** application form is located on <https://swimnc.com/registration-forms-and-documents/>
- Mail the completed form and payment to: **Registrar, NC Swimming PO Box 30863 Charlotte, NC 28230**
- OR...It can be sent to your club administrator – NOTE: Several clubs reimburse for officials' registration

Step 4B: Create a USA Swimming Account

- Once you have completed the Registration form process (4A), wait approximately two weeks
- Create a **UNIQUE** independent account for yourself with USA Swimming <https://www.usaswimming.org/>
- Use your **OWN** email not your swimmer. The account should be different from family/swimmer.
- Make sure you link this account to your registration records...as described below
- Please use the same e-mail that you indicated on your registration form (**helpful & very important**).
- This is used to track activities in NC Swimming and USA Swimming in the Officials Tracking System (OTS).
 - The meets you attend, tests you take, evaluations you complete & educational and mentoring events.
- To begin, select SIGN IN. Then REGISTER by choosing the SIGN UP box right side of the screen.

Next - link your USA Swimming website ID to your USA Membership record. To do this: SIGN IN, choose MY ACCOUNT and Select 'Link My Account to USA Swimming Membership'.

The screenshot shows the USA Swimming website interface. At the top, there is a navigation bar with links: FIND A TEAM, SHOP, Your Name DECK PASS, MY ACCOUNT, and SIGN OUT. Below this is a secondary navigation bar with links: FOR YOU, NEWS, TIMES, EVENTS, RESOURCES, MEET THE TEAM, SAFE SPORT, ABOUT, and a search icon. On the left side, there are three input fields for Username, Last Name, and First Name. To the right of these fields is a section titled 'USA SWIMMING MEMBERSHIP LINK' with a sub-header 'If you have a USA Swimming Membership, you can create a link to your membership record and have access to many additional features.' Below this text are three bullet points: 'Personalized information on the My Deck Pass page', 'Free access to member portions of the site', and 'Member discounts at the online store (when offered)'. At the bottom of this section is a link 'Link My Account To USA Swimming Membership >'. A blue arrow points from the 'MY ACCOUNT' link in the top navigation bar to a box on the right. This box contains the text 'After creating an account:' followed by a numbered list: '1. SIGN IN', '2. choose MY ACCOUNT', and '3. Link MY ACCOUNT to USA Swimming Membership'. Another blue arrow points from the 'Link My Account To USA Swimming Membership >' link to the third item in the list.

Step 4C: Background Check

As part of the USA Swimming Safe Sport Program, all officials and trainees are required to undertake a Level 2 background check using the <https://www.usaswimming.org/background-checks> website. You need to have this completed within 60 days of the completion of the clinic – it takes about 15 minutes. There is a cost to complete this step and it is required every 24 months. You will receive e-mails of confirmation and results are available. Do not send these results to NCS - they will receive notification directly. Be aware, in the months of November & December, results may take longer. If you do not renew within 30 days of its expiration, you will need to complete a new member background check.

Step 4D: Complete your Athlete Protection Training

Once you are a non-athlete member of USA Swimming, you will need to take the FREE USA Swimming Athlete Protection Course for Coaches and Non-Athlete Members. This one-hour online tutorial can be taken before or after your on-deck training sessions, but cannot be taken until you are registered with USA Swimming. The explanation and training can be found on the USA Swimming Athlete Protection Training site: <https://www.usaswimming.org/utility/landing-pages/safe-sport/apt> . Fill in your name and birth date, select Locate. If you are registered with USA Swimming, you will receive a response to your request. If you are not in the list, please wait a few more days and try again. If you fail a second time, please contact NCS Registrar via e-mail at registration@ncswim.org to check on your registration.

Step 4E: Complete your Concussion Protocol Training

For USA Swimming membership, officials must successfully complete concussion and head injury education at least once. Individual states may require annual or continuing education and officials must abide by the requirements of their home state or states in which they officiate. Here are the links to popular courses

CDC Course = <https://www.cdc.gov/headsup/youthsports/training/index.html>

NFHS Course = <https://nfhslearn.com/courses/61129/concussion-in-sports>

Once complete, a proof of training should be submitted to registration@ncswim.org in order for it to show on your deck pass. Q&A about this requirement can be found at:

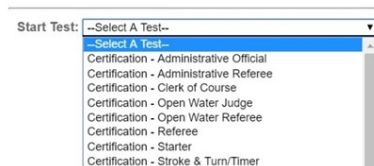
<https://www.usaswimming.org/news-landing-page/2019/08/27/coaching-education-requirement-changes-faq>

Step 5: Online Test

In addition to on deck training sessions, you will need to take an online open book certification test. You can access the current year online rulebook by going here: <https://www.usaswimming.org/rulebook>. The test is designed to help you understand the rules, and know where they are located in the rulebook. It will take about 100 minutes to complete. You will need to take either the Certification -- Stroke and Turn/Timer test or the Certification – Administrative Official test. It is recommended that the test be taken prior to or in close proximity to your third and fourth training session. You will need to complete Steps 4A through 4D before taking the test.

START AN ONLINE TEST

SELECT TEST TO START



Start Test: --Select A Test--

- Select A Test--
- Certification - Administrative Official
- Certification - Administrative Referee
- Certification - Clerk of Course
- Certification - Open Water Judge
- Certification - Open Water Referee
- Certification - Referee
- Certification - Starter
- Certification - Stroke & Turn/Timer

The test(s) can be found at:

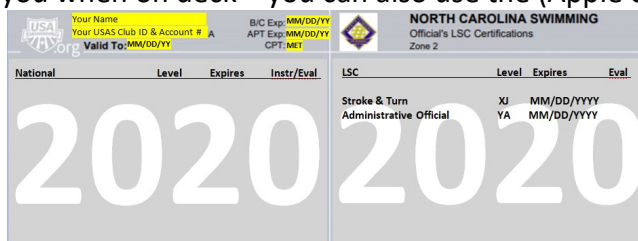
<https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>

Read the instructions carefully. You can begin by choosing the START OR RESUME AN ONLINE TEST - CLICK HERE area at the bottom of the page. **HINT: You can print your test (hard-copy) and save it. Then work on the test off line with the rule book. Once complete re-enter your test answers in your saved copy.** There is not a time limit on taking the test.

Step 6: Credentials & Contact Training Coordinator

Once you complete Steps 4A through 4D AND Step 5, please e-mail the NCS Training Coordinator at trainingcoordinator@ncswim.org. Inform the Coordinator you are a new apprenticing official and you have completed all of steps. The coordinator will create and update your new NCS Certification Card.

Go to <https://www.usaswimming.org/deck-pass> and you will view your status and a selection to view/print your card. It is best to carry it with you when on deck – you can also use the (Apple or Android) DECK PASS app.



USA Swimming			
Your Name		B/C Exp: MM/DD/YY	
Your USA Club ID & Account #		APT Exp: MM/DD/YY	
Valid To: MM/DD/YY		CPT: MET	
National	Level	Expires	Instr/Eval
2020			
LSC			
Stroke & Turn		XJ	MM/DD/YYYY
Administrative Official		YA	MM/DD/YYYY

This card shows your level of certification (or training) within North Carolina Swimming and any certifications at the USA Swimming National level. It also shows the expiration date of your background check, annual USA Swimming registration, and status of your Athlete Protection Training. You will be asked to show your paper or APP credential when you first check-in to a meet.

Step 7: Certification

When you have completed **all** of the steps above: USA Swimming Registration - Background Check - Athlete Protection Course - Certification Test - On Deck Training Sessions

Please scan and e-mail your completed training form to trainingcoordinator@ncswim.org. Please include your current mailing address as you will receive a nametag in approximately 4 -6 weeks. You will also receive an email from USA Swimming stating your certification. Anytime your certifications, training, or expiration dates revise/update, you should reprint your card from your Deck Pass. It is acceptable to have access to your Deck pass via a smart device; however, some meets may expect the card to be displayed as verification to be on deck during sessions.