

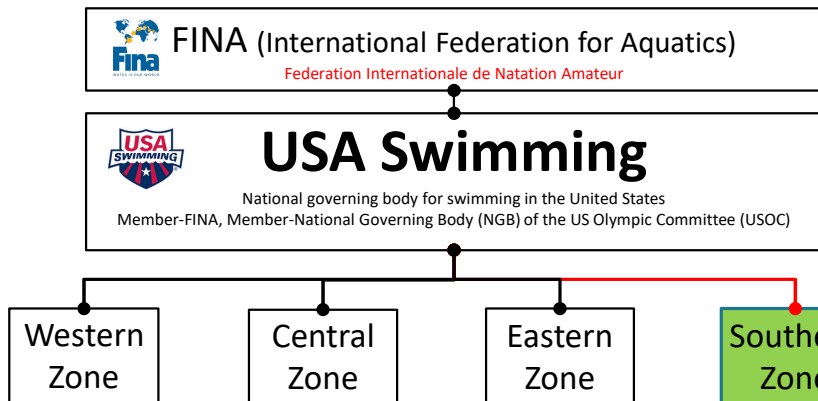


Part 1 - Initial Clinic

For Apprentice Stroke & Turn Judges and Administrative Officials



The Swimming Organizations



North Carolina LSC (Local Swim Committee)
Each LSC has by-laws, policies and procedures within USA Swimming framework

- Bob Landry: zone1rep@ncswim.org
Zone 1 Rep-Eastern Carolina
•BAC, CFAC, ECA, GOLD, HAWK, RMY, TRY, WBST, WOW, UNs who live in Eastern NC
- Linda Hughes: zone2rep@ncswim.org
Zone 2 Rep-Raleigh area
•ASTF, BDA, CAST, CHY, CAT, FISH, GFSC, HAC, HCAC, LTF, MOR, NCAC, NCSU, NUMA, PAST, RSA, SBE, SDST, SEAL, SSS, SQUID, TAC, VACB, WAVE, YOTA, YOTS, UNs who live in the Triangle area
- Rob Stevens: zone3rep@ncswim.org
Zone 3 Rep-Greensboro area
•EAC, GCY, GSA, GYW, HPSC, PAC, SFSC, STAR, TYDE, YBAC, UNs who live in Triad area
- Jeffrey Childs: <mailto:zone4rep@ncswim.org>
Zone 4 Rep-Charlotte area
•AQTC, ATOM, BAD, CVAC, MAC, MSA, NMA, NSS, QCD, RACY, SA, SAIL, TEAM, UA, WA, XA, UNs who live in Charlotte area
- Colleen Gillan: <mailto:zone5rep@ncswim.org>
Zone 5 Rep-Western NC
•ASC, CCAC, GG, GWU, HCAT, LENR, MARS, MSC, RCST, SAC, SMAC, WST, YSST, YWNC, UNs who live in the western part of state



NCS Meet Officials TEAM



NCS Uniform Requirements

- ❑ **Women:** Navy blue skirt, slacks (no jeans) or navy shorts with white polo shirt (collared) and rubber-soled white shoes.
- ❑ **Men:** Navy blue slacks (no jeans) or navy shorts, white polo (collared) shirt (tucked in) and rubber-soled white shoes.
- ❑ **Comply with any Federal, State, Local and Facility health related guidelines**



Note:

- **Some competitions may request officials adopt a different uniform, always check the meet announcement. For example, Breast Cancer Awareness Month in October officials are encouraged to wear pink attire**

Specific address for the USA Swimming on-line store that offers uniforms for Officials:

<https://www.usaswimmingbrandstore.com/products?s%5Bf%5D%5Bc%5D%5B%5D=%2FMeet+Officials>

Minor Athlete Abuse Prevention Policy (MAAPP)

- ❑ MAAPP is USA Swimming's Minor Athlete Abuse Prevention Policy. The policy sets specific boundaries for adults who interact with swimmers to help ensure that all athletes have a safe, enriching, and positive swimming experience.**
- ❑ MAAPP is a critical part of USA Swimming's and North Carolina Swimming's SafeSport initiatives.**
- ❑ All USA Swimming members including athletes 18 and older and adults who interact with minor athletes at swim club events, practices, meets, and other swimming activities are expected to comply with the MAAPP policy.**
- ❑ In North Carolina, MAAPP will be in effect for all USA Swimming sanctioned meets beginning June 23,2019.**
- ❑ All North Carolina Swimming clubs including all board members, staff, team managers, chaperones, swimmers, meet directors, officials, and non-member parents and volunteers are expected to understand and comply with MAAPP.**

What does MAAPP cover?

MAAPP governs five areas of potential interactions with Minor Athletes:

- ❑ One-on-one interactions
- ❑ Social media and electronic communications
- ❑ Travel
- ❑ Locker rooms and changing areas
- ❑ Massages, rub downs, and athlete training modalities

Best Practices for MAAPP

- ❑ Make sure all interactions with athletes are observable and interruptible.
- ❑ Deck changing is prohibited. Report instances of deck changing to the meet referee/director.
- ❑ [IF ONLY ONE LOCKER ROOM/RESTROOM] Make sure you are not alone with an athlete in the locker room, including to use the restroom. Be proactive and tell the meet director immediately if this happens, even when it occurred through no fault of your own.
- ❑ [IF MULTIPLE FACILITIES] There is a separate locker room/restroom for athletes and all other adults. Make sure that you are only using the facility marked for you.

Specific address for further understandings of MAAPP on the USA Swimming website:

<https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy>

North Carolina Swimming Requirements for Apprentice Officials

Off-Deck Training

- Must be at least 18 years of age
- Attend an approved USA-S/NCS Stroke & Turn Judge or Administrative Official Clinic(s)
 - Complete the Part 1 Clinic Quiz (link on the last page) with a score of 90%
- Within **60 days** of an apprentice's clinic
 1. Register for a Non-Athlete membership with USA-S/NCS
 2. Create an account on the USA-S website
 3. Obtain a Level 2 Background Check
 4. Complete online Athlete Protection Training at USA-S
 5. Complete the Concussion Protocol Training
 6. Complete the USA Swimming on-line test with a score of 80% or better

On-Deck Training

- Complete the required number of full sessions at a USAS/NCS sanctioned or approved swim meet(s) within 12 months of your clinic date. (6 for Stroke and Turn – 4 for Administrative Official)
 - A session is typically a 4 hour portion of a meet. EXAMPLE: SAT AM, SAT NOON and SAT PM is 3 sessions.

North Carolina Swimming Requirements for Apprentice Officials

Testing the 'water'

- There are some costs for becoming an official **BUT**
 - You can start on deck without paying the fees
 - You have 60 days to pay the fees

- Specifically, per the NCS Policy, "In the first 60-days after clinic attendance date, up to 2 sessions are allowed prior to completion of prerequisites." (Prerequisites = Payment items plus APT and CPT)

1) Registration

- You must become a member of USA Swimming
- Use the Non-Athlete application form on the NCS Website

- Mail the payment and completed form to:
Registrar - NC Swimming
PO Box 30863
Charlotte, NC 28230

* Check to see if your club assists in any part of the process

USA SWIMMING		2021 NON-ATHLETE REGISTRATION APPLICATION	
		LSC: NC	
		FOR USE JUNE 1, 2020 – SEPTEMBER 1, 2021	
PLEASE PRINT LEGIBLY • COMPLETE ALL INFORMATION TO ENSURE THAT CONTACT INFORMATION IS CORRECT AND UP TO DATE:			
LAST NAME		LEGAL FIRST NAME	MIDDLE NAME
[]		[]	[]
Have you ever been a member of USA Swimming under a different last name? If yes, please provide that name: []			
Previously registered with USA Swimming? <input type="checkbox"/> Yes <input type="checkbox"/> No If registered in a different LSC, which LSC: []			
PREFERRED NAME		DATE OF BIRTH (MM/DD/YYYY)	SEX (M/F)
[]		[]	[]
		CLUB CODE	CLUB NAME
		[]	[]
(Bill, Beth, Scooter, Liz, Bobby) (Required) MAILING ADDRESS If not affiliated with a club, enter "Unattached"			
[]			
CITY		STATE	ZIP CODE
[]		[]	[]
AREA CODE TELEPHONE NO.	AREA CODE TELEPHONE NO.	EXTENSION	AREA CODE TELEPHONE NO.
HOME [] []	WORK [] []	MOBILE [] []	[] []
E-MAIL ADDRESS []			
IF ANY OF THE ABOVE INFORMATION CHANGES DURING THE YEAR – PLEASE NOTIFY YOUR LSC REGISTRATION/MEMBERSHIP PERSON OF THE CHANGES			
RACE AND ETHNICITY (OPTIONAL): You may check up to two choices			
<input type="checkbox"/> Q. Black or African American		<input type="checkbox"/> R. Asian	
<input type="checkbox"/> S. White		<input type="checkbox"/> T. Hispanic or Latino	
<input type="checkbox"/> U. American Indian & Alaska Native		<input type="checkbox"/> V. Some Other Race	
<input type="checkbox"/> W. Native Hawaiian & Other Pacific Islander			
CITIZENSHIP/FINA:			
U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a member of another FINA federation: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, which federation: []			
<input type="checkbox"/> Check if you would like to learn more about the USA Swimming Foundation's initiatives			
<input type="checkbox"/> Check if you would like to receive the electronic USA Swimming Newsletter			
MEMBERSHIP CODE: Check all that apply			
<input type="checkbox"/> Junior Coach - ages 16 & 17			
<input type="checkbox"/> Coach-Full Time (Employed full time as a coach)			
<input type="checkbox"/> Coach-Part Time (Primary employment is NOT coaching)			
<input type="checkbox"/> Certified Official (Starter, Stroke & Turn, Meet Referee, Administrative, etc.)			
<input type="checkbox"/> Other (Chaperone, Meet Director, Meet Manager, etc.)			
No background check required, requires Athlete Protection Training			
Requires a Background Check & Athlete Protection Training			
Requires a Background Check & Athlete Protection Training			
Requires a Background Check & Athlete Protection Training			
Requires a Background Check & Athlete Protection Training			
If coach, primary age group that you coach (may be more than one): <input type="checkbox"/> 10-Un <input type="checkbox"/> 11-12 <input type="checkbox"/> 13-14 <input type="checkbox"/> 15-18 <input type="checkbox"/> 19+ <input type="checkbox"/> Masters			
NON-ATHLETES			
BGC at www.usaswimming.org/backgroundcheck APT at www.usaswimming.org/apt			
COACHES: Also requires current CPR/AED & Safety Training for Swim Coaches certifications. Send certificates to Registrar.			
EDUCATION REQUIREMENT FOR COACHES at: www.usaswimming.org/foc			
• An individual registering as a coach for the first time must complete the online Foundations of Coaching 101 test prior to becoming a Coach Member.			
• Prior to registering as a coach for the second year, the online tests for Foundations of Coaching 201 and Rules and Regulations must be completed.			
• USADA Coach's Advantage Tutorial at www.usaswimming.org/learn			
ACCEPTABLE SAFETY REQUIREMENT COURSES AND ONLINE TESTS ARE AVAILABLE AT www.usaswimming.org/coachmember			
COACHES AND OFFICIALS: Concussion Protocol Training - Courses from the Center for Disease Control and Prevention (CDC) or the National Federation of State High School Associations (NFHS) , as well as individual states' required courses will satisfy the USA Swimming requirement. Send certificate to Registrar.			
<input type="checkbox"/> By becoming a member of USA Swimming, I hereby agree to abide by the rules, regulations and Code of Conduct of USA Swimming.			
<input type="checkbox"/> I acknowledge that when I learn of facts that give reason to suspect that a child has suffered an incident of abuse, including sexual abuse, I must report to law enforcement within 24 hours pursuant to The Protecting Young Children from Sexual Abuse and Safe Sport Authorization Act.			
<input type="checkbox"/> I acknowledge that I have reviewed and agree to abide by rules and regulations of the Minor Athlete Abuse Prevention Policy and that I must complete Athlete Protection Training.			
Signature _____ Date _____			
By signing this application, I verify that the above is true and correct.			
MAKE CHECK PAYABLE TO:		MAIL APPLICATION & PAYMENT TO:	
NC SWIMMING		Registrar, NC Swimming PO Box 30863 Charlotte, NC 28230	
2021 REGISTRATION FEE			
June 1, 2020 through December 31, 2021			
			TOTAL DUE
<input type="checkbox"/> Non Coach			\$74.00
<input type="checkbox"/> Junior Coach			\$74.00
<input type="checkbox"/> NEW NC Swimming Coach			\$74.00
<input type="checkbox"/> Coach Renewal pre 12/20/2020			\$74.00
<input type="checkbox"/> Coach Renewal after 12/20/2020			\$114.00
<input type="checkbox"/> Life			\$1000.00

Specific address for the Non-Athlete Registration Application:

<https://swimnc.com/registration-forms-and-documents/>

2) Create USA Swimming Account

- ❑ Once you have completed the Registration Form process, wait approximately two weeks
- ❑ Then...create a **UNIQUE** independent account for yourself on www.usaswimming.org
- ❑ Use your **OWN** email not your swimmer's
 - Your officials account must be different from your family/swimmer
 - Use the same e-mail from your registration form - helpful & very important
- ❑ This account is used to log your activities within NC Swimming & USA Swimming
 - The log is of the meets you attend, the status of the tests you take, the evaluations you complete, your educational and mentoring events...all kept on the Officials Tracking System (OTS)

❑ To begin, select **LOGIN/REGISTER**, then under REGISTER choose **GET STARTED**

❑ Once you have completed this step:

- Link your new USA Swimming website ID to your USA Membership record
- To do this: **LOGIN**, choose **MY ACCOUNT** and Select **USA SWIMMING MEMBERSHIP LINK**

The screenshot shows the USA Swimming website interface. At the top, there's a navigation bar with 'HOME', 'ABOUT', 'CONTACT', and 'LOGIN'. Below that, a banner reads 'YOUR ACCOUNT'. The main content area is divided into two columns: 'LOGIN' and 'REGISTER'. The 'REGISTER' form has a 'GET STARTED' button. A red arrow points from this button to the 'LINK ACCOUNT TO MEMBERSHIP' button in the 'PROFILE INFORMATION' form below. The 'PROFILE INFORMATION' form includes fields for First Name, Middle Name, Last Name, Email, Username, Password, and Confirm Password. There are also checkboxes for 'USA Swimming Membership' and 'Take me to the homepage upon login'. A 'LINK ACCOUNT TO MEMBERSHIP' button is at the bottom left, and a 'SIGN UP' button is at the bottom right.

3) Obtain a Level 2 Background Check

In the interest of protecting all athletes, USA Swimming's governing body requires that all individuals who come in contact with any USAS member(s) must pass a Level 2 Background Check.

- **Is confidential**
- **There is a fee**
- **Good for (24) twenty-four months**

- Sign into your USAS Account and select:**
 - a. **Officials**
 - b. **How to Become an Official**
 - c. **Complete a Level 2 Background Check**

Specific address for the Background check on the USA Swimming website:
<https://www.usaswimming.org/safe-sport/complete-a-background-check>

4) Athlete Protection Training

USA Swimming created an Athlete Protection Training module. It details behavior that is inappropriate within USA Swimming and includes the methods on how to report misconduct.

- It is good for (12) twelve months
- It takes about 45-60 minutes to complete

- Sign into your USAS Account and select:
 - a. Officials
 - b. How to Become an Official
 - c. Complete the Athlete Protection Training

ATHLETE PROTECTION TRAINING

Posted: 01 Sep 2017 11:03 AM PDT



MANDATORY TRAINING FOR NON-ATHLETE MEMBERS

USA SWIMMING LEARN, A NEW ONLINE EDUCATION HUB, HAS LAUNCHED! THE APT REQUIREMENT WILL HAVE SOME SLIGHT CHANGES. DETAILS AND INSTRUCTIONS CAN BE FOUND ON THE [USA SWIMMING APT WEBSITE PAGE](#).

All non-athlete members of USA Swimming are required to complete the Athlete Protection Training. New members will be required to have their non-athlete application form and payment processed by their LSC registrar before they can sign in to complete the course.

This certification is required for all new and existing members including coaches, officials, chaperones, meet directors. If you have registered with USA Swimming for the first time, this is the course you need to take.

The course is free of charge and, upon completion, should update in your membership record within 24 hours. Click the USA Swimming link above to initiate your APT certification.

Specific address for the Athlete Protection Training on the USA Swimming website:

<https://www.usaswimming.org/resource-center/athlete-protection-training>

5) Concussion Protocol Training

All officials must successfully complete Concussion and Head Injury education at least once. This is a very informative look at the importance of understanding concussions.

- Sign into your USAS Account and select:
 - a. Officials
 - b. How to Become an Official
 - c. Complete one of the Concussion Protocol Training modules available from:
 - CDC - Center for Disease Control
 - NFHS - National Federation of State High School Associations
- Once complete, send a PDF file or screen shot of the certificate to the email address: registration@ncswim.org
- The registrar will update your “Deck Pass” to reflect your compliance

Specific address for the Concussion Protocol Training on the USA Swimming website:
<https://www.usaswimming.org/officials/concussion-protocol-training>

6) Complete the Test

It is an open-book test on the USA Swimming website (score 80% or better)

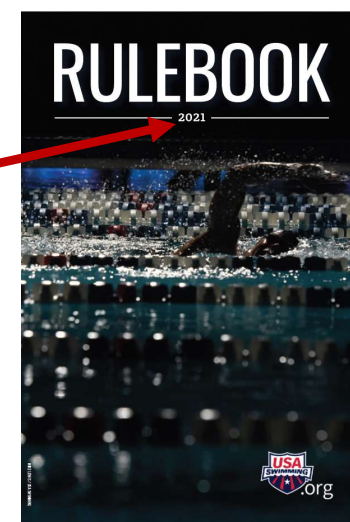
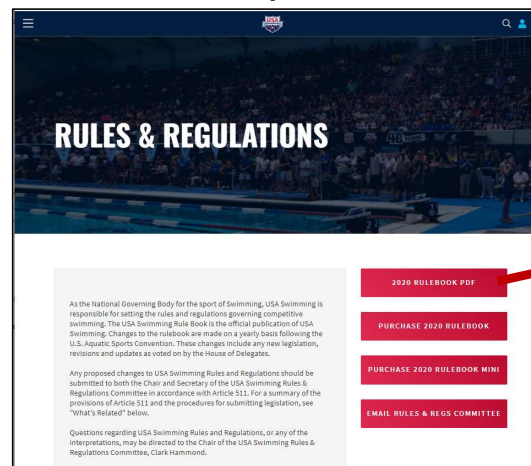
Sign in to your USAS Account and select:

a. Officials

b. Online Testing

c. Select from the following:

- Certification - Stroke and Turn/Timer
- Certification - Administrative Official



Suggestions:



- Use the current year searchable PDF rulebook, a link is on the Rules and Regulations page.
- You can resume a saved test at any time to complete it at your own pace.
- You can also work “off-line” - answer the first question, save and then print the test.

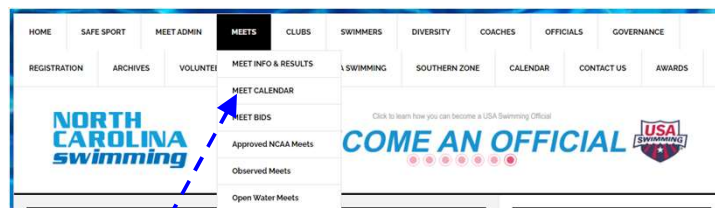
NOTE: DO NOT take a Re-certification test which is for officials who already are certified.

Specific address for the Test on the USA Swimming website:

<https://www.usaswimming.org/officials/popular-resources/online-testing>

Getting starting on-deck

- ❑ Complete all the steps of the Off-Deck Training.
- ❑ Got to a meet!
 - Prior to the meet:
 - Go to the NC Swim Website
 - Click on MEETS...then choose the **MEETS CALENDAR**
 - Find a meet
 - Open the **EVENT INFO (pdf)** by right clicking the **Event Info** 
 - Select the Meet Referee name to obtain their email address
 - email the Meet Referee to ask if there is a space for you
 - Bring your Apprentice Record
 - You will receive this document after you complete your Part 2 clinic 
 - Plan to apprentice the entire session.
 - Ask lots of questions



Session	Meet	Meet Date	Meet Time	SW	Stroke Name	Stroke Name	Comments
1							
2							
3							
4							
5							
6							
7							
8							

Please note: No more than 2 sessions mentored outside of the LSC will count toward the total required."

The On-Deck Training

- ❑ Bring your Apprentice Record to every session during your apprenticeship and present it to the Meet Referee before and after the session.
- ❑ Each session must be documented on the Apprentice Record and signed by both the mentor(s) and Meet Referee.
- ❑ Your sessions **MUST** be across a minimum of two different meets
- ❑ All certifications must be completed within 12 months of your clinic. (Avg. = 60-90 days)
- ❑ With completion of all Off-Deck requirements and a satisfactory evaluation; send a PDF copy of your Apprentice Record to the email address: trainingcoordinator@ncswim.org
- ❖ The NCS Training Coordinator will order and mail you an NCS name badge



North Carolina Swimming
Stroke & Turn Apprentice Record

APPRENTICE NAME: _____ TEAM: _____
ADDRESS: _____
CITY, ST: _____
EMAIL: _____

CLINIC DATE: / / JOINTS: / / INSTRUCTIVE SCENARIO:

WITH APPRENTICE - PLEASE READ CAREFULLY
Apprentices are required to present an apprentice record to a USA Swimming Referee prior to participating in any competitive swimming activity. The apprentice record must be signed by the USA Swimming Referee and the USA Swimming Coach. The apprentice record must be signed by the USA Swimming Referee and the USA Swimming Coach. The apprentice record must be signed by the USA Swimming Referee and the USA Swimming Coach. The apprentice record must be signed by the USA Swimming Referee and the USA Swimming Coach.

It is advisable for apprentices to contact the Meet Referee prior to attending their events to ensure a mentor judge will be available. Mentors are to be present at all events.

Session	Meet	Meet Address	Meet Date	Coach	Mentor Name (PRINT)	Referee Name (PRINT)	Comments
1							
2							
3							
4							
5							
6							
7							
8							

Off-Deck Requirements

Requirement	Completed
Account Number of appropriate age	_____
USA Swimming Membership Registration Complete	_____
Level 1 Development Check Complete	_____
USA Swimming Training Complete	_____
Approved Online Application (Other Than Inmate of 00000000000000000000)	_____

APPRENTICE SIGNATURE: _____ DATE: _____
MENTOR SIGNATURE: _____ DATE: _____
REFeree SIGNATURE: _____ DATE: _____

1

North Carolina Swimming
Administrative Official Apprentice Record

APPRENTICE NAME: _____ TEAM: _____
ADDRESS: _____
CITY, ST: _____
EMAIL: _____

CLINIC DATE: / / JOINTS: / / INSTRUCTIVE SCENARIO:

WITH APPRENTICE - PLEASE READ CAREFULLY
Apprentices are required to present an apprentice record to a USA Swimming Referee prior to participating in any competitive swimming activity. The apprentice record must be signed by the USA Swimming Referee and the USA Swimming Coach. The apprentice record must be signed by the USA Swimming Referee and the USA Swimming Coach. The apprentice record must be signed by the USA Swimming Referee and the USA Swimming Coach. The apprentice record must be signed by the USA Swimming Referee and the USA Swimming Coach.

It is advisable for apprentices to contact the Meet Referee prior to attending their events to ensure a mentor judge will be available. Mentors are to be present at all events.

Session	Meet	Meet Address	Meet Date	Coach	Mentor Name (PRINT)	Referee Name (PRINT)	Comments
1							
2							
3							
4							
5							
6							
7							
8							

Off-Deck Requirements

Requirement	Completed
Account Number of appropriate age	_____
USA Swimming Membership Registration Complete	_____
Level 1 Development Check Complete	_____
USA Swimming Training Complete	_____
Approved Online Application (Other Than Inmate of 00000000000000000000)	_____

APPRENTICE SIGNATURE: _____ DATE: _____
MENTOR SIGNATURE: _____ DATE: _____
REFeree SIGNATURE: _____ DATE: _____


1

Preparing to Apprentice

Before Arriving at the Venue

- ❑ Contact the Meet Referee to let them know that you would like to attend
- ❑ Review your notes, rules and any procedures

At the Venue

- ❑ Report to the Pool usually one hour prior to the start of the meet
- ❑ Comply with any Federal, State, Local and Facility health related guidelines 
- ❑ Find the gathering place for officials...usually near hospitality 😊
- ❑ Find the Sign-Up sheet and sign in under the apprentice section
- ❑ Allow the referee to review your on Training Record
- ❑ If AO, when requested report to the Administrative area
- ❑ If ST...Stay for the Stroke Briefing
- ❑ Receive your assignment, greet your mentor and review your training record
- ❑ Be ready to observe, take notes and learn...ask questions.

Suggestions for a great experience

- Bring a positive attitude, your common sense and good judgment.
- Be professional, exhibit fairness to all competitors, dress properly.
- Review the procedures, rules, jurisdiction and protocol prior to the meet.
- Be on time for the official's meeting - bring a pen.
- Gaining experience and working meets is the way to get better.
- A successful evaluation is not just minimum sessions, it is about you:
 - feeling proficient
 - developing confidence
 - having a good understanding of officiating.

NCS Certification Policy

Requirements for continuing your Certification

- Annually officiate at a minimum of 6 sessions at USA sanctioned, approved, or observed meets
 - Apprentice sessions count
- Annually renew your USA Swimming registration as a non-athlete member.
- Bi-Annually maintain a current Level II background check
- Annually maintain current athlete protection education requirements
- Take the recertification exam every three years.

Reminder

You can test the 'water'

- There are some costs for becoming an official **BUT**
 - You can start on deck without paying the fees
 - You have 60 days to pay the fees
 - Many clubs reimburse you for some or all of the costs

- Specifically, per the NCS Policy, "In the first 60-days after clinic attendance date, up to 2 sessions are allowed prior to completion of prerequisites." (Prerequisites = Payment items plus APT and CPT)

The following link is to the Validation of Understanding Quiz For Part 1:

https://docs.google.com/forms/d/1nzVJR8Y7nwjaesem_McwjJgqOYiuAGBumZ5QRb-PJ3U/edit?usp=sharing

- ❖ This quiz covers the topics in the self-study Officials Clinic Part 1 and must be completed to receive full credit for your S&T or AO Clinic.
- ❖ You will need to score 90% on this Quiz for credit on Completion of Clinic Part 1
- ❖ Full credit for S&T or AO clinic attendance will be granted and recorded after you attend a Part 2 clinic and complete registration form provided** during that clinic.

** The Clinic Part 2 Registration Google form link and your Apprentice Record will be provided by your clinician during the Part 2 virtual or in-person clinic.

❖ More Questions about Training ?

- John Jewell: NCS Officials Chair officialschair@ncswim.org
- Colleen Gillan: NCS Training Coordinator trainingcoordinator@ncswim.org