

INSTRUCTIONS TO BECOME AN OFFICIAL

<https://www.gomotionapp.com/team/lscuts/page/officials> -- link to Utah Swimming website – Officials’ page

1. CREATE AN ACCOUNT AND REGISTER WITH USA SWIMMING

- Go to usaswimming.org
- Select CREATE A LOGIN
- Follow the online prompts to create your account.
- Follow the online prompts to Register for an Apprentice Official or Non-Athlete Membership.
- Apprentice Officials allows the trainee to go on deck and begin their on-deck training.
- Trainee has 60 days to complete the Background Check (BGC), Athlete Protection Training (APT), and Concussion Protocol Training (CPT).
- At day 60, trainee MUST become a Non-Athlete member which requires BGC, APT, and CPT to be completed before stepping on deck.
- Download the USA Swimming app on your smartphone

You must register before you are allowed to apprentice on a pool deck.

2. BACKGROUND CHECK / ATHLETE PROTECTION TRAINING / CONCUSSION PROTOCOL TRAINING

- To complete your BGC, APT, and CPT...
- Login to your account on usaswimming.org.
- Navigate to Education > Course Catalog > Officials > Requirements
- Background Checks are required every 2 years.
- Athlete Protection Training are required yearly.
- Concussion Protocol Training is a one time requirement with no expiration date.
- **Email completed APT certificate of Utah Swimming at registration@utahswimming.org**

When you first login to your account on usaswimming.org, you should have a Good Standing designation under ‘My Membership Card’. Click on ‘Good Standing’ to view your expiration dates.

BGC, APT, and CPT must be completed before becoming certified.

3. STROKE AND TURN CERTIFICATION/RECERTIFICATION TEST

Login to your account on usaswimming.org.

For Certification:

- Navigate to Education > Course Catalog > Officials > Certification > Complete the "Foundations of Officiating" and "Stroke and Turn Certification Course".

Please send an email to certifier@utahswimming.org that you have completed the online course and are ready to begin the apprenticeship and training process.

For Recertification:

- Navigate to Education > Course Catalog > Officials > Recertification > Complete the "Stroke and Turn Certification Course".
- To remain continuously certified, officials must meet the Recertification requirements prior to their certification expiration date.
- The certification expiration date for officials shall be:
 - The December 31st two years after the year of certification if the certification occurred between January 1st and June 30th of the year of certification.
 - December 31st three years after the year of certification if the certification occurred between July 1st and December 31st of the year of certification.

APPRENTICE SESSIONS

- Utah Swimming Officials' uniform is white top, black bottoms, and black closed-toe shoes.
- Contact the meet referee of your intent to apprentice. Meet Referee contact information can be found in the Meet Information.
- Download the Stroke & Turn Training Log and bring it to each session.
- Arrive on time to the Officials' meeting, typically one hour prior to the session, sign-in to work the session, and login to the USA Swimming app to show your 'Good Standing' status to the Meet Referee or his/her designee.
- Have your 'trainer' complete the Certification Record and signed by the Meet Referee.
- At the completion of the 4th session, the Meet Referee will mark Yes or No in the Recommend Certification box. Submit the completed Stroke & Turn Certification Record to certifier@utahswimming.org.
- VERY IMPORTANT: A 'No' recommendation IS NOT a failure. It merely means some areas you were not exposed to or may need more practice.
- In the event it is believed that an official has not shown the necessary competency in the position after completion of the required training and apprentice sessions, the official will be provided a written action plan of the steps needed to successfully obtain certification. Written notice shall be provided to the official within 2 weeks of the last apprentice session (or submission of the appropriate documents to the Certifier).
- An apprentice may also request additional training.