



## HOW TO BECOME AN OFFICIAL

### **Register as an Official**

- (1) Create a user account on USA Swimming website. Follow the "how to video(s) or tutorials on the bottom of the page: <https://hub.usaswimming.org/landing>
- (2) When you are ready to pay for your non-athlete membership (Official), contact your Team's Membership Coordinator and obtain the club's Membership Link (URL) to type into your internet browser. Once there, follow the instructions and **be sure to register as an "Official."**

### **Complete Online Courses**

- (\*) Complete online written Stroke and Turn test (open book).
- (\*) Complete Athlete Protection Training (APT).
- (\*) Complete Level 2 Background Check.
- (\*) Complete Child Abuse Neglect Reporting Act (CANRA) Training.
- (\*) Complete Concussion Protocol Training (**Certification of completion must be emailed to [laurie@pacswim.org](mailto:laurie@pacswim.org)**).
- (\*) Attend Beginning Stroke and Turn Clinic (virtual clinic online as of April 1, 2024).

(\*) = All courses can be accessed by logging onto your USA Swimming account, from your dashboard, Click on the EDUCATION tab ➡ COURSE CATALOG tab ➡

### **On Deck Apprentice Official Training:**

- (1) Must wear the appropriate Pacific Swimming official's attire; white polo type shirt or blouse, navy blue pants, shorts, skirt, or skort, white closed athletic shoes, and white sox (if sox are visible).
- (2) Attend non LSC Championship Meets.
- (3) Sign-In at officials' desk.
- (4) Attend Officials' meeting held one (1) hour prior to the start of each session(s).
- (5) For Stroke and Turn Official, must have in their possession the Stroke & Turn Certification check sheet. For Administrative Official (only), must have in their possession the Administrative Official Certification check sheet. (See below for Certification Check Sheets)
- (6) Responsible to have basic knowledge of the Certification Performance Requirements as indicated on the check sheet.
- (7) Required to have Meet Referee sign the Certification check sheet upon COMPLETION of EACH training session.
- (8) Required to ensure all prerequisites are met and attended a minimum of four (4) training sessions.
- (9) May request additional training session(s).
- (10) Required to submit completed Certification check sheet to the appropriate Certifier (see below)

**Note:** In the event it is believed that an Apprentice Officials has not shown the necessary competency in the position after completing the required training sessions, the LSC OC, or designee, shall provide the Apprentice Official with a written action plan of the steps needed to successfully obtain certification.

**Certification Check Sheets:**

Can be located on the Pac Swim website or by: <https://www.pacswim.org/members/zones/officials>

**Certifiers**

Zone 1 South – Jeanette Soe (jgonsoe@yahoo.com)

Zone 1 North – Katherine Ng-Suen (beautykath@yahoo.com)

Zone 2 – Lisa Kaplan (zone2official@gmail.com)

Zone 3 – Sarah Obbagy (sobbagy@pacswim.org)

Zone 4 – Valerie Rudd (vruddtahoe@me.com)

**Purchase Uniforms**

Pacific Swimming Uniforms and Name Tags may be purchased on the Pacific Swimming website or by clicking: <https://www.pacswim.org/members/zones/officials/apparel-nametags>