



## How to Become an USA Certified

### Admin Official

#### 1) Make an USA Swimming Account

**SHORT CUT:** <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1514&Alias=Rainbow&Lang=en>

#### **INSTRUCTIONS TO SIGN IN TO WEBSITE ACCOUNT TO TAKE THE OFFICIALS TESTS**

To take any of the official's tests you must first sign to your usaswimming.org website account with your user name and password.

1. If you have **never** created an account on usaswimming.org: You must first [create an account](#). If you have completed your Non-Athlete membership with your Local Swimming Committee (LSC), follow the instructions to [link your Web site account to your USA Swimming membership](#). Once you have created the account and linked it to your USA Swimming membership, navigate back to this page to continue the online officials test. If your membership is still pending, you can still come back here and continue the online test. You should link your account after you receive your USA Swimming Membership card from your LSC.

Or

USA Swimming website <http://www.usaswimming.org/home>

--For You

----Officials

-----Officials Online Testing

2) **Online Tests Required:** (1) Administrative (2) Clerk of Course (3) Timing (4) Timing Judge.

- Must pass with an 80%

- Rule Book is online, recommend having a rule book; borrow one from an Official

\*\*\*Take note of what **YEAR OF RULE BOOK** the test is using

- You may print off test, take it at your leisure, return to computer at a later date and fill in the answers online. (Recommended)

3) **Level II Background Check (\$36.50)**, requirement by USA Swimming

- To initiate background check:

<https://www.usaswimming.org/background-checks>

\*\*\*\*Remember **LEVEL II**

**4) Complete USA “Non-Athlete” Registration Form: (\$68)**

<http://www.azswimming.org/wp-content/uploads/2016/08/2017-Application-AZ-Non-athlete-Fillable-w.pdf>

Mail your non-athlete registration application and payment of \$68.00 to:

Arizona Swimming, 1212 E Osborn Rd, Suite 101, PHX, AZ 85014

**5) Athlete Protection Course – Online :**

<https://www.usaswimming.org/utility/landing-pages/safe-sport/apt>

- If NEW, in order to take this test, must first be registered with USA Swimming
- Prerequisite before you can receive your admin’s certification/badge
- Course involves about an hour of your time
- No cost associated with this course
- Short quiz at the end

**6) Shadow at least 2+ Meets, total of 4 sessions, under two different Admin Officials**

<http://www.azswimming.org/wp-content/uploads/2015/09/Officials-Training-Log.pdf>

- Have Referee sign Training Log for you
- Hold onto Training Log until training sessions, tests, clinic and deck check are signed off.
- May shadow more meets if desire

**7) Admin Clinic**

- This is a separate clinic that is offered at different times throughout the year by AZ instructors
- Arizona Swimming holds a state wide Official’s/Admin Clinic once a year in April
- Check date on AZ Swimming Event Calendar
- Have AZ Instructor sign Training Log
- You may take this clinic before you are finished with your other training.

**8) Deck Check**

- Officials must pass a Deck Checked by AZ instructor showing they are ready to be certified, thereafter, every two years or currently hold N2 or N3 certification in Admin position.

Once all above items are completed and turned into AZ Swimming, the Chair of AZ Officials will review and upon approval you will be sent your Admin Badge/Credentials and current Rule Book.

**9) Send completed Training Log to AZ Swimming**

- Arizona Swimming 1212 E Osborn Rd, Suite 101, PHX, AZ 85014 or scan and email to: [office@azswimming.org](mailto:office@azswimming.org)
- Keep a copy of all paperwork for your records

**10) Photo ID...Head shot only, no sunglasses or hat**

- This picture will be on your AZ Official's badge, so make it a good one!
- Send picture AND photo id such as Driver\_license for verification to: [badges@azswimming.org](mailto:badges@azswimming.org)

**11) Official's Attire**

- White collared shirt with navy pants/shorts/skirt and white shoes (no opened toed shoes) = Typical
- Navy collared shirt with khaki pants/shorts/skirt and white shoes = Finals

**Recertification Renewals:**

- 1) USA Registration – annually (approx. \$68)**
- 2) Background check – every two years, renewals \$19**
- 3) Athlete Protection Certification – every two years with your registration renewal, no cost**
- 4) Work at least 2+ Meets/4 Sessions – annually and clinic if required**