



Interested in Becoming an Official?

Thank you for your interest in becoming a certified USA Swimming Official! We hope that you find this a very exciting and rewarding volunteer position with lots of opportunities to learn about competitive swimming, develop new skills and friendships and become part of your child's swimming journey. No previous swimming experience is necessary.

The purpose of this document is to provide a guide for those interested in becoming a certified Stroke & Turn or Admin Official in Indiana Swimming. We also have an estimated time commitment for each activity. On average, we have found it takes 3-4 months for a person to complete all certification requirements, depending on how active they are in pursuing their certification. With this said, you can easily be on deck working as an apprentice official within a month.

PART I of this document provides a summary of the certification steps, followed by PART II which includes tips and other key pieces of information that will help you efficiently move from being a mere spectator to being part of the swim meet!

PART I - CERTIFICATION PROCESS AT A GLANCE:

- 1) Attend a Clinic for formal training (time commitment - approx. 2 hours)
To Find a Clinic near you, visit the [Indiana Swimming Officials Clinic Page](#).
- 2) Create an online account on USA Swimming website (you may already have a parent account from registering your swimmer)
- 3) Register with USA Swimming as a Non-Athlete Member (~5-10 minutes). You will need to request a registration link from manager@swimwestfield.org. You will need to select "Register for myself" and then select Official. Registration fees may be reimbursable by Westfield Aquatics.

- 4) Complete Certification Exam on the USA Swimming Website for the position you attended a clinic for (Stroke & Turn or Admin). Pass the open book test with a score of 80% or higher within 45 days of the clinic - (~1-3 hours).
- 5) Submit to a [Background Check](#) on the USA Swimming Website. There is a \$38 fee that can be reimbursed from Westfield Aquatics. The background check is valid for 2 years (~5-10 minutes).
- 6) Complete Athlete Protection Training (APT). All non-athlete members must complete the online APT training annually. The course takes approximately 90 minutes to complete and is offered at no charge. When the course is completed, the membership database will be updated.
- 7) [Complete Concussion Protocol Training](#). This is only taken once in Indiana. After completion, a copy of the completion **must be emailed** to Indiana Swimming (michele@inswimming.org) to update your USA Swimming profile (~60 minutes).
- 8) [Contact Area Officials Representative](#). Once you have completed the above steps, you will need to contact your area officials representative to update your membership to indicate you are ready to start your apprentice sessions.
- 9) Complete Apprentice Sessions. If you are only working towards Admin Official or Technical (Stroke & Turn), you will need to complete 4 apprentice sessions. If you are doing Admin Official and Stroke & Turn Official concurrently, you need to complete 2 sessions as an Admin Official and 3 sessions as a Stroke & Turn Official. As a courtesy, reach out to the meet referee for the meet to let them know you are an apprenticing official and would like to get some sessions at their meet. The Meet Referee can be found in the meet announcement for the specific swim meet (each session is approximately 4 hours with breaks). Also note that all apprentice sessions will need to be logged on an apprentice form and signed off by the session mentor or referee.
- 10) [Contact Area Officials Representative](#). After completing all apprentice sessions, email completed apprentice form to the Area Officials Representative and ask them to upgrade your membership to indicate you are officially certified.

CONGRATULATIONS! YOU DID IT!!

If you have any questions, or need any additional information, please contact Jody Chambley at officials@westfieldaquatics.org, or (615) 618-6593.

More information and links can be found at the Westfield Aquatics Officials Page: <http://officials.westfieldaquatics.org>

PART II - ADDITIONAL INFORMATION, LINKS, ETC.

LINKS:

[USA Swimming Rulebook](#) (pdf)

[USA Swimming Officials Page](#)

[Indiana Swimming Officials Page](#)

[Stroke Briefing](#) (pdf)

[Indiana Swimming Officials Standards and Process](#) (pdf)

Additional Information:

- The official dress code for Indiana Swimming Officials is a white polo shirt, black pants (shorts and skirts are acceptable for most non-championship meets), and black shoes and socks. A plain white polo shirt is generally acceptable, but you may also order an official white polo shirt through the [USA Swimming Brand Store](#). Use the link and select Meet Officials. You may also order [Indiana Swimming Officials Shirts](#) from Elsmore Swim Shop as well.
- You may also want to order a name tag which you can do through [Hasty Awards](#). There are options for Indiana Swimming that include Admin, Technical (for Stroke & Turn) or Tech/Admin (if you are certified for both).
- You can download a copy of your credentials from the USA Swimming Website.
- Have a shortcut on your mobile device for the USA Swimming Member Hub. In some cases, the online version is required for entry onto the deck.
- [Videos](#) on officiating the different strokes can be found on the USA Swimming Officials page.
- USA Swimming Official Tracking System (OTS) is an online dashboard within your USA Swimming account where you can verify your sessions.
- It is helpful to review the contents of the [DQ Slip](#) (pdf). This is the slip that is normally completed by a Chief Judge and “signed” by you for each disqualification you call. It is not an exhaustive list of every possible disqualification for each stroke, but it does capture the violations that are most commonly made.