NEW OFFICIALS GUIDE FOR ONLINE SERVICES

Thank you for wanting to become an official with Virginia Swimming. This document is meant to help you with the administrative process of getting registered.

It is divided into 5 sections

- **Registration**
- **Setting up your US Swimming Account**
- **Online Testing**
- **Level II Background Check**
- **Athlete Protection Course**
- **Stroke and Turn.com**

Any suggestions that you believe would improve this document, please send them to
officialschair@virginiaswimming.org

Registration-

Every official must complete and submit the Non-Athlete Registration Form. It is found on the Virginia Swimming Web-site in the columns on the left hand side of the page under Registration. You can also pay for the registration using the Payment Center section on the web. REMINDER: Talk to your Team Official Chair to see if your team pays this differently.

Non-Athlete Registration

Anyone who doesn't compete registers as a Non-Athlete. Members of the LSC's Board of Directors, Delegates to the LSC's House of Delegates, and Officials must register annually with the LSC and USA Swimming.

USA Swimming Background Check

USA Swimming Athlete Protection Training

Non-Athlete Registration Form

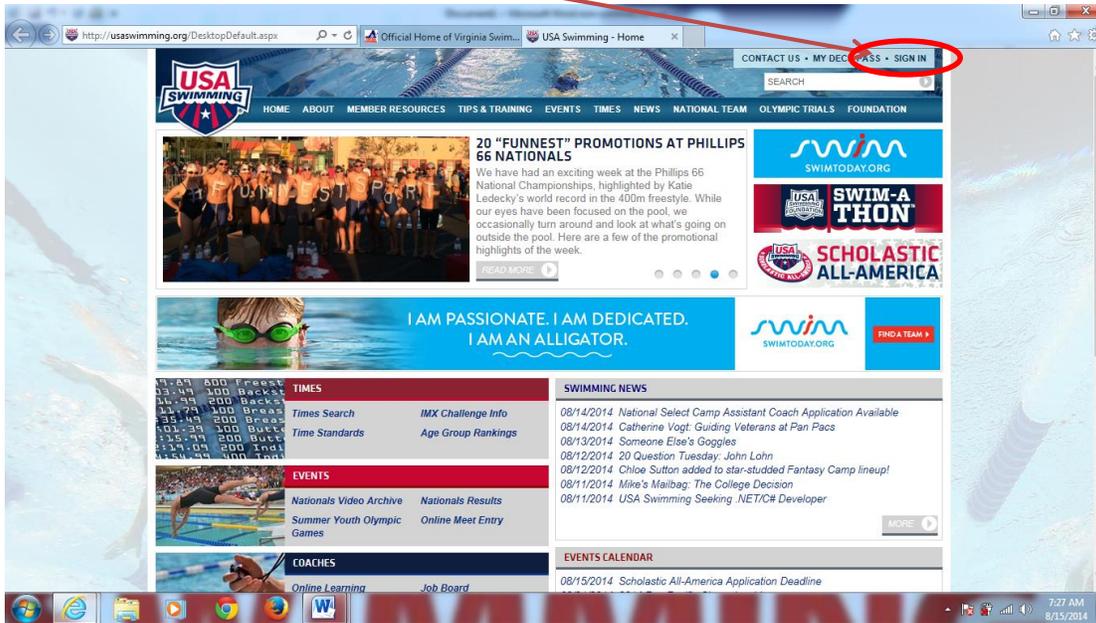**Contact the Virginia Swimming Registration Chair for assistance.**
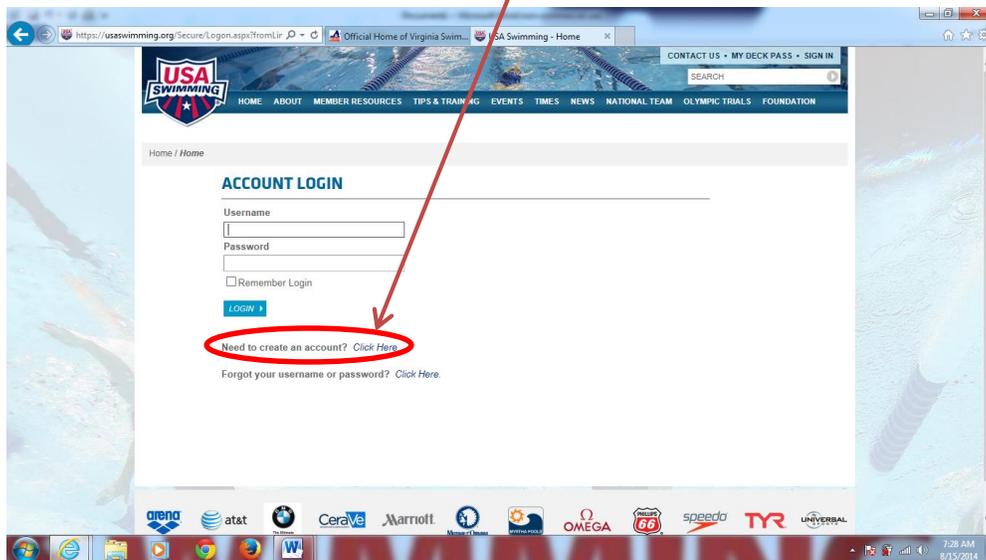
Setting up your US Swimming Account

Setting up your account on the US Swimming Website.

Prior to taking any test on the USA Swimming website as well as taking the Athlete Protection Course you must set up an account with US Swimming.

Log on to the site ([LINK](#)) and SIGN IN

Then select the Need to create an account? *Click Here*

Create the account

If you have already registered and received your membership card, make sure you check the I am a registered USA Swimming Member.

If you haven't registered or received your card yet, you can link your account later.
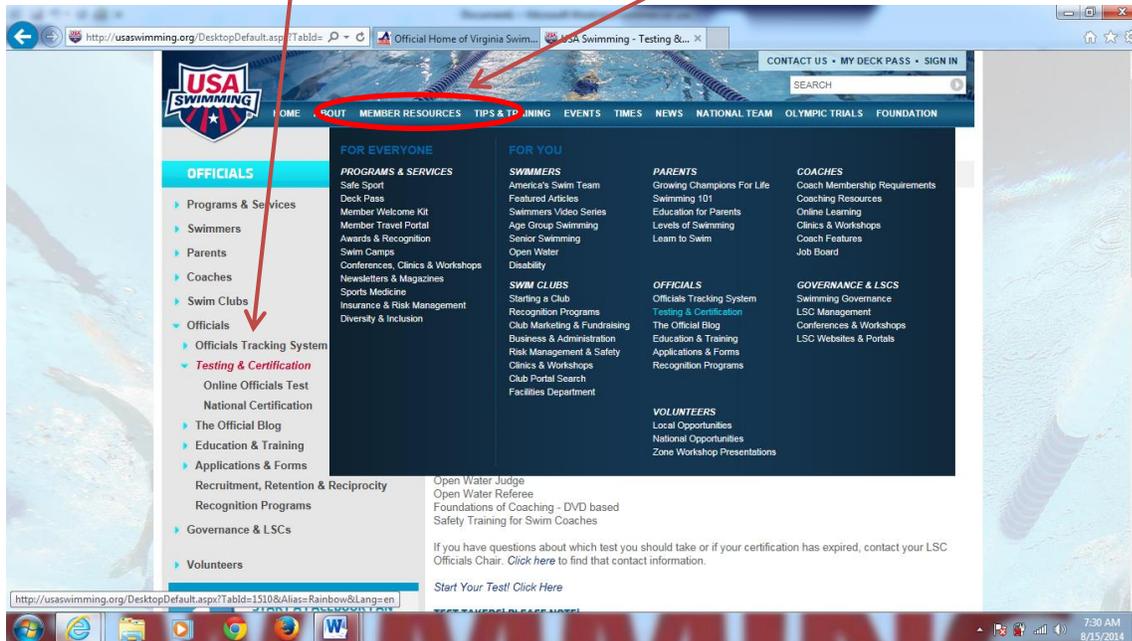

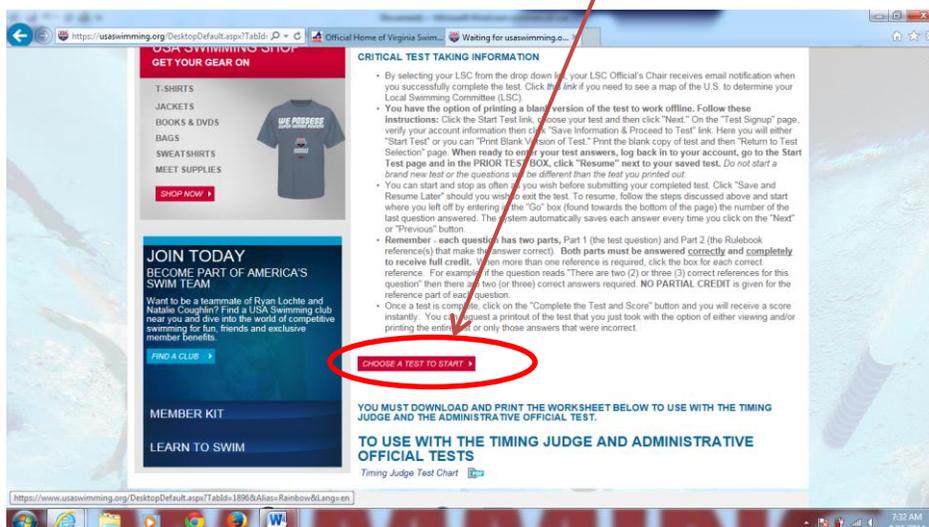**Make sure to use an email address not associated with your swimmer.**

Online Testing

When you are ready to take your online test.

Simply go to the main page on the USA Swimming website—Under MEMBER RESOURCES- click Testing and Certification
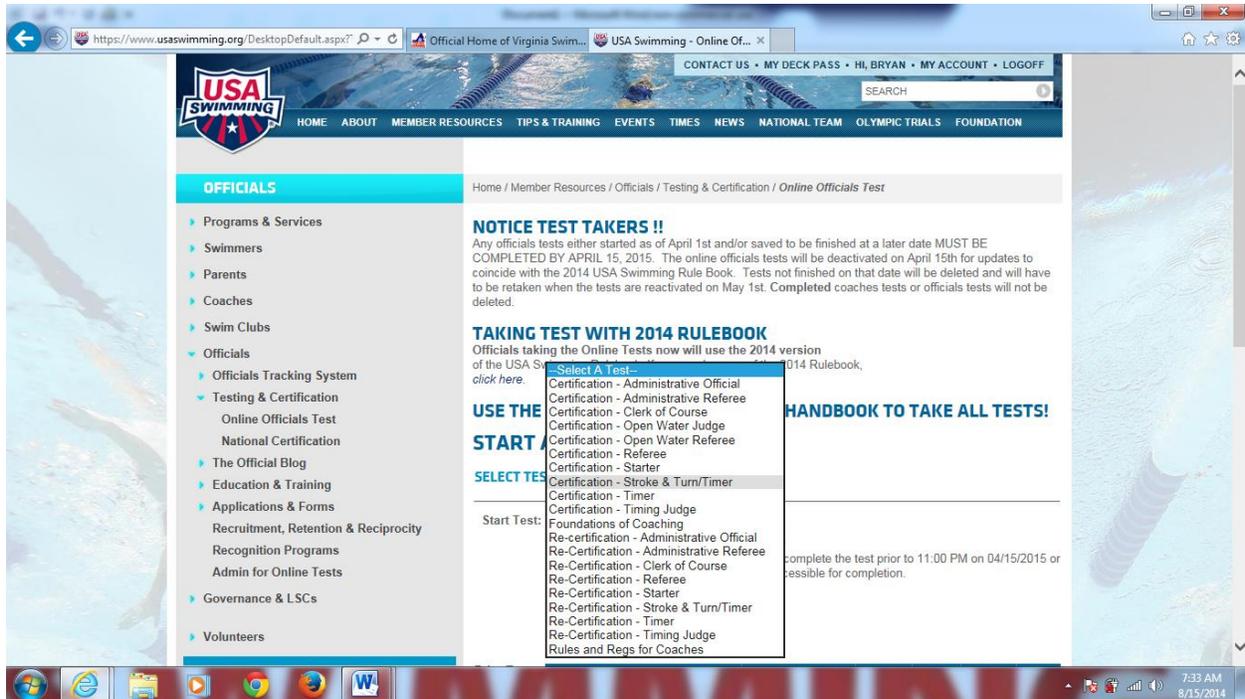

*****Select the CHOOSE A TEST TO START*****

Then just pick which test you want to take.

You can print the test and complete it then go back online and take it. Please note, the questions will be renumbered and the potential answers won't be in the same order

You will need a current copy of the USA-S Rulebook.   Click the below link for a PDF version.

2014 USA Swimming *Rules and Regulations*
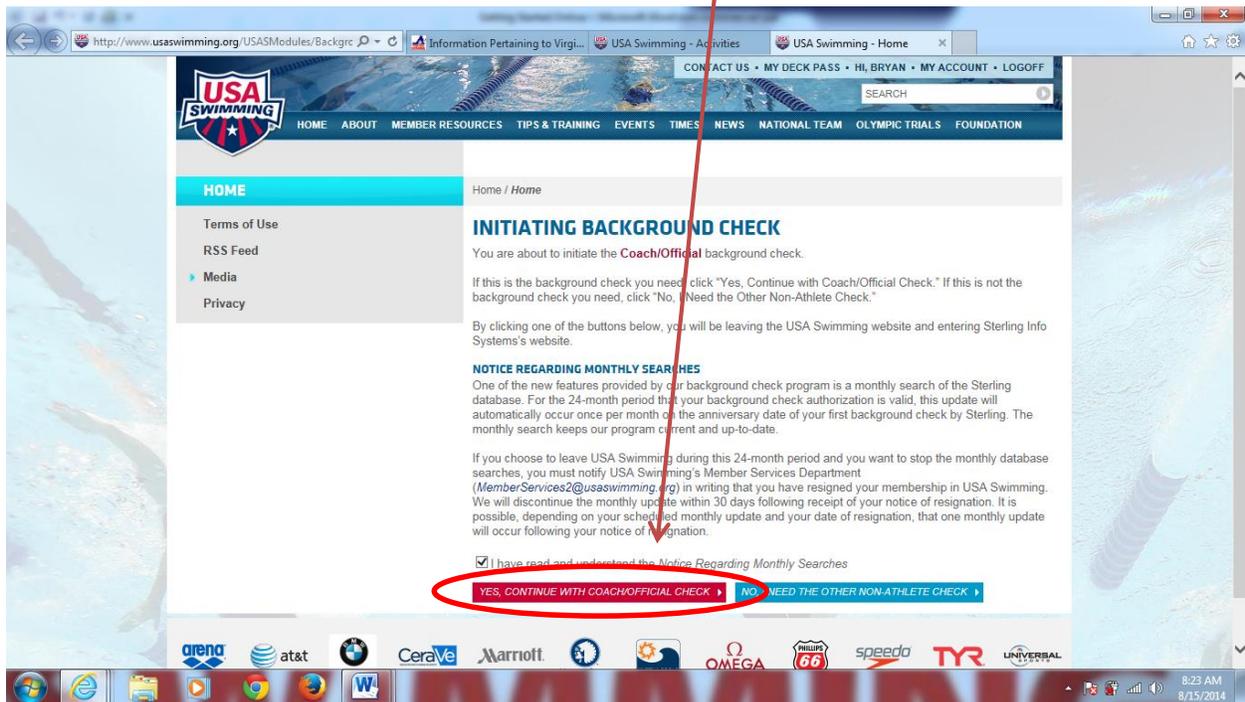
Level II Back-Ground Check

Each Official is required to take a LEVEL II Background Check.

Depending on how often you've moved or the townships you may have lived in, this could take anywhere from 24 hours to 4 days.

Like the registration, please contact your Team Chair and see what your team's policy is on reimbursement for this cost.

**THE BELOW CAPTION HAS AN EMBEDDED LINK TO THE REFERENCED SECTION ON THE WEBSITE*

Then click the YES, CONTINUE WITH COACH/OFFICIAL CHECK
and remember it's a Level II for officials and coaches

Athlete Protection Training Course

1- Unlike the Background Check, <u>you must be registered with US Swimming</u> before taking this course.
2. Click on the button/link that says "Take Athlete Protection Training Course".
3. Enter your first name, last name, and birthday. Make sure to use your legal name.   Then click the "Locate APT Info" button.
4. If you get a "No Results Found" message, one of three things has happened.
    a. You typed something incorrectly, so double check your entries, or
    b. If everything is correct, there may be a typo in your name or birthday in USA Swimming's database. If you think you are in this category, contact Virginia Swimming.
5. When the system finds you, click the "This is me" link. If there are multiple results displayed, make sure you pick yourself. This is not likely to happen, but it might.
6. The system will refresh, bringing back information about you. Check the information displayed, and if it NOT you, click the "This Is Not Me" button, otherwise click the "Athlete Protection Training Course" button.
7. You will be taken to a page that displays a warning about not completing the Athlete Protection Training. After reviewing this page click the "Yes, Continue with Athlete Protection Training"

THE BELOW CAPTION HAS AN EMBEDDED LINK TO THE REFERENCED SECTION ON THE WEBSITE
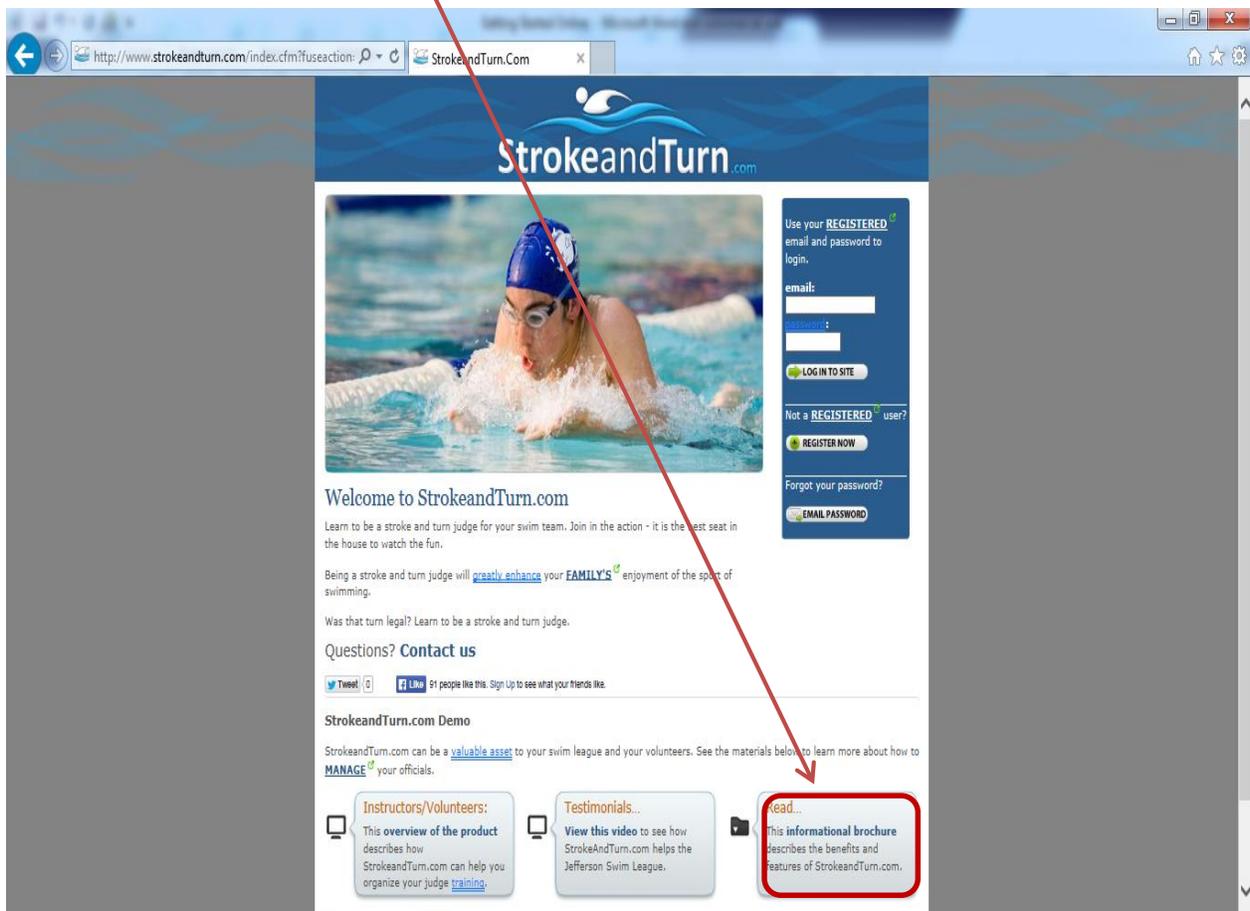
Stroke and Turn.com

Along with the LSC orientation clinic you've taken there is a stroke and turn practicum you must also take.

You may choose one of the following three options:

1> Stroke and Turn video that accompanies the orientation clinic.
2> On Deck instruction that may be given at meets.
3> Stroke and Turn.com- Online

If you've chosen the Online component. After you click the below caption.
Then read the information brochure which will help you get started.

During the registration process make sure you attach yourself to Virginia Swimming and your Team.
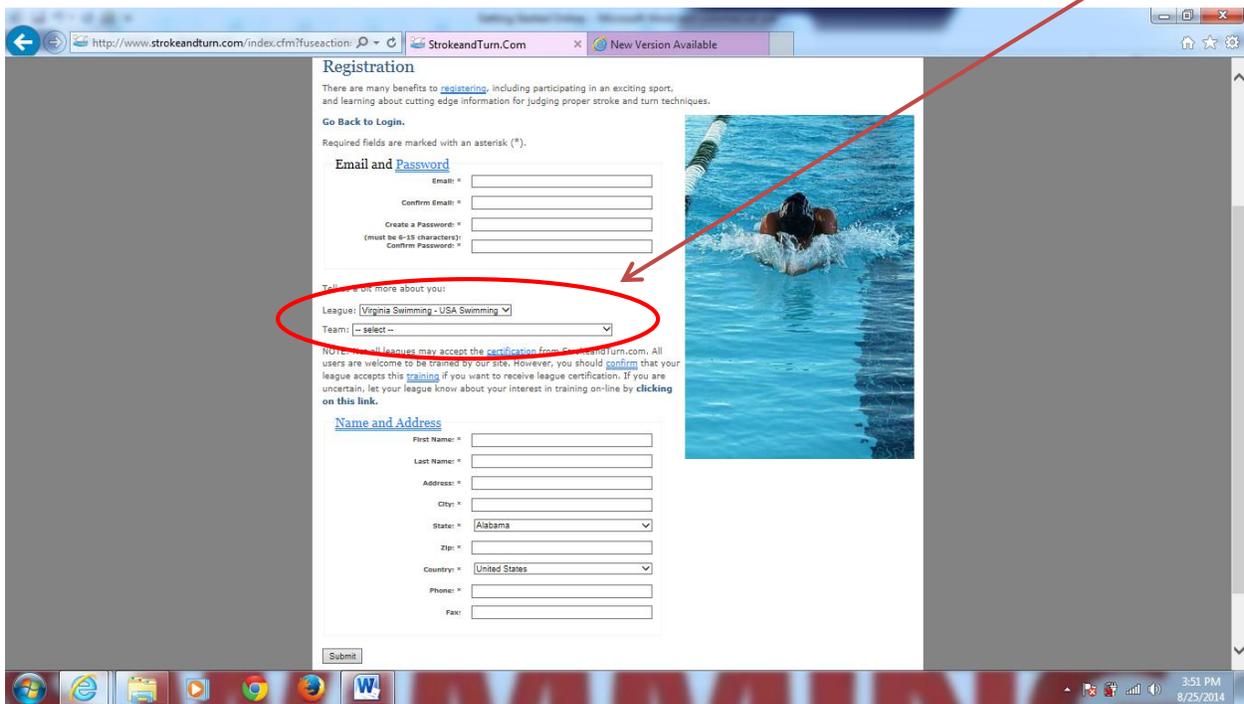
Once you complete the course, print out the certificate and bring to your next meet.

SUMMARY

What needs to be completed prior to your certification.

1. Orientation Clinic
2. Stroke and Turn Clinic
   a. Class Room   *or*
   b. strokeandturn.com*(this document)*
3. Become a Non-Athlete Member of USA-S
   a. Register with USA-S*(this document)*
   b. Pass the **LEVEL II** Background Check*(this document)*
   c. Watch the Athlete Protection Course*(this document)*
4. Take the Stroke and Turn/Timer Test*(this document)*
5. Shadow 3 sessions with a Trainer
6. Work 3 sessions making Calls with a Mentor
   a. Before Making Calls, steps 1 through 5 must be completed
7. Summit your completed Certification Card to your District Chair

This document, with links to the sites mentioned above, can be found at www.virginiaswimming.org/officials