VSI Official's Certification Requirements Check-List

Initial Education and Training

- ❐ USA-S/VSI Membership is required for Stroke & Turn, Starter, Referee, Timing Equipment Operator, Timing Judge, Recorder, and Clerk of Course (required before beginning on-deck apprenticeship). Complete the VSI non-athlete member application and return with check.
- ❐ Pass criminal background check.
- ❐ Prerequisite Certifications:
  - ❐ All: Must certify as Timer.
  - ❐ Starter: Stroke & Turn.
  - ❐ Referee: Stroke & Turn, Starter, Timing Judge.
- ❐ Clinic:
  - ❐ Stroke & Turn, Starter, Referee: Clinic required.
  - ❐ Timing Equipment Operator, Timing Judge, Recorder, and Clerk of Course: Clinic preferred; at-meet orientation session is acceptable.
- ❐ Test: All require a passing grade of 80% or better:
  - ❐ All: Timing test (need only be taken prior to first certification; for S&T only, the test is incorporated into the Stroke & Turn/Timer test and need not be taken separately)
  - ❐ Stroke & Turn: Stroke & Turn/Timer test.
  - ❐ Starter: Starter Test.
  - ❐ Referee: All tests not previously taken.
  - ❐ Timing Judge: Timing Judge test.
  - ❐ Clerk of Course: Clerk of course test.
- ❐ Obtain Apprentice Training Card.

On-the-Job Training

- ❐ Satisfactorily complete on-the-job training as per the requirements listed in the current VSI Officials Handbook with sessions documented on the Apprentice Training Card

Final Certification

- ❐ The District Officials Chairperson will issue a certification card upon the satisfactory completion of all the training requirements.

On-line Testing Information

- ❐ Go to www.usaswimming.org and create an account if you do not already have one. Go to MEMBER RESOURCES>Admin for Online Tests (located under OFFICIALS). From the menu on the left of the screen select "Testing & Certficiation" under Officials and then follow the instructions. We will receive automatic notification when you complete any test.
- ❐ USA-S ID number is required and can be found on your USA-S/VSI membership card. If you do not yet have one, you can generate your ID number as follows (Format = MMDDYYFIRMLAST (FIR = 1st three letters of first name, M = Middle initial, LAST = 1st four letters of last name. If you don't have a middle initial use an "*" in its place, if your first or last name does not have the required number of letters using one or more "*" to make up the missing information

Additional Information

Virginia Swimming Inc. (VSI) website: www.virginiaswimming.org

USA-Swimming website: www.usaswimming.org

Contact Information

Area Officials Chair:

Club Officials Chair: