



**NORTH
CAROLINA
SWIMMING**

HOW TO BECOME AN OFFICIAL IN NORTH CAROLINA

This document is designed to walk a brand new official candidate through the process of becoming a North Carolina Swimming Official. This is an overview of the process and the details are explained during the clinic and while apprenticing (On The Job Training).

Benefits of Becoming a Swimming Official for North Carolina Swimming

1. Help support an excellent sport for children and promote a healthy lifestyle for children.
2. Gain a more thorough understanding of swimming in particular, and sports in general.
3. Fulfill volunteer obligations at club meets.
4. Get closer to the action; know what's happening on deck with the "best seat" in the pool.
5. Get mentally and physically engaged during the meet rather than merely "spectating."
6. Making new friends.
7. Great FREE hospitality food.

Once you have decided you want to become a Stroke and Turn Judge or an Administrative Official, the following steps will help get you there.

Step 1: Attend a NCS Stroke & Turn Clinic or Administrative Official Clinic

Clinics are held periodically across the state. All clinics are posted on the NCS website. These clinics are FREE and have no obligation other than the time to attend (typically two hours). Steps 2 – 6 described below will be reviewed in detail, as well as a thorough rule review. The scheduled clinics can be found at [NCS Officials Clinics](#). If you do not see a clinic offered, please contact either a referee from your club or the NCS Officials Chair at officialschair@ncswim.org. If you plan to be an NCS official, please do not attend a clinic in another state (LSC) without prior agreement with the Officials Chair from both LSC's.

Step 2: Try it out on Deck (first 60 days after clinic)

At your clinic, you will be given an On Deck training Record to keep track of your apprentice sessions. We want you to come out to a meet and give this a test drive. There is no requirement to "BE AN EXPERT" after attending a clinic. Each time you are on deck, you will be assigned a mentor who will casually review everything that is happening on deck during a session. This includes the swimming in the water, as well as the flow of the meet around the deck. We know this can be intimidating, please remember, all officials started as apprentices. It is very important that you have your apprentice record with you and adhere to our uniform requirements. Although not required, we recommend you notify the Meet Referee that you would like to attend sessions at a particular meet. The Meet Referee's contact information can be found in the meet information. To access sanctioned meets in NCS, choose the meet tab at the top of the home screen at www.swimnc.com and then choose the current season of meets. At NCS meets, we typically, require a white polo type shirt, navy Blue shorts, skort, skirt, or long pants, and white shoes and socks. Always check the meet information for any meet specific uniforms.

Step 3: On Deck Training

You will need to be mentored on deck during swim sessions. The requirements are below:

POSITION	# TRAINING SESSIONS	MIN # OF MEETS	MIN # OF TRAINERS
Stroke & Turn	6	2	2
Administrative Official	4	1	1* <i>Must be AR or AO with more than 6 sessions in previous year</i>

Before you complete your on-deck training, or within 60 days from your clinic, whichever comes first, you must have completed your background check, USA Swimming registration, and Athlete Protection Course. To document that you have completed these, please print your Certification Card from the USA Swimming Officials Tracking System (see step 6 below). Notice on the upper right shows the required BGC, APT, and REG completed. We call these “THE BIG 3”. See following steps to complete THE BIG 3.

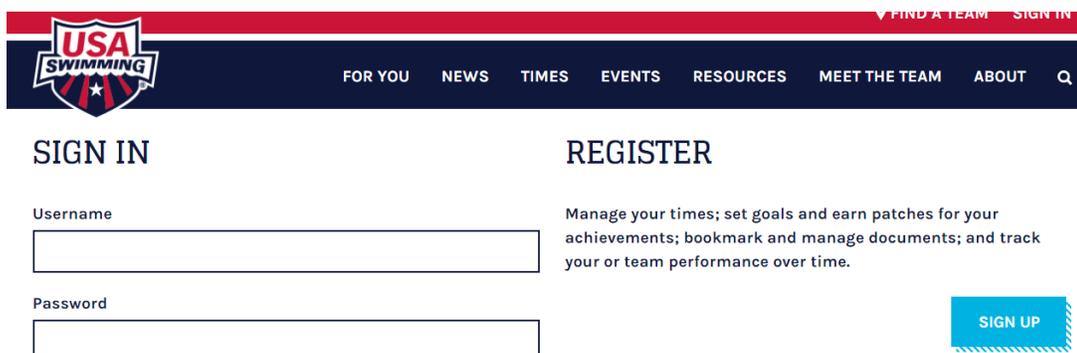
 Todd Webber NC/JUN 031267TODAWEBB Valid To: 12/31/2017 B/C Exp: 12/31/2018 APT Exp: 12/31/2017				NORTH CAROLINA SWIMMING Official's LSC Certifications			
National	Level	Expires	Instr/Eval	LSC	Level	Expires	Eval
Stroke & Turn	N3	12/31/2019	-	Stroke & Turn	C	12/31/2019	
Chief Judge	N2	12/31/2019	-	Starter	C	12/31/2019	
Starter	N3	12/31/2019	-	Referee/Deck Referee	C	12/31/2019	
Referee/Deck Referee	N3	12/31/2019	-	Administrative Referee	C	12/31/2019	
Administrative Referee	N2	12/31/2019	-	Meet Referee	L2	12/31/2019	

Step 4A: USA Swimming Non-Athlete Memberships

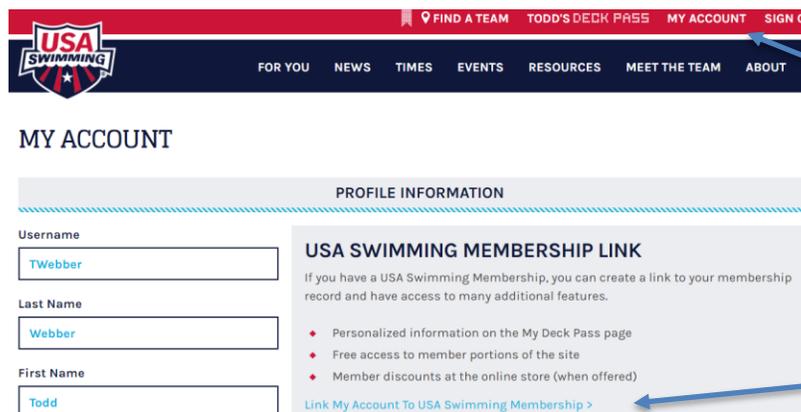
You must become a member of USA Swimming. Please complete the application, which can be located via this link: [NCS Registration Forms Page](#). Officials should choose the Non-Athlete Form and either send directly to the NCS Registrar or to your club’s administrator as several clubs reimburse or pay directly for officials’ annual registration.

Step 4B: Create a USA Swimming Account

Once you have completed the Registration process, wait approximately two weeks and then create an online account with USA Swimming that will link to your registration records. Please use the same e-mail address that you indicated on your registration form (helpful & very important). This account will be used to track all of your activities with North Carolina Swimming and USA Swimming in the Officials Tracking System (OTS). It will track meets you have attended, tests you have taken, evaluations you have completed and educational and mentoring events. To begin, on top right of USASwimming.org, click sign in. Then choose Register and sign up on the right side of the screen.



You will also need to link your USA Swimming website ID to your USA Membership record. To do this choose MY ACCOUNT at the top right of the website and following the instructions for linking the two.



Choose MY ACCOUNT after creating a website account and logging in

Link MY ACCOUNT and USA Swimming Membership

Step 4C: Background Check

As part of the USA Swimming Safe Sport Program, all officials and trainees are required to undertake a background check. You need to have this completed before we can process your certification prior to all required training sessions are complete (or 60 days from clinic).

For more information on the reason for the background check and to submit your background check, please go to the USA Swimming website.

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

The Level 2 background check will take about 15 minutes to submit your application online. There is a cost to complete this step. You will receive an e-mail confirmation upon completion of the application and once the results are available. Do not send these results to NCS. They will receive notification directly. Be aware, in the months of November and December, results may take longer. Background checks must be renewed every 24 months. If you do not renew your background check within 30 days of its expiration, you will need to complete the new member background check.

Step 4D: Complete your Athlete Protection Training

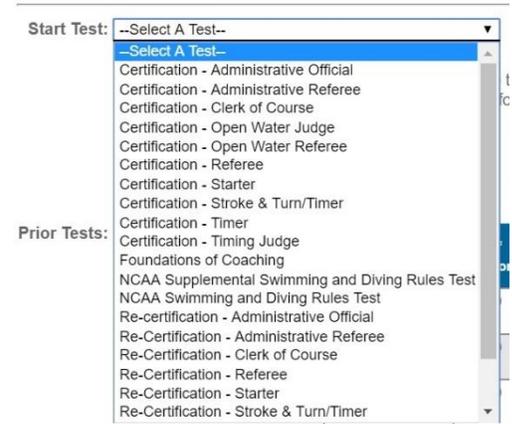
Once you are set up in the USA Swimming Database (assume two weeks from the date you send in Step 4A), you will need to take the USA Swimming Athlete Protection Course for Coaches and Non-Athlete Members. This is a free one-hour online tutorial to be taken before or after your training sessions, but cannot be taken until you are registered with USA Swimming. The training and an explanation regarding why USA Swimming is offering this training can be found:

[USA Swimming Athlete Protection Training](#)

Fill in your name and birth date, select Locate. If you are registered with USA Swimming, you will receive a response to your request, and you will simply select your name from the list. If you are not in the list, please wait a few more days and try again. If you fail a second time, please contact NCS Registrar via e-mail at registration@ncswim.org to check on your registration. (Remember to wait two weeks from the date you sent this in.)

START AN ONLINE TEST

SELECT TEST TO START



Step 5: Online Test

In addition to on deck training sessions, you will need to take an online open book certification test. You can access the online rulebook by going here: <https://www.usaswimming.org/rulebook> The test is designed to help you understand the rules, and know where they are located in the rulebook. It will take about 100 minutes to complete. You will need to take either the Certification -- Stroke and Turn/Timer test or the Certification – Administrative Official test. It is recommended that the test be taken prior to or in close proximity to your third and fourth training session. You will need to complete Step 4A-D before taking the test.

The test(s) can be found at:

<https://www.usaswimming.org/utility/landing-pages/officials/officials-online-testing>

Click choose to start a test. **HINT: You can print your test (hard-copy) and save it. Then work on the test off line with the rule book. Once complete re-enter your saved test and enter your answers. There is not a time limit on taking the test.**

Step 6: Credentials & Contact Training Coordinator

Once you complete Steps 4(A – D) & step 5, please e-mail the NCS Training Coordinator at trainingcoordinator@ncswim.org Inform the Coordinator you are a new apprenticing official and you have completed all of steps 4(A-D) & 5. The coordinator will create and update your new NCS Certification Card from OTS. Go to your deck pass and you will see your card. Print it and carry it with you when on deck.

 Todd Webber NC/UN 031267TODAWEBB Valid To: 12/31/2017 B/C Exp: 12/31/2018 APT Exp: 12/31/2017				NORTH CAROLINA SWIMMING Official's LSC Certifications			
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Administrative Referee	N2	12/31/2019	-	Meet Referee	L2	12/31/2019	

This card shows your level of certification (or training) within North Carolina Swimming and any certifications at the USA Swimming level. It also shows the expiration date of your background check, annual USA Swimming registration, and status of your Athlete Protection Training. Meet Referees should ask you to show this credential when you first sign in to work a meet.

Step 7: Certification

When you have completed **all** of the steps above:

1. Background Check
2. USA Swimming Registration

3. Athlete Protection Course
4. USA Swimming Certification Test
5. On Deck Training Sessions

Please scan and e-mail your completed training form to trainingcoordinator@ncswim.org. Please include your current mailing address as you will receive a nametag in approximately 4 -6 weeks. You will also receive an email from USA Swimming stating your certification. Anytime your certifications, training, or expiration dates revise/update, you should reprint your card from your Deck Pass. It is acceptable to have access to your Deck pass via a smart device; however, some meets may expect the card to be displayed as verification to be on deck during sessions.

WELCOME...



**How USA Swimming
Officials feel about DQ's**



**How Swimmers *THINK* USA
Swimming Officials feel
about DQ's**

...and most parents