

BEING A NORTH CAROLINA SWIM OFFICIAL

FREQUENTLY ASKED QUESTIONS

ABOUT OTS, USASWIMMING.ORG, MY ACCOUNT, ETC

DECK PASS ACCOUNT



- NOT THE SAME AS THE DECK PASS APP
- IT IS A USER ACCOUNT ON WWW.USASWIMMING.ORG
- CREATING AN ACCOUNT DOES NOT GIVE YOU A MEMBER RECORD
- MUST LINK MEMBER RECORD TO ACCOUNT TO VIEW MEMBER INFORMATION
 - NOT “SEEING” ANYTHING IN ACCOUNT WHEN ACCOUNT IS NOT LINKED
- ACCOUNT MUST BE LINKED TO OFFICIAL’S MEMBER RECORD AND NOT CHILD’S
- CANNOT DELETE MULTIPLE ACCOUNTS (TEST AND OTHER DATA)

WHAT YOU CAN DO IN “MY ACCOUNT”

- LINK AND UNLINK TO A MEMBER RECORD
- CHANGE AN EMAIL ADDRESS
- CANNOT CHANGE A USER NAME
- CHANGE A PASSWORD
 - FORGOT PASSWORD GOES TO EMAIL ON ACCOUNT CHECK SPAM/JUNK

MY ACCOUNT

PROFILE INFORMATION

Username

Your First Name

Last Name

Your Last Name

USA SWIMMING MEMBERSHIP LINK

Your web account is currently linked to a USA Swimming Membership record. If you no longer wish to have your account linked to this membership record, click the following button.

UNLINK MY MEMBERSHIP RECORD

DECK PASS DASHBOARD

- SHOWS MEMBER DATA FOR THE INDICATED PROFILE
- IF NOT LINKED, THEN DEFAULT IS ORANGE
 - ORANGE IS SWIMMER
 - RED IS OFFICIAL
 - BLUE IS COACH
 - TEAM LEADER IS ORANGE

The screenshot displays the USA Swimming Deck Pass dashboard for a user named 'Your Name' who is an Official. The dashboard is divided into several sections:

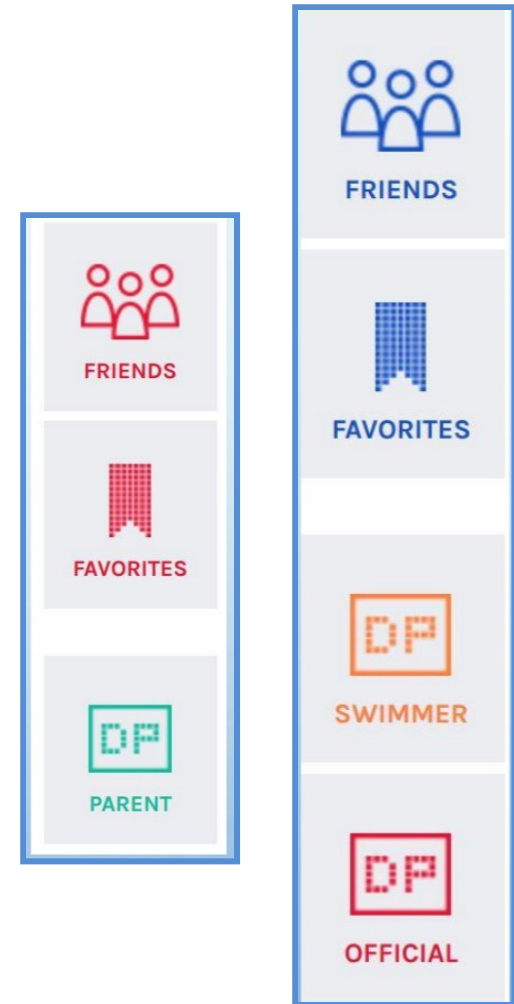
- Header:** Includes navigation links like 'FIND A TEAM', 'SHOP', 'Your Name', 'DECK PASS', 'MY ACCOUNT', and 'SIGN OUT'.
- Deck Pass Section:** Features a large 'OFFICIAL' badge, the user's name 'Your Name', and an 'EDIT' button. Below this is the 'TEAM' section with 'Your Team' and another 'Your Name' field.
- Current Status:** Lists key dates and roles: Official, Valid to Date (6/30/2020), Registration Date (11/1/2019), Expiration Date (12/31/2020), LSC and Club (Your Team/Club), and USAS ID (Your USAS ID).
- Background Check:** Shows '3/31/2021 - Level 2'.
- Athlete Protection Training:** Shows '6/30/2020'.
- Concussion Protocol Training:** Shows 'Met'.
- Membership Card:** A link to view the membership card.
- What's New:** A section with three congratulatory messages for earning patches: '2020 TrueSport Nutrition Lesson patch', '2020 Be A TrueSport Champion patch', and '2019 TrueSport Bullying Prevention patch'.
- Officials Certifications:** A table listing various certifications and their expiration dates:

Certification	Level	Expires
Stroke & Turn	C	12/31/2022
Chief Judge	C	12/31/2022
Starter	C	12/31/2022
Referee	C	12/31/2022
Administrative	C	12/31/2022
NATIONAL Referee/Deck Referee	N2	12/31/2022
Starter	N2	12/31/2022
Chief Judge	N2	12/31/2022
Stroke & Turn	N3	12/31/2022
- Your Patches:** A section titled '2020 TRUESPORT NUTRITION LESSON' with a description: 'Food is needed to fuel your body so you can be at your best! Knowing the right foods to eat before, during, and after competition is important. Earned On 3/3/2020'.
- Right Sidebar:** A vertical menu with icons for 'DECKPASS', 'CERTIFICATIONS', 'ONLINE TESTS', 'MEETS', 'ACTIVITIES', 'PATCHES', 'FRIENDS', and 'FAVORITES'.

A large yellow diagonal banner with the word 'EXAMPLE' is overlaid on the right side of the dashboard.

SWITCHING PROFILES

- SHOWS MEMBER DATA FOR THE INDICATED PROFILE
- SWIMMER/OFFICIAL - SWIMMER PROFILE WILL DEFAULT
- COACH/OFFICIAL – COACH WILL DEFAULT
- CAN SWITCH TO CHILD'S PROFILE – USE DP PARENT



MEMBERSHIP CARD

- GET IT UNDER “CURRENT STATUS” ON THE DECK PASS DASHBOARD
- COMBINED MEMBERSHIP/CERTIFICATION CARD IS VALID FOR PROOF OF MEMBERSHIP

Your Name

CURRENT STATUS
Official

VALID TO DATE
[Blank]

REGISTRATION DATE
[Blank]

EXPIRATION DATE
[Blank]

LSC AND CLUB
Your Team/Club USAS ID

USAS ID
Your USAS ID

BACKGROUND CHECK
[Blank]

ATHLETE PROTECTION TRAINING
[Blank]

CONCUSSION PROTOCOL TRAINING
[Blank]

MEMBERSHIP CARD >

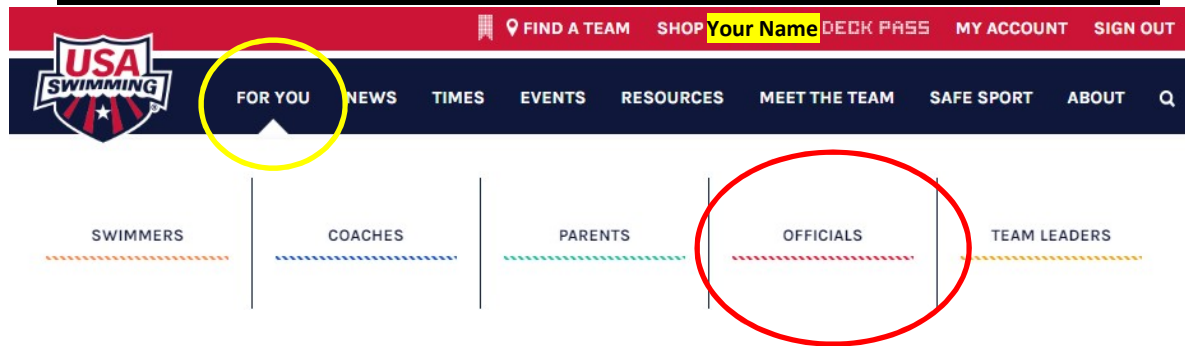
USA Swimming
Your Name
Your USAS Club ID & Account # A
Valid To: MM/DD/YY

B/C Exp: MM/DD/YY
APT Exp: MM/DD/YY
CPT: MET

NORTH CAROLINA SWIMMING
Official's LSC Certifications
Zone 2

National	Level	Expires	Instr/Eval	LSC	Level	Expires	Eval
2020				Stroke & Turn	XJ	MM/DD/YYYY	
				Administrative Official	YA	MM/DD/YYYY	
2020				2020			

OTS – OFFICIALS TRACKING SYSTEM



- UNDER FOR YOU/OFFICIALS/OTS OR, WWW.USASWIMMING.ORG/OTS
- BOOKMARK IT IN YOUR DECK PASS FAVORITES
- CAN'T ACCESS IT UNLESS YOU ARE LOGGED IN, ALWAYS LOG IN FIRST

WELCOME, OFFICIALS!

Please visit the Quick Links and Resources for Officials sections below for one-stop shopping for everything you need to be a USA Swimming official.

Need further assistance? Contact [Gina Mensay](#), Senior Program Manager, Membership Affairs.

TRYING TO RENEW?

- ♦ Membership renewal is required annually. You must do that through your Local Swimming Committee (LSC). A list of LSC websites can be found [here](#). There are forms and fee information on the LSC websites.
- ♦ USA Swimming Membership is composed of four requirements - annual registration, athlete protection training (annual), background check (every two years), concussion protocol training (generally one time). The expiration date for these requirements can be found on your [Deck Pass Dashboard](#).
- ♦ Officiating Certifications - the expiration dates on these vary from LSC to LSC and are not necessarily the same as your membership expiration dates. These are also shown on your Deck Pass Dashboard. Please check with your [LSC Official's Chair](#) or [LSC website officials page](#) to determine the requirements for renewal in your LSC.

OTS – OFFICIALS TRACKING SYSTEM

OFFICIALS QUICK LINKS

- ◆ Your [Deck Pass Dashboard](#) has all the information you need on your meets worked, tests, certifications and your membership card (you must use an account linked to your own member record).
- ◆ [Local Swimming Committee \(LSC\) Officials Chairs](#) - each LSC has an Officials Chair. Find contact information for your chair here.
- ◆ [Athlete Protection Training](#) - officials are required to take this training every 12 months.
- ◆ [Background Check](#) - all non-athlete members of USA Swimming must satisfactorily complete a Level 2 background check every two years.
- ◆ **Concussion Protocol Training** - for USA Swimming membership, officials must successfully complete concussion and head injury education at least once. [Individual states](#) may require annual or continuing education and officials must abide by the requirements of their home state or states in which they officiate. Submit your proof of training to your LSC registrar in order for it to show on your deck pass. FAQ's about this requirement can be found [HERE](#). ***Need to take a concussion training course?*** Here are the links to popular courses - [CDC Course](#), [NFHS Course](#).
- ◆ [National Officials Committee](#) - current members of the National Officials Committee.
- ◆ [Rules and Regulations](#) - access the most current Rulebook. Questions regarding USA Swimming Rules and Regulations, or any of the interpretations, may be directed to the Chair of the USA Swimming Rules and Regulations Committee, [Clark Hammond](#).
- ◆ [Purchase Supplies](#) - to purchase fullsize and mini rulebooks, DQ slips and other supplies officials need. Uniforms are from separate vendor listed below.
- ◆ [Officials Uniforms](#) - purchase officials attire directly from the vendor. Please allow at least three weeks for processing and shipping.
- ◆ [Report Accidents](#) - any accident or injury occurring at any USA Swimming activity must be reported.
- ◆ [Meetings and Events](#) - searchable calendar of USA Swimming meetings and events.

VIEW MY HISTORY

- USE THIS LINK AS AN APPRENTICE OFFICIAL TO SEE:
 - HISTORY, TEST SCORES and APPRENTICE CERTIFICATIONS
- IS CURRENTLY A POP UP TO “OLD” OTS SYSTEM
- CLEAR CACHE ACTION AND/OR USE A DIFFERENT BROWSER WHEN IT WON'T APPEAR

OTS SECTIONS

SECTION 1

For all Officials - you must be logged in to your account as an official to access the OTS sections below.

[View My History](#)

[Meets and Evaluations](#)

[Activities](#)

[National Certification Application \(not for LSC certification\)](#)

SECTION 2

For Officials Chairs and LSC Admins - you must have the additional access role(s) required to access these OTS sections.

BACKGROUND CHECKS

- CAN TAKE 10 DAYS TO COME BACK AS CLEARED
- TAKES LONGER IF OFFICIAL EVER RESIDED IN NY
- THIRD PARTY SYSTEM
- CAN BE INITIATED WITHOUT A USER ACCOUNT ON WEBSITE OR A MEMBER RECORD
- WILL GENERALLY AUTOMATICALLY APPEAR IN MEMBER RECORD **ONCE CLEARED**
- IF CLEARED AND NOT IN RECORD, CAN BE MANUALLY MATCHED
 - NAMES DON'T MATCH
 - BIRTHDATES DON'T MATCH...*CANNOT BE FIXED IF WRONG DATE WAS ENTERED TO INITIATE*
 - CONTACT [DENISE THOMAS](#) TO MANUALLY MATCH
- OTHER ISSUES – BACKGROUNDCHECK@USASWIMMING.ORG

ATHLETE PROTECTION TRAINING

- THIRD PARTY SYSTEM
- 2 PARTS TO PASS
 - FIRST PART MANDATORY
 - ONE OF OTHER TWO PARTS MANDATORY
- WILL GENERALLY AUTOMATICALLY APPEAR IN MEMBER RECORD WITHIN 24 HOURS
- CANNOT BE INITIATED WITHOUT A MEMBER RECORD
- CAN BE MANUALLY MATCHED
 - CONTACT LEARN@USASWIMMING.ORG TO MANUALLY MATCH

CONCUSSION PROTOCOL TEST

For USA Swimming membership, officials must successfully complete concussion and head injury education at least once.

- Individual states may require annual or continuing education and officials must abide by the requirements of their home state or states in which they officiate.



2019 State Laws

- Once complete, submit your proof of training to your LSC registrar in order for it to show on your deck pass. [NC Swimming Registrar](#)

Concussion training courses:

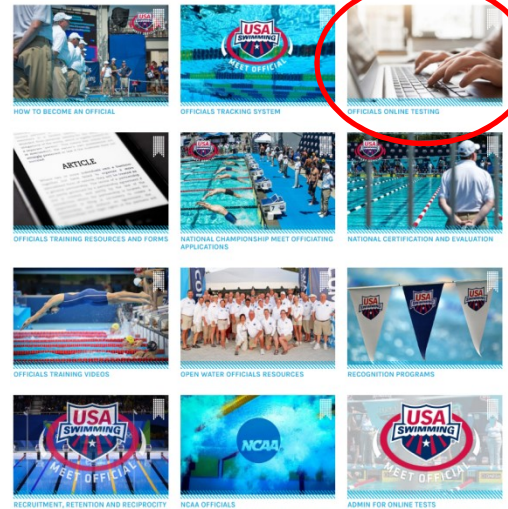
- Center for Disease Control = [CDC Course](#)
- National Federation of High Schools = [NFHS Course](#)

CONTACT [LEARN at USA SWIMMING](#) TO MANUALLY MATCH

OFFICIATING TESTS

- USAS WEBSITE UNDER: FOR YOU/OFFICIALS/[ONLINE TESTING](#)
- BE SURE YOU ARE LOGGED IN AS YOU AND NOT YOUR CHILD (LOOK AT RED BAR AT TOP AND SEE WHOSE DECK PASS IS INDICATED THERE)
- TEST RESULTS ARE AUTOMATICALLY SENT TO THE LSC OFFICIALS CHAIR – BUT SOME EMAIL PROVIDERS DON'T PLAY NICE WITH US. THEY DON'T ALWAYS RECEIVE THE EMAIL.
- OFFICIALS CHAIRS CAN LOOK UP A SINGULAR TEST RESULT AT ANY TIME OR CAN RUN A WEEKLY REPORT OF TEST RESULTS.
- MANY OFFICIALS THINK TAKING THE TEST WILL AUTOMATICALLY CERTIFY OR RECERTIFY THEM.

RESOURCES FOR OFFICIALS



NATIONAL CERTIFICATIONS

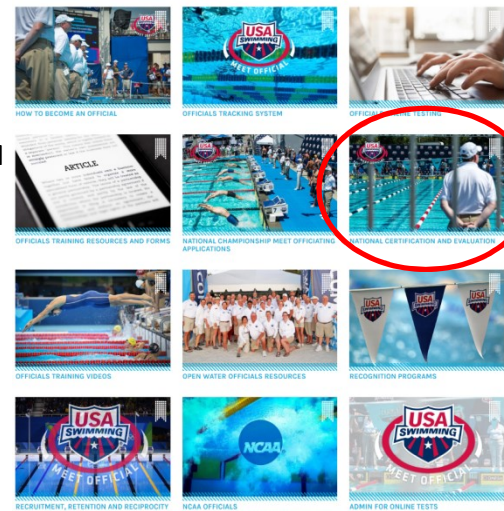
- USAS WEBSITE UNDER: FOR YOU/OFFICIALS/[NATIONAL CERTIFICATION AND EVALUATION](#)

- N3 INITIAL IS NOT AN AWARDED LEVEL OF CERTIFICATION

- THE PROCESS IS:

- SEEK AN EVALUATION OR EVALUATIONS AT AN OFFICIALS QUALIFICATION MEET-OQM
 - INITIAL AND FINAL REQUIRED FOR N3 CJ AND ABOVE
- EVALUATION DOES NOT COMPLETE THE CERTIFICATION OFFICIAL MUST APPLY
 - GO TO THE [NATIONAL CERTIFICATION PAGE](#)
 - (LOGGED IN AS AN OFFICIAL) AND CLICK ON THE LINK TO APPLY
- RECEIVE CONFIRMATION OF APPLICATION EMAIL
 - ALSO GOES TO LSC OFFICIALS CHAIR
- WILL STAY IN PENDING STATE UNTIL REVIEWED
 - OFFICIALS CHAIR CAN ENDORSE APPLICATION.
- RECEIVE CONFIRMATION OF APPROVED/INCOMPLETE APPLICATION(S)
 - NOTICE WILL INDICATE WHY INCOMPLETE, OFTEN BECAUSE APPLICATION WAS SUBMITTED MORE THAN ONCE
 - CERTIFICATION IS NOT AUTOMATICALLY ENTERED WITH THIS APPROVAL. MUST BE MANUALLY ENTERED.
- USAS HQ STAFF ENTERS THE CERTIFICATION ON THE MEMBER RECORD
- RECEIVE FINAL EMAIL STATING THE CERTIFICATION HAS BEEN ENTERED AND NEW CARD IS AVAILABLE

RESOURCES FOR OFFICIALS



OFFICIALS TRACKING SYSTEM - NATIONAL CERTIFICATION APPLICATION

- Submit a New National Certification Application to apply for National Officials Certification in one or more positions.
- View Your History to see system tracked meet and activity participation and add items not tracked by the system.
- Review your Prior Applications to monitor the progress of previously submitted National Certification applications and to edit applications you have not yet submitted.
- Note: Please do not use this application to apply for LSC Certification or LSC Certification renewal. Refer to your LSC Official's committee for LSC Certification procedures and requirements.

OFFICIAL: **Your Name**

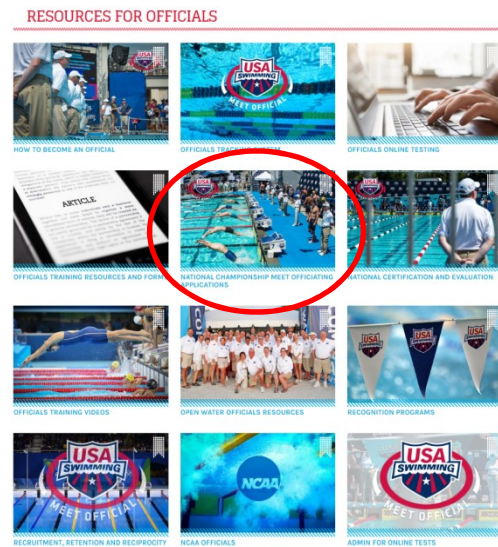
MONITOR MY PARTICIPATION HISTORY AND SUBMIT A NATIONAL CERTIFICATION APPLICATION

Click the link below to review your Meet, Evaluation, and Activity history
[View My History](#)

Click the link below to submit a new Application for Officials National Certification
[Submit a New Application](#)

NATIONAL CHAMPIONSHIP MEETS

- WWW.USASWIMMING.ORG/NATLMEETAPP OR FOR YOU/OFFICIALS – NATIONAL CHAMPIONSHIP MEET APPLICATION UNDER RESOURCES
- BE SURE YOU ARE LOGGED IN AS YOU (YOUR OFFICIALS USER ACCOUNT, NOT YOUR SPOUSES)
- APPLICATIONS ARE POSTED 180 DAYS OUT FROM THE MEET (GENERALLY)
- APPLICATIONS WILL STAY OPEN UNTIL 120 DAYS OUT FROM THE MEET (GENERALLY) UNLESS NOT ENOUGH APPLICATIONS HAVE BEEN RECEIVED TO FULLY STAFF THE MEET
- YOU MUST APPLY FOR EVERY MEET YOU WANT TO WORK AT. IF YOU APPLY FOR ONLY ONE IN A SERIES (FOR EXAMPLE, THE WINTER NATS AND WINTER JR NATS), YOU WILL ONLY BE CONSIDERED FOR THE MEET YOU APPLIED FOR.
- BE HONEST IN YOUR PREFERENCES AND INDICATE IF YOU HAVE A PREFERENCE IN A SERIES OF MEETS. STILL HAVE TO APPLY FOR ALL TO BE CONSIDERED FOR ALL.
- BE SURE YOU ENTER A CORRECT EMAIL ADDRESS.
- BE SURE YOU HIT “SUBMIT” OR YOUR APPLICATION WILL NOT BE RECEIVED



OTHER “STUFF”

EVERYTHING YOU NEED TO ACCESS IS LOCATED ON THE: [FOR YOU/OFFICIAL](#)

- MEMBERSHIP HAS TO BE RENEWED EVERY YEAR
 - HAS NOTHING TO DO WITH CERTIFICATIONS, EXPIRATION OF BACKGROUND CHECK OR ATHLETE PROTECTION TRAINING
- ESTABLISHING AN OQM (OFFICIALS QUALIFYING MEET)
 - APPLY UNDER NATIONAL CERTIFICATION SECTION
 - SHOULD BE SENT TO [GINA MENSAY](#) BY THE LSC OFFICIALS CHAIR
 - LIST OF APPROVED OQMs ARE ALSO ON NATIONAL CERTIFICATION PAGE UPDATED PERIODICALLY

NCAA OFFICIATING

- NCAA CONDUCTS TESTING AND MAINTAINS LIST OF REGISTERED OFFICIALS/REFEREES
- NCAA DOES NOT ISSUE CERTIFICATIONS
- NCAA CERTIFICATION & MEET ATTENDANCE WILL NOT APPEAR IN OTS OR YOUR OFFICIALS CARD

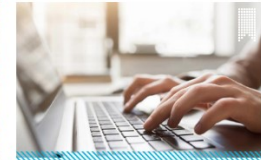
RESOURCES FOR OFFICIALS



HOW TO BECOME AN OFFICIAL



OFFICIALS TRACKING SYSTEM



OFFICIALS ONLINE TESTING



OFFICIALS TRAINING RESOURCES AND FORMS



NATIONAL CHAMPIONSHIP MEET OFFICIATING APPLICATIONS



NATIONAL CERTIFICATION AND EVALUATION



OFFICIALS TRAINING VIDEOS



OPEN WATER OFFICIALS RESOURCES



RECOGNITION PROGRAMS





RECRUITMENT, RETENTION AND RECIPROCITY



NCAA OFFICIALS



ADMIN FOR ONLINE TESTS

 Your Name Your USAS Club ID & Account # A Valid To:MM/DD/YY				 NORTH CAROLINA SWIMMING Official's LSC Certifications Zone 2			
<u>National</u>	<u>Level</u>	<u>Expires</u>	<u>Instr/Eval</u>	<u>LSC</u>	<u>Level</u>	<u>Expires</u>	<u>Eval</u>
2020				Stroke & Turn	XJ	MM/DD/YYYY	2020
				Administrative Official	YA	MM/DD/YYYY	

SIGN IN

Username

Password

SIGN IN

REGISTER

Manage your times; set goals and earn patches for your achievements; bookmark and manage documents; and track your or team performance over time.

SIGN UP

Username

Last Name

First Name

USA SWIMMING MEMBERSHIP LINK

If you have a USA Swimming Membership, you can create a link to your membership record and have access to many additional features.

- ◆ Personalized information on the My Deck Pass page
- ◆ Free access to member portions of the site
- ◆ Member discounts at the online store (when offered)

[Link My Account To USA Swimming Membership >](#)

After creating an account:

1. SIGN IN
2. choose MY ACCOUNT
3. Link MY ACCOUNT to USA Swimming Membership

