

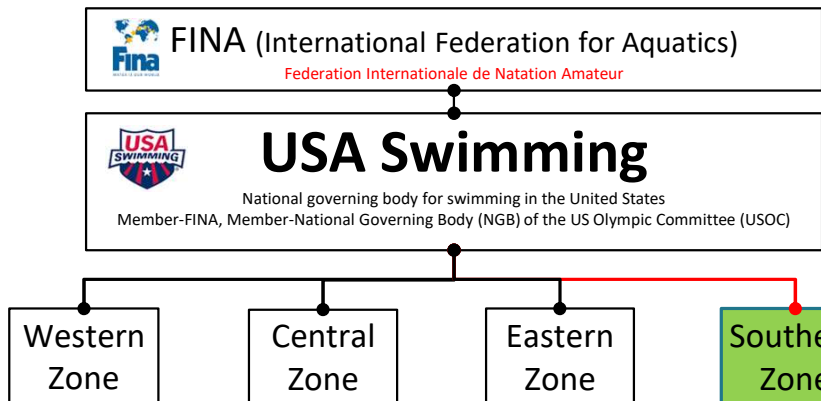


## **Part 1 - Initial Clinic**

**For Apprentice Stroke & Turn Judges and Administrative Officials**



# The Swimming Organizations



**North Carolina LSC (Local Swim Committee)**  
Each LSC has by-laws, policies and procedures within USA Swimming framework

- Bob Landry: [zone1rep@ncswim.org](mailto:zone1rep@ncswim.org)  
**Zone 1 Rep-Eastern Carolina**
  - BAC, CFAC, ECA, GOLD, HAWK, RMY, TRY, WBST, WOW, UNs who live in Eastern NC
- Linda Hughes: [zone2rep@ncswim.org](mailto:zone2rep@ncswim.org)  
**Zone 2 Rep-Raleigh area**
  - ASTF, BDA, CAST, CHY, CAT, FISH, GFSC, HAC, HCAC, LTF, MOR, NCAC, NCSU, NUMA, PAST, RSA, SBE, SDST, SEAL, SSS, SQUID, TAC, VACB, WAVE, YOTA, YOTS, UNs who live in the Triangle area
- Rob Stevens: [zone3rep@ncswim.org](mailto:zone3rep@ncswim.org)  
**Zone 3 Rep-Greensboro area**
  - EAC, GCY, GSA, GYW, HPSC, PAC, SFSC, STAR, TYDE, YBAC, UNs who live in Triad area
- Jeffrey Childs: <mailto:zone4rep@ncswim.org>  
**Zone 4 Rep-Charlotte area**
  - AQTC, ATOM, BAD, CVAC, MAC, MSA, NMA, NSS, QCD, RACY, SA, SAIL, TEAM, UA, WA, XA, UNs who live in Charlotte area
- Colleen Gillan: <mailto:zone5rep@ncswim.org>  
**Zone 5 Rep-Western NC**
  - ASC, CCAC, GG, GWU, HCAT, LENR, MARS, MSC, RCST, SAC, SMAC, WST, YSST, YWNC, UNs who live in the western part of state



# NCS Meet Officials TEAM

Meet Referee

Meet Director

Wet Team

Dry Team

Deck Referee

Administrative Referee

Timers

Starter

Administrative Official

Chief Judge

may not be staffed at all meets

Stroke & Turn Judge

All officials are of equal importance on deck

Referee

Overall authority and responsibility for the competition and ensures compliance with all rules

Starter

Ensures that all swimmers receive a fair and equitable start

Stroke and Turn Judge

Ensures compliance with rules relating to each stroke during the swim, at turns and finishes

Administrative Official

Ensures compliance with administrative rules regarding entries, timing and order of finish

# NCS Uniform Requirements

- ❑ **Women:** Navy blue skirt, slacks (no jeans) or navy shorts with white polo shirt (collared) and rubber-soled white shoes.
- ❑ **Men:** Navy blue slacks (no jeans) or navy shorts, white polo (collared) shirt (tucked in) and rubber-soled white shoes.
- ❑ **Comply with any Federal, State, Local and Facility health related guidelines**



## **Note:**

- **Some competitions may request officials adopt a different uniform, always check the meet announcement. For example, Breast Cancer Awareness Month in October officials are encouraged to wear pink attire**

Specific address for the USA Swimming on-line store that offers uniforms for Officials:

<https://www.usaswimmingbrandstore.com/products?s%5Bf%5D%5Bc%5D%5B%5D=%2FMeet+Officials>

## **Minor Athlete Abuse Prevention Policy (MAAPP)**

- MAAPP is USA Swimming's Minor Athlete Abuse Prevention Policy. The policy sets specific boundaries for adults who interact with swimmers to help ensure that all athletes have a safe, enriching, and positive swimming experience.**
- MAAPP is a critical part of USA Swimming's and North Carolina Swimming's SafeSport initiatives.**
- All USA Swimming members including athletes 18 and older and adults who interact with minor athletes at swim club events, practices, meets, and other swimming activities are expected to comply with the MAAPP policy.**
- In North Carolina, MAAPP will be in effect for all USA Swimming sanctioned meets beginning June 23,2019.**
- All North Carolina Swimming clubs including all board members, staff, team managers, chaperones, swimmers, meet directors, officials, and non-member parents and volunteers are expected to understand and comply with MAAPP.**

# What does MAAPP cover?

## MAAPP governs five areas of potential interactions with Minor Athletes:

- ❑ One-on-one interactions
- ❑ Social media and electronic communications
- ❑ Travel
- ❑ Locker rooms and changing areas
- ❑ Massages, rub downs, and athlete training modalities

## Best Practices for MAAPP

- ❑ Make sure all interactions with athletes are observable and interruptible.
- ❑ Deck changing is prohibited. Report instances of deck changing to the meet referee/director.
- ❑ [IF ONLY ONE LOCKER ROOM/RESTROOM] Make sure you are not alone with an athlete in the locker room, including to use the restroom. Be proactive and tell the meet director immediately if this happens, even when it occurred through no fault of your own.
- ❑ [IF MULTIPLE FACILITIES] There is a separate locker room/restroom for athletes and all other adults. Make sure that you are only using the facility marked for you.

Specific address for further understandings of MAAPP on the USA Swimming website:

<https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy>

# North Carolina Swimming Requirements for Apprentice Officials

## Off-Deck Training

- Must be at least 18 years of age
- Attend an approved USA-S/NCS Stroke & Turn Judge or Administrative Official Clinic(s)
  - Complete the Part 1 Clinic Quiz (link on the last page) with a score of 90%
- Within **60 days** of an apprentice's clinic
  1. Register for a Non-Athlete membership with USA-S/NCS
  2. Create a unique account on the USA-S website for yourself

**THE ACCOUNT MUST USE A DIFFERENT EMAIL ADDRESS THAN YOUR CHILDREN**

  1. Obtain a Level 2 Background Check
  2. Complete online Athlete Protection Training at USA-S
  3. Complete the Concussion Protocol Training
  4. Complete the USA Swimming on-line test with a score of 80% or better

## On-Deck Training

- Complete the required number of full sessions at a USAS/NCS sanctioned or approved swim meet(s) within 12 months of your clinic date. ( 6 for Stroke and Turn – 4 for Administrative Official )
  - A session is typically a 4 hour portion of a meet. EXAMPLE: SAT AM, SAT NOON and SAT PM is 3 sessions.

# North Carolina Swimming Requirements for Apprentice Officials

## Testing the 'water'

- There are some costs for becoming an official **BUT**
  - You can start on deck without paying the fees
  - You have 60 days to pay the fees
  
- Specifically, per the NCS Policy, "In the first 60-days after clinic attendance date, up to 2 sessions are allowed prior to completion of prerequisites." (Prerequisites = Payment items plus APT and CPT)



USAS Swimming is in process of upgrading member registration processes associated with overall upgrade of all systems and processes to “SWIMS3.0”

SO...

As of September 1, 2022, Instructions on the next 6 pages are not current.

HOWEVER...

Off-Deck Requirements remain the same for new S&T and AO apprentices.



Apprentices are encouraged to:

- 1) Complete the Test at the end of this Presentation
- 2) Register their clinic attendance (attendance form is provided at end of each clinic)

**(Use same email address for the Test registration and Attendance record forms)**

## 1) Registration

- You must become a member of USA Swimming
- Use the Non-Athlete application form on the NCS Website

- Mail the payment and completed form to:  
Registrar - NC Swimming  
PO Box 30863

Charlotte, NC 28230

- \* Check to see if your club assists in any part of the process

USAS Non-Athlete Member Registration process is changing

**USA SWIMMING** 2021 NON-ATHLETE REGISTRATION APPLICATION  
LSC: NC FOR USE JUNE 1, 2020 – SEPTEMBER 1, 2021

PLEASE PRINT LEGIBLY • COMPLETE ALL INFORMATION TO ENSURE THAT CONTACT INFORMATION IS CORRECT AND UP TO DATE:

LAST NAME LEGAL FIRST NAME MIDDLE NAME

Have you ever been a member of USA Swimming under a different last name? If yes, please provide that name: \_\_\_\_\_

Previously registered with USA Swimming?  Yes  No If registered in a different LSC, which LSC: \_\_\_\_\_

PREFERRED NAME DATE OF BIRTH (MM/DD/YR) SEX (M/F) CLUB CODE CLUB NAME

(Bill, Beth, Scooter, Liz, Bobby) (Required) MAILING ADDRESS If not affiliated with a club, enter "Unattached"

CITY STATE ZIP CODE

AREA CODE TELEPHONE NO. AREA CODE TELEPHONE NO. EXTENSION AREA CODE TELEPHONE NO.

HOME WORK MOBILE

E-MAIL ADDRESS

IF ANY OF THE ABOVE INFORMATION CHANGES DURING THE YEAR – PLEASE NOTIFY YOUR LSC REGISTRATION/MEMBERSHIP PERSON OF THE CHANGES

RACE/ETHNICITY (OPTIONAL): You may check up to two choices  
 Q. Asian American  R. Black or African American  S. Hispanic or Latino  T. Other (Specify race or ethnicity)  
 U. American Indian & Alaska Native  V. Some Other Race  
 W. Native Hawaiian & Other Pacific Islander

CITIZENSHIP/FINANCIAL STATUS: U.S. Citizen  Non-U.S. Citizen  All you need is your birth date. If Yes, which federation: \_\_\_\_\_

Check if you would like to learn more about the USA Swimming Foundation's initiatives  
 Check if you would like to receive the electronic USA Swimming Newsletter

MEMBERSHIP CODE: Check all that apply  
 Junior Coach - ages 16 & 17  
 Coach - Part Time (if you are an employee of a club)  
 Co-Ed Official (if you are an employee of a club) Admin. role, etc.  
 Other (Chaperone, Meet Director, Meet Manager, etc.)

No background check required, requires Athlete Protection Training  
Requires a Background Check & Athlete Protection Training  
Requires a Background Check & Athlete Protection Training

If coach, primary age group that you coach (may be more than one):  10-Un  11-12  13-14  15-18  19+  Masters

**NON-ATHLETES**  
BGC at [www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck) APT at [www.usaswimming.org/apt](http://www.usaswimming.org/apt)  
COACHES: Also requires current CPR/AED & Safety Training for Swim Coaches certifications. Send certificates to Registrar.  
EDUCATION REQUIREMENT FOR COACHES at: [www.usaswimming.org/foc](http://www.usaswimming.org/foc)

- An individual registering as a coach for the first time must complete the online Foundations of Coaching 101 test prior to becoming a Coach Member.
- Prior to registering as a coach for the second year, the online tests for Foundations of Coaching 201 and Rules and Regulations must be completed.
- USADA Coach's Advantage Tutorial at [www.usaswimming.org/team](http://www.usaswimming.org/team)

ACCEPTABLE SAFETY REQUIREMENT COURSES AND ONLINE TESTS ARE AVAILABLE AT [www.usaswimming.org/coachmember](http://www.usaswimming.org/coachmember)  
COACHES AND OFFICIALS: Concussion Protocol Training - Courses from the Center for Disease Control and Prevention (CDC) or the National Federation of State High School Associations (NFHS), as well as individual states' required courses will satisfy the USA Swimming requirement. Send certificate to Registrar.

By becoming a member of USA Swimming, I hereby agree to abide by the rules, regulations and Code of Conduct of USA Swimming.  
 I acknowledge that when I learn of facts that give reason to suspect that a child has suffered an incident of abuse, including sexual abuse, I must report to law enforcement within 24 hours pursuant to The Protecting Young Children from Sexual Abuse and Safe Sport Authorization Act.  
 I acknowledge that I have reviewed and agree to abide by rules and regulations of the Minor Athlete Abuse Prevention Policy and that I must complete Athlete Protection Training.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
By signing this application, I verify that the above is true and correct.

MAKE CHECK PAYABLE TO: MAIL APPLICATION & PAYMENT TO:

NC SWIMMING Registrar, NC Swimming  
PO Box 30863  
Charlotte, NC 28230

**2021 REGISTRATION FEE**  
June 1, 2020 through December 31, 2021

	TOTAL DUE
<input type="checkbox"/> Non Coach	\$74.00
<input type="checkbox"/> Junior Coach	\$74.00
<input type="checkbox"/> NEW NC Swimming Coach	\$74.00
<input type="checkbox"/> Coach Renewal pre 12/20/2020	\$74.00
<input type="checkbox"/> Coach Renewal after 12/20/2020	\$114.00
<input type="checkbox"/> Life	\$1000.00

Specific address for the Non-Athlete Registration Application:  
<https://swimnc.com/registration-forms-and-documents/>

## 2) Create USA Swimming Account

- ❑ Once you have completed the Registration Form process, wait approximately two weeks
- ❑ Then...create a **UNIQUE** independent account for yourself on [www.usaswimming.org](http://www.usaswimming.org)

- ❑ Use your **OWN** email not your swimmer's
  - Your officials account must be different from your family/swimmer
  - Use the same e-mail from your registration form - helpful & very important

**USA SWIMMING is in process of UPDATING registration process.**

- ❑ This account is used to log your activities within NC Swimming & USA Swimming
  - The log is of the meets you attend, the status of the tests you take, the evaluations you complete, your educational and mentoring events...all kept on the Officials Tracking System (OTS)

**Process is changing for Creating a USAS Account**

- ❑ To begin, select **LOGIN/REGISTER**, then under **REGISTER** choose **GET STARTED**

- ❑ Once you have completed this step:

- Link your new USA Swimming website ID to your USA Membership record
- To do this: **LOGIN**, choose **MY ACCOUNT** and Select **USA SWIMMING MEMBERSHIP LINK**

The screenshot shows the USA Swimming website interface. At the top, there's a navigation bar with 'HOME', 'ABOUT US', 'CONTACT', 'FAQ', 'MEMBERSHIP', and 'MY ACCOUNT'. Below the navigation bar, there's a large banner with the text 'YOUR ACCOUNT'. Underneath the banner, there are two main sections: 'LOGIN' and 'REGISTER'. The 'REGISTER' section has a 'GET STARTED' button. A red arrow points from the text 'GET STARTED' in the instructions to this button. Below the 'REGISTER' section, there's a 'PROFILE INFORMATION' form with fields for 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm Password'. A red arrow points from the text 'LINK ACCOUNT TO MEMBERSHIP' in the instructions to a button at the bottom of the form.

### 3) Obtain a Level 2 Background Check

In the interest of protecting all athletes, USA Swimming's governing body requires that all individuals who come in contact with any USAS member(s) must pass a Level 2 Background Check.

- Is confidential
- There is a fee
- Good for (24) twenty-four months

- Sign into your USAS Account and select:
  - a. Officials
  - b. How to Become an Official
  - c. Complete a Level 2 Background Check

USA SWIMMING is in process of UPDATING registration process.

Process is changing for Obtaining a Background Check

Specific address for the Background check on the USA Swimming website:

<https://www.usaswimming.org/safe-sport/complete-a-background-check>

## 4) Athlete Protection Training

USA Swimming created an Athlete Protection Training module. It details behavior that is inappropriate within USA Swimming and includes the methods on how to report misconduct.

- It is good for (12) twelve months
- It takes about 45-60 minutes to complete

- USA SWIMMING is in process of UPDATING registration process**
- Sign into your USAS Account and select:
    - a. Officials
    - b. How to Become an Official
    - c. Complete the Athlete Protection Training
- Process is changing for Completing APT**

### ATHLETE PROTECTION TRAINING

Posted: 01 Sep 2017 11:03 AM PDT



### MANDATORY TRAINING FOR NON-ATHLETE MEMBERS

PLEASE READ THIS INFORMATION CAREFULLY! THE APT REQUIREMENTS HAVE SOME SIGNIFICANT CHANGES AND INSTRUCTIONS CAN BE FOUND ON THE USA SWIMMING APT WEBSITE PAGE.

All non-athlete members of USA Swimming are required to complete the Athlete Protection Training. New members will be required to have their non-athlete application form and payment processed by their LSC registrar before they can sign in to complete the course.

This certification is required for all new and existing members including coaches, officials, chaperones, meet directors. If you have registered with USA Swimming for the first time, this is the course you need to take.

The course is free of charge and, upon completion, should update in your membership record within 24 hours. Click the USA Swimming link above to initiate your APT certification.

Specific address for the Athlete Protection Training on the USA Swimming website:

<https://www.usaswimming.org/resource-center/athlete-protection-training>

## 5) Concussion Protocol Training

All officials must successfully complete Concussion and Head Injury education at least once. This is a very informative look at the importance of understanding concussions.

Sign into your USAS Account and select:

a. Officials

b. How to Become an Official

c. Complete one of the Concussion Protocol Training modules available from:

• CDC - Center for Disease Control

• NFHS - National Federation of State High School Associations

Once complete, send a PDF file or screenshot of the certificate to the email address [registration@ncswim.org](mailto:registration@ncswim.org)

The registrar will update your “Deck Pass” to reflect your compliance

USA SWIMMING is in process of UPDATING registration process.

Process is changing for Completing CPT

Specific address for the Concussion Protocol Training on the USA Swimming website:

<https://www.usaswimming.org/officials/concussion-protocol-training>

## 6) Complete the Test

It is an open-book test on the USA Swimming website (score 80% or better)

Sign in to your USAS Account and select:

a. Officials

b. Online Testing

c. Select from the following:

• Certification - Stroke and Turn/Timer

• Certification - Administrative Official



USA SWIMMING is in process of UPDATING registration process.

Testing system is DOWN until November

### Suggestions:

- Use the current year searchable PDF rulebook, a link is on the Rules and Regulations page.
- You can resume a saved test at any time to complete it at your own pace.
- You can also work “off-line” - answer the first question, save and then print the test.


**NOTE:** DO NOT take a Re-certification test which is for officials who already are certified.

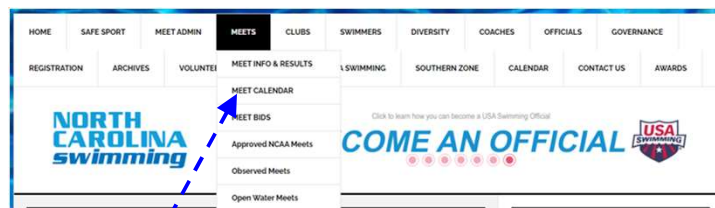
In interim Testing is manual

Specific address for the Test on the USA Swimming website:

<https://www.usaswimming.org/officials/popular-resources/online-testing>

# Getting starting on-deck

- ❑ Complete all the steps of the Off-Deck Training.
- ❑ Got to a meet!
  - Prior to the meet:
    - Go to the NC Swim Website
    - Click on MEETS...then choose the **MEETS CALENDAR**
    - Find a meet
    - Open the **EVENT INFO (pdf)** by right clicking the **Event Info** 
    - Select the Meet Referee name to obtain their email address
    - email the Meet Referee to ask if there is a space for you
  - Bring your Apprentice Record
    - You will receive this document after you complete your Part 2 clinic
  - Plan to apprentice the entire session.
  - Ask lots of questions



**North Carolina Swimming Stroke & Turn Apprentice Record**

APPRENTICE NAME: \_\_\_\_\_ TEAM: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, ZIP: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 CLINIC DATE: \_\_\_\_\_

**VERY IMPORTANT - PLEASE READ BELOW**  
 Apprentices are required to attend an approved apprenticeship clinic training clinic sponsored by a USA Swimming Referee prior to beginning their on-deck apprenticeship. Additional requirements are listed below.  
 Apprentices are responsible for asking their Referee their clinic date after their training session.  
 Once the meet referee has approved the apprentice for certification, the apprentice is responsible for emailing the completed record and emailing it to the Training Coordinator at [SWIMCOORD@NCSWIMMING.ORG](mailto:SWIMCOORD@NCSWIMMING.ORG) send it only to Training Coordinator 111 Independence Drive, Raleigh, NC 27602

Session	Meet	Meet Date	Meet Time	Days	Meets Name	Meets Name	Meets Name	Comments
1								
2								
3								
4								
5								
6								
7								
8								

**Off-Deck Requirements**  
 Must be completed within 60 days of your clinic date

**Apprentice Certification**  
 Approved Coach at [SWIMCOORD@NCSWIMMING.ORG](mailto:SWIMCOORD@NCSWIMMING.ORG) \_\_\_\_\_  
 Meet Referee (Required) \_\_\_\_\_  
 Level 2 Endorsement Coach Complete \_\_\_\_\_  
 Able to Practice Training Clinic \_\_\_\_\_  
 Parent/Guardian Consent \_\_\_\_\_

AD On-Deck Card  
 Form Approved July 2016

**Please note:** No more than 2 sessions mentored outside of the LSC will count toward the total required."



# The On-Deck Training

- ❑ Bring your Apprentice Record to every session during your apprenticeship and present it to the Meet Referee before and after the session.
- ❑ Each session must be documented on the Apprentice Record and signed by both the mentor(s) and Meet Referee.
- ❑ Your sessions **MUST** be across a minimum of two different meets
- ❑ All certifications must be completed within 12 months of your clinic. (Avg. = 60-90 days)
- ❑ With completion of all Off-Deck requirements and a satisfactory evaluation; send a PDF copy of your Apprentice Record to the email address: [trainingcoordinator@ncswim.org](mailto:trainingcoordinator@ncswim.org)
- ❖ The NCS Training Coordinator will order and mail you an NCS name badge




# Preparing to Apprentice

## Before Arriving at the Venue

- ❑ Contact the Meet Referee to let them know that you would like to attend
- ❑ Review your notes, rules and any procedures

## At the Venue

- ❑ Report to the Pool usually one hour prior to the start of the meet
- ❑ Comply with any Federal, State, Local and Facility health related guidelines 
- ❑ Find the gathering place for officials...usually near hospitality 😊
- ❑ Find the Sign-Up sheet and sign in under the apprentice section
- ❑ Allow the referee to review your on Training Record
- ❑ If AO, when requested report to the Administrative area
- ❑ If ST...Stay for the Stroke Briefing
- ❑ Receive your assignment, greet your mentor and review your training record
- ❑ Be ready to observe, take notes and learn...ask questions.

# Suggestions for a great experience

- Bring a positive attitude, your common sense and good judgment.
- Be professional, exhibit fairness to all competitors, dress properly.
- Review the procedures, rules, jurisdiction and protocol prior to the meet.
- Be on time for the official's meeting - bring a pen.
- Gaining experience and working meets is the way to get better.
- A successful evaluation is not just minimum sessions, it is about you:
  - feeling proficient
  - developing confidence
  - having a good understanding of officiating.

# NCS Certification Policy

## Requirements for continuing your Certification

- Annually officiate at a minimum of 6 sessions at USA sanctioned, approved, or observed meets
  - Apprentice sessions count
- Annually renew your USA Swimming registration as a non-athlete member.
- Bi-Annually maintain a current Level II BACKGROUND CHECK (BGC)
- Annually maintain current ATHLETE PROTECTION TRAINING (APT) requirements
- Take the recertification exam (@ [usaswimming.org](https://usaswimming.org)) every three years.

# Reminder

## You can test the 'water'

- There are some costs for becoming an official **BUT**
  - You can start on deck without paying the fees
  - You have 60 days to pay the fees
  - Many clubs reimburse you for some or all of the costs
  
- Specifically, per the NCS Policy, "In the first 60-days after clinic attendance date, up to 2 sessions are allowed prior to completion of prerequisites." (Prerequisites = Payment items plus APT and CPT)

## The following link is for: Part 1 Validation of Understanding Quiz

Click Link 

[https://docs.google.com/forms/d/1nzVJR8Y7nwjaesem\\_McwjJgqOYiuAGBumZ5QRb-PJ3U/edit?usp=sharing](https://docs.google.com/forms/d/1nzVJR8Y7nwjaesem_McwjJgqOYiuAGBumZ5QRb-PJ3U/edit?usp=sharing)

- ❖ This quiz covers the topics in the self-study Officials Clinic Part 1 and must be completed to receive full credit for your S&T or AO Clinic.
- ❖ A score of at least 90% is required for credit on Completion of Clinic Part 1 (multiple attempts are allowed).
- ❖ Full credit for S&T or AO clinic attendance will be granted and recorded after you attend a Part 2 clinic and complete attendance form provided\*\* during that clinic.
- ❖ When both Part 1 Quiz and Part 2 Attendance record are complete, you will receive an On-deck Apprentice Form via email.

*\*\* The Clinic Part 2 Attendance Google form link will be provided by your clinician during the Part 2 virtual or in-person clinic.*

### ❖ More Questions about Training ?

- John Jewell: NCS Officials Chair [officialschair@ncswim.org](mailto:officialschair@ncswim.org)
- Colleen Gillan: NCS Training Coordinator [trainingcoordinator@ncswim.org](mailto:trainingcoordinator@ncswim.org)