



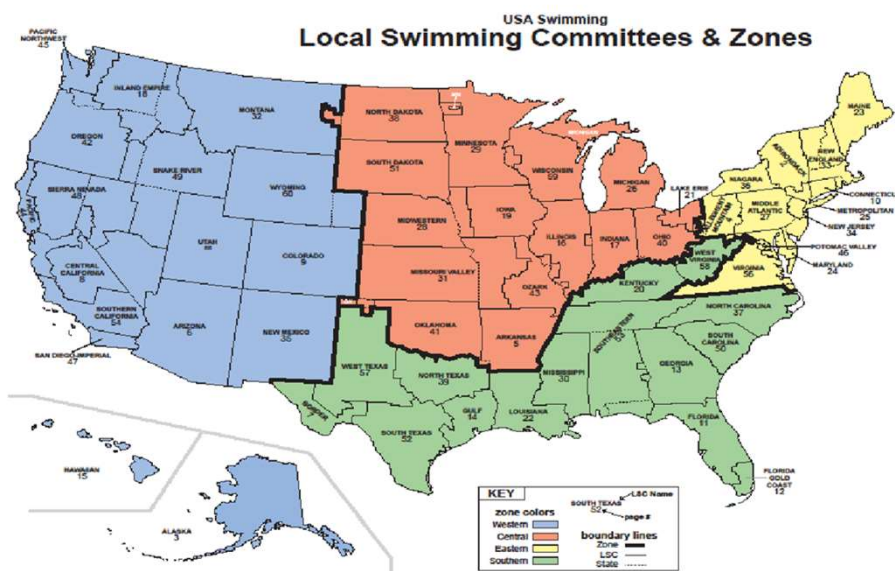
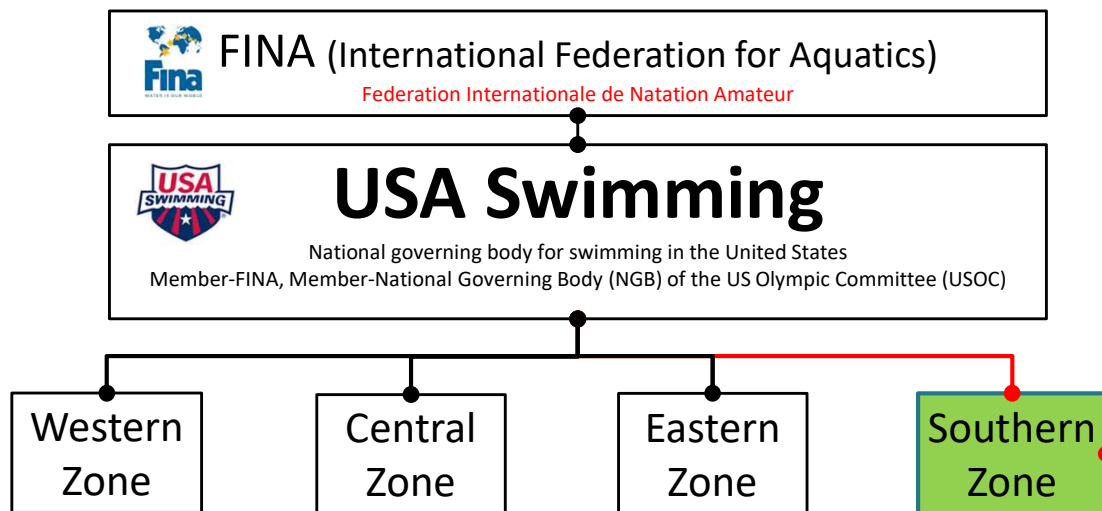
Part 1 - Initial Clinic


For Apprentice Stroke & Turn Judges and Administrative Officials





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
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
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
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

Deck Referee

Dry Team

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.
- 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.



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. Create a unique account on the USA-S website for yourself
 2. Register for a Non-Athlete membership with USA-S/NCS
 3. Obtain a Level 2 Background Check
 4. Complete online Athlete Protection Training at USA-S
 5. Complete the Concussion Protocol Training
 6. Complete the USA Swimming on-line test with a score of 80% or better

On-Deck Training

- Complete the required 6 full sessions at a USAS/NCS sanctioned or approved swim meet(s) within 12 months of your clinic date.
- 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

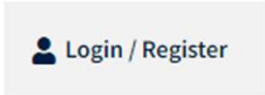
Testing the 'water'

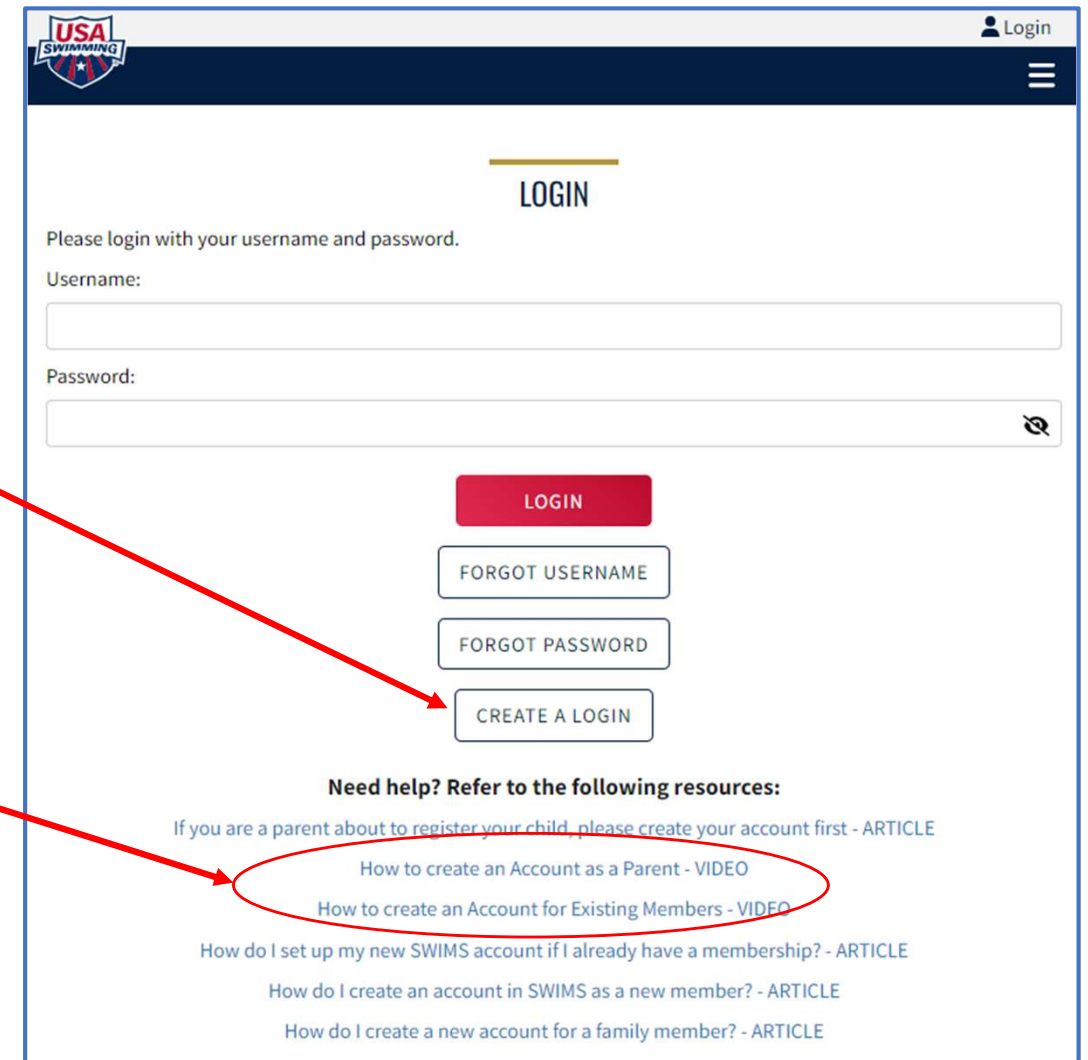
- There are some costs for becoming an official, BUT...
 - You can start on deck without paying the fees
 - You have 60 days to pay the fees
-
- Specifically, per the NCS Policy, "In the first 60-days after clinic attendance date, up to 2 sessions are allowed prior to completion of prerequisites." (Prerequisites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



Off Deck Requirements

Create a unique account on the USA-S website

- Navigate to usaswimming.org
 - Click on → 
- Use the “CREATE A LOGIN” button
- OR --
- Use the Help Link that applies to your situation



The screenshot shows the USA Swimming website's login page. At the top left is the USA Swimming logo, and at the top right is a 'Login' link. The main heading is 'LOGIN'. Below it, a message says 'Please login with your username and password.' There are two input fields: 'Username:' and 'Password:'. Below the password field is a red 'LOGIN' button. Underneath the login button are three links: 'FORGOT USERNAME', 'FORGOT PASSWORD', and 'CREATE A LOGIN'. Below these links is a section titled 'Need help? Refer to the following resources:'. This section contains several links: 'If you are a parent about to register your child, please create your account first - ARTICLE', 'How to create an Account as a Parent - VIDEO', 'How to create an Account for Existing Members - VIDEO', 'How do I set up my new SWIMS account if I already have a membership? - ARTICLE', 'How do I create an account in SWIMS as a new member? - ARTICLE', and 'How do I create a new account for a family member? - ARTICLE'. Two red arrows originate from the text on the left. One arrow points from 'Use the “CREATE A LOGIN” button' to the 'CREATE A LOGIN' button on the website. The other arrow points from 'Use the Help Link that applies to your situation' to the 'How to create an Account as a Parent - VIDEO' link, which is circled in red.



Off Deck Requirements – STEP 1

Register as a Non-Athlete membership of USA-S

- Follow the Instructions from USA Swimming for:
 - “How do I create an account in SWIMS as a new member?”
<https://usaswimming.thecloudtutorialusers.com/main/articles/1661909149730>

- When you get to this page,...

- your club registrar, OR
- registration@ncswim.org

USA Swimming Online Member Registration

Welcome

Click 'Continue' to register a new person or re-register an existing person with USA Swimming. This registration is associated as a member of the,

LSC: Niagara Swimming (NI)
Club: Lew-Port Swim Club (LPSC)

If this is not the registration option that you intended, please get the correct link from your coach before starting your registration.

CONTINUE

To get the on-line registration link

- Continue to navigate through the questions...

- Register as an “Official”
- And eventually, you will reach the payment page

USA Swimming Online Member Registration

Registration For: Lucy Diamonds

Membership

USA Swimming Membership Select Memberships

MEMBERSHIP NAME	EXPIRATION DATE		
Coach	12/31/2022	<input type="checkbox"/>	Details
Official	12/31/2022	<input type="checkbox"/>	Details
Other	12/31/2022	<input type="checkbox"/>	Details

Check Out

Return to Shopping Cart

Card number
1234 1234 1234 1234

Expiration
MM / YY

CVC
CVC

Country
United States

ZIP
90210

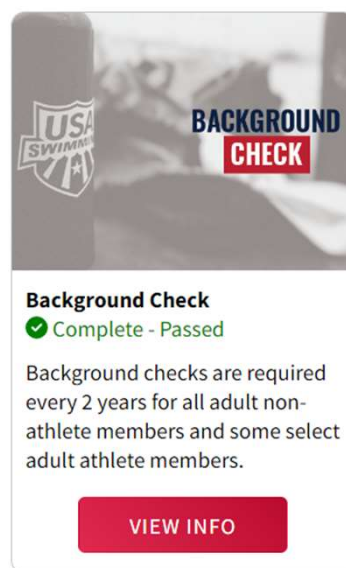
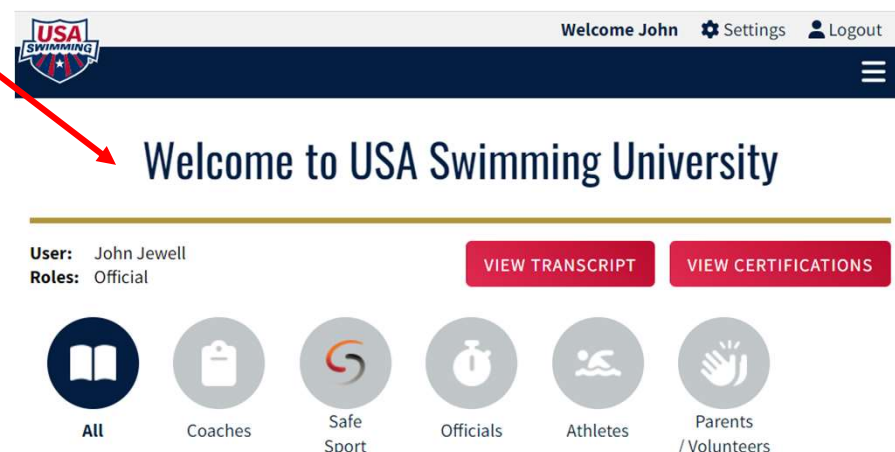
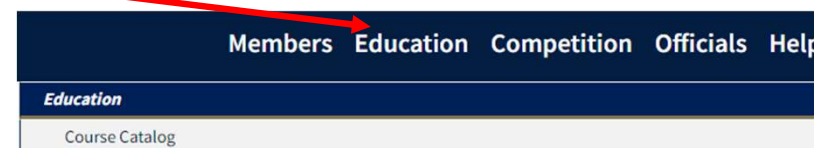
PROCESS PAYMENT CANCEL



Off Deck Requirements – STEP 2

Obtain a Level 2 Background Check

- After creating your account, you will see **EDUCATION** link at top of USAS webpage
- Click on **Education**, then on **Course Catalog** in the drop-down
 - This will open the USA Swimming University
- Click on **All Courses**
- Scroll down to find and click on **Background Check**
 - Click on the **VIEW INFO** button and you will navigate to the itellicorp website to register and pay for background check

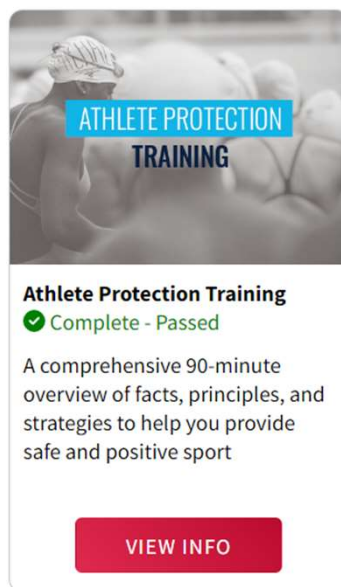
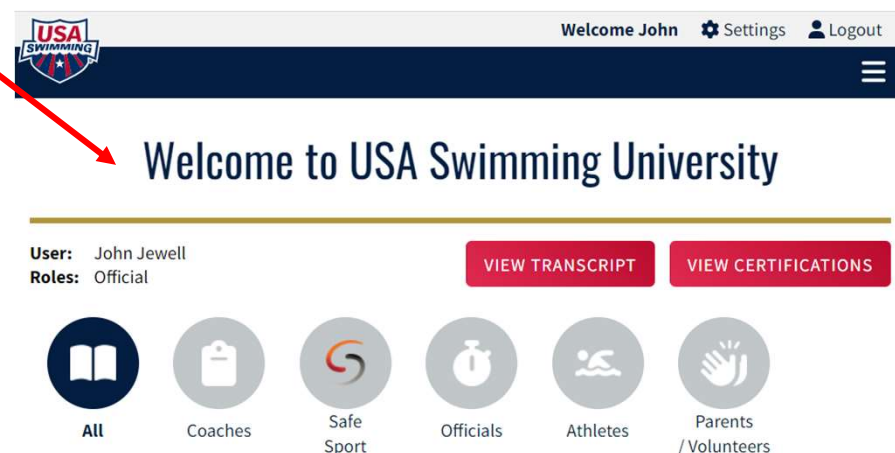
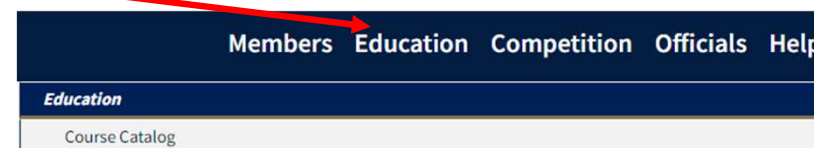




Off Deck Requirements – STEP 3

Complete Athlete Protection Training

- After creating your account, you will see **EDUCATION** link at top of USAS webpage
- Click on **Education**, then on **Course Catalog** in the drop-down
 - This will open the USA Swimming University
- Click on **All Courses**
- Scroll down to find and click on **Athlete Protection Training**
 - Click on the **VIEW INFO** button to complete this course

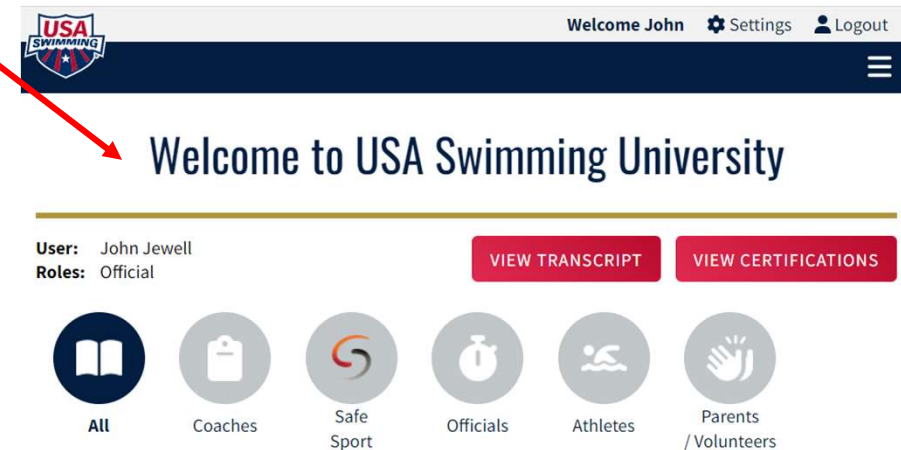
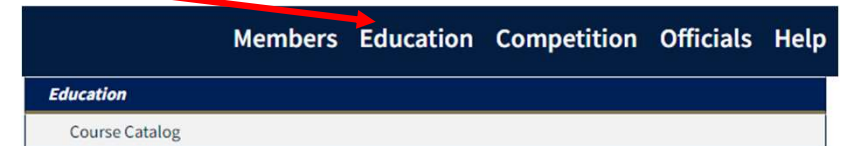




Off Deck Requirements – STEP 4

Complete the Concussion Protocol Training

- After creating your account, you will see **EDUCATION** link at top of USAS webpage
- Click on **Education**, then on **Course Catalog** in the drop-down
 - This will open the USA Swimming University
- Click on **All Courses**
- Scroll down to find and click on **Concussion Protocol Training**
 - Click on the **VIEW INFO** button to complete this course
 - Once complete: email your certificate to:
registrar@ncswim.org





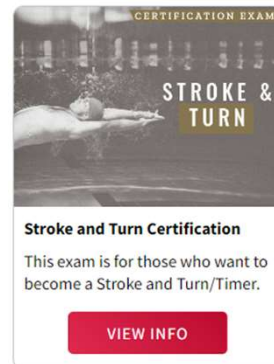
Off Deck Requirements – STEP 5

Complete the USA-S on-line test (score of 80% or better)

- The testing site at [usaswimming.org](https://www.usaswimming.org) is under construction:

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


- This site will have a link to “USA Swimming University”
 - Click on the browse button, then the Official icon
 - Login to your Account → 
 - Find and launch the appropriate test (S&T or AO)

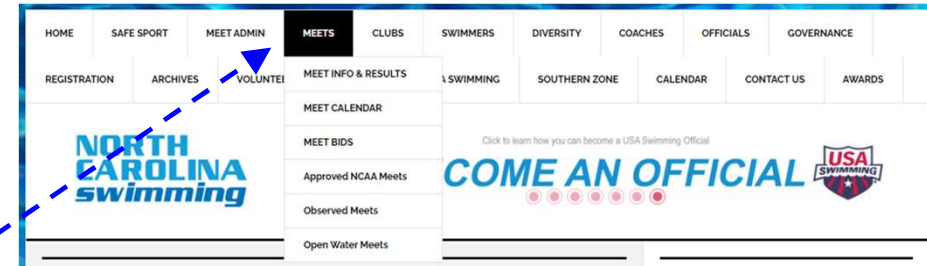


- Tracking of completion is manual and you must -- email your certificate of completion to: trainingcoordinator@ncswim.org and officialschair@ncswim.org



Getting Started 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: ____/____/____ 60-DAYS: ____ INSTRUCTOR SIGNATURE: _____

North Carolina Swimming Administrative Official Apprentice Record

APPRENTICE NAME: _____ TEAM: _____
ADDRESS: _____
CITY, ZIP: _____
EMAIL: _____
CLINIC DATE: ____/____/____ 60-DAYS: ____ INSTRUCTOR SIGNATURE: _____

VERY IMPORTANT - PLEASE READ BELOW

- Apprentices are required to attend an approved Administrative Official training clinic hosted by a USA Swimming Referee prior to beginning their on-deck apprenticeship. Additional requirements are listed below.
- Apprentices are responsible for seeking written feedback from their mentor after each learning session.
- Once the Meet Referee has recommended an apprentice for certification, the apprentice is responsible for scanning this completed record and emailing it to the Training Coordinator at training@ncswim.org or send a copy to Training Coordinator, 113 Deepwood Drive, Marion, NC 27552.

It is advisable for apprentices to contact the Meet Referee prior to attending their meets to ensure a mentor judge will be available. Information is found on www.ncswim.org under the Meets tab.

Session	Meet	Meet Session #	Meet Type (SL, TF, SW, etc.)	Date	Mentor Name (PRINT)	Referee Name (PRINT)	Comments
1							
2							
3							
4							
5							
6							
7							
8							

OFF-Deck Requirements
Must be completed within 60 days of your clinic date.

Account Created at www.ncswim.org
Non-Ally Membership Registration Complete
Level 2 Background Check Complete
Able to Perform Training Comp
Passed Online Stroke & Turn Test

Apprentice Certification
Date Complete
____/____/____

AO 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
- 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) 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 (USAS membership and background check) plus APT and CPT



Part 1 Validation of Understanding Quiz

- Follow the link for a short quiz to verify your understanding

Click Link

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
- **Colleen Gillan: NCS Training Coordinator**
trainingcoordinator@ncswim.org

