



## Steps to becoming a Certified USA Swimming Administrative Official in the Georgia LSC for 2018

Be at least 18\* years old. (\*may not officiate and compete in the same session.)

1. Training – Attend an Administrative Official clinic taught by a certified trainer, (online or in person)
2. Through the Pay Pal link associated with training on the Georgia Swimming Web site pay the \$16 training fee or Mail a check for \$16 to Georgia Swimming - Gary Thesian, Finance Chair, Georgia Swimming, Inc., 1070 Pebble Bend Drive, Grayson, GA 30017
3. **Take the Administrative Official officials test** located on the USA Swimming website [www.usaswimming.org](http://www.usaswimming.org). The tests are located under “For You” tab, Officials, Resources for Officials, Officials Testing. You can take the online test before you join USA Swimming, USA Swimming will issue you a temporary USA Swimming ID so you can take the tests. The testing is open book, and you can either use a rule book or the PDF version on the rulebook available on the USA Swimming website (<https://www.usaswimming.org/rulebook>). The test must be passed with a grade of 80 percent or higher, and can be taken multiple times. The test results are emailed to the Georgia Swimming Officials Chair, and the training coordinator. Email [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net) when you have completed your test. (Must be 80% or higher)
4. Clarice or your trainer will email you an **apprentice form** once you have taken and passed your test. **You must take this apprentice form with you to each USA meet until you have an Official GA Certification Card.**
5. **Apprentice as an Administrative Official** at five [5] sessions (two [2] sessions must be Prelim sessions of a Prelim/Finals format) at a Georgia Swimming/Georgia Masters Swimming sanctioned / approved meet under the direct supervision of a certified Administrative Official, or certified Administrative Referee. These sessions should be at a minimum of two different meets. You should endeavor to work with different officials, so you can make the most experience during your apprenticeship. At the end of each session, you will have an apprentice form signed by the meet referee. Once this form is completed, you send a copy of it to the certification chair & training coordinator, and your USA Swimming credentials will be entered and activated.
6. Before you can be a certified official, you must **join USA Swimming**. Clarice will email you this form after you complete online test with your apprentice form. You may start apprenticing prior to sending in this form. Send the form, along with the payment in 2018 of \$65 to Lora Thompson, the Georgia Swimming Registrar. The instructions are on the form. Or you can go On Line (go to the bottom of the page and pick 2018 link) and pay \$67 via Paypal and submit the form <https://www.teamunify.com/TabGeneric.jsp?tabid=106783&team=lscszgs>.
7. USA Swimming officials are required to pass a **background check**. Unfortunately, background checks for other organizations will not meet USA Swimming’s requirements. The check costs \$38, and the links to the background check are located on the USA Swimming Website under officials. There is a link on the main officials’ page to the background check section. [www.usaswimming.org/backgroundcheck](http://www.usaswimming.org/backgroundcheck)
8. You must complete **Athlete Protection Training** (APT). There is a link to APT on the main Officials’ page: at [www.usaswimming.org/protect](http://www.usaswimming.org/protect) There is no charge for this.

Once you complete all these steps, you email the complete apprentice form to:

1. Your trainer,
2. the Training Coordinator (Clarice Wasmuth) [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
3. and the Certification Coordinator (Doug Kintz), [cdkintz@earthlink.net](mailto:cdkintz@earthlink.net)

The apprentice form has these instructions.