



## Steps to becoming a Certified USA Swimming Administrative Official in the Georgia LSC for 2022

1. Training – Watch an Administrative Official clinic taught by a certified trainer, (Self-paced video).
2. Take the **“Administrative Official”** officials test located on the USA Swimming website [www.usaswimming.org](http://www.usaswimming.org). The tests are located under the “Officials” Tab, Online 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 (click on the Red 2022 Rule Book button on the Online Test landing page of the USA Swimming website). 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 [swimsalt@bellsouth.net](mailto:swimsalt@bellsouth.net) when you have completed your test. (Must be 80% or higher)
3. The LSC Training coordinator 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.**
4. **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 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.
5. Before you can be a certified official, you must join USA Swimming. You may start apprenticing prior to **joining USA Swimming**. Go on-Line to Georgia Swimming **Online Officials/Non-Athlete Registration** [https://form.jotform.com/212235613443144?\\_ga=2.208545810.1464357671.1642779338-887461097.1543677727](https://form.jotform.com/212235613443144?_ga=2.208545810.1464357671.1642779338-887461097.1543677727) pay \$76 via Paypal, and submit the form:  
**This a yearly process to stay certified as a USA Official.**
6. 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)
7. You must complete **Athlete Protection Training (APT)**. **Due to new Safe Sport Rules – you must do this within 60 days of your 1<sup>st</sup> apprentice session on a deck. You must join USA Swimming as a non-athlete member prior to taking the APT - see step #5.** There is a link to APT on the main Officials’ page:  
<https://www.usaswimming.org/utility/landing-pages/safe-sport/apt> There is no charge for this.
8. The final requirement (only required once) is **Concussion Training** – it is a free online course that can be taken at:  
<https://www.cdc.gov/headsup/youthsports/training/index.html> send completion certificate to:  
Ed Saltzman: [swimsalt@bellsouth.net](mailto:swimsalt@bellsouth.net)

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

1. The Training Coordinator (Clarice Wasmuth) [cwasmuth@comcast.net](mailto:cwasmuth@comcast.net)
2. The Certification Coordinator (Doug Kintz), [cdkintz@earthlink.net](mailto:cdkintz@earthlink.net)
3. The GA Swimming Officials Chair (Ed Saltzman) [swimsalt@bellsouth.net](mailto:swimsalt@bellsouth.net)

The apprentice form has these instructions.