



# STEP BY STEP GUIDE TO BECOME A USA SWIMMING OFFICIAL



"Wet Side": Stroke and Turn Judge  
"Dry Side": Administrative Official (AO)

1. Obtain a USA Swimming Membership. Request your team's registration link from your coach in order to register. Your membership must be obtained through this team registration link.

- A. When accessing the team's registration link, you will receive a message that you are not logged in. Click the LOGIN button and proceed with one of the two options below depending on who registered the swimmer.



Are you the parent that created a login with USA Swimming to register your swimmer?

**YES:** YOU DO NOT NEED TO CREATE A NEW LOG IN; YOU ALREADY HAVE ONE AS A PARENT. Enter the username and password that you already have. Continue to Step 1B.

**NO:** You will want to set up your own login so that it is different from the parent that registered your swimmer. Click the CREATE A LOGIN button. Confirm that you do not have an existing account and click CONTINUE. Complete the remainder of the user information screens to establish your log in. When complete, continue to Step 1B.

- B. Click the REGISTER NEW MEMBER button. Verify that the Club shown is your club.

Click 'Register New Member' to register a *new member* with USA Swimming.  
This registration is associated with

LSC: **Connecticut Swimming (CT)**  
Club: **Laurel East Hartford YMCA (LEHY)**  
LSC Contact: **Henk Jansen (reg.ctswim@gmail.com)**

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

**REGISTER NEW MEMBER**

- C. Click the I AM REGISTERING MYSELF button.



- D. Complete all of the information that is requested (there are several screens).
- E. On the page with different types of members, choose the one for Official. Click the CONTINUE
- F. Complete all of the additional information that is being requested until you get to the option to CHECK OUT.
- G. At some point you'll be prompted to pay the \$85 USA Registration fee. Check with your team to see if they reimburse officials for this expense.



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**PLEASE NOTE: Steps 2 through 5 can be done in any order**



2. [Access USA Swimming University using your USA Swimming login.](#)

There are 2 courses required, which are accessed from the "Officials" icon:



## Welcome to USA Swimming University

User: Joseph Guenther  
Roles: Official

[VIEW TRANSCRIPT](#)

[VIEW CERTIFICATIONS](#)



All



Coaches



Safe Sport



Officials



Athletes



Parents / Volunteers



Foundations of Officiating

Complete the "Foundations of Officiating" course; this is a 30-minute overview of officiating. This course should be taken prior to the Certification Course described in the next section.

The 2nd course depends on whether you want to officiate on the "Wet Side" (Stroke and Turn Judge) or the "Dry Side" (Administrative Official). Each certification has a training course that concludes with an online assessment. This course does not have to be completed in one sitting; it will always pick up where you left off.

### Stroke and Turn Judge



### Administrative Official





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3. Complete a background check (required every 2 years). Check with your team to see if they reimburse this expense. The background check can be accessed through USA Swimming University (<https://university.usaswimming.org/landing>), by clicking on the "All" icon.



Background Check

4. Complete Safe-Sport Training (APT). This is required annually, with the initial training lasting 90-minutes and subsequent annual training lasting 30-minutes.

The Athlete Protection Training can be accessed through USA Swimming University (<https://university.usaswimming.org/landing>), by clicking on the "Safe Sport" icon.



Athlete Protection Training

5. Complete Concussion Protocol Training (CPT). This is a one-time requirement of all officials. The course for this requirement is independent of USA Swimming and is available through 2 different options. With either option you will need to create an account so that your course completion can be tracked.

[National Federation of High Schools](#)

[CDC](#)

Upon completion of one of the above courses, save the completion certificate and email it to the CT Swimming Registrar:

Teams A-F and YALE: Davide and Kathleen Mendonca: [reg.ctswim@gmail.com](mailto:reg.ctswim@gmail.com) / Teams G-Z: Henk: [office@ctswim.org](mailto:office@ctswim.org)

6. Send an email to "[officials@ctswim.org](mailto:officials@ctswim.org)" with a request to "Certify me as a Stroke and Turn trainee" or "Certify me as an Administrative Official trainee". Upon hearing back from the Officials Chair, you are ready to train on
7. On-deck Training: train at a minimum of 4 sessions at at least 2 different meets. It is helpful to the meet referee to know in advance if you want to train at a meet. The meet referee contact information can be found in the meet announcement. These announcements are posted on the "Upcoming Meets" section on [ctswim.org](http://ctswim.org).
8. Once your on-deck training is complete, send the completed evaluation form to "[officials@ctswim.org](mailto:officials@ctswim.org)" and request to be certified as a Stroke and Turn Judge or Administrative Official.

Questions? Email Joe Guenther: [ctswimrecruiting@gmail.com](mailto:ctswimrecruiting@gmail.com)