

Officials Registration and Training



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Overview

Thank you for your interest in becoming a certified swim official with USA Swimming and Indiana Swimming. We hope that you find this a very exciting and rewarding volunteer position with lots of opportunities to learn about competitive swimming, develop new skills and friendships, and become part of your child's swimming journey. No previous swimming experience is necessary.

This document is intended to guide you through the process of creating a USA Swimming online account, registering as a non-athlete member with USA Swimming, and completing the required training.

Please review the [Officials Certification Standards](#) and [FAQ's - Officials Certification Standards](#) documents on the [Indiana Swimming Officials Website](#).

If at any time you have questions please contact your local club officials representative or your Indiana Swimming [Area Officials Representative](#).

Available Certifications

Stroke and Turn

Ensures that swimmers comply with the technical rules of their strokes and turns during the race. They watch for infractions and report any violations to the chief judge or referee. Stroke and Turn is an entry level "on deck" (or "wet side") position with no prior experience needed.

Administrative Official

Oversees the accuracy of race results, including entry times, timing adjustments, and scoring. They ensure all documentation and procedures meet USA Swimming standards. Administrative Official is an entry level "dry side" position with no prior experience needed..

Starter

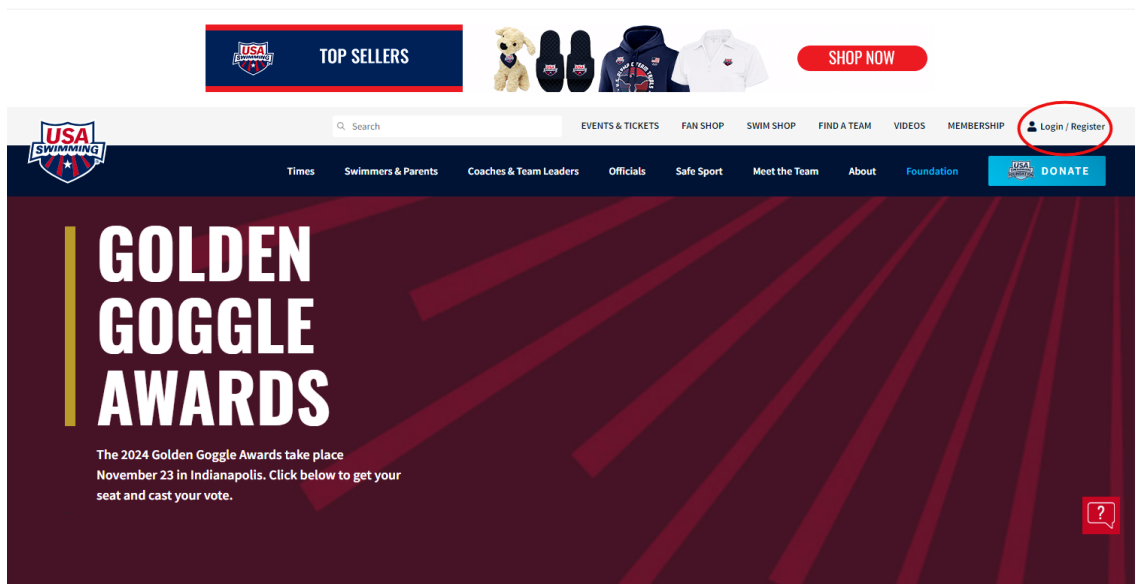
Responsible for beginning each race fairly. They ensure all swimmers are stationary and properly positioned before giving the start signal. Prerequisites include being a certified Stroke & Turn official for a minimum of 3 months and have worked at least 4 sessions at a minimum of 2 meets in that role.

Referee

In the role of Meet Referee, they are the head official for a swim meet, responsible for the overall conduct of the competition. They ensure the meet runs according to USA Swimming rules and resolve disputes or rule interpretations. In the role of Deck Referee, they are responsible for the flow of competition on deck during the meet. In short, the Meet Referee oversees the meet as a whole, while the Deck Referee focuses on race-by-race operations during the competition. Prerequisites include certifications in Stroke and Turn, Administrative Official, and Starter.

Create USA Swimming Online Account

1. Visit the USA Swimming website at www.usaswimming.org
2. From the Upper Menu, select **Login/Register** as shown below::



3. Click on **CREATE A LOGIN** as shown below:

The login form is titled "Login" and includes the instruction "Please login with your username and password." It features two input fields: "Username" and "Password". Below the "Username" field, a red error message "Username is required" is displayed. Below the "Password" field, a red error message "Password is required" is displayed. At the bottom of the form, there are four buttons: "LOGIN" (a red button), "FORGOT USERNAME", "FORGOT PASSWORD", and "CREATE A LOGIN" (a white button with a red border). The "CREATE A LOGIN" button is circled in red.

4. Confirm that you do not have an existing USA Swimming login by clicking on the selector shown in the circled area twice.

Existing Account

Before you continue, please confirm whether or not you have an existing account.

Do you have an existing account?*

A selector for the question "Do you have an existing account?*" is shown. It consists of two buttons: a checked box (indicated by a checkmark) and an unchecked box (indicated by an 'X'). The checked box is circled in red.

CONTINUE

CANCEL

5. Ensure that **No** is displayed as shown below, and click on **CONTINUE**.

Existing Account

Before you continue, please confirm whether or not you have an existing account.

Do you have an existing account?*

A selector for the question "Do you have an existing account?*" is shown. It consists of two buttons: a red button labeled "No" and an unchecked box (indicated by an 'X'). The "No" button is circled in red.

CONTINUE

CANCEL

6. Confirm that you are over 16 years old by clicking on the selector and then click **CONTINUE**.



The 'Confirm Age' screen features a title 'Confirm Age' with a gold underline. Below it is the instruction 'Please confirm your age.' and the question 'Are you over 16 years old?*' with a dropdown menu currently showing 'Yes'. At the bottom are two buttons: a red 'CONTINUE' button and a white 'BACK' button. The 'CONTINUE' button is circled in red.

Confirm Age

Please confirm your age.

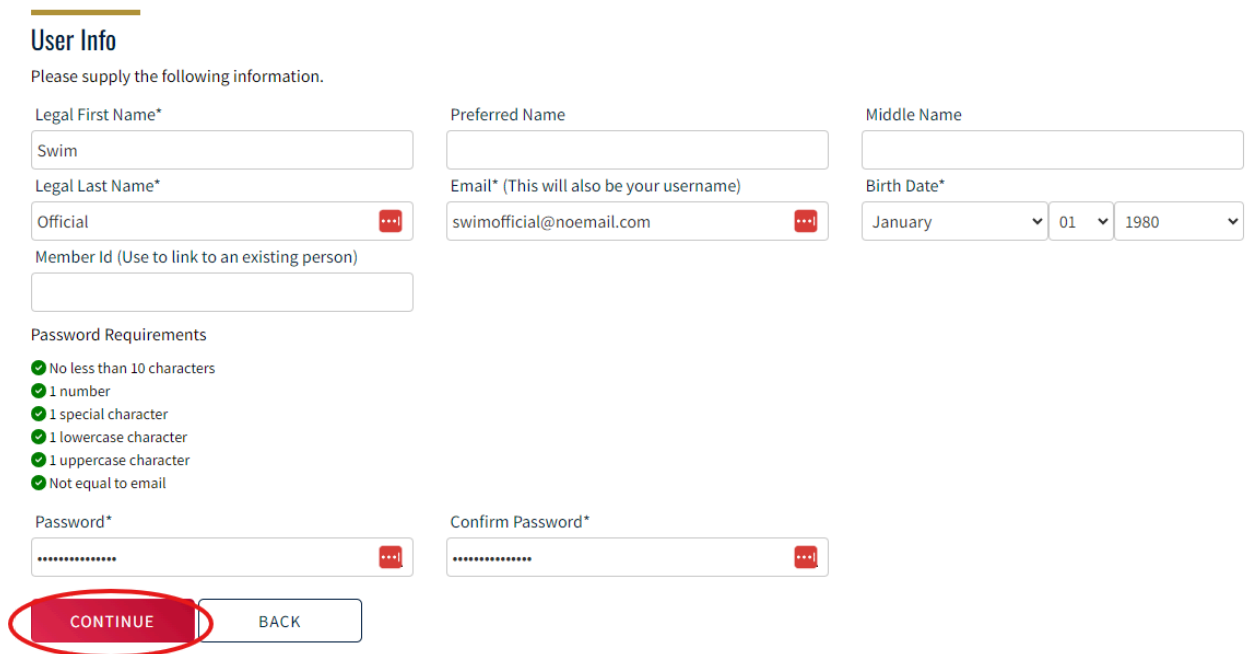
Are you over 16 years old?*

✓ Yes

CONTINUE

BACK

7. Enter your personal information on the User Info page, and click **CONTINUE**.



The 'User Info' screen has a title 'User Info' with a gold underline and the instruction 'Please supply the following information.' It contains several input fields: 'Legal First Name*' (filled with 'Swim'), 'Preferred Name' (empty), 'Middle Name' (empty), 'Legal Last Name*' (filled with 'Official'), 'Email*' (filled with 'swimofficial@noemail.com'), and 'Birth Date*' (filled with 'January', '01', '1980'). There is also a 'Member Id' field. Below these is a 'Password Requirements' section with six green checkmarks indicating requirements are met. At the bottom are 'Password*' and 'Confirm Password*' fields, both masked with dots. The 'CONTINUE' button is circled in red.

User Info

Please supply the following information.

Legal First Name*
Swim

Preferred Name

Middle Name

Legal Last Name*
Official

Email* (This will also be your username)
swimofficial@noemail.com

Birth Date*
January 01 1980

Member Id (Use to link to an existing person)

Password Requirements

- ✓ No less than 10 characters
- ✓ 1 number
- ✓ 1 special character
- ✓ 1 lowercase character
- ✓ 1 uppercase character
- ✓ Not equal to email

Password*
.....

Confirm Password*
.....

CONTINUE

BACK

8. Check your email for a verification code and enter that 6-digit numerical code in the Verification Code field, and click **SUBMIT**.

Validate Email

Please enter the verification code that was emailed to you to complete creating your login account.

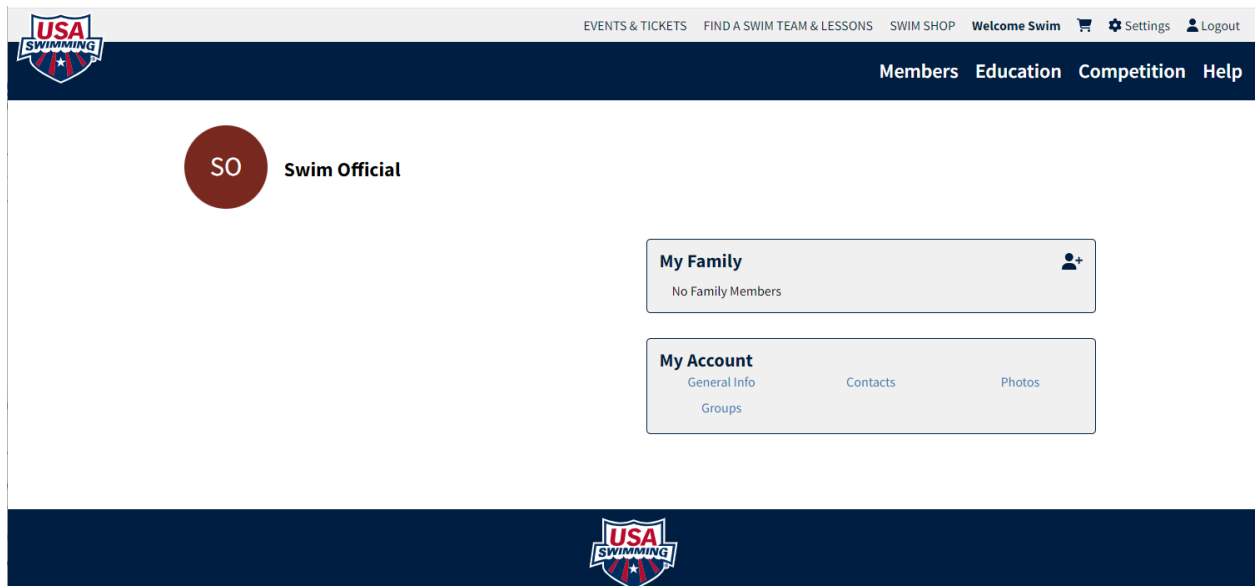
Your new account username will be:
swimofficial@noemail.com

Verification Code*

SUBMIT

BACK

9. CONGRATULATIONS! You have successfully created a USA Swimming online account.



Become a USA Swimming Member

Registration

1. If you have a swimmer who is part of an Indiana Swimming member club, please reach out to the club registrar to receive a registration link. If you are not attached to a member club, contact Michele Deluna with Indiana Swimming at michele@inswimming.org. The registration link will look similar to this:

<https://omr.usaswimming.org/omr/welcome/#####>

Once you receive the registration link, you will click on that link and follow the prompts to **LOGIN**:

USA Swimming Online Member Registration

Welcome

You are currently not logged in to the USA Swimming site. Click the 'Login' button below to be redirected to a screen that will allow you to login or create a login. After you have logged in, you will be redirected back to this page and allowed to continue the Online Member Registration process.

LOGIN

2. If you are not already a USA Swimming Member, click on the red box on the left that reads **REGISTER NEW MEMBER** (Most Common). If you are already a member, but you are adding a new role as an Official, click on the red box on the right that reads **ADD NEW ROLE TO EXISTING MEMBER**. This would typically be if you are a member because you are serving on the board of a member club.

USA Swimming Online Member Registration

Welcome

Create New Memberships

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

LSC: **Indiana Swimming (IN)**
Club: [REDACTED]

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

Click 'Add New Role to Existing Member' to register an *existing member* with USA Swimming. This registration is associated with

LSC: **Indiana Swimming (IN)**
Club: [REDACTED]

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

ADD NEW ROLE TO EXISTING MEMBER

- Click on the option **I AM REGISTERING MYSELF**.

USA Swimming Online Member Registration

Who is the membership for?



I AM REGISTERING MYSELF

BACK TO WELCOME PAGE

- Complete the required entries and step through the form. You will need to enter information on the following pages:

About Member
Member Contact
Emergency Contact

- Select the appropriate Membership - Select **Official** and click **CONTINUE**

Note: If there is no option to select “Official” please reach out to your club registrar. They may have opted to handle all registrations themselves.

Membership

SHOW MEMBERSHIP HISTORY

A "Team is Renewing" message and a disabled checkbox below indicate that the team has opted to handle renewing the membership themselves. For these memberships, no further action is needed at this time. Please contact your team with any questions.

USA Swimming Membership *Select Memberships*

MEMBERSHIP NAME	EXPIRATION DATE		Details
Coach	12/31/2025	<input type="checkbox"/>	Details
Official	12/31/2025	<input checked="" type="checkbox"/>	Details
Other	12/31/2025	<input type="checkbox"/>	Details
Premium Athlete	12/31/2025	<input type="checkbox"/>	Details
Provisional Coach	12/31/2025	<input type="checkbox"/>	Details
Administrator	12/31/2025	<input type="checkbox"/>	Details
Individual Season Athlete	02/27/2025	<input type="checkbox"/>	Details

BACK

CONTINUE

- Complete the required entries and step through the form. You will need to enter information on the subsequent pages.
- Review Member Summary and edit if needed, then click on **CHECK OUT**

USA Swimming Online Member Registration

Registration For:
Swim Ing Official

✓ About Member

✓ Member Contact

✓ Membership

✓ Ethnicity

✓ Gender

* Member Summary

Member Summary

Please review this information. If you would like to correct any of it, please click the edit icon near the information that you would like to change, or you can click links in the left side navigation box.

If you have additional people to register, please click the "Add Another Member" button. If not, please click on the "Check Out" button, which will take you to the payment page.

Non Athlete

Member Id
Swim Ing Official

DOB
01/01/1980

US Citizen
True

Ethnicity
Not Hispanic or Latino : White

Competition Category

Gender Identity
Male

Member Contact

Email
[REDACTED]

Phone
[REDACTED]

Address
[REDACTED]

Emergency Contact

Full Name
Emergency Contact

Email
spouse@noemail.com

Phone
+1 (317) 555-1234(M)

Address
[REDACTED]

Membership

Official

EXP: 12/31/2025

[Details](#)

BACK

ADD ANOTHER MEMBER

CHECK OUT

- Select any options you desire and then click on **CHECK OUT** again

Shopping Cart

ITEM	AMOUNT
Swim Official Official Pay for this later	\$88.75
Subtotal:	\$88.75

Optional

Donate to the USA Swimming Foundation ⓘ

\$0.00

Established in 2004, the USA Swimming Foundation works to strengthen our sport by Saving Lives, Building Champions, and Impacting Communities. Whether providing grant funding to members of our lesson provider network, supporting the dreams of National Team members, or growing the sport in traditionally underserved populations, the Foundation is proud to serve as the philanthropic arm of both USA Swimming and U.S. Masters Swimming. Swimming is the only sport that can save a life, and our work is critical towards making the sport an equitable space.

Cover the \$2.96 Credit Card Transaction Fee?

You have the option to help USA Swimming cover the cost of your credit card transaction fee. Note: USA Swimming cannot accept transaction fee contributions if you are paying by e-check or debit card; only opt to cover the transaction fee if you are paying by credit card. If you also elected to donate to the USA Swimming Foundation, that transaction fee is included below.

No

\$0.00

Receive 50% off a subscription to Swimming World Magazine

Calling all passionate swimmers, dedicated swim parents, and expert swim coaches of USA Swimming! Are you ready to take your love for the pool to the next level? Experience the thrill, knowledge, and inspiration that only Swimming World Magazine can bring you! Select "yes" to get exclusive access to a half-priced subscription to Swimming World Magazine (sent directly to your email in the next 24 hours).

No

Total: \$88.75

CHECK OUT

9. Enter Credit Card information and click the **PAY** button.

Shopping Cart

[Return to List of Items](#)

Your purchase may take up to two minutes to complete. Please do not reload the page or navigate to another window while your purchase is being processed. If you have begun a payment process by clicking "Process Payment" and you lose connection or are unsure if the payment was successful for any reason, please reach out to support@usaswimming.org to check if your payment has gone through before making any new payment attempts.

Card number	Expiration date	Security code
1234 1234 1234 1234	MM / YY	CVC
Country	Zip code	
United States	12345	
CANCEL		PAY \$88.75

10. Once the credit card processing has been completed, your registration portion will be complete. **Please Note** that you are not a member in good standing until the following sections are completed.

Registration fees may be reimbursable by your home club if you are affiliated with one. Please reach out to your clubs registrar or business manager to see if you qualify.

Athlete Protection Training

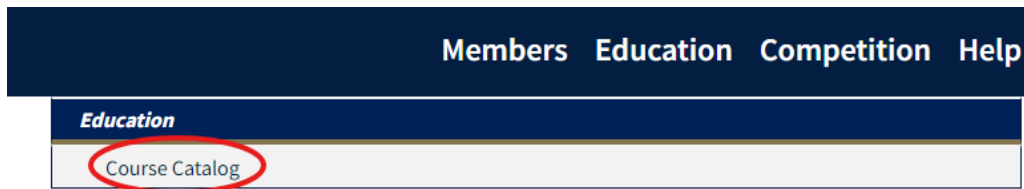
All adult members of USA Swimming must complete the Athlete Protection Training (APT) annually. The courses are provided by the U.S. Center for SafeSport. There are 4 trainings in the cycle and you will only take one course per year: SafeSport Trained Core, Refresher 1, Refresher 2, or Refresher 3. You are automatically enrolled in the appropriate training. You are eligible to renew as early as 90 days prior to your expiration date. The initial core course takes approximately 90 minutes to complete and is offered at no charge. When the course is completed, the membership database will be updated.

Please note that you are not allowed to "fast forward" through the screens.

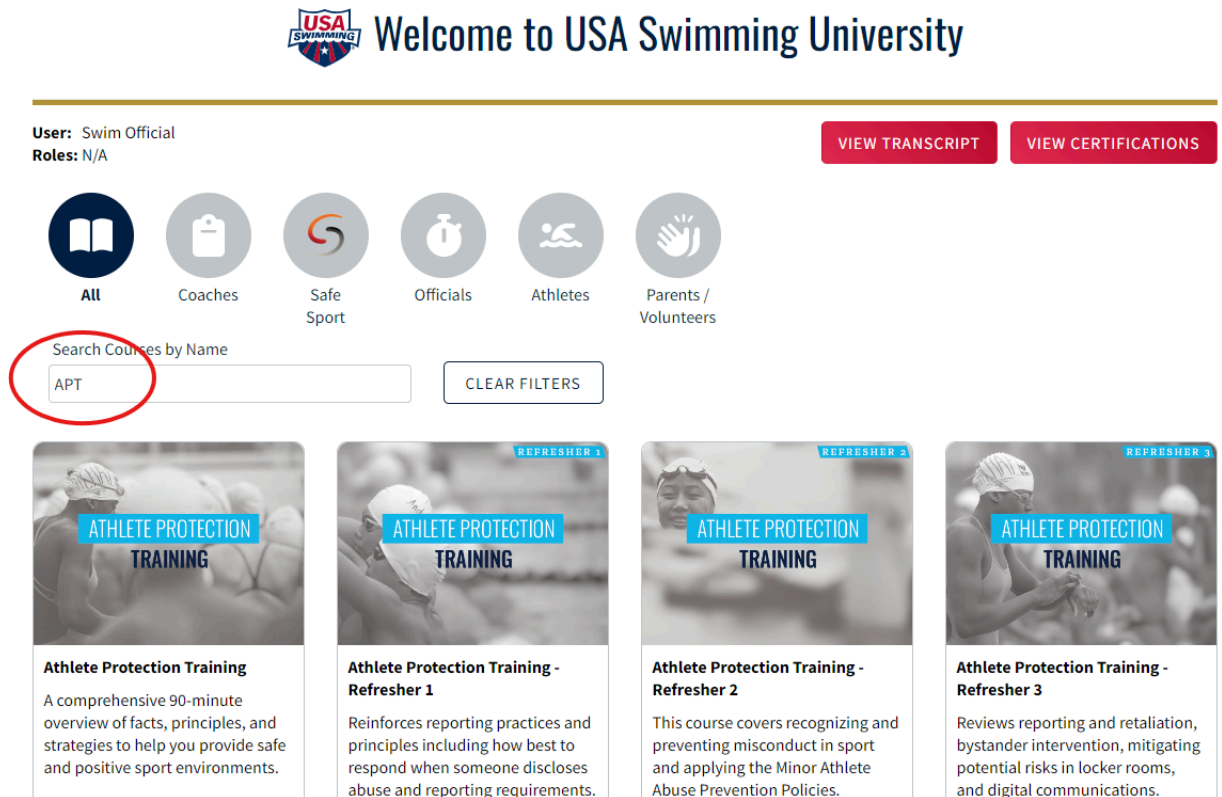
1. Log into your USA Swimming online account at <https://hub.usaswimming.org>.
2. Click on the **Education** link in the upper right hand corner of the website



3. Select **Course Catalog** from the drop down menu




4. Enter **APT** into the “Search Courses by Name” field to filter the non-APT courses



5. Click on **VIEW INFO** below the course titled “Athlete Protection Training.” Please note that there are three (3) refresher training modules. These would only be available to take for future renewals.



- Click START to open and begin the training module. The course takes approximately 90-minutes to complete.



Welcome to USA Swimming University

User: Swim Official
Roles: N/A


VIEW TRANSCRIPT VIEW CERTIFICATIONS

BACK TO COURSES

Athlete Protection Training

A comprehensive 90-minute overview of facts, principles, and strategies to help you provide safe and positive sport environments.

START



ATHLETE PROTECTION TRAINING

50:00 (Member)
\$0.00 (Non-Member)

Course
Ages 17.5 to ∞

The Athlete Protection Training (APT) is required annually of all adult (18+) members of USA Swimming. The courses are provided by the U.S. Center for SafeSport, and by clicking the link, you will be directed to your next required training. There are 4 trainings in the cycle and you will only take one course per year: SafeSport® Trained Core, Refresher 1, Refresher 2, or Refresher 3. You are automatically enrolled in the appropriate training. You are eligible to renew as early as 90 days prior to your expiration date.

- Once the course has been launched, you will need to agree to the Terms and Conditions. Once these have been reviewed, click on **I AGREE** to continue.

Launch Course

⚠️ Agree to Terms and Conditions

Do you agree to the terms and conditions?

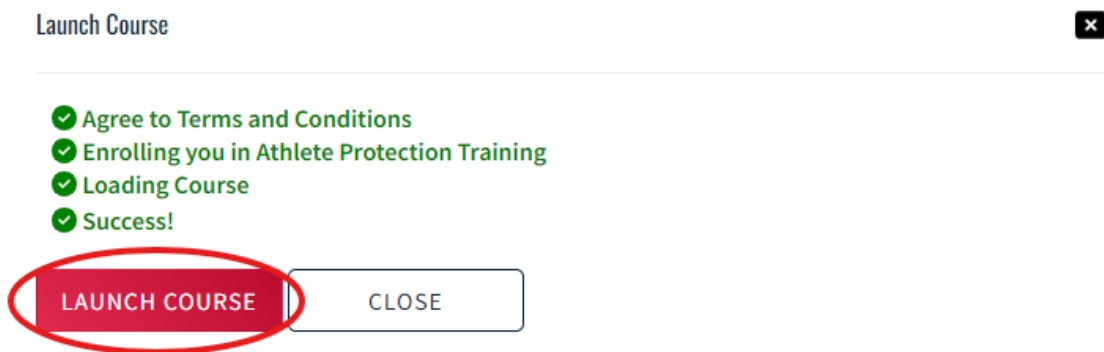
These terms and conditions govern your ("User") access to and use of online training courses provided by the United States Center for SafeSport ("SafeSport") (User and SafeSport are each a "Party" and collectively, the "Parties") accessed: (a) on SafeSport's online hosted Learning Management System ("LMS"); (b) through one or more websites (collectively, "Website"); or (c) via a customized Application Programming Interface ("API") ("Training"). By accessing the Training, you agree to be bound by these terms, which constitute your agreement with SafeSport (the "Agreement"). This Agreement may be updated from time to time at SafeSport's sole discretion. By accessing the Training, you agree to our privacy policies, <https://uscenterforsafesport.org/privacy-policy/>

IF YOU LIVE IN THE UNITED STATES OR CANADA, BY AGREEING TO THE FOLLOWING TERMS OF USE, YOU AGREE TO RESOLVE DISPUTES WITH SAFESPORT THROUGH BINDING ARBITRATION (WITH VERY LIMITED EXCEPTIONS) AND NOT IN COURT, AND YOU WAIVE CERTAIN RIGHTS TO PARTICIPATE IN CLASS ACTIONS, AS DETAILED IN THE DISPUTE RESOLUTION SECTION OF THE AGREEMENT.

- Accounts.** To access the Training, you must set up an account on SafeSport's platform. You must be 16 years of age or older to set up an account and access the Training. You have complete responsibility for your account and everything that happens on your account, including for any harm or damage (to SafeSport or anyone else) caused by someone using your account without your permission. You must keep your account information, including passwords, confidential and may not transfer your account to someone else or use someone else's account

I AGREE I DO NOT AGREE

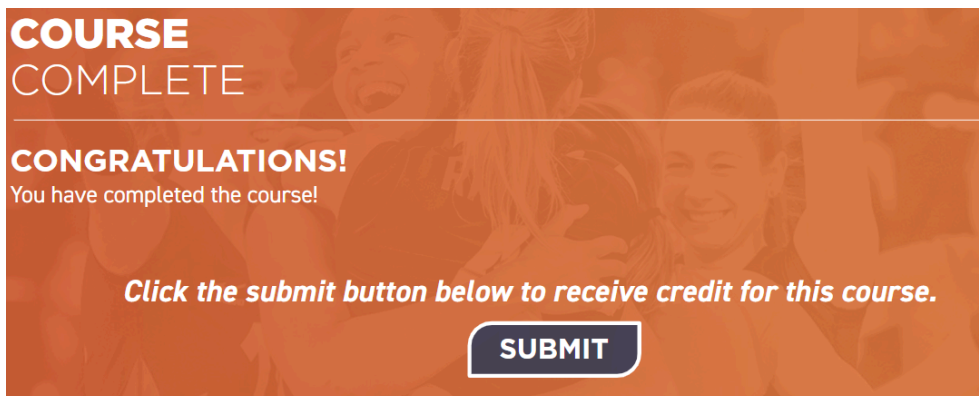
8. Next, click on **LAUNCH COURSE**.



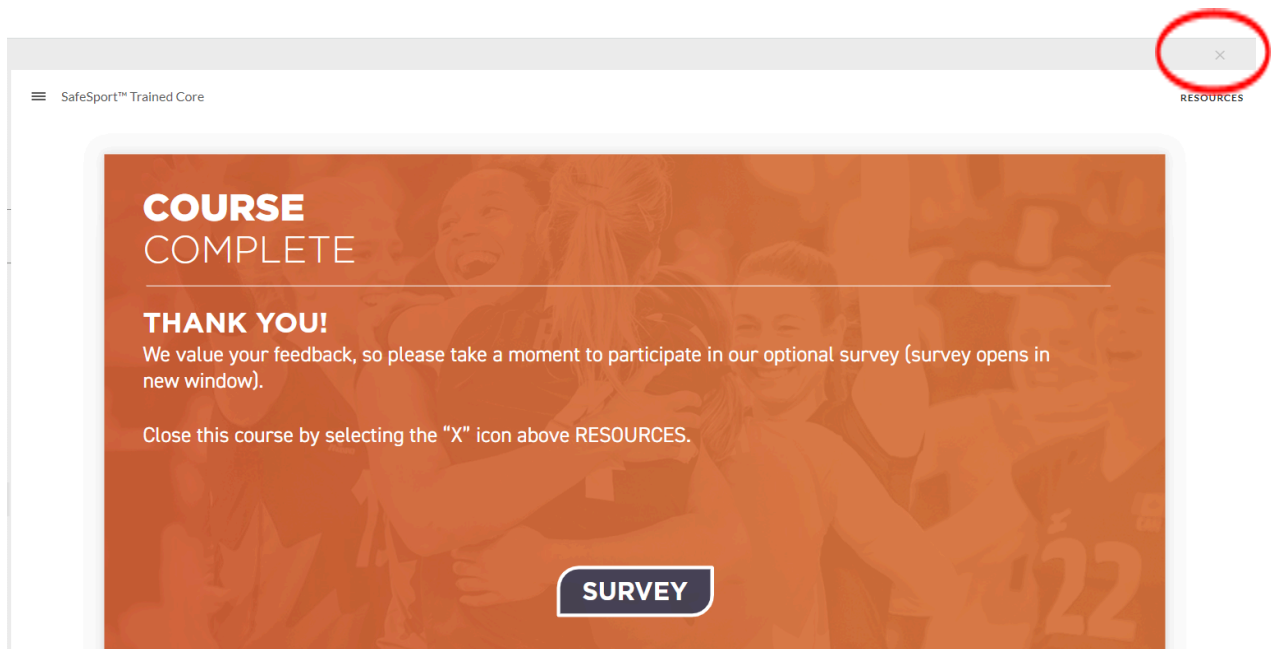
9. The course will load in the U.S. Center for Safesport Learning Management System (LMS). Navigation links are in the lower right corner of the web page.



10. Follow the prompts within the U.S. Center for Safesport LMS to complete the training.



11. **IMPORTANT:** Click the “X” icon above the word RESOURCES in the upper right corner



12. Your APT training is complete. Your USA Swimming online account should automatically update upon completion. In some cases, it may take a while for it to appear. If after 48 hours you do not see it posted, you may open a ticket with USA Swimming using the Help menu option in the upper right corner.

Concussion Training

Complete Concussion Protocol Training. This is only taken once in Indiana. (~ 20 minutes).

1. Log into your USA Swimming online account and navigate to the Education section as described in the section above.
2. You may click on the Officials icon to filter the courses



3. Select the Concussion Protocol Training option by clicking on **VIEW INFO**



Concussion Protocol Training

All USA Swimming Coaches and Officials must take concussion training.

VIEW INFO

4. On the next page, click on **START**



Welcome to USA Swimming University

User: Swim Official
Roles: N/A

VIEW TRANSCRIPT

VIEW CERTIFICATIONS

BACK TO COURSES

Concussion Protocol Training

All USA Swimming Coaches and Officials must take concussion training.

START



5. Then, click on **LAUNCH COURSE**

Launch Course



- ✓ Enrolling you in Concussion Protocol Training
- ✓ Loading Course
- ✓ Success!

LAUNCH COURSE

CLOSE

- You will be redirected to the CDC Heads Up Online Training Page. Select **Online training for sports officials** in the menu options on the right hand side, below the section “ON THIS PAGE”

ON THIS PAGE

[Online training for health care provi...](#)

[Online training for youth sports coach...](#)

[Online training for school professionals](#)

[Online training for athletic trainers](#)

[Online training for sports officials](#)

[Online training for high school sports ...](#)

[Technical requirements](#)

[Frequently asked questions](#)

- Click on the **HEADS UP to Sports Officials: Online Concussion Training** link.

Online training for sports officials



The training provides essential info to help sports officials spot possible concussion signs and symptoms.

The [HEADS UP to Sports Officials: Online Concussion Training](#) was developed through a partnership between CDC and the National Association of Sports Officials (NASO) to share the latest guidance on concussion safety and prevention. The training provides essential information to help sports officials spot possible concussion signs and symptoms that can help keep athletes safe.

- In the “Overview” section, click on the link **Take the Training**.

Overview

HEADS UP to Sports Officials: Online Concussion Training

[Take the Training](#)

9. If you do not already have an account, you will need to create one on the CDC Train website. Follow instructions on this site to create an account and to complete the training course. Upon completion, you should receive a confirmation/certificate of completion. **Be sure to save this completion certificate!**
10. After completion, a copy of the completion certificate must be emailed to Indiana Swimming (michele@inswimming.org AND tony@inswimming.org) to update your USA Swimming profile. Also include your [Area Officials Representative](#) on this email. Please allow several business days for this to be updated.

Background Check

All Officials are required to submit to a background check. There is a fee that may be reimbursable through your home club. The background check is valid for 2 years.

1. Log into your USA Swimming online account and navigate to the Education section as described in the section above.
2. Enter **Background** into the “Search Courses by Name” field to filter the non-APT courses



USA Swimming Welcome to USA Swimming University

User: Swim Official
Roles: N/A

VIEW TRANSCRIPT VIEW CERTIFICATIONS

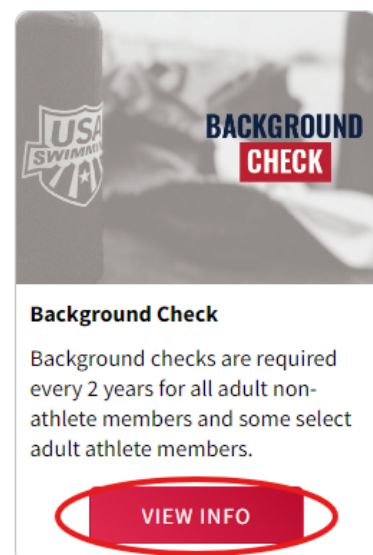
All Coaches Safe Sport Officials Athletes Parents / Volunteers

Search Courses by Name Filter Courses by Status

Background

CLEAR FILTERS

3. Click on **VIEW INFO** below the course titled “Background Check.”



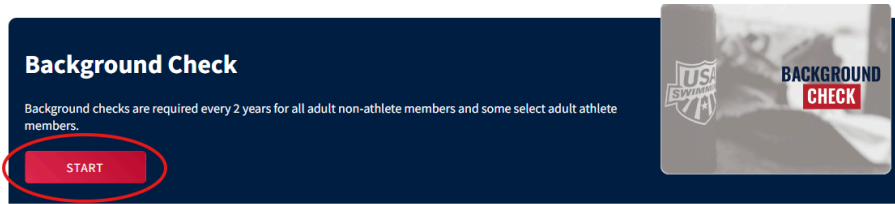
USA Swimming BACKGROUND CHECK

Background Check

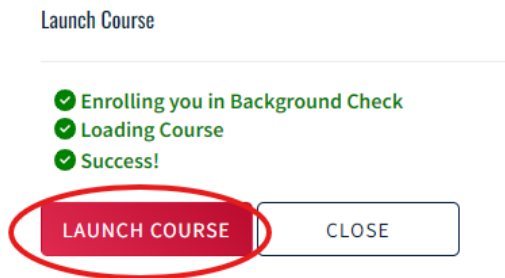
Background checks are required every 2 years for all adult non-athlete members and some select adult athlete members.

VIEW INFO

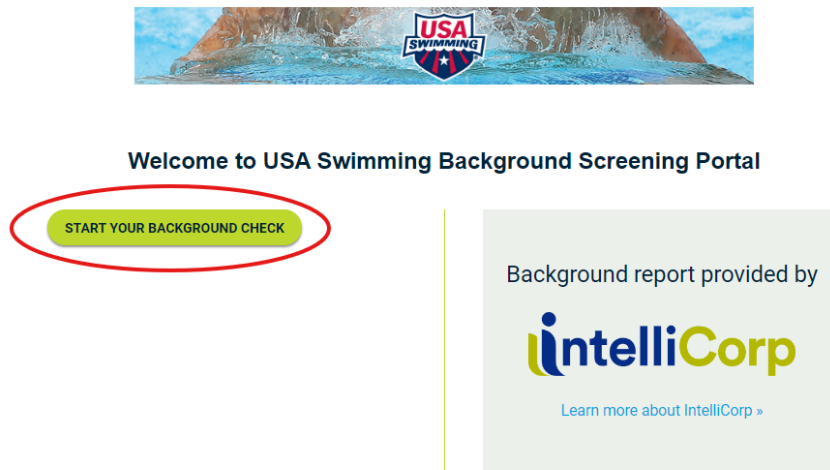
- Click START to begin the process



- Click LAUNCH COURSE



- You will be redirected to the USA Swimming Background Screening Portal. Click the START YOUR BACKGROUND CHECK button



- Step through the forms and submit. There is a fee that may be reimbursable through your home club. Once the Background check clears, you should receive an email and your USA Swimming online profile will be updated.

Contact Area Officials Representative

Once you have completed the above steps, you will need to contact your [Area Officials Representative](#) to update your membership to indicate you are ready to start your apprenticeship.

Officials Training

While it isn't required to complete the training prior to completing your apprentice sessions, it is highly recommended. Having completed the training modules first will provide you with a broader foundation and better prepare you to ask questions of your mentor.

New officials will choose the "wet side" path and get their Stroke & Turn/Technical (S&T) certification or the "dry side" path and get their administrative official (AO) certification. Some may also choose to work on both paths simultaneously.

Foundations of Officiating

The Foundations of Officiating is the first course required of all new officials, regardless of learning track.

1. Log in to your USA Swimming online account
2. Navigate to the USA Swimming University by clicking on the **Education** option
3. Click on **Course Catalog**.
4. Click on the Officials button to filter courses
5. Locate the "Foundations of Officiating" Course and click **VIEW INFO** as shown to the right.

A promotional card for the 'Foundations of Officiating' course. The top half features a photograph of a woman in a white long-sleeved shirt, blue skirt, and white visor, standing on a pool deck. Overlaid on the right side of the photo is the text 'FOUNDATIONS OF OFFICIATING' in white, bold, sans-serif capital letters. Below the photo, the title 'Foundations of Officiating' is repeated in a smaller, bold, black font. Underneath the title is a paragraph of text: 'This is an introductory course to the Officials certifications and is required before moving to your first role-specific course.' At the bottom of the card is a red rectangular button with rounded corners and a white border, containing the text 'VIEW INFO' in white, bold, sans-serif capital letters. The button is circled with a red hand-drawn oval.

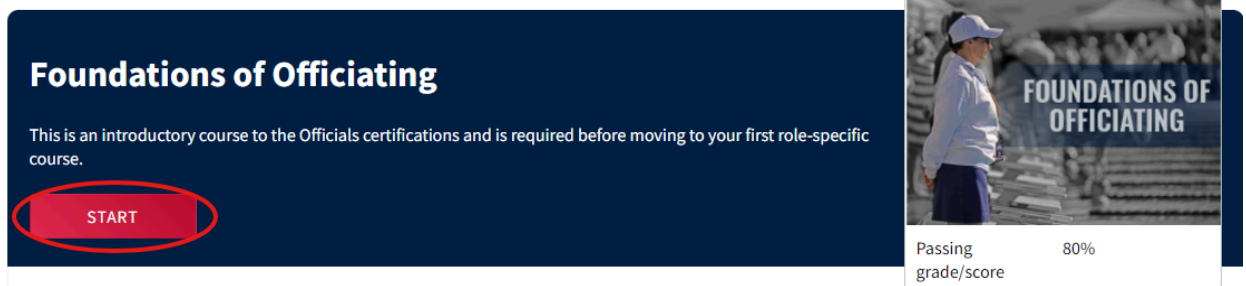
FOUNDATIONS OF OFFICIATING

Foundations of Officiating

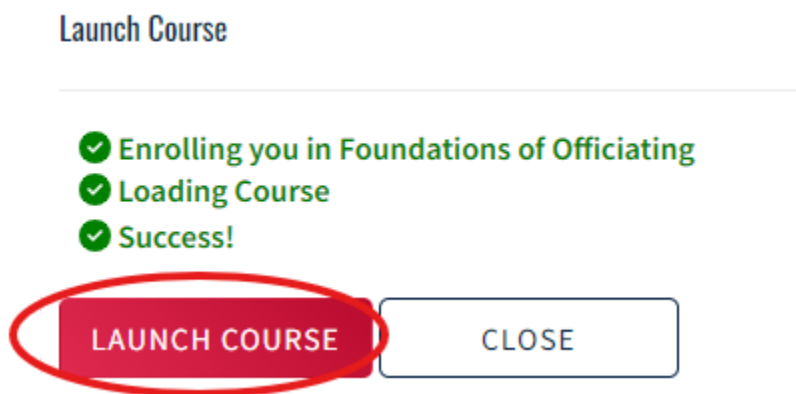
This is an introductory course to the Officials certifications and is required before moving to your first role-specific course.

VIEW INFO

6. Click on **START** on the next page.



7. Click on **LAUNCH COURSE** on the pop up window.



8. You will be redirected to Canvas where you will complete the training course. When you are finished, your USA Swimming account will be updated with your completion status.

Stroke & Turn Certification

The Stroke & Turn certification course is required as part of the officials certification as a Stroke and Turn Judge.

1. Log in to your USA Swimming online account
2. Navigate to the USA Swimming University by clicking on the **Education** option
3. Click on **Course Catalog**.
4. Click on the Officials button to filter courses
5. Locate the "Stroke and Turn Certification Course" and click **VIEW INFO**.
6. Follow prompts to complete the training course.

Administrative Official Certification

The Administrative Official (AO) certification course is required as part of the officials certification as an Administrative Official.

1. Log in to your USA Swimming online account

2. Navigate to the USA Swimming University by clicking on the **Education** option
3. Click on **Course Catalog**.
4. Click on the Officials button to filter courses
5. Locate the “Administrative Official Certification Course” and click **VIEW INFO**.
6. Follow prompts to complete the training course.

Apprenticing

Each position requires apprentice sessions as defined in the [Officials Certification Standards](#) document. While there is no requirement that an apprentice official complete the online training prior to on deck apprenticeship, it is recommended. This will provide you with more information about the position prior to your sessions.

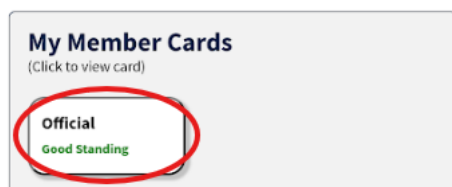
1. Download and print the apprentice form for the position you will be apprenticing for from the [Indiana Swimming Officials Website](#) and take it with you to each of your apprentice sessions.
2. Upon arrival at the swim meet, sign in as an official and show your [USA Swimming credentials](#) showing that you are a member of USA Swimming in good standing. This will allow you to be on the pool deck.
3. Locate the officials briefing area and sign in on the “Officials Position Assignments” sheet and be sure to check the boxes for the position you are apprenticing for **and** the Apprentice box.
4. Introduce yourself to the Meet Referee and let them know you are there for your apprentice sessions. The Meet Referee will assign you to a mentor for the session.
5. After your session is complete, be sure to have your Apprentice Form signed by the Meet Referee
6. Upon the completion of all of your required sessions, scan and send a copy of your completed Apprentice Form to your Indiana Swimming [Area Officials Representative](#). Upon review of the form, your Area Officials Representative will update your status to certified.

USA Swimming Credentials

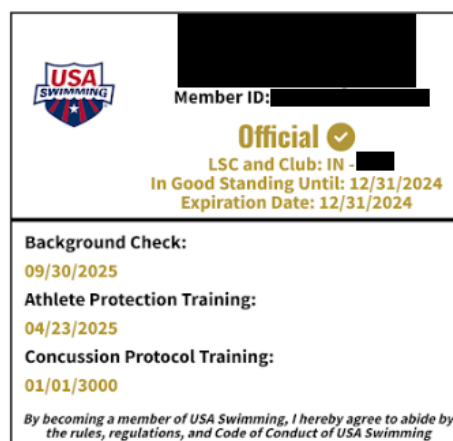
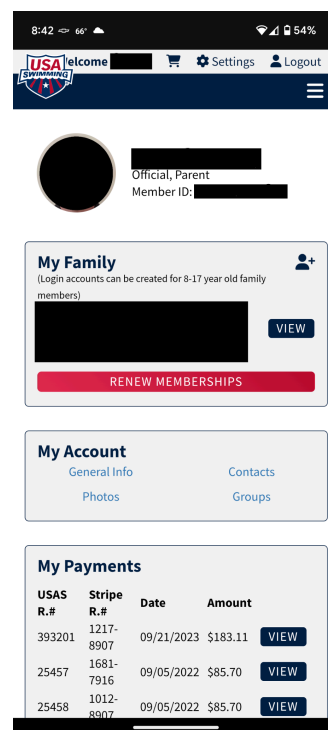
You can view your USA Swimming credentials on both the USA Swimming App and the USA Swimming website. While the USA Swimming App can show you your current membership status with expiration dates, it does not allow you to see other useful information with the Officials Tracking System (OTS). As such, it is recommended that you access your account via the website, even from your mobile device.

When you first log in on your mobile device, you should see a page similar to the one shown to the right.

Scrolling down to the bottom, you will see a section labeled “My Member Cards” like the one below. Tapping on the “Official Card” will open your membership card (shown on the next page) which will show you membership as an official is in good standing.



You will need to show this member card (shown at the right) to gain access to the pool deck where you will also sign in on an Officials sign in sheet.



Navigating OTS

<Coming Soon>