

Becoming a ISI Official

This document is designed to walk a brand new official candidate through the process of becoming an Illinois Swimming Official.

Benefits of Becoming an Official

1. Help support an excellent sport for children and promote a healthy lifestyle for children.
2. Gain a more thorough understanding of swimming in particular, and sports in general.
3. Fulfill volunteer obligations at Club Meets.
4. Get closer to the action; know what's happening on deck with the "best seat" in the pool.
5. Get mentally and physically engaged during the Meet rather than merely "spectating."
6. Be cooler on deck than in the stands.
7. Receive free admission and great hospitality during sessions officiated

Once you have decided you want to become a Stroke and Turn Judge or an Administrative Judge, the following steps will help get you there.

Step 1: Background Check

As part of the USA-Swimming athlete protection act, all officials and trainees are required to undertake a criminal background check. You need to have this completed before we can process your application to attend the upcoming clinic.

For more information on the reason for the background check and to submit your background check, please go to the USA-Swimming website.

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1678&Alias=Rainbow&Lang=en>

The Level 2 background check will cost \$39 and will take about 15 minutes to submit your application on-line. Please check with your team as many teams will reimburse you for the cost of the background check.

You will receive an e-mail confirmation upon completion of the application and when the results are available (may take up to 2 weeks). Do not send these results to the Illinois Swimming office they will receive direct notification directly from USA Swimming within 72 hours of the completed check.

Step by Step instruction cans be found in appendix A.

Step 2: Register for your Clinic

Go to the Illinois Swimming web site and register for the clinic of your choice.

http://www.ilswim.org/officials/upcoming_clinics.htm

Nov 13, 2011	YWCA Flying Fish YWCA Evanston North Shore, 1215 Church Street, Evanston, IL 60201	11/4/11	Starter and Stroke and Turn Levels Only	Register Now
Jan 8, 2012	St Charles Swim Team Norris Recreation Center, 1050 Dunham Road, St Charles, IL 60174	12/30/11	All Levels	Register Now
Jan 14, 2012	Host - New Trier Swim Club , New Trier H.S. Northfield Campus 7 Happ Road, Northfield, IL 60093,	1/6/12	All Levels	Register Now

Follow the steps to register. The site will ask you for detailed information on what you want to register for. Step by Step instruction cans be found in appendix B.

Step 3: USA Swimming Non-Athlete Memberships

Next, you must become a member of USA Swimming. Fill out this application

<http://www.ilswim.org/forms/2012%20Application%20-%20Non-athlete.pdf>

and mail into Illinois swimming with you \$60 USA Swimming Fee and \$30 Clinic Fee. Once again, check with your club as many will reimburse you for both fees.

Payment

Payment Method

Pay By Check

Please make check payable to:

Illinois Swimming Inc
1400 E. Touhy Ave
Suite 245
Des Plaines, IL 60018

Payment Summary

Name	Type	Fee
Event Fee + USA Swimming Non-Athlete Membership		\$90.00
TOTAL		\$90.00

Step 4a: Attend Your Training Clinic

Attend the clinic you registered for.

Remember to print out your clinic workbook and evaluation cards. Both can be found at the bottom of:

<http://www.ilswim.org/officials/index.htm>

Training Resources

- [USA Swimming Situations and Recommended Resolutions](#)
- [USA Swimmings' Interpretations](#)

Clinic Workbooks:

- [Starter](#)
- [Referee](#)
- [Administrative Judge](#)
- [Stroke and Turn Judge](#)

On Deck Training Evaluation Cards:

- [Starter](#)
- [Referee](#)
- [Administrative Judge](#)
- [Stroke and Turn Judge](#)

For Stroke and Turn, you will need 4 evaluation forms, For Admin Judge, you will need 2 forms.

The on-line rule book can be found at:

<http://www.usaswimming.org/Rainbow/Documents/92062db1-06cf-4c09-99a0-f8a0e2a17007/2011%20Rule%20Book.pdf>

Step 4b: Athlete Protection

Once you are setup in the USA Swimming Database (assume 2 weeks from the date you send in Step 3), you will need to take the USA Swimming Athlete Protection Course. This is a one hour tutorial which can be taken before or after your training clinic but cannot be taken until you are registered with USA Swimming. The training and an explanation around why USA Swimming is offering this training can be found at:

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1960&Alias=Rainbow&Lang=en-US>

[TAKE ATHLETE PROTECTION TRAINING COURSE ▶](#)

Fill in your name and birth date, select Locate. If you are registered with USA Swimming, you will receive a response to your request, you will simply select your name from the list. If you are not in the list, please wait a few more days and try again. If you fail a second time, please contact the Illinois swimming office to check on your registration from Step 3.

INITIATE ATHLETE PROTECTION TRAINING COURSE

First Name: *

Last Name: *

Date of Birth:  *

[LOCATE APT INFO ▶](#)

Step 5: Create a USA Swimming Official Tracking Account (OTS)

Once you have completed the Athlete Protection course, you will want to create an account with USA Swimming. This account will be used to track all of your activities with Illinois and USA Swimming. It will track meets you have attended, tests you have taken, evaluations you have completed and many education events. In some cases, education events may not be added by the clinician and you can add them yourself. Information on creating an account can be found in Appendix C.

Please print your Certification Card and carry it with you on deck.

Step 6a: On-line Test

Once you have completed your training clinic, in addition to on deck training sessions, you will need to take an on-line open book test. The test is designed to help you understand the rules. It will take about 100 minutes to complete. You will either need to take the Stroke and Turn Test or the Clerk of Course, Timer, and Timing Judge (yes all 3) for Administrative Judge. (You do not need to take the Administrative Referee Test)

It is recommended that the test be taken prior to or in close proximity to your first or second training session. The test can be found at:

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1514&Alias=Rainbow&Lang=en>

You will need to complete Step 5 before taking the test.

Step 6b: On Deck Training

Once you have completed your training clinic, you will need to be mentored on deck during swim events. The requirements are below:

Position	# Training Sessions	Min # of Meets	Min # of Trainers
Stroke and Turn	4	3	2
Administrative Judge	2	1	1

To ensure that the meet will be staffed appropriately to train each official, it is highly recommended that each trainee contact the Meet Referee one to two weeks in advance of a meet and let them know your training needs and the sessions you will attend. The meet packet contains the contact information for the meet referee and can usually be found on the host team's web site or from your teams head coach. There have been cases where officials show up expecting to be trained and the deck is already oversubscribed with trainees.

Once accepted for training, please be on deck in appropriate attire one hour before the meet starts. Find the meet referee and introduce yourself. Find the sign-in sheet and sign in for the meet stating you want to be trained. Attend the officials meeting for your assignment and trainer.

At the end of the training session, you will be asked for your evaluation sheet (the ones you printed in Step 4a). Your trainer will fill in and add comments. The meet referee will sign. If you meet the requirements for the session, the Meet referee will enter your session in OTS (meaning pass). If you did not meet the requirements for the meet, the Meet Referee will not enter the event as if it did not happen.

Step 7: Certification

Once you have completed all of the steps above,

- 1) Background Check
- 2) USA Swimming Registration
- 3) Athlete Protection
- 4) On-deck training sessions
- 5) USA Swimming Test

Send an email to ilswimofficials@ilswim.org requesting a change from trainee to certified status. Please include a scanned copy of your training evaluation forms.

The officials committee will review your request and pull up your records on OTS. Should everything be in order, your credentials status will move from trainee to certified, and you will receive an updated USA-Swimming officials credential via email from USA Swimming (please make sure your email address is correct on your USA-Swimming account). If you do not receive the e-mail (it may be in your spam folder), you can always print the card from OTS. Any questions will be directed to you from a member of the officials committee seeking clarification as needed.

Step 8: Credentials

Once you are certified, please print out your certification card from OTS and carry it with you when on deck. This card shows your level of certification (or training) within Illinois Swimming and any certifications at the USA Swimming Level. It also shows the expiration of your background check, annual registration and status of you athlete protection training.

Appendix A

Follow the steps below:

Step 1.1:

INITIATE A BACKGROUND CHECK

Regular Background Check

Anyone who has been living in the United States for the past 10 years or longer or who has a Social Security Number (SSN) or IRS-issued Individual Taxpayer Identification Number (ITIN) should initiate the background check by clicking the button below.

INITIATE A BACKGROUND CHECK ▶

Step 1.2:

Choose one of the following options:

BACKGROUND CHECK FOR COACH OR OFFICIAL ▶

Step 1.3:

...will determine the timing of your update as soon as possible, depending on your scheduled monthly update will occur following your notice of resignation.

I have read and understand the *Notice Regarding M*

YES, CONTINUE WITH OTHER NON-ATHLETE CHECK ▶

Step 1.4:


You have been redirected here to complete a background screening.

Click Enter Below To Enter Acxiom's Site

ENTER >>

Step 1.5:

Consumer Release - Click

 I have read and understood the above release and I accept.



Step 1.6:

Summary Of Rights Link - Click He
Notice to Users of Consumer Reports Link -

 I have read and/or printed the summary of rights.



Step 1.7:

.....

ORDER information

First**:

Middle:

Last**:

SSN**:

House #**

Street**:

Apt

City**:

Phone:

Email**:

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Level II - Coaches, Officials & Other Specified Members

Pkg	Product
10789	5011: TRUSST
10789	1160: National Access Search
10789	6002: Score Report - County Record

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Appendix B

Personal Information

* First Name:

* Last Name:

* Email Address:

* Address 1:

Address 2:

* City:

* State:

* ZIP Code:

* Phone:

* Date of Birth?

As a new official, you will either register for the Stroke and Turn Clinic or the Administrative Judge Clinic (your choice)

On the form, mark that you are not yet a non-athlete member and you have taken the background check in step 1.

Clinic Information

* Clinic Level?

* Are you a current Non-Athlete Member?

* Have you taken the USA Swimming Background Check?

* Club affiliation

Once filled in, click

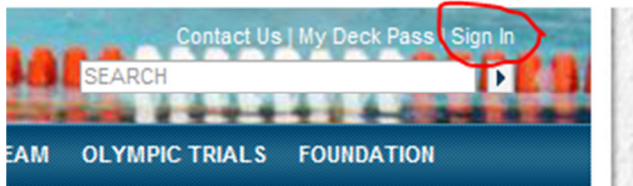
Register

Appendix C

To create an account, go to

<http://www.usaswimming.org/>

Click



Click

ACCOUNT LOGIN

Username

Password

Remember Login

LOGIN ▶

Need to create an account? [Click Here.](#)

Forgot your username or password? [Click Here.](#)

Fill in the form and make sure the “I am a registered USA Swimming Member” check box is checked.

CREATE AN ACCOUNT

Username:

Last Name:

First Name:

Middle Name:

Suffix:

Email Address:

Contact Phone #:

USA Swimming Connection:

Password:

Confirm Password:

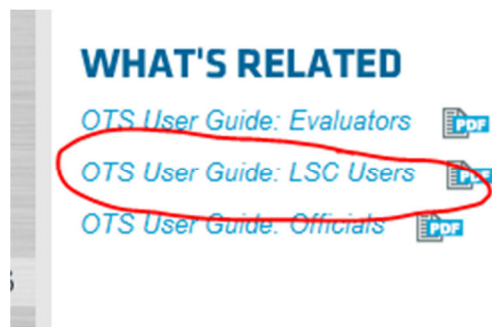
I am a registered USA Swimming Member

[CREATE ACCOUNT](#) [CANCEL](#)

You will be asked to match your name and the account will be created. Log and make sure your account works.

The OTS users' manual can be found at:

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1516&Alias=Rainbow&Lang=en>



You can print your Certification card and View your history by clicking the appropriate links below:



