



# Becoming a Junior Official

Blake Carlson & Giancarlo Rubio



# What is a Junior Official?

As a Junior Official, you are a trained, USA Swimming certified on-deck official who helps run fair and efficient swim meets at the pre-championship level.

As a Junior Official, you ...

- Are treated as a full member of the officiating team, not “just a helper”
- Ensure fair competition by observing strokes, turns, and finishes (S&T) or by verifying times, results, and paperwork (AO) (*position options on next slide*)
- Participate in briefings, discussions, and debriefs with the deck referee and other officials
- Help run meets smoothly and on-time, either on deck or at the admin table
- Ask questions, learn from mentors, and grow through hands-on experience
- Can make disqualification calls just like any other official (if you choose the Stroke & Turn path – *your calls count*)
- Stay involved in the sport you love



## 2 Paths - Your Choice

### STROKE & TURN (ST)

'WET SIDE'

Positioned at the edge of assigned lanes to observe swimmers during races

Ensures that swimmers comply with USA Swimming rules for strokes, turns, and finishes

Makes disqualification calls when rules are violated. *Your calls count* as a Junior ST Official

Develops decision-making skills, attention to detail, and confidence under pressure

### ADMIN OFFICIAL (AO)

'DRY SIDE'

Works at the scoring table or behind the meet computer to support operations

Processes disqualifications in the system after being signed off by the referee, scores events, uploads official times to the SWIMS database, and ensures accurate meet records

Communicates with coaches and officials to keep the meet running smoothly

Builds organizational and leadership skills



## Process at a Glance

### USA SWIMMING MEMBERSHIP

Become or ensure you're a registered member of USA Swimming and have access to your online account

1

### ONLINE TRAINING

Complete the required online coursework and rules education through USA Swimming University

2

### ON-DECK TRAINING

Attend on-deck training sessions by shadowing a certified official in the position you're training for

3

### CERTIFIED

Once your training and evaluation are complete, you are certified and ready to help at meets as a Junior Official, either as a Stroke & Turn or an Admin.

4



# 1. USA Swimming Membership

Whether your goal is to become a **Stroke and Turn** or an **Admin Official**, the first step is the same – and it's likely already complete!

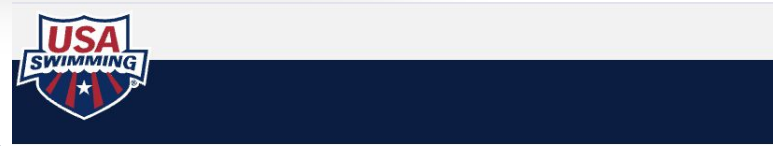
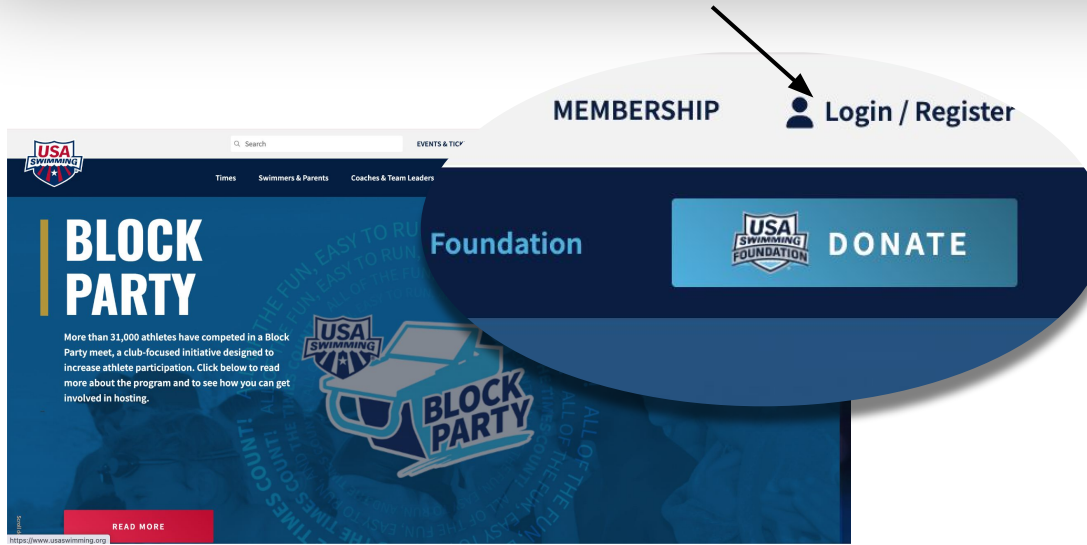
**If you're a swimmer**, you already have a USA Swimming membership. **No new payment is needed** at this time.



Make sure you are able to **access your online account** by visiting [www.usaswimming.org](http://www.usaswimming.org). Navigate to the upper right hand corner of the home screen and select "Login"



# 1. USA Swimming Membership CONT.



## Login

Please login with your username and password.

Username

Password

LOGIN



# 1. USA Swimming Membership CONT.

EVENTS & TICKETS FIND A SWIM TE



**Blake Carlson**

Athlete

Member ID: XXXXXXXXXX

## My Member Cards

(Click to view card)

**Athlete**

Good Standing

RENEW MEMBERSHIPS

## My Account

General Info

Groups

Times

Upon logging in, this is the screen you should see. You have successfully accessed your **USA Swimming Membership** portal!



## 2. Online Training

The next step in becoming a Junior Official is completing the online portion of your training through “**USA Swimming University**.” You will complete 4 courses in total.

The screenshot displays the USA Swimming website interface. At the top, a dark blue navigation bar contains the following links: [EVENTS & TICKETS](#), [FIND A SWIM TEAM & LESSONS](#), [SWIMMING](#), [My Account](#), [Shopping Cart](#), [Settings](#), and [Logout](#). Below this, a secondary dark blue bar features the main navigation menu: [Members](#), [Education](#) (highlighted with a white circle and a white arrow pointing to the right), [Online](#), [Officials](#), and [Help](#).

On the right side of the page, the user interface for USA Swimming University is visible. It includes the USA Swimming logo and the text "Welcome to USA Swimming University". Below this, the user's profile information is shown: **User:** Blake Carlson and **Roles:** Athlete, Junior Official. Two prominent red buttons are displayed: [VIEW TRANSCRIPT](#) and [VIEW CERTIFICATIONS](#).

At the bottom of the page, there is a "My Account" section with a grid of links: [General Info](#), [Groups](#), [Times](#), [Contacts](#), [Club Transfer](#), [Photos](#), and [Upgrades](#). To the right of the main content area, there is a grid of circular icons representing different user roles: [All](#) (book icon), [Coaches](#) (clipboard icon), [Safe Sport](#) (swirl icon), [Officials](#) (stopwatch icon), [Athletes](#) (swimmer icon), and [Parents / Volunteers](#) (hands icon).



## 2. Online Training CONT.

REGARDLESS of whether you are becoming a **Stroke and Turn** or an **Admin Official**, the first online course you must complete is **Foundations of Officiating**



ches



Safe  
Sport



**Officials**



Athletes



Par  
Volu



### Foundations of Officiating

✔ Complete - Passed

⌚ Doesn't Expire

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

[VIEW INFO](#)

Follow the instructions through the online course module. Complete the open-book test at the end. Minimum passing score is 80%

Select the Officials Tab



## 2. Online Training CONT.

The second course you need to complete is **role specific**.

Choose whichever one aligns with the position you are training for.



### **Stroke and Turn Certification Course**

In Progress

This course is required as part of the certification as a Stroke and Turn Judge.

[VIEW INFO](#)

OR



### **Administrative Official Certification Course**

This course is required as part of the Officials Certification as an Administrative Official.

[VIEW INFO](#)



## 2. Online Training CONT.

The next required online course is **SafeSport for Youth Athletes (13-17)**.

NOTE: Some clubs require swimmers to complete this course. If you've already done it, you don't need to do it again!



The course card features a blue and white design. At the top left is a white 'S' logo on a blue background. To the right is a photograph of two young male athletes sitting on a bench, wearing black t-shirts with 'Merrill' written on them. Below the photo, the text 'SAFESPORT FOR YOUTH ATHLETES' is displayed in white on a blue background.

**SafeSport For Youth Athletes (13-17)**

✔ **Complete - Passed**

⌚ Expires on 08/06/2026

This course covers bullying and hazing, supporting friends who have experienced sexual abuse or misconduct, and resources.

[VIEW INFO](#)

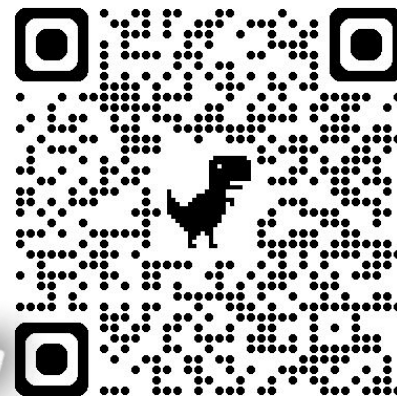


## 2. Online Training CONT.

The next and FINAL online course is  
**Concussion Protocol Training.**

This course IS NOT completed through USA Swimming University. To complete this course, you must visit:

<https://nfhslearn.com/courses/concussion-in-sports-2>



**DOWNLOAD YOUR CERTIFICATE  
OF COMPLETION ONCE FINISHED!**



## 2. Online Training CONT.

### CHECKPOINT

You should now have completed the following required online training courses

1. **Foundations of Officiating**
2. One of the 2 following role specific courses:
  - a. **Stroke & Turn Certification Course**
  - OR
  - b. **Administrative Official Certification Course**
3. **SafeSport for Youth Athletes (13-17)**
4. **Concussion Protocol Training (through the NFHS Learning Center)**



## 2. Online Training CONT.

Completed the online training? Congratulations!!

Before you begin **Step 3: On-Deck Training**, you must:

1. Email [reg.ctswim@gmail.com](mailto:reg.ctswim@gmail.com) and share the **certificate of completion** from the **Concussion Protocol Training** course
2. Email [officials@ctswim.org](mailto:officials@ctswim.org) to request trainee status



### 3. On-Deck Training

You're almost finished with the journey to becoming a Junior Official.

The final step in the process involves **on-deck training**. You will be required to shadow a certified official for **4 meet sessions** across at least **2 different meets** (sessions *cannot* be freestyle only). The best way to complete these training sessions is to visit [www.ctswim.org](http://www.ctswim.org) to view the upcoming meet schedule. It's recommended **you contact the meet referee** ahead of time to let them know you wish to train at their meet.

You **MUST** print out and bring your evaluation form (*see next slide*) to each on-deck training session. Remember to get it signed by the meet referee before leaving!



## 3. On-Deck Training

Evaluation Forms:

[Stroke & Turn Evaluation Form](#)

[Admin Official Evaluation Form](#)

Once all 4 of your in-person training sessions have been complete, **email your evaluation form** to [officials@ctswim.org](mailto:officials@ctswim.org) to be certified!



## Now That You're Certified: *What's Next?*

### GET ON DECK AND OFFICIATE!!

Swim meets **cannot run without officials**, and your time, attention, and skills directly support fair competition for every athlete in the pool.

The more you volunteer, the more confident and connected you'll become on deck.  
**Your presence matters, and we're excited to have you on our team.**



# Questions?

## Contact Us!

Officials Co-Chairs (Dylan Lee/Margy Sargent): [officials@ctswim.org](mailto:officials@ctswim.org)

View our list of Frequently Asked Questions here:

[CT SWIMMING – FAQs](#)

