

Becoming an Administrative Official

Becoming AO requires you do the following: (check off as completed)

- Attend a Connecticut Swimming **Clinic** for New Administrative Official
(for re-certification take a clinic or attend the Annual Officials Meeting every 2 years)
- Apply for **Registration (Reg)** for USA/CT membership
(on the ctswim website officials page, Becoming a New Official – membership with application is an annual requirement) (<https://www.ctswim.org/CTNet/CFPaintForm.aspx?f=93>)
- Take **Athlete Protection Training (APT)** every two years online, 1hr
(<https://www.usaswimming.org/DesktopDefault.aspx?TabId=2193&Alias=Rainbow&Lang=en>)
- Apply for **Background Check (B/C)** level 2 now (re-certification get onto an every 2 year December renewal
<https://www.usaswimming.org/DesktopDefault.aspx?TabId=2019&Alias=Rainbow&Lang=en>)
- Take the new one online *certification* AO Officials **test**: 80% is required to pass each test; you can retake any test, if necessary. (for re-certs take re-cert tests every two years during the re-cert periods Oct-Dec)
- Send ‘certify me as *Trainee*’ email upon completion of the above to start on-deck training (NOTE: it takes approximately one [1] week for the change in status to be processed & recorded do NOT anticipate it sooner). Print out your Trainee Administrative Official Card from OTS
- Train** at the AO position for a minimum of six (6) sessions under the supervision of at least two (2) USA/Connecticut Swimming Meet Referees and Administrative Officials at a minimum of two (2) meets.
 - AO trainees can only train at USA/Connecticut Swimming sanctioned meets and cannot train at freestyle only meets.
 - Two of these training sessions includes working with the administrative referee at one (1) Senior or Age Group Championship meet, or similar prelim/finals format meet at both the prelims and finals sessions.
 - Six (6) sessions is the minimum, you may feel you need more, or you may be asked to do additional sessions.
 - The last AO session requires a final evaluation submitted by the Meet Referee to the Officials Chair. Please let the MR know it is your last session and have them contact the Officials Chair for the evaluation checklist prior to the final session. If this does not occur the session will need to be done again. The evaluation is required to advance. You will also receive a copy to be prepared.
 - Please note: there are limited spots available at the admin table so please request a trainee assignment in advance and with reasonable time. Please be flexible as not all meets will be able to accommodate your request.
- Be recommended to the Officials Chair by the Meet Referee with Administrative Referee confirmation at your last session – please have them reach out to the officials chair prior to your session and send email recommendation after your session. Be sure to debrief with the MR/AR after your last session.
- Send ‘certify me as *AO*’ email to the officials chair upon completion of all of the above for training (NOTE: it takes approximately one [1] week for the final certification to be processed & recorded do NOT anticipate it sooner). A plastic annual CT Deck Pass will be sent to you upon completion.
- Print out your Official AO Certification card from USA Swimming
- NOTE for re-certification:
 - Referees all hold a dual certification with AO: Work total 8 sessions annually, including one (1) championship session (Seniors, Age Group or Regionals or similar prelim/finals) and one (1) as S&T
 - S&T/Starters who hold a dual certification with AO: Must work min 3 sessions as AO and 4 sessions as the other official certification PLUS one championship session in either position – total 8 sessions
 - Coaches who are AOs: Must work four (4) sessions as AO
 - Coaches who have dual certifications AO & other: Must work min. 3 sessions as AO and 5 sessions in the other official certification – total 8 sessions - there is no championship requirement since they must work championships as a coach