

Becoming an Administrative Official

As you begin the process to become an Administrative Official, you must complete the following requirements within one year of becoming a trainee. You will need to register with USA Swimming prior to doing the test, APT, CPT, & background check, but the order of those events is somewhat flexible. Be sure to contact the Officials Chair after the first 6 items are complete for approval to train on deck. Note: If you already hold another certification (Stroke & Turn, Starter, etc.), you may be able to bypass steps 2 through 5, as long as those elements are up-to-date.

To Do: (check off as completed)

1. ☐ Attend a Connecticut Swimming **Clinic** for New Administrative Officials
2. ☐ Apply for **Registration (Reg)** for USA/CT membership (on the CT Swim website officials page, becoming a New Official – membership with application is an annual requirement)



[Register Here](#)

3. ☐ Take **Athlete Protection Training (APT)**, required every year, 2hrs
<https://university.usaswimming.org/landing>
4. ☐ Apply for **level 2 Background Check (B/C)**
<https://university.usaswimming.org/landing>
5. ☐ Take **Concussion Protocol Training (CPT)**, one-time requirement. Follow one of the two links below, found on the Officials page on CTSwim.org. Once this training is complete, your certificate (pdf file) must be emailed to office@ctswim.org
<https://www.cdc.gov/headsup/youthsports/training/index.html>
<https://nfhslearn.com/courses/concussion-in-sports-2>
6. ☐ Take the online **Administrative Officials certification test**- 80% is required to pass each test; you can retake any test, if necessary



**Administrative Official
Certification**

This exam is for those who want to
become an Administrative Official.

[VIEW INFO](#)

7. ☐ Send email '**certify me as Trainee**' email to officials@ctswim.org upon completion of the above 6 requirements 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 and you cannot train on deck for credit without this clearance*)
8. ☐ **Print out your Administrative Official Trainee card** on the USA Swimming website, 'My Member Card'
9. ☐ **Train** at the AO position for a minimum of six (6) sessions under the supervision of at least two (2) 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

Sept. 2023

freestyle only meets

- Two of these training sessions include working with the Administrative Referee at one (1) Age Group Championship meet, or similar prelim/finals format meet at both the prelims and finals session.
- Six (6) sessions is the minimum, you may feel you need more, or you may be asked to do additional sessions to ensure success.

- The last AO session requires a final evaluation submitted by the Meet Referee to the Officials Chair. At least one week prior to the final meet, the trainee must email both the Meet Referee and the Officials Chair to let them know you would like to do your final evaluation session at the meet. The Officials Chair will review the training to ensure that all requirements have been met. If at least one week notification is not provided, the session will need to be done again. The trainee should bring the evaluation checklist (available on CT Swim) to their final session.
 - ***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.
10. ☐ **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.
11. ☐ **Send email ‘certify me as AO’** to the Officials Chair (officials@ctswim.org) 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*)
12. ☐ **Print out your Official Certification card** from Deck Pass on USA Swimming, ‘My Certification Card’