

# VSI Official's Certification Requirements Check-List

## Initial Education and Training

- USA-S/VSI Membership:
  - Required for Stroke & Turn, Starter, Referee (required before beginning on-deck apprenticeship). Complete the VSI non-athlete member application and return with check.
  - Recommended for Timing Equipment Operator, Timing Judge, Recorder, and Clerk of Course.
- Previous Certifications:
  - All: Must certify as Timer.
  - Starter: Stroke & Turn.
  - Referee: Stroke & Turn, Chief Judge, Starter, Timing Judge.
- Clinic:
  - Stroke & Turn, Starter, Referee: Clinic required.
  - Timing Equipment Operator, Timing Judge, Recorder, and Clerk of Course: Clinic preferred; at-meet orientation session is acceptable.
- Test: All require a passing grade of 80% or better:
  - All: Timing test (need only be taken prior to first certification)
  - Stroke & Turn: Stroke & Turn test.
  - Starter: Starter Test.
  - Referee: All tests not previously taken.
  - Timing Judge: Timing Judge test.
  - Clerk of Course: Clerk of course test.
- Obtain Apprentice Training Card.

## On-the-Job Training

- Satisfactorily complete on-the-job training as per the requirements listed in the current VSI Officials Handbook with sessions documented on the Apprentice Training Card

## Final Certification

- The District Officials Chairperson will issue a certification card upon the satisfactory completion of all the training requirements.

## On-line Testing Information

- [www.usaswimming.org](http://www.usaswimming.org) > "volunteers" tab > "officials" tab > "officials online test" tab > follow the instructions
- USA-S ID number is required and can be found on your USA-S/VSI membership card. If you do not yet have one, you can generate your ID number as follows (Format = MMDDYYFIRMLAST (FIR = 1st three letters of first name, M = Middle initial, LAST = 1st four letters of last name. If you don't have a middle initial use an "\*" in its place, if your first or last name does not have the required number of letters using one or more "\*" to make up the missing information

## Additional Information

Virginia Swimming Inc. (VSI) website: [www.virginiaswimming.org](http://www.virginiaswimming.org)

USA-Swimming website: [www.usaswimming.org](http://www.usaswimming.org)

## Contact Information

Area Officials Chair:

Club Officials Chair: