



// OFFICIALS



Steps to Certification of the Provisional Official

1. Potential PO contacts LSC OC to inquire about PO training and is given the contact information of a clinic instructor and the date of an online clinic.
2. Clinic is given virtually with LSC required information (i.e. ppt and USA Swimming videos, scenarios, professional document)
3. On-deck training (2-3 hours) is completed. The Mentor emails the name of the Trainee to the OC. The On-deck Mentor's name will be recorded on the *Provisional Official* application form when it is provided (see below).
4. Culminating piece of the training is the 25-question test that automatically sends the score to Trainee. The PO forwards their test score to the LSC OC.
5. Upon receipt of the score and confirmation of on-deck training, the LSC OC sends the PO the Provisional Official Application form. (This form is not intended to be posted online!)
6. The LSC OC explains that the form must be filled out and printed and presented to the Meet Referee at the beginning of the session.
7. After the session, the MR takes a photo of the form and sends it via text or as an attachment to the LSC Registrar and to the OC.
8. Registrar uploads information into SWIMS with the date of the meet as the PO's first day of the allowed 60 days.
9. Meet Referee records sessions worked for all officials in the OTS. The date of the meet and the date submitted on the registration form **must match**.
10. Sixty-day period begins and can be flagged in the OTS for the expiration date.