### USA SWIMMING



### 2014 APPRENTICE OFFICIAL APPLICATION INITIAL TRAINING

**LSC: Hawaiian Swimming SESSION DATE:**

**PLEASE PRINT LEGIBLY ⚫ COMPLETE ALL INFORMATION TO ENSURE THAT CONTACT INFORMATION IS CORRECT AND UP TO DATE:**

# LAST NAME LEGAL FIRST NAME MIDDLE NAME

Have you ever been a member of USA Swimming under a different last name? If yes, please provide that name:

**Previously registered with USA Swimming? 🞏 Yes 🞏 No** If registered in a different LSC, which LSC:

## PREFERRED NAME DATE OF BIRTH (MO/DAY/YR) SEX (M-F) CLUB CODE CLUB NAME

**(Bill, Beth, Scooter, Liz, Bobby)** **(Required) If not affiliated with a club, enter “Unattached”**

## AREA CODE TELEPHONE NO. AREA CODE TELEPHONE NO. E-MAIL ADDRESS

**HOME** MOBILE

**THIS APPRENTICE OFFICIAL STATUS EXPIRES 60 DAYS FROM THE DATE OF THE INITIAL TRAINING SESSION. CONTACT *YOUR LSC OFFICIALS CHAIR* FOR FURTHER INSTRUCTIONS.**

**LSC OFFIICIALS CHAIR:**

**MAIL OR EMAIL APPLICATION TO:**

***Hawaiian Swimming c/o Gwenn Tomiyoshi***

***171 G. Ainaola Dr.***

***Hilo, HI 96720***

***Sandy Drake***

***Email: SandyDrakeMaui@gmail.com***

To enter Apprentice Official information in SWIMS:

1. Search for the individual using normal methods.
2. If a record is NOT found, hover over *Add* and click on *Non-Member*. Enter the member information using normal methods and under the heading *Apprentice Official History*, select *Yes*, enter the start date, and click *Save*.  SWIMS will automatically enter the expiration date (60 days from the start date).
3. If the search indicates that the individual already has a record in SWIMS, bring the record up in *MEMBER EDIT* mode. The section for the *Apprentice Official History* is at the very bottom of the record. Select *Yes*, enter the start date, and click *Save*.  SWIMS will automatically enter the expiration date (60 days from the start date). (Someone who has been or is currently registered as an official cannot be entered as an Apprentice Official so an error message will be returned if you complete the *Apprentice Official History* section.)

If you enter apprentice official history by mistake or enter an incorrect start date, you can delete it by bringing the record up in *MEMBER EDIT* mode, click on the box under the *Delete* column next to the line of apprentice official history you wish to remove and click Save. You cannot edit the start date. If you have entered an incorrect start date, delete the line of history and reenter it.

Apprentice officials have 60 days from the start of their training before they are required to join as non-athletes and complete all membership requirements in order to continue being on deck. Please work with your Officials Chairs as to other requirements that may be required in your LSC prior to entering an individual as official and issuing a membership card.