

PSSA Officials Roster

Simple Guide for Officials

Use the roster to check your certifications, download your credential, submit corrections, renew a certification, or add yourself as a new official.

Website: <https://pssaofficialsroster.ragulsky.net>

The screenshot shows the 'PUGET SOUND SWIMMING ASSOCIATION Roster of Officials' website. At the top, there are links for 'Referee Access' and 'Administrator Access'. Below this, three summary boxes show certification counts: 'Current YMCA certifications' (61 Stroke and Turn, 25 Starter, 35 Administrative, 27 Referee), 'Expired in past year' (2 Stroke and Turn, 0 Starter, 3 Administrative, 0 Referee), and 'Awaiting review' (1 Stroke and Turn, 4 Starter, 1 Administrative, 0 Referee). A section titled 'Updating Your Information' explains how officials can update their records. Below this is a search bar and buttons for 'Export CSV', 'Export Excel', and 'Print'. The main roster table is partially visible, showing columns for 'Official', 'Division', 'Team', 'Stroke & Turn', 'Starter', 'Administrative', 'Referee', and 'Credential'. A '+ Add New Official' button is located at the bottom right of the interface.

The roster home page.

Find and use your record

1. Search for your name or team.
2. Read across your row: S&T; = Stroke and Turn, SR = Starter, AO = Administrative Official, and REF = Referee.
3. Click **Card PDF** to download your credential and any applicable verified certificate files.

Colors: **green** is current; **orange** is expiring soon or unverified; **blue** is pending or upload needed; **red** is expired.

Update your existing record

1. Find your name and click it.
2. Enter the **email address already associated with your record**.
3. Correct your name, team, or YMCA coach/employee status if needed.
4. For a new or renewed certification, check the certification option, select its type, enter the expiration date, and attach the certificate file.
5. Click **Submit for review**. Nothing changes until an administrator approves it.

You may submit again while an earlier request is pending. The new material is combined with the open request and still goes through review.

What to upload

Use a PDF, JPG, or PNG no larger than 8 MB. Upload only the highest certificate or combination needed:

- Referee alone covers REF, SR, S&T;, and AO.
- Starter covers SR and S&T.;
- AO is separate unless you have Referee.
- If you have Starter and AO, upload both.

While you wait

Your currently accepted certifications remain active. Pending items appear when you reopen your change window. An administrator can correct the certification type or expiration date before approval.

Add yourself as a new official

1. Click **Add New Official** beside the PSSA officials heading.
2. Enter your name, email, team, and YMCA coach/employee status.
3. Select only the certifications you are adding. Enter an expiration date and attach a file for each one.
4. Submit the form. You will appear on the roster only after administrator approval.

OFFICIAL CERTIFICATION SUBMISSION

Keep your certifications current.

Submit only certifications you are adding or renewing. Existing certifications remain active unless an approved renewal replaces them.

1 Your information

Full name Email address

Team affiliation

☐ I am a YMCA coach or employee

2 YMCA Learning Plan Certificates or LCDC Credentials

Select only certifications you are adding or renewing in this submission, then upload each Learning Plan Certificate or your LCDC generated credential. Only the highest certification(s) held needs to be uploaded. Examples: Stroke & Turn and Administrative Official, or Starter and Administrative Official, or Referee.

☐ Stroke and Turn

☐ Starter

☐ Administrative Official

☐ Referee

3 USA Swimming Officials

USA-S officials should submit their credentials to YMCA National in Y Learning for credit toward YMCA certification. PSSA no longer tracks USA-S certifications directly, but you're still welcome to officiate at any of our meets under the USA-S/YMCA National agreement. Separately, for PNS-approved meets, credit is uploaded to SWIMS based on

BEFORE YOU BEGIN

- 1 Select only certifications being added or renewed.
- 2 Have a PDF, JPG, or PNG of each new YMCA certificate ready.
- 3 Pending renewals do not replace current certifications until approved.

You may submit an updated form whenever a certification changes. Your email address identifies your roster record.

NEED ASSISTANCE?

Email timr.swims@gmail.com for help submitting your certifications.

The new-official form.

Need help? Email timr.swims@gmail.com.

Remember

1. Use the email already on your record for an update.
2. Enter the expiration date shown on the certificate.
3. A submission is not live until it is approved.